



# **Kalamazoo Public Schools**

## **Northglade Montessori Magnet**

### **PRE-BID MEETING**

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**January 29, 2026**

# PRE-BID MEETING



**Every child. Every opportunity. Every time.**

Northglade Montessori Magnet  
1914 Cobb Ave  
Kalamazoo, MI 49007

# OWNER



## Kalamazoo Public Schools

- **Karen Jackson - Director of Facilities Management**



Every child. Every opportunity. Every time.

# ARCHITECT



## TowerPinkster

- Jennifer Swan, Senior Project Coordinator

[jswan@towerpinkster.com](mailto:jswan@towerpinkster.com)

269-569-6338

- Mike Galovan, Senior Project Manager

[mgalovan@towerpinkster.com](mailto:mgalovan@towerpinkster.com)

269-492-6763

**TowerPinkster**  
Architecture • Engineering • Interiors

# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Michael Kounelis
- 269-207-3049
- [mkounelis@skillman.com](mailto:mkounelis@skillman.com)

## PROJECT MANAGER

- Justin Douglas
- 269-529-0436
- [jdouglas@skillman.com](mailto:jdouglas@skillman.com)

## PROJECT ENGINEER

- Blake Lee
- 269-569-3968
- [blee@skillman.com](mailto:blee@skillman.com)

## SITE MANAGER

- Doug Thompson
- 269-568-0893
- [dthompson@skillman.com](mailto:dthompson@skillman.com)

## ADMIN. ASSISTANT

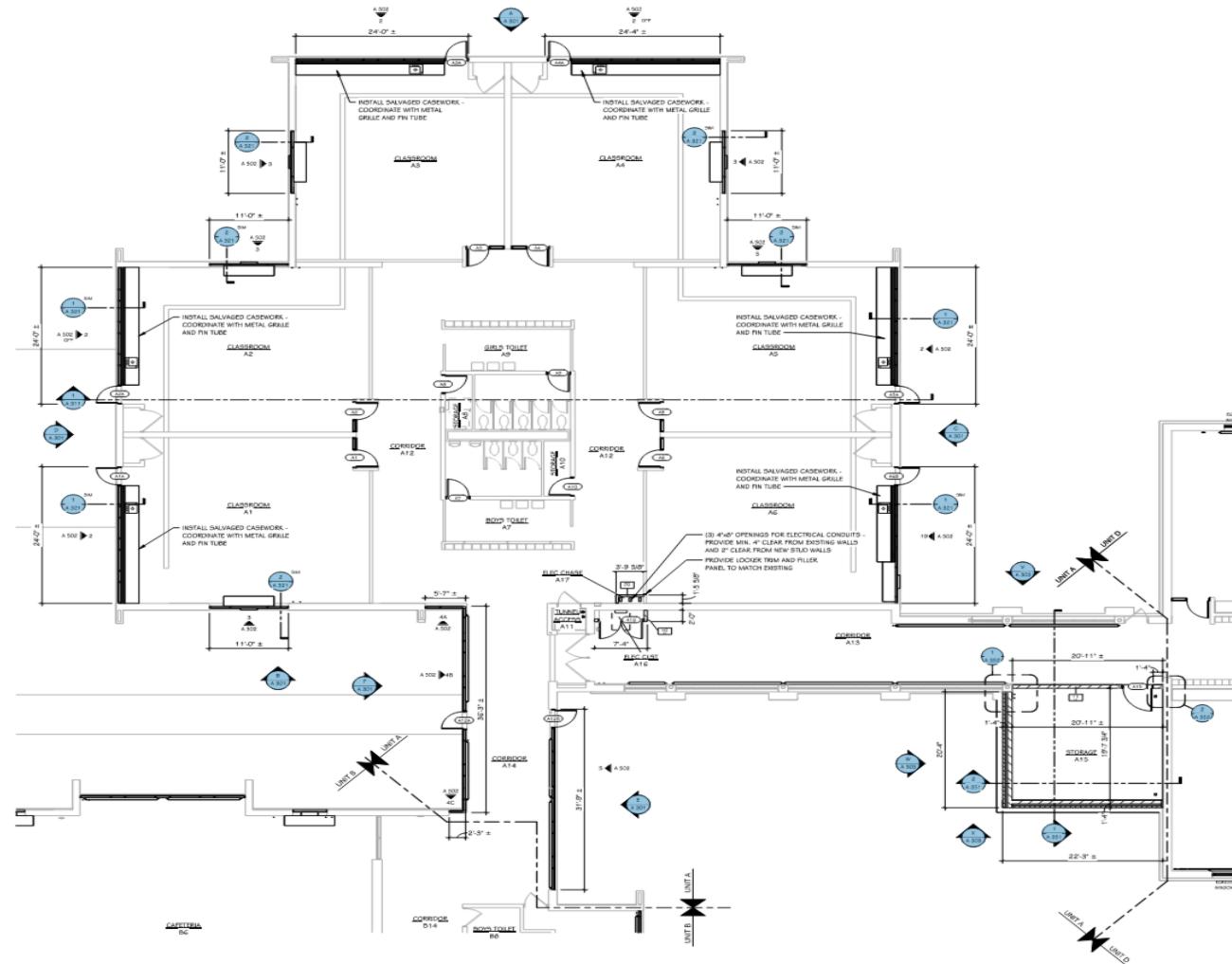
- Caralee Sokolowski
- 269-350-5757
- [csokolowski@skillman.com](mailto:csokolowski@skillman.com)

# SCOPE OF WORK



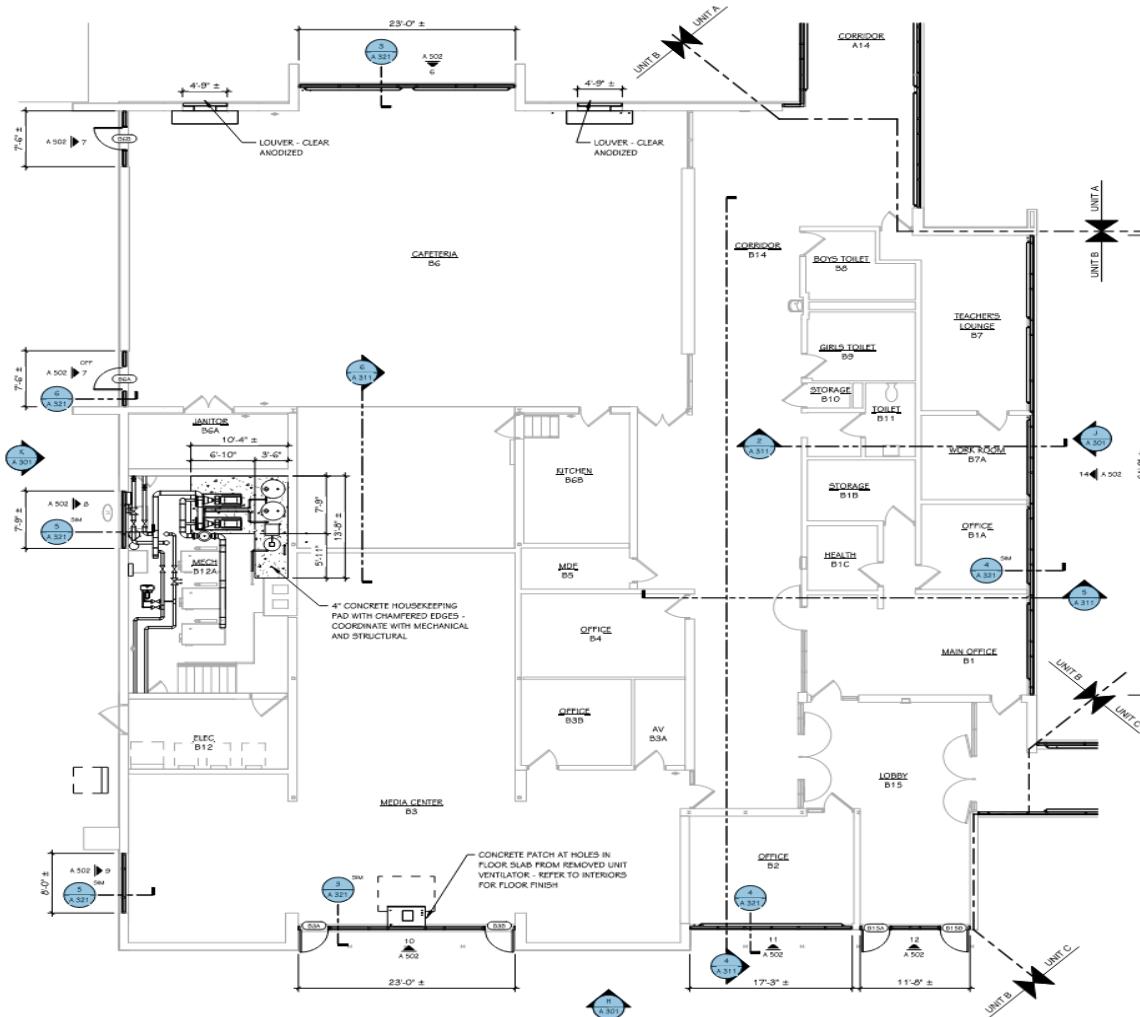
- Includes facility and site improvements consisting of adding a new storage addition and removing an existing portable unit. Installing a new digital marquee sign, upgrading aluminum storefronts and exterior doors, replacing interior doors and associated hardware, replacing the HVAC system and adding cooling capacity, and associated sitework necessary to support these improvements.
- June 2026 – May 2027
- Approx. Budget = \$5.5M (+/-)

# FLOOR PLANS / SITE PLANS



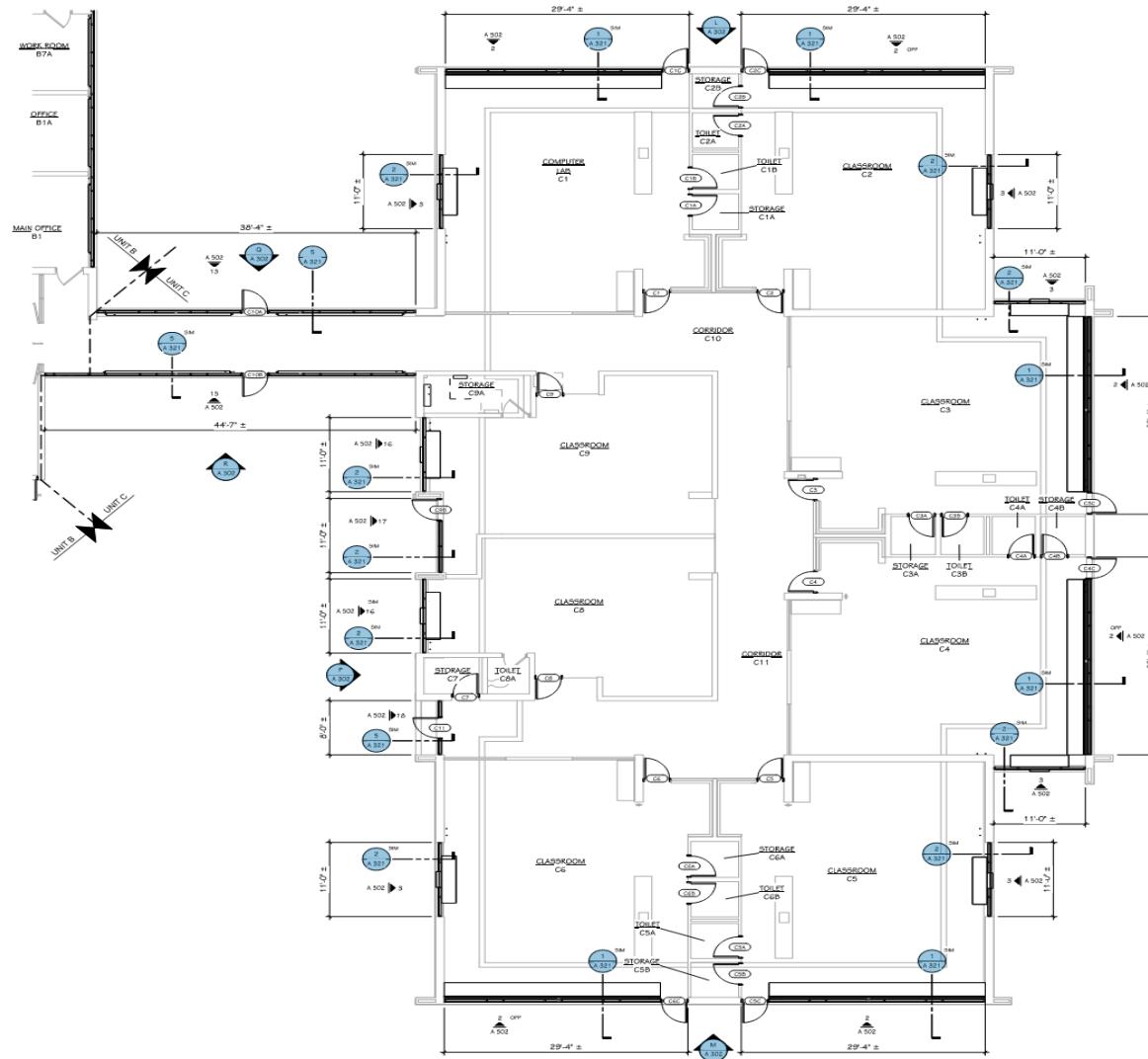
First Floor Plan – Unit A

# FLOOR PLANS / SITE PLANS



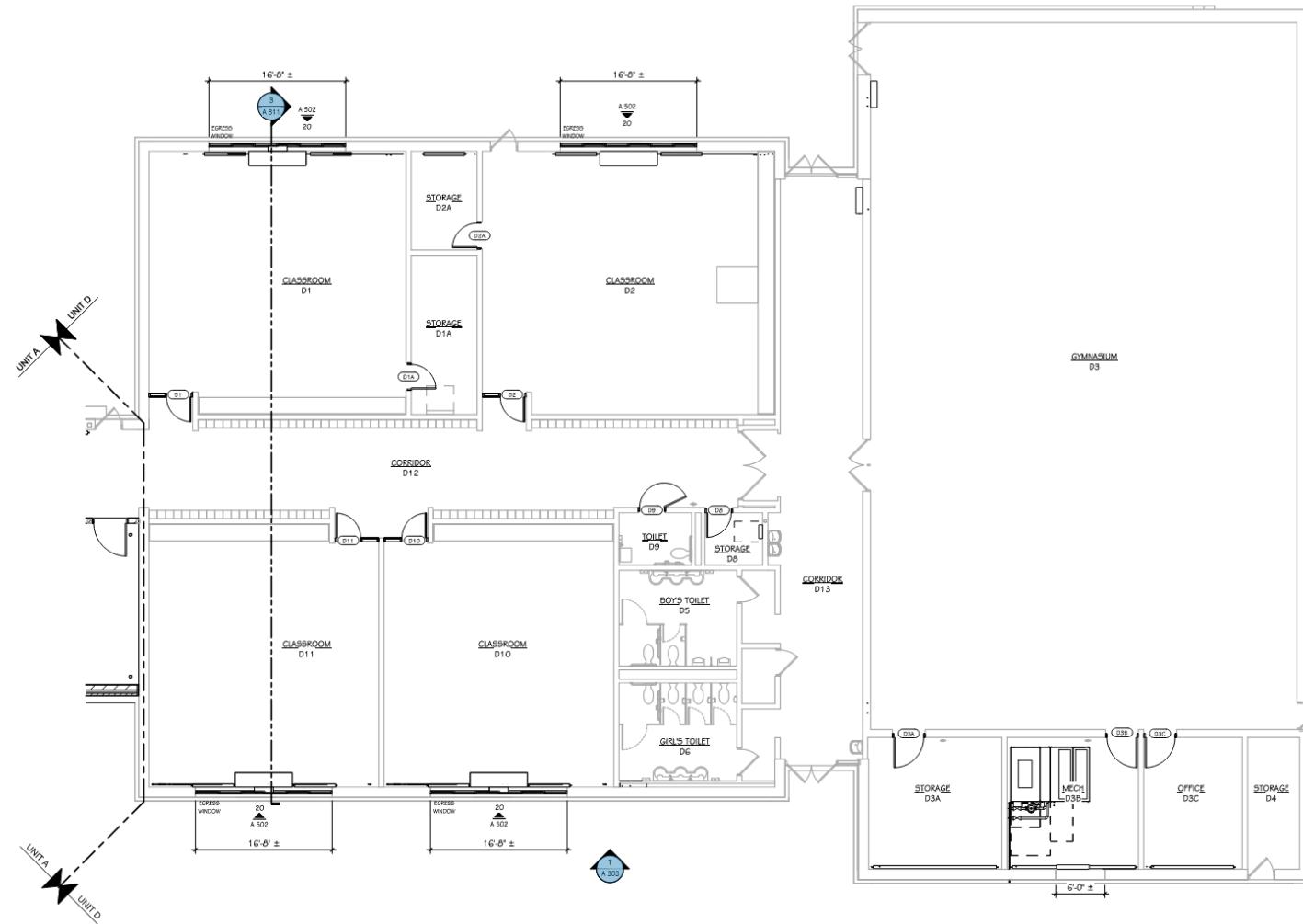
First Floor Plan - Unit B

# FLOOR PLANS / SITE PLANS



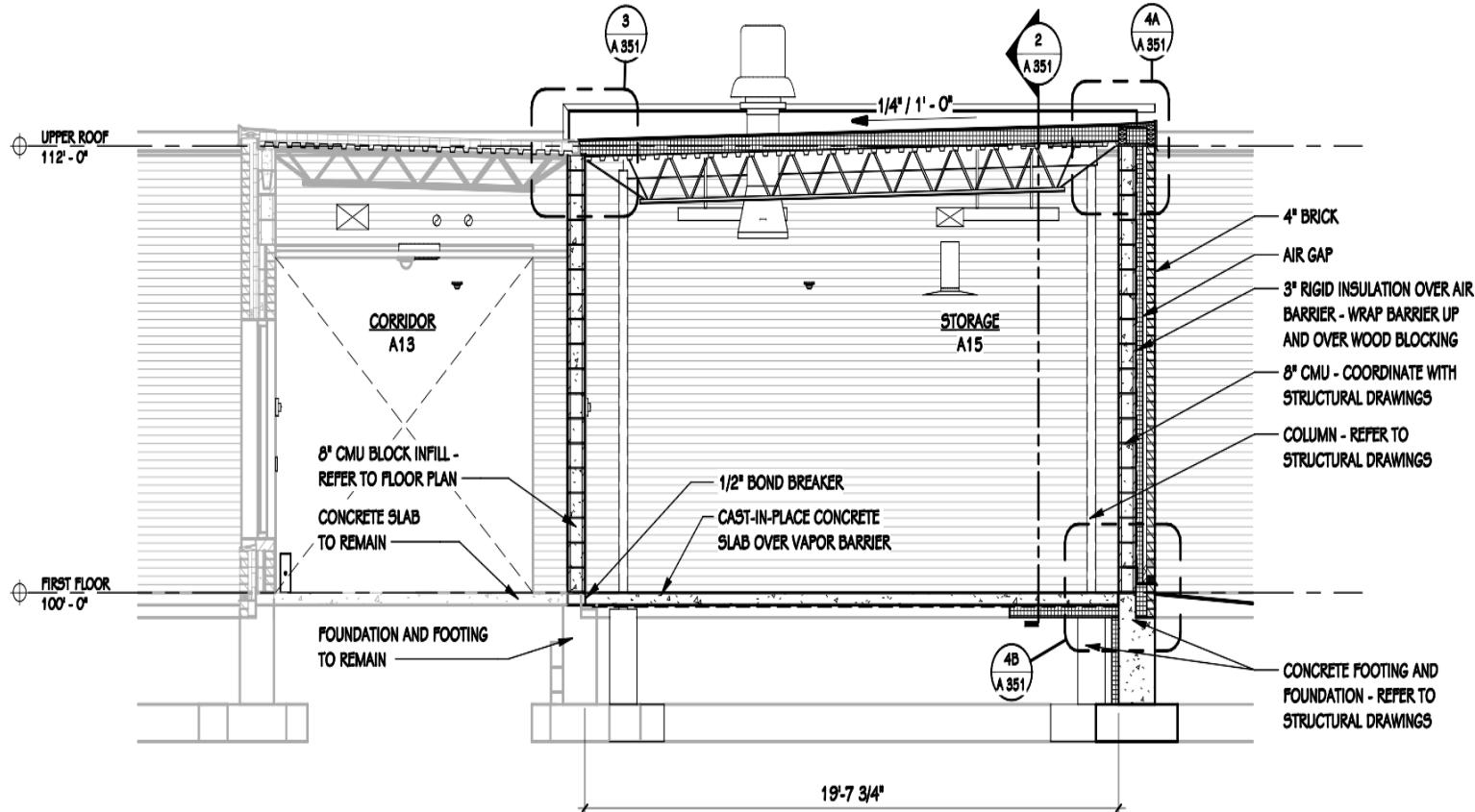
First Floor Plan – Unit C

# FLOOR PLANS / SITE PLANS



First Floor Plan – Unit D

# FLOOR PLANS / SITE PLANS



Enlarged Storage Addition Details

# MULTIPLE CONTRACT SUMMARY



Review Section 01 12 00 – Multiple Contract Summary.  
Review all Specification Sections that are in your Scope of Work.

- 1.05 Prime Contractors Use of Premises
- 1.07 Occupancy Requirements
- 1.09 Permits, Fees and Notices
- 1.10 Labor and Materials. A, B, & C
- 1.14 Schedules of Contract Responsibilities-Scope
- 1.16 Time of Commencement and Completion

# BID CATEGORIES



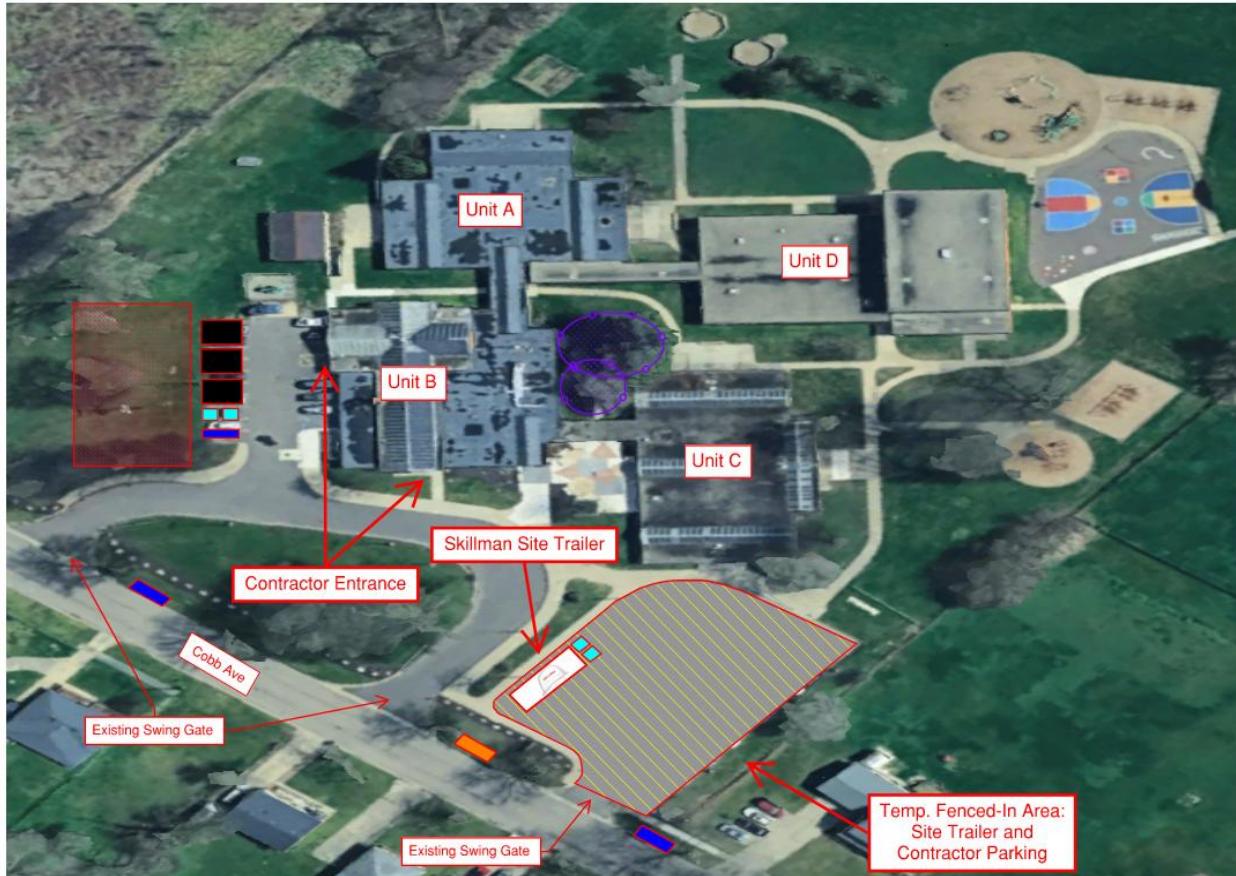
BID CATEGORY NO. 1	General Trades
BID CATEGORY NO. 2	Aluminum Entrances/Storefronts/Doors
BID CATEGORY NO. 3	Mechanical
BID CATEGORY NO. 4	Electrical

# SITE LOGISTICS PLAN



## Kalamazoo Public Schools

### NORTHGLADE MONTESSORI SCHOOL



#### LEGEND:

- Temp. Fenced-In Material Laydown Area =
- Temp. Tree Protection =
- Skillman Site Trailer =
- Contractor Parking Area =
- Dumpsters =
- Large Project Sign =
- Project Traffic and Contractor Entrance Signage =
- Temporary Toilets =



**TowerPinkster**  
Architecture · Engineering · Interiors

**The SKILLMAN Corporation**  
Construction Management

**Site Logistics Plan - 1/22/26**

**KPS**  
Kalamazoo Public Schools



## REQUIRED FOR EVERY CONTRACTOR

- No subscription is required
- Current set of documents
- Issues tracking
  - Safety
  - QA/QC
  - Noncompliance
  - Work Completion List
  - Punch List
- As-built record drawings

# ANTICIPATED CHALLENGES



- Permitting process
- Contractor Submittal & Material Procurement
- Protecting existing finishes
- Maintaining a secure and weather tight building during construction

# ALTERNATES



Review Section 01 23 00 for Alternates that may alter your Scope of Work.

- **ALTERNATE No.01** – State the cost to remove and replace Boilers in Mechanical Room B12A.

# ALLOWANCES



Review Section 01 21 00 for Allowances that apply to your Scope of Work.

Bid Category No.01 - General Trades	\$10,000
Bid Category No.02 - Aluminum Entrances/ Storefronts/Doors	\$20,000
Bid Category No.03 - Mechanical	\$30,000
Bid Category No.04 - Electrical	\$10,000

# INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **1.02 Bidders Examination & Representation**
- **1.10 Bidding Procedures, (R.) Sales Tax (include in bid)**
- **1.15 Determination of Lowest Responsible & Responsive Bid**
- **1.17 Execution of The Contract**
- **1.19 Wage Rates-NOT APPLICABLE.**

# RFI PROCESS



Each Bidder is encouraged to contact the Construction Manager if problems occur or questions arise in analyzing the Drawings and Specifications, where additional clarification or information would be helpful in the preparation of a proper bid.

Submit all questions in writing to: Justin Douglas [jdouglas@skillman.com](mailto:jdouglas@skillman.com)

All RFIs must be received before: **February 6, 2026**

# **SUBSTITUTION REQUESTS**



**Prior to receipt of bids, the Architect will consider proposals for substitution of materials, equipment, and methods only when such proposals are submitted in writing within the time period stated before the date and time set for receipt bids, and are accompanied by full and complete technical data and other information required by the Architect to evaluate the proposed substitution.**

**Request for product approval shall be submitted on the Substitution Request Form and sent to:**

**Justin Douglas – [jdouglas@skillman.com](mailto:jdouglas@skillman.com)**

# CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: **June 15, 2026**

Anticipated Construction  
Completion Date: **May 21, 2027**

# BID TO AWARD TIMELINE



- Post the Bid Tab to the PlanRoom: **February 18, 2026**
- Pre Award Conferences: **February 19 – 23, 2026**
- KPS Board Meeting: **March 5, 2026**

**All Subcontractor & Products Lists**

**must be submitted by: February 19, 2026**

# BID FORM



**Review and fully complete the Bid Form 00 31 00**

**Complete all alternates on the Bid Form that may affect your Scope of Work.**

# CONSTRUCTION DOCUMENTS



Construction Documents are available at:  
[www.skillmanplanroom.com](http://www.skillmanplanroom.com)

Bidding Contractors are required to pay for printed  
Documents. The electronic files are available at no cost.

# BIDDERS' REMINDER LIST



	YES	NO
Have you properly and completely executed the <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , part of the Bid Form, signed, & notarized?		
Is the <b>Familial Disclosure Affidavit</b> , part of the Bid Form, signed and notarized?		
Is the <b>Iran Sanctions Act Certificate of Compliance</b> , part of the Bid Form, signed and notarized?		
Have you enclosed a certified check or <b>Bid Bond</b> ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's <b>Financial Statement</b> ?		
On the outside of the envelope containing your Bid have you indicated:  The Project Name Bidder's Name Bid Category No. Date and Time of Bid Opening Owner's Address Address to Where Bid is to be Delivered if different from Owner's Address		

**IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED,  
DATED, OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.**

# PRE-AWARD INTERVIEWS



- BC #01 – General Trades
  - February 19, 10:00 – 11:00 AM & 11:00 AM – 12:00 PM
- BC #02 – Aluminum Windows
  - February 19, 1:00 PM – 2:00 PM & 2:00 PM – 3:00 PM
- BC #04 – Electrical
  - February 20, 1:00 PM – 2:00 PM & 2:00 PM – 3:00 PM
- BC #03 – Mechanical
  - February 23, 10:00 – 11:00 AM & 11:00 AM – 12:00PM

# BID OPENING



**Date: February 17, 2026**

**Time: 2:00 PM**

**Location: Kalamazoo Public Schools Facilities Office**

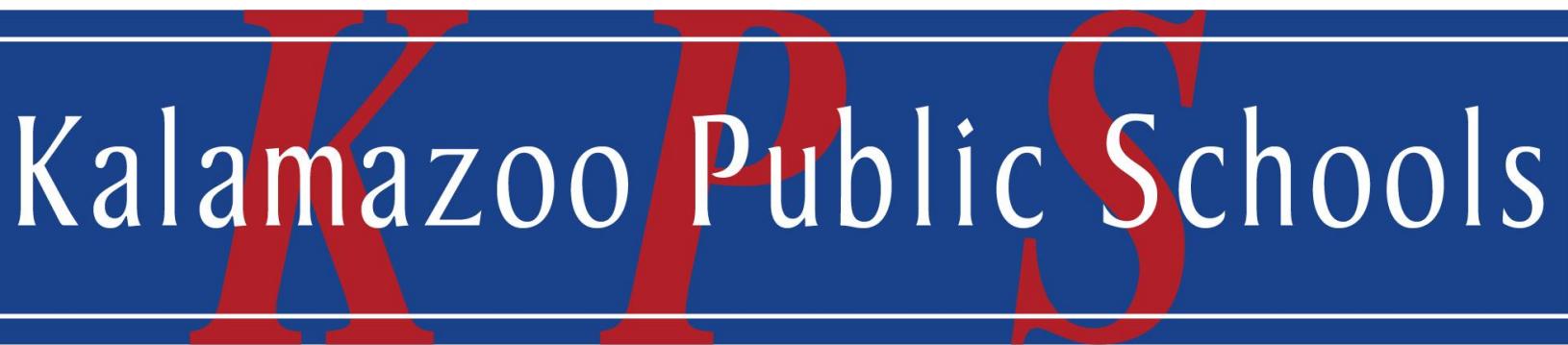
**600 West Vine Street**

**Kalamazoo, MI 49008**

# Site Visit/Walkthrough To Exam Existing Conditions



- After our Pre-Bid Meeting, the Skillman Team will be visiting the Northglade jobsite from 4:00 PM to 5:00 PM if any Contractors would like to attend.
- A second Contractor Walkthrough will be held on Monday, February 2, 2026, from 1:00 PM to 3:00 PM.



Every child. Every opportunity. Every time.



224010.17

January 29, 2026

## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
KALAMAZOO PUBLIC SCHOOLS	Karen Jackson	<i>Karen Jackson</i>	
KALAMAZOO PUBLIC SCHOOLS			
THE SKILLMAN CORPORATION	Doug Thompson	<a href="mailto:dthompson@skillman.com">dthompson@skillman.com</a>	269-568-0893
THE SKILLMAN CORPORATION	Justin Douglas	<a href="mailto:jdouglas@skillman.com">jdouglas@skillman.com</a>	269-529-0463
THE SKILLMAN CORPORATION	Blake Lee	<a href="mailto:blee@skillman.com">blee@skillman.com</a>	269-569-3968
THE SKILLMAN CORPORATION	Caralee Sokolowski	<a href="mailto:Csokolowski@skillman.com">Csokolowski@skillman.com</a>	269-568-1460
TOWERPINKSTER	<i>Jennifer Swan</i>	<i>jswan@towerpinkster.com</i>	
TOWERPINKSTER	<i>Mike Galovan</i>	<i>mgalovan@towerpinkster.com</i>	



## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Quality Air	Owen Thiel	owen.thiel@qualityairinc.com	616-929-6367
MAIL CITY MECHANICAL	ADAM WOLTHUIS	awolthuis@mcm-team.com	269-599-2546
Howley Agency Sales	Shawn Diger	solger@dsshowley.com	616. 799. 0450
Hockstra Roofing, Co	Dale Rood	dale6.hockstraroofing.com	269-998-1463
TowerPinkster	Bethany Gibson	bethany.gibson@towerPinkster.com	Attended Virtually
Brick Layers	Andy Bradley	andy.bradley@bricklayers.org	Attended Virtually
N/A	John Everser	N/A	Attended Virtually
Burst	Isaac McClelland	imcclelland@Burst.com	Attended Virtually



## PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Miller-Davis	Jordan Corstange	jcorstange@millerdavis.com	Attended Virtually
ASG	Admin	archglassmetals@outlook.com	Attended Virtually
NIA	Phil VanderVeen	NIA	Attended Virtually
Ideal	Joe Swaim	jswaim@idealconsolidated.com	Attended Virtually
NIA	Benjamin Lindemulder	NIA	Attended Virtually