

MEETING MINUTES

PROJECT: Portage Public Schools West Middle School Severy Remodel BP #2

PROJECT NO.: 023-186.00

DATE: February 6, 2024

LOCATION: Portage Public Schools West Middle School

PRESENT: Sign-In Sheet Attached

PURPOSE: Pre-Bid Meeting

1. Project Contacts:
 - a. Owner:
 - i Johnny Edwards, Assistant Superintendent of Operations
 - (269) 323-5182
 - jedwards@portageps.org
 - ii Steve Phelps, Facility Manager (contact for additional site visits)
 - (269) 323-5121
 - sphelps@portageps.org
 - b. Architect / Engineer
 - i Doug Milburn, Project Manager
 - (269) 343-6133
 - dmilburn@towerpinkster.com
2. Documents:
 - a. Construction Drawings: Dated January 16, 2024
 - b. Project Manual: Dated January 16, 2024
3. Project Schedule:
 - a. February 6, 2024 – Addendum #1 Issued
 - b. February 12, 2024 (12:00 PM) – All BRFIs Due
 - c. February 14, 2024 (3:00 PM) – Final Addendum Issued
 - d. February 19, 2024
 - i Bids Due by 1:00 PM
 - ii Public Bid Opening 1:01 PM
 - e. February 20, 2024 – Post-Bid Interview(s)
 - f. March 11, 2024 - Portage Public Schools Board of Education Review
 - g. August 16, 2024 – Project Substantially Complete

4. BRFI Process:
 - a. BRFI Form to be distributed electronically to all in attendance
 - b. BRFI # to be assigned by architect
5. Addenda
 - a. Addendum #1
 - i. Pre-Bid Meeting Sign In Sheet
 - The pre-bid meeting sign-in sheet and meeting minutes will be distributed in Addendum #1
 - ii. BRFI Form
 - The BRFI form will be distributed in Addendum #1
6. Site Walkthrough (if desired)
 - a. Contractors present had the opportunity to walk through the project scope and associated project spaces.

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review the items and advise the undersigned in writing of any errors and/or omissions.

Respectfully submitted,

TowerPinkster



Douglas L. Milburn
Project Manager

DM

MEETING ATTENDANCE SIGN-IN SHEET

DATE: February 6, 2024
 PROJECT: Portage Public Schools West Middle School Servery Remodel Bid Package #2
 PROJECT NO.: 023186.00
 MEETING PURPOSE: Pre-Bid Meeting

INITIALS	NAME	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
JH	Jim Hall	Hall Builders	269/655-8866	james@hallbuilders.org
JT	John Tully	Brussee/Brady	269-278-7102	john.t@brusseebrady.com
CH	CHAD HENNER	Stouloice Electric	269-209-8451	c_henner@stouloicebrothers.com
SW	Stu Williams	Miller-Davis	(269) 250 8399	sWilliams@miller-davis.com
AR	Alex Robertson	Schweitzer inc	(269) 986-2966	arobertson@schweitzerinc.com

TowerPinkster

Architecture · Engineering · Interiors

BRFI FORM

To:	Doug Milburn Project Manager dmilburn@towerpinkster.com TowerPinkster 242 E. Kalamazoo Avenue Suite 100 Kalamazoo, MI 49007 Phone: 269.343.6133 Fax: 269.343.6633	Project Number:	023-186
		Project:	Portage Public Schools West Middle School Servery Remodel BP #2
		BRFI #:	(to be assigned by architect) _____
		Date:	_____
		RFI Subject:	_____
From:	(Individual) _____		
Contractor:	(Contractor) _____	Spec Section:	_____
Phone:	_____	Dwg(s):	_____
Fax:	_____	Detail #:	_____
E-Mail:	_____	Cost Impact:	_____
Bid Package#:	_____	Time Impact:	_____

Request:

Possible Solution:

Response:

Answered by:

Date: