

ADDENDUM NO. 1 – PORTAGE PUBLIC SCHOOLS –
BP 2: Central Elementary – Playground Relocation & Early Site Package
AND
ADDENDUM NO. 1 – PORTAGE PUBLIC SCHOOLS –
BP 3: Haverhill Elementary Playground Relocation & Early Site Package

January 17, 2023

The following items are changes, clarifications, corrections of errors, etc., with respect to the Contract Documents previously issued. This addendum shall be a part of the Contract Documents.

Items listed below may or may not affect the cost of the Contractor's Proposal. Changes in cost shall be incorporated in the Contractor's Proposal.

ITEM No.1

PRE-BID MEETING MINUTES (BP 2 CENTRAL ELEMENTARY & BP 3 HAVERHILL ELEMENTARY) - ATTACHED

ITEM No.2

PRE-BID RFI'S (BP 2 CENTRAL ELEMENTARY & BP 3 HAVERHILL ELEMENTARY) - ATTACHED

ITEM No.3

REVISED BID SCHEDULE (*BP 3 HAVERHILL ELEMENTARY*) – ATTACHED

The updated schedule shows the dates that future bid packages will be performing their work.

**Portage Public Schools–
BP 2: Central Elementary – Playground Relocation & Early Site Package
&
BP 3: Haverhill Elementary Playground Relocation & Early Site Package
Pre-Bid Meeting Minutes
01/10/2023, 10:00am**

1. Introductions

Portage Public Schools - Owner: Johnny Edwards
Tower Pinkster – Architect: Doug Milburn, Mike Galovan, and Michele Rossio
Plante Moran – Owners Rep: Ronald Herron
Owen-Ames-Kimball Co. – Construction Manager: Dan Rathburn, Mike Hoeksema, Anastasia Wojcik

2. Safety

- a. All roads and entrances must remain open.
- b. Contractors must follow proper safety procedures. Contractor safety manuals/books must be on-site.
- c. Contractors must provide their own first aid and fire protection equipment.
- d. Contractors are responsible for providing the necessary barricades for their work.
- e. Contractors must comply with the "Right to Know" law.
- f. Contractors are responsible for their own security.
- g. Contractors must comply with O-A-K's substance abuse policy.
- h. No Smoking on School Property.**
- i. No pictures are to be taken during school hours.**
- j. Contractors to stay out of occupied areas.
- k. No radios, boom boxes, I-pods, etc.... will be allowed on the construction site.

3. Monthly Invoices

- a. Monthly invoices must be submitted to O-A-K by the 20th of each month. Contractors must invoice on AIA forms G702 & G703.
- b. There will be a 10% retainage on invoices. After contracts are 50% or more completed, remaining invoices will be paid in full if so, requested in writing and approved by the project team.
- c. If contractors' invoice for stored material not stored on-site, the invoice must be accompanied with an insurance certificate for that material.
- d. Performance and payment bonds, as well as certificates of insurance, must be on file prior to receiving progress payments.

4. Insurance

- a. Contractors must provide insurance certificates as per specifications. Insurance certificates must indicate the Owner, Architect, and C.M. as additional insured on a per project basis.
- b. Contractors must provide a 30 days notice of cancellation.
- c. Insurance must be on file 10 days after receipt of Notice of Pending Award.

5. Testing, Permits, Inspections

- a. Testing will be by the Owner.
- b. All necessary permits and inspections are the responsibility of each contractor.

6. Site Constraints

- a. Maintaining a clean site is mandatory.
- b. Construction traffic to use designated access roads only.
- c. Construction trailers and staging will be coordinated with OAK Superintendent.

7. Temporary Services

- a. Temporary toilet facilities will be supplied by the Owner.

- b. Existing electrical services will be available for use. Contractors are to provide their own GFI protection.
- c. Existing water services will also be available for use.

8. Layout

- a. Each contractor is responsible for their own layout, the C.M. will assist.

9. Bid Forms

- a. Contractors are reminded to fill in all required items on the bid forms.
- b. If there are costs associated with an alternate, it must be listed on the bid form.
- c. Voluntary Alternates are encouraged - list accordingly on the bid form.
- d. Please note that there are Alternates. The write up will be in the Addendum.
- e. Fill out all unit prices that pertain to your bid category.
- f. Familial Disclosure Statement must be signed and notarized.
- g. Bids shall be submitted for the complete project (all phases).

10. Shop Drawings and Submittals:

- a. All correspondence must be addressed to:
Deb King
Owen-Ames-Kimball Co.
300 Ionia Ave NW
Grand Rapids, MI 49503
E-mail: debk@oakmi.com, kaylac@oakmi.com
- b. Contractors are required to send and receive submittals and shop drawings electronically. All Submittals will be returned electronically.
- c. Successful bidders maybe asked in the "Notice of Pending Award" to submit manpower and shop drawing schedule.

11. Document Questions

- a. All questions regarding the bid documents, schedule, or procedure must be addressed to Dan Rathburn – danr@oakmi.com
- b. Requests for Information must be submitted by 01/13/23, at noon. If an RFI is received after the cutoff period, it will not be answered prior to the bid date. RFI's will be answered in Addendum #1.

12. Addenda

- a. Addendum 1 will include these meeting minutes.

13. Schedules / Key Topics:

Central Elementary:

- a. Start date is March 27th, 2023
- b. End date is July 21st, 2023

Haverhill Elementary:

- a. Start date is June 12th, 2023
- b. End date is August 11th, 2023

14. Bid Details

- a. Thursday, January 19th, 2023 until 2:00pm local time. All bids received after 2:00 PM will be rejected.
- b. Bids may be mailed to Owen-Ames-Kimball Co. by 11:00am.
- c. If you would like to drop off bids to the offices of Owen-Ames-Kimball Co., they must be received by 11:00 AM, January 19th.
- d. FAXED, EMAILED OR UPLOADED TO BUILDING CONNECTED BIDS WILL NOT BE ACCEPTED
- e. Bid Bonds / Certified Checks

15. General Notes

- a. Each bidder must submit their bid per the plans, specifications, and construction management booklet. If your bid varies from these documents, you must submit the variance as a voluntary alternate with your base bid matching the bid documents.
- b. Each contractor must supply sufficient manpower.
- c. Storage will be allowed on site for each phase of construction only while in construction.
- d. The schedule does not change if alternates are accepted.

16. Site Visit

- a. You may visit the site anytime after school hours. As a reminder, please no pictures with students.

17. Comments and Questions

Thank you for attending. Good luck with your bid!

Attendance:

Dru Fontaine – Cripps Fontaine
Travis Wetherill – Lounsbury Excavating
Mike Jones – H&K Excavating
Steve Atwood – Landscaping Plus
Jeremy Bosman – Sinclair Recreation



Building Since 1891

Owen-Ames-Kimball Co.

Printed on Tue Jan 17, 2023 at 02:56 pm EST

Job #: 1090-100 PPS - 100 - Central Elementary
8422 S Westnedge Ave
Portage, Michigan 49002
2693236100

Closed RFI's

#	Subject	Responsible Contractor	Date Initiated	Closed Date	Question	Official Response
Pre-Bid RFI 02	Earthwork Scope		01/17/23	01/17/23	1. Are we required to do building demo? 2. Are there any structural drawings for the proposed building? 3. Is there a certain depth and spec on the laydown/temp drive? 4. Is there any spec on wood mulch?	1. There is no building demo at this time, it will be bid in a future bid package. 2. There are no structural drawings currently, excavation of foundations will be addressed in a future bid package. 3. Please reference the stabilized construction access as shown on C500 for the laydown/temp drive. 4. Please reference the playground mulch as specified in the playground protective surfacing spec section for details.
Pre-Bid RFI 01	Landscape		01/12/23	01/17/23	The earthwork scope related sections show Turf and Grasses. What is that scope include?	Bidder is responsible for seeding as noted and called out on the SESC drawings. Also grass and turf need to be installed complete for temporary playground areas, defined by the limits of the fencing around them.



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Job #: 1090-200 PPS - 200 - Haverhill Elementary School
6633 Haverhill Ave
Portage, Michigan 49024
2693236200

Closed RFI's

#	Subject	Responsible Contractor	Date Initiated	Closed Date	Question	Official Response
Pre-Bid RFI 01	Landscape		01/17/23	01/17/23	1. The earthwork scope related sections show Turf and Grasses. What is included in that scope?	1. Bidder is responsible for seeding as noted and called out on the SESC drawings. Also grass and turf need to be installed complete for temporary playground areas, defined by the limits of the fencing around them.

