

**ADDENDUM NO. 1 – Portage Public Schools – Northern AEF Parking Lot**

August 11, 2022

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 Agenda

**ITEM No. 2**

Pre-Bid RFI Responses

**Portage Public Schools  
Portage Northern High School East Athletic Field Parking Lots  
Pre-Bid Meeting Minutes  
August 9, 2022 at 10:00am**

**1. Introductions**

Johnny Edwards – Portage Public Schools  
Thomas McKercher – C2AE  
Dan Rathburn – Owen-Ames-Kimball Co.

**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 20<sup>th</sup> 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's 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** - 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. Voluntary Alternates are encouraged - list accordingly on the bid form.
- c. Familial Disclosure Statement must be signed and notarized.

**10. Shop Drawings and Submittals:**

- a. All correspondence must be addressed to: Deb King, [debk@oakmi.com](mailto:debk@oakmi.com)  
Owen-Ames-Kimball Co.  
300 Ionia Ave NW  
Grand Rapids, MI 49503  
Contractors are required to send and receive submittals and shop drawings electronically. All Submittals will be returned electronically.
- b. Successful bidders may be 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 at [danr@oakmi.com](mailto:danr@oakmi.com), 616-262-6596
- b. Requests for Information must be submitted by Thursday, August 11 by Noon. If an RFI is received after the cutoff period, it will not be answered prior to the bid date.

**12. Addenda** - Addendum 1 will be issued on Thursday, August 11

**13. Schedules / Key Topics**

- a. Start date is September 23, 2022
- b. Looking to get asphalt installed this year.
- c. Landscaping is currently scheduled for the spring.

**14. Bid Details**

- a. Sealed bids, in triplicate, for the Portage Northern High School East Athletic Field Parking Lots, will be received until 2:00pm local time, Tuesday, August 16, 2022 at Portage Public Schools Administration Building, 8107 Mustang Drive, Portage. Bids received after this time will neither be considered nor accepted.
- b. All proposals received by the time and date stated above will be opened and read publicly at 2:00pm local time, Tuesday, August 16, 2022 in Conference Room 1, Portage Administration Building, 8107 Mustang Drive, Portage, MI 49002.
- c. Bids may be mailed or dropped off to Owen-Ames-Kimball Co., 300 Ionia Ave NW, Grand Rapids, MI 49503 by Tuesday, August 16 at 11:00am. Mailed bids must be received prior to the time and date stated above. FAXED OR EMAILED BIDS WILL NOT BE
- d. 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. Will immediately follow today's pre-bid.

**17. Comments and Questions**

Thank you for attending. Good luck with your bid!



**18. Attendance:** Cripps Fontaine Excavation, Inc. – Dru Fontaine; Earley & Associates, Inc. – John Kakoczki; Greenscape Services – Brian Voelz; J. Allen Co. – Jollie Allen; Lounsbury Excavation, Inc. – Brennan Combs & Rieth-Riley – Jacob Prowett



## Portage Public Schools - Northern AEF Parking Lot Preliminary Project Schedule

7/28/2022

| ID | Name                   | Duration        | Start               | Finish             | August | Septem | Octobe | Novem | Decem | January | Februa | March | April | May |
|----|------------------------|-----------------|---------------------|--------------------|--------|--------|--------|-------|-------|---------|--------|-------|-------|-----|
| 1  | <b>Preconstruction</b> | <b>42 days</b>  | <b>Thu 7/28/22</b>  | <b>Fri 9/23/22</b> |        |        |        |       |       |         |        |       |       |     |
| 2  | Bidding                | 2.8 wks         | Thu 7/28/22         | Tue 8/16/22        |        |        |        |       |       |         |        |       |       |     |
| 3  | BCC/BFS Permitting     | 8 wks           | Thu 7/28/22         | Wed 9/21/22        |        |        |        |       |       |         |        |       |       |     |
| 4  | Submittals             | 4 wks           | Mon 8/29/22         | Fri 9/23/22        |        |        |        |       |       |         |        |       |       |     |
| 5  | <b>Construction</b>    | <b>161 days</b> | <b>Fri 9/23/22</b>  | <b>Fri 5/5/23</b>  |        |        |        |       |       |         |        |       |       |     |
| 6  | Sitework               | 4 wks           | Fri 9/23/22         | Thu 10/20/22       |        |        |        |       |       |         |        |       |       |     |
| 7  | Concrete               | 10 days         | Fri 10/14/22        | Thu 10/27/22       |        |        |        |       |       |         |        |       |       |     |
| 8  | Asphalt                | 1 wk            | Fri 10/21/22        | Thu 10/27/22       |        |        |        |       |       |         |        |       |       |     |
| 9  | <b>Landscaping</b>     | <b>135 days</b> | <b>Mon 10/31/22</b> | <b>Fri 5/5/23</b>  |        |        |        |       |       |         |        |       |       |     |
| 10 | Seeding                | 5 days          | Mon 10/31/22        | Fri 11/4/22        |        |        |        |       |       |         |        |       |       |     |
| 11 | Plantings              | 10 days         | Mon 4/24/23         | Fri 5/5/23         |        |        |        |       |       |         |        |       |       |     |

**Portage Public Schools – Northern AEF Parking Lot  
Pre-Bid RFI Questions and Answers**

1) Can you confirm the limits on the new concrete walk near the softball field? Refer to sheet C-102 and that sidewalk is not labeled very well for the extent of this removal and replacement.

*Answer: Figure 40' from the 10' concrete pad.*

2) Who should furnish and install the SS Railing along this sidewalk near the softball field? Also, there is no detail showing the requirements on this railing.

*Answer: The Owner will carry an allowance for the stainless-steel handrails.*

3) Is there any parking lot signage that needs to be provided? If yes, who is responsible?

*Answer: The Owner will carry an allowance for parking lot signage*

4) Can you confirm thickness of new sidewalk?

*Answer: 4" or 5" – 4"*

5) Can you confirm reinforcement in new sidewalk? Unreinforced?

*Answer: Fiber mesh reinforcement in the new sidewalks.*

6) Is there any ADA tile required near the handicap spots in the new concrete walk? If YES, please provide layout, sizing and spec on detectable tile.

*Answer: There will be but at this time the Owner will carry an allowance.*

7) Should the spillways have a concrete channel/path down into the lowest level or will that path be cobble stone? It's not clear what the material is for that spillway path?

*Answer: Spillway paths will be concrete with cobble stone at the ends of the paths.*

8) Who is responsible for the **new** fencing?

*Answer: The Owner will carry and allowance for new fencing. Relocation and reinstallation of existing fencing will be by Earthwork.*

9) Which existing catch basins get replaced?

*Answer: Beehive #30537 gets replaced with a catch basin cover appropriate for a parking lot. All other catch basin covers are to be protected and reused.*