

October 10, 2016

TO: JOE ADELMAN

SUBJECT: Parkside Junior High School – Ground Source Heating System and Domestic
Water Pipe Replacement
A/E Project No. 21522215
McLean County Unit District No. 5
10:00 a.m., October 10, 2016 at Parkside Junior High School
PRE-BID MEETING MINUTES

Following are abridged minutes for subject meeting. See attached sheet for list of persons in attendance.

1. Project Description: Exterior loop and well completed. This project will be done in two parts. West Part completed summer 2017, includes North Classrooms, Gym, Cafeteria, Kitchen, Music and 3 enclosed Fan Rooms. East Part completed summer 2018 includes 27 classrooms, IMC and one enclosed Fan Room and one Exterior Fan Room.
2. Mechanical Contractor will be the Prime Contractor. Sub bids will be needed from Electrical and General Contractors.
3. Background checks will need to be provided. Forms for authorizing fingerprints must be submitted for all employees who work on the job. Form will be included in Addendum.
4. Aquatherm Climatherm Composite Pipe will be allowed for loop in addendum. Insulation will be required as specified. Loop piping will be above ceiling.
5. In bid, put in money for removing all existing domestic water pipes and discontinued ducts.
6. Tobacco products not allowed on school property.
7. Glycol required in interior and exterior loop. Volume of exterior loop will be indicated in Addendum.
8. Seal piping and duct work through fire walls. Will be shown in Addendum. Fire walls on plans: note location of dampers on Addendum.
9. Gas pipe to North addition: Cap at south wall of Fan Room. Will be in the Addendum.
10. Domestic water pipe covers can be stainless steel as shown or prefabricated HDPE. Also, .040 aluminum with Kynar finish could be used. See Addendum. Be sure to send shop drawings on prefabricated covers.
11. MDP schedule will be added by Addendum.
12. See Sections 09 51 23 for Acoustical Ceiling. See 00 24 13 for Unit Price on Acoustical Ceiling.
13. 00 21 03 – page 3, paragraph G, and 01 01 00 page 4, paragraph 1.9 for explanation of the intent of the Drawings and Specifications to result in completed, fully functional systems.

14. Cut off ladder in Chiller Pit to Roof: In Addendum
15. Structure supporting Open Fan Area: Cut off 10 pipe columns 6" to 8" above roof and install compression fitting or rubber caps over open pipes. Remove horizontal steel support beams. See Addendum.
16. Electrical Riser diagram will be added for new panels. See Addendum..
17. Dumpster location will be shown by Addendum.
18. Allowance is Spec Section 00 21 13 paragraph 2.13 must be included in Prime Contractor's bid. Use of this money must be by consent of Owner and will be implemented by change order.
19. School employees will move educational furnishings in rooms where Geothermal equipment must be installed.
20. Retainage could be reduced to 2 ½ % of construction cost after 2017 work is completed.
21. Extra lines under Alternates on Bid Form 00 40 00 page 2: there is only one Alternate at this time. It is only necessary to fill in the top line.
22. School calendar for 2016-2017 will be included in Addendum. 2017-2018 school calendar will be finalized in two to three months but will be similar to 2016-2017. See attachment.
23. Clarification on allowance as it pertains to ceiling: The Mechanical Contractor is responsible in base bid for removing 2 x 2 and 2x 4 ceiling panels to access work area and reinstalling same. If the grid or panels are not in condition to allow reinstalling removed panels, then the allowance will be considered as a means to pay for new, as an unforeseen condition
24. Pre Construction Meeting will be held after award of Contract. Tentative date is Tuesday, November 22, 2016.

Bids are due by 1:30 p.m. prevailing time, Wednesday, November 2, 2016. Addendum to follow:

The preceding minutes of this meeting are subject to corrections, as to text and contribution. These minutes serve to indicate what the Architect's office concluded from the meeting and are not offered as a complete record of the meeting. Misunderstandings, errors and additions, if any, should be brought to the attention of this office, promptly, so any problems with minutes will not carry over or compound in the future.



RANDALL E. MIDDLETON, ARCHITECT
MIDDLETON ASSOCIATES, INCORPORATED

REM/lpks

attachments: Attendance Sheet, 2016 – 2017 Calendar

cc: Plan Holders
Attendees
file

ATTENDANCE RECORD

Project No.: 21522216

Project: Parkside Junior High Ground Source Heating System and Domestic Water Pipe Replacement

Meeting Description: Pre-Bid Meeting

Date: Monday, October 10, 2016 (Columbus Day)

Time: 10:00 a.m. prevailing time.

Place: McLean County Unit District No. 5 at Parkside Junior High School – Meet at Front Entrance)

	Attendant Name	Representing	E-mail Address
1.	Brian Gaddy	IPE	info@ipelec.biz
2.	Jenny Dodson	MIM	JDODSON@midilmech.com
3.	Tom PANKAU	A+R	GATHY@AR-MECH.COM
4.	Todd Rever	Chief City Mech	todd@chiefcitymechanical.com
5.	KENT HAYES	CM ENGINEERING, LLC	kent@cmeng.com
6.	JOE ADELMAN	UNIT 5	Adelmanj@unit5.org
7.	Doug Kelleher	CMI	doug@cmi.bz
8.	Brandon Taylor	O'BRIEN BROS. INC.	Brandon@obrienbrosinc.com
9.	Jim Smith	Mechanical Inc	jtedsick@mechinc.com
10.	Scott Luginbuhl	CIES	scott@cieselectric.com
11.	Randy Middleton	A/E	rand@middletonassociates.net
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			



2016 - 2017

SCHOOL CALENDAR

Dates within unshadowed boxes are days when school is closed.

Dates within grey shadowed boxes are non-attendance days for students, but are work days for Unit 5 staff.

Dates within yellow shadowed boxes are the first full day and last day of school. Last day is subject to change.

Dates within orange shadowed boxes are one hour late-start days for students.

Dates within blue shadowed boxes are for Parent-Teacher Conferences (**full day of student attendance**).

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2016-2017 School Calendar

- July 4 Holiday ~ District Office Closed
- Aug. 15, 16 Teacher Institute Days
- Aug. 17 First Full Day of School
- Sept. 5 Labor Day
- Sept. 6 Teacher Institute Day
- Sept 30 & Oct 21 Homecomings
- Oct. 10 Columbus Day
- Oct. 12 & 13 Secondary Parent-Teacher Conferences 4:00-7:00 pm
- Nov. 16 & 17 Elementary Parent-Teacher Conferences 3:00-6:00 pm
- Nov. 23-25 Thanksgiving Vacation
- Dec. 23-Jan 6 Winter Break
- Jan. 9 Teacher Institute Day
- Jan. 16 Dr. Martin Luther King's Birthday
- Feb. 17 School Improvement Day (SIP)
- Feb. 20 President's Day
- Mar. 27-31 Spring Break
- April 14 Board Holiday
- April 17 School Improvement Day (SIP)
- May 27 Graduation
- May 29 Memorial Day
- June 1 Last Day—Students half day. SIP half day.

Total Calendar Days 185 (Includes 5 Emergency Days)

2016 ~ 2017 UNIT 5 SCHOOL CALENDAR

AUGUST 2016

REGISTRATION Information at www.unit5.org

15-16 Teacher Institute Days - No School
17 First Full Day of School
31 One Hour Late Start Day

SEPTEMBER 2016

5 Labor Day - No School
6 Teacher Institute - No School
14 One Hour Late Start Day
28 One Hour Late Start Day
30 West Homecoming

OCTOBER 2016

10 Columbus Day - No School
12-13 Secondary Parent-Teacher Conferences 4:00-7:00
14 End of 1st Grading Period (6 - 12)
21 NCHS Homecoming
26 One Hour Late Start Day

NOVEMBER 2016

9 One Hour Late Start Day
16-17 Elementary Parent-Teacher Conferences 3:00-6:00
11 End of 1st Trimester (K - 5)
23-25 Thanksgiving Vacation - No School
30 One Hour Late Start Day

DECEMBER 2016

14 One Hour Late Start Day
22 Last Day Before Winter Break
22 End of 2nd Grading Period and 1st Semester (6 - 12)

JANUARY 2017

9 Teacher Institute – No School
10 School Resumes From Winter Break
16 Dr. Martin Luther King's Birthday - No School
25 One Hour Late Start Day

FEBRUARY 2017

8 One Hour Late Start Day
17 School Improvement Day (SIP) - No School
20 President's Day - No School
24 End of 2nd Trimester (K - 5)

MARCH 2017

8 One Hour Late Start Day
14 Kindergarten Registration
17 End of 3rd Grading Period (6 - 12)
22 One Hour Late Start Day
24 Last Day Before Spring Break

APRIL 2017

3 School Resumes from Spring Break
12 One Hour Late Start Day
14 Board Holiday - No School
17 School Improvement Day (SIP) - No School
26 One Hour Late Start Day

MAY 2017

10 One Hour Late Start Day
27 Graduation NCHS 2:00 p.m. - NCWHS 6:00 p.m.
29 Memorial Day - No School

JUNE 2017

1 Last Day - Students half day. SIP half day.*

*The closing date may be earlier if all emergency days are not used. If no emergency days are needed, the earliest last day of school would be May 24.

BOARD OF EDUCATION

Gail Ann Briggs 728-2187
112 Hunt Street, Towanda, IL 61776
Joseph Cleary 262-0300
1267 Petaluma Drive, Normal, IL 61761
Jim Hayek Jr. 831-7602
1104 Turtle Creek CC Court, Normal, IL 61761
Barry Hitchins 242-5942
208 Clover Court, Bloomington, IL 61704
Meta Mickens-Baker 662-4010
3314 Stonebridge Drive, Bloomington, IL 61704
John Puzauskas 828-6089
14080 Rhodes Road, Bloomington, IL 61705
Mike Trask 451-9557
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UNIT 5 DISTRICT OFFICE

1809 West Hovey Avenue, Normal, IL 61761
Ph.: 309/557-4000 ~ Fax: 309/557-4501
Website: www.unit5.org ~ Email: district@unit5.org

Dr. Mark Daniel, Superintendent
M. Curt Richardson, Dir. Human Resources/Attorney for District
Bruce Weldy, Human Resources Coordinator
Martin Hickman, Business Manager/Technology Director
Carmen Bergmann, Director, Elementary Education
Michelle Lamboley, Director Special Education
Laura O'Donnell, Director, Secondary Education
Dayna Brown, Dir. Communications/Community Relations

EAGLE ROAD RESOURCE CENTER

2022 Eagle Road, Normal, IL 61761
Ph.: 309/557-4435 Fax: 309/557-4696

Media Services Ph.: 309/557-4435 Fax: 309/557-4536
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TRANSPORTATION OFFICE

Management by First Student Inc.
2000 Eagle Road, Normal, IL 61761
Ph.: 309/557-4068 Fax: 309/557-4530
Jim Stonecipher, Location Manager

WAREHOUSE OFFICES

1999 Eagle Road, Normal, IL 61761
Joe Adelman, Director of Operations
Ph.: 309/557-4436 Fax: 309/557-4537
Pat Powers, Director of Food Service
Ph.: 309/557-4437 Fax: 309/557-4538

Benjamin Elementary 557-4410
Marlys Bennington
Brigham Early Learning Center..... 557-4411
Kris Pennington
Carlock Elementary 557-4412
Maureen Backe
Cedar Ridge Elementary 557-4413
Karrah Jensen
Eugene Field Vocational Training.... 557-4440
Jane Collins
Fairview Elementary 557-4415
Lori Harrison
Fox Creek Elementary 557-4416
Dennis Larson
Glenn Elementary 557-4418
Julia Schoonover

Grove Elementary 557-4417
Tina Fogal
Hoose Elementary 557-4414
Adam Zbrozek
Hudson Elementary 557-4419
Scott Myers
Northpoint Elementary 557-4420
Matt Harr
Oakdale Elementary 557-4421
Darrin Cooper
Parkside Elementary 557-4422
Ryan Weichman
Pepper Ridge Elementary 557-4423
Sarah Edwards
Prairieland Elementary 557-4424
Scott Peters

Sugar Creek Elementary 557-4425
Nicole Combs
Towanda Elementary 557-4426
Scott Vogel
Chiddix Jr. High 557-4454
Jim Allen
Evans Jr. High 557-4406
Trevor Chapman
Kingsley Jr. High 557-4407
Shelly Erickson
Parkside Jr. High 557-4408
Dan Lamboley
Normal Community High 557-4401
Dave Bollmann
Normal Community West High 557-4402
Dave Johnson