

TO: Plan Holders

March 29, 2019

SUBJECT: Edison Elementary School 2019 Addition  
Macomb CUSD 185  
A/E Project No. 2275 0217  
Wednesday, March 20, 2019 – 3:15 p.m., Edison School  
**PRE-BID MEETING Agenda**

Following are abridged minutes for the above subject meeting. A copy of the attendance sheet is attached.

1. Discussed highlights of Section 00 2113 Instruction for Bidders:
  - 1.1.2.A Qualifications of contractor and personnel.
  - 1.1.2.C Examination of site and bid documents.
  - 1.1.2.G. Intent, completed project, do not want to hear about something missing. This would not unreasonably cover hidden problems such as rotten blocking, but does include anything needed for warranted, completed roof that is generally known or obvious in a reroof.
  - 2.16 Illinois Steel Procurement Act: *The Owner and Architect cannot interpret the legal requirements applicable to this contract.*
  - 2.17 IDLR rules, prevailing wages, certified payrolls.
  - 2.18 No sales tax.
  - 2.19 No tobacco, alcohol or drugs on site.
  - 2.20 Sexual harassment, any issues remove employees from site.
  - 2.21 Background investigation, Contractor to maintain list of employees, not employ anyone on site not allowed to be on a k-12 site by law and make sure all employees are aware that a background check can be run at any time upon the request of the school district or the Regional Office of Education.
2. Overview of Section 00 2413 Scope of Bid:
  - 1.1 All work single contract.
  - 1.3 Allowance:
    - Make sure to include the allowance of \$35,000 is in your bid, it is not an owner “add on” it must be included in the bid amount. This is to apply toward any unexpected issues we encounter that are not consistent with what we might expect to find in a mid 1950’s building of this type construction or additional work as directed by the Owner
  - 1.4 Alternate bids:
    - Alternate No. 1 – Polished concrete
    - Alternate No. 2A through 2B are variations on the floor tile
    - Alternate No. 3 – power wash north elevation to match better the new work
3. Project Schedule 00 30 00 – see Drawing Cover Sheet or 1.1.A. & B.
  - Continuously occupied, must always have access to exiting in the middle of the building north or south.
  - First order of business is to get the site access addressed, access from Candy Lane. Coordinate with the Owner, it is the intent we start construction at end of school year but some prep work such as temporary drive may be able to be started early with proper coordination.
  - Would like to have the facility substantially complete July 2020 but possibly the cafeteria could be completed sooner and turned over to facilitate other work in auditorium over summer without concern of kitchen occupancy.

4. Work start: Upon award, School out or as coordinated with the Owner, and insurance in place. Work on the temporary drive to the classroom addition may begin immediately. Always coordinate planned activities with the Owner so they know what to expect and where to make sure to ask students and staff to avoid. No payments until performance Labor and materials bonds in place.
5. Completion for Fall 2020 occupancy, July 23 last date, hopefully we can be turning over areas prior to that.
6. Proposal 00 4000:
  - a. Base Bid
  - b. Allowance, \$35,000 is to be included in the price per Scope of Bids, and is again noted on the bid form to help you remember to include it.
  - c. Discussed alternates as noted previously, on the form there is a grayed out alternate line in the event we request an alternate by addenda
  - d. Bidder Certifications you are signing off on
  - e. There is a form for voluntary alternate behind the bid form in the book.  
*(Not discussed but for your information, copies of all forms may be used, you do not need to submit on originals forms from the Architect, **Do need original signatures**).*
  - f. Bids are to be delivered to and will be opened at the District office 323 West Washington Street, Macomb, IL at the stated time and place.
7. Discussed Addendum #1 which will be issued pending final review.
8. On line, with the documents, we will post addendums, always check there for most recent addendum to be sure you are up to date on the bid submittal.
  - a. Also, if we receive email questions, preferred method, we will post the response so everyone can see our interpretations.
9. General discussion to describe the overall project:
  - a. Two distinct additions, courtyard cafeteria and kitchen, classroom wing north east corner of the building construction concurrent
  - b. Courtyard temporary access through the west corridor, open up install temp door and then replace walls and window at conclusion of work.
  - c. Classroom addition calls for temp drive access from Candy Lane (east) and if handled carefully the temporary gravel may be employed for the base of the new playground to install at the conclusion of the work, then restore the yard.
  - d. Discussed the crawl space below the lobby floor, access is through manholes in rather restricted location, perhaps will need to temporarily remove the doors to janitor closets. Grease trap to be removed is cast iron, break up and take out is most likely scenario.
  - e. Electric hand dryers are noted by GC, install by EC sub, and there is no spec, we will add by addendum.
  - f. Discussed the geo well fields, one in front yard one in north yard, existing fields have tracer wire so they can be verified, also we can see on grade the valve boxes.
  - g. Directional boring in front to avoid tearing up pavement and patching.
  - h. Discussed flushing the loop, make sure that it is thoroughly clean, most of early start up issues with geo systems have to do with inadequate flushing. Flush until water is clear.
  - i. Discussed the fire alarm, will have new head end, and the new areas will have the voice active system. This is required by code but code does not require us to update the existing facility, so we will likely set it on silent so different parts of the building do not have different sound on alarm.
10. Walk through:
  - a. Auditorium lobby, looked at existing kitchen to be removed after the new facility is available for use.
  - b. Reading resource center rooms to be constructed in rear auditorium space, after new cafeteria is available. These rooms will be sprinklered as the sprinkler to the cafeteria addition passes through.
  - c. Boiler room:
    - (1) Looked at electrical entrance, 400 amp breaker is available, the two 250 amp breakers required will insert into available spaces, and then when modular classrooms are gone those will become spares.

- (2) Water entrance, will be reworked to add the sprinkler system back check and extension to new areas.
  - (3) Existing gas pipe is available for 1 lb gas to north end, it is capped at each end. Check, for continuity, reconnect at meter.
  - (4) Existing gas service is labeled 1 lb, coordinate with Ameren to make sure it is 1 lb. and that our regulators are appropriate.
- d. Went to Northeast end where classroom addition will be added.
- (1) Pointed out where beam crosses corridor, utilities gas sprinkler offset through existing classroom then over into new addition.
  - (2) Gas pipe and sprinkler and water extend down hall above ceiling.
  - (3) Pointed out where ejector pump will come across corridor and into the storage room behind the existing bathrooms and connect at the cleanout at the wall.
  - (4) Went into downstairs boys and girls (upstairs similar) pointed out work that will be included in addendum to install quarry tile in (4) bathrooms, (2) first floor, (2) second floor. Work will require partitions to be taken loose or down, then coordinate with the Owner to remove the ACM material under the partition pedestals, install quarry tile, typically 3/8" plus adhesive or grout. Toilets will need to be removed and reinstalled to accommodate the new flooring, this will require new seal rings to accommodate the thicker floor. It is contractor concern as to whether they can support and jack up the partitions and coordinate flooring or need to fully remove and reinstall. **MAKE SURE, to keep track of assembly order so things fit back together.**
  - (5) Went outside, looked at conditions, temporary fence, remove swing set for work space, then at end of the work remove the other swing set and install two new swing sets, and repair pea gravel similar to existing condition.
  - (6) Demo/remove the shed, Owner will empty out.
  - (7) Paved playground may be left for removal at the conclusion of the work and used as parking or staging for construction.
  - (8) Modular classrooms to be demolished/hailed away when classroom addition is complete or over the summer 2020 if it is apparent the addition will be complete for fall occupancy.
- e. Went to west hall where the temporary access is planned to courtyard, discussed removal and replace, will need new floor, rebuild window and walls, can save and reinstall window or provide new matching as seems expedient. A temporary door is required on south side, it is not intended that it will be used, but we do need to provide emergency access for staff to get to north end if necessary. Otherwise it will be locked.
- f. This completed the walk through. Minutes to be electronically issued and will be posted on the Middleton web site. Items discussed represent the A/E interpretation of the project requirements.
- g. Addendum #1 will be issued with additional items to the copy shared at the meeting, this was intended simply to update on things identified so far and was labeled accordingly.

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.

**Instructions and interpretations in these minutes are to be included as known information considered in the bid process.**



RUSSELL W. MIDDLETON  
MIDDLETON ASSOCIATES INCORPORATED

RWM/pks  
Attachment: Attendance Sheet  
cc: file

ATTENDANCE RECORD

Project No: 2275 0217  
 Project Name: Edison Elementary School 2019 Addition  
 Meeting Description: Pre-Bid Meeting  
 Date: Wednesday, March 20, 2019  
 Time: 3:15 p.m.  
 Location: Edison Elementary School, 521 S. Peal St., Macomb, IL 61455

	Attendee Name	Representing	Email Address	Telephone
1	Scott Reese	Illinois Civil Contractors, Inc.	sreese@ilcivil.com	309-303-8660
2	STEVE JANSEN	JANSEN ELECTRIC	jansen@adams.net	C 217-430-6496 217-223-4016
2	Mark Rumbly	Truett-Craig Contracting	frankleandev@icloud.com	309-836-5040
3	DAVE HOMERIN	DYNAMIC CONTROLS, INC.	dave.homerin@dcusa.com	309-282-9618
4	FRANK M	BRV		
5	Rick Craven	Brown Electric Co.	Rick e@BrownElectric.net	217 222 3483
6	Jami Hocker	Midwest Express & Hay/Grinding	midwestexpressil@gmail.com	217-430-9337
7	DOUG BAER	Johnson Controls Fire Protection	douglas.baer@JCI.com	309-634-8337
8	Chasson Gardner	Vinson & Sill, Inc	cgardnervs@gmail.com	217-985-5100
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	Attendee Name	Representing	Email Address	Telephone
1	MITCH LYNN	LAVERDIERE	mlynn@lavconinc.com	309-333-4003
2	Aaron Quack	Quack Elec	AQ@QUACKELECTELEC.NET	309-338-1077
2	Ed Locke	otto Baum	edlocke@OTTObaum.com	309-635-0430
3	STEVE MORTHOLE	STEVE Morthole Masonry	MORTHOLE.MASONRY@GMAIL.COM	217-4737576
4	DAVID TAYLOR	FE MORAN FIRE PRO.	DAVID.TAYLOR@FEMORAN.com	217 2044716
5	Roger Martle	Johnco Construction Inc	Bobberns@Johncoconstruction.com	309-359-3000
6	Jim LAYTON	Kickapoo Drilling Co	Jim.LAYTON@kickapoodrilling.com	309-378-4003
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