



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

March 3, 2016

AGENDA ITEM: 10.3

**TOPIC: REQUEST PERMISSION TO BID CENTURY PENTHOUSE
WALL REPAIRS**

BACKGROUND: To comply with the bid laws and to obtain the best possible pricing, the District is soliciting sealed bids for Century Junior High penthouse wall repairs. The Project Manager for this project will be Adkins Association Inc.

PROCESS: A bid announcement will be published in the Forest Lake Times on March 10 and 17, 2016. The bid opening will take place on March 28, 2016 at 2:00 p.m. in the Board Room at the District Office. Bids will be analyzed and a recommendation for award will be presented to the School Board at the April 7, 2016 meeting.

RECOMMENDATION: Administration recommends that the School Board approve the solicitation of bids for Century Jr. High penthouse wall repairs.

**Forest Lake Area School District
Independent School District #831**

**2016 Wall Repairs
Century Jr. High School**

<u>Dates:</u>	<u>Activities</u>
February 1-19, 2016	Schematic Design/Construction Document Development
February 22–26, 2016	Final Construction Document Review
March 3, 2016	Request Permission to Bid from School Board
March 4, 2016	Email Legal Notice to the Times
March 10 & 17, 2016	Publish Legal in the Forest Lake Times (P.O. S080341)
March 18, 2016	Mandatory Pre-Bid meeting at Century by Adkins Association
March 28, 2016	Bid Opening –2:00 p.m. – District Office Board Room
March 31, 2016	Letter of Recommendation and bid tally by Adkins Association to District for School Board Packet / Agenda.
April 7, 2016	School Board Awards Project
April 12, 2016	Construction Contracts sent to Contractor
April 15, 2016	Memo sent to bidders re: award of bid.
April 15, 2016 to May 15, 2016	Submittal Review and Approval
May 23, 2016	Pre-Construction Meeting
June 13, 2016	Set up For Construction / Start Construction
August 1, 2016	Substantial Completion
August 12, 2016	Final Completion