



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

May 5, 2016

AGENDA ITEM: 9.5

**TOPIC: PERMISSION TO REQUEST BIDS FOREST LAKE SPORTS
CENTER PARKING LOT IMPROVEMENTS**

BACKGROUND: Larson Engineering has evaluated and developed the bid specifications for the Forest Lake Sports Center Parking Lot Improvements. A purchase requirement placed on the district by the City of Forest Lake was to finish paving the Sports Center parking lot next to the fabric structure.

PROCESS: The project would be advertised for bid on May 12, 2016 and May 19, 2016. The bid opening would take place on May 26, 2016 at the District Office at 2 p.m. The bid tabulation and a recommendation would be processed after the bid opening and would go to the Board for approval on June 2, 2016.

RECOMMENDATION: Recommend the School Board authorize Administration to request bids for the Forest Lake Sports Center Parking Lot Improvements.

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

**Sports Center Parking Lot Improvements - 2016
2016-2017**

<u>Dates</u>	<u>Activities</u>
May 5, 2016	Request Permission to Bid from School Board
May 6, 2016	Email Legal Ad to the Times EARLY AM – P.O. S081148
May 12 & 19, 2016	1 st and 2 nd week - Advertise Bid in The Times
May 19, 2016	Construction Documents from Larson Engineering, Inc.
May 19 th on	Pre-bid meeting – Sports Center – at their convenience
May 26, 2016	Bid Opening – Board Room – 2:00 p.m. Prepare Letter of Recommendation and bid tabulation
May 27, 2016	Recommendation to Award for Bid Packet
June 2, 2016	School Board Awards Bid
June 3, 2016	Contact bidders re: award of bid.
June 8, 2016	Work begins
August 12, 2016	Substantial completion
August 22, 2016	Project complete