



Pre-Bid Conference Meeting Report & Attendance Log

Project Name: **Albert R Lyman Middle School – Security Upgrades**
Project No.: 2023554.02
Bid Package: Construction Documents
Date: **2/25/2026**
Time: 11:30 AM
Location: School Lobby

Pre-Bid Conference:

- Contractors were briefed on project requirements, site conditions and contract requirements.
- Unique conditions of the project were discussed.
- Contractors were encouraged to submit all questions from the site walk or about the contract documents to U3P.
- Substitution Requests are to be inquired about as a question on U3P but Contractors are asked to email the Substitution Request form along with product data directly to the Architect for review. The Architect will respond to the question on U3P after their review of documentation.

Send to:

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A. Attendance: See the attached Attendance Log.

B. Meeting Notes:

- **Project Scope and Alternates Overview:** Todd Freebairn, Joel Burkhart, and participants from the district and various contractors reviewed the scope of the exterior Civil & Landscape work and the interior remodel project, detailing the main areas of work (admin, SPED room) and the two alternates (2-classroom addition and security glazing), with clarifications provided by the team regarding documentation and bid requirements.
 - **Project Areas and Alternates:** Todd outlined that the project involves a complete demo and remodel of the designated existing classrooms to make room for the new admin area, SPED rooms and two alternates: 2-classroom addition and installing security glazing as specified in the plans.

- **Civil & Landscape Details:** Questions came up about a conflict between landscape and civil details A3/AS500 and 12/CP501. This will be addressed in future addendum. Reinforcement detailing will be provided.
- **Bid Submission and Alternates:** Todd instructed that substitution request & product data cannot be uploaded directly to UP3 and should be sent to Joel Burkhart for review, using the appropriate bid or substitution request forms found in the specifications, ensuring official responses and consistent information for all bidders.
- **Security Glazing Details:** Todd and participants discussed that the security glazing is a laminated panel with a film, now with more than one supplier listed in the specifications and must comply with UL listing requirements; previous issues with providers only supplying film were noted.
- **Construction Schedule and Site Access Planning:** Todd, Steve Francom, and others discussed the construction timeline, site access logistics, and staging, including the award and commencement dates, summer access, and coordination with school activities and office relocations.
 - **Key Dates and Timeline:** The project is scheduled for board approval on March 11, with commencement on March 16, and final completion by August 1; school ends May 22, and physical construction access is expected to begin June 1, though early access for preparatory work may be possible.
 - **Site Access and Staging:** Staging areas will be finalized after award, and efforts will be made to minimize inconvenience and ensure safety.
 - **Coordination with School Activities:** **SJSD is willing to provide early access to the school and will work with the contractor on scheduling.** Office staff are preparing to pack up, and early access for minor preparatory work may be arranged.
- **Technical Clarifications and Q&A:** Participants, providing clarifications and outlining follow-up actions for documentation and addenda.
 - **Locker Removal:** Locker demolition scope at new main entrance will be updated to show all areas of work and will include removal of concrete locker base.
 - **Existing East ADA Ramp Wall:** Do we need to get rid of the concrete wall at the exterior ADA ramp on the East side and replace with handrail? The wall will be removed. A new curb wall and handrail will be installed in its place.
 - **Civil Coordination – Storm Tech System:** Is 16" cover over the storm tech system enough coverage? This will be responded to by Civil.
 - **Precast Window Sills:** Precast sills at south exterior building wrap are anchored to the existing concrete wall and rest on the new CMU veneer. The existing sills are poured on grade and are to be removed with the berm earth removal. See A200 & A201 to reference these details.
 - **Classroom Sinks:** The classroom sink is to fix in an ADA open cabinet. The height of sink will change to a 5" depth in order to fit within the cabinet.
 - **Bid Documentation and Coordination:** The team emphasized the importance of reviewing all plans and specifications, submitting early RFIs, and clearly identifying alternates in bids to avoid omissions; delegated designs and submittals with long lead times should be prioritized.
 - **2-classroom North ADA ramp & service access lane (Site Walk Review):** A question was asked if the ADA ramp located on the north side of the 2-classroom addition will impede the through traffic for school maintenance or authorized fire truck access. Currently the lane in question is not wide enough (24ft width requirement) to be considered as an official fire lane. Jonathan Johansen with Johansen & Tuttle later estimated that the hill adjacent to the access lane could be cut to where a 3 ½ ft segmented wall could be added so that access could be made available service vehicles to access. The entrance ramp located on the north side of the 2-classroom addition will be reduced to a

minimum ADA width and noted in the next addendum. The district will not pursue widening the access lane at this time.

- **SPED Room Window Shades:** Roller shades are to be added to windows in SPED room.
- **Project Coordination, Policies, and Expectations:** Todd and district representatives outlined expectations for contractor conduct, documentation, insurance, and quality, as well as coordination for staging, identification, and compliance with school policies during the project.
 - **School Policies and Contractor Conduct:** Todd reminded all participants that school policies prohibit drugs, alcohol, vaping, smoking, and littering, and that contractors are expected to comply with these rules and ensure security and proper identification while on site.
 - **Quality and Documentation Expectations:** The district expects contractors to maintain proper insurance and bonding, deliver quality work, and ensure all required documentation and submittals are provided promptly to facilitate smooth project execution.

C. Follow-up tasks:

- **Addendum 2: Issue Addendum 2 on March 2 to address all outstanding questions prior to the March 3 deadline. (Joel)**
- **Meeting Notes Distribution: Distribute the meeting notes to all participants and upload them to U3P. (Joel)**
- **North ADA Ramp Adjustment: Reduce the north entrance ramp at the 2-classroom addition to the minimum ADA-compliant width and document the revision in the next addendum. (Jonathan)**
- **Conflict between landscape and civil details A3/AS500 and 12/CP501. (Jonathan, Trent)**
- **Revise existing ADA ramp wall & handrail. (Trent, Jonathan)**
- **ADA Ramp Wall Modification: Remove the existing ADA ramp wall and replace it with a lower wall to prevent debris accumulation following berm removal.**
- **Add roller shades to SPED room.**
- **Classroom sink (Jordan).**
- **Locker & base removal (Todd).**

D. Addendum 01 (issued: 2/21/26), Addendum 02 (to be issued: 3/2/25)

E. RFI / Questions due by: 03 March 2026

F. Bid Due Date: 05 March 2026

G. Substantial Completion: TBD

H. Final Completion Date:

1. Middle School Existing Interior Remodel Area: 01 August 2026 (139 days from 16 March 2026 date of commencement and 62 days from 01 June 2026 site access).

2. Middle School New Building Addition: 01 October 2026 (200 days from 16 March 2026 date of commencement and site access).

I. Code of Conduct: School District Policies & Rules apply to all construction personnel on site. Contractor to ensure that SJSD policies & rules are followed.

J. Security: The site is to be secure and Contractor is responsible to ensure that all construction personnel are properly badged to work on the site.

K. Staging: Contractor to coordinate this with SJSD.

End of Pre-Bid Conference



MHTN
ARCHITECTS

Pre-Bid Attendance Log

Project: Albert R Lyman – Security Upgrades

Project No.: 2023554.02

Date: 02/25/2026

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