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Pre-Bid Conference Meeting Report & Attendance Log

Project Name: **Monticello High School – Security Upgrades**
Project No.: 2023554.02
Bid Package: Construction Documents
Date: **2/25/2026**
Time: 9:00 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, and participants from the district and various contractors reviewed the scope of the interior remodel project, detailing the main areas of work (admin, concessions, home economics) and the two alternates (restroom conversion and security glazing), with clarifications provided by Marcelo and others regarding documentation and bid requirements.
 - **Project Areas and Alternates:** Todd outlined that the project involves a complete demo and remodel of the admin area, updates home economics areas, to include a new teaching wall, Concessions and two new storage rooms and two alternates: converting a classroom into gang restrooms and installing security glazing as specified in the plans.

- **Documentation and Addenda:** Marcelo confirmed that the electrical drawings missed referencing the restroom alternate and committed to adding this in the next addendum; Todd emphasized to the team the importance of reviewing both original and addendum 01 documents on U3P, as updates and clarifications are being integrated based on questions received.
 - **Bid Submission and Alternates:** Todd instructed that substitution request & product data cannot be uploaded directly to UP3 and should be sent to Joel Burkhardt 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:** Steve and Todd discussed that summer access will allow parking along 200 and entry through the gym, with offices relocating to the elementary school; staging areas will be finalized after award, and efforts will be made to minimize inconvenience and ensure safety.
 - **Coordination with School Activities:** Activities in the gym will be managed by routing access through back doors, and the front area (concessions) can be isolated for construction; office staff are preparing to pack up, and early access for minor preparatory work may be arranged.
- **Technical Clarifications and Q&A:** Participants, including Todd, Jordan, Marcelo, Emily, and John, addressed technical questions on HVAC, structural loads, electrical alternates, and civil aspects, providing clarifications and outlining follow-up actions for documentation and addenda.
 - **HVAC Scope and Fire Wall Modifications:** Jordan explained that the HVAC work involves replacing old VAV boxes and distributing air to new spaces, with no new rooftop units; Todd and Jordan discussed modifications to a 2-hour firewall and the inclusion of a fire/smoke damper in the supply ductwork.
 - **Structural Load Questions:** Emily clarified that the 31,500 LB shoring load in demo note 4 applies to each end of the channel as indicated and will double-check calculations; additional point load questions were addressed, with follow-up to be submitted via UP3 for inclusion in the next addendum.
 - **Electrical and Civil Coordination:** John highlighted the option for pre-construction meetings with the electrical engineer via Teams, and Todd noted that no major civil changes are expected, but the waistline for the gang restrooms will be verified during slab removal, with trenching anticipated.
 - **Bid Documentation and Coordination:** Todd and John 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.
 - **Additional Existing Classroom Ceiling Replacement (Site Walk Review):** In review of the modifications for the Admin remodel the district stated that they would like to have a new ceiling, lighting & diffusers at classroom next to the media center.

- **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:

- **Electrical Drawings Addendum:** Include the missing note identifying the restrooms as Alternate 1 in the next electrical addendum. (Marcelo)
- **Addendum 2:** Issue Addendum 2 on March 2 to address all outstanding questions prior to the March 3 deadline. (Todd)
- **Structural & Electrical Questions:** Submit all structural-load and electrical-alternate questions through the UP3 system for inclusion in Addendum 2. (Hans, Jeff)
- **Shoring Load Verification:** Confirm whether the 31,500 lb shoring load on SF101 applies per location or is distributed, and evaluate whether a distributed load is feasible. (Emily)
- **Meeting Notes Distribution:** Distribute the meeting notes to all participants and upload them to U3P. (Todd)
- It was confirmed that there is not a sprinkling system at MHS. The deferred submittal requirement is to be removed from the Index Sheet. (MHTN)

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. High 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).

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: To be coordinated this with SJSD.

Attachments:
Attendance Log

End of Pre-Bid Conference



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Pre-Bid Attendance Log

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