



PRE-BID MEETING NOTES [To be issued as part of Addendum #1]

RE: Historic Skylight Replacement for
VETERANS MEMORIAL HALL – ROCKFORD, IL
L&D #2024-298

DRAFT DRAFT
DOCUMENT

DATE: November 12, 2025

TIME: 1:00 PM – (At Memorial Hall.)

1. Sign-in Sheets (See Attached)

2. INTRODUCTIONS:

Memorial Hall - Scott Lewandowski – Director
- [Mike Frederiksen - Museum Curator]
Winnebago County - Kathy Clausen - Purchasing Coordinator
- Ted Seele – Assistant Director of Facilities and Project Coordinator

L&D - Joe Winkelmann., Andres Rosas

3. Contacts During Bidding:

- Joe Winkelmann – jwinkelman@larsondarby.com or 1.815.484.0739 at L&D WITH COPY TO “docadmin@larsondarby.com” for general questions (He will pass-on any questions to other proper L&D engineers and consultants ALL questions be provided in **e-mail form** to help facilitate getting the questions distributed to the key A/E team members, etc.

4. Pre-Bid existing building walk-thrus are via appointment – Call the museum to set-up a time

5. Notify L&D if any concerns with the PDF files. **[See Addenda for copy of Sign-In Sheet, pre-bid notes and few misc clarifications and other answers to questions, if any, re bid documents to follow as req'd....]**

6. Note: **THERE are NO Liquidated damages requirements** for this project....

7. Contractors and sub-contractors shall pay Prevailing Wage Rates.

8. **Bid Due** – LUMP SUM Bid due... **2pm December 10, 2025 in sealed envelope**], Winnebago County Purchasing Dept, 404 Elm St. Room 202- Rockford, IL
Attention: Hope Edwards – Director of Purchasing

9. SOME OF THE KEY NOTES/ OBJECTIVES OF THIS PROJECT INCLUDE:

- a) THE MUSEUM WAS BUILT IN 1903 WITH THE SKYLIGHT. THE SKYLIGHT HAS BEEN LEAKING ON/OFF FOR SOME TIMETHIS PROJECT IS TO REPLACE THE EXISTING SKYLIGHT SYSTEM AND RELATED/ AFFECTED MATERIALS WITH NEW SYSTEMS TO CLOSELY MATCH THE HISTORIC CHARACTER OF THE

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EXISTING SKYLIGHT. PARTICULARLY NOTE THE TOP VENT AT THE TOP RIDGE OF THE SKYLIGHT MUST BE REFURBISHED/ MODIFIED SLIGHTLY AS NEEDED OR REPLACED TO MATCH AT CONTRACTOR'S OPTION.

- b) **KEEPING THE MUSEUM DRY AND SAFE AT ALL TIMES; MINIMIZING DISRUPTIONS TO MUSEUM ACTIVITIES AND CAREFULLY COORDINATING IN ADVANCE OF CONSTRUCTION WORK WHICH WILL INTERRUPT NORMAL OPERATIONS SIGNIFICANTLY**
 - c) The project will require the construction team to carefully plan their work approach to avoid damage to existing elements and minimizing extra loads/ distribution of temp loads to the old roof structure. Particularly note: Heavier temp loads are to be placed-on/ directed with temp supports to the primary steel and/or major wood timber frame trusses or floor below to minimize loads on other adjacent existing lightly framed roof areas/ avoid damage to plaster ceilings, etc below.
10. Carefully review Existing Conditions / Proposed New Work and notify the A/E team of any significant concerns or questions prior to bidding which may affect your bids.
11. **Carefully review Contract Terms** and other front-end documents and all specifications. REMEMBER: Provide other sign-off sheets as included with the Bid Form.
12. Particularly note that ALL change orders must be approved in writing by the Owner prior to any additional work being done. Plan / coordinate work ahead very carefully as a team to double-check existing conditions/ new work with coordinated interference planning as needed to avoid delays and conflicts.
13. As noted in the bid invite: All bidding questions and clarifications requests will need to be submitted to Joe Winkelmann via e-mail jwinkelmann@larsondarby.com with copy to L&D doc admin - docadmin@larsondarby.com.
14. **SITE WORK**: ANY SIGNIFICANT Damage caused to existing site shall be repaired to approximately match pre-construction condition after all work is complete.
15. **Proposed construction generally reviewed**. Few particular items to be sure to consider carefully:
- a) Attic Access from within the museum is somewhat tight.
 - b) Drawings were generally reviewed overview key elements.
 - c) Some of the **primary building materials** include: Basis of Design Skylight system is "Super Sky" – Other comparable equal manufacturers will be considered if the alternative manufacturer has prior experience with similar projects/ materials. [Follow substitution procedures outlined in the Project Manual.]
 - d) The skylight allows natural light into the museum thru the attic and filters down thru translucent ceiling panels above the main upper Auditorium. The wood frame supporting the translucent ceiling is not a structural floor frame and the construction team cannot use the decorative ceiling support frame to support

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temp work above without extra support from below. The translucent ceiling panels to be removed/ stored and cleaned prior to re-installation toward end of the project as required. Temp supports could possibly be provided from the Auditorium floor level below the attic up thru the translucent ceiling frame to allow temp support of work to proceed at attic level. Other temp supports can be set-up per contractor per your scaffolding/ temp supports engineered plans.

16. The County hopes to award this project very shortly after the bids are submitted but it must be approved by Board and therefore Base bids shall be good for 45-days. [NOTE: THE COUNTY MUST REVISE THIS TO BE 90 DAYS DUE TO HOLIDAYS AND BOARD REVIEW SCHEDULES IN JANUARY.] Contractors shall provide project schedule/ timeframes.
17. Permit Review – Plan Review has been made to City of Rockford Building Department and has been completed and City comments are already incorporated into the bid docs. **Final Building Construction and other Permits will be the Contractor's responsibility to secure and keep City informed. Cost of the Permit is yet to be determined and will be paid from the general Allowance which is to be included in the Contractor's Base Bid.**
18. Alternate Bids – There are NO ALTERNATE BIDS FOR THIS PROJECT.
19. [Note: The Apparent Low Bidder MAY be required to provide further follow-up information regarding their experience level with projects of this type. – AIA A305 Contractor Qualifications...]
20. Schedule: Bids Due:
 - Again: Due Date: **[December 10, 2025]** at 2:00 pm at County for Public Opening (E-mailed or Faxed Bids **WILL NOT be accepted.**) Must provide the bid other forms as part of the bid.
21. [Bid Security will NOT be required to be provided with the contractors bid for this project. Note: Performance and Payment Bonds will be required to be provided by the selected contractor prior to start of the project.]
22. Misc. Questions/ clarifications will be issued **via addenda** starting within approx two weeks.
23. Substitutions – Follow the procedures written in the Project Manual.
24. [Pay Requests and other required paperwork, etc. MUST follow the procedures outlined in the Project Manual.]
25. Buy America is not in effect on this project.
26. Review all drawings carefully and coordinate key items prior to bidding as much as possible.
27. Pre-Bid Attendance list will be provided in addendum.

28. **Contractor Questions:**

1. How many roof tiles need to be removed? Answer: It is unknown and will depend on if/ how Contractor decides to set-up roof scaffolding and other work, etc.
2. What is the project start date? Answer: It is tentatively anticipated that material submittals/ shop drawings would proceed in January/ February and construction start in Spring as per Contractor schedule. The Owner is somewhat flexible but does not want the old skylight removed during winter.
3. Will Contractor be able to conduct work up through translucent panel grid/ wood frame? Answer: The existing translucent ceiling panels should be fairly easy to remove. **The Owner will require flooring in the main Auditorium or other affected existing areas/ elements to be carefully protected during the work, and any scaffolding loads must be carefully distributed over the floor to avoid high concentrated loads.** It will be up to the Contractor to determine if working thru the translucent ceiling grid is suitable/ advantageous.

END PRE-BID MEETING NOTES



Larson & Darby Group

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VETERANS MEMORIAL HALL - HISTORIC SKYLIGHT REPLACEMENT PRE-BID MEETING L&D #2024-298

Wednesday, November 12, 2025
1:00 p.m.

ATTENDANCE RECORD

NAME	Company	E-MAIL (If L&D does not have already)
1. Ski Wysocki	L Marshall Roofing	Ski@LmarshallRoofing.com
2. Alliance Allied in	FAITHAN	Rehman@allianceallied.com
3. Alliance Allied & Co	Megan Lasch	mklasch@allianceallied.com
4. Kathryn Clausen	Wincoil	Kclausen@purchasing.wincoil.com
5. T&D SECTE	WIN CO	TSECT@FM.WINCO.COM
6. Rob Propst	CPR Roofing	CPRRoofing@yahoo.com
7. Ben Zarbock	L Marshall	estimating@marshallroofing.com
8. Greg Derry	Renaissance Roofing	gderry@historicexteriors.com
9. KEVIN HARM	Sjostrom & Sons	Kharv@SjostromConstruction.com
10. Christina Bonacquisti	L&L Builders	Estimating@LLBuilders.net
11. Andres Prosas	Larson & Darby Group	

12. be wikelmann

LEAD

13. Ayden Dault Rockford Structures Construction

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14. Scott LEWANDOWSKI MEMORIA HALL

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