West Traverse Township Timeline
Schedule of Events

(rev. 4-24-2026)

April:

1. Continue construction documents phase
2. Nealis Engineering begins MEP's
3. Benchmark Engineering begins civil drawings
4. Vanessa Warren begins landscaping design
5. Meeting April 10th HVAC
6. Meeting April 24th interior design, review advertisement for bid

May:

1. Continue construction documents phase
2. Consultants will complete engineering & landscaping plans
3. Meeting May 1st design review meeting: MEP plans, landscaping, civil site plan
4. May 5th Election – Busy!
5. Advertisement for Bid released
6. Begin bidding & negotiations phase
7. **Begin bidding phase May 18th**
8. Bidding open house May 21st

June:

1. Continue bidding & negotiations phase
2. Bid open house June 1st
3. **Construction bids are due June 8th**
4. Construction bid review June 9th & 10th
    a. Select contractor for construction
    b. Release Letter of Intent to selected GC
5. Release municipal bonds for bid (6 – 8 weeks)
6. **EK out of country June 12th to July 3rd.**

July:

1. Continue bidding & negotiations phase
2. July 13th – 31st: Negotiate & finalize construction contract agreement (60 days max)
    a. Release bidders not selected
3. Await municipal bonds
4. Complete bidding & negotiations phase

August:

1. Finalize and close on municipal bonds
2. **August 7th, 60 day mark for GC's to keep bids open**
3. Construction administration phase begins!

September to June 2027:

1. Continue construction administration phase

1st DRAFT 4/22/26

EK TO Revise! Return to us 4/27/26 for 4 week Pkg

ADVERTISEMENT FOR BID - DRAFT

West Traverse Township New Hall

Harbor Springs, Michigan, 49740

Beginning May 18th, 2026, West Traverse Township and Elaine Keiser Architect, Inc. will release the new West Traverse Township Hall for bidding. Prospective General Contractors and other interested parties may email info@ekarchitect.com to be placed on a list to receive the electronic documents when released. Contract Documents may be examined at Elaine Keiser Architect, Inc., 2076 M-119, Petoskey, MI 49770 beginning on the release date.

Sealed proposals will be received by West Traverse Township clerk, Jay Olsen, from qualified Bidders at 8001 M-119, Harbor Springs, MI at 1:00pm on Monday, June 8th, 2026. At 1:30pm on Monday, June 8th, 2026, bids will be opened and publicly read aloud in the meeting hall at 8001 M-119, Harbor Springs, MI. Bids will be received for a single lump sum prime contract.

Chg To 10A

10:20AM

6/9-10/26

Description of Work: Construction of a one-story slab on grade building, wood framed structure, with fiber cement siding and asphalt roofing, comprising of approximately 4,100 square feet, including all site work and parking areas.

TARGET DECISION 6/9 FOR BOD Mtg

Prospective General Contractors must attend at least one mandatory pre-bid meeting. Prospective bidders will be disqualified if they do not attend at least one meeting. Prospective bidders must sign in to ensure their attendance is documented or their bid will risk being rejected. Two mandatory pre-bid meetings are planned for Thursday, May 21st, 2026 at 1:00pm and Monday, June 1st, 2026 at 1:00pm.

10:00AM

Each Bid Proposal shall be accompanied by a certified check, cashier's check or bid bond executed by the Bidder and a Surety Company, payable to West Traverse Township in the amount of five percent (5%) of stated bid amount. Proposal Guarantee shall provide assurance that the Bidder will, upon acceptance of the bid, execute the necessary contract with West Traverse Township. No bid may be withdrawn for at least sixty (60) days after the scheduled closing time for receiving bids.

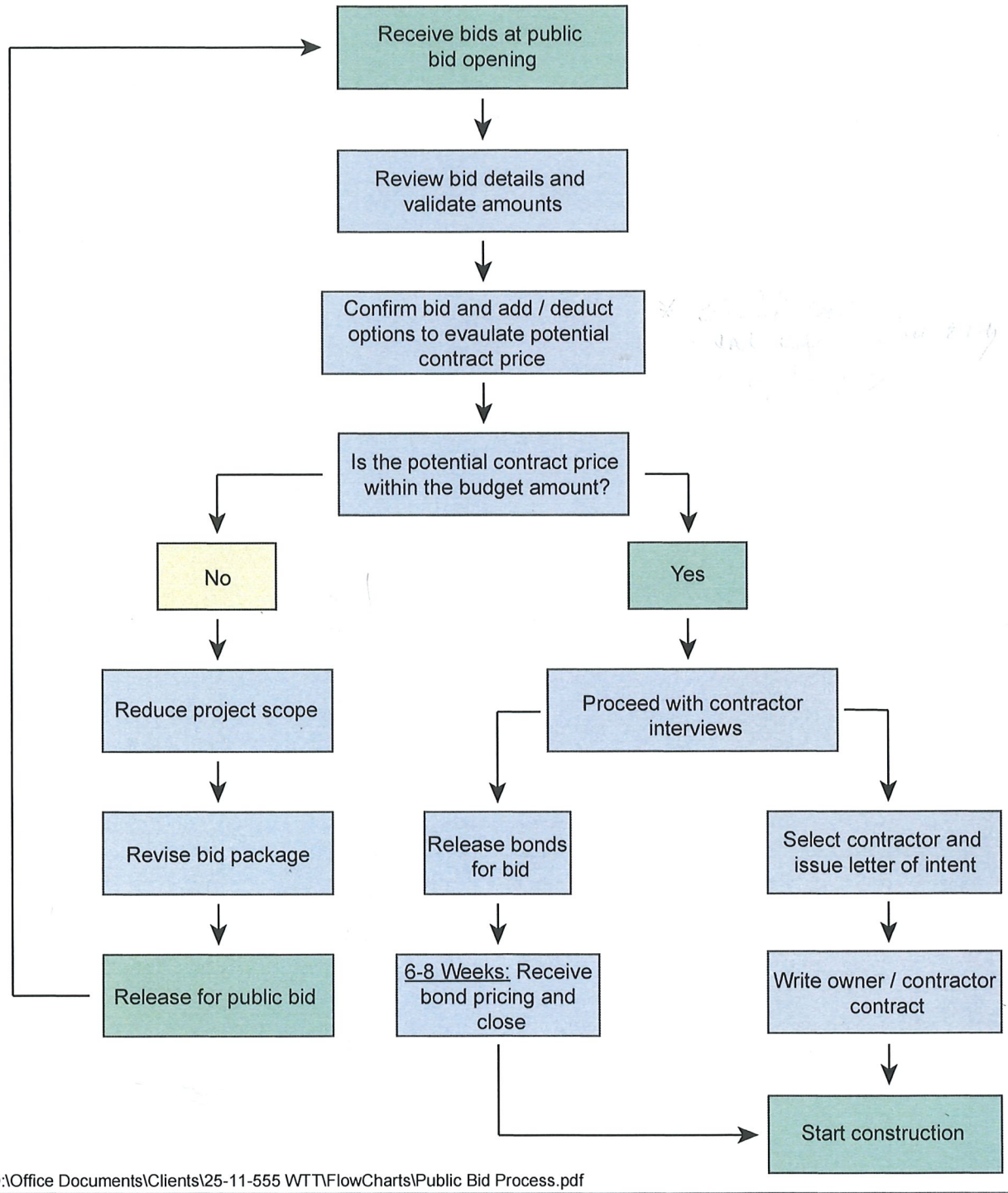
West Traverse Township reserves the right to reject any or all bids, and to waive any irregularities in bidding. The successful bidder shall furnish the Owner with certificates of insurance as listed in the AIA A201, General Conditions of the Contract for Construction, Article 11.

Interested General Contractors must register by calling 231-439-0472 or by emailing info@ekarchitect.com.

elaine · keiser
ARCHITECT, INC.

Public Bid Process Flow Chart

Your dream, our team



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Elaine Keiser Architect, Inc ■ 2076 M-119 ■ Petoskey, MI 49770
231.439.0472 ■ www.ekarchitect.com