



REQUEST FOR PROPOSALS (RFP)

For

**Facility Assessment
and
Pre-Bond / Planning & Communication Services**

Issued November 7, 2022

By

TRAVERSE CITY AREA PUBLIC SCHOOLS (TCAPS)

CAPTIAL PROJECTS | PLANNING

1212 Cass Road
Traverse City, Michigan 49685

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Traverse City Area Public Schools
Great Community, Great Schools

Legal Notice

Request for Proposals: A/E – CM Proposals and Qualifications

Notice is hereby given that, Traverse City Area Public Schools (TCAPS) is Requesting Proposals (RFP) from qualified Architectural / Engineering (A/E) and Construction Management (CM) firms to provide professional services either in partnership or individually to complete district wide facilities assessments and future Bond Planning. Selected firms will use the assessments to develop a master plan for district projects, cost estimating, and provide pre-bond services for the district.

Requirements and specifications for submissions are available at the State of Michigan SIGMA website; on Bid4Michigan website www.bid4michigan.com ; on the TCAPS Capital Projects and Planning webpage <https://www.tcaps.net/about/departments/capital-projects-and-planning/> or by emailing your request for requirements and specifications to thwingpa@tcaps.net.

Proposals and Qualifications are **due December 23, 2022 in the Facilities Offices at 1212 Cass Road, Traverse City, MI 49685**. Email or facsimile submissions will not be accepted. Proposals **will not** be publicly opened at that time. Any proposal or qualification package received after the specified date and time will not be considered. Interviews will be scheduled with selected firms shortly thereafter.

A Discussion Meeting is scheduled for November 14, 2022 at 3:30 PM, location as noted in the RFP

The School District reserves the right to reject any or all proposals, waive irregularities, and to accept the proposal that in their opinion is in the best interest of the organization.

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Request for Proposals

T C A P S · C A P I T A L P R O J E C T S | P L A N N I N G

Introduction

Traverse City Area Public Schools (TCAPS) is Requesting Proposals (RFP) from qualified Architectural / Engineering (A/E) and Construction Management (CM) firms to provide professional services either in partnership or individually to complete district wide facilities assessments and future Bond Planning. Selected firms will use the assessments to develop a master plan for district projects, cost estimating, and provide pre-bond services for the district.

TCAPS may choose a proposed partnership of A/E+CM, CM+A/E, or select firms individually for these services to create the project team.

TCAPS will issue separate A/E – CM RFP's for projects resulting from the assessments and a successful bond campaign.

Costs for the preparation of the proposals in response to this solicitation are the sole responsibility of the Architect/Engineer, Construction Manager or parties responding.

This RFP does not commit TCAPS in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award any contract. TCAPS reserves the right to at any time reject all Proposals, and to terminate this RFP process.

PROVIDE NOTIFICATION OF YOUR INTENT TO SUBMIT TO: thwingpa@tcaps.net
So that changes or addenda can be distributed.

Overview of Traverse City Area Public Schools (TCAPS)

Traverse City Area Public Schools (TCAPS) is known for offering the region's widest variety of high-quality academic and extracurricular programs. Ranked among the top schools in the nation, TCAPS offers multiple world languages, award-winning robotics, music and performing arts programs, and opportunities for students to earn college credit while still in high school.

Serving approximately 9,000 students, the TCAPS district encompasses approximately 300 square miles with a total of 17 operating school buildings, four support buildings and two standalone athletic complex sites. The 17 schools consist of ten traditional elementary buildings, a toddler thru eighth grade Montessori school, an elementary building leased to the ISD, two traditional middle schools, two traditional high schools, and one alternative high school. The four support buildings are an administration building, a bus garage/transportation offices, facilities offices, and the technology data center. Nearly \$400 million in assets are incorporated into 2,000,000 square feet of space serviced and maintained with an approximate \$100 million dollar general fund budget. TCAPS is the region's second largest employer with approximately 1,200 staff members.

TCAPS currently plans to address one large elementary school in the next capital bond authorization, tentatively scheduled for a vote in 2024.

REQUEST FOR PROPOSALS

Scope Overview:

TCAPS is considering a bond election in 2024. The selected A/E CM firm or team will work closely with TCAPS Operational staff – Facilities, Capital Projects, and Technology departments to complete facility assessments identifying all infrastructure and programming needs. Prioritization of projects will be based on needs identified by those assessments. It is expected the selected firm(s) will lead the assessment process and consult when needed to provide estimated costs, potential timelines, and feasibility analysis. TCAPS will provide copies of or access to existing building and facility plans, previous assessments and other building information as is available.

Subsequent to the assessments, the selected firm/team will assist the District in the development of individual facility programs and development of a capital bond plan including public informational publications, graphics, estimates, etc.

Audit Methodology:

1. Review original design documents, as-built drawings, specifications, subsequent project documents, etc.
2. Review previous assessments and inspection reports.
3. Review maintenance work orders.
4. Interview Operations Staff: Facility Managers, Skilled Trades and Custodial Staff, and Technology Staff to verify and identify site specific issues.
5. Building Inspection: Conduct interior and exterior visual inspections.
 - a. Use non-intrusive tests and sampling when conditions dictate.
 - b. Intrusive testing and sampling must be coordinated with the Owner.
6. Organize and lead user group, community, staff, stakeholder, etc. 'visioning' and review meetings.

Reporting / Deliverables:

1. Condition Assessment Summary:
 - a. Provide a consistent numerical point value for components reviewed with the highest value equivalent to new. Assessments should be rated and quantified by component.
 - b. Identify potential projects as:
 - i. **Maintenance** – required to maintain current operational condition (note general maintenance and upkeep projects are likely not eligible bond projects).
 - ii. **Upgrade** – required to upgrade systems to an acceptable operational and up-to-date level.
 - iii. **Replacement** – systems and components for which upgrading will not achieve the operational needs of the facility.
 - iv. **Energy Saving** – further, note the potential for energy savings available within projects identified.
 - c. Assign priority levels to projects identified:
 - i. **Priority 1** – issues that need immediate attention within the next year, potential health or safety issues.
 - ii. **Priority 2** – issues that need to be addressed in the next 1 to 2 years.
 - iii. **Priority 3** – projects not essential to operations or not required for the next few years.
 - d. Typical components to be assessed include but are not limited to:
 - i. Substructure - Foundations and basements
 - ii. Superstructure - Floor and roof construction
 - iii. Exterior Closure - Exterior walls, windows and doors
 - iv. Roofing - Covering, insulation and openings

- v. Interior Construction - Partitions, interior doors, specialties, stair construction, wall, floor and ceiling finishes, furnishings, casework, gymnasium & interior athletic facilities and other fixed equipment
 - vi. Conveying Systems - Elevators and special conveyors
 - vii. Plumbing - Fixtures, piping, water heaters, special plumbing systems
 - viii. HVAC - Heating system, cooling source, central equipment, distribution systems, terminal systems, controls and instrumentation, special HVAC systems (hood exhaust systems) air quality standards
 - ix. Fire Protection - Sprinkler systems, standpipe, and hose systems, specialties
 - x. Electrical - Service and distribution, lighting, emergency lighting, communications systems, public address system, and alarm detection system
 - e. Additionally include:
 - i. Assessment of enrichment spaces such as performing arts, athletics, physical education and fitness spaces, stem spaces, visual arts, and media centers.
 - ii. Program improvements, i.e. new furniture, space usage, curriculum changes,...
 - iii. Opportunities for green initiatives (i.e. solar panels, electric vehicle charging infrastructure, etc.)
 - iv. Consider building capacity and enrollment projections in needs assessments.
 - f. Assessment to include floor plan(s) denoting items/areas of improvement
 - g. Implement and/or Development of District Standards
 - h. Building and site security and safety, TCAPS has contracted separately for this component and will incorporate the results of the study into the assessments provided by this consultant
2. Building Code Review
 - a. Assume, to establish a baseline for review, that all applicable code requirements were met at the time of construction and in subsequent additions and renovations
 - b. Assess and/or identify the following: Type of Construction; Egress; Compartmentalization; Continuity of separations; Barrier-free (ADA); Building Capacity, overall and specific use areas
 3. Costs Analysis/Estimates
 - a. Provide cost estimates for projects identified
 - b. Building life cycle analysis of any facility considered for replacement
 - c. Intentionally incorporate energy saving ideas
 4. Pre-Bond Planning
 - a. Work with TCAPS to Develop Master Plans by site and District wide to address assessment(s)
 - b. Assist the District in the development of Bond request information, graphics, publications, estimates, etc.
 - c. Prepare conceptual plans and assistance in the development of reasonable project budgets and time schedules

Schedule: RFP and RFP Submission

Advertise / Issue RFP

November 7, 2022

Discussion Meeting to review RFP

November 14, 2022; 3:30 PM

RFP Responses/Proposals Due

December 23, 2022; 2:00 PM

Interviews of short listed firms

January 2023

Schedule of Assessments

June – August 2023

Deliverables Expected

November 2023

Evaluation Criteria and Process

Submittals will not be considered from firms that are not properly licensed and/or registered within the State of Michigan.

Evaluation Criteria includes but is not limited to the following:

- Experience and results in providing similar services for other K-12 educational entities
- Qualifications and relevant experience of key team members
- Availability, familiarity with local conditions, codes and practices
- Scope understanding; Projects approach and methodology
- Responsiveness, relevance and readability of submittal
- Local Firm preference if all other criteria are met
- Fee Schedule

TCAPS intends to select Architects / Engineers on the basis of capability and qualifications, capacity, availability, personnel assigned, relevant experience and proposed compensation.

TCAPS intends to review the RFP packages submitted, short-list to the four or five most qualified and make final selection through an interview process. The District reserves the right to waive any irregularities in the RFP packages or process to suit its own needs. TCAPS reserves the right to select the most qualified firm(s) based on the submittals and the best interests of the District.

Firms who submit packages will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of the TCAPS Board of Education.

Submittal Format

Interested firms must submit two (2) bound original proposal packages, including all required forms and one digital copy of the complete package in PDF format.

Proposals shall be printed and/or printable on 8 ½" x 11" paper; pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 point for narrative sections, but may be reduced for captions, footnotes, etc. while maintaining legibility.

Submit proposals with the fewest pages possible, double-sided is acceptable; use materials that are easily recyclable.

Video Submission

Firms are encouraged to submit a 15-30 minute video interview, in addition to the bound package and following content requirements, for review by the TCAPS selection team and Board members. The video's intended use is to assist in the selection of firms for the short-list, live interview process. The video should be submitted in an mp4 or avi format.

Submittal Content: RFP Response

Firms interested in responding to the RFP should include a Statement of Qualifications that contains the following information:

1. Business Organization / Team Organization

- a. Provide name, address and brief description of the firm/team, including type of ownership or legal structure
- b. List not more than two principals who may be contacted
- c. Provide the name, title, phone and email address of the person considered the main contact for TCAPS'
- d. Indicate the firms/teams availability and capacity
- e. Identify any legal proceedings (arbitration, complaint or court order) filed by an owner against the firm for any project where services were provided during the last five years

2. Experience

This section must include relevant recent experience on K-12 educational commissions of a similar nature and scope.

- a. List a maximum of six (6) relevant assessment and bond assistance commissions completed in the last ten (10) years. Include:
 - Brief description;
 - Owner's representative having knowledge of the firms work, include contact information;
 - Size and scope of assessments, number of buildings included, total square feet;
 - Discuss the methods and approach used to complete the assessments in an effective, timely economical and professional manner;
 - Indicate or highlight projects that were completed by the same team proposed for this contract.
- b. Indicate experience with Bond request planning assistance.
- c. List firm/team principals or team leaders proposed for the TCAPS team who have worked on past projects at Traverse City Area Public Schools.
- d. Describe the proposed team that would be working on TCAPS' projects, furnish names and resumes of all pertinent team members and their most recent experience with Michigan K-12 projects. Indicate in a matrix the proposed team's organization and responsibilities.

3. RFP Understanding, Methodology and Approach

Discuss your team's structure and approach to the following:

- a. Facility assessments
- b. Bond Planning

4. Hourly rates and fee schedule

- a. Attach proposed fee for services required in this RFP.
- b. Attach Schedule(s) of hourly rates and fees for all disciplines of firm and proposed team.
- c. Fee Schedule will be used for services provided beyond the scope of this commission.
- d. Fees of consultants retained by the selected Architect / Engineer, in the course of discharging its duties under this commission, should be included in the fee proposal.

5. Statement Regarding Familial Relationship

- a. Fill out, sign and notarize attached Form

Direct ALL Questions and Deliver Responses/Proposals to:

TCAPS - Facilities Building
1212 Cass Road
Traverse City, MI 49685
Attn: Paul Thwing, Director of Capital Projects & Planning
thwingpa@tcaps.net
231.933.1935

Form of Contract

The form of Contract for the Architectural Engineering commission will be **AIA Document B102, "Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services"**, 2017 edition, which may be modified by negotiation with the selected Architect / Engineer. Fees of consultants retained by the selected Architect / Engineer, in the course of discharging its duties under this commission, should be included in the proposal.

Insurance Requirements

Show evidence of insurance coverage and indicate coverage limits for the following:

- General Liability
- Automobile Liability
- Excess Liability
- Workers Compensation and Employers' Liability
- Architect/Engineer Professional Liability
- TCAPS and its representatives shall be named as additional insured.

Badging

Employee Identification: TCAPS requires all Contractor personnel to wear identification badges at all times.

1. Badges are issued by the Human Resources Department in the Administration Building at 412 Webster Street, Traverse City, MI 49686, 231-933-1710
 - a. **TCAPS Fingerprint Background Check Process and Forms** are available on the Capital Projects & Planning webpage
<https://www.tcaps.net/about/departments/capital-projects-and-planning/>
 - b. Provide Owner's PM with a list of personnel to be badged.
 - c. Personnel will be fingerprinted and are subject to FBI and State of Michigan background checks.
 - d. **An approximate FEE of \$66.00 is charged for each background check per badge issued; include the cost for badging in your BID.**
2. Identification tags are numbered. Distribution of ID tags will include the recording of the tag number and the contractor it is issued to.
3. Lost identification tags will be replaced at cost (\$6.00) and billed to the contractor the tag is assigned to.

Discussion Meeting

A discussion meeting will be held with all interested firms on Monday, **November 14, 2022, 3:30 p.m. EST** in the **Auditorium of Central Senior High School, 1150 Milliken Drive, Traverse City, Michigan 49686**. Attendance at the Discussion Meeting is not mandatory but highly recommended.

END OF RFP

**Attachment: Appendix A – Buildings Summary
Statement Regarding Familial Relationship**

Appendix A

Building Stat Sheets

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3723 Shore Road
Williamsburg, MI 49690
231.933.6420

Principal -

Admin Asst. -

Mascot -
School Colors -

**BUILDING IS CURRENTLY
UNOCCUPIED**

CONSTRUCTION HISTORY

1953	New Facility Construction
1966	Gym - Classroom Additions
1987	Classroom Additions
1991	Equity Projects
2008	Renovations for Re-Opening
2012	Re-Opened for IB Program
2016	Temporary home for Eastern Elementary

SQUARE FOOTAGE

35,320 SF

SITE

6 ACRES

CLASSROOM COUNT

16

OCCUPANCY

CODE OCCUPANT LOAD:

ENROLLMENT:

STAFF (FTE):

GYM CAPACITY:

GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking:	25 spaces
Distance to fire station:	0.4 miles
Distance to fire hydrant:	

BERTHA VOS ELEMENTARY

UTILITIES

Electric: MISEC
Water/Sewer: Well / GTC DPW
Gas: DTE
Fiber: P2P Wireless

AS-BUILT DRAWINGS

T:\00 FACILITIES\BERTHA VOS\00 Building Drawings

ROOF

Type: single ply membranes
Warranty: expired

CENTRAL PLANT

Boiler No. 1: Johnston HFT/S (1986 - 36 yrs)

A/C: NONE

RISK / HAZARD ASSESSMENTS

Lead Paint: N/A
Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)
Vulnerability Assessment:
Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at / on google drive or vendor supplied)

Fire Alarm
Ansul System
Playground
Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Sale of Property



1625 Sawyer Road
Traverse City, MI 49685
231.933.5700

Principal - Kirk Ranney
231.933.5702
Admin Asst. - Monica Marquez
231.933.5704

<https://www.tcaps.net/schools/elementary-schools/blair/>

Blair Mascot - Bobcats
School Colors - Black / White / Blue



CONSTRUCTION HISTORY

1990	New Facility Construction
2014	Classrooms Addition
2020	Secure Entry Renovations

SQUARE FOOTAGE

53,830 SF

SITE

80 ACRES (7 MAINTAINED)
(130.44 ACRES WERE SPLIT OFF IN 2021)

CLASSROOM COUNT

20

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2019
ENROLLMENT: 216
STAFF (FTE): 45
GYM CAPACITY: 640
GYM BLEACHER CAPACITY: 168 (64'x12x4/18")

SITE PLAN

Visitor / Staff Parking:	79 spaces
Distance to fire station:	6 miles
Distance to fire hydrant:	338 feet

UTILITIES

Electric:	CherryLand
Water/Sewer:	Blair Township/ Septic
Gas:	DTE
Fiber:	P2P Wireless

BLAIR ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\BLAIR\00 Building Drawings

ROOF

Type and Warranty: Varies

2002 Replacement: Sarnafil 42,539 SF **expired** 08-25-2017

2014 Addition: Carlisle TPM 9,075 SF expires 06-09-2034

2020 Addition: Sika Sarnafil single ply 2880 SF - Office Area expires 02-25-2031

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1990 - 32 yrs)

A/C: Main Office only

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Staff Parking
- ◇ Roof replacement
- ◇ Bleacher replacement
- ◇ Boiler and Mechanical Upgrades
- ◇ Fiber connection



301 West Seventh Street
Traverse City, MI 49684
231.933.5910

Principal - Jana DuGuay
231.933.5912
Admin Asst. - Traci Walters
231.933.5914

<https://www.tcaps.net/schools/elementary-schools/centralgrade/>

Central Grade Mascot - Super Stars
School Colors - Green / Gold



CONSTRUCTION HISTORY

1922 New Facility Construction
1936 Additions and Renovations after fire
1970 Addition
Multiple Classroom Renovation Projects

SQUARE FOOTAGE

1ST FLOOR -	68,470 SF (LARS 1ST - 7,688 SF)
2ND FLOOR -	50,190 SF (LARS BAL. - 2,200 SF)
3RD FLOOR -	23,340 SF (UNOCCUPIED)
TOTAL -	144,717 SF

SITE

4.4 ACRES

CLASSROOM COUNT

32

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2,364

ENROLLMENT: 537

STAFF (FTE): 59

GYM CAPACITY: 683

GYM BLEACHER CAPACITY: 600

SMALL GYM CAPACITY: 380

LARS AUDITORIUM CAPACITY:

MAIN FLR 585 FIXED + 9 BF + BALCONY 220 = 814

SITE PLAN

Visitor / Staff Parking:	32 spaces
Distance to fire station:	0.5 mile
Distance to fire hydrant:	On site

CENTRAL GRADE ELEMENTARY

UTILITIES

Electric: TCLP
Water/Sewer: TCLP
Gas: DTE
Fiber: TCAPS shared backbone w/ TCLP

AS-BUILT DRAWINGS

T:\00 FACILITIES\CENTRAL GRADE\00 Building Drawings

ROOF

Type and Warranty:
2011 Replacement: Single Ply Sarnafil 35,462 SF expires 08.03.2031
(Roof over small gym and 3rd Floor no information available)

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/Steam (1985 - 37 yrs)

A/C: Office only - stand alone units

RISK / HAZARD ASSESSMENTS

Lead Paint: Yes
Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)
Vulnerability Assessment: Updated 2022
Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm
Playground
Water Sampling
Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Safety/Security Upgrades
- ◇ Renovation / Reconstruction



1800 Three Mile Road N.
Traverse City, MI 49696
231.933.8940

Principal - Dr. Victoria Derks
231.933.8942
Admin Asst. - Carolyn Ramsdell
231.933.8940

<https://www.tcaps.net/schools/elementary-schools/cherryknoll/>

Cherry Knoll Mascot - Wildcats
School Colors - Black / Red

CONSTRUCTION HISTORY

2009	New Facility Construction
2016	Bus Loop/Parking Reconstruction
2020	Classrooms Addition
2021	Secure Entry Renovations

SQUARE FOOTAGE

53,860 SF

SITE

5 ACRES

CLASSROOM COUNT

23

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 1378
ENROLLMENT: 367
STAFF (FTE): 47
GYM CAPACITY: 898
GYM BLEACHER CAPACITY: 130

SITE PLAN

Visitor / Staff Parking:	142 spaces
Distance to fire station:	0.9 miles
Distance to fire hydrant:	

UTILITIES

Electric:	Cherryland
Water/Sewer:	GTC DPW
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP



CHERRY KNOLL ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\CHERRY KNOLL\00 Building Drawings

ROOF

Type and Warranty: Varies

2009 New Facility Built: Sika Sarnafil 49,030 SF expires 06-08-2029

2020 Addition: Sika Sarnafil single ply 5,549 SF expires 10-21-2040

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (2008 - 14 yrs)

A/C:

RISK / HAZARD ASSESSMENTS

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Window Assessment



1111 Rasho Road
Traverse City, MI 49686
231.933.5800

Principal - Andrew Phillips
231.933.5802
Admin Asst. - Jean DuCheney
231.933.5800

<https://www.tcaps.net/schools/elementary-schools/courtaide/>

Courtaide Mascot - Cougars
School Colors - Black / Red / Tan



CONSTRUCTION HISTORY

1991	New Facility Construction
2008	Classrooms Addition
2019	Secure Entry Renovations

SQUARE FOOTAGE

53,830 SF

SITE

16 ACRES

CLASSROOM COUNT

25

ART AND MUSIC ARE IN A SHARED ROOM

OCCUPANCY

CODE OCCUPANT LOAD: 2019
ENROLLMENT: 245
STAFF (FTE): 35
GYM CAPACITY: 640
GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking:	107 spaces
Distance to fire station:	8.8 miles
Distance to fire hydrant:	

UTILITIES

Electric:	CherryLand
Water/Sewer:	Well / Septic
Gas:	DTE
Fiber:	P2P Wireless

COURTADE ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\COURTADE\00 Building Drawings

ROOF

Type: Carlisle 60 mil (Arrow Roofing)

Warranty: Expires 12.30.2039 (20 yr.)

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1991 - 31 yrs)

A/C:

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Staff Parking
- ◇ Bleacher replacement
- ◇ Boiler and Mechanical Upgrades



1600 Eastern Avenue
Traverse City, MI 49686
231.933.5600

Principal - Biz Ruskowski
231.933.5602
Admin Asst. - Jill Jenkins
231.933.5600

<https://www.tcaps.net/schools/elementary-schools/eastern/>

Eastern Mascot - Stars
School Colors - Blue / Gold



CONSTRUCTION HISTORY

2018 New Facility Construction

SQUARE FOOTAGE

1ST FLOOR -	45,793 SF
<u>2ND FLOOR -</u>	<u>24,461 SF</u>
TOTAL -	70,254 SF

SITE

APPROX. 12 ACRES OF THE SHARED 46.12 ACRE PARCEL
THAT INCLUDES CENTRAL HIGH SCHOOL

CLASSROOM COUNT

26

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2109
ENROLLMENT: 451
STAFF (FTE): 61
GYM CAPACITY: 557
GYM BLEACHER CAPACITY: 290 (5 BF SPACES)

SITE PLAN

Visitor / Staff Parking:	128 spaces
Distance to fire station:	1.1 miles
Distance to fire hydrant:	

UTILITIES

Electric:	TCLP
Water/Sewer:	TCLP
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

PLAYGROUND

<https://drive.google.com/drive/u/0/folders/1Dat1XeXOcf5r2pLpQs8ooACxdTIVf-zn>

EASTERN ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\EASTERN ELEM\00 Building Drawings

ROOF

Type: Single Ply EPDM (Versatile Roofing)

Warranty: Expires 08.31.2033 (15yr)

CENTRAL PLANT

Boiler No. 1& 2: Cleaver Brooks Clear Fire Condensing Boiler (2017 - 5 yrs)

A/C: Main Office, Cafeteria

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ AC
- ◇ Site Improvements
- ◇ Classroom Additions



1009 Oak Street
Traverse City, MI 49684
231.933.6420

Principal - Lisa Borths (VanLoo)
231.933.6422

Admin Asst. - Liz Sievers
231.933.6420

<https://www.tcaps.net/schools/elementary-schools/montessori/>

Glenn Loomis Mascot - Timberwolves
School Colors - Pantone 7710 C
Black



CONSTRUCTION HISTORY

1957	New Facility Construction
1968	Building Addition
1974	Building Addition
2008	Facility Upgrades / Asbestos Abatement / Montessori
2013	Roofing Replacement

SQUARE FOOTAGE

46,537 SF

SITE

5 ACRES

CLASSROOM COUNT

16

**MUSIC AND ORCHESTRA ARE SERPARATE ROOMS
(ART IS DONE IN THE CLASSROOM)**

OCCUPANCY

CODE OCCUPANT LOAD: 1530

ENROLLMENT: 317

STAFF (FTE): 51

GYM CAPACITY: 333

GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking:	no on site parking
Distance to fire station:	1.4 miles
Distance to fire hydrant:	on site

UTILITIES

Electric:	TCLP
Water/Sewer:	TCLP
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/ TCLP

GLENN LOOMIS ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\GLENN LOOMIS\01 Building Drawings

ROOF

Type: Carlisle

Warranty: expires 07-30-2033

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/S (1990 - 32 yrs)

A/C:

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Restroom / Locker Room Renovations
- ◇ Doors and Hardware
- ◇ Boiler and Mechanical Upgrades
- ◇ Gym Floor Replacement



7600 North Long Lake Road
Traverse City, MI 49685
231.933.7800

Principal - Kate Burwinkel
231.933.7802
Admin Asst. - Sandra Griffin
231.933.7800

<https://www.tcaps.net/schools/elementary-schools/longlake/>

Long Lake Mascot - Panthers
School Colors - Black / White / Gold

CONSTRUCTION HISTORY

2011	New Facility Construction
2021	Secure Entry Renovations

SQUARE FOOTAGE

53,860 SF

SITE

33.83 ACRES

(10.49 ACRES WERE SPLIT OFF WITH THE SALE OF THE OLD LONG LAKE SCHOOL IN 2016)

CLASSROOM COUNT

17

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 1242 (EXCLUDES GYM)

ENROLLMENT: 351

STAFF (FTE): 43

GYM CAPACITY: 940

GYM BLEACHER CAPACITY: 120

SITE PLAN

Visitor / Staff Parking:	102 spaces
Distance to fire station:	1.5 miles
Distance to fire hydrant:	

UTILITIES

Electric:	Consumers Energy
Water/Sewer:	Well-Septic
Gas:	DTE
Fiber:	P2P Wireless



LONG LAKE ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\LONG LAKE\00 Building Drawings

ROOF

Type: Sarnafil 60 mil (Bloxsom Roofing)

Warranty: Expires 07.11.2031 (20 yr.)

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks VFT/HW (2010 - 12 yrs)

Boiler No. 2: Cleaver Brooks Clear Fire HFT/HW (2010 - 12 yrs)

A/C: Main Office

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Classroom Additions



4053 Franke Road
Traverse City, MI 49684

Principal - Lisa Borths (VanLoo)
231.933.6422
Admin Asst. - Liz Sievers
231.933.6420

<https://www.tcaps.net/schools/elementary-schools/montessori/>

Montessori Mascot - Timberwolves
School Colors - Pantone 7710 C
Black

CONSTRUCTION HISTORY

2022 Under Construction

SQUARE FOOTAGE

84,280 SF

SITE

11 ACRES

CLASSROOM COUNT

19 ON 1ST FLOOR

11 ON 2ND FLOOR

SCIENCE, MUSIC, ORCHESTRA AND ART ARE SERPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 3,067

ENROLLMENT: 317

STAFF (FTE): 51

GYM CAPACITY: 1,314

GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking: 112

Distance to fire station: 1.6 miles

Distance to fire hydrant: on site

UTILITIES

Electric: TCLP

Water/Sewer: TCLP

Gas: DTE

Fiber: TCAPS Shared Backbone w/ TCLP



TCAPS MONTESSORI

AS-BUILT DRAWINGS

T:\00 FACILITIES\MONTESSORI\00 Building Drawings

ROOF

Type: Carlisle PVC Membrane
Warranty: expires

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks - Clear Fire Condensing Boiler (2022)
Boiler No. 2: Cleaver Brooks - Clear Fire Condensing Boiler (2022)

A/C: Main Office , Cafeteria

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: no
Asbestos: no
Vulnerability Assessment:
Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm
Fire Suppression System
Playground
Water Sampling
Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Finish Construction



5858 Culver Road
Traverse City, MI 49685
231.933.3580

Principal - Angela Camp
231.933.3583
Admin Asst. - Michelle Ellul
231.933.3580

<https://www.tcaps.net/schools/elementary-schools/silverlake/>

Silver Lake Mascot - SeaHawks
School Colors - Blue / Silver

CONSTRUCTION HISTORY

1987	New Facility Construction
2017	Classrooms Addition
2019	Secure Entry Renovations
2019	Bus Loop/Parking Reconstruction

SQUARE FOOTAGE

50,305 SF

SITE

15 ACRES

CLASSROOM COUNT

19

ART AND MUSIC ARE IN A SHARED ROOM

OCCUPANCY

CODE OCCUPANT LOAD: 2019
ENROLLMENT: 344
STAFF (FTE): 43
GYM CAPACITY: 640
GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking:	111 spaces
Distance to fire station:	3.3 miles
Distance to fire hydrant:	

UTILITIES

Electric:	CherryLand
Water/Sewer:	Well / Septic
Gas:	DTE
Fiber:	P2P Wireless



SILVER LAKE ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\SILVER LAKE\00 Building Drawings

ROOF

Type and Warranty:

2018 Replacement: Sika Sarnafil 12,350 SF **expires** 12-29-2027

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1987 - 35 yrs)

A/C: Main Office

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Bleacher replacement

◇ Boiler and Mechanical Upgrades



933 Rose Street
Traverse City, MI 49686
231.933.3500

Principal - Bryan Kay
231.933.3504
Admin Asst. - Mandy Ford
231.933.3501

<https://www.tcaps.net/schools/elementary-schools/traverseheights/>

Traverse Heights Mascot - Road Runners
School Colors - Black & Gold



CONSTRUCTION HISTORY

1950	New Facility Construction
1957	Addition
1968	Addition
1991	Equity Projects
2005	Facility Reconstruction
2023	Secure Entry Renovations

SQUARE FOOTAGE

57,873 SF

SITE

14 ACRES

CLASSROOM COUNT

23

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2365
ENROLLMENT: 203
STAFF (FTE): 37
GYM CAPACITY: 968
GYM BLEACHER CAPACITY: 175

SITE PLAN

Visitor / Staff Parking:	72 spaces
Distance to fire station:	2.5 miles
Distance to fire hydrant:	358 feet

UTILITIES

Electric:	TCLP
Water/Sewer:	TCLP
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

TRAVERSE HEIGHTS ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\TRAVERSE HEIGHTS\00 Building Drawings

ROOF

Type and Warranty: Varies

2004 Replacement: Sika Sarnafil **expired**

2007 Addition: Sika Sarnafil expired

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (2006 - 16 yrs)

A/C: locations

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Gym Floor Replacement



1500 Fisher Road
Traverse City, MI 49685
231.933.7900

Principal - Toby Tisdale
231.933.7903
Admin Asst. - Jamie Roster
231.933.7901

<https://www.tcaps.net/schools/elementary-schools/westwoods/>

Westwoods Mascot - Wings
School Colors - Black & Red

CONSTRUCTION HISTORY

1990	New Facility Construction
2002	Addition
2004	Roof Replacement
2020	Classroom Addition / Renovations

SQUARE FOOTAGE

59,249 SF

SITE

16 ACRES

CLASSROOM COUNT

23

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2258
ENROLLMENT: 387
STAFF (FTE): 47
GYM CAPACITY: 641
GYM BLEACHER CAPACITY:

SITE PLAN

Visitor / Staff Parking:	164 spaces
Distance to fire station:	3.7 miles
Distance to fire hydrant:	

UTILITIES

Electric:	Cherryland
Water/Sewer:	Well-Septic
Gas:	DTE
Fiber:	P2P Wireless



WESTWOODS ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\WESTWOODS\00 Building Drawings

ROOF

Type and Warranty: Varies

2004 Replacement: Sika Sarnafil SF **expired**

2021 Addition: Sika Sarnafil 11,715 SF expires 11-24-2031

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1990 - 32 yrs)

A/C: locations

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Roof replacement
- ◇ Bleacher replacement
- ◇ Boiler and Mechanical Upgrades



1250 Hill Street
Traverse City, MI 49684
231.933.8540

Principal - Angela Sides-McKay
231.933.8542
Admin Asst. - Lisa Forton
231.933.8540

<https://www.tcaps.net/schools/elementary-schools/willowhill/>

Willow Hill Mascot - Falcons
School Colors - Black & Red



CONSTRUCTION HISTORY

1949	New Facility Construction
1968	
1987	
1992	
2008	Parking Upgrade / Classroom Addition
2019 - 2021	Three Phase Renovations

SQUARE FOOTAGE

48,386 SF

SITE

10 ACRES

CLASSROOM COUNT

23

ART AND MUSIC ARE SEPARATE ROOMS

OCCUPANCY

CODE OCCUPANT LOAD: 2019
ENROLLMENT: 423
STAFF (FTE): 49
GYM CAPACITY: 686
GYM BLEACHER CAPACITY: 350

SITE PLAN

Visitor / Staff Parking:	61 spaces
Distance to fire station:	1.2 miles
Distance to fire hydrant:	at site

UTILITIES

Electric:	TCLP
Water/Sewer:	TCLP
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

WILLOW HILL ELEMENTARY

AS-BUILT DRAWINGS

T:\00 FACILITIES\WILLOW HILL\00 Building Drawings

ROOF

Type and Warranty: Varies

2007 Addition: Sika Sarnafil SF **expired**

2011 Replacement: Carlisle TPM SF expires 06-09-

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks - Clear Fire Condensing Boiler (2019)

Boiler No. 2: Cleaver Brooks - Clear Fire Condensing Boiler (2019)

A/C: Main Office

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment: 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Playground

Water Sampling

Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

◇ Cafeteria / Gym Upgrades

◇ Exterior Lighting

BRIDGEWAY AT OAK PARK SCHOOL

UPDATED 09/2022



301 South Garfield Avenue
Traverse City, MI 49686
231.933.8596

Supervisor - Rebecca Goodwin
231.933.8660
Secretary - Franciska Visser
231.933.8597

<https://www.northwested.org/schoolsprograms/oak-park-school/>

CONSTRUCTION HISTORY

1950	New Facility Construction
1957	
1968	
1992	
2004-2005	Renovations
2019	HVAC Improvements

SQUARE FOOTAGE

36,565 SF

SITE

4 ACRES

CLASSROOM COUNT

13

OCCUPANCY

CODE OCCUPANT LOAD: 1157

ENROLLMENT:

STAFF (FTE):

GYM CAPACITY:

GYM BLEACHER CAPACITY:

UTILITIES

Electric: TCLP

Water/Sewer: TCLP

Gas: DTE

Fiber: TCAPS Shared Backbone w/TCLP

SITE PLAN

Visitor / Staff Parking:	46 spaces
Distance to fire station:	0.5 miles
Distance to fire hydrant:	56 feet



BRIDGEWAY AT OAK PARK SCHOOL

AS-BUILT DRAWINGS

T:\00 FACILITIES\OAK PARK\01 Building Drawings

ROOF

Type:

Warranty: **expired**

CENTRAL PLANT

Boiler No. 1: Johnston HFT/HW (1986 - 36 yrs)

A/C: Multiple spaces with individual units

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Ansul System

Water Sampling

Playground

Potential / Planned Projects (as of 09/2022)

◇



1776 Three Mile Road
Traverse City, MI 49696
231.933.7300

Principal - Dan Tiesworth
231.933.7300
Admin Asst. – Mindy Neuhardt
231.933.7301

<https://www.tcaps.net/schools/middle-school/ems/>

East Middle School Mascot - Trojans
School Colors - Black / Gold



CONSTRUCTION HISTORY

1991	New Facility Construction
2011	Main Office Renovations
2016	Renovations / Re - Roofing Project
2017	Cafetorium Upgrades
2021	Secure Entry Renovations

SQUARE FOOTAGE

190,508 SF

SITE

89 ACRES

CLASSROOM COUNT

69

OCCUPANCY

CODE OCCUPANT LOAD: 5362

ENROLLMENT: 806

STAFF (FTE): 77

MAIN GYM CAPACITY:

MAIN GYM BLEACHER CAPACITY:

AUX GYM CAPACITY:

AUX GYM BLEACHER CAPACITY:

UTILITIES

Electric: Cherryland

Water/Sewer: GTC DPW

Gas: DTE

Fiber: TCAPS Shared Backbone w/TCLP

SITE PLAN

Visitor / Staff Parking: 264 spaces

Distance to fire station: 1.1 miles

Distance to fire hydrant: 1056 feet

EAST MIDDLE SCHOOL

ATHLETIC COMPLEX

Bleacher Capacity:

Tennis Courts:

Track:

AS-BUILT DRAWINGS

T:\00 FACILITIES\EAST MS\00 Building Drawings

ROOF

Type: Sika Sarnafil - Bloxsum

Warranty: 20 yr. (installed 2016 expires 2036)

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/S (1992 - 30 yrs)

Boiler No. 2: Cleaver Brooks HFT/S (1992 - 30 yrs)

Controls Updated: 2017 - JCI Metasys

A/C: Main Office

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment:

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Ansul System

Water Sampling

Bleachers

Potential / Planned Projects (as of 09/2022)

- ◇ Flooring Upgrades
- ◇ Track Resurfacing
- ◇ Gym Bleacher Replacement
- ◇ Cafetorium Upgrades
- ◇ Weight Room Upgrades
- ◇ Small Gym Expansion, Bleacher replacement



1150 Milliken Drive
Traverse City, MI 49686
231.933.6500

Principal - Jessie Houghton
231.933.6504
Admin Asst. - Emily Spica
231.933.6501

<https://www.tcaps.net/schools/high-schools/chs/>

Central High Mascot - Trojans
School Colors - Black / Gold



CONSTRUCTION HISTORY

1958	New Facility Construction
1968	Additions / Renovations
1984	Additions / Renovations
1998 - 2002	Additions / Renovations
2008	Renovations / Parking Upgrades
2009	Gym Addition
2015	Auditorium Renovation

SQUARE FOOTAGE

315,330 SF

SITE

36.3 ACRES

CLASSROOM COUNT

70

OCCUPANCY

CODE OCCUPANT LOAD: 7350

ENROLLMENT: 1461

STAFF (FTE): 111

MAIN GYM CAPACITY: 2760

MAIN GYM BLEACHER CAPACITY: 2040

SMALL GYM CAPACITY:

SMALL GYM BLEACHER CAPACITY:

AUX GYM CAPACITY:

AUX GYM BLEACHER CAPACITY:

AUDITORIUM SEATING: 525 + 10 ADA = 535

SITE PLAN

Visitor / Staff Parking:	363 spaces
Distance to fire station:	0.9 miles
Distance to fire hydrant:	On-Site

CENTRAL HIGH SCHOOL

UTILITIES

Electric: TCLP
Water/Sewer: TCLP
Gas: DTE
Fiber: TCAPS Shared Backbone w/TCLP

ATHLETIC FACILITIES

Bleacher Capacity:
Tennis Courts:
Track:

AS-BUILT DRAWINGS

T:\00 FACILITIES\CENTRAL HS\00 Building Drawings

ROOF

Type: Varies
Warranty: Expired except at Auditorium

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT / Steam (1998 - 24 yrs)
Boiler No. 2: Cleaver Brooks HFT / Steam (1998 - 24 yrs)

A/C: Main Offices

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A
Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)
Vulnerability Assessment: Updated 2022
Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm
Fire Suppression System
Ansul System
Water Sampling
Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

- ◇ Roof Replacement
- ◇ HVAC Infrastructure and components
- ◇ Interior Renovations / Secure Entry



3950 Silver Lake Road
Traverse City, MI 49684
231.933.8200

Principal - Terry Smith
231.933.8202
Admin Asst. - Jaime Esper
231.933.8200

<https://www.tcaps.net/schools/middle-schools/wms/>

Traverse City West Mascot - Titans
School Colors - Green / Gold



CONSTRUCTION HISTORY

1969	New Facility Construction
1976	
1981	
1998	Renovations
2002	Renovations
2018	Secure Entry Renovations
2019	Addition / Interior Renovations

SQUARE FOOTAGE

197,365 SF

SITE

80 ACRES

CLASSROOM COUNT

75

OCCUPANCY

CODE OCCUPANT LOAD: 6000

ENROLLMENT: 1085

STAFF (FTE): 99

MAIN GYM CAPACITY:

MAIN GYM BLEACHER CAPACITY:

AUX GYM CAPACITY:

AUX GYM BLEACHER CAPACITY:

UTILITIES

Electric: Traverse City

Water/Sewer: GTC DPW

Gas: DTE

Fiber: TCAPS Shared Backbone w/TCLP

SITE PLAN

Visitor / Staff Parking: 331 spaces

Distance to fire station: 2.1 miles

Distance to fire hydrant: 0.4 miles

WEST MIDDLE SCHOOL

ATHLETIC COMPLEX

Bleacher Capacity:

Tennis Courts:

Track:

AS-BUILT DRAWINGS

T:\00 FACILITIES\WEST MS\01 Building Drawings

ROOF

Type:

Warranty:

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/S (1998 - 24 yrs)

Boiler No. 2: Cleaver Brooks HFT/S (1998 - 24 yrs)

Controls Updated: 2014 - JCI Metasys

A/C: Main Office

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment:

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Ansul System

Water Sampling

Bleachers

Potential / Planned Projects (as of 09/2022)

◇ Boiler / Mechanical Upgrades

◇ Cafeteria / Kitchen Re-Design and Construction

◇ Athletic Wing Renovations



5376 North Long Lake Road
Traverse City, MI 49685
231.933.7500

Principal - Joe Esper
231.933.7502

Admin Asst. - Tammy Brunan
231.933.7501

<https://www.tcaps.net/schools/high-schools/wsh/>

Traverse City West Mascot - Titans
School Colors - Green / Gold



CONSTRUCTION HISTORY

1997	New Facility Construction
2009	Gym Addition
2021	Athletic Complex / Auditorium Upgrades
2021	Secure Entry Renovations

SQUARE FOOTAGE

253,390 SF

SITE

100 ACRES

CLASSROOM COUNT

68

OCCUPANCY

CODE OCCUPANT LOAD: 7039 (?)

ENROLLMENT: 1554

STAFF (FTE): 116

MAIN GYM CAPACITY: 2760

MAIN GYM BLEACHER CAPACITY: 2040

AUX GYM CAPACITY:

AUX GYM BLEACHER CAPACITY:

AUDITORIUM SEATING: 496 + 6 ADA = 502

SITE PLAN

Visitor / Staff Parking:	711 spaces
Distance to fire station:	3.5 miles
Distance to fire hydrant:	528 feet

UTILITIES

Electric:	Cherryland
Water/Sewer:	GTC DPW
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

WEST SENIOR HIGH SCHOOL

ATHLETIC FACILITIES

Bleacher Capacity Track/Football:

Bleacher Capacity Soccer:

Bleacher Capacity Baseball:

Bleacher Capacity Softball:

Tennis Courts:

Track:

AS-BUILT DRAWINGS

T:\00 FACILITIES\WEST SENIOR HIGH\00 Building Drawings

ROOF

Type: Sarnafil

Warranty: 15 yr - **expired** 2013

Out Buildings: Metal Roofs expires 10.04.2047

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT / Steam (1997 - 25 yrs)

Boiler No. 2: Cleaver Brooks HFT / Steam (1999 - 23 yrs)

Controls Updated: 2013 - JCI Metasys

A/C: Main Offices

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Ansul System

Water Sampling

Bleachers

Potential / Planned Projects (as of 09/2022)

◇ Roof Replacement

◇ HVAC Infrastructure and components

◇ Interior Renovations; STEM, Athletics Wing



3962 North Three Mile Road
Traverse City, MI 49686
231.933.5860

Principal - Lance Morgan
231.933.5862
Admin Asst. - Jill Cheever
231.933.5860

<https://www.tcaps.net/schools/high-schools/tchs/>

Traverse City High Mascot - Mavericks
School Colors - Red / Gold



CONSTRUCTION HISTORY

1949	New Facility Construction
1954	
1962	
1981	
1987	
1992	
2008	Science Lab Renovation
2011	Re - Roofing Project
2021	Secure Entry Renovation

SQUARE FOOTAGE

45,997 SF

SITE

7 ACRES

CLASSROOM COUNT

22

OCCUPANCY

CODE OCCUPANT LOAD: 1308
ENROLLMENT: 156
STAFF (FTE): 20
GYM CAPACITY:
GYM BLEACHER CAPACITY:

UTILITIES

Electric:	TCLP
Water/Sewer:	GTC DPW
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

SITE PLAN

Visitor / Staff Parking:	93 spaces
Distance to fire station:	0.4 miles
Distance to fire hydrant:	528 feet

TRAVERSE CITY HIGH SCHOOL

AS-BUILT DRAWINGS

T:\00 FACILITIES\TCHS\00 Building Drawings

ROOF

Type: Sarnafil

Warranty: **expired** 2017

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1990 - 32 yrs)

A/C: Main Offices

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment: Updated 2022

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Ansul System

Water Sampling

Playground

Potential / Planned Projects (as of 09/2022)

◇ Flooring Upgrades

◇ HVAC Infrastructure and components

ADMINISTRATION:IDA TOMPKINS BUILDING

UPDATED 09/2022



412 Webster Street
Traverse City, MI 49686
231.933.1700

<https://www.tcaps.net>

CONSTRUCTION HISTORY

1914	Original Construction
1987	Elevator

SQUARE FOOTAGE

36,175 SF

SITE

1 ACRE

CLASSROOM COUNT

N/A

OCCUPANCY

CODE OCCUPANT LOAD:
STAFF (FTE): 48

UTILITIES

Electric:	TCLP
Water/Sewer:	TCLP
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

SITE PLAN

Visitor / Staff Parking:	53 spaces
Distance to fire station:	1.2 miles
Distance to fire hydrant:	322 feet

ADMINISTRATION: IDA TOMPKINS BUILDING

AS-BUILT DRAWINGS

T:\00 FACILITIES\ADMINISTRATION\00 Building Drawings

ROOF

Type: Sarnafil

Warranty: Expires 04.14.2024

CENTRAL PLANT

Boiler No. 1: Johnston HFT/S (1986 - 36 yrs.)

A/C: Individual Unit locations

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment:

Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Egress - Local Fire Marshall

Potential / Planned Projects (as of 09/2022)

◇ Sale of Property and Building



2075 Cass Road
Traverse City, MI 49685
231.933.3304

TCAPS 24 /7 Urgency Line
231.933.1993

CONSTRUCTION HISTORY

1950	Original Construction
1963	Gym / Classroom Addition
1968	Rotunda Classroom Addition
1981	New Gym Classroom Addition
2010	Data Center Construction

SQUARE FOOTAGE

42,108 SF

SITE

8 ACRES

CLASSROOM COUNT

N/A

OCCUPANCY

CODE OCCUPANT LOAD:

ENROLLMENT:

STAFF (FTE): 17

UTILITIES

Electric:	Consumers Energy
Water/Sewer:	GTC DPW
Gas:	DTE
Fiber:	HUB for Fiber

SITE PLAN

Visitor / Staff Parking:	51 spaces
Distance to fire station:	2.0 miles
Distance to fire hydrant:	262 feet

SABIN / DATA CENTER

AS-BUILT DRAWINGS

T:\00 FACILITIES\SABIN - DATA Center\00 Building Drawings

ROOF

Type:

Warranty: Data Center Roof expires 11.11.2030

CENTRAL PLANT

Boiler No. 1: Cleaver Brooks HFT/HW (1990 - 32 yrs)

A/C: Yes

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: Yes (maintenance and removal records on file at the TCAPS Facilities Office)

Vulnerability Assessment:

Emergency Operations Plan: Updated 2022

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm

Fire Suppression System

Generator

Potential / Planned Projects (as of 09/2022)

◇ Abatement

◇ Roof Replacement

◇ Generator / Crack Unit Replacements



1212 Cass Road
Traverse City, MI 49685
231.933.1950

TCAPS 24/7 Urgency Line
231.933.1993

(Available 24/7 for urgent issues only,
does not replace 911 when necessary)

<https://www.tcaps.net>

CONSTRUCTION HISTORY

1980	Original Construction
2019	Office Reconfiguration

SQUARE FOOTAGE

12,096 SF

SITE

14 ACRES SHARED WITH TRANSPORTATION

CLASSROOM COUNT

N/A

OCCUPANCY

CODE OCCUPANT LOAD:

ENROLLMENT:

STAFF (FTE): 19

UTILITIES

Electric:	Consumers Energy
Water/Sewer:	Well-Septic
Gas:	DTE
Fiber:	

SITE PLAN

Visitor / Staff Parking:	17 spaces
Distance to fire station:	2.8 miles
Distance to fire hydrant:	

FACILITIES BUILDING

AS-BUILT DRAWINGS

T:\00 FACILITIES\MNT BUILDING\00 Building Drawings

ROOF

Type:

Warranty: **Expired June 2013**

CENTRAL PLANT

Boiler No. 1: Hydrotherm CI/HW (1981 - 41 yrs)

A/C: Offices

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment:

Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Egress - Local Fire Marshall

Potential / Planned Projects (as of 09/2022)

- ◇ Roof Replacement
- ◇ Paving
- ◇ HVAC Systems
- ◇ Storage

TRANSPORTATION-FOOD SERVICE-WAREHOUSE

UPDATED 09/2022



1180 Cass Road
Traverse City, MI 49685
231.933.1933

<https://www.tcaps.net>

CONSTRUCTION HISTORY

1971	Original Construction
1993	Addition and Renovations
2009	Fuel Island

SQUARE FOOTAGE

22,612 SF

SITE

14 ACRES SHARED WITH FACILITIES

CLASSROOM COUNT

N/A

OCCUPANCY

CODE OCCUPANT LOAD:
STAFF (FTE): 91 (INCLUDES WAREHOUSE)

SITE PLAN

Visitor / Staff Parking:
Bus Parking:
Distance to fire station: 2.8 miles
Distance to fire hydrant:

UTILITIES

Electric:	Consumers Energy
Water/Sewer:	Well-Septic
Gas:	DTE
Fiber:	TCAPS Shared Backbone w/TCLP

TRANSPORTATION-FOOD SERVICE-WAREHOUSE

AS-BUILT DRAWINGS

T:\00 FACILITIES\TRANSPORTATION\00 Building Drawings -TRN

ROOF

Type:

Warranty: **expired**

CENTRAL PLANT

Boiler No. 1: Slant Fin CI/HW (1991 - 31 yrs)

A/C: locations

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: N/A

Asbestos: N/A

Vulnerability Assessment:

Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Egress - Local Fire Marshall

Potential / Planned Projects (as of 09/2022)

- ◇ Bus Wash
- ◇ Paving
- ◇ HVAC Systems
- ◇ Storage



343 West Thirteenth Street
Traverse City, MI 49684

<https://www.tcaps.net>

CONSTRUCTION HISTORY

2009	New Facility Construction
2010	Field Renovation
2015	Seating Replacement
2020	Turf Replacement / Sound and Lighting Upgrades

SQUARE FOOTAGE

12,777 SF

SITE

7 ACRES

CLASSROOM COUNT

OCCUPANCY

CODE OCCUPANT LOAD:

BLEACHER CAPACITY: 5740

SITE PLAN

Visitor / Staff Parking:

Distance to fire station:

Distance to fire hydrant:

UTILITIES

Electric: TCLP

Water/Sewer: TCLP

Gas: n/a

Fiber: TCAPS Shared Backbone w/TCLP

THIRLBY FIELD

AS-BUILT DRAWINGS

T:\00 FACILITIES\THIRLBY FIELD\00 Building Drawings

ROOF

Type: n/a

Warranty: n/a

CENTRAL PLANT

Boiler No. 1: n/a

A/C: locations

RISK / HAZARD ASSESSMENTS

Lead Paint: N/A

Asbestos: N/A

ANNUAL INSPECTIONS

Potential / Planned Projects (as of 09/2022)

- ◇ Ticket Booth
- ◇ Parking
- ◇ Fencing

TROJAN ATHLETIC COMPLEX

UPDATED 09/2022



925 Airport Access Road
Traverse City, MI 49686
231.933.6500

Principal - Jessie Houghton
231.933.6504

Admin Asst. - Emily Spica
231.933.6501

Athletic Director - Justin Thorington
231.933.6576

www.tcaps.net/schools/high-schools/chs/

Central High Mascot - Trojans
School Colors - Black / Gold



CONSTRUCTION HISTORY

2020 New Facility Construction

SQUARE FOOTAGE

FIELD HOUSE: 3,077 SF
STORAGE BUILDING: 2,300 SF

SITE

27.1 ACRES

CLASSROOM COUNT

N/A

OCCUPANCY

CODE OCCUPANT LOAD: (TOTAL LESS THAN 3,000)

FIELD HOUSE: 72

STORAGE BLDG: 9

SOCCER BLEACHER CAPACITY: 750

BASEBALL BLEACHER CAPACITY: 50 EACH

SOFTBALL BLEACHER CAPACITY: 50 EACH

SITE PLAN

Visitor / Staff Parking: 258 + overflow

Distance to fire station: 0.9 miles

Distance to fire hydrant: On-Site

TROJAN ATHLETIC COMPLEX

UTILITIES

Electric: TCLP
Water/Sewer: TCLP
Gas: DTE
Fiber: TCAPS Shared Backbone w/TCLP

AS-BUILT DRAWINGS

T:\00 FACILITIES\COAST GUARD\00 Building Drawings

ROOF

Type: Single ply membrane
Warranty: Expires 2040

CENTRAL PLANT

n/a

A/C: n/a

RISK / HAZARD ASSESSMENTS (reports found at/on google drive)

Lead Paint: n/a
Asbestos: n/a
Vulnerability Assessment:
Emergency Operations Plan:

ANNUAL INSPECTIONS (reports found at/on google drive or vendor supplied)

Fire Alarm
Water Sampling
Bleachers (biannual)

Potential / Planned Projects (as of 09/2022)

TRAVERSE CITY AREA PUBLIC SCHOOLS
A/E – CM RFP FACILITY ASSESSMENTS
PRE-BOND PLANNING

SECTION 00 4550

STATEMENT REGARDING FAMILIAL RELATIONSHIP

I am the _____ of _____, a potential
(Title) (Company Name)

bidder on a project for **Traverse City Area Public Schools** certifies the following:

- I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and employee(s) of the aforementioned contractor and the school district's superintendent and/or board members.

The following are the familial relationship(s):

	<u>Owner / Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

(Attach additional pages if necessary to disclose familial relationships)

I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the construction project.

- There is no familial relationship that exists between the owner(s) and employee(s) of the aforementioned contractor and the school district's superintendent and/or board members.

BIDDER'S FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 2022, a Notary Public

In and for _____ County, _____

Signature

My commission expires _____

END OF FORM