



## Meeting Notes

**Project:** Kate Furbish Elementary School

**Date:** November 7<sup>th</sup>, 2019 in Hawthorne at 6:00 p.m.

**Attendees:**

**Purpose:** Building Committee Meeting

The following notes were taken by Ben Winschel to the best of his ability. If you find discrepancies or corrections are needed, please notify CHA Architecture within three (3) working days.

Topic	Agenda/Notes	Action
	1. The meeting was called to order at 6:02 p.m.	
<b>Construction Activities</b>	2. Review of construction activities. Ben Winschel gave a review of major activities taking place on site. Activities currently include: <ul style="list-style-type: none"> <li>• Storefront continues with only the main entry remaining.</li> <li>• Masonry veneer is in progress continuing around Section C and House A.</li> <li>• Metal panel &amp; rainscreen attachment/insulation continues around House B and Section C.</li> <li>• Interior framing is complete everywhere except for Section B, C, and 2<sup>nd</sup> floor of House A.</li> <li>• Painting and ceilings are in progress.</li> <li>• Millwork installation is in progress.</li> <li>• Lighting controls/device installation has begun – fixtures to be installed in approx. 2 weeks.</li> </ul>	
<b>Window Testing</b>	3. Matt Pitzer gave an update on window testing. The contractor has done a thorough assessment of windows, and the solution that was proposed and accepted is to seal around entire perimeter of window jamb flashing with a waterproof mastic. Re-testing will be done on the two windows that failed, as well as two additional windows. <ul style="list-style-type: none"> <li>• Matt noted that the testing done on these windows is very rigorous. Tests put the windows under vacuum pressure while a constant stream of water is applied to the perimeter face.</li> <li>• Only one window showed signs of failure following the intense storm 2 weeks prior.</li> </ul>	

<b>Payment Requisition</b>	<p>4. Matt went over the contractor's payment requisition. It showed payment was approved in the amount of \$861,605.35. This brings the percent complete to 73.36%.</p> <ul style="list-style-type: none"> <li>• The requisition was under \$1,000,000 due to there being millwork charges for stored materials which could not be proven and were not accepted. A large percentage of the charges were related to metal panel, mechanical/electrical, and drywall installation. Next month will be closer to \$1,000,000 with site work ramping up again.</li> <li>• No additional change orders were approved.</li> </ul>	
<b>PCOs</b>	<p>5. 9 PCOs (Potential Change Orders) were approved at a combined value of \$59,168.</p> <ul style="list-style-type: none"> <li>• Half of the cost for the 9 PCOs were related to additional ADA operators at exterior doors. Other charges included additional fire dampers and hardware changes.</li> </ul>	
<b>PCOs</b>	<p>6. There are currently 3 open PCOs with a combined estimated impact of approximately \$30,000.</p>	
<b>Contingency Budget</b>	<p>7. Matt explained that the beginning contingency budget was \$2,238,854.</p> <ul style="list-style-type: none"> <li>• The construction contingency to date has used \$393,672. The project is currently 73.36% complete with 17% of contingency used.</li> </ul>	
<b>Project Budget Update</b>	<p>8. The project budget updated was given by Kelly Wentworth.</p> <ul style="list-style-type: none"> <li>• Kelly stated that the projected contingency for the project is estimated at \$956,037. It was noted that the intercom/clocks/security cameras will impact the contingency as it was intentionally pulled out of the contract to avoid markups. <ul style="list-style-type: none"> <li>○ A discussion occurred around the clocks and new technology of messaging systems. Committee members presented a new messaging system exists for clocks which shows a silent message banner at the bottom in event of an emergency</li> <li>○ A question was raised about how this messaging system works with ALICE, and how that will affect the committee's decision.</li> </ul> </li> </ul>	<b>CHA to send information/ pricing on clock messaging system.</b>

	<ul style="list-style-type: none"> <li>○ The committee would like CHA to investigate alternative options for alert messaging – such as strobe alerts.</li> <li>● Intercom and security systems estimated at approximately \$75,000.</li> <li>● A question was asked about the cost of the generator. It is estimated at approximately \$95,000. CHA is working on a proposal request for this scope of work.</li> </ul>	
<b>Contingency</b>	<p>9. A discussion occurred regarding the contingency budget, and what the committee felt was an appropriate amount to borrow for the remainder of the project.</p> <ul style="list-style-type: none"> <li>● A motion to adopt \$956,037 for the contingency was approved.</li> </ul>	
<b>Discovery Classroom</b>	<p>10. Matt gave an update on the discovery classroom.</p> <ul style="list-style-type: none"> <li>● CHA received an estimate from the contractor which was roughly 30% over budget. Multiple trades were priced very high including; sitework, steel, fiber cement siding, mechanical, and the EPDM roofing.</li> <li>● CHA will be meeting with Ledgewood tomorrow (Friday, November 8<sup>th</sup>) to discuss options for reducing cost.</li> <li>● Sarah Singer felt strongly that there are multiple options available to us for reducing cost and moving forward with the project. She questioned whether bidding to a separate, smaller, contractor would be an option worth pursuing.</li> <li>● Matt will report out again at the next building committee meeting in December.</li> </ul>	
<b>Monumental/ Entry Signage</b>	<p>11. The building committee requested an update on the exterior building signage location. The committee did not feel the location at the bus entry was appropriate and would lead to confusion.</p> <ul style="list-style-type: none"> <li>● There was discussion about locating street signage indicating “bus only” and “entry/pick-up” at their respective entrances. Monumental signage to be deleted? Add building signage? CHA to report out at next meeting.</li> </ul>	<b>CHA to update at next meeting</b>
<b>Art Committee</b>	<p>12. The Art Committee reported out. The committee met last on October 16<sup>th</sup>. An RFQ was distributed and they have received (4) proposals thus far. A rubric was developed to assess and select an artist. Some examples from the rubric include, but are not limited to;</p>	<b>BC to confirm use of contingency funds for public art</b>

	<ul style="list-style-type: none"> <li>• How does it fit into the interiors concept, is there an educational component, is it pre-made or fabricated, is it indoor or outdoor, etc.</li> </ul> <p>13. A question was asked about whether there is a small portion of the contingency that can be used for a materials budget.</p> <ul style="list-style-type: none"> <li>• The committee needs to check with the school board to confirm whether contingency funds can be used for public art before proceeding with this.</li> <li>• The budget would need to be established by January/February. Discussion to be tabled until there is a better understanding of the contingency funds remaining.</li> </ul>	<b>with school board</b>
<b>Interiors Committee</b>	14. The Interiors Committee reported that they will be meeting on November 18 <sup>th</sup> .	
<b>Rapid Response Committee</b>	15. The Rapid Response Committee had no concerns to report.	
<b>Tech Committee</b>	<p>16. The Tech Committee was not present. Ben Winschel reported out on the last meeting. The committee met on October 24<sup>th</sup> with John Tabb to discuss the school's AV systems. The purpose of the meeting was solely to discuss the functional needs of these systems. It was a productive discussion with members of the tech committee attending as well as members of the school department's IT team. Topics included:</p> <ul style="list-style-type: none"> <li>• Classroom AV systems (audio system and interactive short throw projectors)</li> <li>• Gymnasium and stage AV (audio system, projector, motorized screen).</li> <li>• Cafeteria AV (audio system, projector, motorized screen).</li> <li>• Some discussion also occurred around intercom and clock systems.</li> </ul>	
<b>New Business</b>	17. New Business Items: No new business.	
	18. The next Building Committee meeting will be on Thursday, December 19 <sup>th</sup> at 6pm at Hawthorne.	
	Meeting adjourned at 7:29 PM.	
	<b>19. END OF MEETING NOTES</b>	