



Meeting Notes

Project: Kate Furbish Elementary School
Date: December 19th, 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 6:03 p.m.	
	2. The minutes from November's meeting were approved.	
	3. 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"> • Storefront installation continues with only the main entry remaining. • Masonry veneer is in progress and continuing around Section B and House A. • Metal panel & rainscreen attachment/insulation continues around House B and House A. Fiber cement siding installation to begin shortly. • Interior framing is complete. • Mechanical and electrical remains in progress. • Painting and ceilings are in progress. • Flooring installation has begun in House B classrooms. • Millwork installation is in progress. • Lighting fixture installation begun in House B classrooms, classroom entry soffits, and corridors. 	
	4. Matt Pitzer went over the contractor's payment requisition. It showed that payment was approved for November in the amount of \$1,580,278.45 bringing us to 73.19% complete. <ul style="list-style-type: none"> • Matt indicated that November had a heavy amount of sitework, mainly paving and underground utilities, which accounts for a large percentage of the requisition. • Change order #7 was also approved with a value of \$65,199. 	

5. Payment was also approved for December in the amount of \$577,557.67 bringing us to 75.95% complete.
 - December included change order #8 with a value \$46,344.50. \$35,000 of this amount was due to an omission of one of the exterior gymnasium elevations. Additional siding needed to be added that was not carried in the bid.
 - Matt noted that we should expect to see requisitions totaling between \$600k to \$1M a month moving forward.
6. For November and December, a total of 14 PCOs were processed. 10 were processed as part of change order #7, and 4 were processed as part of change order #8, with a combined total value of \$111,543.50
 - It was noted by a committee member that the change orders are not always reflective of the month that they were processed/approved in.
7. There are currently 3 open PCOs with a combined estimated impact of approximately \$30,000.
8. The project budget updated was given by Kelly Wentworth.
 - No changes to present.
9. Ben presented both the current design/location for the building signage, as well as two alternatives for building signage options and locations.
 - Option A is the current location at the bus entry. This location is school property and allows the school to locate signage at the street front.
 - Option B locates the monumental building sign just beyond the parent drop off entry on Charles Court where the construction trailers are currently located. This location does not allow for street front visibility (as this is not school property) but allows for the sign to be located at the parent/visitor entry and minimizes confusion.
 - Option C showed building signage on the west façade of House A and would remove the monumental sign.
10. Phil felt that the building signage on the west façade of House A was a more desirable option.
11. Sarah likes the idea of having a monumental sign and would like to find a new location for it.
 - Discussion occurred around options for relocating the monumental sign or changing the monumental signage

altogether. Some felt that having multiple smaller concrete signs would be a better option than one large sign.

- A decision was made not to have a building mounted sign as there is already building signage at the front entry.
12. Matt requested a vote to delete the monumental sign as it exists in the contract documents.
- The committee voted to delete the existing signage.
 - CHA to return with options for new signage design/location and signage plan.
13. Discussion occurred around directional signage and parking signage.
- Sarah and Elizabeth would like to see high quality directional signage options. Matt mentioned that directional signage could be painted wood, but it would become a maintenance issue.
 - Conversation occurred around parking signage. Visitor, staff, drop-off, etc. Will the signage be painted on asphalt or standard post mounted metal signs? Painted asphalt becomes a maintenance issue as well.
14. Matt gave an update on the Discovery Classroom.
- CHA feels that this is out of scale for Ledgewood and should be bid out to a smaller contractor.
 - Matt worked with Ledgewood to try and reduce the price but was only given as estimate of approx. 20% decrease. This would not be a substantial enough decrease to bring the building within budget.
 - A motion was put out by the committee chair to bid the classroom in February.
 - Motion approved.
15. The Art Committee reported out on the status of the public art RFP.
- (4) proposals have been received thus far. The proposals were introductory showing examples of the artist's previous work and information about themselves. The committee has chosen (3) to move forward and will be interviewing with the artists in January.
16. The Art Committee has also been working with Ariana to choose a total of (11) Kate Furbish prints for the custom wall graphics.
- The committee has selected prints that have educational value and include common plants that the students will be able to recognize.

	<ul style="list-style-type: none"> • There was a clarifying question from committee members about what the size and material of the prints will be. <ul style="list-style-type: none"> ○ Sizes will vary throughout the building. Prints will be vinyl wallcovering applied directly to wall with adhesive and framed with wood surround. 	
	<p>17. The Interiors Committee reported that they toured the building with Ariana on November 18th. The conversations were primarily regarding furniture selections.</p> <ul style="list-style-type: none"> • Jeannie noted that there are questions/concerns from the Intervention teachers about how much of the Intervention classroom will be new vs. re-used furniture. There is concern about inequality between spaces. <ul style="list-style-type: none"> ○ Sarah noted that a decision was made by the committee to re-use as much existing furniture as possible and to focus on the classroom's where students spend most of their day, and the most visible public spaces. ○ Jeannie felt that having a meeting with the intervention teachers to sit down and listen to questions/concerns would be helpful. Nobody has met with these teachers yet during the furniture process. ○ Sarah will communicate with the teachers the decision-making process and address their concerns. • It was noted that the pre-k furniture will be part of the furnishings package. Committee members felt that this furniture should be re-used as Pre-k furniture was recently purchased. 	
	<p>18. The Rapid Response Committee</p> <ul style="list-style-type: none"> • The committee recently approved lowering the ceilings in FLS 6" to accommodate a lower sprinkler main and run of ductwork. • The committee worked with Ledgewood and CHA Architecture to address installation concerns at the stage surround. 	
	<p>19. The Tech Committee had not met.</p>	
	<p>20. New Business Items:</p>	

- Ben and Matt presented the two bids that were received for the intercom and clock RFP. Bids were received from both Norris Inc. and Canfield.
 - Canfield's bid total equaled **\$116,675.00**.
 - Norris's bid total equaled **\$136,341.39**.
- It was explained that the bids were higher than originally expected but have not yet been reviewed by either CHA or John Tabb at TabbTech.
- CHA will work with TabbTech to conduct a line-by-line analysis of the two proposals to understand the difference in pricing and check completeness.
- The board voted to allow to accept the apparent low bidder given that upon review the proposal is complete.

21. Sarah asked for a reminder on what the projected end date and move in will be for the school.

- Matt stated that the project is currently projected to be ahead of schedule, but the G.C. is required to turn the building over by July 31st, 2020.

22. The next Building Committee meeting will be on February 13th in Hawthorne at 6 pm.

Meeting adjourned at 7:41 PM.

END OF MEETING NOTES

