



JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	Tuesday, June 5, 2018
Meeting Time:	4:30 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Approval of Minutes of May 22, 2018
5. Manifest Approval
6. Approval of Change Orders
7. Award Bid for Overhead Projectors
8. Harriman/Harvey Update including Additional Items List
9. Committee Financial Report
10. DRED Update
11. Review Action Items and Build Agenda for next meeting
12. Matters of Interest
13. Adjournment



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

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Meeting Date:	Tuesday, May 22, 2018
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, May 22, 2018 at 4:34 p.m. in the Superintendent's Conference Room of the McConnell Center by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included, Jan Nedelka, Karen Weston, Carolyn Mebert, Steve Haight and Keith Holt. Also, in attendance were Superintendent Bill Harbron, Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, Clerk of the Works Mike Brooks, GES Principal Beth Dunton, Facilities Director Jeff White and Business Administrator Libby Simmons.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF AGENDA:** Jan Nedelka moved, Karen Weston seconded to approve the agenda. An oral **VOTE PASSED 6/0.**
- IV. APPROVAL OF MEETING MINUTES FOR MAY 8, 2018:**
Jan Nedelka moved, Keith Holt seconded to approve meeting minutes of May 8, 2018 as presented. An oral **VOTE PASSED 6/0.**
- V. MANIFEST APPROVAL:**
Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES35 to Horizon Engineering for commissioning services through April 27 in the amount of \$453.00. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Karen Weston seconded to approve manifest CIPM#GES36 to S.W. Cole Engineering in the amount of \$950.00 for steel inspection services through May 19. A roll call **VOTE PASSED 6/0.** White Engineering is subcontracted to do the inspection.

Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES37 to Harvey Construction for services provided through April 30 in the amount of \$264,422.75. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES38 to Harriman Architects for professional and FF&E services through April 30 in the amount of \$7,348.25. A roll call **VOTE PASSED 6/0.**
- VI. APPROVAL OF CHANGE ORDERS:**
Jan Nedelka moved, Keith Holt seconded to approve change order 009 in the amount of \$0.00 contingency—Demo existing floors at Corridor. A roll call **VOTE PASSED 6/0.**



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Jan Nedelka moved, Keith Holt seconded to approve change order 010 in the amount of \$70,448.60 for Incorporate PR-006 Cubbies. MHS will be performing the work. A roll call **VOTE PASSED 6/0.**

- VII. BID FOR AUDIO EQUIPMENT:** Ms. Dunton reviewed the document and summarized the bids. Her recommendation was for Pro Av Systems even though the bid was higher since schools typically share and use the same system. This system would be used in the entire school.

Jan Nedelka moved, Karen Weston seconded to award the bid to Pro Av Systems for \$51,813.32. A roll call **VOTE PASSED 6/0.**

Ms. Dunton summarized a bid for Wireless Access Points, stating that it will match the high school, as well as monitored and controlled by the high school. This will help to increase wireless capacity throughout the District. The District would be only be responsible for installation. Harvey would provide the wiring. First choice is for a local engineer out of Portsmouth to complete the work.

Karen Weston moved, Carolyn Mebert seconded to award the bid to Optiv Security, Inc. for \$24,734.48. A roll call **VOTE PASSED 6/0.**

- VIII. HARVEY/HARRIMAN UPDATE including additional items list:** Mr. Reynolds stated that everything is going well. Floorings are starting to be installed, ceiling grids are in, windows are complete, vents installed, PVC panels will start to be installed next week. By June 8, most of finishes will be complete. Mr. Brooks stated that all is well, but there are still some time sensitive issues. Mr. Bisson agreed that all is going well and stated the largest issue is FF & E.

- IX. DIAGRAM/EXPLANATION OF CHAIR LOCATION:** Ms. Dunton explained that chairs are needed in all rooms including classrooms, related arts rooms, reading rooms, special education classrooms. She also shared the updated furnishings selection list. Items were prioritized so that the total was within the budget of \$170,848. Vendors used will be Creative Office Pavilion, School Furnishings, and Vircom, Inc. Some of the current furniture will be used since some is in good shape. Most chairs are falling apart. The furniture should be in during the first Wednesday in August.

Steve Haight moved, Carolyn Mebert seconded to strike the limit of 500 chairs in the approval from last meeting. An oral **VOTE PASSED 6/0.**

Record Note: The motion passed at the 5/8 meeting was to go with the bid list and will modify if needed with a maximum of 500 chairs and a maximum budget of \$170,848.00

- X. PR FOR CAFETERIA AND EXTERIOR:** Mr. Reynolds reviewed the potential change order for the cafeteria which would include painting, demolition, etc. He stated it is critical to approve at this



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point so that materials can be ordered. The cost could be approximately \$36,000 more per month for a total of \$72,000 if work is delayed until summer of 2019.

Keith Holt moved, Karen Weston seconded to accept \$107,145 to move forward with PR-009 Cafeteria Renovation. A roll call **VOTE PASSED 6/0**.

Pricing doesn't include moisture mitigation, but that can be added if needed at a cost of \$6 per square foot.

LED lights will be added when available and are grant funded.

Mr. Reynolds reviewed PR-009 which included repairing metal components on the exterior of the building. This would include removing and replacing ceiling of the kitchen area.

Mr. Ciotti commented that he would like to hold off on the kitchen renovations. Mr. Nedelka agreed, stating they had discussed not doing kitchen renovations at this time. Doors will be replaced for safety reasons.

Carolyn Mebert moved, Jan Nedelka seconded to accept \$22,656.80 to move forward with PR-008. A roll call **VOTE PASSED 6/0**. This does not include kitchen related work.

- XI. FUNCTION OF LADDER:** Mr. Bisson stated that they have found a way to find a ladder system that connects 2 doors in the stage area. Ms. Dunton noted that facilities uses the area more than the building and stores air filters in the location.
- XII. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed financial report. After tonight's adjustments, there is a total of \$419,447.60 remaining in contingency, GMP and Unobligated funds.
- XIII. FINALIZE SUMMER PLANNING:** Ms. Dunton is working on the June 25 moving plan and coordinating summer work spaces. There are 3 classrooms that will not be moving on that day. She thanked Mike Brooks for his help with the logistics for planning end of the year activities. Commissioning planning is occurring. Teachers will pack items now (deadline of June 1) and stored in a trailer over the summer.
- XIV. DRED UPDATE:** There is no update at this time.
- XV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include bids, wish list, Harvey additional items list, DRED update, financials, manifest, change orders. The next meeting will be June 5 at 4:30 pm.
- XVI. MATTERS OF INTEREST:** Mr. Dubois suggested completing demolition before looking at contingency amounts.



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- XVII. ADJOURNMENT:** Keith Holt moved, Jan Nedelka seconded to adjourn the meeting at 6:00 pm.
An oral **VOTE PASSED 6/0.**

DRAFT



PCCO #011

Harvey Construction
10 Harvey Rd
Bedford, New Hampshire 03110
Phone: (603) 624-4600
Fax: 603-668-0389

Project: 2017-006 - Garrison Elem Renov & Addition
50 Garrison Road
Dover, New Hampshire 03820

Prime Contract Change Order #011: PCO 11, 12,13 _ Incorporate PR 008, PR 009, and PR 10 (Material Only)

TO:	City of Dover 288 Central Ave Dover, New Hampshire 3820	FROM:	Harvey Construction 10 Harvey Road Bedford New Hampshire 03110
DATE CREATED:	5/ 23 /2018	CREATED BY:	Adam Reynolds (Harvey Construction)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DUE DATE:		REVIEW DATE:	
SCHEDULE IMPACT:		REVISED SUBSTANTIAL COMPLETION DATE:	
CONTRACT FOR:	1:Garrison Elem Renov & Addition Prime Contract	TOTAL AMOUNT:	\$ 133,846.34

DESCRIPTION:

Note - PR 008 excludes all work at the kitchen as agreed upon at the 5/22/18 JBC Meeting.
PR 010 includes the material only. A separate change order will be issued for the balance of the work.

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
011	Incorporate PR 008		22,656.80
012	CE #038 - PR-009 Cafeteria Renovations (SKC16)		107,145.00
013	CE #045 - PR-010 Material only		4,044.54
TOTAL:			\$133,846.34

CHANGE ORDER LINE ITEMS:

PCO # 011 : Incorporate PR 008

#	Cost Code	Description	Type	Amount
1	9-900 - PAINTING	Incorporate PR 008 - Additional Scope Plan (SKC15) as issued by Harriman 05.08.2018.	Subcontract	\$ 20,600.00
2	8-900 - STOREFRONT & WINDOWS	Incorporate PR 008 - Additional Scope Plan (SKC15) as issued by Harriman 05.08.2018	Subcontract	\$ 967.00
Subtotal:				\$21,567.00
Perf. & Pay Bond (0.8%): 0.80% Applies to all line item types.				172.54
General Liability (0.695%): ≈ 0.7% Applies to all line item types.				151.09
Fee (3.5%): 3.50% Applies to all line item types.				766.17
Grand Total:				\$22,656.80



PCO # 012 : CE #038 - PR-009 Cafeteria Renovations (SKC16)

#	Cost Code	Description	Type	Amount
1	2-030 - DEMOLITION	PR-009r1 Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Reference ABS proposal dated 5/18/18.	Subcontract	\$ 41,300.00
2	9-900 - PAINTING	PR-009r1 Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Ref white diamond proposal dated 5/16/18.	Subcontract	\$ 5,075.00
3	9-500 - ACOUSTICAL CEILING & GRID	PR-009r1 Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Ref Granite State Acoustics proposal dated 5/16/18.	Subcontract	\$ 31,500.00
4	4-100 - MASONRY	PR-009r1 Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Reference Mas-Con CP#02 dated 5/3/18.	Subcontract	\$ 7,250.00
5	9-681 - Resilient Carpet entry mat bas	PR-009r1 Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Ref Gorman Thomas proposal COR 002 dated 5/15/18.	Subcontract	\$ 11,423.00
6	16-100 - ELECTRICAL	PR-009r1 - Material and labor to disconnect and remove, reinstall and connect light fixtures. Reference Liberty Electric CO 8 dated 5/18/18	Subcontract	\$ 3,303.30
7	10-101 - Specialties & Furnishings	PR-009r1 - Cafeteria Renovations (SKC16) issued by Harriman on 05.10.2018. Reference SSNE COR 004 dated 5/21/18.	Subcontract	\$ 2,140.00
Subtotal:				\$101,991.30
Perf. & Pay Bond (0.8%): 0.80% Applies to all line item types.				815.93
General Liability (0.695%): ≈ 0.7% Applies to all line item types.				714.51
Fee (3.5%): 3.50% Applies to all line item types.				3,623.26
Grand Total:				\$107,145.00

PCO # 013 : CE #045 - PR-010 Material only

#	Cost Code	Description	Type	Amount
1	15-100 - HVAC CUT/PATCH	Incorporate PR-10 material only. Reference Oliver Mechanical CO-002 dated May 24, 2018.	Subcontract	\$ 3,850.00
Subtotal:				\$3,850.00
Perf. & Pay Bond (0.8%): 0.80% Applies to all line item types.				30.80
General Liability (0.695%): ≈ 0.7% Applies to all line item types.				26.97
Fee (3.5%): 3.50% Applies to all line item types.				136.77
Grand Total:				\$4,044.54

The original (Contract Sum)	\$ 6,148,800.00
Net change by previously authorized Change Orders	\$ 532,206.11
The contract sum prior to this Change Order was	\$ 6,681,006.11
The contract sum would be changed by this Change Order in the amount of	\$ 133,846.34
The new contract sum including this Change Order will be	\$ 6,814,852.45
The contract time will not be changed by this Change Order	

Daniel Bisson (Harriman)
1 Perimeter Road
Manchester, New Hampshire 3103

City of Dover
288 Central Ave
Dover, New Hampshire 3820

Harvey Construction
10 Harvey Road
Bedford, New Hampshire 03110

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

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THE DOVER SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Members Joint Building Committee
FROM: Libby M. Simmons, Business Administrator
DATE: June 5, 2018
RE: Overhead Devices Bid Award

On May 11, 2018, the District solicited a public bid requesting proposals for interactive overhead devices for Garrison Elementary School. The specified equipment included thirty-six (36) Epson BrightLink 710Ui devices. Four vendors submitted their proposals on May 30th. The bid results are as follows:

Vendor	(36) Interactive Overhead Devices	Non-Interactive Overhead Devices	Cabling	Wall Plates	Installation	Total	Optional Warranty
Pro AV Systems 275 Billerica Rd Chelmsford, MA	\$ 82,568	N/A	\$ 8,501	\$ 2,057	\$ 14,100	\$107,226	
Northeast Digital 20A Northwest Blvd Nashua, NH	\$ 117,208	N/A	\$ 8,027	\$ 1,800	\$ 17,563	\$144,598	
Ockers 830 West Chestnut St Brockton, MA	\$ 88,884	N/A	\$ 9,900		\$ 7,560	\$106,344	
ECI Systems 68 Stiles Rd Salem, NH	\$ 122,481	N/A	\$ 5,997		\$ 21,316	\$149,794	\$ 5,688

Beth Dunton, Garrison School Principal, has assisted in the review of the bid results. We request that the Joint Building Committee proceed with an award to **Ockers** in the amount of **\$106,344**.

Dover School District Mission Statement

Empowering All Learners

GARRISON ELEMENTARY SCHOOL - COMMITTEE FINANCIAL REPORT
(NOTE: WORKING BUDGET FOR THE PURPOSE OF FINANCIAL PLANNING BY JBC)

	Budget	Actual Contract Amount	Net Amount	
Construction Costs				
1 Harvey Construction, Preconstruction (COMPLETE)	\$30,744.00	\$30,744.00		Adjusted based on current construction budget
	\$30,744.00	\$30,744.00		
2 Harvey Construction, GMP (Original Contract Sum)	\$6,148,800.00	\$6,148,800.00		Per contract dated 11/21/2017
3 Harvey Construction, Change Order 001 (Alternate 6, HVAC)	\$393,319.00	\$393,319.00		Per JBC approval 2/13/2018
4 Harvey Construction, Change Order 005 (Infill Skylight)	\$5,684.00	\$5,684.00		Per JBC approval 4/10/2018
5 Harvey Construction, Change Order 006 (Admin Area Reno)	\$56,544.82	\$56,544.82		Per JBC approval 4/24/2018
6 Harvey Construction, Change Order 008 (Fire Alarm Mod, Voice Amp, WAP)	\$6,209.69	\$6,209.69		Per JBC approval 5/8/2018
7 Harvey Construction, Change Order 010 (Incorporate Corridor Cubbies)	\$70,448.60	\$70,448.60		Per JBC approval 5/22/2018
8 Placeholder for Harvey PCO#011, Exterior doors	\$22,656.80	\$22,656.80		Per JBC approval 5/22/2018
9 Placeholder for Harvey PCO#012, Cafeteria Renovations	\$107,145.00	\$107,145.00		Per JBC approval 5/22/2018
	\$6,810,807.91	\$6,810,807.91		
Subtotal	\$6,841,551.91	\$6,841,551.91	\$0.00	
Architect / Engineer Services				
10 Harriman Architects, Facilities Study (COMPLETE)	\$49,936.00	\$49,936.00		Per contract dated 5/26/2016 (includes \$1,900 in reimb exp)
	\$49,936.00	\$49,936.00		
11 Harriman Architects, Phase I Design (Lump Sum)	\$495,000.00	\$495,000.00		Per JBC approval 1/31/2017
12 Harriman Architects, A/E Basic Services	\$225,586.00	\$225,586.00		Per JBC approval 1/30/2018 (AIA Amend#2 signed 2/27/2018)
	\$720,586.00	\$720,586.00		
13 Harriman Architects, Phase I Design (Reimbursables)	\$30,000.00	\$30,000.00		Per JBC approval 1/31/2017
	\$30,000.00	\$30,000.00		
Subtotal	\$800,522.00	\$800,522.00	\$0.00	
Survey & Soils				
14 John Turner Consulting, Geotechnical Investigation (COMPLETE)	\$7,000.00	\$7,000.00		Per JBC approval 3/28/2017
15 Titcomb Associates, Topo/Boundary Field Survey (COMPLETE)	\$9,100.00	\$9,100.00		Per JBC approval 2/14/2017
16 Titcomb Associates, Wetland Delineation (COMPLETE)	\$2,000.00	\$2,000.00		Per JBC approval 4/13/2017
17 Balance remaining in estimated budget	\$36,900.00	\$0.00		Budget Only
Subtotal	\$55,000.00	\$18,100.00	\$36,900.00	
Construction Testing				
18 Desmarais Environmental, Industrial Hygiene (COMPLETE)	\$1,960.00	\$1,960.00		Per 8/23/2017 proposal
19 S.W. Cole, Construction Materials Testing	\$3,200.00	\$3,200.00		Per JBC approval 1/3/2018
20 John L. Carter Sprinkler, MIC Testing (COMPLETE)	\$2,370.00	\$2,370.00		Per JBC approval 8/15/2017
21 Desmarais Environmental, Abatement (Lump Sum)	\$13,000.00	\$13,000.00		Per JBC approval 12/19/2017
22 Desmarais Environmental, Abatement (Add'l fees)	\$6,993.00	\$6,993.00		Per JBC approval 4/10/2018; 5/8/2018
23 Moisture Testing, concrete floors (conducted by ACC for HCC)	\$2,200.00	\$2,200.00		Invoice(s) pending
24 Balance remaining in estimated budget	\$10,277.00	\$0.00		Budget Only
Subtotal	\$40,000.00	\$29,723.00	\$10,277.00	
Commissioning Agent Services				
25 Horizon Engineering Associates	\$50,000.00	\$37,180.00		Per JBC approval 1/12/2018
Subtotal	\$50,000.00	\$37,180.00	\$12,820.00	
Clerk of Works				
26 Michael Brooks	\$35,000.00	\$35,000.00		Budget Only
Subtotal	\$35,000.00	\$35,000.00	\$0.00	

GARRISON ELEMENTARY SCHOOL - COMMITTEE FINANCIAL REPORT
(NOTE: WORKING BUDGET FOR THE PURPOSE OF FINANCIAL PLANNING BY JBC)

	Budget	Actual Contract Amount	Net Amount	
Contingency & Miscellaneous Costs				
27 Project Contingency	\$316,560.00	\$316,560.00		Budget Only
28 Adjustment for Harvey Construction, Change Order 001	-\$83,118.64	-\$83,118.64		Net amount needed for CO#1 (HVAC)
29 Adjustment for Harriman A/E Reimbursables	-\$24,536.00	-\$24,536.00		As discussed at JBC 4/10/2018
30 Adjustment for Harvey Construction, Change Order 005	-\$5,684.00	-\$5,684.00		As approved by JBC 4/10/2018
31 Transfer from Permitting Fees Budget	\$75,000.00	\$75,000.00		Transfer per JBC 4/10/2018
32 Transfer from Advertising/Legal Budget	\$45,000.00	\$45,000.00		Transfer per JBC 4/10/2018
33 Adjustment for Harvey Construction, Change Order 006	-\$56,544.82	-\$56,544.82		As approved by JBC 4/24/2018
34 Adjustment for Harvey Construction, Change Order 008	-\$6,209.69	-\$6,209.69		As approved by JBC 5/8/2018
35 Adjustment for Harvey Construction, Change Order 010	-\$70,448.60	-\$70,448.60		Per JBC approval 5/22/2018
36 Placeholder for Harvey PCO#011, Exterior doors	-\$22,656.80	-\$22,656.80		Per JBC approval 5/22/2018
37 Placeholder for Harvey PCO#012, Cafeteria Renovations	-\$107,145.00	-\$107,145.00		Per JBC approval 5/22/2018
Subtotal	\$60,216.45	\$60,216.45	\$0.00	
Moveable Equipment (FFE)				
38 Harriman - FFE Design Fees	\$13,400.00	\$13,400.00		Per JBC approval 1/30/2018 (AIA Amend#2 signed 2/27/2018)
39 FFE Purchases (Creative Office, School Furnishings, Virco)	\$170,848.00	\$170,848.00		Per JBC approval 5/22/2018
Subtotal	\$184,248.00	\$184,248.00	\$0.00	
Technology				
40 Optiv Security (WAPs)	\$24,734.48	\$24,734.48		Per JBC approval 5/22/2018
41 Pro AV Systems (Classroom audio equipment)	\$51,813.32	\$51,813.32		Per JBC approval 5/22/2018
42 Balance remaining in estimated budget	\$107,700.20	\$107,700.20		Budget Only
Subtotal	\$184,248.00	\$184,248.00	\$0.00	
Advertising / Legal				
43 Advertising / Legal	\$10,000.00	\$10,000.00		Maintain \$10K budget placeholder per JBC 4/10/2018
Subtotal	\$10,000.00	\$10,000.00	\$0.00	
Total Project, as of date of this report	\$8,260,786.36	\$8,200,789.36	\$59,997.00	
Total Approved Appropriation	\$8,260,786.36	\$8,260,786.36		
Remaining Balance	\$0.00	\$59,997.00		
Contingency, GMP & Unobligated				
Owners Contingency	\$ 60,216			
Harvey Contingency (a/o 4/30/18)*	\$ 102,461			
Contingency Total	\$ 162,677			
GMP Savings (a/o 4/20/18)	\$ 196,773			
Contingency & GMP Savings	\$ 359,450			
Unobligated Funds	\$ 59,997			
Contingency, GMP & Unobligated	\$ 419,447			
*Includes \$16,600, PCCO#9 approved 5/22/2018				