



JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Garrison School Library
Meeting Date:	Tuesday, August 28, 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 August 14, 2018
5. Manifest Approval
6. Approval of POE and Switches for Outdoor Cameras
7. Approval of Change Orders
8. Harriman/Harvey Update
9. FF&E Update
10. Restroom Update
11. Committee Financial Report
12. DRED Update
13. Review Action Items and Build Agenda for next meeting
14. Matters of Interest
15. Adjournment



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Garrison School Classroom
Meeting Date:	Tuesday, August 14, 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, August 14, 2018 at 4:36 p.m. in a Garrison School Classroom by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Keith Holt, Carolyn Mebert, Steve Haight and Jan Nedelka. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, Clerk of the Works Mike Brooks, Business Administrator Libby Simmons, Interim Facilities Manager Joe Stone, Superintendent Bill Harbron and Principal Beth Dunton.
- II. CITIZENS' FORUM:** No one addressed the JBC. Ms. Simmons introduced Joe Stone as Jeff White's replacement.
- 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 JULY 31, 2018:**
Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of July 31, 2018 as amended. \$6,500 was changed to \$20,340 in the Desmarais manifest in the approved version. \$20,340 was the amount approved by the committee. An oral **VOTE PASSED 6/0.**
- V. MANIFEST APPROVAL:**
Steve Haight moved, Jan Nedelka seconded to approve manifest #GES47 to Harvey Construction Corporation for construction services through July 31 in the amount of \$856,938.08. A roll call **VOTE PASSED 6/0.** Mr. Reynolds summarized the manifest details. The project is 46% overall complete.

Keith Holt moved, Jan Nedelka seconded to approve manifest #GES48 to Optiv for WAPS in the amount of \$15,334.48. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Steve Haight seconded to approve manifest #GES49 to Ockers for installation of projectors in the amount of \$1,890.00. A roll call **VOTE PASSED 6/0.**

Steve Haight moved, Jan Nedelka seconded to approve manifest #GES50 to Horizon Engineering for commissioning services through July 27 in the amount of \$2,742.00. A roll call **VOTE PASSED 6/0.**
- VI. APPROVAL OF CHANGE ORDERS:**

Karen Weston moved, Jan Nedelka seconded to approve reallocation of \$18,670 from moisture mitigation allowance to additional floor prep. A roll call **VOTE PASSED 6/0.** There are funds available in the allowance to cover the floor prep.



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- VII. HARVEY/HARRIMAN UPDATE:** Mr. Bisson updated the committee on the status of the project. He commented that they went through the punch list yesterday and the engineers will be doing the same today. All on the team seem happy with the results at this time. The schedule is tight, but all parties are working together for a smooth transition. There will be a substantial completion as a partial which will start the warranty on the completed wing. The punch list does not have substantial items and they will be addressed when students are not in the building. The remaining issues will not affect the opening of school.

The cubbies have been installed and look good. Some furniture deliveries have arrived with others coming. Deliveries are on track but need to be pushed.

Mr. Reynolds commented that the final life safety alarm inspection is tomorrow, and the building inspector is doing a walk through on Thursday. Sprinklers will be re-inspected on Wednesday after an issue was found in first inspection. Carter will be cleaning sprinkler heads and replacing those that need to be replaced prior to the inspection.

- VIII. FF&E UPDATE:** Addressed in the Harriman update.

- IX. ADMIN AREA UPDATE:** Painting is almost done. Final pieces are being completed. HVAC is complete. It looks unfinished because carpeting is covered by cardboard for protection.

- X. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report. The unobligated funds are currently \$43,177.31.

- XI. FINANCIAL AND STATUS REPORT:** Jan Nedelka moved, Keith Holt seconded to approve the financial and status report. An oral **VOTE PASSED 6/0**.

- XII. DRED UPDATE:** Mr. Ciotti believes there is a meeting scheduled for more discussion on the issue. DRED will be visiting the City on August 23. Mr. Ciotti stated that the baseball field was dug up in error. It is DRED property and off limits until DRED releases it. At this time, the baseball field is being reconfigured for better drainage. He is hopefully, that DRED would release it when they visit in August. When DRED gave the land to the City for recreational use, as of July 31, 2018, the 40-year window had expired which would allow the City to do whatever they would like with the property. DRED would need to let the City know about this in writing and doesn't happen automatically. At a later time, it will be determined where to place the basketball hoops. Mr. DuBois commented that he doesn't think anything was violated. Mr. Ciotti responded that DRED is still the landlord of the property and have been for 40 years. Mr. Ciotti, Mr. Parker and City Manager Joyal hoped that DRED would just release the property to the City, but that hasn't happened yet.



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Mr. Ciotti noted that the fields needed to be reconfigured anyway due to the poor drainage so something good will come from it.

Mr. Ciotti added that the large amount of rain has show that there are draining issues and should be addressed if there are funds available since it is a life safety issue.

- XIII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include bids, DRED update, financials, manifest, change orders, FFE update. The next meeting will be August 28 at Garrison School at 4:30 pm in the Garrison School Library.
- XIV. MATTERS OF INTEREST:** none
- XV. ADJOURNMENT:** Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:21 pm. An oral **VOTE PASSED 6/0.**

MAN. NO. CIPM#GES51
DATE: 8/28/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 8/28/2018	Harriman 46 Harriman Drive Auburn, ME 04210				
Line #1	<u>4017.1.600.46900.4725.07103.17.000.000.700</u>	201707153		\$ 3,960.00	Fee
Line #2	<u>4017.1.600.46900.4725.07103.17.000.000.700</u>	201707153		\$ 154.50	Reimb
	Professional Services from 7/1/2018-7/31/2018 for Phase 1 Design (Construction Administration) and Reimbursables			\$ 4,114.50	Inv#1807086
Line #1	<u>4017.1.600.46900.4725.07103.17.000.000.700</u>	201807028		\$ 536.00	Fee
	FF&E Services - 4% of fee (94% complete to date)			\$ 536.00	Inv#1807086
TOTALS				\$4,650.50	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

4,650.50

Superintendent of Schools or Business Administrator

Date

Dennis Ciotti, City Councilor, JBC Chair

Date



46 Harriman Drive
Auburn, ME 04210
207.784.5100 telephone
INVOICE

William Harbron, Ed.D.
Superintendent of Schools
Dover School District
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

July 31, 2018
Project No: 15618
Invoice No: 1807086

Project 15618 Dover School District, Garrison Elementary School Facilities Study
l.simmons@dover.k12.nh.us
Professional Services from July 1, 2018 to July 31, 2018

Phase 00A Base Fees - Phase 1 Design
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Schematic Design	74,250.00	100.00	74,250.00	74,250.00	0.00
Design Development	99,000.00	100.00	99,000.00	99,000.00	0.00
Construction Documents	198,000.00	100.00	198,000.00	198,000.00	0.00
Bidding	24,750.00	100.00	24,750.00	24,750.00	0.00
Construction Administration	99,000.00	50.00	49,500.00	45,540.00	3,960.00
Expanded Design Scope	167,842.00	100.00	167,842.00	167,842.00	0.00
Option 3 Fee Reconciliation	57,744.00	100.00	57,744.00	57,744.00	0.00
Total Fee	720,586.00		671,086.00	667,126.00	3,960.00
Total Fee					3,960.00
Total this Phase					\$3,960.00

Phase 00B Additional Fees
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
FF&E	13,400.00	94.00	12,596.00	12,060.00	536.00
Total Fee	13,400.00		12,596.00	12,060.00	536.00
Total Fee					536.00
Total this Phase					\$536.00

Phase ZEXP Expenses

Project	15618	Dover School District, Garrison Elementa	Invoice	1807086
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Reimbursable Expenses

Rmb Travel					
7/13/2018	Devoe, Savannah	Site Visit - Mileage		66.87	
7/24/2018	Cormier, Jeffrey	Site Visit - Mileage		73.58	
	Total Reimbursables		1.1 times	140.45	154.50
			Total this Phase		\$154.50
			Total this Invoice		\$4,650.50

TERMS: Net 30 Days1.5% Interest (18% Annually) will be charged on accounts over 30 days past due.



Quote#: 1058442-2
Payment Terms: Net 30
Federal ID Number: 43-1806449

Date: 8/16/2018
Expiration: 9/12/2018

To:
Dover High School
Christy Prosser
25 Alumni Dr
Dover, NH 03820-4367
+1.603.516.6900
c.prosser@dover.k12.nh.us

From:
Saeger Fischer
(603) 610-8660 x8660
saeger.fischer@optiv.com

Inside Sales:
Jordan Lenes
(978) 270-4485
jordan.lenes@optiv.com

Remit Payment:
PO Box 28216 Network Place
Chicago, IL 60673-1282

Line #	Product Description	Product Code	QTY	Customer Price	Customer Extended Price
1	HPE Aruba : Aruba 2930M 48G PoE+ 1-slot Switch	JL322A	2	USD 2,494.04	USD 4,988.08
2	HPE Aruba : Aruba X372 54VDC 1050W PS	JL087A	4	USD 369.44	USD 1,477.76
3	HPE Aruba : U.S. - English localization	JL087A ABA	2	USD 0.00	USD 0.00

Subtotal: USD 6,465.84
Estimated Tax: USD 0.00
Estimated Shipping: USD 121.26
Grand Total: USD 6,587.10

Sales Quote Terms and Conditions

This sales quote, and the hardware, appliances, equipment, software, support, maintenance, services, and other products set forth in this sales quote, are subject to, and will be governed by, the terms and conditions available at <http://www.optiv.com/agreements>

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	Harvey Construction Change Order 11, 12, 13 (Café reno, etc)	\$133,846.34	\$133,846.34		Per JBC approval 6/5/2018
9	Harvey Construction Change Order 013 (Electrical Room 161 Panel Relocation)	\$7,134.94	\$7,134.94		Per JBC approval 7/3/2018
10	Harvey Construction Change Order 014 (PCO#16, 17, 18, 19, 24)	\$63,923.09	\$63,923.09		Per JBC approval 7/17/2018
11	Harvey Construction Change Order 015 (Entr Emg Lighting; Backflow)	\$1,656.46	\$1,656.46		Per JBC approval 7/31/2018
		\$6,887,566.94	\$6,887,566.94		
	Subtotal	\$6,918,310.94	\$6,918,310.94	\$0.00	
Architect / Engineer Services					
12	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		
14	Harriman Architects, Phase I Design (Lump Sum)	\$495,000.00	\$495,000.00		Per JBC approval 1/31/2017
13	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		
14	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					
15	John Turner Consulting, Geotechnical Investigation (COMPLETE)	\$7,000.00	\$7,000.00		Per JBC approval 3/28/2017
16	Titcomb Associates, Topo/Boundary Field Survey (COMPLETE)	\$9,100.00	\$9,100.00		Per JBC approval 2/14/2017
17	Titcomb Associates, Wetland Delineation (COMPLETE)	\$2,000.00	\$2,000.00		Per JBC approval 4/13/2017
18	Balance remaining in estimated budget	\$36,900.00	\$0.00		Budget Only
	Subtotal	\$55,000.00	\$18,100.00	\$36,900.00	
Construction Testing					
19	Desmarais Environmental, Industrial Hygiene (COMPLETE)	\$1,960.00	\$1,960.00		Per 8/23/2017 proposal
20	S.W. Cole, Construction Materials Testing	\$3,200.00	\$3,200.00		Per JBC approval 1/3/2018
21	John L. Carter Sprinkler, MIC Testing (COMPLETE)	\$2,370.00	\$2,370.00		Per JBC approval 8/15/2017
22	Desmarais Environmental, Abatement (Lump Sum) (COMPLETE)	\$13,000.00	\$13,000.00		Per JBC approval 12/19/2017
23	Desmarais Environmental, Abatement (Add'l fees)	\$6,993.00	\$6,993.00		Per JBC approval 4/10/2018; 5/8/2018
24	Desmarais Environmental, Abatement (Add'l fees) (COMPLETE)	\$13,840.00	\$13,840.00		Per JBC approval 7/31/2018
25	Moisture Testing, concrete floors (conducted by ACC for HCC)	\$2,200.00	\$0.00		Invoice(s) pending
	Subtotal	\$43,563.00	\$41,363.00	\$2,200.00	
Commissioning Agent Services					
26	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					
27	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					
28	Project Contingency	\$316,560.00	\$316,560.00		Budget Only
29	Adjustment for Harvey Construction, Change Order 001	-\$83,118.64	-\$83,118.64		Net amount needed for CO#1 (HVAC)
30	Adjustment for Harriman A/E Reimbursables	-\$24,536.00	-\$24,536.00		Per JBC approval 4/10/2018
31	Adjustment for Harvey Construction, Change Order 005	-\$5,684.00	-\$5,684.00		Per JBC approval 4/10/2018
32	Transfer from Permitting Fees Budget	\$75,000.00	\$75,000.00		Transfer per JBC 4/10/2018
33	Transfer from Advertising/Legal Budget	\$45,000.00	\$45,000.00		Transfer per JBC 4/10/2018
34	Adjustment for Harvey Construction, Change Order 006	-\$56,544.82	-\$56,544.82		Per JBC approval 4/24/2018
35	Adjustment for Harvey Construction, Change Order 008	-\$6,209.69	-\$6,209.69		Per JBC approval 5/8/2018
36	Adjustment for Harvey Construction, Change Order 010	-\$70,448.60	-\$70,448.60		Per JBC approval 5/22/2018
37	Harvey Construction Change Order 11, 12, 13 (Café reno, etc)	-\$133,846.34	-\$133,846.34		Per JBC approval 6/5/2018
38	Harvey Construction Change Order 013 (Electrical Room 161 Panel Relocation)	-\$7,134.94	-\$7,134.94		Per JBC approval 7/3/2018
39	Harvey Construction Change Order 014 (PCO#16, 17, 18, 19, 24)	-\$63,923.09	-\$63,923.09		Per JBC approval 7/17/2018
40	Harvey Construction Change Order 015 (Entr Emg Lighting; Backflow)	-\$1,656.46	-\$1,656.46		Per JBC approval 7/31/2018
41	Balance remaining for Desmarais Environmental Add'l Testing	-\$3,563.00	-\$3,563.00		Per JBC approval 7/31/2018
	Subtotal	-\$20,105.58	-\$20,105.58	\$0.00	
	Moveable Equipment (FFE)				
42	Harriman - FFE Design Fees	\$13,400.00	\$13,400.00		Per JBC approval 1/30/2018 (AIA Amend#2 signed 2/27/2018)
43	FFE Purchases (Creative Office, School Furnishings, Virco)	\$170,848.00	\$170,845.10		Per JBC approval 5/22/2018
	Subtotal	\$184,248.00	\$184,245.10	\$2.90	
	Technology				
44	Optiv Security (WAPs)	\$24,734.48	\$24,734.48		Per JBC approval 5/22/2018
45	Pro AV Systems (Classroom audio equipment)	\$51,813.32	\$51,813.32		Per JBC approval 5/22/2018
46	Ockers (Projectors w/installation)	\$106,344.00	\$106,344.00		
47	Balance remaining in estimated budget	\$1,356.20	\$0.00		Budget Only
	Subtotal	\$184,248.00	\$182,891.80	\$1,356.20	
48	Advertising / Legal	\$10,000.00	\$0.00		Maintain \$10K budget placeholder per JBC 4/10/2018
	Subtotal	\$10,000.00	\$0.00	\$10,000.00	
	Total Project, as of date of this report	\$8,260,786.36	\$8,197,507.26	\$63,279.10	
	Total Approved Appropriation	\$8,260,786.36	\$8,260,786.36		
	Remaining Balance	\$0.00	\$63,279.10		
	Contingency, GMP & Unobligated				
	Owners Contingency	\$ (20,106)			
	Unobligated Funds, Owner	\$ 63,279			
	<i>Owners Contingency & Unobligated Funds</i>	<i>\$ 43,174</i>			
	Harvey Contingency (a/o 7/31/2018 invoice)	\$ 293,506			
	Contingency & Unobligated Funds	\$ 336,680			