DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Dover High School CTC Conference Room
Meeting Date:	**Tuesday, June 25, 2019**
Meeting Time:	**4:30 p.m.**

I. **CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, June 25, 2019 at 4:32 p.m. in the Dover High School CTC Conference Room. Present were Bob Carrier, Amanda Russell, Mark Geuther and Dennis Shanahan. Matt Severson and Sarah Greenshields were excused. Also present were PC Construction Representatives Garret Bertolini, Ellen Brooks, HMFH representatives Alan Pemstein and Laura Wernick, Fire Chief Eric Hagman, Clerk of the Works Stephanie Parsons, Business Administrator Libby Simmons, Mike Sciance, Nobis, C&W Services Manager Mike Brooks, DHS Principal Peter Driscoll and Athletic Director Peter Wotton.

II. **CITIZEN'S FORUM:** No one addressed the committee.

III. **APPROVE MEETING MINUTES FROM JUNE 11, 2019:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of June 11 as presented. An oral **VOTE PASSED 4/0.**

IV. **APPROVE MANIFESTS:** Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC261 in the amount of $200.00 to Horizon Engineering for troubleshooting cooling issue. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC262 in the amount of $16,727.91 to VWR International for FFE purchases. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC263 in the amount of $30,987.54 to HMFH for professional services through May 31, 2019. A roll call **VOTE PASSED 3/1 (Geuther opposed).**

Mr. Geuther noted that there would be minimal funds left to hold if work if there are issues. Mr. Carrier summarized the softball drainage issue. Ms. Wernick commented that they will continue their work including errors and omissions by HMFH through the end of project and beyond. She added that at the beginning of the project, many items were discussed and eliminated due to the tight budget. Ms. Russell commented that drainage was never discussed to which Ms. Wernick stated they hadn't worked on that part of the site. Ms. Russell responded they had been told that they didn't intentionally add to cost since they wanted to wait until the building was down.

Ms. Parsons commented that the issue had been raised in March by Nobis, stating they would evaluate after the building has been demolished.

Mr. Shanahan noted that work had been completed for this manifest. Ms. Wernick added that the contract is not set up for withholding of payment for errors and omissions. There would be a discussion at the end of the project.

V. **REVIEW AND APPROVE NEW CHANGE ORDER PROPOSALS/LOG:**

Amanda Russell moved, Dennis Shanahan seconded to approve Owner's Change Order 0027 for a credit $519,802.50. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190364.1 PR-71 Additional Graphics (Welding) in the amount of $1,621.75. A roll call **VOTE PASSED 4/0.**

Mr. Shanahan inquired about the 5% PC Administration fee for the small task of the above change order. Mr. Bertolini commented that this is the only way that they can recoup some of the costs associated with all change orders. Some take more time than others and he is unable to find a way that will take into the account the extra time associated with change orders. He is willing to use another way, if a process is agreed upon by the JBC. He added that Ms. Brooks spends 60% of her time on change orders.

Mr. Shanahan commented that the PC administration charges for the change order do not accurately reflect the work for that particular change order.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190371 RFI-827 Entry Plaza Illuminated Handrails in the amount of $6,086.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190375 PR-79 Fire Alarm Additional Scope in the amount of $26,675.00. A roll call **VOTE PASSED 4/0.**

Firestopping is a duplicate cost for PC Construction and Griffin Electric. Ms. Parsons recommended leaving the $500 cost for this in the change order which will be reduced if not needed.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190353 PR-62 CTC Sinks in the amount of $20,921.00. A roll call **VOTE PASSED 4/0.**

Ms. Russell inquired as to how this happened to which Mr. Pemstein responded that the deep sinks requested by the CTC are not code compliant. He added that it was a mistake by the engineers. The work is being completed at a premium cost also due to the need to have completed by the beginning of the school year.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190385 Fabric Installation at Senior Parking Lot in the amount of $6,119.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190384 Trough Excavation Backfill in the amount of $4,303.00. A roll call **VOTE PASSED 4/0.**

Ms. Parsons reviewed the updated change log, focusing on the unsubmitted items and change order log summary.

VI. PROPOSAL REQUEST APPROVALS: None discussed

VII. PLANTINGS AT MAIN ENTRANCE: Ms. Brooks requested moving plantings from the islands in the parking lot to the front entrance area. This is due to the lack of irrigation in the island areas and a better chance for survival in the main entrance area. "Drought-resistant plantings will be selected by the landscape architect. The JBC agreed with this change.

VIII. GYM FLOOR: PC will rework volleyball sleeves, schedule a time to sand the floor and will re-stripe the floor. The dead spot will also be repaired. This work will be completed by the start of the fall season on August 16.

IX. FIELD DRAINAGE: Ms. Parsons summarized the issue with the drainage and noted the costs are higher than anticipated. She added the numbers are from SUR and are not included in PC's General Conditions. The conditions for this would fall under their additional daily rate and could be approximately $93,000 if the daily cost of $4600.00 per Nobis Engineer, Mike Sciance reviewed the 4 options for field drainage.

Amanda Russell moved, Dennis Shanahan seconded to move forward with Option 3 (12 inches of sand and no cut). A roll call **VOTE PASSED 4/0.**

Nobis will provide a completed design to PC by the end of the day on June 26 so PC can determine a final cost.

Mr. Geuther confirmed that the plan is all inclusive and included revised grading, underdrain layout, new sidewalk alignment to maintain ADA compliance.

SUR agreed that Option 3 would be the best option for the project.

Mr. Bertolini stated that the 5% administrative fee would be negotiated since there will already be a daily rate in effect.

X. ATHLETIC IMPROVEMENTS: Ms. Parsons commented that she is going forward with bidding the fence as something with the SAU. Priorities, per Mr. Wotton include the outfield fence and drainage at the baseball field. The SAU will keep the design on drainage and can opt to do at a later time if it can't be done now. Ms. Russell noted that she would still like a sliding gate.

XI. PC/HMFH UPDATE: Mr. Bertolini provided an update stating that progress is being made. Paving and curbing has been completed. Sidewalks will be started on Thursday or Friday. Flagpole base was poured. Irrigation sleeve is in. Senior parking lot has been demolished and tennis court installation should start during the first week in July.

Pricing on dugouts is continuing. Inspectional services items are the remaining focus of the punch lists.

Mr. Pemstein commented that responses to questions were submitted to USTA and communication regarding the tennis courts should be received within two weeks.

Mr. Carrier commented that a citizen spoke to him about complaints, including lack of ventilation and air conditioning, from CTC teachers. Mr. Bertolini stated that there were days of discomfort when some of the systems had issued. No one on the JBC had heard of these complaints.

Ms. Parsons commented that she had heard of areas in the culinary kitchen and cosmetology that are a concern. These concerns are being addressed and hopefully will be resolved soon.

Mr. Brooks added that C&W has received work orders on systems and are working on them. Mr. Driscoll noted that when the relative humidity system is working properly, everything is fine.

XII. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the report. After actions from this meeting, the owner's contingency is approximately $1,074,637. After the change order log summary, the amount is $579,864.00. There would be approximately $187,061 remaining in contingency after drainage estimate.

Ms. Parsons stated the exhaust fans are non-compliant and could have a cost higher than the previously estimated $30,000. Other items that must be completed on the unsubmitted list include auto collision wash bay, wainscot (may be completed internally), welding sink (may be completed internally), wet area training, air compressor (at a higher cost), paint booth dampers, power to science demo stations (at a higher cost), auditorium lighting, kitchen exhaust, athletic field drainage, Kitchen make up air, CTC Kitchen.

She noted that many of the items on the unsubmitted list are not "wants" but are "requirements for the to function as intended when the project began. Mr. Shanahan estimated that the cost could be $140,000 with current numbers of which many are low. Ms. Parsons added that there may be changes in Cosmetology also that would need to be funded by the JBC. Mr. Carrier hoped that PC's figure for drainage will decrease and perhaps Community Services may be able to help with some of the work. Patching of Alumni Drive is included in the GMP.

There is $40,000 budgeted for dugouts, but the cost will likely be much higher.

XIII. MATTERS OF INTEREST: On behalf of the JBC, Mr. Geuther thanked retiring Fire Chief Eric Hagman for his participation and assistance with the project. Incoming Fire Chief Paul Haas will attend future meetings.

Mr. Carrier introduced a student who attend the meeting as part of a boy scout project.

An Executive Meeting with counsel will occur on Thursday, June 27 at 4:30 pm in the Superintendent's Conference Room.

XIV. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS: The next regular meeting is scheduled for Tuesday, July 9 at 4:30 pm at the Superintendent's Conference Room at the McConnell Center.

XV. ADJOURNMENT: Amanda Russell moved, Dennis Shanahan seconded to adjourn the meeting at 6:45 pm**.** An oral **VOTE PASSED 4/0.**