



Meeting Agenda

Project: RSU 24 Sumner Memorial Middle / High School
Date: May 19, 2020
Attendees:
Purpose: Building Committee Meeting

Topic	Agenda	Action
Minutes	1. Approve meeting minutes from April Meeting	
CHA work update	2. Schedule and Next Steps / Approvals and Bidding Process 3. Prequalified General Contractors 4. COVID 19 Update (design and construction) 5. Monument Sign	
Other Business		
Next Meeting	6. June 16 , 2020 @ 6pm	



Project: RSU 24 Sumner Memorial High School/Middle School
Date: April 14, 2020
Attendees: Nikki Chan, Andy St. George Jones, Jeff Alley, Alison Johnson, Roy Gott, Michael Eastman, Mercy Hardison, Janet Wilpan, Ty Thurlow, Ben Winschel, Keith Goldfarb, David Bridgham, Kathy Cogan

Purpose: Building Committee Meeting

These notes were taken by Ben Winschel to the best of his ability. If there are any oversights, please notify CHA Architecture within three (3) working days.

Topic	Agenda/Notes	Action
	1. The Building Committee meeting was called to order by the Chairman at 7:01pm.	
	2. Minutes from February were accepted.	
CHA Update	3. Kathy reviewed updates to the auditorium design. <ul style="list-style-type: none"> a. CHA has been working with the theater/auditorium consultant to finalize the design. It was noted that the previous plan configuration with storage at the stage wing was not functional for performances. They suggested modifying the plan to move storage to the back of stage for the wings to function correctly. Square footage of storage remains the same. b. Worked through lighting design so that house lighting functions correctly when operable partition is open. c. CHA is working with the consultants to provide the right balance of reflective and absorptive surfaces for optimal acoustic performance. d. There were no comments or questions. 4. Kathy reviewed updates to the nurse's clinic. <ul style="list-style-type: none"> a. CHA received feedback from the nurses about the layout. It was requested that lie down areas are enclosed spaces for privacy. The nurse's check-in area was reconfigured to provide more storage and counter space, a sink, and undercounter refrigerator. b. Michael requested that CHA resend the plan changes for one more round of feedback. 5. Kathy gave an update on building security. <ul style="list-style-type: none"> a. Kathy showed locations of all card access readers which includes: all major stairwells, main entry vestibule, after hours/gym entry vestibule, and the sprinkler room. <ul style="list-style-type: none"> i. Roy asked a question about whether key card access was only at the exterior, and whether 	

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	<p>classrooms would have electronic key cards or traditional physical keying.</p> <ul style="list-style-type: none"> ii. Kathy explained that the DOE does not pay for key card access in the interior of the building. A keying meeting will occur during construction and CHA will work with the owner on keying of the interior. iii. Roy expressed concerned about retrofitting the building later. He asked if the building design would support this or if there is any way to plan for that now. iv. Kathy explained that it would be a significant effort as well as a significant cost that was not previously discussed or included in referendum. CHA will investigate this further if the building committee feels strongly about it. <ul style="list-style-type: none"> b. Kathy showed hold open locations for doors. <ul style="list-style-type: none"> i. These are located to work with lock down procedure and securely close off each wing of the building. <p>6. Kathy gave an update on technology.</p> <ul style="list-style-type: none"> a. CHA is working with John Tabb to design classroom technology. <ul style="list-style-type: none"> i. All the wiring, boxes, etc. are included in the base bid contract. Equipment and technology devices are provided separately. b. White boards at teaching walls are 5' tall to maximize aspect ratio. Non-glare ceramic material with metal backing to prevent warping. c. All classrooms have a configuration of tack board and whiteboard that is separate from the teaching wall. d. Casework is located opposite of the teaching wall in the classrooms. e. There were no comments or questions. <p>7. Kathy reviewed updates to the main street corridor elevations.</p> <ul style="list-style-type: none"> a. Kathy presented revisions to ground face block and showed the (3) different colors and patterning of the block. The ground face will give a feeling of natural stone as opposed to CMU block. b. Glazing at the fitness rooms was revised to provide semi-transparent film for privacy while still maintaining visual connection to fitness room and pulling in natural light from the skylights in the corridor. c. Locations of display cases were presented. d. There were no comments or questions. 	

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	<p>8. The field irrigation design was presented along with the new water main.</p> <ul style="list-style-type: none"> a. The existing water main is approx. 100 years old. The new water line will be pulled off from a new main that was built in the 90s on Punkinville Rd. b. Will need water pumps for both domestic system and for the field stand pipes. <ul style="list-style-type: none"> i. CHA investigated option of using the existing well. Might be able to use it to serve either the soccer or baseball field, but not both. Will need second water pump to irrigate the field. ii. David Brigham is concerned about cost of irrigation pumps. iii. CHA will ask civil engineer to re-run the cost of the system and will include it as a bid alternate in the project. <p>9. Kathy presented the list of bid alternates for the project. Explained that these are usually discreet items that are easy to remove from the contract and add back in later with contingency funds if they are available.</p> <ul style="list-style-type: none"> a. Bid alternates include: <ul style="list-style-type: none"> i. Standpipes in stairwells (request of local fire department) ii. Reserve water tank at Rte. 1 iii. Bleachers at MS Gym, cross-court backboards at MS gym, gym equipment. iv. ¼ mile stone dust running track. v. Dust collection system in materials lab. vi. Auditorium lighting and rigging vii. Pathways kitchen equipment (added cost to the kitchen budget and was not part of the original cost estimating on the project). Will include all hard connections and hood, but equipment will be a bid alternate. viii. Sinks and additional casework at MS classrooms (these were an add after referendum). Can leave plumbing in place but sinks and casework would be an alternate. ix. Window treatments. b. Michael asked a clarifying question about how the bid alternates work. Kathy explained that the alternates are broken out as separate line items at bid day and the rest of the building is a lump sum number. If the bids turn out well, then all the bids can be accepted. If bids do not turn out well, then there may be 1 or none accepted. They act as a cost control measure. 	

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	<p>c. No further questions or comments on bid alternates.</p> <p>10. Kathy presented that Sparhawk Group was selected as the commissioning agent. Kathy explained in detail what their contract would include and explained that due to them being a smaller local firm they are less expensive and include quite a bit more in their contract than other firms.</p> <p>a. Kathy specifically explained the importance of envelope commissioning and window testing for the project.</p> <p>11. Kathy gave an update on general contractor prequalification's. Ads are going to be placed in the newspaper for GC pre-qualification packages April 17-22. Pre-qual package or letter of intent is due on May 8. Notification to contractors will be issued on May 15. Four contractors have contacted Kathy to express interest in the project.</p> <p>12. Kathy gave an update on the schedule.</p> <p>a. Everything is taking just a little bit longer given the current COVID situation. We are still tracking for summer construction. CHA is proceeding as though there will be no impact to schedule. Some subcontractors are scaling back workforce but are not shutting down at this time.</p>	
<p>Next Meeting</p>	<p>13. The next meeting was set for May 16th, 2020 at 6pm.</p>	
	<p>14. The meeting was adjourned at 7:47 PM.</p> <p style="text-align: center;">END OF MEETING NOTES</p>	