

# **Facility Committee Meeting Notes**

## **Thursday, May 20, 2010, 7:00pm**

**Attendees: Jim Haack, Laurie Steen, Jeff Smrecek, Doreen Treuden, Michelle Jensen, Jeff Winkler**

### **1. Update and input on office/entrance remodel project:**

- Reviewed a preliminary drawing(attached) that was prepared by Excel Engineering. This drawing was developed based on discussions and input from: Mark Leutschwager, Joanne Bushman, Maria Ferguson, Mark Landis and Delores Wentland.
- A "Request For Proposal" has been drafted and will be forwarded to 4 contractors so they can review the scope of the project and submit a proposal by June 4<sup>th</sup>, 2010 at 3:00pm.
- The budget for this project is between \$178,000 and \$189,125. This does not include the architect's fee or furnishings.
- Construction will be planned for July and August 2010 with completion by August 25, 2010. Preliminary schedule is attached.

### **2. Update on HVAC Project.**

- Equipment installation is scheduled for completion on May 28, 2010. Complete building review, documentation and programming to be completed by June 18, 2010. NAMI is compiling a list of future projects that they have discovered during this process. The list will be forwarded to Jeff Smrecek for review and prioritization.

### **3. Discussion of 2010-2011 Facility Projects.**

- Reviewed the Pavement Survey for the District Properties. Recommended that the asphalt be repaired at the Elementary School to prevent further decay of the parking lot areas.
- Reviewed the 5 Year Roof Rehabilitation Report and identified the areas of the MS/HS Building that will be repaired during June 2011 and July 2011.

**Next Meeting: Thursday, June 10, 2010, 6:00pm – District Conference Room**

**PRELIMINARY DRAWING - NOT FOR CONSTRUCTION**

Deerfield Community School District  
Office Remodeling Project

May 17 -- Prevailing wage rate determination form submitted to State

May 21 -- Construction Manager RFP sent out

June 4 -- Construction Manager RFP responses received

June 4 -- Last day of classes

June 7 -- Field measurement and verification by Excel Engineering, Inc.

June 7 -- Construction Manager notified of selection

June 8 -- Commencement of construction documents

June 10 -- Prevailing wage rate determination back from State

June 11 -- Construction team meeting to discuss project, schedule, lead times, etc.

June 21 -- Construction documents completed

June 22 -- Plans submitted to State for approval

June 29 -- Plans approved by State

June 30 -- Construction bidding complete

- This is an aggressive date, but it is a small project
- Long lead time items may be required to be bid earlier, prior to completion of documents

July 6 -- Subcontracts let

July 7 -- Commencement of construction

August 25 -- Construction complete and space cleaned

August 26 -- Furniture placement

August 27 -- Move in

September 1 -- Classes begin

This needs to be discussed with the Construction Manager. Still very aggressive. Lead times for getting doors and HVAC equipment will probably control whether this is feasible.