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 4th, 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.

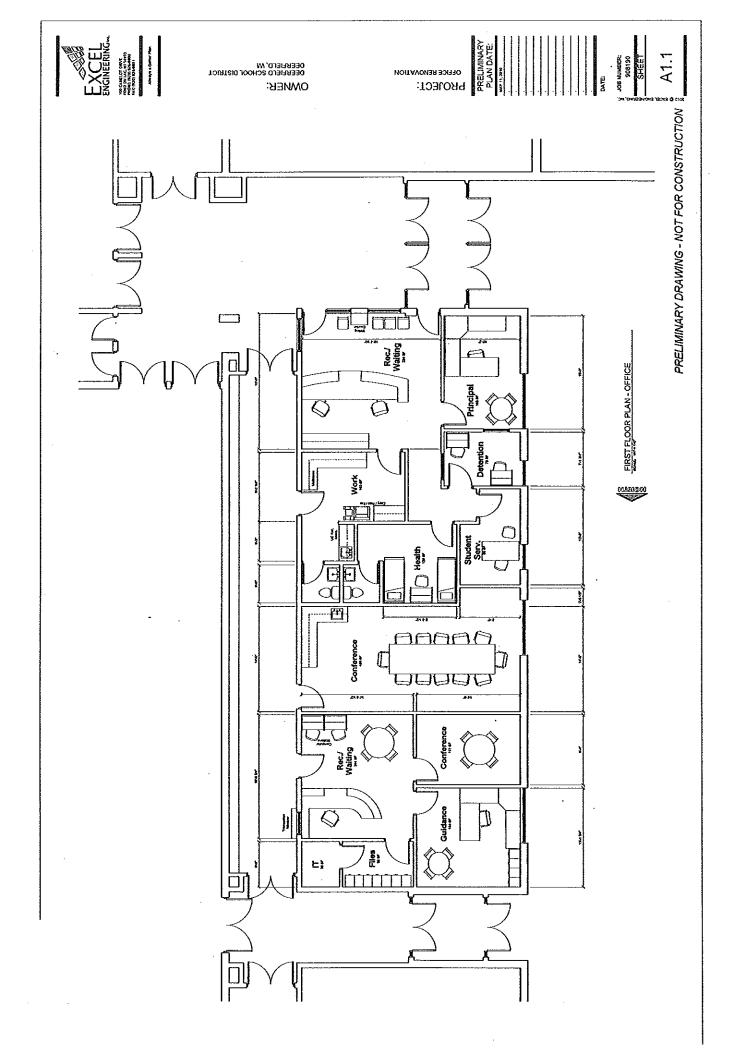
2. Update on HVAC Project.

 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



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.