

## OPERATIONS COMMITTEE MINUTES – MEETING OF MAY 1, 2013

### In attendance:

Committee: Chairperson Kati Driban, Steve Adams and Mark B. Miller.

Board Member: Michael Hartline and Jane Schrader Lynch

Administration: Dr. Joyce Mundy, William R. Gretton III.

Public: Michael Crain.

### Call to Order:

Chairperson Kati Driban called the meeting to order at 7:00 p.m. A motion was made by Mr. Adams and seconded by Mr. Miller to approve the minutes of April 3, 2013. Motion carried 3-0-0.

### Region II

Mr. Crain reported that the school was almost complete and that final finishes were being installed in some areas. The site contractor has mobilized and much of the dirt is being moved and placed for planting. He reviewed the schedule that indicated that completion would be in mid-October for all of the site improvements. Mr. Crain reported that a meeting was scheduled for May 2, 2013 with Warminster Township to discuss the items required for a Temporary Certificate of Occupancy.

Ms. Driban asked about the paving schedule and Mr. Crain indicated that all of the access roads and bus lanes would be complete by September.

Mr. Crain presented Change Order #12 which was access to the Fire Pump Station for \$35,205 and a credit from Penn Builders for \$10,000 for reimbursement for damages. Mr. Hartline asked about the water between the classroom wings and Mr. Crain indicated that the area had not been graded and directed toward the storm drain, which still had the filter inserted.

It was moved by Mr. Adams and seconded by Mr. Miller to forward the change orders to the full Board for approval. Motion carried 3-0-0.

### E-Waste Recycle:

Mr. Gretton explained that the company has proposed to establish a day for public recycling of electronic waste materials within the school district. Ms. Driban asked if there was a specific day, but Mr. Gretton indicated they were awaiting approval before a date was established. Mr. Miller suggested that we wait until McDonald is closed for this event, but Mr. Gretton indicated that televisions at McDonald would remain for removal by the demolition company. Mr. Miller recommended that the insurance certificate be placed in the correct form and asked if the certification was appropriate. Mr. Hartline indicated that the certification was appropriate and he only questioned this in the past because this documentation was not included. Ms. Driban requested that the district notify Middle Bucks Vo-Tech School and the sister districts because they had held such events in the past. Mr. Hartline wanted to make certain we are not infringing on the county program. It was also requested that all certificates be updated as some had expired.

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It was moved by Mr. Miller and seconded by Mr. Adams to move this to the full Board for approval. Motion carried 3-0-0.

### Fencing Bids

Mr. Gretton reviewed the bids for the fence around the Davis playground and indicated that the low bid was not recommended due to an improper bid bond. Ms. Driban asked about the date of installation. Mr. Gretton indicated that the installation should take place as soon as the material is received. It was moved by Mr. Adams and seconded by Mr. Miller to forward the bid award to Evergreen Fence to the full Board. Motion carried 3-0-0.

### Siemens Status Report

Mr. Gretton reviewed the status of the progress of the ESCO projects at Klinger and Log College Middle Schools and indicated that all phases of the project were complete with the exception of the boilers, which would be installed during the summer. Ms. Driban asked about the sustainability portion of the project. Mr. Gretton expressed his disappointment that after meeting with teachers, students, and administration along with securing a Delaware Valley Green Building Council Grant, that there had been reluctance on the part of staff to participate. Dr. Mundy indicated that we would follow-up with some plan of action for this portion of the grant and potentially involve the science CRT's and teachers at each location. Ms. Driban suggested that Mr. Gretton contact the Builder's Club and they might find some method of participating. Mr. Miller indicated that he had recently seen significant involvement of students in such programs with a resulting significant savings within the school environment.

### Architect Presentations

Mr. Gretton introduced three architectural firms who had been identified as the three providing the lowest quotes of the eight architects who had submitted proposals. The Board listened to presentations from Chamber & Associates, GKO Architects, and Gilbert Architects.

Mr. Jeff Chambers and Mr. Jim Horst (Reynolds Construction) presented a program emphasizing communication and the close partnership between the professional and the client. Mr. Chambers outlined the variety of projects that the firm has been and is currently involved with, and the approach that they would take with options for the Centennial project. The Committee members questioned the approach to the current building and some of the characteristics that may be worth retaining. Mr. Chambers explained several materials in the building that could be retained and provide some benefit to the district. Ms. Lynch noted that the use of space in the building was inefficient and asked if the options would be presented. Mr. Chambers responded that all of these factors would be considered as options for developing the space. Ms. Driban asked what levels of changes were acceptable in such a project. Mr. Chambers answered that a small percentage should be designated for change orders, but much of that is avoided with the specifications and the on-site supervision of the project. Mr. Chambers encouraged the members to talk to their references.

Mr. Kevin Godshall and Mr. Mike O'Rourke presented information on GKO Architects and presented some key points based upon their current work and proposed designs for the administration building. They emphasized the local availability of their staff and their personal involvement in all projects. Mr. Godshall encouraged the members to check their references from districts in the region. He provided specifics of the Quakertown administration building and how they had fit the use into a

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building designed for a different use. Mr. Godshall emphasized the security incorporated into the design along with the convenient workspaces throughout the building. Mr. O'Rourke reviewed a new facility that they had designed and their involvement with vocational technical schools. He emphasized the "right-size" firm and their engagement in the projects. Mr. Godshall showed alternative designs for the current space within the district and recommended sizing the needed space for the program that is required. He cautioned the Board on considering significant additional space because of the impact of Act 34. Ms. Driban asked about acceptable levels of change orders, and Mr. Godshall recommends a level of 5% and that should be more than sufficient. Mr. Adams asked if the firm could provide a phased plan based upon anticipated budgets. Mr. Godshall indicated that any project could be phased, but the project may not be eligible for reimbursement if phased over a longer period. Ms. Lynch asked if the firm would be providing options. Mr. Godshall responded that the final product would include additional options beyond those proposed in their presentation.

Mr. Tom Gilbert and Ms. Danielle Hoffer of Gilbert Architects, Inc. provided information and background of the firm and noted that they were exclusively a school design firm in business for 25 years. They cited their credentials and the many feasibility studies, new construction, and renovations that they completed over that time. Ms. Hoffer showed examples of projects worked on recently in this area, and introduced Brian Good, who would be directly responsible for the Centennial project. She outlined the issues at the Administration Building and some of the approaches that the firm would take to address the issues. Ms. Hoffer noted that the firm was working with several school districts in the region and welcomed the members to check the references from any of their current or former projects.

Ms. Schrader Lynch asked about plans for the excess space and the condition of the building. Ms. Hoffer indicated that the needs would be outlined in the feasibility study and options would be presented for the Board to consider. Mr. Adams asked if options would be presented to allow the Board to budget the project over a period. Ms. Hoffer responded that they would expect a budget from the Board and the project would be designed within that estimate. Ms. Driban asked about the tolerance for change order amounts, and Ms. Hoffer noted that anything in excess of 1.5% would be unusual because the research during the feasibility study is the key to making certain that the design information is accurate. Ms. Hoffer noted that contractors have been purchasing software to provide bids based upon adding changes in cost to the project.

Mr. Gilbert asked about the process going forth. Ms. Driban responded that the administration would be checking references and making a recommendation to the Board within the month of May.

Ms. Driban noted the costs and that the feasibility study costs varied along with the percentage of costs for the project. A discussion ensued about the three presentations, and it was recommended that the administration check the references of Chambers and Gilbert based upon the favorable response to their presentations and approach to the project. Mr. Miller asked about the timing and Ms. Driban indicated that following the reference check the Board was hoping to make a recommendation at one of the May meetings. Mr. Hartline noted that the cost of the project could be much higher should the percentages offered be accepted. Mr. Gretton indicated that these could be negotiated based upon the recommendation from the Board. Mr. Hartline noted that adjustments were made on the fees when the projects for the high school and elementary schools were negotiated.

It was recommended that the two groups be researched and a recommendation with Gilbert being the priority if the references were positive and the fees could be adjusted. Ms. Schrader Lynch

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emphasized that making the choice at this time was important. It was moved by Mr. Adams and seconded by Mr. Miller to forward Gilbert to the full Board if the references are positive and that a reduction of fees can be secured. Motion carried 3-0-0.

Football Reconditioning Bid

A recommendation from the athletic department administration was for the repair of football helmets and shoulder pads. Ms. Driban asked if the amount was budgeted. Mr. Gretton indicated that the budget would be adjusted to the total of the repairs. Mr. Miller noted there was only one bid and that there was not a total on the bid because of the variety of repairs that needed to be addressed. Mr. Hartline asked if the repairs are brought up to current standards and the helmets were not “grandfathered” for use. Mr. Gretton indicated they could not be utilized if not certified by the company. It was moved by Mr. Adams and seconded by Mr. Miller to send this to the full Board for approval. Motion carried 3-0-0.

Commissioning Report

Mr. Gretton discussed the report and noted that the changes in the reporting format had been made. Ms. Driban noted that the items should be listed as “staff maintenance” and Mr. Miller asked about the production of maintenance manuals. Mr. Gretton indicated that this was part of the bid and would be received prior to final payment.

Leased Vehicle

The lease on the truck that was provided to the district through a partnership is at the end of the period and the administration is recommending the purchase of the vehicle based upon the asking price from the dealer (\$15,500) and the cost of an equivalent truck. Ms. Driban asked if the advertising on the vehicle would be removed based upon their requirement or the district dissolving the partnership. Mr. Miller suggested that another Ford dealer in the area may be interested in entering into a partnership, and we could utilize the lettering. He requested permission from the Board to approach another dealership that was close to the school district in the event they would like to enter into a partnership. The administration would like to seek additional quotes and a recommendation.

Mr. Miller recommended that the Board consider the increase in the bid limit to the current state level in order to allow such purchases. Ms. Driban noted that the policies were being reviewed and that this should be reflected as an exception to the current policy while the policies are being reviewed. Mr. Hartline noted that the Finance Committee is comfortable with the current policy with exceptions. Ms. Driban noted the Board may want to provide an exception for a specified period of time and that the policy should refer to the state limits because that level may be adjusted each year.

Ms. Driban reported that the next Operations Committee meeting would be held on Tuesday, June 4, 2013 at 7:00 p.m.

Ms. Driban adjourned the meeting at 9:38 p.m.

Respectfully submitted,



William R. Gretton III  
Assistant Superintendent of Operations

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Attachments