

FACILITIES COMMITTEE
Tuesday, December 20, 2011 8:30 AM

Boardroom / Teleconference
1820 Xenium Ln N
Minneapolis, MN 55441-3790

Agenda

1. North Education Center (NEC) Facilities Committee Agenda for December 20, 2011

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

GROUP: Facilities Committee

DATE: December 20, 2011

TIME: 8:30 – 10:30 AM

LOCATION: DSC Board Room

PROTOCOLS:

Decisions will be made via consensus on the agenda items.

CONVENER: Tom Shultz

FACILITATOR: Peyton Robb

ATTENDING:

LONG TERM PURPOSE

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

| AGENDA ITEMS | OUTCOMES | TIME BUDGETED | ACTION |
|--|--|---|--------|
| 1. J.E. Dunn Construction Update | <ul style="list-style-type: none"> Committee members will receive construction update | 20 minutes Jeff Walker | |
| 2. Weekly Risk Report, WRR | <ul style="list-style-type: none"> Committee members will understand the most recent Weekly Risk Report (WRR) | 15 minutes Jeff Walker Site Supt. Jeff Callinan Project Manager | |
| 3. Change Orders | <ul style="list-style-type: none"> Committee will review and approve Change Order #32 for \$102,262.00 and recommend approval by the full Board | 30 minutes Tom Shultz Mark Thiede Jeff Callinan | |
| 4. Change Orders and Contingency Funds | <ul style="list-style-type: none"> Members will learn the industry standard for change orders, contingency amounts and the total number of change orders for SEC and the % of contingency for SEC compared to NEC | 15 minutes Tom Shultz Mark Thiede | |
| 5. NEC Finance Report | <ul style="list-style-type: none"> The group will discuss the monthly NEC Finance Report and approve of its use each month. | 30 minutes Janet Johnson | |

| | | | |
|----------------------------------|---|--|--|
| <p>6. Official Naming of NEC</p> | <ul style="list-style-type: none"> Pursuant to Board Policy: FUP140 – <i>Facilities Use and Planning Policy</i> which states that, “It is also the Board’s responsibility to name District facilities. The Board will give consideration to suggestions from citizens groups and staff.” The Committee will affirm the name of the new North Education Center and recommend that full Board approve this at the January Board meeting. | <p>20 minutes</p> <p>Tom Shultz Colleen Baumtrog</p> | |
|----------------------------------|---|--|--|

HANDOUTS:

1. [Weekly Risk Detail](#)
2. [Weekly Risk Summary](#)
3. [Change Order Memo](#)
4. [SEC/NEC Contingency Memo](#)
5. [NEC Monthly Finance Report](#)
6. [Official Name Memo](#)

| NO | DATE ENTERED | RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable) | PLANNED RESOLUTION DATE | ACTUAL DATE RESOLVED | OVERALL DURATION IMPACT | OVERALL COST IMPACT | CHANGE ORDER NUMBER | PM SATISFACTION RATING |
|----|--------------|--|-------------------------|----------------------|-------------------------|---------------------|---------------------|------------------------|
| 33 | 9/2/11 | Please describe the details of the risk: 1. Due to the way above average rainfall this year on the site, we are having issues with the on site material being used for pipe bedding and backfill. This was unforeseen because the rain quantities are way above normal. There is also the inconsistency when dealing with soil (some have areas have had issues, others have not been a problem). 2. With regard to pipe bedding, we are bringing in offsite material. We have asked for direction from the civil engineer on (1) what do to with left over material (from use of offsite sand), (2) direction on how to address high moisture content on the back fill we need to reach to 100% density on in final 3' lift under paving and (3) direction on how to address high moisture content on the lower levels of back fill (up to final 3') we need to reach 95% density. 3. It will require a team review and decision. 4. To be determined after review with the engineer. 5. 9/9/11 - Over the past week, we have completed multiple areas without compaction issues. Sand is still required at the bottom of the trenching. 10/21/11 - The work on the geothermal is complete. We are currently working on the soft spot on the SE side based on Braun's direction. 10/30/11 - work is complete. Pricing submitted for approval. 11/4/11 - Change Order pricing approved. CO to be written next week. Will be closed then. 11/18/11 - CO issued and executed. | 9/9/11 | 10/28/11 | 0 | \$25,437 | 24 | |
| 34 | 9/9/11 | Please describe the details of the risk: 1. The terrazzo for the project is thin set directly on the concrete. In some of the terrazzo areas, there is underslab heating. The concrete subcontractor noted in the coordination meeting a concern with the concrete cracking in the future above the heating tubes. If the slab under the terrazzo cracks, the crack will be transmitted through the terrazzo. 2. Wire mesh will be added over the tubes under the terrazzo to help control cracking. 3. The project team reviewed it the coordination meeting. The designers reviewed the concern and added the mesh. 4. (A) Cost of the mesh (TBD) and (B) future cracking 5. 10/21/11 - We have provided pricing for the work. 10/30/11 - Work is complete. CO to be issued. 11/4/11 - CO pricing approved. CO to be written next week and then this will be closed. 11/18/11 - Change order issued and executed. | 9/19/11 | 10/21/11 | 0 | \$1,205 | 30 | |
| 45 | 10/7/11 | RISK DETAILS 1. The storm drain on the south side as shown is located between a fiber optic truck line and a high pressure main. The fiber optic line was not accounted for in the design and conflicts with the piping run location. 10/14/11 Update - the fiber optic line was not included in the original survey used to prepare the plans, so the risk category has been changed to UNFORESEEN IMPACT. 2. We are currently working on identify options for the design team to consider in rerouting the line. This would include running it in the street, relocating the line north and moving the pond or getting as easement from the property owner to the east. 3. The project team 4. The impact is still being researched. 5. 10/14/11 Update. Design revisions have been reviewed. The current option is to route the pipe run further east and then turn into the street. This option will require an easement from the neighboring property. ISD 287 is working on it. The work is being priced. We are still waiting to hear on the easement. 10/30/11 - ISD still working on the easement issue with Robbinsdale. 11/4/11 - Easement agreement reached with Robbinsdale. Working to get final ISD approval. 11/18/11 - Work proceeding, pricing for issues to be submitted next week. 12/2/11 - Price has been submitted for review. Last update until CO issued. | 10/19/11 | 11/18/11 | 0 | \$8,572 | | |

| NO | DATE ENTERED | RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable) | PLANNED RESOLUTION DATE | ACTUAL DATE RESOLVED | OVERALL DURATION IMPACT | OVERALL COST IMPACT | CHANGE ORDER NUMBER | PM SATISFACTION RATING |
|----|--------------|---|-------------------------|----------------------|-------------------------|---------------------|---------------------|------------------------|
| 49 | 10/28/11 | RISK DETAILS 1. During grading of the north side parking lot, we are still hitting areas with wet conditions needing corrective work. It is unforeseen because we were able to compact fill for geothermal piping, but Braun directed remedial work in the three locations. 2. Braun has provided a fix for reworking the areas with issues. We are minimizing the risk by using on site materials. 3. As noted above, the issue has been resolved and work is ongoing. 4. Pricing is being compiled. 5. Pricing submitted at the same time of the report. | 11/4/11 | 11/15/11 | 0 | \$8,238 | | |
| 51 | 11/11/11 | No risks identified this week. | | | | | | |
| 52 | 11/18/11 | RISK DETAILS 1. The structural design did not carry the columns up to an internal parapet in Area B1. 2. ASI 18/18R was issued to structurally strengthen the parapet with drywall framing braces and adjust the roofing. | 11/18/11 | 11/18/11 | 0 | \$6,849 | 21 | 10 |
| 53 | 11/18/11 | RISK DETAILS 1. The dishwasher exhaust duct did not require insulation as designed. When the Alternate was chosen, the duct required insulation, but was not added to the drawings. 2. ASI 22 was issued to add the insulation. | 11/18/11 | 11/18/11 | 0 | \$16,805 | 22 | 10 |
| 54 | 11/18/11 | RISK DETAILS 1. This was one of the original allowance items (No. 11) that was then modified by ASI 23. The original allowance was for adding sensors to the breakout rooms. The ASI also changes some coil GPM's. 2. The owner decided not to move forward with the sensors, but the coil changes were needed. | 11/18/11 | 11/18/11 | 0 | (\$1,095) | 23 | 10 |
| 55 | 11/18/11 | RISK DETAILS 1. The design of the art glass wall did not allow for easy replacement of the glass should it get broken. 2. The design was changed to added window stops | 11/18/11 | 11/18/11 | 0 | \$1,651 | 25 | 10 |
| 56 | 11/18/11 | RISK DETAILS 1. Door B115 was missed in the door schedule. The hardware on doors C123, B131, B221 and B224 needed revision. 2. ASI 30 was issued to add the door and adjust the hardware. | 11/18/11 | 11/18/11 | 0 | \$1,359 | 26 | 10 |
| 57 | 11/18/11 | RISK DETAILS 1. PR 11 was issued to change the disconnect in Room B115 from non-fused to fused (at 175 amps) to allow for additional circuits downstream. 2. The owner accepted the pricing. | 11/18/11 | 11/18/11 | 0 | \$710 | 27 | 10 |
| 58 | 11/18/11 | RISK DETAILS 1. There was a refrigerator in A107/A108 that required adjustments to the power supply in the two rooms. 2. ASI 35 deleted a quadplex in B/O A108 and a duplex receptacle was added for the refrigerator. This added two circuits. | 11/18/11 | 11/18/11 | 0 | \$940 | 28 | 10 |
| 59 | 11/18/11 | RISK DETAILS 1. There was no emergency light in Room B115. 2. ASI 36 changed the power supply to one of the lights to emergency power. | 11/18/11 | 11/18/11 | 0 | \$670 | 29 | 10 |

| NO | DATE ENTERED | RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable) | PLANNED RESOLUTION DATE | ACTUAL DATE RESOLVED | OVERALL DURATION IMPACT | OVERALL COST IMPACT | CHANGE ORDER NUMBER | PM SATISFACTION RATING |
|----|--------------|--|-------------------------|----------------------|-------------------------|---------------------|---------------------|------------------------|
| 60 | 11/18/11 | RISK DETAILS 1. The requirements of the owner in the Tech Package increased the number of devices. Additional rough in was required by the electrician under our contract. 2. The electrician submitted an extra and the pricing was accepted. The needed rough in will be added. | 11/18/11 | 11/18/11 | 0 | \$6,184 | 31 | 10 |
| 61 | 11/25/11 | No risks identified this week. | | | | | | |
| 62 | 12/2/11 | No risks identified this week. | | | | | | |

Intermediate District 287

Weekly Risk Report

December 2, 2011

| | |
|---|--|
| Project Name: North Education Center | Risk Rating: <u>1.0</u> |
| Project ID: 12/1/2010 | Percent Complete: <u>68%</u> |
| Contractor: JE Dunn | Overall PM Risk Satisfaction: <u>9.6</u> |
| Project Type: General Construction | Risks: <u>38</u> |
| Award Method: RFP - PIPS Best Value | Risks Unresolved: <u>1</u> |
| | Risks resolved but no Change Order: <u>5</u> |

Cost Analysis

Schedule Analysis

Allocated Funds: \$27,100,000
 Awarded Cost: \$25,987,230

Notice to Proceed Date: 3/24/2011
 Original Completion Date: 8/24/2012

Potential Cost Increases: \$298,809
 Potential Final Cost: \$26,584,848

Potential Project Delays: 0
 Potential Completion Date: 8/24/2012

Actual Cost Increases: \$298,809
Actual Final Cost: \$26,286,039
 Percent Increase in Cost: 1.1%

Actual Project Delays: 0
Actual Completion Date: 08/24/12
 Percent Delayed: 0.0%

Contractor Change Order Rate: 0.0%
 Non-Contractor Change Order Rate: 1.1%

Contractor Delay Rate: 0.0%
 Non Contractor Delay Rate: 0.0%

| Project Schedule Analysis | Total Number of Risks | Potential Schedule Impacts | Potential Cost Impacts | Actual Schedule Impacts | Actual Cost Impacts |
|------------------------------|-----------------------|----------------------------|------------------------|-------------------------|---------------------|
| 1) NO RISKS | 22 | 0 | \$ - | 0 | \$ - |
| 2) CLIENT ISSUE / IMPACT | 7 | 0 | \$ - | 0 | \$ 4,603 |
| 3) CONTRACTOR ISSUE / IMPACT | 0 | 0 | \$ - | 0 | \$ - |
| 4) DESIGN ISSUE / IMPACT | 25 | 0 | \$ - | 0 | \$ 188,170 |
| 5) UNFORESEEN IMPACT | 6 | 0 | \$ - | 0 | \$ 106,036 |
| | 38 | 0 | \$0 | 0 | \$298,809 |

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

M E M O R A N D U M

Date: December 20, 2011
To: Facilities Committee
From: Thomas Shultz, Director of Facilities
RE: NEC Change Orders

There is one Change Order (CO) for the North Education Center construction project that reflects known changes to date. According to the Board-approved decision making process, *Levels of Authority*, those items that will cost over \$25,000 require formal full Board approval.

The total cost of CO #32 is \$102,262. Board approval is requested.

Full Board Decision

| | | |
|------------------|--|-----------|
| Change Order #32 | Reflects changes of Reconciliation of Contract Allowances - Items 10 and 16 (Water to water/Summer Heat Recovery systems as modified by ASI 17/17R Revision 3. | \$102,262 |
|------------------|--|-----------|

Pricing includes credit for the original allowances provided for items 10 and 16 based on deleting Allowances 10 and 16 and replacing them with ASI 17/17R

After the bid process and prior to construction, contractors work through their portion of the project which includes suppliers and shop drawings which insure intent and designs are understood and workable. During this process, it was discovered that due to the depth of the wells and height of the building there were unacceptable risks due to higher levels of internal pressure in the well piping. To correct this risk, an enhanced design was required to assist in keeping the pipe pressure levels at acceptable levels. This design also provides increased energy efficiencies to the system. The result of the design change is Change Order #32.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

M E M O R A N D U M

Date: December 20, 2011

To: Sandra Lewandowski

From: Thomas Shultz

RE: NEC – SEC Contingency Comparison

This memo is to compare the NEC contingency budget to date with the SEC budget so as to put the change orders for NEC in perspective. As you recall, NEC will be 45% larger and will cost 55% less than SEC. The NEC contingency status as of December 15, 2012 shows \$353,917 remaining of the original \$1,357,613. The remaining funds represent 31% of the original budgeted funds for this purpose.

The table below shows that the NEC contingency budget was set up to be half the size of the contingency budget for SEC. The last row *in italics** illustrates what a contingency budget of 10% would have been originally and where we would be thus far with the change orders received.

| Contingency Percentage of Project Budget | Original Contingency Amount | Contingency Funds Spent to Date | Remaining Contingency to Date | Percent of Contingency Spent to Date | Number of Change Orders | Building Size |
|--|-----------------------------|---------------------------------|-------------------------------|--------------------------------------|-------------------------|---------------|
| NEC 5% | \$1,357,613 | \$1,105,958 | \$251,655 | 81% | 32 | 157,500 sq ft |
| SEC 10% | \$2,051,597 | \$1,493,708 | \$577,889 | 73% | 94 | 108,000 sq ft |
| <i>NEC 10%*</i> | <i>\$2,715,226</i> | <i>\$1,105,958</i> | <i>\$1,609,268</i> | <i>41%</i> | | |

The NEC project is approximately 62% complete, and the majority of areas that have unforeseen change orders have been completed.

The change orders having the biggest impact on the contingency usage are:

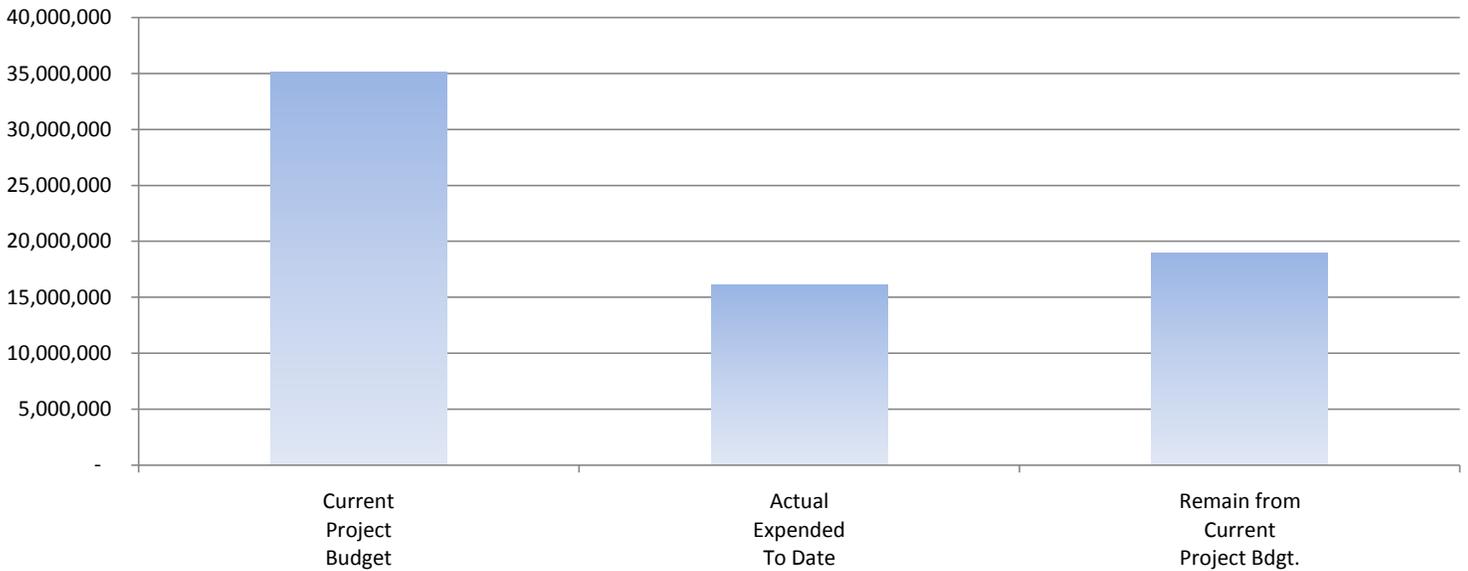
- unforeseen ones such as soil issues (\$125,796 or 9% of the contingency), and
- owner decisions such as demountable walls (\$664,409 or 49% of the contingency).

These two areas of changes amount to nearly half of the contingency budgeted and total \$790,205 or 78% of the contingency approved to date. The newest change order of \$102,262 will have a significant impact on the contingency funds, but will still leave \$251,655 remaining in this budget.

I am extremely optimistic that we will remain within our contingency through the duration of this project.

| ISD 287 | | | | | | |
|------------------------------|-----------------------------------|-------------------------|--------------------------|------------------------|-------------------------|-----------------------------------|
| NEC Project- Finance Report: | | | | | | |
| (thru 11/30/11) | | | | | | |
| Crs | Category | Original Project Budget | Approved Contingency Use | Current Project Budget | Actual Expended To Date | Remain from Current Project Bdgt. |
| 500 | Land Purchase | 1,175,000 | - | 1,175,000 | 1,182,400 | (7,400) |
| 500 | Construction Cost | 27,475,252 | 1,003,696 | 28,478,948 | 13,083,917 | 15,395,031 |
| 501 | Design & Consultant Fees | 2,208,411 | - | 2,208,411 | 1,650,205 | 558,206 |
| 502 | Owner Administrative Costs | 311,066 | - | 311,066 | 225,046 | 86,020 |
| 503 | Furnishings, Fixtures & Equipment | 2,572,239 | - | 2,572,239 | - | 2,572,239 |
| 500 | Construction Contingency | 1,357,613 | (1,003,696) | 353,917 | n/a | 353,917 |
| | | 35,099,581 | - | 35,099,581 | 16,141,567 | 18,958,014 |

**NEC Project- Finance Report
Project work through 11/30/11**



Contingency Use:

| Description | Amt. | To | Aprvl. Date | Approved By |
|--------------------------------------|------------------|--------------------|-------------|-------------|
| Beginning Balance | 1,357,613 | | | |
| - Tree removal for site prep | \$ 3,150 | Doboszanski & Sons | 9/23/2010 | Admin |
| - Site fencing | 11,800 | Hansen Bros. Fence | 4/19/2011 | Committee |
| - Soil correction- Phase I | 36,570 | Doboszanski & Sons | 4/28/2011 | Comm/Board |
| - Hydrant removal- east side | 2,486 | Doboszanski & Sons | 4/28/2011 | Admin |
| - AIA Chg Ordr 1- sewer pipe size | 2,886 | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 2- door revisions | 2,145 | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 3- allow. items 1 & 2 | 7,788 | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 4- electr. revisions | (2,405) | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 5- kitchen exhaust | (2,300) | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 6- ductwork revisions | (1,437) | JE Dunn | 7/19/2011 | Admin |
| - AIA Chg Ordr 7- changes in ERU #2 | 38,189 | JE Dunn | 7/28/2011 | Comm/Board |
| - AIA Chg Ordr 8- pipe chase/cabling | 1,621 | JE Dunn | 8/10/2011 | Admin |
| - AIA Chg Ordr 9- door change | 1,551 | JE Dunn | 8/10/2011 | Admin |
| - Demountable wall upgrade | 664,409 | Hendricksen PSG | 8/25/2011 | Comm/Board |
| - AIA Chg Ordr 10- enlarge frames | 10,417 | JE Dunn | 8/25/2011 | Committee |

| | | | | | | |
|--|-------------------------------|-------------------|----------------|--|------------|------------|
| - AIA Chg Order 11- Fin tube radiation/pumps | | (6,923) | JE Dunn | | 9/14/2011 | Admin |
| - AIA Chg Order 12- VAV/HVAC ducts | | 24,795 | JE Dunn | | 9/20/2011 | Committee |
| - AIA Chg Order 13- Sanitary/Storm Sewer | | 14,738 | JE Dunn | | 9/20/2011 | Committee |
| - AIA Chg Order 14- Fire Alarm requirements | | 11,058 | JE Dunn | | 9/20/2011 | Committee |
| - AIA Chg Order 15- HVAC Duct Revisions | | 5,476 | JE Dunn | | 9/14/2011 | Admin |
| - AIA Chg Order 16- MN Health Dept. revisions | | 3,258 | JE Dunn | | 9/14/2011 | Admin |
| - AIA Chg Order 17- Voids at geothermal wells | | 63,789 | JE Dunn | | 9/22/2011 | Comm/Board |
| - AIA Chg Order 18- Upsize transformer cable | | 32,241 | JE Dunn | | 9/22/2011 | Comm/Board |
| - AIA Chg Order NA- Floor level testing | | 3,283 | Braun Intertec | | 10/18/2011 | Admin |
| - AIA Chg Order 19- Add conduit & wire | | 6,678 | JE Dunn | | 10/18/2011 | Admin |
| - AIA Chg Order 20- Add flashing to transition | | 7,719 | JE Dunn | | 10/18/2011 | Admin |
| - AIA Chg Order 21- Parapet walls in areas B1 & B2 | | 6,849 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 22- Insulation of kitchen exhaust duct | | 16,805 | JE Dunn | | 11/15/2011 | Committee |
| - AIA Chg Order 23- Sensors removed from rooms | | (1,095) | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 24- Wet conditions from summer (soil) | | 25,437 | JE Dunn | | 11/15/2011 | Comm/Board |
| - AIA Chg Order 25- Structural wall changes | | 1,651 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 26- Door hardware changes | | 1,359 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 27- Disconnect changed to fused | | 710 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 28- Delete outlet/change circuiting | | 940 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 29- Change light in room B115 | | 670 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 30- Add mesh to terazzo | | 1,205 | JE Dunn | | 11/15/2011 | Admin |
| - AIA Chg Order 31- Adt'l. rough in for voice/data | | 6,184 | JE Dunn | | 11/15/2011 | Admin |
| | | | | | | |
| | Total approved to-date | 1,003,696 | | | | |
| | | | | | | |
| - AIA Chg Order 32- Misc. changes to mechanical room | | 102,262 | JE Dunn | | Pending | |
| | | | | | | |
| | Total pending to-date | 102,262 | | | | |
| | | | | | | |
| | 12/20/11 - Balance | \$ 251,655 | | | | |

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

M E M O R A N D U M

Date: December 20, 2011
To: Facilities Committee
From: Thomas Shultz, Director of Facilities
RE: Official Name for New Building

The new building, while widely known as the North Education Center, requires District 287 School Board approval for an official name to be assigned. I am requesting that the Facilities Committee provide a suggested name and recommend to the District 287 School Board to approve suggested name.

Pursuant to Board Policy: FUP140 - Facilities Use and Planning Policy which states that "It is also the Board's responsibility to name District facilities. The Board will give consideration to suggestions from citizens groups and staff."

The official naming of the building will permit the Facilities Department to move forward with the monumental sign design, dedication plaque and other items which require a building name.