

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

FACILITIES COMMITTEE

Tuesday, August 16, 2011

8:30 AM @ District Service Center Board Room

AGENDA

1. North Education Center (NEC) Facilities Committee Agenda for August 16, 2011
 - * Facilities Committee Meeting Agenda for August 16, 2011
 - * Weekly Risk Detail
 - * Weekly Risk Summary
 - * Demountable Wall Contract Award Memo
 - * Technology Contract Award Memo
 - * NEC Monthly Finance Report
 - * NEC Change Order Memo
 - * District Service Center Redesign Memo

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Intermediate District 287

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GROUP: Facilities Committee

DATE: August 16, 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)Committee will be asked to recommend a change order for Board approval	30 minutes Jeff Walker Site Supt. Jeff Callinan Project Manager	
3. Demountable Wall Update	<ul style="list-style-type: none">Committee members will understand bid award and recommend award for Board approval.	15 minutes Tom Shultz	
4. Technology Contract	<ul style="list-style-type: none">Committee members will understand the bid award and recommend award for Board approval.	15 minutes Tom Shultz & Chad Maxa	
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. DSC Redesign Proposal</p>	<ul style="list-style-type: none"> • Committee members will understand the preliminary proposal to redesign space and purchase furniture out of the “Assigned – General Fund Property Account” for the DSC and endorse the administrations’s request to proceed to develop a project plan and budget which will be brought back to the Committee and full Board for approval. 	<p>45 minutes</p> <p>Tom Shultz, Laura Keller-Gautsch and Janet Johnson</p>	
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HANDOUTS:

1. **Weekly Risk Detail**
2. **Weekly Risk Summary**
3. **Demountable Wall Contract Award Memo**
4. **Technology Contract Award Memo**
5. **NEC Monthly Finance Report**
6. **NEC Change Order Memo**
7. **DSC Redesign Memo**

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	IMPACT TO OVERALL PROJECT DURATION (In Days)	IMPACT TO OVERALL PROJECT COST	CHANGE ORDER NUMBER	PM SATISFACTION RATING
1	3/25/11	1) NO RISKS							
2	3/31/11	2) CLIENT ISSUE / IMPACT	1. Doboszinski may not complete Phase I to allow us to start on time (not our contract). 2. We have some limited flexibility if they can complete Area A by 4/15/11 3. Doboszinski and Intermediate District #287 4. Estimated time schedule delay of TBD days. 5.	4/15/11	4/15/11	0	\$0	0	5
3	3/31/11	4) DESIGN ISSUE / IMPACT	1. TSP to provide a coordinated 'construction set' of drawings prior to 4-15-11 2. Keep open dialogue with the design team to help resolve any potential issues. 3. TSP 4. Estimated time schedule delay of TBD days. 5. Plans Received. Are being reviewed and will follow up with appropriate pricing. 5/20/11 - Pricing is being reviewed. Please see item 11 below. This item closed and will tracked below.	6/15/11	6/10/11	1	\$0		5
4	4/8/11	1) NO RISKS	No risks identified this week.						
5	4/15/11	1) NO RISKS	No risks identified this week.						
6	4/22/11	1) NO RISKS	No risks identified this week.						
7	4/29/11	1) NO RISKS	No risks identified this week.						
8	5/6/11	1) NO RISKS	No risks identified this week.						
9	5/13/11	1) NO RISKS	No risks identified this week.						
10	5/20/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
11	5/27/11	2) CLIENT ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance pricing based on design details has come in higher than the budget used at time of contract. 2. JED is reviewing pricing supplied and details behind differences to ascertain correctness of price. Upon completion, pricing will be reviewed with design team. 3. The project team. 4. Unknown at this time. 5. The allowances came in over budget due to various items (material cost increases, changes in the scope of the item, errors in drawings, etc.). The issues and pricing are currently being worked through by the architect and JED to reduce cost overrun. Since the amount has not been determined, it does not meet criteria of risk set by program, so JED has removed it from the risk tab and added it to the RMP tab.	7/15/11	7/8/11 - moved to RMP tab as noted in risk details	1	TBD		1
12	6/10/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
13	6/10/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
14	6/17/11	1) NO RISKS	No risks identified this week.						
15	6/24/11	1) NO RISKS	No risks identified this week.						
16	7/1/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. During drilling of the geothermal wells, the driller has encountered a void in the field in the SE corner. To date, they have lost a drill bit in one of the holes and drilling mud in two others in the field. We are working to identify the extent of the field. It was unexpected due to being an Unforeseen condition. 2. As noted, we are working to identify the extent of the field and will then request guidance from the engineer with regards to relocation of the holes that are affected. To minimize risk, we have held off drilling in the supposed area as part of trying to locate the extent of the void. 3. Currently, the ball is in the contractor's court until such time as the field is identified. 4. See the column to the right. 5. 7/22/11 Update. There are 4 holes to date with issues. One has been corrected. One is lost and we need the State back to move forward. The third one has been successfully grouted and redrilling will happen next week. The last hole will be grouted early next week. 7/29/11 Update: We are still waiting to here form the state on hole 204. Hole 194 is omplete. Hole 200 is grouted - drilling to follow. 8/5/11 Update - Holes 200 and 194 are complete. Waiting to hear from MDH on hole 204.	8/1/11		TBD	Estimate - \$50,000		
17	7/8/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. The Minnesota State Government shut down over a budget impasse. The electrical inspection is being done by an independent contractor for the State of MN. He can not work until the State budget is settled an the Government opens for business. Unexpected because of ?? 2. We can proceed with the rough in for the SOG and SOD in area A. We can also continue with the block rough in areas B1 and B2. We can continue with all work up to the point where we begin to cover electrical. I would assume we can do roofing as long as there is no conduit running between the membrane and deck. Immediate impacts would be no underground (duct banks, direct bury, etc), no SOG or SOD work in any other areas. No drywall or ceilings can be done (which hopefully we have a budget before then). We have already talked to the inspectors and the City of New Hope. We do not have the choice to use an independent contractor - the current inspector is an independent contractor. The state has told the City that short of a referendum by the council (which we figure would take more time than the budget should), we cannot cover up electrical work until it is inspected by the state. Nothing more we can do to control or minimize the risk. 3. The Governor of Minnesota and State of Minnesota House and Senate 4. No way to estimate at this time. 5. 7.22 11 Update. Specal session is ongoing with a deadline of 7/21/11 to get everything passed. Hopefully State will be open for business next week. 7/29/11 Update - The state is back in business and inspectors are back working without impact.		7/25/11	0	0	N/A	5
18	7/15/11	1) NO RISKS	No risks identified this week.						
19	7/22/11	1) NO RISKS	No risks identified this week.						
20	7/29/11	1) NO RISKS	No risks identified this week.						
21	8/5/11	1) NO RISKS	No risks identified this week.						

Intermediate District 287

Weekly Risk Report

August 10, 2011

Project Name: North Education Center	Risk Rating: <u>1.0</u>
Project ID: 12/1/2010	Percent Complete: <u>43%</u>
Contractor: JE Dunn	Overall PM Risk Satisfaction: <u>4.0</u>
Project Type: General Construction	Risks: <u>5</u>
Award Method: RFP - PIPS Best Value	Risks Unresolved: <u>3</u>
	Risks resolved but no Change Order: <u>3</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: \$0
 Potential Final Cost: \$25,987,230

Potential Project Delays: 1
 Potential Completion Date: 8/26/2012

Actual Cost Increases: \$0

Actual Project Delays: 1

Actual Final Cost: \$25,987,230

Actual Completion Date: 08/25/12

Percent Increase in Cost 0.0%

Percent Delayed 0.0%

Contractor Change Order Rate 0.0%

Contractor Delay Rate 0.0%

Non-Contractor Change Order 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	16	0	\$ -	0	\$ -
2) CLIENT ISSUE / IMPACT	2	0	\$ -	0	\$ -
3) CONTRACTOR ISSUE / IMPACT	0	0	\$ -	0	\$ -
4) DESIGN ISSUE / IMPACT	1	0	\$ -	1	\$ -
5) UNFORESEEN IMPACT	2	0	\$ -	0	\$ -
	5	0	\$0	1	\$0

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M E M O R A N D U M

Date: August 16, 2011

To: Sandra Lewandowski, Superintendent

From: Thomas Shultz, Director of Facilities

RE: Recommendation for Demountable Wall System Best Value Contract Award for North Education Center

The final pre-award meeting for the demountable wall system for the North Education Center was held on Tuesday, July 19. *Henricksen* provided all required documentation per the RFP. All Risks and Value Adds were discussed and decisions were made relating to all items.

Henricksen has been determined to be the Best Value contractor via the Best Value process utilized by District 287, RFP quote was \$1,957,414.87. Recommendation for award to *Henricksen* as Best Value Contractor, and approval of the contract to *Henricksen* for the demountable wall portion of the North Education Center is requested.

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M E M O R A N D U M

Date: August 16, 2011

To: Sandra Lewandowski, Superintendent

From: Thomas Shultz, Director of Facilities

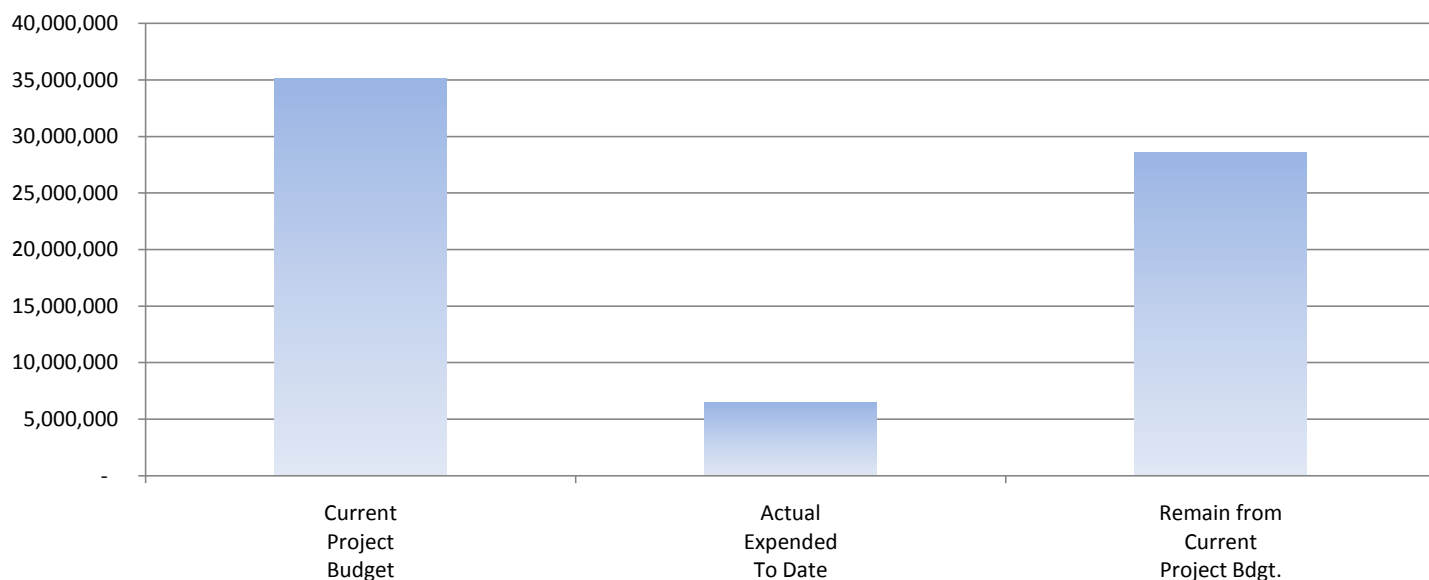
**RE: Recommendation of Technology Best Value Contract Award
For North Education Center**

The final pre-award meeting for Technology Contractor for the North Education Center was held on Monday, August 8. *All Systems Installation, Inc.* provided all required documentation per the RFP. All Risks and Value Adds were discussed and decisions were made relating to all items.

All Systems Installation, Inc. has been determined to be the Best Value contractor via the Best Value process utilized by District 287, and was also the low bid at \$1,562,722.48. Recommendation for award to *All Systems Installation, Inc.* as Best Value Contractor, and approval of the contract to *All Systems Installation, Inc.* for the technology portion of the North Education Center is requested.

ISD 287						
NEC Project- Finance Report:						
(thru 7/31/11)						
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	102,044	27,577,296	3,614,533	23,962,763
501	Design & Consultant Fees	2,208,411	-	2,208,411	1,512,910	695,501
502	Owner Administrative Costs	311,066	-	311,066	177,924	133,142
503	Furnishings, Fixtures & Equipment	2,572,239	-	2,572,239	-	2,572,239
500	Construction Contingency	1,357,613	(102,044)	1,255,569	n/a	1,255,569
		35,099,581	-	35,099,581	6,487,767	28,611,814

NEC Project- Finance Report
Project work through 7/31/11



Contingency Use:

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

	Total approved to-date	102,044					
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- Demountable wall upgrade		664,409	to be determined		Pending	
- Geothermal wells		50,000	Major Drilling Environ.		Pending	
- HVAC		70,000	R.J. Mechanical & Jaytech		Pending	
- AIA Chg Ordr 10- enlarge frames		10,417	JE Dunn		Pending	
Total pending to-date		794,826				
8/16/11 - Balance		\$ 460,744				

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M E M O R A N D U M

Date: August 16, 2011

To: Board Facilities Committee

From: Thomas Shultz, Director of Facilities

RE: Request for Board Facilities Committee Approval of NEC Change Order

There are three change orders for the North Education Center project for the month of August. Please note that CO #8 and #9 are at a level allowing Administrative approval.

I am requesting Committee approval for CO #10.

Change Order #8	Resulting from conflict of piping and structural steel beams. Pipe chase is needed from first floor to second floor for cabling	\$1,621
Changer Order #9	Door change from a single door to a "Dutch" door which requires an additional hinge.	\$1,551
Change Order #10	Enlarge the door frames (3) into the gymnasium which allow the tricycles to pass through without opening both doors.	<u>\$10,417</u>
	Change Order requests equal a net add of	<u>\$13,589</u>

Intermediate District 287

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District 287 School Board Information DSC Redesign & Furniture Project

Administration is seeking Board approval to proceed with the development of a project plan for the redesign of office space and the replacement of office furniture at the District Service Center or DSC.

Background Information

The Mission and Strategic Plan of District 287 has changed in recent years and our work to be the “premier provider of innovate specialized services” has brought about significant changes throughout the organization. Among the changes that continue to occur are in the area of facilities and work space. Five years ago 287 had 22 sites and today only ten, which have been designed and furnished to reflect our Mission and Strategic Plan. Our work at the DSC has changed since the purchase of our current furniture and the basic configuration of office space that took place more than 25 years ago. One example of this change is that Hennepin Technical College moved out of the space on 2nd & 3rd floors. Another example is the work of Itinerant staff. Over the past several years, the method of service delivery for Itinerant staff has changed significantly. Yet, their work space has remained unchanged for more than 25 years and it no longer supports the new and more efficient service delivery model. In short, our method to address new positions and the need for new or different work space at the DSC has been piece meal at best, and non-existent at worst. The district has stepped back from this project over the last few years to focus on the approval and completion of the North Education Center (NEC) building project. The DSC staff need a more modern, efficient, and in some cases, more mobile work space.

Project Goal & Budget

The goal of this project is to have DSC office space that is consistent with the leadership model of collaboration, reflect our strategic mission of providing innovative & responsive solutions, support our high performing and healthy staff as well as maximizing work efficiency utilizing the furniture and technology tools that we all use. The budget amount has not yet been determined. If approved, the budget would come from the “Assigned – General Fund Property Account” which has a fund balance of \$708,706. This account can only be used for capital projects at the DSC and the use of funds from this account requires School Board approval. The selection of furniture for the DSC in conjunction with the NEC will allow for greater discounts for both sites. It is an optimum time to coordinate purchases of furniture collectively, for both sites.

Project Managers

Director of Facilities, Tom Shultz and Purchasing Manager, Pat Harris, will be working together and leading this project. The Strategic Innovation Team or SIT, will be guiding & monitoring the project as it is developed.

Description of Project

Phase I of the project will include the development of criteria that will help a project team determine standards and a general layout of offices that will best meet the overall needs of District 287. The project team will include representatives from key areas of first and second floors at the DSC.

Phase II will include the redesign of Itinerant Services, Finance Services, and Student Information Systems.

Phase III will include the redesign of the first floor departments on the south side of the DSC, using the standards and product line established in Phase I.