

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### FACILITIES COMMITTEE

Tuesday, December 20, 2011

8:30 AM @ District Service Center Board Room

### AGENDA

1. North Education Center (NEC) Facilities Committee Agenda for December 20, 2011
  - \* Facilities Committee Meeting Agenda for December 20, 2011
  - \* Weekly Risk Detail
  - \* Weekly Risk Summary
  - \* Change Order Memo
  - \* SEC / NEC Contingency Memo
  - \* NEC Monthly Finance Report
  - \* Official Name Memo

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# 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"> <li>Committee members will receive construction update</li> </ul>	20 minutes Jeff Walker	
2. Weekly Risk Report, WRR	<ul style="list-style-type: none"> <li>Committee members will understand the most recent Weekly Risk Report (WRR)</li> </ul>	15 minutes Jeff Walker Site Supt.  Jeff Callinan Project Manager	
3. Change Orders	<ul style="list-style-type: none"> <li>Committee will review and approve Change Order #32 for \$102,262.00 and recommend approval by the full Board</li> </ul>	30 minutes  Tom Shultz Mark Thiede Jeff Callinan	
4. Change Orders and Contingency Funds	<ul style="list-style-type: none"> <li>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</li> </ul>	15 minutes  Tom Shultz Mark Thiede	
5. NEC Finance Report	<ul style="list-style-type: none"> <li>The group will discuss the monthly NEC Finance Report and approve of its use each month.</li> </ul>	30 minutes  Janet Johnson	

<p>6. Official Naming of NEC</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p>20 minutes</p> <p>Tom Shultz Colleen Baumtrog</p>	
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**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	<b>RISK DETAILS</b> 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	<b>RISK DETAILS</b> 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	<b>RISK DETAILS</b> 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	<b>RISK DETAILS</b> 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: <b>North Education Center</b>	Risk Rating: <u>1.0</u>
Project ID: <b>12/1/2010</b>	Percent Complete: <u>68%</u>
Contractor: <b>JE Dunn</b>	Overall PM Risk Satisfaction: <u>9.6</u>
Project Type: <b>General Construction</b>	Risks: <u>38</u>
Award Method: <b>RFP - PIPS Best Value</b>	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
	<b>38</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$298,809</b>

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## 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
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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.

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## 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:

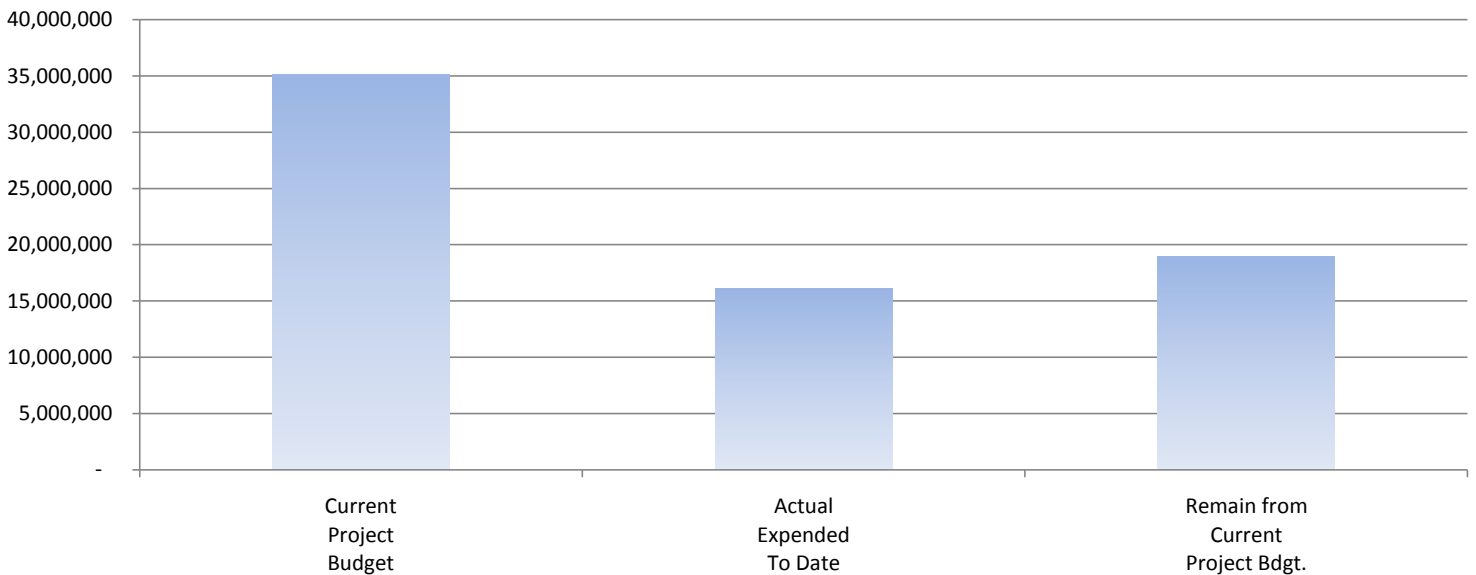
- unforeseen ones such as soil issues (\$125,796 or 9% of the contingency), and
- owner decisions such as demountable walls (\$664,409 or 49% of the contingency).

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**



<b>Contingency Use:</b>						
Description	Amt.	To	Aprvl. Date	Approved By		
<b>Beginning Balance</b>	<b>1,357,613</b>					
- 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 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/cabing	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
	<b>Total approved to-date</b>	<b>1,003,696</b>				
- AIA Chg Order 32- Misc. changes to mechanical room		102,262	JE Dunn		Pending	
	<b>Total pending to-date</b>	<b>102,262</b>				
	<b>12/20/11 - Balance</b>	<b>\$ 251,655</b>				

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## 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.