



# MEETING MINUTES

## SPRINGFIELD LOCAL SCHOOL DISTRICT EXECUTIVE PARTNERING SESSION

July 14, 2010

### SIGN IN

### ATTENDEES

Present	Name	Company	Distribution
X	Chris Adams	Springfield Local School District	Email
X	Dustin Boswell	Springfield Local School District	Email
X	Cynthia Frola	Springfield Local School District	Email
X	Dan Laskos	Springfield Local School District	Email
X	Paula Murphy	Springfield Local School District	Email
X	Bill Stauffer	Springfield Local School District	Email
X	Wanda Beasley	Springfield Resident	Email
X	Bobby Dinkins	Springfield Resident	Email
X	Carol Grunder	Springfield Resident	Email
X	Dave Hofer	Springfield Resident	Email
X	Dan Ternosky	Springfield Resident	Email
X	Jerry A. Williams	Springfield Resident	Email
X	James W. Witwer	Springfield Resident	Email
X	Teri Fretz	Springfield Chamber	Email
X	Fr. Dave Halaiklo	Nativity Church	Email
X	Dean Young	Springfield Township	Email
X	Mark Barr	Ohio School Facilities Commission	Email
	Bill Courson	Ohio School Facilities Commission	Email
X	Steve Roka	Ohio School Facilities Commission	Email
X	Seth Pearch	Karpinski Engineers	Email
X	David Krock	Krock Esser Engineering	Email

<b>X</b>	Dave Zeller	MKC Architects	Email
<b>X</b>	Jeff Fullerman	Regency Construction Services, Inc.	Email
<b>X</b>	Tari Rivera	Regency Construction Services, Inc.	Email
<b>X</b>	John Sanner	Regency Construction Services, Inc.	Email
<b>X</b>	Jill V. Akins AIA	Van Auken Akins Architects LLC	Email
<b>X</b>	Ksenija Tatic	Van Auken Akins Architects LLC	Email
<b>X</b>	Jeff Maeder	Whiting-Turner	Email

**JULY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**AUGUST**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SEPTEMBER**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**PURPOSE**

Executive Partnering Session

**Responsibility Codes**

(Construction Manager) – RCSI  
(Architect/Engineer) – MKC  
(Springfield Local School District) - SLSD  
(Ohio School Facilities Commission) – OSFC

**ITEM**

**A. Introductions**

01.01 Pat O'Brien was the facilitator from Project Management Consultants. All attendees introduced themselves and were asked to comment on what they wanted to get out of the meeting.

01.02 Items attendees wanted to get out of the meeting included:  
-better understanding of the project and project details  
-project accounting and cash flow  
-project rules  
-overall project schedule and construction schedule  
-better understanding of the master plan  
-SLSD concerns and assumptions  
-how can students be incorporated into the project  
-consistent message being carried forward from this session  
-building quality, aesthetics and functionality  
-learning environments

01.03 OSFC uses numerous acronyms and attendees were encouraged to ask for clarification.

01.04 Change orders are a necessary part of the construction process. There will always be design changes. There are no perfect set of construction documents.

**B. Master Plan**

01.05 The master plan includes one new 7-12 building with allowances for swing space and site safety. The swing space allowance is \$500K and is to be used to rent temporary classroom trailers or to rent a building during construction as classroom space. The site safety allowance is \$300K and is to be used for turning lanes adjacent to the property and traffic signals.

01.06 Allowance monies not used are proportionally returned to SLSD (75%) and OSFC (25%) at the end of the project.

01.07 The master plan includes funds to demolish Springfield High School and Spring Hill Junior High. These are also allowances to be used solely for demolition. SLSD indicated Spring Hill Junior High would not be demolished but would be converted to

an elementary school. Demolitions dollars for Spring Hill Junior High cannot be spent on the project. Spring Hill Junior High demolition funds will be proportionally returned to SLSD and OSFC at the end of the project.

01.08 The master plan does not include funds for a new administration building or for improvements to buildings that will remain on the high school site. There are no OSFC funds included to renovate Spring Hill Junior High to an elementary school.

01.09 There were concerns about traffic volume increasing on Canton Road with the middle school being moved to the high school site plus other retail developments that may occur. The property across the street may be zoned commercial and retail planning is underway for vacant buildings across the street.

01.10 RCSI and MKC will coordinate a traffic study in the next few months.

01.11 Lakemore Council will be involved in the planning. MKC will work with Council and will submit project drawings early in the design process. The City will need to approve the plans. Summit County will also be engaged for plan approval (building permit and health department). MKC will engage all government entities during design so that all required permits are secured.

01.12 The voters approved \$8.5 million for Locally Funded Initiatives (LFI). LFI components include terrazzo floor upgrades, auditorium (15,000 sf), additional classrooms (25,000 sf) and a sloped roof. The sloped roof could be co-funded as long as budget funds are available.

01.13 The project funds will pay for on-site utilities. Project funds do not cover costs to extend utilities to the site. For example, if a water line had to be extended along Canton Rd. to the site, OSFC would not participate in funding that extension to the site. OSFC would participate in funding the water line on school property.

01.14 MKC will present preliminary design concepts to the school board tonight. Site functionality is very important. The site is challenging because of existing facilities and property elevation changes. On site traffic circulation will be developed with the design documents.

### **C. Design**

01.15 The new building will be constructed on the existing site. Traffic will most likely use the same two entrances - Sanitarium Rd. and Canton Rd. These drives will be reconstructed.

01.16 Five soil borings will be taken in the next few weeks. Additional borings will be taken when the building location is finalized.

01.17 A Phase I Enhanced Environmental Assessment will be done shortly. This

assessment will look at past records for what occurred on the site and may uncover some unknown environmental issues. Many times a Phase II Enhanced Environmental Assessment needs to be performed but that will not be known until Phase I is complete.

- 01.18 All existing buildings on the high school site will remain occupied during construction. The football field needs to remain but the baseball field will be relocated.
- 01.19 Key design goals are functionality and aesthetics. OSFC encouraged “out-of-the-box” design concepts to be considered over the next two to three months. SLSD and MKC attended the school design 21<sup>st</sup> century symposium recently held by OSFC. SLSD is on board with design geared toward 21<sup>st</sup> century concepts but it was noted that no one really knows what to expect long term especially with the way technology changes and education changes.
- 01.20 MKC will work with SLSD to develop the design. SLSD Building Advisory Committee (BAC) will have input. MKC will coordinate these meetings.
- 01.21 Design phase reviews may not follow the normal process. However, each design phase must be signed off. There are four design phases – Program of Requirements (POR), Schematic Design (SD), Design Development (DD) and Construction Documents (CD).
- 01.22 POR
  - MKC selects spaces and area associated with those spaces
  - RCSI reviews for compliance with the Ohio School Design Manual (OSDM), develops estimate and monitors schedule
  - SLSD review and approve
  - OSFC review and approve
- 01.23 Schematic Design (SD)
  - MKC develops floor plan, building elevations and site circulation
  - RCSI reviews OSDM compliance, develops estimate and monitors schedule
  - SLSD review and approve
  - OSFC review and approve
- 01.24 Design Development (DD)
  - MKC integrates all room finishes, all MEP systems and technology
  - RCSI reviews OSDM compliance, develops estimate and monitors schedule
  - SLSD review and approve
  - OSFC review and approve
- 01.25 Construction Documents (CD)
  - MKC final design details
  - RCSI reviews OSDM compliance, develops estimate and monitors schedule

- SLSD review and approve
- OSFC review and approve

- 01.25 Design schedule:
- POR – May 2010 thru September 2010 (run concurrent with SD)
  - SD – July 2010 thru September 2010
  - DD – October 2010 thru March 2011
  - CD – March 2011 thru June 2011
  - Bid period – July 2011
  - Bid review – August 2011
  - Award contracts – September 2011
- 01.26 There are LEED requirements that must be developed before the POR can be approved. OSFC requires the project to attain LEED silver certification. LEED focus is energy efficiency and sustainable design. An eco-charette meeting is required to determine potential LEED credits. The eco-charette meeting will be scheduled in August. One key player that needs to be on board prior to the eco-charette meeting is the commissioning agent. The commissioning agent's primary role is to ensure the building systems operate at optimal efficiency. Commissioning agent interviews will be held in August. Commissioning agent candidates will be selected from the OSFC pre-approved list.
- 01.27 Anything that varies from the OSDM needs to be approved by OSFC through a variance. This includes materials, systems, and room layouts. Some variances can be approved by the OSFC Project Administrator. Other variances must be approved by the OSFC Variance Committee.
- 01.28 The project bid documents must permit competitive bidding. There must be a minimum of three manufacturers listed for materials. There are only minimal exceptions to this requirement. One exception noted was lock systems which allows a school district to have the same lock system district wide.
- 01.29 The floor plan must be "frozen" at the conclusion of design development.
- D. Locally Funded Initiatives (LFI)**
- 01.30 At each design phase, the project must be on budget. If the estimate exceeds the budget, SLSD will need to identify how the amount over budget will be funded. The amount over budget is an LFI. There will be an LFI Memorandum of Understanding that SLSD and OSFC will sign. At POR, SD and DD phases, SLSD will be required to sign off on an LFI Funding Plan. At CD phase, SLSD will be required to sign off on an LFI Funding Verification.
- 01.31 The LFI MOU defines the LFI scope of work and the LFI cost.
- 01.32 There are two types of LFI – integral or discrete.

-Integral LFI's correlate to additional building area that exceeds the allowable master plan area. The integral LFI will be calculated as a percentage of space that exceeds the master plan and that percentage will be applied to every invoice (unless that invoice is for a discrete LFI). For example, if the LFI space exceeds the master plan by 10%, then \$0.10 of every dollar spent would be paid from the LFI account and \$0.90 of every dollar paid would be from the co-funded account

-Discrete LFI's are material upgrades and are 100% paid by SLSD. Examples of discrete LFI are fixed seating in the auditorium and terrazzo flooring. Material LFI costs will be separated. Ways to separate the actual discrete LFI costs is to isolate the cost on the bid form, bid discrete LFI's as alternates or use the amount on the contractor pay applications.

- 01.33 Over budget costs can be reduced through value engineering or by taking bid alternates. Caution with bid alternates. Alternates should be used to enhance education or maintenance items. OSFC will only co-fund alternates up to 25% of the bid day savings. Remaining bid day savings remain project dollars. SLSD should get all desired items into the base bid.

**E. Bidding**

- 01.34 OSFC requires conditional building permit approval. MKC noted a foundation permit will be in place before the entire building permit is approved. Foundation permit approval is acceptable to bid the project.

- 01.35 MKC noted zoning and utility contacts will be made in Fall 2010. Building department permit application will be made using 95% complete documents (this is standard practice). Preliminary building department submittal will occur in winter 2011.

- 01.36 The project must be on budget prior to bidding and LFI funds must be verified.

- 01.37 The bidding phase takes approximately two months to complete. The project will be advertised for four weeks and then bids will be opened. Contractor bid review and recommendation period will take about one month to complete. This should occur in July 2011 - August 2011.

- 01.38 RCSI will hold a bidder's interest meeting a few months before the project is advertised to bidders. The purpose of this meeting is to engage the local bidding community. The project will be explained and bid packaging discussed. There is concern with some larger projects kicking off in the next year in Cleveland and Akron which could suppress bidding at SLSD.

**F. Construction**

- 01.39 Preliminary indications are that construction will take 18-24 months. The project will need to be phased. A portion of the existing high school may need to be demolished

at the onset. A more thorough analysis will occur this Fall.

- 01.40 Design will take about one year. Bid period will be July 2011 - August 2011 with building contract work starting in September 2011. The team agreed that an early site package needs to be underway next year so that work occurs during prime building season (spring and summer). The early site package could include grading, utility work, foundation work and partial high school demolition.
- 01.41 Preliminary project schedule (construction phasing may affect the end date):
- |                                   |                              |
|-----------------------------------|------------------------------|
| -Design Phase                     | May 2010 – June 2011         |
| -Early Site Package Bid and Award | January 2011 – March 2011    |
| -Early Site Package Construction  | April 2011 – September 2011  |
| -Building Bid and Award           | July 2011 – August 2011      |
| -Building Construction            | September 2011 – August 2013 |
| -District Move-In                 | August 2013                  |
- 01.42 SLSD recognized the bond campaign literature showed the new building ready for occupancy in January 2013. All agreed that quality should not be comprised and moving into the new building at the start of the school year is preferred.

## **G. Financials**

- 01.43 OSFC funds will be sent to SLSD quarterly through a drawdown process. The drawdown cannot be developed until the Project Agreement between OSFC and SLSD is executed. SLSD should contact Janice Parker at the OSFC Columbus office for a Project Agreement status. The Project Agreement does not require approval at a monthly Commission meeting. The goal is to have the Project Agreement executed in October 2010.
- 01.44 The next drawdown will be in September. A mid quarter drawdown will be required so that cash can flow to SLSD in November or December.
- 01.45 Funds are spent by exhausting the state proportion first, then spending SLSD matching proportion. LFI funds are spent from the start of the project to pay for the integral LFI.
- 01.46 Surplus dollars are returned proportionally at the end of the project.
- 01.47 SLSD indicated \$11.2 million QSCB Bonds, Build America Bonds and traditional bonds will be sold to fund the local portion.

## **H. Public Communication**

- 01.48 SLSD will decide how to communicate project information to the community. Items discussed include monthly website updates, web cam, facebook, newspaper, board meetings, community meetings and the BAC. OSFC has a website for limited public

viewing.

01.49 Site visits could be held but need to be coordinated with RCSI.

**I. Core Team**

01.50 The core team includes SLSD, OSFC, MKC and RCSI. Meetings will be held monthly. The monthly meeting schedule will be established this week and all parties will be notified.

01.51 SLSD Superintendent Bill Stauffer is the main point of contact. Dan Lasko or Chris Adams will be the backup points of contact. SLSD may hire an owner's representative. The owner's representative cost would be an LFI. The BAC may be represented and includes board members and building administrators.

01.52 OSFC project administrator is Bill Courson and is the primary contact and will attend monthly core team meetings. Mark Barr is the assistant project administrator.

01.53 MKC main point of contact is Dave Zeller and will attend monthly core team meetings. Dan Obrymba is the principal in charge and will deal primarily with the contracts. MKC will have a staff of in house engineers and consultants. During construction, MKC will be on site two days per week.

01.54 RCSI main point of contact is Jeff Fullerman and will run the monthly core team meetings. RCSI has two associates – Whiting Turner (WT) and Van Auken Akins Architects (VAA). The CM team includes an executive committee of John Sanner, Tari Rivera, Jeff Maeder and Jill Akins. WT will provide scheduling, estimating and on-site personnel during construction. VAA will develop the design phase OSDM reviews and provide an on-site clerk during construction.

01.55 RCSI will hold Kid's Programs to engage the students in the building process. Programs will be coordinated though SLSD.

**J. Other**

01.56 OSFC front end documents are being revised and will require contractor background checks.

01.57 The project has a labor agreement (PLA) with the building trades. The PLA is being signed.

*These are the writer's understanding of the minutes and are intended to be a general restatement of the participants' comments. All items will be considered accepted unless objections to the meeting minutes are submitted to the author within 48 hours of receipt.*

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**End of minutes.**