

# BUILDING & GROUNDS COMMITTEE MEETING

**MEETING DATE:** WEDNESDAY, SEPTEMBER 9, 2015 AT 4:30 P.M.

## Members:

Mr. Ken Darby (Co-Chair)

Mr. Richard Leonard (Co-Chair)

Mr. John Laesch

Ms. Christi Tyler

Mr. Alex DiMare

Dr. Michael Popp

## Attendance

Yes

Yes

Yes

Yes

Yes

Yes

## **AGENDA**

1. Roll Call
2. Public comments/questions
3. Next meeting—Wednesday, October 7, 2015 at 4:30 pm at the School Service Center
4. Custodial supply bid
5. Architect RFQ
  - a. Architect selection memo
  - b. Request for qualifications samples
  - c. Interview questions and rubric
6. Little theatre update
7. Football stadium update
8. Project update

## **CONSENT AGENDA**

Next Meeting—October 7, 2015, 2015 at 4:30 pm, School Service Center

The Building and Grounds Committee meeting began promptly at 4:30 pm.

Minutes are in agenda order; however, discussion was as follows: little theatre update, football stadium, custodial supply bid, architect RFQ, project update.

## **PUBLIC COMMENTS**

Mr. Alex Arroyo of 1342 Grove Street, Aurora, Illinois addressed the committee. Mr. Arroyo commented in regards to the Board of Education meeting held on September 8, 2015. He informed the committee that some members of the community would like to have air conditioning in the districts older buildings that need it. Mr. John Laesch responded that was not the community member's comment; it doesn't mean it is something that should not be considered. Mr. Richard Leonard also commented that air conditioners are put into classrooms that are needed, such as children with asthma. Mr. Ken Darby said that he attended some of the middle school during their open houses. Mr. Darby noticed that Cowherd had a leak in the roof and needed tables and chairs in the library. Mr. Darby also went to Simmons and said one of the classrooms windows were screwed shut; he would like to know why. He also noticed a standalone air conditioning unit that was not installed and would like to know why that had not been installed yet. Mr. Alex DiMare responded that there was not an outlet available to plug in the unit.

## **ACTION ITEMS**

1. Motion to award the custodial supply bid to the following vendors:
  - a. Valdez Enterprises
  - b. North American
  - c. PCS
  - d. HP Products
  - e. Pyramid
  - f. Mayfair
  - g. RLD

Mr. John Laesch asked if we would test the products first, and if samples were available. He also wanted to be sure if there was an issue regarding the delivery of products, it would be rectified. Ms. Christi Tyler confirmed that the bid becomes the contract, and delivery problems have been addressed. Mr. Alex DiMare informed the committee that he has spoken to all of our current and future vendors and informed them of District 131's expectations. Ms. Tyler added that all contracts will expire in June 2016. Mr. Richard Leonard asked what the two columns represent, Ms. Tyler answered one is the per case price and the other is the individual price.

## **INFORMATIONAL**

2. Architect RFQ. Ms. Tyler reviewed the process for moving forward with the architect RFQ. An outline provided by District 131's attorneys was presented on the process.
  - a. Post notice in the paper for statement of qualifications for firms
  - b. Evaluate firms and choose top three
  - c. Rank firms
  - d. Start negotiations with top firm

Ms. Tyler informed the committee that the law was very clear involving fees; fees cannot be discussed until stage four. Mr. Laesch commented that one of the samples provided did include fees. Ms. Tyler said she would check on that. Mr. Laesch said, "So we basically boil it down to three and then talk about price." Ms. Tyler replied, "Right." Mr. Leonard asked, "So we are not selecting them to save money, we're selecting a particular contractor; so we don't know if they are cheaper or not. It seems like an odd way of doing it, but if that's the law, that's the law." Mr. Leonard then asked Mr. Laesch, "That's what you wanted to do wasn't it? Basically you wanted to save money?" Mr. Laesch replied the process is you are going to look at the fee structure that they have. Mr. Leonard asked Mr. Laesch, "Is the reason you asked to change architects to save money, is that it, the fee structure?" Mr. Laesch replied yes. Mr. Leonard responded that we won't even know that until we change. Mr. Laesch responded no you get to choose three. Ms. Tyler added that money is not discussed until negotiations start with the final three firms. These three firms are then ranked based on their qualifications. Ms. Tyler informed the committee that she surveyed the surrounding districts on their architect fees. Cordogan and Clark are charging us 5% based on the project. West is paying 7 to 8%, 204 is paying 6% and larger projects are a flat rate, Batavia depends on the scope of the work, the higher priced job the

lower the percent. Mr. Ken Darby asked if Cordogan had reduced their fees since we started talking about going to bid. Ms. Tyler replied yes they were at 6% but she thought they changed their fee before this started. Mr. Laesch replied, "They were at 6 and 4, and charging a construction management fee, and hired a general contractor and a person who was in your position was also somewhat playing the role of watching over projects, that's excessive. My problem with them is also their close political relationships; and I'm going to be frank, I think that we have a problem, when there is not much independence and the people who are telling what we have to do are also the people that are profiting on it." Mr. Laesch stated that the RFQ should be tailored to what we want/need, including legal liability, board meetings, and specific needs of the track and field project. Ms. Annette Johnson spoke from the audience, and stated that in light of Cordogan and Clark coming down in price, which was the board's main concern, she felt the discussion needed to go to the whole entire board. She expressed that Cordogan and Clark knew the history with the district and its buildings and they have come down in price while the surrounding districts are paying more. Mr. Laesch responded by saying that its price and relationship with him. Mr. Leonard added that if it's not broken don't fix it. It was agreed that this would be discussed at the next board meeting on September 21, 2015 with the board as a whole.

3. Little Theatre. Mr. Craig Welter from Cordogan and Clark addressed the committee in regards to the progress on the mechanical replacement bid for the little theatre. The bid was released on September 8, 2015 and will be closed on September 23, 2015.

*Mechanical upgrade:* The bid includes replacement of the unit that services the Little Theatre, and the replacement of the unit that services both sides of the hallway for administration. The issue is moisture being created by the units, the new system will be adjusted to be electric and run year round versus being on a boiler, which is shut down in the summer. The budget was updated to identify contaminated space and duct work, budget is currently under \$200,000 for equipment, installation, duct work balancing, and electrical modifications required. Mr. Darby asked what the contingency is for. Mr. Welter replied it was for any surprises that might occur while working with the existing space; a 10% contingency allows identifying issues that may pop up during construction. Mr. John Laesch wanted to confirm that this is still the HVAC side and not the remodel. Mr. Laesch also wanted to confirm the scope of the work was for taking the ceiling down and replacing the ductwork between the little room and the little theatre or were they going all to the front. Mr. Welter confirmed no, this was strictly for the little theatre. Mr. Welter also clarified this would be lined ductwork, which is more expensive. Mr. Laesch asked, "What do you mean lined ductwork?" Mr. Welter replied it was lined to reduce the sound. Mr. Laesch asked if the ductwork needs to be replaced and if there was mold in the ductwork, since he did not see that report. Mr. Welter replied yes. DiMare added a second mold report was done just for the ductwork and there is mold in the insulation. He also confirmed there was no asbestos. Mr. Laesch asked if District 131 staff would be doing the demolition work, and what would be involved. Mr. DiMare responded District 131 staff would be removing the handlers but not the ductwork. Mr. Laesch asked who would be removing the ductwork; Mr. Welter replied that would be included in the bid price. Mr. DiMare added that the District was looking to see if the ductwork could be cleaned instead of replaced; but has not been able to find a company to do this yet. Mr. DiMare added that the District would be applying for the energy grant. Ms. Christi Tyler confirmed District 131 has applied to use the life safety grant funds through ISBE. Mr. Laesch asked what the 20% profit/overhead was for, and if there was anticipation of a markup. Mr. Welter replied the first line was for labor and equipment costs. A small project may have a higher cost due to the complexity of the project, but he anticipates bids coming in lower. Mr. Laesch asked if volunteer help could be used. Mr. Richard Leonard asked

how much of the work would be done in-house. Mr. DiMare replied managing the project, removal of the equipment, seats, and ceiling. Mr. Leonard asked if we would run into overtime and if we were caught up with work tickets. All committee members would like an honest assessment of work tickets. Mr. Darby asked if we still had a building trades program. Mr. DiMare and Ms. Tyler replied yes. Mr. Laesch would like to know what the liability is in having volunteers or the building trades program assist with the demolition. Ms. Tyler responded she would look in this.

*Renovation:* A walk-thru of the little theatre was performed with the principal and theatre head. The numbers presented are to bring the little theatre to today's standards. The newer bulbs will be reused. The ceiling will be replaced with mid-level acoustical ceiling to absorb sound. The floor will be painted similar to the big auditorium; the aisle carpet will be replaced. Doors and hardware would also be replaced to mimic the big auditorium. The curtain needs to be replaced to correct size and flame retardant along with general painting of the space and stage floor. Acoustic sidewall panels will be installed, and the mirrors will be replaced to proper size. There is a little room behind the stage that needs to have proper airflow; the projector screen needs to be replaced as well the house lighting and cat walk lighting with led bulbs.

Mr. Laesch asked if the new equipment that was recently purchased had been subtracted from the bid. Mr. Welter replied this was above and beyond that. Mr. Darby wanted to know what items on the bid list can have three quotes in order to receive the lowest price possible. Mr. Welter stated he would work with Mr. Truckenbrod and Mr. Ross Wheeler to see what items can be quoted out. Mr. Leonard asked if the project would be completed by April 4, 2016, and if there was money in the budget. Mr. DiMare replied that date was set by the principal but he did not see the project being completed by that date. Ms. Tyler and Mr. DiMare confirmed that \$500,000 has been budgeted. Mr. Darby asked if the building and trades class could assist with the renovation, since he does not want the maintenance department falling behind on work tickets. We have buildings that need constant care; Mr. Leonard agreed that maintenance should not be performing construction. Dr. Popp added that we could not commit the buildings and trades class since we did not know what the curriculum applications were currently, but we could ask. Mr. Darby said that some of the items can be whittled down before bringing this back to the board as a whole. Ms. Kirsten Strand spoke from the audience and voiced concern about delaying the process another month. She asked if there was something that could be happen to bring this forward to discussion. Mr. Laesch responded that the list can be tightened up and brought to the board as a whole. Ms. Tyler added that if Mr. Truckenbrod had a list of items we could have the purchasing agent work on obtaining quotes. Mr. Welter reminded everyone that the schematics/estimate provided were just an estimate. Dr. Popp asked what the timeline was. Mr. DiMare replied the process can get started in mid to late October and then potentially 10 weeks from there. It was agreed that this would be discussed at the next board meeting on September 21, 2015 with the board as a whole.

4. Football stadium. Mr. DiMare stated that the ROE had performed their annual inspection of sports facilities. They looked at our stadiums and basketball hoops. The ROE gave a list of things that should be done such as stadium seats and supports be scraped and painted to be brought up to standards. A lead paint analyses was done last year and it was discovered there was lead paint; this would need to be abated. In 2013 in order to have this scraped and abated it would cost between \$200,000 - \$400,000. The track and the soccer field do not meet IHSA requirements. The football field needs to be wider; the existing out of bounds is only 6 to 10 feet on one side. Mr. Laesch stated that he felt that we should go out to bid for architect services before discussing this subject any further. The options of repairing, replacing or relocating the football stadium were briefly discussed. Mr. Darby would like to know from

the City of Aurora what they did to alleviate the flooding in the Gates School field. Mr. DiMare added that the field was in a 100 year flood plain. It was agreed that this would be discussed at the next board meeting on September 21, 2015 with the board as a whole.

5. Project update. Mr. DiMare reported that the tennis courts project is about 80% done.

The meeting adjourned at 6:00 pm.