

MEETING MINUTES
NORTHERN LEHIGH SCHOOL DISTRICT
SLATINGTON ELEMENTARY SCHOOL
ADDITIONS AND RENOVATIONS
PRELIMINARY DESIGN TEAM MEETING
SEPTEMBER 2, 2009
DEI PROJECT NO. 29000

ATTENDEES:

Mike Michaels
Linda Marcincin
Greg Derr
Jay Clough
Doug Taylor

REPRESENTING:

Northern Lehigh School District (NLS D)
Northern Lehigh School District (NLS D)
Northern Lehigh School District (NLS D)
KCBA Architects (KCBA)
D'Huy Engineering, Inc. (DEI)

E-MAIL:

mmichaels@nlsd.org
lmarcincin@nlsd.org
gderr@nlsd.org
jay.clough@kcba-architects.com
dst@dhuy.com

PURPOSE:

The purpose of the meeting was to introduce the design team, proposed meeting schedule and preliminary programming requirements. A copy of the meeting agenda is attached to the meeting memorandum.

INTRODUCTIONS:

**Action
By**

**Item
No.**

1.1 The project team member, primary contacts and contact information is as follows:

1.1.1 Owner

Northern Lehigh School District (NLS D)
1201 Shadow Oak Lane
Slatington, PA 18080-1299

Mike Michaels, Superintendent
Linda Marcincin, Principal

Greg Derr, Director of Support Services

1.1.2 Resident Project Engineer

D'Huy Engineering, Inc.
One East Broad Street, Suite 310
Bethlehem, PA 18018

Doug Taylor, Senior Project Manager

1.1.3 Architect

KCBA Architects, Inc. (KCBA)
Eight East Broad Street
Hatfield, PA 19440-2401

Jay Clough, Principal
Eric Gianelle, Project Manager



D'HUY Engineering, Inc.

**Action
By** **Item
No.**

1.1.4 Note: All correspondence will be copied to Mike Michaels, Linda Marcincin, Greg Derr, Jay Clough and Eric Gianelle. The NLSD will distribute internally.

DISCUSSIONS:

1.2 DEI suggested that an NLSD Leadership Team be developed. The team should include select administrators per the NLSD, Principal and Board members. The project schedule is aggressive but achievable pending team decisions can be rendered in a timely fashion. A Leadership Team should be able to provide the Design Team the direction necessary to advance the schedule, specifically the PlanCon process and other agency approvals without delays. DEI and the Design Team will attend monthly board meetings to provide project updates and to seek necessary approvals as outlined on the project milestone schedule.

1.2.1 The first key milestone is Plancon Part A (project justification) and Part B (schematic design) approval. This approval is required at the October 12, 2009 board meeting.

1.2.2 The NLSD will assemble the Leadership Team at the September 9, 2009 Facilities Meeting. Proposed meeting dates will be Wednesdays, September 9, 16, 23, 30, and October 7, 2009.

DESIGN:

1.3 KCBA reviewed the preliminary program information with Linda. KCBA will update the program information based on feedback at the meeting. Some of the key programming changes included, but are not limited to the following:

1.3.1 The Library Center will be used for staff development.

1.3.2 The number of small group instruction (SGI) spaces shall be increased from 6 to 9.

1.3.3 Special Education classrooms shall be increased from (1) at 900 s.f. to (6) at 300 s.f. each.

1.3.4 Provide well and sick areas at Health Suite.

1.3.5 Main Office to include space for (2) secretaries and (1) principal.

1.3.6 Provide space in existing gymnasium to seat 600 students (seated on floor without chairs). The existing locker rooms can be demolished to reclaim space as they are not required. Mike noted that a new gymnasium is not required.

1.3.7 Provide (1) PE Office with toilet room and shower (existing location is acceptable with the NLSD).

1.3.8 The cafeteria should be planned to facilitate (3) seatings of 225 students each.

1.3.9 Teacher planning centers can be reduced from 600 s.f. each to 300 s.f. each.



Action By	Item No.	
	1.3.10	District storage could be considered as stand alone building on existing campus site pending the costs are included in the project budget and depending upon the programming proposed for the existing storage area.
	1.3.11	Superintendent's Office shall include a conference room similar to existing layout.
	1.3.12	Assistant Superintendent and Business Administrator's Offices shall be of similar size.
	1.3.13	The District Administration Office shall include (7) administrative assistant offices configured as follows: Business – (3) in open office area, Superintendent – (3) in open office area, Superintendent - (1) private office.
	1.3.14	District Administration Support space, copy room to include work and mail area.
NLSD	1.3.15	Number of parent drop-off spaces to be determined. The NLSD will provide an approximate count based on their observations over the next few weeks. It was noted that the majority of students take buses to school.
NLSD	1.4	DEI informed the NLSD that the input of the administration, faculty and staff is critical to the success of the project. The NLSD will develop and internal process to disseminate key programming information. After KCBA develops a schematic plan that has been approved by the NLSD, formal end user meetings will be scheduled with select staff as determined by the NLSD (meetings to be planned in October 2009).
KCBA	1.5	KCBA and their design team will schedule surveys of the existing building, MEP systems and site during in-service days, holidays or evenings. KCBA is requested to coordinate site visits with DEI.
KCBA	1.6	KCBA will develop a schematic plan based on the discussions from the September 2, 2009 meeting. The plan will be reviewed at the September 16, 2009 Design Team meeting.
<u>PLANCON APPROVAL PROCESS:</u>		
NLSD/KCBA	1.7	KCBA is in the process of updating the feasibility study. Additional information is required from the NLSD. KCBA will provide a list of specific items for the NLSD to use.
NLSD/KCBA	1.8	KCBA is in the process of preparing PlanCon Parts A and B. Additional information is required from the NLSD. KCBA will provide a list of specific items for the NLSD to use.
KCBA/DEI/ NLSD	1.9	DEI and the Design Team will attend the October 12, 2009 board meeting seeking approval of PlanCon Parts A and B. This approval is critical in order to maintain the July 2010 commencement of construction.



Action By	Item No.
----------------------	---------------------

KCBA/NLSD	1.10	A preliminary plan submission to the Slatington Borough shall be planned for October 2009 to inform them of the NLSD plans and schedule.
------------------	------	------------------------------------------------------------------------------------------------------------------------------------------

SCHEDULE:

DEI/KCBA/ NLSD	1.11	A copy of the draft milestone schedule is attached to the meeting memorandum. The dates will be further reviewed with KCBA and the Leadership Team at the first Design Team meeting.
---------------------------	------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DEI/KCBA NLSD	1.12	It is critical to the success of the project that the milestone dates are being met. All parties must be accountable to perform the duties necessary to meet their respective tasks.
--------------------------	------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

BUDGET:

1.13	DEI performed a budget analysis of the schematic design which was presented by KCBA during the interview process. The estimate of probable cost revealed several items which must be further evaluated by KCBA in order to meet the project budget as defined in the July 2009 RFP. Those preliminary items that need to be further evaluated include, but may not be limited to the following:
------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.13.1	Re-skinning brick veneer.
--------	---------------------------

1.13.2	Reconfiguration of main entrance, stair tower, etc.
--------	-----------------------------------------------------

1.13.3	Sunscreens and linear window systems.
--------	---------------------------------------

1.13.4	Sitework scope (cut/fill), sitewalls, etc.
--------	--------------------------------------------

KCBA/DEI	1.14	Geotechnical investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare an RFP for geotechnical services and distribute to select firms at such time. This should occur in October 2009.
-----------------	------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

KCBA/DEI	1.15	Environmental investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare and RFP for environmental service and distribute to select firms at such time. This should occur in October 2009. The NLSD is requested to advise of the firm that prepared their 3-year ACM report and to provide a copy of the report for DEI review.
-----------------	------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MEETINGS:

1.16	The next meeting is planned for Wednesday, September 9, 2009 at 9:00 a.m. at the NLSD Administration building. <i>Post Meeting Note: Post-pone until Leadership Team is established. The next meeting is tentatively scheduled for Wednesday, September 16, 2009 at 12:00 p.m.</i>
------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

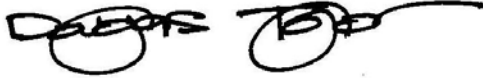
1.17	The Leadership Team meeting schedule will be provided by the NLSD on Thursday, September 10, 2009.
------	----------------------------------------------------------------------------------------------------

Anyone taking exception to the statements in these Minutes, including omissions, shall notify DEI in writing within three days of receipt.



Action By	Item No.
----------------------	---------------------

Respectfully Submitted,
D'Huy Engineering, Inc.



Doug Taylor, Associate AIA, AVS
Senior Project Manager

DISTRIBUTION:

Attendees

ATTACHMENTS:

Meeting Agenda
Preliminary Milestone Schedule

DST/dak
29000/Design MM 090209



D'HUY Engineering, Inc.

**NORTHERN LEHIGH SCHOOL DISTRICT
SLATINGTON ELEMENTARY SCHOOL
ADDITIONS AND RENOVATIONS**

AGENDA

September 2, 2009

Preliminary Design Meeting

1. Welcome and Introductions of NLSD Staff in attendance
2. Review proposed weekly meeting date, time and attendees
3. KCBA review of current design concept(s)
4. DEI estimate of probable cost (schematic design) and feedback
5. NLSD Team reaction and discussion
6. Direction for concept changes/development
7. Project Schedule update and upcoming meeting dates
 - a. Next Meeting
 - b. PlanCon A/B schedule
 - c. Survey
 - d. Masonry investigations (insulation, wall cavity, water proofing)
 - e. Feasibility study,
8. End User Meeting
9. Geotechnical Investigations
10. New Business





NORTHERN LEHIGH SCHOOL DISTRICT (NLSD)
 SLATINGTON ELEMENTARY SCHOOL
 DEI PROJECT NO. 29000

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – JULY 2009
 PREPARED BY D’HUY ENGINEERING, INC.
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM AND OWNER)

No.	Event	Start Date	Finish Date	Comments
1	Schematic Design/Design Development	8/2/09	11/09	
2	Preliminary plan submission with Slatington Borough	10/09		See specific dates below
3	Board meeting PlanCon A and B approval (Project Justification and Schematic Design)		9/09	
4	Existing conditions survey and verification of existing utilities	9/09	10/09	
5	Preliminary meetings with Elec., Gas, Cable, etc.	10/09	12/09	
6	Zoning hearing board	11/09		Setbacks, impervious surface, parking, etc., if required.
7	Water & Sewer Authority approvals	11/09		If required
8	Sewer module approval	11/09		If required
9	Design Team meetings for preliminary design (weekly)	8/09	11/09	
10	Harrisburg meeting PlanCon A and B		9/09	
11	Issue RFP for Geotechnical study	9/09	11/09	
12	Develop all outline specs and finalize requirements	10/09	1/10	
13	NPDES and conservation district permit approval	11/09		
14	Review plans with Board after PDE meeting		9/09	Update after PlanCon B review.
15	Preliminary plan meeting with Slatington Borough planning commission		10/09	
16	Board awards Geotechnical Investigation		10/09	
17	Perform Geotechnical study	10/09	11/09	
18	Phasing plan development	10/09	1/10	
19	Start construction documents	11/09	2/10	
20	Document Review – 40% (design development)	10/09	12/09	Footnote 2
21	Preliminary code review with Slatington Borough	10/09	11/09	Preliminary code analysis
22	Construction documents preparation	12/09	4/10	Final design & bid documents



NORTHERN LEHIGH SCHOOL DISTRICT (NLS D)
 SLATINGTON ELEMENTARY SCHOOL
 DEI PROJECT NO. 29000



ATTACHMENT D

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – JULY 2009
 PREPARED BY D'HUY ENGINEERING, INC.
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

No.	Event	Start Date	Finish Date	Comments
23	Bi-weekly coordination meetings	12/09	4/10	
24	Review plans with Board (design development)		12/09	
25	Prepare Act 34 booklet & PlanCon D (Project Accounting Based on Estimates)		12/09	Submit Act 34 draft information to PDE for approval.
26	Establish project costs for Act 34		12/09	
27	PDE approval of Act 34 book		12/09	
28	Preliminary plan meeting with Slatington Borough planning commission (2 nd preliminary plan meeting)		12/09	
29	Review update and design with Board at Work Session – Act 34 book		12/09	Review Act 34 Resolution at Work Session
30	Document Review – 70%		12/09	Footnote 3
31	Board approves Act 34 Resolution (permission to hold hearing & advertise)		12/09	Board Approval
32	Advertise Act 34 hearing		12/09	
33	Act 34 hearing		1/10	Special meeting at NLS D Facility
34	Act 34 hearing waiting period ends		2/10	30 days minimum
35	Slatington Borough final plan submission		12/09	
36	DEI to provide division 00 and 01 spec sections		2/10	
37	Document Review – 95%	2/10		Footnote 4
38	Slatington Borough final approval with Commissioners Planning Committee (CPC)		1/10	
39	Board approves PlanCon D (Act 34)		2/10	
40	Board approves PlanCon E (Design Development)		2/10	
41	Harrisburg PlanCon E meeting		3/10	
42	Prepare Plancon F (Authorization to Receive Bids)		3/10	
43	Board approves PlanCon F		4/10	
44	Advertise to Bid		4/10	



NORTHERN LEHIGH SCHOOL DISTRICT (NLSD)
 SLATINGTON ELEMENTARY SCHOOL
 DEI PROJECT NO. 29000



ATTACHMENT D

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – JULY 2009
 PREPARED BY D'HUY ENGINEERING, INC.
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

No.	Event	Start Date	Finish Date	Comments
45	Submit PlanCon F to Board prior to Board approval (final construction documents)		4/10	
46	Slatington Borough building plan review for building permit		4/10	Review preliminary issues with Borough regarding earlier code review. Also review any IBC requirements through design as required.
47	Bidding	4/10	5/10	
48	PlanCon F review with PDE		5/10	
49	Pre-bid Conference		4/10	
50	Bid opening		5/10	
51	Prepare bid recommendation and PlanCon F attachment C		5/10	
52	Review Bids with Board		5/10	Work Session
53	Prepare PlanCon Part G (Project Accounting Based on Bids Received-Eligibility for Reimbursement)		5/10	
54	Submit final Mylars to Slatington Borough for recording		5/10	
55	Board approves PlanCon F attachment C & PlanCon G (Construction Contract award)		6/10	
56	Submit PlanCon F attachment C & PlanCon G for PDE approval		6/10	
57	Prepare contracts	6/10	6/10	
58	Award Contracts	6/10		Administrative – Procure materials
59	Construction – Commence with construction	7/10	3/12	Phase timelines to be determined. Assume 20 month period
63	Project Final Completion		3/12	

Shaded dates require board reviews/action



NORTHERN LEHIGH SCHOOL DISTRICT (NLSD)
SLATINGTON ELEMENTARY SCHOOL
DEI PROJECT NO. 29000



ATTACHMENT D

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – JULY 2009
PREPARED BY D'HUY ENGINEERING, INC.
(EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

NLSD Work Sessions – **TBD** (special meetings may be required)
NLSD Board (Legislative) Meeting – 2nd Monday of the Month

Slatington Borough Council Meetings – **2nd Monday** of the Month @ 7:00 p.m.
Slatington Borough Council (Workshop for all Committees) – **4th Tuesday** of the month @ 6:30 p.m.
Slatington Borough Authority – **4th Monday** of the month @ 7:00 p.m.

The following PlanCon Approvals are not included in the schedule:
Plancon Part C – Land Acquisition (Not required for this project)
PlanCon Part H – Financing
Plancon Part I – Interim Reporting
PlanCon Part J – Project Accounting Final Costs

Footnotes:

1. Design Development – All plans, elevations, column bay spacing, single line M/P/E, confirmed mechanical spaces.
2. First Coordination Set (40%) – All drawings, all systems scoped, final plumbing fixture locations, lighting fixture catalog cut sheets, acoustical treatment, asbestos preliminary.
3. Second Coordination Set (70%):

Ceiling Coordination Drawing:

A. Diffusers, lights, emergency smoke, speaker, sprinklers, etc., printed on single layer.

Roof Coordination Drawing:

B. Roof plan showing all penetrations from all trades.

Wall Penetration Plan:

C. Floor plan and all floor and wall penetrations highlighted; clean out, grilles, thermostats, strobes, pull stations, panels, motion sensors, etc.

Mechanical/Structural Coordination Set:

D. All mechanical units shown with cut sheets indicating size of required openings and weight of unit. All ducts shown with floor, wall and roof penetrations highlighted. Duct sizes shall be shown. Plumbing inverts. Depth and location of all cabinets, panels, etc. Security, controls, switching, devices, etc.

Acoustical Treatment

Asbestos

4. Third Coordination Set (95%):

Complete set of drawings and specifications for final constructability and coordination review.