

**MEETING MINUTES**  
**NORTHERN LEHIGH SCHOOL DISTRICT**  
**SLATINGTON ELEMENTARY SCHOOL**  
**ADDITIONS AND RENOVATIONS**  
**DESIGN TEAM MEETING NO. 5**  
**NOVEMBER 4, 2009**  
**DEI PROJECT No. 29000**

**ATTENDEES:**

Greg Derr  
 Mike Michaels  
 Linda Marcincin  
 Jeremy Melber  
 Sue Bahnick  
 Jeffrey Bachman  
 John Hrizuk  
 Edward Hartman  
 Jack Follweiler  
 Don Dengler  
 Jay Clough  
 Doug Taylor

**REPRESENTING:**

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

**E-MAIL:**

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

Several NLSLSD Staff Members and public representatives were in attendance, see attached sign-in sheet for complete list.

\*A copy of the sign-in sheet is attached to the meeting memorandum

**PURPOSE:**

The purpose of the meeting was to further review the status of programming, PlanCon Parts A and B including preparation of PlanCon Part D, assignments, and discussion of the next steps. A copy of the meeting agenda is attached to the meeting memorandum.

**INTRODUCTIONS:**

<b>Action By</b>	<b>Item No.</b>	
	5.1	No new design team members were in attendance

**DISCUSSIONS:**

5.2	The Leadership Team was advised of key approvals and Board action necessary to advance the schedule, specifically the PlanCon process and other agency approvals. The key design milestone approvals in the upcoming month(s) are as follows:	
5.2.1	Review plans and Act 34 book with Board	December 9, 2009 5:00 p.m. B&G mtg.
5.2.2	Board approves Act 34 Resolution (permission to hold hearing and advertise)	January 11, 2010 7:00 p.m. Board mtg.



<b>Action By</b>	<b>Item No.</b>
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- |       |                                |  |
|-------|--------------------------------|--|
| 5.2.3 | NLSD advertises Act 34 Hearing | January 12, 2010   |
| 5.2.4 | Act 34 Hearing                 | February 3, 2010<br>7:00 p.m. special mtg.<br>(time to be confirmed) |

**DESIGN:**

- |             |     |   |
|-------------|-----|---|
| <b>KCBA</b> | 5.3 | KCBA is in the process of updating the plans based on feedback from the October 26 and 27, 2009 end-user meetings with the NLSD and subsequent requests for modifications from the NLSD. KCBA will present an update at the next Leadership Team meeting. |
|-------------|-----|---|

**PLANCON/APPROVAL PROCESS:**

- |                 |     |  |
|-----------------|-----|--|
| <b>KCBA</b>     | 5.4 | A preliminary plan submission to the Slatington Borough shall be planned for November 2009 to inform them of the NLSD plans and schedule. KCBA is scheduling this meeting.   |
|                 | 5.5 | PlanCon Parts A and B were submitted by KCBA and reviewed with the Pennsylvania Department of Education (PDE) on October 29, 2009. Representatives from KCBA, NLSD and DEI were in attendance. PDE provided positive feedback. The next PDE PlanCon submission (Part E Design Development) can be reviewed via phone conference per the request of PDE.  |
|                 | 5.6 | KCBA provided an overview of the PlanCon Part D (Project Accounting Based on Bids) procedures and the Owner's involvement. The Part D process is further outlined in the updated milestone schedule which is attached to the meeting memo.   |
| <b>KCBA/BIA</b> | 5.7 | KCBA/BIA is in the process of preparing the preliminary land development submission to the Lehigh Valley Planning Commission. A land development schedule is being updated by KCBA/BIA and will be incorporated in the overall project schedule. This approval process, in addition to the PlanCon approval process is on the critical path of the project timeline in meeting a July 2010 start date. |

**SCHEDULE:**

- |                           |     |   |
|---------------------------|-----|---|
| <b>DEI/KCBA/<br/>NLSD</b> | 5.8 | The draft milestone schedule was reviewed with the Board. All Board action dates are identified on the schedule and are in alignment with the 'Draft' PlanCon approval process. |
|---------------------------|-----|---|

**BUDGET:**

- |            |      |   |
|------------|------|---|
| <b>DEI</b> | 5.9  | DEI is preparing an updated estimate of probable costs now that the schematic design phase is at the 100% phase. The cost will be used to prepare the PlanCon Part D submission.    |
|            | 5.10 | The maximum project budget as previously noted is \$20,000,000. It should be noted that the project budgets prepared to date exclude financing costs and PDE/PlanCon reimbursement. |



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

**INVESTIGATIONS / SITE SURVEYS**

- CMX**            5.11    Proposals have been solicited for geotechnical professional services. Seven (7) firms submitted proposals. The project is being awarded to CMX of Allentown, PA. The Professional Service Agreement is being executed and testing on site will immediately follow.
- DEI**            5.12    Proposals have been solicited for environmental investigation services. Four (4) firms submitted proposals. DEI is in the process of evaluating the information received. It is anticipated that a contract will be executed the week of November 9, 2009.
- NLSD**          5.13    Roto-Rooter of Allentown, PA has been contracted to perform the storm and sanitary camera investigations and jet cleaning. *Post Meeting Note: The work is scheduled to be performed on Wednesday and Thursday, November 18 and 19, 2009.*
- KCBA**          5.14    Infiltration testing is being performed by BIA. Results are forthcoming.
- DEI**            5.15    Now that we have reached the preliminary design/design development phase, precast and prefabricated modular classroom construction will be further investigated.

**MISCELLANEOUS:**

- ALL**            5.16    All meeting attendees were reminded that any communications regarding the project should be directed to Greg Derr for action. No calls or e-mails should be forwarded to the Design Team (KCBA and consultants or DEI) without prior review and approval by Greg Derr who has been appointed the NLSD contact for the project.
- 5.17    In light of the recent PlanCon meeting (Project Justification) DEI provided an overview of the reasons that the NLSD is proceeding with the additions and renovations to the Slatington Elementary School. This information was recently discussed with the PDE at the PlanCon Parts A and B meeting and should be briefly overviewed as we move forward. Reasons include, but are not limited to the following:
- 5.17.1    The 1970's open plan concept is not conducive to teaching or learning and should be converted to traditional classrooms with sound rated partitions.
- 5.17.2    The existing building is absent the security measures of current school design. Visitors are unsecured once inside the building. Additionally, the ES administration office and nurse's suite is located on the second floor which requires visitors to travel from the first floor lobby through stair towers to the upper level. Furthermore, there is no secure entry vestibule, the District Administration Office is accessed through the ES, the classrooms, Library and Cafeteria areas are all open and without the ability to lockdown in the event of a security breach.



Action By	Item No.
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- 5.17.3 Although an elevator is provided for vertical ADA circulation, many other elements of the building are not ADA accessible or compliant. Items include, but are not limited to the following:
- 5.17.3.1 The entry plaza does not meet maximum slope percentage.
  - 5.17.3.2 Administration area countertop heights.
  - 5.17.3.3 Wheelchair approach clearances at many doors.
  - 5.17.3.4 The toilet rooms are not accessible.
  - 5.17.3.5 The door hardware is not ADA compliant.
- 5.17.4 The mechanical, electrical and plumbing systems are nearing the end of their useful life. More importantly, the systems are not energy efficient. The lighting fixtures should be replaced with new energy efficient fixtures/lamping. The all-electrical mechanical system should be replaced with new equipment and an alternate energy source (ground source, oil fired burners, heat pumps, etc.). New controls should be provided to better control the operating of the lighting, mechanical systems, etc. Lastly, the plumbing fixtures should be replaced with low-consumption auto controls which will result in water use savings to the NLSD.

**MEETINGS:**

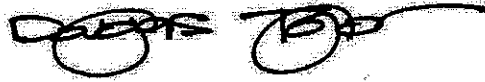
- 5.18 The next Leadership Team meetings are scheduled as follows:
- 5.18.1 NLSD Leadership Team Meeting November 24, 2009 12:00 noon.
  - 5.18.2 NLSD Leadership Team Meeting December 9, 2009 5:00 p.m. B&G Meeting.
  - 5.18.3 NLSD Leadership Team Meeting December 22, 2009 12:00 noon.
  - 5.18.4 NLSD Leadership Team Meeting January 6, 2010 5:00 p.m. B&G Meeting.



Action	Item
By	No.

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

Respectfully Submitted,  
**D'Huy Engineering, Inc.**



Doug Taylor, Associate AIA, AVS  
Senior Project Manager

**DISTRIBUTION:**

Mike Michaels / NLSD  
Linda Marcincin / NLSD  
Greg Derr / NLSD – Please distribute to Leadership Team  
Jay Clough / KCBA  
Eric Gianelle / KCBA

**ATTACHMENTS:**

Meeting Sign-in Sheet  
Meeting Agenda  
Milestone Schedule

DST/dak  
29000/Design MM 110409



**D'HUY Engineering, Inc.**

LEADERSHIP TEAM MTG  
4 NOV 2009

NORTHERN LEHIGH  
SCHOOL DISTRICT  
SLATINGTON ES

SIGN-IN

<u>NAME</u>	<u>REPRESENTING</u>
DOUG TAYLOR	DHUY ENGINEERING, INC.
JAY CLOUGH	KCBA ARCHITECTS
JACK FOLLWERGER	School board
Don Dangler	School Board
Edward E. Hartman	School Board
M.W. Michaels	Supt
JOHN HREBEK	Dir. of Tech.
Jeremy Melko	Bus Admin
Jeffrey T. Bachman	NLSD Technology
Sue Bahnick	NLSD FSDir.
LINDA MARCINCIN	SLATINGTON ELEMENTARY
Greg Dett	NLSD DIR.SS

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

**AGENDA**

November 4, 2009  
Design Meeting No. 5

1. No plan update this meeting
2. Update on Plan Progress/Response to end User Mtgs.
3. Schematic Design shift to Preliminary Design-Design Development
4. Impact to preliminary budget
  - a. Updated building and site plans from KCBA
  - b. DEI working with KCBA to prepare Plancon Part D financial info.
5. Project Schedule update and upcoming meeting dates
  - a. Next Leadership meeting- Wednesday, November 24, 2009 at 12:00 noon
6. PlanCon update
  - a. Plancon Part A/B meeting with PDE -October 29, 2009
  - b. Preparation of PlanCon Part D-NLSD involvement with Process
7. Existing conditions survey items:
  - a. Sub-slab sanitary lines (Roto-Rooter)
  - b. Cavity wall/flashings (TBD)
  - c. Geotechnical Engineer (CMX)
  - d. Infiltration testing (BIA)
  - e. Environmental consultants RFP- received and evaluating
8. Upcoming meeting topics
  - a. Project Phasing (Building and Site)
    - i. DEI investigating use of existing blg for student phasing ILO temp. modulars
    - ii. Impact to project duration, budget, staff and students
  - b. Precast or steel framed modular classroom construction
    - i. DEI/KCBA investigating cost of conventional construction vs. permanent modular's
9. Upcoming investigations/activities:
  - a. Preliminary plan submission to Slatington Borough
  - b. Geotechnical investigations (borings/test pits)
  - c. Environmental investigations
    - i. Field study to identify ACM
    - ii. Coordinate abatement requirements with overall phasing plan
10. Review Milestone Schedule and specifically NLSD board involvement
11. New Business





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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – NOVEMBER 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)		10/12/09	Complete
4	Existing conditions survey and verification of existing utilities	9/09	11/09	KCBA and design team
5	Preliminary meetings with Elec., Gas, Cable, etc.	11/09	12/09	
6	Leadership Team Meeting		11/04/09	5:00 p.m. B & G Meeting
7	Leadership Team Meeting		11/24/09	12:00 noon
8	Zoning hearing board	TBD		Setbacks, impervious surface, parking, etc., if required.
9	Water & Sewer Authority approvals	12/09		If required
10	Sewer module approval	12/09		If required
11	Design Leadership Team meetings for preliminary design (bi-weekly)	11/09	02/10	
12	Harrisburg meeting PlanCon A and B		10/29/09	9:30 a.m. – Complete
13	Issue RFP for Geotechnical study		10/09	Completed, received 10/27/09
14	Issue RFP for Environmental study		10/09	Completed, received 10/30/09
15	Develop all outline specs and finalize requirements	10/09	1/10	
16	NPDES and conservation district permit approval	11/09		
17	Review plans with Leadership Team after PDE meeting		11/04/09	Update after PlanCon B review.
18	Preliminary plan meeting with Slatington Borough planning commission		11/09	
19	Board awards Geotechnical Investigation		11/09/09	
20	Perform Geotechnical study	11/09	12/09	
21	Phasing plan development	11/09	1/10	
22	Start construction documents	11/09	2/10	
23	<b>Document Review – 100% (design development)</b>	10/09	12/09	Footnote 2



NORTHERN LEHIGH SCHOOL DISTRICT (NLSD)  
 SLATINGTON ELEMENTARY SCHOOL  
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 PREPARED BY D'HUY ENGINEERING, INC.  
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

No.	Event	Start Date	Finish Date	Comments
24	Preliminary code review with Slatington Borough	10/09	11/09	Preliminary code analysis
25	Leadership Team Meeting		12/09/09	5:00 p.m. B & G Meeting
26	Construction documents preparation	12/09	4/10	Final design & bid documents
27	Bi-weekly coordination meetings	12/09	4/10	
28	Review plans with Leadership Team (design development)		12/22/09	12:00 noon Team Leadership Meeting
29	Prepare Act 34 booklet & PlanCon D (Project Accounting Based on Estimates)		12/14/09	Submit Act 34 draft information to PDE for approval.
30	Establish project costs for Act 34		11/24/09	12:00 noon Team Leadership Meeting
31	Team Leadership Meeting		11/24/09	12:00 noon
32	<b>PDE approval of Act 34 book</b>		1/04/10	
33	Preliminary plan meeting with Slatington Borough planning commission (2 <sup>nd</sup> preliminary plan meeting)		12/09	
34	<b>Review update and design with Board at Work Session – Act 34 book</b>		12/09/09	<b>Review Act 34 Resolution at Work Session. 5:00 p.m. B &amp; G Meeting</b>
35	Document Review – 40%		12/09	Footnote 3
36	Leadership Team Meeting		01/06/10	5:00 p.m. B & G Meeting
37	Board approves Act 34 Resolution (permission to hold hearing & advertise)		1/11/10	Board Approval at regular Board meeting
38	Advertise Act 34 hearing		01/13/10	Must meet January 13, 2010 advertisement
39	Leadership Team Meeting		01/20/09	12:00 noon
40	Act 34 hearing (replaces scheduled Leadership Team Meeting)		02/03/10	Special meeting <i>at NLSD Facility February 3, NLSD to confirm</i>
41	Act 34 hearing waiting period ends		03/08/10	30 days minimum
42	Slatington Borough final plan submission		12/09	
43	DEI to provide division 00 and 01 spec sections		2/10	



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

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

No.	Event	Start Date	Finish Date	Comments
44	Document Review – 70%	2/10		Footnote 4
45	Slatington Borough final approval with Commissioners Planning Committee (CPC)		1/10	
46	Leadership Team Meeting		02/17/10	12:00 noon
47	Board approves PlanCon D (Act 34)		03/08/10	
48	Board approves PlanCon E (Design Development)		03/08/10	
49	Harrisburg PlanCon E conference call		03/15/10	Week of March 15. NLSD to advise
50	Prepare Plancon F (Authorization to Receive Bids)		03/22/10	
51	Document review 95%		3/10	
52	Board approves PlanCon F		04/12/10	
53	Advertise to Bid		04/14/10	
54	Submit PlanCon F to Board prior to Board approval (final construction documents)		04/08/10	
55	Slatington Borough building plan review for building permit		04/08/10	Review preliminary issues with Borough regarding earlier code review. Also review any IBC requirements through design as required.
56	Bidding	04/15/10	05/20/10	
57	PlanCon F review with PDE conference call		04/26/10	Week of April 26. NLSD to advise
58	Pre-bid Conference		4/10	Date and time TBD
59	Bid opening		05/20/10	
60	Prepare bid recommendation and PlanCon F attachment C	05/21/10	05/28/10	
61	Review Bids with Board		5/10	Special meeting date and time TBD
62	Prepare PlanCon Part G (Project Accounting Based on Bids Received-Eligibility for Reimbursement)		05/21/10	
63	Submit final Mylars to Slatington Borough for recording		5/10	



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

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

No.	Event	Start Date	Finish Date	Comments
64	Board approves PlanCon F attachment C & PlanCon G (Construction Contract award)		06/14/10	Board meeting
65	Submit PlanCon F attachment C & PlanCon G for PDE approval		06/15/10	
66	Prepare contracts	06/15/10		
67	Award Contracts	06/15/10	06/30/10	Administrative – Procure materials
68	Construction – Commence with construction	07/12/10	3/12	Phase timelines to be determined. Assume 20 month period
69	Project Final Completion		3/12	

Shaded dates require board reviews/action

NLS D Work Sessions – TBD (special meetings may be required)  
 NLS D Board (Legislative) Meeting – 2nd Monday of the Month @ 7:00 p.m.

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



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



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

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.