



**Action By**      **Item No.**

- 6.2.2 Board approves Act 34 Resolution (permission to hold hearing and advertise) 5:00 p.m. Leadership Team Mtg. / B&G mtg  
January 11, 2010  
7:00 p.m. Board mtg.
- 6.2.3 NLSD advertises Act 34 Hearing January 12, 2010
- 6.2.4 Act 34 Hearing February 3, 2010  
7:00 p.m. special mtg.  
(time to be confirmed)
- 6.2.5 Board approves PlanCon Parts D and E March 8, 2010  
7:00 p.m. Board mtg.

**DESIGN:**

- KCBA**      6.3      KCBA provided an update of the site plan, floor plans and elevations. Discussions included, but were not necessarily limited to the following:
- KCBA**      6.3.1      Site – The bus loop will include an alternate to pave the inner loop. The additional paving would increase the area of hard play area currently proposed. The bus loop will also serve as an overflow parking. The parking count would be increased if the alternate bus loop is constructed.
- KCBA**      6.3.2      Site – The existing playground equipment will be relocated (base bid). KCBA will document an alternate to replace the equipment.
- KCBA**      6.3.3      Site – The bus loop includes sufficient space to stage 13 buses per the Barry Isett design.
- KCBA**      6.3.4      Plans – Mike Kelly reviewed the plan changes made based on the October 26, 27, 2009 end-user meetings and subsequent e-mails and requests of the NLSD. Areas reviewed include, but were not limited to the special educations spaces, computer rooms, cafeteria, gymnasium and health suite. Mike Kelly noted that additional planning is required at the health suite due to an existing column recently identified on the existing drawings.
- NLSD**      6.3.5      Plan – Linda Marcincin expressed concern for the total door opening width that is currently shown at the proposed entry at the north elevation (from new bus loop). KCBA noted that the existing double-door dimension (6'-0" total) will be increased to 10'-0" total width. Based on staggered arrival of buses and staggered loading in the afternoon, the proposed width should meet the needs of the NLSD. Linda noted that 18'-0" total door opening width currently exists and students are stacked outside when dropped-off by buses. The NLSD will observe the existing conditions and procedures as this may be an internal procedural issue. NLSD to review and advise.
- 6.3.6      Plan – The IT representatives questioned if the computer tables (orientation of monitors) is consistent throughout. KCBA noted that all computer labs are lecture style layout (monitors face back of room). The orientation of the computer tables located in the media center, which is a part of the Library are not consistent with the computer labs. The media center square footage is less than that of the computer labs and cannot facilitate the total monitor count if provided in lecture format.



| <b>Action<br/>By</b>     | <b>Item<br/>No.</b> |   |
|--------------------------|---------------------|---|
|                          | 6.3.7               | Elevations – The existing brick veneer will remain. New brick infill will be provided at window modifications and infill locations.   |
|                          | 6.3.8               | Elevations – Sunscreens are shown but are not included in the project budget.   |
|                          | 6.4                 | KCBA noted that recent programming meetings included food service and mechanical, electrical and plumbing. (A second meeting is required to discuss the electrical and plumbing issues with Greg and his staff.)  |
| <b>KCBA</b>              | 6.5                 | DEI noted that several proposed mechanical systems were reviewed with the NLSD. The two systems being considered are the ground source heat pump and similarly, a water source heat pump system design. All systems will be more efficient than the current all-electric systems with the most energy efficient system being the ground source system (geo-thermal). This system would necessitate further review of the project budget. The estimate payback period based on the life cycle cost analysis prepared by Snyder Hoffman Associates is in the range of 15-20 years (SHA to confirm). The final selection of ground source or water source will be reviewed with the Board. |
| <b>KCBA</b>              | 6.6                 | KCBA is currently working on the design development (DD) drawings. 100% DD are due to DEI by December 18, 2009 at which time DEI will perform a constructability review and a value engineering analysis session.   |
|                          | 6.7                 | DEI noted that a series of bid alternates will be developed for cost control. A list will be reviewed with the NLSD at a later date. Preliminary considerations include, but are not limited to the following:  |
|                          | 6.7.1               | Select casework.  |
|                          | 6.7.2               | Paving at inner bus loop.   |
|                          | 6.7.3               | Finishes.   |
|                          | 6.7.4               | Equipment manufacturers.  |
|                          |                     | <b><u>PLANCON/APPROVAL PROCESS:</u></b>   |
| <b>KCBA/NLSD<br/>DEI</b> | 6.8                 | A preliminary plan review with the Slatington Borough is planned for November 24, 2009 to inform them of the NLSD plans and schedule. KCBA, NLSD and DEI will be in attendance.   |
|                          | 6.9                 | PlanCon Parts A and B were submitted by KCBA and reviewed with the Pennsylvania Department of Education (PDE) on October 29, 2009. The PDE has informed KCBA that Parts A and B have been approved.   |
|                          | 6.10                | DEI provided a brief 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. The total project budget, excluding financing and reimbursement currently shown in PlanCon Part D is \$20,048,827.   |
| <b>KCBA/BIA</b>          | 6.11                | KCBA/BIA is in the process of preparing the preliminary land development submission to the Lehigh Valley Planning Commission. A land development schedule has been updated by KCBA/BIA and has been incorporated in the   |



| <b>Action<br/>By</b> | <b>Item<br/>No.</b> |
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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. BIA will be submitting the LD package to the LVPC on Wednesday, November 25, 2009.

**SCHEDULE:**

|                           |      |  |
|---------------------------|------|--|
| <b>DEI/KCBA/<br/>NLSD</b> | 6.12 | The milestone schedule, which includes key LD dates was reviewed with the Leadership Team. All Board action dates are identified on the schedule and are in alignment with the PlanCon approval process. A copy of the updated schedule dated November 30, 2009 is attached to the meeting memorandum. |
|---------------------------|------|--|

**BUDGET:**

- |  |      |   |
|--|------|---|
|  | 6.13 | DEI has prepared an updated estimate of probable costs now that the schematic design phase is at the 100% phase. The costs have been used to prepare the PlanCon Part D submission and are reflected in the PlanCon document. |
|  | 6.14 | 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.   |

**INVESTIGATIONS / SITE SURVEYS**

- |             |      |   |
|-------------|------|---|
| <b>CMX</b>  | 6.15 | The geotechnical services were awarded to CMX of Allentown, PA. The Professional Service Agreement has been executed and testing on site is in progress.  |
| <b>JMSI</b> | 6.16 | Proposals have been solicited for environmental investigation services. The scope will be awarded to JMSI. Contracts have been forwarded to JMSI for execution.   |
| <b>NLSD</b> | 6.17 | Roto-Rooter of Allentown, PA has been contracted to perform the storm and sanitary camera investigations and jet cleaning. Roto-Rooter visited the site; however was unable to locate many clean-outs needed to gain access to the sub-slab piping. The NLSD staff will attempt to locate the clean-outs and inform DEI at which time Roto-Rooter will be scheduled to return to the site to perform the testing. |
| <b>KCBA</b> | 6.18 | Infiltration testing was performed by BIA. Results are forthcoming; however, preliminary result revealed infiltration rates. KCBA to provide a copy of the report to DEI.   |
| <b>DEI</b>  | 6.19 | Precast and prefabricated modular classroom construction is currently being investigated by DEI.  |
|             | 6.20 | DEI has commenced with preliminary phasing review.  |
| <b>DEI</b>  | 6.21 | DEI has prepared a draft memorandum regarding considerations to involve Energy Performance Contracting (ESCO) Contracting in this multi-phased project. A formal response will be forwarded to the NLSD.  |



| Action<br>By | Item<br>No. |
|--------------|-------------|
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**MISCELLANEOUS:**

|      |      |   |
|------|------|---|
| NLSD | 6.22 | DEI has prepared a Mandate Waiver request for submission to PDE. A cover letter outlining the considerations for submission and the mandate form have been forwarded to the NLSD. Greg will place on the December 7, 2009 Board agenda. |
|------|------|---|

**MEETINGS:**

- 6.23 The next Leadership Team meetings are scheduled as follows:
- 6.23.1 NLSD Leadership Team Meeting December 9, 2009 5:00 p.m. B&G Meeting.
  - 6.23.2 NLSD Leadership Team Meeting December 22, 2009 12:00 noon.
  - 6.23.3 NLSD Leadership Team Meeting January 6, 2010 5:00 p.m. B&G Meeting.

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 112409



D'HUY Engineering, Inc.

LEADERSHIP TEAM MTG.

NORTHERN LEHIGH  
SCHOOL DISTRICT

NOVEMBER 24, 2009

DEI PROJECT NO: 29000



NAME

REPRESENTING

|                     |                        |
|---------------------|------------------------|
| DOUG TAYLOR         | DHUY ENGINEERING, INC. |
| MIKE KELLY          | KCBA ARCHITECTS        |
| Edward E. Hartman   | School Board           |
| M.W. Michaels       | Supt of Schools        |
| Greg Derr           | Dir S.S.               |
| Jeremy Melber       | Dir of Finance - NLSD  |
| Jeff Bachman        | NLSD - Technology      |
| Sue Bannick         | NLSD - Food Service    |
| LINDA MARCINOW      | SE                     |
| Michele Dotta       | SE                     |
| Tom Mertus          | SE                     |
| Sue Mengel          | AE                     |
| Gary Fedoruk        | Public - Taxpayer      |
| John Heizuk         | NLSD - Technology      |
| Mary Kay Williamson | NLSD - Spec. Educ.     |
| Tracy Hoffman       | SE Nurse               |

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

**AGENDA**  
November 24, 2009  
Design Meeting No. 6

1. KCBA plan/elevations and site update
2. Update on end User Mtgs.
  - a. Kitchen programming mtg.
  - b. MEP programming mtg.
    - i. LCC analysis of mechanical systems
3. Design Development- KCBA
4. Preliminary budget
  - a. PlanCon Part D update
5. Project Schedule update and upcoming meeting dates
  - a. Next Leadership meeting- Wednesday, December 9, 2009 at 5:00PM
  - b. Distribute updated Milestone Schedule (includes key LD dates)
6. PlanCon update
  - a. Plancon Part A- PDE Approval forthcoming
  - b. Preparation of PlanCon Part D
7. Existing conditions survey items:
  - a. Sub-slab sanitary lines (Roto-Rooter)- In progress
  - b. Geotechnical Engineer (CMX)- In progress
  - c. Infiltration testing (BIA)- Complete
  - d. Environmental consultant (JMSI)- Executing Contract
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
    - iii. Preliminary considerations (ie: District storage area, DAO modulars, etc.)
  - b. Precast or steel framed modular classroom construction
    - i. DEI/KCBA investigating cost of conventional construction vs. permanent modular's
    - ii. DEI in process of performing cost analysis
9. Upcoming investigations/activities:
  - a. Preliminary plan submission to Slatington Borough- November 24, 2009 @ 6:30PM
  - b. Environmental investigations
    - i. Field study to identify ACM
    - ii. Coordinate abatement requirements with overall phasing plan
10. Mandate Waiver- Single Prime vs. Multiple Prime contracts (Board approval)
11. New Business





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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – NOVEMBER 30, 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  |            | 11/25/09    |   |
| 3   | <del>Board meeting PlanCon A and B approval (Project Justification and Schematic Design)</del> |            | 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   | <del>Leadership Team Meeting</del>   |            | 11/04/09    | 5:00 p.m. B & G Meeting                       |
| 7   | Leadership Team Meeting  |            | 11/24/09    | 12:00 noon                                    |
| 8   | Lehigh Valley Planning Commission submission   |            | 11/25/09    |   |
| 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  | <del>Harrisburg meeting PlanCon A and B</del>  |            | 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  | 12/09      | 2/10        |   |
| 16  | NPDES and conservation district permit approval  | 11/5/09    | 12/10/09    |   |
| 17  | <del>Review plans with Leadership Team after PDE meeting</del>                                 |            | 11/04/09    | Update after PlanCon B review.                |
| 18  | Preliminary plan meeting with Slatington Borough   |            | 11/24/09    | 6:30 p.m.                                     |
| 19  | NLSD approves geotechnical and environment investigations                                      |            | 11/09       |   |
| 20  | Planning Commission meeting (LVPC)   |            | 12/17/09    |   |
| 21  | Perform Geotechnical study   | 11/09      | 12/09       | Field investigations November 20 and 21, 2009 |
| 22  | Perform Environmental investigations   | 12/09      | 1/10        |   |
| 23  | Phasing plan development   | 11/09      | 1/10        |   |
| 24  | Start construction documents   | 11/09      | 2/10        |   |



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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – NOVEMBER 30, 2009

PREPARED BY D'HUY ENGINEERING, INC.  
(EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

| No. | Event  | Start Date | Finish Date | Comments   |
|-----|--|------------|-------------|--|
| 25  | <b>Document Review – 100% (design development)</b>                         | 10/09      | 12/09       | Footnote 2   |
| 26  | Preliminary code review with Slatington Borough                            |            | 11/09       | Preliminary code analysis<br>KCBA scheduling                                 |
| 27  | Leadership Team Meeting  |            | 12/09/09    | 5:00 p.m. B & G Meeting  |
| 28  | Construction documents preparation   | 12/09      | 4/10        | Final design & bid documents   |
| 29  | Bi-weekly coordination meetings  | 12/09      | 4/10        |  |
| 30  | Review plans with Leadership Team (design development)                     |            | 12/22/09    | 12:00 noon Team Leadership Meeting   |
| 31  | Prepare Act 34 booklet & PlanCon D (Project Accounting Based on Estimates) |            | 12/14/09    | Submit Act 34 draft information to PDE for approval.                         |
| 32  | Establish project costs for Act 34   |            | 11/24/09    | 12:00 noon Team Leadership Meeting   |
| 33  | Team Leadership Meeting  |            | 11/24/09    | 12:00 noon   |
| 34  | <b>PDE approval of Act 34 book</b>   |            | 1/04/10     |  |
| 35  | <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> |
| 36  | Document Review – 40%  |            | 12/09       | Footnote 3   |
| 37  | Leadership Team Meeting  |            | 01/06/10    | 5:00 p.m. B & G Meeting  |
| 38  | Board approves Act 34 Resolution (permission to hold hearing & advertise)  |            | 1/11/10     | Board Approval at regular Board meeting                                      |
| 39  | Advertise Act 34 hearing   |            | 01/13/10    | Must meet January 13, 2010 advertisement                                     |
| 40  | Leadership Team Meeting  |            | 01/20/09    | 12:00 noon   |
| 41  | Act 34 hearing (replaces scheduled Leadership Team Meeting)                |            | 02/03/10    | Special meeting <i>at NLSLD Facility February 3, NLSLD to confirm</i>        |
| 42  | Act 34 hearing waiting period ends   |            | 03/08/10    | 30 days minimum  |
| 43  | Resubmit to LVPC   |            | 2/4/10      |  |
| 44  | DEI to provide division 00 and 01 spec sections                            |            | 2/10        |  |



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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – NOVEMBER 30, 2009  
 PREPARED BY D’HUY ENGINEERING, INC.  
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

| No. | Event  | Start Date | Finish Date | Comments   |
|-----|--|------------|-------------|--|
| 45  | Document Review – 70%  | 2/10       |             | Footnote 4   |
| 46  | Leadership Team Meeting  |            | 02/17/10    | 12:00 noon   |
| 47  | Resubmit to LCCD   |            | 2/25/10     |  |
| 48  | Planning Commission meeting (anticipated preliminary approval)                   |            | 2/25/10     |  |
| 49  | Board approves PlanCon D (Act 34)  |            | 03/08/10    |  |
| 50  | Board approves PlanCon E (Design Development)                                    |            | 03/08/10    |  |
| 51  | Submit final plans to Slatington Borough   |            | 3/10/10     |  |
| 52  | Submit final plans to LVPC   |            | 3/10/10     |  |
| 53  | Harrisburg PlanCon E conference call   |            | 03/15/10    | Week of March 15. NLS D to advise  |
| 54  | Prepare Plancon F (Authorization to Receive Bids)                                |            | 03/22/10    |  |
| 55  | Document review 95%  |            | 3/10        |  |
| 56  | Planning Commission meeting (anticipated final approval)                         |            | 3/25/10     |  |
| 57  | Board approves PlanCon F   |            | 04/12/10    |  |
| 58  | Advertise to Bid   |            | 04/14/10    |  |
| 59  | Submit PlanCon F to Board prior to Board approval (final construction documents) |            | 04/08/10    |  |
| 60  | 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. |
| 61  | Bidding  | 04/15/10   | 05/20/10    |  |
| 62  | PlanCon F review with PDE conference call  |            | 04/26/10    | Week of April 26. NLS D to advise  |
| 63  | Pre-bid Conference   |            | 4/10        | Date and time TBD  |
| 64  | Slatington Borough Council Meeting (anticipated final approval)                  |            | 4/12/10     |  |



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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES – NOVEMBER 30, 2009  
 PREPARED BY D'HUY ENGINEERING, INC.  
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

| No. | Event  | Start Date | Finish Date | Comments   |
|-----|--|------------|-------------|--|
| 65  | Submit final plans to LCCD   |            | 4/16/10     |  |
| 66  | Bid opening  |            | 05/20/10    |  |
| 67  | Anticipated final NCCD E&S and NPDES approval  |            | 5/27/10     |  |
| 68  | Prepare bid recommendation and PlanCon F attachment C  | 05/21/10   | 05/28/10    |  |
| 69  | Review Bids with Board   |            | 5/10        | Special meeting date and time TBD                        |
| 70  | Prepare PlanCon Part G (Project Accounting Based on Bids Received-Eligibility for Reimbursement) |            | 05/21/10    |  |
| 71  | Submit final Mylars to Slatington Borough for recording  |            | 6/3/10      |  |
| 72  | Board approves PlanCon F attachment C & PlanCon G (Construction Contract award)                  |            | 06/14/10    | Board meeting  |
| 73  | Submit PlanCon F attachment C & PlanCon G for PDE approval                                       |            | 06/15/10    |  |
| 74  | Prepare contracts  | 06/15/10   |             |  |
| 75  | Award Contracts  | 06/15/10   | 06/30/10    | Administrative – Procure materials                       |
| 76  | Construction – Commence with construction  | 07/12/10   | 3/12        | Phase timelines to be determined. Assume 20 month period |
| 77  | Project Final Completion   |            | 3/12        |  |



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

DRAFT PROJECT DESIGN APPROVAL/ MILESTONES -- NOVEMBER 30, 2009  
 PREPARED BY D'HUY ENGINEERING, INC.  
 (EXACT DATES TO BE COORDINATED WITH DESIGN TEAM & OWNER)

Shaded dates require board reviews/action

NLSLD Work Sessions – TBD (special meetings may be required)  
 NLSLD 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:

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 inverters. 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.