

Action By	Item No.
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|-------|---|--|
| 9.2.1 | Board approves Act 34 Resolution
(permission to hold hearing and
advertise) | January 11, 2010
7:00 p.m. Board mtg. |
| 9.2.2 | NLSD advertises Act 34 Hearing | January 12, 2010 |
| 9.2.3 | Act 34 Hearing | February 3, 2010
7:00 p.m. special mtg. |
| 9.2.4 | Board approves PlanCon Parts
D and E | March 8, 2010
7:00 p.m. Board mtg. |

DESIGN:

- | | | |
|-------------------------|---|---|
| 9.3 | Gene provided an overview of the mechanical system options (reference evaluation dated November 23, 2009. The geo-thermal heat pump system has the highest first time cost; however, shows an 11 year payback (excluding potential site cost issues associated with the well field and site phasing / staging issues). The NLSD suggested that KCBA/SHA present to the Board on Monday evening, January 11, 2010. The NLSD will provide direction to the design team by Tuesday, January 12, 2010. Note: The current project budget includes a water source heat pump system (utilize cooling tower and boiler in lieu of wells). | |
| KCBA/SHA
DEI | 9.4 | DEI noted that a second meeting is required to discuss the mechanical, electrical and plumbing issues with Greg and his staff. Greg requested that the design team provide dates and times. |
| | 9.5 | KCBA delivered a CD of the outline specification to DEI at the meeting. A hard copy was also delivered to Greg Derr. |
| KCBA | 9.6 | KCBA is requested to schedule follow up programming meetings with the NLSD staff. The purpose of this meeting is to obtain and record the sign off of the heads all major departments. DEI should be included in the meetings. KCBA and DEI to coordinate meeting date and time. The NLSD should plan on 15 minutes maximum per department. |

PLANCON/APPROVAL PROCESS:

- | | | |
|-----------------|-----|---|
| ALL | 9.7 | DEI reminded all attendees that the Act 34 hearing is scheduled for Wednesday, February 3, 2010 at 7:00 p.m. |
| KCBA/BIA | 9.8 | BIA will incorporate land development changes outlined under the LVPC review letter and resubmit by January 14, 2010 for a meeting with the LVPC on January 28, 2010 at 12:00 noon. |
| | 9.9 | KCBA met with the Lehigh Valley Inspection Services for a preliminary building code review (see KCBA meeting memorandum issued under separate correspondence). Major items of discussion included, but were not limited to the following: |



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ALL	9.9.1	Re-building the stringers, treads and risers of the existing inner-communicating stair to provide for code complying stairs and to match the profile of the new stair construction. The NLSD has agreed to forgo a waiver request to maintain the existing stair configuration and to replace with code compliant stairs. This work is planned to minimize liability to the NLSD. KCBA is in the process of evaluating the structural steel floor and stair landing framing in lieu of exterior wall demolition.
	9.9.2	The possible addition of a portion of stabilized fire lane or the addition of a fire hydrant to provide access to the west end of the building. (To be determined.)

SCHEDULE:

KCBA	9.10	The milestone schedule has been modified to reflect the NPDES submission, LD submission and drawing progress submissions to DEI. A copy is attached to the meeting memorandum.
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BUDGET:

DEI	9.11	DEI is in the process of preparing an updated budget based on the December 2009 design development drawings.
	9.12	DEI is scheduled to perform the value analysis session on Monday, January 11, 2010.

INVESTIGATIONS / SITE SURVEYS

JMSI	9.13	JMSI has been contacted and requested to schedule a site visit to commence with document preparation work.
NLSD/DEI	9.14	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. DEI will assist the NLSD in locating the clean-outs the week of January 11, 2010. Roto-Rooter will be re-scheduled following our investigations.
DEI	9.15	Precast and prefabricated modular classroom construction has been investigated by DEI and KCBA. A report and summary of investigations has been provided to the NLSD.
DEI/KCBA	9.16	DEI and KCBA have commenced with preliminary phasing review. DEI is in the process of documenting the 'Draft' phasing plans and will schedule a meeting with the NLSD to review upon completion
DEI/NLSD	9.17	DEI will be meeting with the Slatington Borough Water/Sewer Authority, NLSD and BIA in an effort to identify unidentified or missing utilities currently shown or missing on the civil drawings.



**Action
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No.**

MISCELLANEOUS:

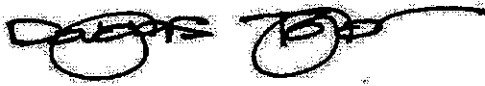
- 9.18 The NLSD Board approved on 12/7/09 the submission of the Mandate Waiver Request to the Pennsylvania Department of Education. DEI submitted the signed form to the PDE on December 8, 2009. Response from the PDE is forthcoming.
- KCBA/DEI** 9.19 KCBA advised, based on review of the existing drawings, that the existing library floor is designed for a maximum floor load of 100 psf. Current codes require a minimum of 150 psf. Three options were provided to the NLSD as outlined in the DEI memorandum dated January 4, 2010 and as presented to the NLSD at the meeting. The NLSD has elected to reinforce only the area of floor currently proposed for new stacks. (Option 3 from memorandum.) This will require temporary science rooms for 1-2 months in September/October 2011. The impact to phasing will be further reviewed by KCBA/DEI.

MEETINGS:

- 9.20 The next Leadership Team meetings are scheduled as follows:
- 9.20.1 NLSD Leadership Team Meeting January 20, 2010 12:00 noon
9.20.2 NLSD Leadership Team Meeting February 17, 2010 12:00 noon

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
Milestone Schedule



JANUARY 6, 2010
DEI PROJ. NO. 29000

NLSD
LEADERSHIP
TEAM MTG.

SIGN-IN

NAME

REPRESENTING

DOUG TAYLOR

DHUNJENS, INC.

MIKE KELLY

KCBA ARCHITECTS

JACK FOLLWEILER

School Board

Dan Dangler

School Board

Jeremy Melber

CFO

Edward R. Hartman

School Board

Greg Dett

NLSD

M.W. Michaels

NLSD

Jeff Bachman

NLSD (technology)

Karen Nicholas

NLSD

Dome Kulp

School Board

LINDA MARCINKIN

SE

Michele Dotta

SE

Sue Mengel

SE

JOHN HAREK

NLSD (TECHNOLOGY)



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

PROJECT DESIGN APPROVAL/ MILESTONES – UPDATED JANUARY 6, 2010
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	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	Lehigh Valley Planning Commission submission		11/25/09	
9	Water & Sewer Authority approvals		12/09	If required (BIA to advise)
10	Sewer module approval		12/09	If required (BIA to advise)
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	12/09	2/10	
16	NPDES and LCCD permit approval	12/30/09	3/10	BIA first submission
17	Review plans with Leadership Team after PDE meeting		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	



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No.	Event	Start Date	Finish Date	Comments
25	<i>Document Review – 100% (design development)</i>	10/09	1/10	Footnote 2
26	Preliminary code review with Slatington Borough		11/09	Preliminary code analysis 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	PDE approval of Act 34 book		1/04/10	
35	Review update and design with Board at Work Session – Act 34 book		12/09/09	Review Act 34 Resolution at Work Session. 5:00 p.m. B & G Meeting
36	Document Review – 40%		2/1/10	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	NPDES and LCCD administration completeness		1/30/10	
42	Act 34 hearing (replaces scheduled Leadership Team Meeting)		02/03/10	Special meeting at NLSD Facility February 3, 2010 7:00 p.m.
43	Act 34 hearing waiting period ends		03/08/10	30 days minimum
44	Resubmit to LVPC (land development)		1/14/10	
45	DEI to provide division 00 and 01 spec sections		3/10	



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No.	Event	Start Date	Finish Date	Comments
46	Document Review – 70%		3/1/10	Footnote 4
47	Leadership Team Meeting		02/17/10	12:00 noon
48	NPDES and LCCD technical review	2/28/10	4/15/10	
49	Planning Commission meeting (anticipated preliminary approval)		1/28/10	
50	Board approves PlanCon D (Act 34)		03/08/10	
51	Board approves PlanCon E (Design Development)		03/08/10	
52	Submit final plans to Slatington Borough		3/10/10	
53	Submit final plans to LVPC (land development)		2/10	
54	Harrisburg PlanCon E conference call		03/15/10	Week of March 15. NLSD to advise
55	Prepare Plancon F (Authorization to Receive Bids)		03/22/10	
56	Document review 95%		3/29/10	
57	Planning Commission meeting (anticipated final approval)		2/10	
58	Board approves PlanCon F		04/12/10	
59	Advertise to Bid		04/14/10	
60	Submit PlanCon F to Board prior to Board approval (final construction documents)		04/08/10	
61	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.
62	Third party electrical inspection	4/8/10	5/7/10	
63	Bidding	04/15/10	05/27/10	
64	PlanCon F review with PDE conference call		04/26/10	Week of April 26. NLSD to advise
65	Pre-bid Conference		4/10	Date and time TBD
66	Slatington Borough Council Meeting (anticipated final approval)		4/12/10	



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



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Shaded dates require board reviews/action

NLSD Work Sessions – **TBD** (special meetings may be required)
 NLSD 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) – 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.