

**MEETING MINUTES**  
**NORTHERN LEHIGH SCHOOL DISTRICT**  
**SLATINGTON ELEMENTARY SCHOOL**  
**ADDITIONS AND RENOVATIONS**  
**DESIGN TEAM MEETING NO. 14**  
**MAY 5, 2010**  
**DEI PROJECT NO. 29000**

**ATTENDEES:**

**REPRESENTING:**

**E-MAIL:**

Greg Derr	Northern Lehigh School District (NLSD)	gderr@nlsd.org
Jeremy Melber	Northern Lehigh School District (NLSD)	
Linda Marcincin	Northern Lehigh School District (NLSD)	
Jack Follweiler	Northern Lehigh School District (NLSD)	
Donald Dengler	Northern Lehigh School District (NLSD)	
Ed Hartman	Northern Lehigh School District (NLSD)	
Donna Kulp	Northern Lehigh School District (NLSD)	
Jeff Bachman	Northern Lehigh School District (NLSD)	
Sue Bahnick	Northern Lehigh School District (NLSD)	
Gary Fedorcha	Northern Lehigh School District (NLSD)	
Sue Migel	Northern Lehigh School District (NLSD)	
Michele Dotta	Northern Lehigh School District (NLSD)	
Sherri Mditoris	Northern Lehigh School District (NLSD)	
Lori Middaugh	Northern Lehigh School District (NLSD)	
Thomas Martin	Northern Lehigh School District (NLSD)	
Jay Clough	KCBA Architects (KCBA)	jay.clough@kcba-architects.com
Doug Taylor	D'Huy Engineering, Inc. (DEI)	dst@dhuy.com

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

**PURPOSE:**

The purpose of the meeting was to conduct the final Leadership Team Meeting to further review the status of the PlanCon process and upcoming bid schedule. A copy of the meeting agenda is attached to the meeting memorandum.

**INTRODUCTIONS:**

<b>Action By</b>	<b>Item No.</b>	
	14.1	No new Design Team members were in attendance.

**DISCUSSIONS:**

14.2	The Leadership Team was advised of key approvals and Board action necessary to advance the schedule, specifically the PlanCon process and other agency
------	--



**Action  
By**      **Item  
No.**

approvals. The key design milestone approvals in the upcoming month(s) are as follows:

14.2.1 Board approves PlanCon Part F (construction documents)      May 10, 2010  
7:00 p.m. Board mtg.

**DESIGN / ACTION ITEMS:**

14.3 The following action items were discussed / reviewed for the NLSD Leadership Team direction / approval:

**SHA/DEI/  
BIA**

14.3.1 Existing fiber optic line – The existing buried fiber optic line located at the north side of the site will require relocation for Phase 1 site work. The NLSD IT Department has been in contact with their vendor to further review. The NLSD questioned if the fiber can be pulled through the existing boxes located to the south of the modulars. SHA confirmed that the line can pass beneath the proposed mechanical corral. NLSD will relocate prior to July 15, 2010. DEI, BIA and SHA will assist the NLSD with this work. Note: SHA should also confirm location of existing Verizon telephone system.

14.4 No further design/action items were discussed.

**PLANCON/APPROVAL PROCESS:**

14.5 The next PlanCon approval action required by the NLSD is scheduled for Monday, May 10, 2010 at which time Part F (construction documents) is scheduled to be approved by the Board.

14.6 The next PlanCon action required is as follows:

14.6.1 PlanCon Part G – Accounting Based on Bids – Eligibility for reimbursement (to be approved when the bids are approved by the Board).

14.6.2 PlanCon Part H – Financing (approval required prior to project temporary reimbursement).

14.6.3 PlanCon Part I – Interim Reporting (only applies to projects that exceed 3% of construction costs or \$300,000 in change orders).

14.6.4 PlanCon Part J – Project Accounting Final Cost (permanent reimbursement).

**SCHEDULE:**

14.7 DEI issued an updated milestone schedule in April 2010. No questions were raised relative to the schedule.

**KCBA**

14.8 An abbreviated ‘approval’ milestone schedule is provided as follows. (Note: The NPDES/LCCD approval is the key critical path item that could impact the



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

bid schedule. DEI suggested the bid date remain as planned with the potential for extension of the bid period if necessary.) KCBA and their civil engineer are requested to review and advise of any comments.

<b>CRITICAL PATH LAND DEVELOPMENT MILESTONES</b>				
<b>No.</b>	<b>Event</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Comments</b>
1	Preliminary LD approval- LVPC	-----	28JAN10A	
2	LCCD (NPDES) Administrative Completeness		03FEB10A	
3	LCCD (NPDES) First comment letter		24MAR10A	Originally due 16MAR10
4	LVPC Final Approval	12APR10	29APR10A	*NLSD return to LVPC letter by 7MAY10
5	LCCD (NPDES) Resubmission	16APR10	28MAY10	
6	Bidding	11MAY10	09JUN10	<b>Possible bid extension if approvals are not in place</b>
7	NPDES/LVPC Final Approval	NOV09	JUN10	
8	Commence with Construction	12JUL10	30APR12	21 Months

**A = Actual Date**

**BUDGET:**

- 14.9 DEI prepared an update of the 90% construction document budget dated April 20, 2010. Project costs have increased during the construction document phase. The current estimated project cost is approximately 2.5% above the Owner-defined budget including value analysis and deduct alternates. A summary of the project cost including value engineering alternatives and bid alternates is as follows:

<b>Construction Budget Summary of Project Costs</b>		
A	Building Construction Multiple Prime Contracts includes value engineering items approved by the NLSD	\$16,514,405
B	Site Construction	\$ 950,000
	<b>Total Building and Site Construction Cost</b>	<b>\$17,464,405</b>
C	Project Soft Costs (Includes fees and contingencies)	\$ 3,400,870
	<b>Total Building, Site and Soft Costs</b>	<b>\$20,865,275</b>
D	Select Alternate Bid Items (DEDUCT) for NLSD consideration (see final bid form for complete list of alternates)	
	Alternate window sill material	<\$ 19,360>
	Alternate classroom configuration	<\$ 243,768>
	Alternate mechanical manufacturers	<\$ 20,000>
	Alternate flexible duct connections	<\$ 14,728>



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

	Alternate sprinkler connections	<\$ 5,336>
	<b>Total Deduct Alternates</b>	<b>&lt;\$ 303,192&gt;</b>
	Total Project Cost including alternate classroom configuration and other select deduct alternates	<b>\$20,562,083</b>

- 14.10 KCBA and DEI met with the NLS D food service (Sue) and Glen B. Bush (GBB) to further review the kitchen equipment budget. (GBB equipment estimate exceeds the fund allocated for the project.) A kitchen equipment alternate will be included in the event cost control measures need to be considered.

### INVESTIGATIONS / SITE SURVEYS

**JMSI**            14.11 DEI met with JMSI and NLS D to coordinate the environmental remediation with the building phasing plans. JMSI is scheduled to bid the project concurrently with KCBA's bid schedule.

**DEI**            14.12 DEI and representatives from Garland Industries performed a second review of the existing roofing system based on the nuclear scan report. Items discussed included, but were not limited to the following:

14.12.1 Several roof cores were taken. The existing lightweight insulated concrete roof system (LWIC) was found to be structurally sound at some areas while deteriorated and saturated at others. Based on our findings, a nuclear scan should be performed at all existing roof areas.

14.12.2 A nuclear scan was performed which indicated large areas of moist LWIC.

14.12.3 Upon further analysis of the nuclear scanning and determination of the extent of wet insulation, efforts should be made to review the condition of the metal roof deck at areas of wet insulation.

14.12.4 On April 29, 2010 physical investigations at four roof areas were performed. At each of the four locations (area deemed most wet, driest and mid moisture reading). A 12"x12" section of roof system was removed at each of the four areas. The samples revealed delaminating roof systems at all locations.

14.12.5 In addition to the above, fastener pull tests were performed at each 12"x12" section to determine if the LWIC has the structural integrity to hold fasteners. The testing revealed that the LWIC can hold Twin-Loc fasteners. In the event areas of LWIC are not suitable to receive fasteners, the deck was tested to confirm it can hold threaded fasteners thru the LWIC and into the metal deck

14.12.5 The investigations and testing revealed that the roof should be considered for replacement. DEI will assist KCBA in preparing a draft roof design and specification for KCBA use in issuing via addenda.



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

**MISCELLANEOUS:**

- KCBA**            14.13    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. PDE responded and has requested that KCBA provide a letter outlining the estimated savings and work planned by contractors outside of the application (i.e. environmental contractor, construction testing, testing, adjusting and balancing, etc.). KCBA provided the requested information to PDE. On March 3, 2010 PDE requested additional clarification, PDE decision is forthcoming. KCBA noted that a response has not been received but is due by the end of May 2010. The bid form has been prepared with an alternate for single prime bid which can be evaluated in June pending PDE approves the waiver. KCBA is requested to review and advise.
- KCBA**            14.14    DEI performed *In Situ* probes (moisture testing) in compliance with ASTM F2170-02 for the existing concrete slab on grade at the Gymnasium. The results revealed relative humidity readings that are in the range of 50% which is generally considered acceptable for most floor installations. The information was forwarded to KCBA for coordination of the specified floor systems.
- 14.15    SHA is in receipt of the flow test results which reveal that sufficient flow exists at the street to serve the new fire protection system. SHA requested written confirmation of the flow results but have not received to date. A fire pump is included in the project costs in the event that a letter is not received from the Slatington Sewer Authority.
- NLSD**            14.16    DEI forwarded the General Conditions and related front-end documents to the NLSD and Steckel and Stopp for review and comment. Any comments received will need to be issued via addenda.
- KCBA**            14.17    KCBA is requested to contact the LVIS to inquire of building permit costs and schedule for permit issuance. *Post Meeting Note: KCBA contacted LVIS and was informed that the permit cost will be \$27,000± which will be determined at the time of drawing review. KCBA will submit drawings by Thursday, May 13, 2010 for LVIS review. KCBA was informed that the LVIS will expedite the review so that any comments that impact scope of schedule can be addressed via addenda during bidding.*
- 14.18    The NLSD has advertised the project a copy of the GC, MC, EC, PC advertisement is attached to the memorandum.
- KCBA**            14.19    The NLSD provided a list of items to be salvaged during construction (attached to memorandum) as per KCBA's request. DEI suggests that the specification language include NLSD right to identify and salvage additional items during construction.
- DEI/BIA**        14.20    DEI and BIA will meet on site with NLSD to assist in identifying the new



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

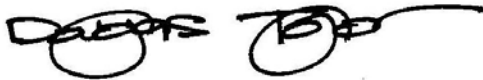
**NLSD**                            underground location for the fiber optic line so that the NLSD can relocate prior to July 15, 2010. *Post Meeting Note: The meeting is scheduled for Wednesday, May 12, 2010 at 1:00 p.m.*

**MEETINGS:**

- DEI/NLSD**    14.21    DEI/NLSD will plan a meeting with the neighbors prior to construction to discuss the project and the NLSD efforts to minimize impact to the neighbors.
- 14.22    The mandatory pre-bid meeting is scheduled for Wednesday, June 19, 2010 at 3:30 p.m.
- 14.23    *Post Meeting Note: A meeting with PDE has been scheduled for Thursday, May 27, 2010 to review PlanCon Part F. The time is TBD. JMSI and NLSD will meet at the office of DEI to join the conference call with KCBA/PDE (Jim Vogel).*

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  
Mike Kelly / KCBA  
Gene Hoffman / SHA

**ATTACHMENTS:**

Meeting Sign-in Sheet  
Meeting Agenda  
List of items to be salvaged  
Advertisement to Bid



NLSD  
SLATINGTON ES

DEI Proj NO 29000

SIGN-IN  
5 MAY 10

LEADERSHIP TEAM MTG.

NAME

REPRESENTING

✓ DOUG TAGLER

DHUN ENG. INC.

✓ JAY CLOUGH

KCBA ARCHITECTS

✓ Jeremy Melber

NLSD

✓ JACK Bill Wolfe

School Board

✓ Edward E. Hartman

School Board

✓ Donna Kulp

School Board

✓ Donald H. Longtin

School Board

✓ Greg Deen

NLSD

✓ Bill Miguel

SE

Michele Dotta

SE

✓ Sue Bannick

NLSD-FSD

Shari McIntire

NLSD Do

✓ Jeffrey T. Bachman

NLSD-Technology

Lori Middaugh

NLSD-SE

✓ Thomas E. Mertes

NLSD

✓ Linda Newson

NLSD

✓ Gary Pagan

NLSD Board



9. Approvals/Bidding Schedule:

CRITICAL PATH LAND DEVELOPMENT MILESTONES				
No.	Event	Start Date	Finish Date	Comments
1	Preliminary LD approval- LVPC	-----	28JAN10A	
2	LCCD (NPDES) Administrative Completeness	-----	03FEB10A	
3	LCCD (NPDES) First comment letter	-----	24MAR10A	Due 16MAR10
4	LVPC Final Approval	-----	29APR10A	*NLSD return of LVPC letter by 7MAY10
5	LCCD (NPDES) Resubmission	16APR10	28MAY10	NPDES response due
6	Bidding	11MAY10	09JUN10	Possible bid extension if approvals are not in place
7	NPDES/LVPC Final Approval	NOV09	JUN10	
8	Commence with Construction	12JUL10	30APR12	21 Months

A= Actual date

10. New items/Other:

- a. Leadership position relative to DEI/KCBA presentation of project to neighbors
- b. NLSD questions/comments

**Thank you!**



## Doug S. Taylor

---

**From:** Greg Derr [GDerr@nlsd.org]  
**Sent:** Tuesday, May 04, 2010 12:03 PM  
**To:** eric.gianelle@kcba-architects.com; mikekelly@kcba-architects.com  
**Cc:** Doug S. Taylor  
**Subject:** stuff to save

All plaques  
Bell in the lobby  
Corner stone in the lobby  
all pictures  
Are the built in benches staying in the lobby area??  
All white boards  
Worm bin in the courtyard  
Weather station in the library  
Trophy cases  
The tree in the front of the building is a memorial. South west corner of building

Greg Derr-Director of Support Services  
Northern Lehigh School District  
1201 Shadow Oaks Lane  
Slatington, PA 18080-1299  
Office 610-767-9807  
Fax 610-767-9809

\*\*\*\*\*  
CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and contains confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email or at the telephone numbers below and destroy all copies of the original message.

Northern Lehigh School District  
1201 Shadow Oaks Lane  
Slatington, PA 18080  
610-767-9800  
www.nlsd.org

# Pennsylvania Public Notices

Powered by [MyPublicNotices.com](http://MyPublicNotices.com)

[Home](#)

Thursday, April 29, 2010

## PUBLIC NOTICE INVITATION TO BIDDERS THE NORTHERN LEHIGH

### PUBLIC NOTICE INVITATION TO BIDDERS

The Northern Lehigh School District will receive sealed bids for Additions and Renovations to the Slatington Elementary School. Work will be bid as the following Prime Contracts:

- Contract No. 1 - General Construction
- Contract No. 2 - Plumbing Construction including Fire Protection
- Contract No. 3 - HVAC Construction
- Contract No. 4 - Electrical Construction
- Contract No. 5 - Asbestos Abatement (by Owner)

Alternate Bid for Contracts as follows:

- Contract No. 1 - Single Prime General Construction (includes MEP)
- Contract No. 2 - Asbestos Abatement (by Owner)

Bids for all contracts are due at the office of Jeremy Melber, Business Administrator, Northern Lehigh School District, 1201 Shadow Oaks Lane, Slatington, PA 18080, no later than 3:30 p.m. prevailing time on Wednesday, June 9, 2010 at which time bids will be publicly opened and read.

A Mandatory Pre-Bid Conference will be conducted on Wednesday, May 19, 2010 for all contracts at 3:30 p.m. at the Slatington Elementary School.

Electronic Contract Documents: Prospective Prime Bidders may obtain one (1) set of Contract Documents only in electronic format (PDF) for the described project upon request to KCBA Architects, Inc. for a non-refundable cost of Seventy Five dollars (\$75.00). Make checks payable to KCBA Architects, Inc. A separate check payable to KCBA Architects, Inc. in the amount of \$25.00 will be required for shipping. Bidders may place orders beginning May 7, 2010 and documents will be available Tuesday, May 22, 2010.

Bid documents will also be available for review at the following locations:

- McGraw-Hill Construction Dodge, 725 Chestnut St., Philadelphia, PA 19106, 215-592-0178
- Mid-Atlantic Builders Exchange, 2501 N. Front St., Harrisburg, PA 17110, 717-234-3255
- Reading Builders Exchange, 222 N. Kenhorst Blvd., Reading, PA 19607, 610-775-1421
- Reed Construction Data, 30 Technology Parkway South, Suite 500, Norcross, GA 30092, 800-901-8687

PROPOSAL SECURITY shall accompany each proposal submitted in an amount equal to 10% of the total amount of the proposal, Base Bid and all possible add alternates.

"Performance Bond and Payment Bond" required by the Contract Documents. Each bond shall be in a sum equal to 100% of the Contract Price, and shall be executed by a surety company satisfactory to the Owner and qualified to do business in Pennsylvania.

This Project is subject to the provisions of the Commonwealth of Pennsylvania Prevailing Wage Act.

BY ORDER OF THE BOARD OF EDUCATION  
Jeremy Melber, Business Administrator

Appeared in: **Times News** on Thursday, 04/29/2010



[Printer-friendly version](#)



[E-mail to a friend](#)

[Home](#) | [Privacy Policy](#) | [Terms of Use](#) | [About Us](#) | [Contact Us](#)

© Copyright 2001-2010 Legacy.com All Rights Reserved