

## RHINEBECK CENTRAL SCHOOL DISTRICT/FACILITIES COMMITTEE

### Minutes of Meeting of January 17, 2017

Present: Mark Fleischhauer (by phone), Deirdre d'Albertis, Lisa Rosenthal, Joe Phelan, Tom Burnell, Sheldon Tieder. Invited Guests: Garrett Hamlin, Kristen Bouffard and Rich Michael (Tetra Tech), and Lou Rodriguez (Palumbo Group).

Agenda: Discussion of action plan for moving forward with capital project.

Now that the capital project referendum has been approved, it is time to take stock and determine how to move forward. Garrett Hamlin, the lead architect, led the discussion about the contours of an action plan for the project. The Committee was presented with several documents, including a comprehensive agenda containing information for the next steps in the process (a copy is attached).

It was decided that Joe, Tom and Sheldon will be the principal points of contact for the architects' and the construction manager's communications with the district; the Committee members will not be included in the emails among these participants, but will be kept informed at Committee meetings (Garrett suggested that Kristen and Rich (the Tetra Tech project manager), and Lou, attend the next 2-3 Committee meetings to update the Committee on progress), or more frequently as necessary. In addition, it was suggested that Ed Davenport and Larry Anthony be included to the extent necessary to encompass design work for the physics classroom and the kitchens. Sheldon will work with Steve Jensen (the district's Director of Technology) to assist in the design of the new phone system.

The participants spent time reviewing the revised scope of work, which now reflects greater detail consistent with an approved referendum (a copy is attached). Garrett stated that he would like to have his team and Lou start meeting with Sheldon as soon as possible. Site visits are also to begin very shortly.

The work will be done subject to the NYS open bidding process, as well as the Wicks Law. The Wicks Law requires that a school construction project hire a general contractor, a prime plumbing contractor, a prime electrical contractor, and a prime mechanical contractor. Other prime contractors may be hired, or the prime contractors may retain subcontractors to do work on the project. Tetra Tech and Palumbo will assist the district in the bidding process. Tetra Tech will work with Tom and Sheldon to identify whether there is any standard hardware that the district wants or needs to be used, which will assist in selection of contractors (since some contractors only use certain hardware).

Although construction is not expected to begin until the summer of 2018, budgeting will begin much sooner. Garrett stated that the district should set aside 10% of the construction cost as a construction contingency, and another 5% as a design contingency (these amounts are already figured into the total project budget). Once the plans have been approved by SED, the job has been bid out and materials are purchased, if there is unspent money in these two contingency budget lines, it can be added back into the overall construction budget and used for additional work (as long as that work falls within the description of work that SED approves).

Tom will need cash flow projections so that he can work with bond counsel on borrowing the appropriate amounts and issuing bonds at the most optimal times. Tom will provide his anticipated dates to Lou, who will put those projections together (they will be reviewed by Tetra Tech) and send them to Tom.

Tetra Tech expects to have the construction documents ready to be submitted to SED in approximately six months, around July 2017. Garrett described the length of SED review of the plans as “anybody’s guess”. However, SED has informed Tom and Tetra Tech that they are on the verge of instituting a new review process that would allow applicants to submit their plans to a third-party reviewer rather than the SED staff, with the expectation that the third-party review would be quicker. This would cost an additional fee, but might be worth it to keep to (or even speed up) the district’s schedule. Tom reported that he had been told recently by the point person at SED that they are aiming for a 4-8 week period for SED review; if this pans out, some elements of the project that are currently expected not to begin until the summer of 2019 (such as curtain wall repair at CLS) might begin sooner.

Assuming that work actually begins in the summer of 2018, Lou suggested that that summer would likely be devoted to hazardous materials remediation and site work (including work on the athletic fields). Garrett warned the Committee that once the work commences, it will be disruptive (though the intent is to do the most disruptive parts when school is not in session). It is important to start preparing the users of the affected buildings far in advance. Joe will discuss this with the building administrators. It was also suggested that the Communications Committee ought to be tapped for assistance in putting out the appropriate messages to the public (including staff, students and parents).

There are a number of consultants that will have to be hired to assist in the design and construction process. Some of these will be hired and paid directly by the district (surveyor, geotechnical testing, environmental survey and design, moisture testing, roof scans, and construction phase testing), while others will be hired by Tetra Tech and paid out of its fees and disbursements (hardware and kitchen design). Tetra Tech will assist the district by preparing RFPs for the contractors the district will hire and running the selection process (with appropriate participation by district staff). Garrett asked that the district identify contractors the district to be considered either positively or negatively so that those recommendations can be taken into account during the process.

**Next Meeting: February 21, 2017 at 1 P.M.**

Dated: January 18, 2017

Respectfully submitted,

Lisa Rosenthal