



December 29, 2010

Keystone Local School District (Lorain)  
ELPP Process Kick-Off Meeting

Date: December 21, 2010

Time: 1:00 p.m.

Location: OSFC – Macedonia Office

Attendees:

<u>Jay Arbaugh</u>	Keystone Local School District
<u>Michael Smith</u>	Keystone Local School District
<u>Steve Roka</u>	Ohio School Facilities Commission
<u>Bill Prenosil</u>	Ohio School Facilities Commission
<u>Brandi Fry</u>	FMD Architects
<u>Mark Moore</u>	FMD Architects
<u>Michael DiMaio</u>	FMD Architects
<u>Melanie Friedman</u>	FMD Architects
<u>David Leach</u>	The Cornice Company
<u>Bonnie Smith</u>	Hammond Construction / Smith Architects
<u>Jeff Tuckerman</u>	Hammond Construction
<u>Vince Hartzler</u>	Hammond Construction

*Purpose:*

001.01	The purpose of the meeting was to review the roles and responsibilities of all the team members (District, OSFC, Architect, Construction Manager, and Regional Planning Consultant) of the Keystone Local School District's next ELPP project. It is important to understand the responsibilities to assure that the District receives the proper credit for the co-fundable expenditures at the New Middle School project.
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*Design Review / Discreet Portion for ELPP:*

001.02	<p>The Complete Master Plan is:</p> <ul style="list-style-type: none"> <li>• Build one (1) New Elementary/Middle School to house grades K-8 <ul style="list-style-type: none"> <li>○ K-5: 637 students x 113.00 s.f./student = 71,981 s.f.</li> <li>○ 6-8: 370 students x 147.60 s.f./student = <u>54,612</u> s.f.</li> </ul> </li> </ul> <p style="text-align: right;">126,593 s.f. total</p> <ul style="list-style-type: none"> <li>• Allowance to abate and demolish current Keystone Elementary and Middle School</li> </ul> <p>The Complete Master Plan budget per 2010 cost set and FY2011 Enrollment Projections is \$26,468,031.14</p> <p>- An excess space waiver for Keystone High School is required as part of the Complete Master Plan. Steve R. to continue the OSFC waiver process.</p>
001.03	The Discrete portion of the Complete Master Plan will be the construction of the 6-8 portion of the complete K-8 facility. A Program of Requirements will be used to finalize the square footage required for the Discrete portion to assure that the common spaces constructed as part of the Discrete portion are large enough to support the future addition of the K-5 portion of the facility. The project budget will be based on the square footage developed by the POR.
001.04	An amendment will be added to the existing ELPP agreement between KLSD and the OSFC to memorialize the new Middle School ELPP project. This amendment should be completed prior to the finalization of the POR submission.

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001.05	<p>Design Reviews:</p> <ul style="list-style-type: none"> <li>• OSFC Minimum Phase Submission Requirements</li> <li>• OSFC Phase Submission Form Requirements <ul style="list-style-type: none"> <li>○ POR – (program of requirements)*</li> <li>○ SD – (schematic design)*</li> <li>○ DD – (design development)*</li> <li>○ CD – (construction documents)*</li> </ul> </li> </ul> <p>*if phase submissions are combined (i.e.; por and sd) the minimum phase submission requirements must still be provided for each respective phase</p> <p>Individual sections of the phased submissions may be submitted to Hammond Construction separately as they are completed by the Design Team or Construction Manager. HC will assemble and bind the sections into complete phase submission booklets for approval by the OSFC and the District (Board action is required to approve the submissions).</p>
001.06	<p>Drawing Requirements:</p> <p>Design Team or CM submits 2 complete sets of drawings @ SD, 2 complete sets of drawings and outline specifications @ DD and 2 complete sets of drawings and specifications @ CD to Hammond Construction. HC will retain one set for their records and forward one set to the OSFC for their records.</p>
001.07	<p>The additional square foot allowance developed by the POR for vertical circulation in multi-story buildings can only be used for vertical circulation. Remaining square footage from the allowance may not be used for other spaces.</p>
001.08	<p>The drawings should include the actual square footage for each room or space.</p>
001.09	<p>FMD Architects are in the process of selecting consulting engineers for the design process of the New Middle School.</p>
<i>Financial Reviews / Credit Calculation:</i>	
001.10	<p>Financial Reviews/Credit Calculation:</p> <ul style="list-style-type: none"> <li>• Quarterly Meetings (during construction) <ul style="list-style-type: none"> <li>○ Quarterly Report <ul style="list-style-type: none"> <li>▪ Contracts (a/e, cm, trade contracts, site survey, traffic study, etc.)</li> <li>▪ payments to date (all)</li> <li>▪ bid tabs</li> <li>▪ change orders to date and pending</li> <li>▪ po's</li> <li>▪ FinDet report (monthly)</li> </ul> </li> </ul> </li> <li>• Final credit calculation @ closeout <ul style="list-style-type: none"> <li>○ Draft - within 6 months of project closeout</li> <li>○ Final – 1-6 months prior to CFAP</li> </ul> </li> </ul>
<i>ELPP to CFAP Transition:</i>	
001.11	<p>It is unlikely that Keystone will receive a CFAP funding offer in 2011.</p>
001.12	<p>The OSFC will select the Construction Manager for any Keystone CFAP projects. Cornice is eligible for selection for the CFAP project, but the final decision regarding the CM contract rests with the OSFC.</p>
001.13	<p>At the point at which KLSLD is transitioned to CFAP, a new Enrollment Projection will be completed and a new Final Master Plan will be developed based on the new Enrollment Projections and updated Cost Set and Bracketing. This will finalize the size and budget for the K-5 segment of the K-8 facility.</p>
<i>Timeline / Schedule:</i>	
001.14	<p>A commissioning agent will need to be selected soon as they are part of the POR submission process. Steve R. to forward a list of OSFC approved commissioning agents to Jay A. for his use in the commissioning agent selection process.</p>
001.15	<p>Hammond Construction will be allotted four weeks for OSDM compliance review of phased submissions.</p>



<i>Discussion:</i>	
001.16	The OSFC policy on bid alternates is that up to 25% of bid savings may be used for add alternates.
001.17	The District would like some systems in the new facility to be the same manufacturer of those in the recently built Keystone High School. Ohio law requires that at least three material suppliers be specified for publicly bid projects; however the District will may seek a variance for sole-source materials for the new facility. It is likely that a variance will be granted to sole-source life safety items.
001.18	The District, Design Team, and CM are responsible for assuring the project remains on budget. This may require value-engineering to keep the project within budget. Any project costs above the OSFC project budget will be a LFI.

CC: Attendees

The items listed above represent the writer's interpretation of the discussions, actions, and/or results, which occurred at this meeting. Any changes, discrepancies, additions, and/or clarifications should be addressed at the next meeting and will be incorporated into permanent record at that time.

Meeting Minutes prepared by: Hammond Construction  
Next Meeting: To be scheduled