



Glen Ellyn School District 41: Ignite Passion. Inspire Excellence. Imagine Possibilities.

**MINUTES  
BOARD OF EDUCATION  
FINANCE AND FACILITIES COMMITTEE MEETING**

**APRIL 13, 2015  
6:00 p.m.  
HADLEY JUNIOR HIGH SCHOOL LMC  
240 HAWTHORNE BOULEVARD  
GLEN ELLYN, IL 60137**

The meeting was called to order at 6:05 p.m.

**Present:** Committee members Joe Bochenski, Drew Ellis and Patrick Escalante, Superintendent Dr. Paul Gordon, Assistant Superintendents Bob Ciserella and Karen Carlson, Chief Communication Officer Erika Krehbiel and Recording Secretary Carolyn Gust.

**Review and approval of minutes from the March 9 and March 23, 2015, meetings**  
The minutes were reviewed and approved and will be posted to the district website.

**2015 Summer Capital Projects**

The capital projects timeline incorporates the needs of each building including, but not limited to, roofing and parking lot assessments, painting and age and obsolescence schedules, heating, air conditioning and vehicle replacement. As the district begins planning for next fiscal year, all outstanding projects, including those recommended in the Site Committee reports, are reviewed and prioritized and may or may not be recommended for completion. In the event a particular project is not recommended for completion, it is then moved back to the master timeline for review in future years.

This year's project recommendations will total approximately \$482,339 and involve the following projects:

- **Replacement of Alerton's BACTalk System:** This system allows for control of the district's central air handling system. Alerton is single source proprietary equipment. The current system was installed in 1997. The existing system is breaking down and replacement parts are difficult to obtain. The proposed devices are fully programmable and allow for on- and off-site management of the district's heating and air conditioning system. The cost of the initial replacement is approximately \$149,800 which is included in the 2015-2016 tentative budget. The second half of the project will be completed during the summer of 2016 and be included in the 2016-2017 budget. Per committee request, Mr. Ciserella agreed to contact the vendor and obtain a contract for both phases of the project so as to protect the district from any price increases.
- **Lincoln LMC Renovation:** Work to be completed will include removal of the existing computer lab, updates to wall furnishings, carpeting, furniture and installation of cubbies for student coats/jackets and shoes. FGM Architects worked in conjunction with staff to create the plan. The job will be completed this summer. The district will utilize the services of FQC for demolition and reconstruction. FQC will seek three competitive quotes for each of the contractor trades necessary to complete the

project. Sub-contractor contracts will be held by the district. Costs for the project are estimated at \$150,000 for demolition and construction. The design will have a look similar to the renovated LMC at Hadley. Estimated cost of furniture replacement is not to exceed \$55,000. Estimated cost to existing coat hooks with new cubbies is approximately \$30,000. Please see sketch attached.

- **Hadley Gym Floors:** Complete stripping, refinishing and painting of the Hadley gym floors. The project has been bid with four contractors returning qualified bid packets. The low bidder was Haldeman-Homme in the amount of \$28,905.
- **Replacement of Overhead Sound Systems at Forest Glen, Churchill and Ben Franklin:** The current systems were installed in 1997 and the buildings are experiencing outages and difficulties finding replacement parts. A system outage is a security issue as building staff has no way to communicate simultaneously with the entire building in the event of an emergency. The systems are the Rowland TCICS Intercon Front End Equipment Systems with a total cost of replacement is \$68,625.
- **Hadley Carpet Removal and Replacement:** Removal and replacement of carpeting with tile in one of the remaining four classrooms in the lower level of the east wing at Hadley. This is an area that has been prone to flooding over the years and the district has experienced ongoing indoor air quality issues in this area. The cost of the replacement is estimated at \$9,000.

#### **FGM Architects Amendment 35, 38 and 39**

FGM Architects has been the architect of record for School District 41 since 2005. During this time they have performed a number projects including: 10-year Life Safety Study; project planning for all summer capital projects; Hadley Special Education addition; Phase I of the Master Facility Study and the 2014-15 additions to the district's elementary schools.

Amendments to the Professional Services Agreement are presented for review. These amendments incorporate all of the anticipated work that will be required of FGM Architects during fiscal year 2015-2016. Amendment number, scope of anticipated work and method of costing are:

- **Amendment 35 - 2015-2016 Four Classroom Addition at Churchill School:** Provide architectural and engineering design development document services, construction document services, competitive bidding services and contract administration services for the 2015-2016 four classroom addition at Churchill School. The design services will be based on the approved concept sketch dated January 22, 2015. Compensation for amendment 35 will be invoiced as a stipulated sum fee of \$218,750 which is detailed in the contract document.
- **Amendment 38 – 2016 Mobile Classroom Evaluation at Hadley Junior High School:** Inspect portable classrooms and complete temporary occupancy permits. Amendment 38 services will be billed at a stipulated sum of \$2,500.
- **Amendment 39 – 2016 General Services:** Provide architectural and engineering basic services as requested by the owner. The scope of work has not been established. General services shall be billed on a time and material basis at hourly rates as noted in Exhibit A to the amendment.

FGM Hourly Rate Schedule and Education Client Fee Schedule are attached as exhibits to the amendments. The administration has budgeted \$500,000 for architectural and engineering fees for the 2016 fiscal year.

### **FQC Construction Manager Contract Amendment**

In the fall of 2013, the district hired Frederick Quinn Corporation (FQC) as the construction manager of the elementary school addition projects. The agreement between the district and FQC specified the following services and estimated costs to be rendered by FQC including usual and customary construction coordination and scheduling, review of bid documents, cost estimating and allocation of construction activities among multiple prime contractors.

The standard AIA contract provides for additional services in Section 4 of the agreement. Consistent with Section 4, FQC proposed to amend the agreement for the additional Churchill and the Abraham Lincoln LMC scopes of work at the same rates as provided in the original agreement. These rates are as follows:

- CM Fee – 3.15% of the cost of work
- Insurance – 0.85% of the cost of work
- General Conditions - \$22,250/month with the project schedule to be determined as part of preconstruction services. One project manager on-site.
- Preconstruction – FQC will participate and contribute during the design and bidding process as outlined in paragraph 3.2 of the original agreement. The fixed fee is \$10,000.

### **Furniture Bid Results and Purchase Approval**

The district has an Age and Obsolescence Plan which provides for yearly expenditures to standardize and update classroom equipment. This plan includes an annual review and prioritization of equipment for replacement and assists the district in distributing expenditures on a year-to-year basis for inclusion in the development of the budget.

The 2015-2016 school year will be the fifth and final year of implementation of the 21<sup>st</sup> century classroom concept. This year's acquisition will supplement several classrooms' furnishings to complete the 21<sup>st</sup> century concept in each classroom district-wide, as well as furnish the four new classrooms at Churchill slated for completion in February 2016.

A school furniture bid was published on March 12, 2015, with a due date of March 26, 2015. Six bid packets were released to vendors and two packets were submitted. The bid stipulated that the award could be split by manufacturer.

Bid results were returned with a fully assembled cost of (K-5) \$162,893.58 of which \$129,822.78 is slated for the finalization of the 21<sup>st</sup> century classroom concept and \$33,070.80 to outfit the four new classrooms at Churchill to be completed in February 2016. All furniture expenditures will be included in the proposed 2016 fiscal year budget.

### **2015-2016 Budget Update**

Based on the feedback the administration received from the committee, the administration presented the proposed changes to the format for presentation of building and department budgets. Actual expenditures were added and compared to the 2015-2016 tentative budget, as well the addition of staffing plans by building/department.

**Open Items**

The committee requested the total architectural cost for the Lincoln LMC plan development. The committee requested the approximate cost for board replacement on the Hadley gym floor refinishing project. The committee directed Mr. Ciserella request from FGM Architects a price reduction of their Amendment 35 and to remove the reference to construction management duties in Amendment 35.

**Other**

None

**Adjourn**

The meeting adjourned at 7:22 p.m.

Respectfully Submitted,

Carolyn Gust  
Recording Secretary