

**Building Excellence (BEX) Programs Oversight Committee
Meeting Notes, May 11, 2007
Stanford Center, Room 2772 - 2774, 8:30a - 10:30a**

ATTENDANCE:

Members Present

Freeman Fong
Steve Goldblatt
Mark Melroy
Karin Nyrop
John Palewicz
Ed Peters, Chair
Ed Schwartz
Pete Wall

District Staff

Ron English
Don Gillmore
Eva Graefinghoff
Kathy Johnson
Fred Stephens
Eleanor Trainor
Paul Wozniak

Heery International Staff

Mike Finnegan
Jaclyn Gault
Martha Turnbull

City of Seattle

Laurie Ames

School Board

Michael DeBell

Members Absent

Craig Smith

Visiting Board

Mary Bass
Sally Soriano

MINUTES APPROVAL FOR APRIL 13 MEETING

- o The minutes were approved.

ORIENTATION, CONTINUED, DON

The bid phase discussion from last month was continued. Comments are as follows:

- o Construction documents are submitted to the state at 90% completion. Value engineering is done during the design process; applications for the master use permit and building permit are done at this time.
- o Project managers meet with City managers each month to discuss the progress of each project and focus on an issue. The current issue under review is goal setting.
- o HUBS participation is encouraged. Three HUBS bids were received on the Dearborn Park addition, a \$300,000 project.
- o Interim housing for the school can be a big issue. However, due to the number of vacant buildings this is not a problem at this time.
- o Moves take place during July – September. Demolition begins on July 5 for most projects. On-site inspections include soils, concrete, steel, painting, roofing and water proofing.
- o Payments are usually made within thirty days. Payments have been made on Cleveland within fifteen days.
- o Change orders were discussed. All documents are done electronically and are web based. Project managers meet once a week to review the change orders. Submittals are taking place at a faster rate since paperwork is forwarded electronically.
- o Rules are set down to resolve disputes on the job.
- o Projects require a base schedule and are updated monthly. Substantial completion usually takes place in August/September. The D11 state match form is submitted to the state at this time.
- o The CM service stops at the end of final completion. A final walk-through is done at this time. Warranty work is done in-house and is overseen by Marques Bailey.
- o The commissioning agent is hired early on; his work begins when units are installed. A commissioning plan is developed; building air is flushed out; controls/volumes/sensors are adjusted during commissioning and can take up to one year to complete.
- o Operations Manuals – one remains with the building, one goes to Maintenance and one goes to the department. Plans are being stored on discs.

- Furniture is delivered to a site between July/August and bought in large quantities to keep costs down.
- Complaint forms (AAR – additional action request) are given to the appropriate persons when a building is complete.

Questions/discussion:

- The electronic system used for AAR change orders is SharePoint. It is a simple system and works very well. The system is expandable and information flows easily.
- The advantage of having warranty work done in-house is that there is a lot of coordinating with our maintenance workers. It is easier to have the contractor pay Maintenance to take care of any problems. Currently one person handles all warranty work.

UPDATE ON SELECTION OF BEX III CONSTRUCTION MANAGEMENT CONSULTANT, FRED

- An update on the status of the selection for the BEX III construction management consultant was given.

UPDATE ON A/E SELECTION FOR BEX III, DON

- Nathan Hale – proposals were received from Mahlum and Integrus.
- Sealth/Denny are due today. We are expecting five or six proposals. Bassetti has already submitted.
- Ingraham is due on Monday, May 14. We are expecting between five and six proposals.
- Proposals will go to the Board in June. Schematic work will take place over the summer.
- The interview process was discussed. Short listing takes place first based on proposals, with an in-house interview panel. Final interviews will include someone from the school, Don, Fred, someone from this Committee, and an outside individual.

Questions/Discussion:

- In terms of architect selection, the District tends to work with a core group of architects who have school experience. There has been little success with joint ventures. Out-of-town firms don't want to come this far due to the overhead. There are also processing issues; some minority firms have not been able to compete due to certain processes. Firms choose to specialize and firms without school experience usually don't apply. BTA usually has more choices.
- Firms that do suburban work are having difficulty obtaining work in Seattle. Firms need to be able to work with the City permitting process, traffic/zoning issues, etc. The District is improving our process.
- The architect selection panel takes an objective view of the decision. Each interviewer grades the firms in specific areas, scores are added up, then prioritized, and voted upon. The goal is to pick the architect who will provide the best building for the District. The process is fair, based on how well the presentations are made. It is not based on personal prejudices or politics.
- Facilities has created a small business roster, built with stakeholders and community members. It may be decided to go out of state to expand the pool. There is an education program for HUBS program participants that addresses processes and procedures for applying to and managing a construction contract with the District.

Actions:

- Develop a document that describes to architects how selections are made.
- Prepare a report on how many firms are being used.

PROJECTS UPDATE, DON AND MIKE

- Cleveland: The project is on schedule and on time. Lots of work will take place in July/August. Some trade union agreements are due in June and critical work is being

scheduled for completion before then. Some laborers have settled their contracts (carpenters).

- Dearborn Park: The bid for the kindergarten addition has been received. The low bidder was a HUBS contractor and came in at \$140,000. There is more competition on small projects; larger projects have a limited pool.
- Garfield: Auto shop bids came back at around \$450,000. The Board Operations Committee raised questions regarding academic issues which will be addressed by Shep Siegel, head of Career Services.
- The floor change order went to the Board and was approved. The amount is \$1.2M to repair damage done to the floor during demo work. Half the floor was salvaged. The project is still under \$300/sq. ft.
- South Shore: The project team is working to keep the project within budget. Demo/hazmat package will go out on May 22. The steel bid will go out in September; main bids will go out on January 2, 2008 and are due the beginning of February.
- Inflation estimates on Hamilton and South Shore are now 18%, compared to an initial projection of 14%. There is a contingency to absorb up to 18% over a twelve-month period. If it goes over 18%, reserves will be used.
- Comments:
 - Some firms are too busy to bid on work. A large number of mid-size firms have been absorbed by larger firms.
 - An outside estimator is being used to bring the magnitude of the escalation problem to the Board. Postponing the work is a high-risk approach we can't afford to take.
 - Some projects will be broken up into several pieces to keep costs down and lower permitting time. We can also bid steel ahead and do drawings during construction.
 - It was suggested to work with the City to push projects through at a faster rate.

EXECUTIVE SESSION

- An executive session was held.

NEXT AGENDA, JUNE 8

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