

**Rochester School Board / Rochester City Council**  
Joint Building Committee Minutes  
June 6, 2016  
East Rochester School

**DRAFT**

**Members Present:**

School Board

Paul Lynch  
Mr. Robert Watson

City Council

Mrs. Sandra Keans, Chair  
Mr. James Gray  
Ms. Elaine Lauterborn  
Mr. Raymond Varney

**Also Present:**

Mr. Michael Hopkins  
Mr. Richard Bickford  
Ms. Marilyn Martell  
Mr. Lance Whitehouse  
Ms. Casey Gerkin  
Press

**Members Absent:**

Mrs. Audrey Stevens  
Mr. Ralph Torr

The meeting was called to order at 7:00 p.m. with a quorum present.

**Approval of Minutes**

Ms. Lauterborn moved, second by Mr. Lynch, to approve the minutes of the December 14, 2015 Joint Building Committee meeting as written. The motion carried unanimously.

**Construction Budget Update**

Mr. Hopkins indicated that final furnishings

Mr. Lance Whitehead, Lavallee|Brensinger Architects reviewed the details of the Conceptual Opinion of Probably Costs handout (attached); which shows the total project estimate is \$1.3 million under budget. Mr. Whitehead reviewed Section 4, Construction Costs noting the final work will be completed this month which includes media center shades to control sunlight and the exterior signage that has been ordered and will be installed at the end of the school year. There were several projects that did not require Hutter Construction to use all contingency funds available; to zero out the project funds in the amount of \$499,389 will be returned.

Mr. Hopkins noted that it was determined to wait until school is out to do the exterior painting. There is approximately \$80,000 to be paid to Hutter, which will be held until all work is complete and final requisitions are processed.

**Process to Disband JBC**

Mr. Hopkins has consulted with Atty. Grossman; before the committee can disband the final budget report must be approved and submitted to the School Board and City Council. Upon acceptance of the budget, the City Council would transfer the building to the School Board. Mr. Varney asked if the project budget would be complete by July. Mr. Hopkins indicated that should not be a problem.

**Other**

None.

**Public Comment**

None.

**Adjournment**

Mr. Lynch moved second by Mr. Varney, to adjourn. On a unanimous vote, the Committee adjourned at 7:11p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins  
Board Secretary

**East Rochester School**

**Conceptual Opinion of Probable Cost**

		Notes
<b>1 Upfront Costs, Utility Charges, and Permit Fees</b>		
First Year Bond Payment	\$0	
Insurance Fees	\$0	Jobsite Insurance in CM General Conditions
Bond Council	\$0	Verified w/ School District
Legal Council (construction related contracts)	\$0	Verified w/ School District
Planning Board Fee	\$0	No Local Fees Charged
Site Permitting and Preparation Fees (SWPPP, NOT, NOI)	\$3,500	Under Civil Contract
Construction Permit	\$0	No Local Fees Charged
Power company back charges	\$19,883.33	Verified w/ School District
Fire Alarm and Security System Tie In	\$79.50	Verified w/ School District
Elevator Tie In	\$50.00	Verified w/ School District
<b>Site Data</b>		
Survey, wetlands mapping		Completed under separate contract
Geotechnical investigations		Completed under separate contract
Phase I Environmental Site Assessment		Completed under separate contract
Wetlands Study		Completed under separate contract
<b>Architectural/Engineering Design Fees</b>		
Civil Engineering, Structural Engineering, MEP/FP Engineering, Acoustic, Food Service, Interior Design, and Architectural Fees	\$875,000	\$858,900 paid to date - final invoice to be \$16,100
A/E Reimbursable expenses	\$46,722	\$46,480 paid to date - final invoice to be \$241.15
Security System Selection and Design	\$2,500	Originally \$5000 - only billed 50% due to Owner Consultant
Intercom System Selection and Design	\$2,500	
AV System Selection and Design	\$2,500	
Furniture design/selection services	\$0	Not required
Existing Equipment Inventory services	\$0	Not required
Record Documents		Included in CM Contract
<b>Site Data, Design, and Engineering Costs</b>	<b>\$952,734</b>	
<b>2 Independent Consultants</b>		
Third Party Code Reviewer	\$0	Not required
Commissioning Agent	\$0	Not required
Construction Inspection & Testing	\$39,628	Based on John Turn Contract Value
Asbestos Removal	\$10,613	
Owner's Clerk of the Works	\$94,486	Assumes 17 Months
<b>Subtotal - Independent Consultants</b>	<b>\$144,728</b>	
<b>3 Furnishings &amp; Equipment</b>		
Moving Expense		Based on Numbers provided by the School Department
Card Access, Security, and Camera Systems		Moved to Construction Budget (Via CO #1)
Technology and Furniture Spent to Date		
Technology and Furniture Still to Purchase		
Signage (if not included in construction budget)		
Custodial Equipment		
Supplemental Playground Equipment		
<b>Subtotal - F&amp;E</b>	<b>\$729,162.00</b>	<b>Updated Owner's Expenses for Furnishings</b>
<b>4 Construction Costs</b>		
Site Construction		
Building Construction Cost		
CM Fees, Insurance, and Bonds		
Construction Contingency	\$474,065	
<b>Base Contract Value - Construction Costs</b>	<b>\$10,154,505</b>	<b>Includes Construction Costs Listed Above</b>
Alternate #1 (Basketball Hoops)		Change Order 3
Alternate #2 (Stage Lift)		Change Order 3
Alternate #3 (Mech Extension)		Not Needed
<b>Subtotal - Soft costs and Construction Costs</b>	<b>\$11,981,129</b>	
Total Change Orders	-\$195,806	Includes Approved Expenditures to Date
Change Order #1	\$158,996	
Change Order #2	\$15,604	
Change Order #3	\$128,983	
Change Order #4	-\$499,389	Final Anticipated Change Order
		Media Center Shades \$10,620
		Exterior Sign \$10,677
		CM Fee \$828
		Unused Project Allowances / Contingencies
Owners Contingency Carrying Forward	\$0	Zeroed out for Close-out. Original Value: \$500,000
Rebates through Electric Company	\$0	Subject to availability
<b>Total Project Estimate</b>	<b>\$11,785,323</b>	<b>13,100,000 Target</b>
	<b>UNDER BUDGET</b>	<b>-\$1,314,677</b>

## **Joint Building Committee - Disbanding and Transferring Ownership of New Property**

The Joint Building Committee is responsible for transferring the renovated School House/Building to the School Board (if the project is complete).

A motion to disband the JBC cannot take place until a final report is approved/accepted by the JBC to be sent forward to the School Board and City Council; showing funds received, expenditures, and balance being returned to the City.

After the report is received and accepted by both governing bodies; a motion to disband the Joint Building Committee for the ERS Project can be moved forward.