

GLENDALE UNIFIED SCHOOL DISTRICT
SUPERINTENDENT'S FACILITY ADVISORY COMMITTEE
(SFAC)

SFAC Meeting Minutes

January 28, 2019

The Superintendent's Facility Advisory Committee meeting was held in the FASO Conference Bungalow at 333 W. Magnolia Ave in Glendale on Monday, January 28, 2019

Committee Members Present:

Derrick Chevalier
Hector Arias

Reinard Knur
Una Chung-Iwasaka

Greg Andrews

Staff and Board Liaisons included:

Stephen Dickinson, Chief Business and Financial Officer
Dan Holmquist, Facilities Project Manager
Jeff Bohn, Facilities Project Manager
Diana Espiritu, Administrative Secretary

Each Committee member was provided with the following items in their packets:

- SFAC Meeting Agenda
- Agenda Informational Items

I. Call to Order

The meeting was called to order at 5:39 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was reached.

III. Approval of Minutes from December 3, 2018

Committee member Hector Arias made a motion and Committee member Derrick Chevalier seconded the motion to approve the minutes of the December 3, 2018 meeting.

IV. Review of Notes/Questions from January 7, 2019 Email Vote

Mr. Bohn clarified for the Committee that the shoring portion of the Hoover Pool project was included in the architect's proposal as a precaution due to previous experience.

V. Action Items

- **Approval of Change Order No. 1 to Bid No. 178-18/19 with NR Development, Inc. for Shade Structure Installation at Glendale High and Verdugo Woodlands Elementary Schools and Notice of Completion**

On August 14, 2018, the Board approved the award of Bid No. 178-18/19 to NR Development, Inc. (Downey) for the installation of shade structures at Glendale High and Verdugo Woodlands Elementary Schools in the amount of \$104,500.00.

Change Order No. 1 in the amount of \$20,751.25 accounts for additional costs for the installation of different footings, due to unforeseen underground conditions. This Change Order represents an increase of 20% of the original contract, and increases the original contract total to \$125,251.25. Per Public Contract Code 20118.4, if the cost of the change or alteration is in excess of ten percent (10%) of the original contact price, the change or alteration is a necessary and integral part of the work under the contract, and bidding would delay the completion of the contract, a Resolution may be approved by the Board without the formality of bidding. Resolution No. 13, for Change Order No. 1, was passed by the Board on December 11, 2018 by unanimous vote. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1	1, 7	\$20,751.25
	Total:	\$20,751.25

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 1. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 2. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 3. Design Omission | 6. Resolution of Claim | 9. Other |

This project was completed in a satisfactory manner as of January 7, 2019 for a total cost of \$125,251.25. The project is funded by Measure S – District-Wide Shade Structures and ORG Project funds

A Committee member asked to clarify if this was for two sites. Ms. Espiritu informed the Committee that there was one shade structure installed at each site. However, the Change Order is only for the work completed at Glendale High School.

- **Approval of Change Order No. 1 to Bid No. 172-17/18 with Golden Phoenix Construction Co., Inc. for Installation of Portable Classroom Buildings at Dunsmore Elementary School, Phase II and Notice of Completion**

On June 4, 2018, the Board approved the award of Bid No. 172-17/18 to Golden Phoenix Construction Co., Inc. (Pasadena) for the installation of portable classroom buildings at Dunsmore Elementary School in the amount of \$168,000.00.

Change Order No. 1 in the amount of \$9,145.74 accounts for the installation of new gutters and an additional concrete curb, as well as a credit for the removal of seal coating and trenching from the scope of work. This Change Order represents an increase of 5.44% of the original contract and is included in the previously allocated 10% project contingency. This increases the original contract total to \$177,145.74. Below is a list of the Proposed Change Orders (PCO's) that are accounted for in Change Order No. 1:

PCO Number	Responsibility Code	Change Amount
1	1	\$9,764.36
2, 4, 5	4	(\$618.62)
	Total:	\$9,145.74

Responsibility Codes are defined as follows:

- | | | |
|-------------------------|------------------------|-------------------------|
| 4. Differing Conditions | 4. Value Enhancement | 7. Required Extra Scope |
| 5. Design Error | 5. Settlement | 8. Optional Extra Scope |
| 6. Design Omission | 6. Resolution of Claim | 9. Other |

This project was completed in a satisfactory manner as of August 10, 2018 for a total cost of \$177,145.74. This project is funded by Developer Fees – Dunsmore Portables Project funds.

A Committee member asked how many portables were installed at the school. Mr. Bohn reminded the Committee that as part of Phase I of the project, four portable classrooms and one restroom building were installed. As part of Phase II of the project, two additional portable classrooms were installed.

- **Approval of Budget Adjustment for the Hoover High School Pool Expansion and Renovation Project**

On March 6, 2018, the Board of Education approved the allocation of \$5,000,000 for the Hoover High School Pool Expansion and Renovation project. Following the approval of this project, staff began working with the District's approved architectural firms in order to obtain a proposal for the work.

Following discussions with NAC Architecture and pool engineers, it was determined that the current budget allocated for this project would not be sufficient to cover the anticipated costs. Due to several factors, including escalation in costs and detailed estimates, it has been determined that an additional budget allocation of \$5,000,000 is required in order to complete the project. This is based on the estimated construction cost of \$6.7 million, and includes soft costs and escalation costs on the project.

Staff is recommending that the Board approve an additional budget allocation of \$5,000,000 for the Hoover High School Pool Expansion and Renovation project, which would change the total project budget to \$10,000,000.

This project is funded by Developer Fees and Measure S – Hoover High School Pool Expansion and Renovation project.

A Committee member asked if the pool will be used for anything other than school sports. Mr. Bohn informed the Committee that the biggest reason for the pool is for CIF competitions, but any additional use would be determined by the school. A Committee member asked where the water polo team currently plays and Mr. Bohn informed the Committee they play at GCC. A Committee member asked if they school has any plans for bleachers. Mr. Bohn informed the Committee that there is no plan for bleachers yet, and funding for them is not part of the project.

A Committee member asked where the original budget of \$5 million came from. Mr. Holmquist informed the Committee that these plans originated with Mr. Barrios, in conjunction with pool consultants. A Committee member asked if this included a full demolition of the pool, and Mr. Bohn confirmed that it does.

A Committee member asked when this would be presented to the Board for approval. Mr. Bohn informed the Committee that this was originally scheduled to go to Board on February 5, but has been postponed until February 19 at the direction of district Administrators. Because staff will be applying for additional State funding for this project, it is crucial that these items be approved in a timely manner in order to have plans approved and submit applications for funding.

A Committee member asked what the status of the Glendale High School Aquatic Center plans is. Mr. Bohn informed the Committee that the plans are still being approved by DSA. They are currently in DSA Back-check, pending approval of structural plans in the coming weeks.

- **Approval of Project Authorization No. 23 with NAC Architecture for Architectural Services at Hoover High School Pool Expansion and Renovation Project**

On March 6, 2018, the Board of Education approved the allocation of \$5,000,000 for the Hoover High School Pool Expansion and Renovation project. This project will create a 38m by 25yd pool that would meet CIF regulation size, as well as address several additional concerns at the pool deck. Following this approval, staff began working with site administrators and staff to determine the details of the project.

Planning & Development staff then began working with the District's approved architectural firms in order to obtain a proposal for the work. Staff is recommending that the Board approve Project Authorization No. 23 for NAC Architecture to provide architectural services for this project for a total cost of \$862,250.00.

This project is funded by Developer Fees and Measure S – Hoover High School Pool Expansion and Renovation project funds.

A Committee member asked if NAC was the only architect considered for the project or if it was bid out. Mr. Bohn informed the Committee that this type of work is not normally bid out, and NAC was selected for this project because they have already completed work at Hoover, as they were the architect for the ORG building, and they

have already completed testing on the pool deck. This means they already have access to plans for the site and have knowledge of the layout of the site. The scope of work can be cut down as needed, but first an architectural agreement must be put in place.

A Committee member asked what was being negotiated as far as the contracts with the architect. Ms. Espiritu informed the Committee that the Master Agreement was being reviewed, but ultimately no changes were made to the language of either the Master Agreements with the Architects or the Project Authorizations. A Committee member requested that in the future, any projects of large dollar amounts be discussed in detail with the Committee, whether at a physical meeting or via conference call. A Committee member asked who the Pacific Park pool is used by. Mr. Dickinson informed the Committee that the Pacific Park pool is a city property, not a District property. Mr. Bohn confirmed with the Committee that no agreement is in place yet with an architect for this project.

- **Approval of Budget Allocation for Verdugo Woodlands Bridge Project**

On February 7, 2017, the Board approved the Verdugo Woodlands Bridge Project in the amount of \$1,500,000. This project was anticipated to be paid for out of uncommitted funds that were previously allocated for the Verdugo Woodlands Elementary School ORG Project.

Since this approval, Planning & Development staff has updated the budgets for all ORG projects and has determined that the uncommitted funds for the Verdugo Woodlands ORG project will be approximately \$1.6 million. Taking into consideration the needs of the school, staff has determined that these funds will need to be allocated to different projects based on their priority.

In working with NAC Architecture on the design of the bridge, revised construction costs are estimated to be approximately \$1,500,000. A recommendation is being made to authorize a new budget allocation of \$2,000,000 in Measure S funds for the completion of the Verdugo Woodlands Bridge Project. This allocation includes construction costs on the project, as well as soft costs such as architectural/engineering fees, inspection and laboratory testing fees, and project management.

This project will be funded by Measure S funds.

Mr. Holmquist informed the Committee that the Army Corp of Engineers is currently reviewing plans for this project, and the next step is to have them turned in to DSA. Staff is currently still on track for a \$1.5 million dollar construction cost, and a total project cost of \$2 million.

A Committee member asked what the reason is for rebuilding the bridge. Mr. Holmquist informed the Committee that the current bridge is too far away from the commonly used areas of the school, and no plans for the bridge have been located. It appears that the current bridge does not belong to the county, but rather may belong to the school.

A Committee member noted that this bridge could possibly be a military surplus bridge placed at the site. A Committee member asked if the new bridge will include a walkway. Mr. Holmquist informed the Committee that a new bridge would be ADA compliant, while the old bridge is not. Currently the District has no intention of demolishing the old bridge, but rather plans on having it closed off.

A Committee member asked where the bridge is. Mr. Holmquist informed the Committee that the bridge is on the far north side of the campus next to the parking lot.

Approval: Committee member Derrick Chevalier made a motion to approve all action items. Committee member Hector Arias seconded the motion. All Committee members unanimously agreed to move forward with recommending these items.

VI. Other Business

- **Update on Territory Transfer (Sagebrush)** – the meeting scheduled for February has been cancelled. Next meeting is scheduled for Wednesday, March 6. Additional information will be communicated as it is received.
- **Glenoaks Elementary School Update** – concrete has been placed in front of bungalow where water was leaking into the classroom. Repairs were made in time for next rain expected later in the week.
- **Crescenta Valley High School Bleachers and Lighting, Community Meeting** – staff held a meeting with the CVHS Community to address concerns regarding the possible future project. The community's main concern is parking; staff informed the community that gates are expected to be closed off during games. Other concerns regarding the anticipated number of seats were addressed.
- **Next meeting date** – Tuesday, February 12, 2019 at 5:30 p.m. in the FASO Bungalow
- **Additional Questions**
 - Update on Monte Vista – painting and awnings work is expected to take place this summer; back emergency exit, partition wall both possible fixes to address concerns. No update on plans concerning teachers in classrooms, as this is a site matter. A Committee member noted that the school may need additional classrooms in the coming year; however, the principal has not mentioned any capacity issues. No action can be taken without the site first requesting it.
 - Planning & Development Staffing – Mr. Andrews clarified that in regards to the hiring of a Director/Administrator for Planning & Development, the Committee has not voted on or noted opinion on the matter. Mr. Dickinson had a conversation with the Committee Chair regarding the possibility of it, but no action was taken by the Committee.

VII. Adjourn

The meeting was adjourned at 7:14 p.m.