

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

SFAC Meeting Minutes

April 29, 2019

The Superintendent's Facility Advisory Committee meeting was held in the FASO Conference Bungalow at 333 W. Magnolia Ave in Glendale on Monday, April 29, 2019.

Committee Members Present:

Greg Andrews	Nejdeh Avedian
Derrick Chevalier	Una Chung-Iwasaka

Staff and Board Liaisons included:

Stephen Dickinson, Chief Business and Financial Officer
Hagop Kassabian, Administrator: Planning, Development and Facilities
Diana Espiritu, Administrative Secretary

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

- SFAC Meeting Agenda

I. Call to Order

The meeting was called to order at 5:46 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was reached.

III. Approval of Minutes from April 8, 2019 Meeting

Committee member Greg Andrews made a motion and Committee member Nejdeh Avedian seconded the motion to approve the minutes of the April 8, 2019 meeting. All Committee members unanimously agreed.

IV. Action Items

- 1. Award of Bid No. 184-18/19 for Glendale High School Chiller Replacement Project and Budget Adjustment**

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the Glendale High School chiller replacement project. A bid conference and job walk was conducted and three (3) contractors participated. The District received and opened two (2) bids on April 23, 2019, as outlined below:

Contractor	Base Bid	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4
Los Angeles Air Conditioning, Inc.	\$553,000	\$316,000 (welded) \$336,000 (grooved)	\$560,000	\$25,351	\$335,000
ACCO Engineering	\$1,349,420	No Bid	No Bid	No Bid	\$471,346

Following an evaluation of the project, Planning & Development staff determined that although these bids exceeded the previously approved project budget, they are reasonable for the scope of work and the nature of the project. Staff is recommending a budget adjustment in the amount of \$400,000, paid for out of Redevelopment Agency Fees, to reflect the increased costs for the project. This project also includes a previous allocation of \$335,000 from General Fund in order to cover costs of Alternate No. 4. This will result in a total project budget of \$2,100,942.

After conducting a post-bid conference and reviewing the bid documents, staff is recommending the award the bid to Los Angeles Air Conditioning, Inc. as the lowest responsive and responsible bidder in the amount of \$553,000, with Alternate Nos. 1, 3, and 4 included, for a total contract of \$1,229,351. This project is anticipated to be completed by September 11, 2019. Bid details are available for review in the Procurement & Contract Services Department.

This project will be funded by Measure S, Proposition 39, Redevelopment Agency, and General Funds, with General Fund covering only the expense of Alternate No. 4.

A Committee member asked to clarify if this project exceeds the approved amount. Mr. Kassabian detailed for the Committee the various funding sources for the project, including the new allocation of funds. A Committee member asked if this was for the chiller that was previously purchase and Mr. Kassabian clarified that this is to install the chiller that the Committee reviewed and approved for purchase. A Committee member asked if the maintenance agreement for this has been purchased. Staff informed the Committee that this has not yet been purchased, but is still an available option. A Committee member asked if the warranty will still be valid with once this contractor installs the chiller. Staff informed the Committee that they will triple check and make sure this applies. A Committee member made a comment that they have experience with work similar to this and the manufacturer often reviews the work to ensure proper installation is completed.

A Committee member asked for clarification of what the base bid and alternates are. Staff informed the Committee that the base bid is the required portion of the work, and alternates are options that once submitted, may be reviewed and approved if funding is sufficient.

The Committee stipulated that they approved this item following a confirmation by staff that the warranty from the manufacturer would still be in place if this contractor were to install the unit. Committee member Greg Andrews made a motion and Nejdeh Avedian seconded the motion to approve this item. All Committee members unanimously agreed.

V. Other Business

- **Project and Budget Allocation for Monte Vista Elementary School Modular Restroom Building Installation** – Following requests made to improve restroom access at Monte Vista Elementary School, Planning and Development staff began looking to the feasibility of installing a modular restroom building at the school in order to improve restroom access.

Planning & Development staff has worked with District approved architectural firm DC Architects in order to determine a location for the installation of this modular building. It was determined that the most appropriate location would be at the southeast corner of the campus, adjacent to the bungalows. Staff will be installing a 12' x 40' modular restroom building that will allow more adequate access to restrooms for all students.

Staff is recommending that the Board approve a budget allocation of \$255,000 from Developer Fees funds for the Monte Vista Elementary School Modular Restroom Building Installation. This budget accounts for hard construction costs as well as soft costs, including architect and engineering costs, DSA inspection costs, lab testing costs, project management costs, site work costs, and a project contingency.

This project is funded by Developer Fees funds.

A Committee member asked what the rationale is for placing the building where it is being recommended. Mr. Kassabian informed the Committee that this location allows for a larger building to be placed, whereas the smaller building has less fixtures. The larger building is also DSA Plan-Check approved, which means DSA approval should also be faster whereas options 2 and 3 would not only be smaller but also have a longer lead-time and have to go through DSA Plan Check approval. Option 1 is closer to a majority of the existing bungalows.

A Committee member also asked how this location works in addressing parents' concerns. Mr. Kassabian informed the Committee that he had a meeting with parents the previous week along with other District staff. The parents were in favor of the proposed location. Staff is also working to relocate classrooms so grade alike classrooms are close to each other. A Committee member noted that they do not want to see a the restrooms installed and then removed shortly after in exchange for a new building. The Committee member also noted that parents have stated that they do not want to spend the funds on "beautification." Mr. Dickinson informed the Committee that the plan is still moving forward and these projects still need to be completed because the District has to maintain the buildings accordingly.

- **Update on Surface Level Facility Assessment** – Mr. Kassabian informed the Committee that he has started visiting sites, and additional visits have been scheduled. The goal is to have all sites visited in the coming weeks. He is meeting with principals to determine priority lists. Once these lists are compiled, staff will generate Rough Order of Magnitude estimates for the projects, along with a rough schedule. Items will be prioritized based on need, then presented to the Board. Once projects are assigned, consultants will be brought in to begin working on them.

A Committee member asked if this will be used as preliminary documentation for the need for another bond and staff confirmed that it will be used as such. A Committee member noted a suggestion that the Committee have a joint meeting with the District's CBOC because there have been two joint meetings in the past. Staff reminded the Committee that CBOC only reviews expenditures and has different responsibilities from the SFAC. A Committee member inquired as to what the purpose of such a meeting would be. Staff mentioned that the first meeting was held shortly following the passing of Measure S and was held as an informational meeting for both Committees. The second meeting was held with the District's approved architectural firm in order to review the College View project, because it was such a large project. Although the pools are large projects, they are all separate projects that would be completed independently and would not warrant a joint meeting.

- **Update on Stengel Field Project** – Mr. Kassabian informed the Committee that he and District staff met with Glendale Community College administrators to discuss placing modular buildings at Stengel Field. One would be for high school students and another for college students, to be used primarily as locker rooms. These buildings would only require electrical connections, and staff is looking to purchase a building from other Districts. There is also the option to modify one of the District's current, larger buildings; however, this would be more costly. If purchased, the building typically costs a nominal fee, with the purchaser paying for the costs to move the building.
- **Update on the Sagebrush Territory Transfer** – staff reminded the Committee that LACOE has cancelled their meeting on May 1. Once a future meeting is set up, staff will inform the Committee.
- **Other Business** – Committee members discussed the purpose of the Committee and its goals for the District and future projects.
- **Next meeting date** – Monday, May 13, 2019 at 5:30 p.m. in the FASO Bungalow. Mr. Dickinson informed the Committee that in order for Interim Superintendent to be able to attend more SFAC meetings, future dates may be changed in order to accommodate her schedule. This will be communicated as the meeting dates are determined.

VI. Adjourn

The meeting was adjourned at 7:04 p.m.