

**GLENDALE UNIFIED SCHOOL DISTRICT**

**Superintendent's Facility Advisory Committee (SFAC) Meeting  
Tuesday, January 28, 2020**

**4:30 p.m.**

**Marshall Elementary School  
1201 East Broadway  
Glendale, CA 91205**

**AGENDA**

- I. Tour of Marshall Elementary School**
- II. Call to Order**
- III. Roll Call and Establishment of Quorum**
- IV. Approval of Minutes from December 9, 2019**
- V. Action Items**
  - **Bid No. 195-19/20 for the 5000 Building Elevator Control Repair and Replacement at Crescent Valley High School**
  - **Project and Budget Allocation for the Glenoaks Elementary School New Building**
  - **Project and Budget Allocation for the Monte Vista Elementary School New Building**
  - **Project Authorization Addendum with DC Architects for Architectural Services for the Glenoaks Elementary School New Building Project**
  - **Project Authorization Addendum with Rachlin Partners for Architectural Services for the Monte Vista Elementary School New Building Project**
- VI. Other Business**
  - **Notices of Completion with Converjint Technologies for Installation of Security Surveillance Systems at Four (4) School Sites**
  - **Update on the Sagebrush Territory Transfer**
  - **Next Meeting Date – Tuesday, February 11, 2020 at 5:30 p.m.**
- VII. Adjourn**

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

SFAC Meeting Minutes

January 28, 2020

The Superintendent's Facility Advisory Committee meeting was held at Marshall Elementary School on Tuesday, January 28, 2020. Prior to the start of the meeting, members walked the site and toured the school.

Committee Members Present:

Reinard Knur  
Cindy Dardon  
Harmik Aghanian (via conference call)

Staff and Board Liaisons included:

Stephen Dickinson, Chief Business and Financial Officer  
Hagop Kassabian, Administrator: Planning, Development and Facilities  
Juanita Shahjianian, Principal, Marshall Elementary School  
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 5:09 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was not reached. Staff will reach out to Committee members not present and obtain an email vote, per the Committee's Guidelines.

III. Approval of Minutes from December 9, 2019

Committee member Cindy Dardon made a motion and Reinard Knur seconded the motion to approve the minutes of the December 9, 2019 meeting. All Committee members unanimously agreed. An email vote will be obtained for approval of the minutes.

IV. Action Items

- **Award of Bid No. 195-19/20 for the 5000 Building Elevator Control Repair and Replacement at Crescenta Valley High School**

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the 5000 building elevator control repair and replacement project at Crescenta Valley High School. A bid conference and job walk was conducted and three (3) contractors participated. The District received and opened one (1) bid on December 12, 2019, as outlined below:

<b>Contractor</b>	<b>Amount</b>
GMS Elevator Services, Inc.	\$74,998

After conducting a post-bid conference and reviewing the bid documents, staff is recommending to award the bid to GMS Elevator Services, Inc. as the lowest responsive and responsible bidder, in the amount of \$74,998. This project is anticipated to be completed by July 15, 2020. Bid details are available for review in the Procurement & Contract Services Department. This project will be funded by Measure S – Summer Projects funds.

Reinard Knur asked if there is a new elevator being installed or if it only repairs being completed. Mr. Kassabian informed the Committee that there are many repairs that will be done on the existing elevator, but it is not new. There will be a few items that will be completely replaced, but not the entire elevator.

Mr. Aghanian asked if the District ever goes back to the other contractors to determine why they did not submit a bid for the project. Mr. Dickinson informed the Committee that this is normally handled by the District's Procurement and Contract Services Department, but there is currently no procedure like this in place. However, staff will look into the possibility of requesting a declination letter from other contractors to have documentation that they did not submit a bid. Mr. Aghanian asked if this bid is in line with what the work was anticipated to cost. Mr. Dickinson informed the Committee that this bid is in line with the previous estimates, which were around \$80,000.

Mr. Kassabian also noted that it is not surprising that only three contractors attended the job walk due to the specialized work. Due to the specialized nature of the work and the limited number of available elevator contractors, this type of work and coordination tends to be very challenging. The District would prefer to receive multiple bids, but due to the amount of the bid, it is sufficient for what is required.

V. Other Business

- **Glenoaks and Monte Vista Elementary Schools' New Building Projects – Revised Budgets**

Mr. Kassabian provided the Committee with information regarding revised estimates for the new building projects. Currently, staff estimates the project budget for Glenoaks

Elementary School to be approximately \$16,000,000 and for Monte Vista Elementary School approximately \$18,000,000. The decision has also been made to go with traditional construction as opposed to “Pre-Fast” construction due to increased costs. These lowered project budgets would allow for additional funding to be allocated for other projects.

Mr. Aghanian asked where these estimates were obtained. Mr. Kassabian noted that these estimates were provided by two of the District’s approved architectural firms. Staff is doing their due diligence and reaching out to other architectural firms to obtain additional estimates. Mr. Aghanian also asked if the architectural fees are estimates or if they are proposals from the firms. Mr. Kassabian informed the Committee that they are estimates, and any proposals received will have to be based on the District’s sliding scale. The District recently selected and approved new architectural firms from an RFP that was received the previous year. Agreements will be based on a sliding scale, which is based on estimated construction costs.

Mr. Aghanian asked what were the primary reasons for selecting these options, and if any option would be more acceptable by DSA. Mr. Kassabian informed the Committee that the main factor is cost, followed by functionality of the buildings. As for DSA, originally “Pre-Fast” was discussed because approval was a simpler process. However, due to code changes in January 2020, these companies will require new approval of their plans. This would result in more delays with DSA inspection as opposed to conventional construction.

Mr. Aghanian asked where funding for Operations and Maintenance of the buildings comes from. Mr. Dickinson informed the Committee that Measure S does not pay for anything beyond construction of the buildings. General fund would need to cover any possible additional costs for the maintenance of the buildings.

- **Notices of Completion with Convergent Technologies for Installation of Security Surveillance Systems at Four (4) School Sites** – On June 4, 2018, the Board of Education approved the Award of Contracts to Convergent Technologies for the installation of all cameras and system components at various school sites, including Dunsmore, Fremont, Mann, and Monte Vista Elementary Schools. Due to local increases in sales tax, the final contract amounts increased slightly as required by law. These projects had no change orders and were all completed in a satisfactory manner as of October 31, 2019. The original and final costs for each project are listed below. This project is funded Measure S – Security & Site Safety Funds.

School	Agreement No.	Original Cost	Final Cost
Dunsmore Elementary School	474	\$26,886.00	\$26,906.77
Fremont Elementary School	476	\$33,879.83	\$33,895.35
Mann Elementary School	479	\$34,626.50	\$34,637.08
Monte Vista Elementary School	481	\$33,923.37	\$33,947.27
		<b>Total:</b>	<b>\$129,386.47</b>

- **Update on Sagebrush Territory Transfer** – Mr. Dickinson informed the Committee that the Sagebrush topic will be ongoing at the District, and staff will be appealing the decision. This process could take several years, and would ultimately have to go to the State Board for a vote.

Mr. Knur asked if it is possible that the issue would be dropped. Mr. Dickinson informed the Committee that this is highly unlikely, but rather may keep going for many years. Additional updates will be provided as they are made available.

- **Next Meeting Date** – Tuesday, February 11, 2020 at 5:30 p.m.

VI. Adjourn

The meeting was adjourned at 5:45 p.m.