

GLENDALE UNIFIED SCHOOL DISTRICT

**Superintendent's Facility Advisory Committee (SFAC) Meeting
Wednesday, May 27, 2020**

5:30 p.m.

**Zoom Conference Meeting
Meeting ID: 829 2872 2523
Password: 1VCA3a**

AGENDA

- I. Call to Order**
- II. Roll Call and Establishment of Quorum**
- III. Approval of Minutes from April 27, 2020**
- IV. Approval of Minutes from May 12, 2020**
- V. Action Items**
 - **Approval of Change Order No. 2 to Bid No. 184-18/19 with Los Angeles Air Conditioning, Inc for Glendale High School Chiller Replacement Project**
 - **Award of Bid No. 200-19/20 for the Dunsmore Elementary School Kindergarten Shade Structure Installation Project**
- VI. Other Business**
 - **Next Meeting Date – Monday, June 8, 2020 at 5:30 p.m.**
- VII. Adjourn**

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

SFAC Meeting Minutes

May 27, 2020

The Superintendent's Facility Advisory Committee meeting was held via conference call on Wednesday, May 27, 2020

Committee Members on the Call:

Reinard Knur
Una Chung-Iwasaka
Cindy Dardon

Staff and Board Liaisons included:

Dr. Vivian Ekchian, Superintendent
Dr. Armina Gharpetian, Board Member
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
- Agenda Informational Items

I. Call to Order

The meeting was called to order at 5:43 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was not reached. Cindy Dardon arrived shortly after roll call was taken.

III. Approval of Minutes from April 27, 2020

Committee member Reinard Knur made a motion to approve the minutes of the April 27, 2020 meeting. Committee member Cindy Dardon seconded the motion. All Committee members unanimously agreed. Staff will email the Committee to obtain sufficient votes to approve the minutes.

IV. Approval of Minutes from May 14, 2020

In follow up to the meeting on May 14, 2020, Committee member Reinard Knur asked who is the architect assigned to the Marshall Elementary School Cafeteria/Multipurpose Building project. Mr. Kassabian informed the Committee that an architect has not yet been selected for the design services approved. The District currently has four (4) approved architectural firms, but is considering going out for a new RFP to bring in a larger pool of architectural firms.

Committee member Una Chung-Iwasaka asked about the architectural firm on the GHS Aquatic Center project. Mr. Kassabian noted that the firm is tBP Architects, and is not the same firm that worked on other KPI projects following the passing of the owner of the firm. Ms. Una Chung-Iwasaka also asked if the new projects include FF&E in their budgets. Mr. Kassabian reminded the Committee that all costs are included, which are hard construction costs, soft costs, contingency, and FF&E.

Committee member Reinard Knur made a motion to approve the minutes of the May 14, 2020 meeting. Committee member Cindy Dardon seconded the motion. All Committee members unanimously agreed. Staff will email the Committee to obtain sufficient votes to approve the minutes.

V. Action Items

- **Approval of Change Order No. 2 to Bid No. 184-18/19 with Los Angeles Air Conditioning, Inc. for Glendale High School Chiller Replacement Project**

On May 21, 2019, the Board approved the award of Bid No. 184-18/19 to Los Angeles Air Conditioning, Inc. for the chiller replacement project at Glendale High School in the amount of \$1,229,351. In addition, the project included a \$15,000 engineering allowance, increasing the total project cost to \$1,244,351.

On December 17, 2019, the Board approved Change Order No. 1 in the amount of \$63,611.22. This Change Order accounted for the initial unforeseen conditions and required modifications to the project.

Change Order No. 2 in the amount of \$58,698.13 accounts for the remaining unforeseen conditions, required modifications, and credits on the project. These items include additional piping and valves, relocation of an electrical panel, seismic and structural changes, installation of a steam release line, a no cost time extension, and a credit for a change in piping installation. This Change Order represents a 9.95% cumulative increase to the original contract and is included in the previously allocated 10% project contingency. This increases the total contract to \$1,366,660.35, inclusive of the \$15,000 allowance.

This project is funded by Measure S, Proposition 39, and RDA funds.

Reinard Knur asked when the pool project will be complete. Mr. Kassabian noted that these are separate projects, but the pool is expected to be complete by the end of the

year. The contractor has communicated with the District that it is expected to arrive at the port this weekend, and could be at the site by next week. A large portion of the buildings are not complete, and the project is approximately 6-7 weeks behind schedule. Mr. Knur asked if the chiller is up and running, and if any inspections or certifications are required on the project. Mr. Kassabian informed the Committee that the chiller was ready for the start of the 19/20 school year, but has been shut down since students are not at the site. The boiler was the most recently completed in December. Mr. Kassabian informed the Committee that the project has an Inspector of Record, as well as a DSA inspector. Commissioning will begin on the project shortly.

Reinard Knur asked how old the previous chiller was and what condition it was in. Mr. Kassabian noted that the previous chiller had likely never been replaced and was very old. There were many issues related to leaks in tunnels, and the contractor worked with the District to complete the project quickly and cost-efficiently.

- **Award of Bid No. 200-19/20 for the Dunsmore Elementary School Kindergarten Shade Structure Installation Project**

In accordance with established procedures, Procurement & Contract Services completed the solicitation of bids for the Dunsmore Elementary School kindergarten shade structure installation project. A bid conference and a job walk were conducted on May 7, 2020 and 8 (eight) contractors participated. The District received and opened four (4) bids on May 19, 2020, as outlined below:

Contractor	Amount
ARC Construction, Inc.	\$128,000
Urbane Builders, Inc.	\$131,700
SS+K Construction, Inc.	\$161,800
NR Development	\$234,500

After conducting a post-bid conference and reviewing the bid documents, staff is recommending the award of contracts to ARC Construction, Inc. as the lowest responsive and responsible bidder in the amount of \$168,000, which includes an allowance of \$40,000. This project is anticipated to be completed by August 10, 2020. Bid details are available for review in the Procurement & Contract Services Department.

This project will be funded by Measure S – Districtwide Shade and Play Structures Installation Project funds.

Reinard Knur asked if this price included the purchase of the structure. Mr. Kassabian noted that this price is for the general contractor to work on the site, and does not include the purchase of the structure. The structure has been purchased through a different vendor via piggybackable bid. Items under \$60,000 do not typically require approval from SFAC.

Una Chung-Iwasaka asked why the allowance was so large compared to the base bid. Mr. Kassabian noted that the La Crescenta area tends to have lots of rocks underground, and the amount is consistent with what has been done in the past. Reinard Knur asked if the contractor is comfortable with the allowance amount. Mr. Kassabian informed the Committee that this amount is set by the District, and will not be used unless it is approved by District staff.

Una Chung-Iwasaka asked what contractors attend job walks for the District. Mr. Kassabian informed the Committee that because our bids are public bids, they are open to any contractor who holds the correct licenses and meets the qualifications for public works projects. For larger projects, staff may prequalify contractors, as was done with the Glendale High School Aquatic Center.

Reinard Knur asked if ARC Construction knows the area they will be working in. Mr. Kassabian noted that the contractor knows the area well, has worked with the District before, and the business is based in La Crescenta. Una Chung-Iwasaka asked why the bid for NR Development could be so high. Mr. Kassabian informed the Committee that contractors do that at times in hopes of making a higher profit on projects. Mr. Dickinson reminded the Committee that because we are a public entity, we are required to take the lowest bid for this project. Mr. Kassabian also reminded the Committee that there have been situations in which contractors will withdraw their bids if they are incorrect due to clerical errors.

Committee member Reinard Knur made a motion to approve the two action items. Committee member Una Chung-Iwasaka seconded the motion. All Committee members unanimously agreed to approve the action items. An email vote will be obtained from Committee members that were not present at the meeting.

VI. Other Business

- **District Updates**

Reinard Knur asked for a follow up on the PE Offices HVAC Installation project. Mr. Kassabian informed the Committee that the timing of this project likely could have resulted in a lower actual cost on the project. The anticipated scope of work on for these projects was discovered to be significantly less than what was actually required on the project, which resulted in a savings to the District on the project.

Una Chung-Iwasaka asked about the status of the Verdugo Woodlands Bridge project. Mr. Kassabian informed the Committee that following the Board approval of the project, it required modifications and additional DSA approval. Current estimates may be higher due to these changes, and the project will be bid in the weeks following DSA approval. Dr. Ekchian noted that the District is documenting all changes in order to improve processes going forward.

Reinard Knur asked for an update of the current Measure S funds. Mr. Kassabian noted that staff will provide an update at an upcoming meeting.

Una Chung-Iwasaka asked about the District's plans for returning to school. Dr. Ekchian informed the Committee that the Public Health Department dictates the ability to open schools. Dr. Ekchian is part of a task force that is reviewing a variety of scenarios, and GUSD's plan will be determined by the District individually. Staff is considering a variety of different options for the reopening of schools. Although no decisions have been made yet, staff is still working on the details. Dr. Gharpetian noted that the opening schools will be based on guidelines set forth by the Public Health Department. If any changes are made, the District will adjust accordingly.

Mr. Kassabian informed members that he is on a District Committee that is looking at many different aspects of returning to school. This includes changes to classrooms and how food is served, among many other things. Staff is looking into hand washing stations, UV light disinfection, and HVAC UV light disinfection. Dr. Ekchian noted that staff is looking into the possibility of having teachers move classrooms instead of students in secondary schools. The intent is that this planning will improve education and close the digital divide.

Reinard Knur asked if checking students' temperatures upon entering school is a viable option. Dr. Ekchian noted that there is mixed research on this, but different options are being considered. Dr. Gharpetian shared her experience as a medical professional, and noted that taking temperature is only a screening tool.

Mr. Kassabian noted that there is one more meeting before the end of the school year, and Mr. Knur asked that staff continue Zoom meetings in the future. Dr. Gharpetian informed the Committee of the Glendale High School Awards Night Scheduled for the evening.

- **Next Meeting Date** – Monday, June 8, 2020 at 5:30 p.m. via conference call.

VII. Adjourn

The meeting was adjourned at 6:50 p.m.