

OFFICE UPGRADE COMMITTEE

Meeting Minutes

February 12, 2015

I. Call to order

Karen Mills called to order the regular meeting of the Office Upgrade Committee at 6:30 PM on **February 12, 2015** at 15610 N. 35th Ave Suite 7, Phoenix, AZ 85053.

In attendance: Karen Mills, Peggy Schwend, Paul Peterson, Jesse Connor & David Franklin.

II. NEW BUSINESS

A. Discuss and possible action – Review and adopt possible building plan changes.

Richard Mitten submitted a proposal to align the proposed building in an east / west position along the south wall of the 43rd Ave property to cut noise and heat in the new building. Brenda Brown suggested that the building be set to put the garage to the west near 43rd Ave. Paul Peterson commented that the new building alignment would reduce the number of parking spaces from 11 to 9. The trash bin would be located by the pump area and any car parked in the northern most parking spot would need to be moved to allow the trash pickup. This would be only once a week. David Franklin commented that the north facing windows in the proposed east / west alignment would get more noise but less sun. Paul Peterson agreed that the new alignment would have more noise and lose 2 parking spaces. It was commented that the building would be equipped with energy efficient double paned / windows, a three foot overhang on the front and a one foot overhang on the back. That would reduce the effect of heat inside the north / south aligned building. Paul Peterson commented that the proposed alignment would reduce the ability to retain water on the property. It was also noted that water flows to the south therefore the north / south alignment has an area next to the south wall for a possible retention pond. That will be determined by the pending civil engineering review.

Elden Graber commented that a dry well might be used. David Franklin commented that a dry well could not be installed without installing special 8 foot round concrete pipes for the underground retention. Per Maricopa County regulations, water must be gone by 72 hours. David Franklin commented that the property must be able to hold precipitation that falls on the property.

Richard Mitten commented that the property could be raised on the south side making it lower than the north end of the property. David Franklin commented that all rain water must be retained on the property that falls on the property. David Franklin commented that a 2 foot high CMU masonry wall around the external pump area will help keep water from 43rd Avenue and Paradise Lane out of the property. David Franklin commented that the Civil Engineer will require some retention. Richard

Mitten commented that the rain water falling on the property has not been the problem. The water coming onto the property from the streets has been the problem.

No Motion was made and the plans that had been approved previously with the north / south building alignment will still be retained:

B. Discuss and possible action – Approve specification for Construction Documents proposals which shall include building design, construction drawing, topographic survey, and civil grading and drainage plans done by a Civil Engineer, for new office building.

Karen Mills commented that the committee decided in the past that a Civil Engineer was an absolute requirement. David Franklin has submitted an agreement between owner and architect. David Franklin provided some of the services “pro bono”. Karen Mills commented that if we do go out for bids for architectural services, SBFID would need at least three proposals. Karen Mills commented since the cost of the architect is under \$30K, then SBFID doesn’t have to seek three bids. The committee received a bid from Clouse Engineering to prepare a new building plan for \$3,030.00 that would be approved by the City of Phoenix, or a plan not approved by Phoenix for \$2,130. Kay Lorenzen commented that Clouse is only a piece of the work required. The Franklin bid includes more than an engineering plan for a cost of \$6,800.00

Motion was made by Paul Peterson and seconded by Peggy Schwend:

Moved to recommend to the Board of Directors to accept the Agreement Between Owner and Architect, submitted by Franklin Architects. (Motion Passed with one abstention - David Franklin abstained from voting on this issue since the contract was submitted by his firm).

C. Discuss and possible action – Quality Control.

Paul Peterson commented that SBFID needs to have some method to assure that the construction is being done by the codes that SBFID has adopted for this project. SBFID needs to solicit an inspector for each of the phases of construction. First of all, a soils engineer is needed to determine soil type, compaction, etc. Soil samples need to be taken from the pad location. Karen Mills commented that SBFID must provide the inspectors since the SBFID is not bound by Phoenix Permits and Phoenix inspectors. Paul Peterson commented that independent inspectors are needed. Eldon Graber commented that the general contractor selected must get a soil test, it is his responsibility. Also a soil compaction test needs to be included in the RFP. It was commented that quality control inspection is needed for structural, plumbing, electrical, soils, etc. Paul Peterson commented that he could provide quality control for some of the areas. Soil Inspection is not in his expertise. David Franklin commented that quality control inspections are needed for soils, structural, electrical, and plumbing.

David Franklin commented that soil reports have cost him around \$1200 currently. Discussion ensued about the soil type and compaction in the footings area.

Motion was made by David Franklin and seconded by Jesse Connor:

Moved to appoint Paul Peterson to oversee the quality control of the project during construction. (Motion Passed with one abstention. Paul Peterson abstained from voting.)

D. Discuss and possible action – Bid options to allow cost alternatives to meet Board’s budget.

Paul Peterson commented that cost alternatives should be allowed on the RFP. The alternatives are shown as a “deduct or deductive” on the bid proposals. Alternatives need to be identified by SBFID and included on the RFP and would be part of the bid package. Ask for add or deduct for the certain items.

Motion was made by Karen Mills and seconded by Paul Peterson:

Moved to allow cost alternatives in the RFP for general contractors. (Motion Passed)

E. Discuss and possible – Project management and pay application review process.

Paul Peterson commented that a pay application review process needs to be established for this project. This is called contract administration in the industry and needs to be done on this project. David Franklin commented, generally the contractor presents a bill for work completed at various stages of the project, sometimes each month. Usually the architect of the project verifies that the work has been completed. However, quality verification is not done by the Architect and needs to be conducted by someone qualified to verify it. Lien releases will be required. Eldon Graber commented that a contractor usually has 3-5 draws. Kay Lorenzen asked how long it takes to build. Jesse Connor commented that every builder is different. It was commented that SBFID can specify the time duration. It was commented that, once started, the project would be completed in 90-120 days. Paul Peterson recommends an AIA contract. Kay Lorenzen commented that the RFP form and process for the bidding has been received from the SBFID attorney. That is the RFP form that will be used by SBFID for this project. This issue is tabled until the next meeting.

Next meeting: Thursday March 19th @ 6:00P at SFID Office 15610 N 35th Ave Suite 7, Phoenix, AZ. *(This is a tentative date).*

III. Adjournment

Karen Mills adjourned the meeting at 7:50PM.

Draft Minutes submitted by: Peggy Schwend