

## **OFFICE UPGRADE COMMITTEE**

### **Meeting Minutes**

**April 23, 2015**

#### **I. Call to order**

Karen Mills called to order the regular meeting of the Office Upgrade Committee at 6:30 PM on **April 23, 2015** at 15610 N. 35<sup>th</sup> Ave Suite 7, Phoenix, AZ 85053.

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

#### **II. NEW BUSINESS**

##### **A. Discuss and possible action – Review progress drawings for new building.**

David Franklin gave an update on the meeting with the City of Phoenix planning supervisor. The planning supervisor said that fire only is not done in Phoenix. He also indicated that a commercial fire system would be required. David asked the supervisor how public schools go through the planning process. The supervisor indicated that the public schools go through the State Fire Marshall. David contacted the State Fire Marshall who stated that due to the size of the project, no sprinkler system would be required. A Fire Flow Test would be required on the two fire hydrants closest to the SBFID 43<sup>rd</sup> Ave location. The test measures the flow of water to verify that there is ample water pressure that would be needed in the case of a fire. The test costs \$336 which David paid online using this or early next week with the results due back to the State Fire Marshall (week of May 1<sup>st</sup>) so that the permit can be issued (see attachments). In addition to the test, Fire Lane signs must be placed on the west wall.

David Franklin presented the revised plan changes to the committee. Paul Peterson sent him changes for the doors. The drop box PDF files have been updated with all the changes.

Eldon Graber commented that the plan should be changed to include a four (4) foot overhang on the north side of the building. This change would provide additional shade. The plan calls for a two (2) foot overhang. Discussion ensued about the reasons, method, materials and cost the change to the overhang would require. After much discussion, no motion was made on this issue.

Discussion ensued regarding ground compaction and testing. David Franklin indicated that there are construction notes that explain that when the footing trenches are dug compaction tests will be conducted on the soil in the trenches. A full drill compaction test will not be required. The RFP requires that the General Contractor is responsible for the testing and costs associated with that testing.

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

***Moved to accept the new progress drawings and recommend to the Board of Directors to accept the new progress drawings.*** (Motion Passed).

**B. Discuss and possible action – To review/approve ad for RFP and bid schedule.**

Paul Peterson led the discussion to review the RFP documents that Paul drafted for SBFID. Richard Mitten commented that Paul had spent many hours developing the documents. It was determined that the NOTICE AND CALL FOR BIDS form needed to be revised to add Richard Mitten as the contact. Discussion around the section Bid Documents identified that the URL location of the Drop Box needs to be included and that the words indicating that copies available for \$10 needs to be removed. The bidders can get their copies from the Drop Box. There will still be copies for viewing and inspection at the District Office.

Paul commented that the Bidder's Checklist was missing from the documents. Paul will develop the Bidder's Checklist and provide it to SBFID to be included in the RFP document packet in PDF format.

Discussion ensued regarding Bonds and Insurance requirements. It was commented that the minimum insurance requirements needs to be identified in the packet. It was commented that information is provided in a General Conditions document. After searching through the RFP forms provided by the SBFID attorney, the General Conditions document was found. That document will be added to the Drop Box in PDF format.

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

***Moved to accept and recommend to the Board of Directors to accept the RFP documents with amendments and addition of General Conditions and Bidder's Checklist and to advertise in the Sun City News and the Glendale Star.*** (Motion Passed).

Adjournment

Karen Mills adjourned the meeting at 7:45 PM.

Draft Minutes submitted by: Peggy Schwend

**INVOICE**  
**FOR ARCHITECTURAL SERVICES**

April 23, 2015

To: Sunburst Farms Irrigation District  
16040 North 43<sup>rd</sup> Ave.  
Glendale, Arizona 85306

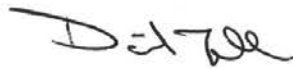
RE: New Building Plans

As per contract dated in February, 2015, the Progress Payment for the following Phases are due at this time. This invoice will bring us up to date.

Reimbursables to date:

Fire Flow Test Fee:	\$336.00
Reproductions:	
(blueprints, scans, and copies, etc):	<u>0.00</u>
TOTAL DUE AT THIS TIME	\$336.00

Thank you for allowing us to serve you.  
Sincerely,



David Franklin  
4946 W Banff Ln.  
Glendale, AZ 85306  
(602) 633-2350



To find out about Phoenix construction code adoption  
 news and to research your permits or projects, please  
 visit <http://www.phoenix.gov/PDD>

**City Of Phoenix**  
**Planning And Development Department**  
 200 W. Washington St.  
 Phoenix, Arizona 85003

**Receipt # 15-0022749**  
**Permit # WSFT 15009305**  
**Name:**

**Payment Receipt**

Date Paid 20-APR-15

Print Date 20-APR-15

Permit  
 Address

**Project 15-5**  
**FIRE HYDRANT FLOW TEST PERMIT**

**Fee/Payment Detail**

WSFIREFLW	WATER SERVICES FIRE FLOW TEST	\$336.00
AMEX	DAVID FRANKLIN 103186 05	\$336.00
<b>Payment Totals</b>		

Fees Remaining on This Item:	\$0.00	Fees:	\$336.00
Web Inspection Key:	2153156	Amount Received:	\$336.00
Cashier:	JCOD	Change Due:	\$0.00



**City of Phoenix**  
 Planning And Development Department

**PERMIT**

To find out about Phoenix construction code adoption news and  
 to research your permits or projects, please visit  
<http://www.phoenix.gov/PDD>

200 West Washington Street  
 Phoenix, Arizona 85003  
 General Information 602-262-7811

**STATUS: OPEN**

POST THIS PERMIT ON JOB SITE

Before you start to dig, call Blue Stake 602-263-1100

**Permit #** **WSFT 15009305** **Issued** 20-APR-2015 **Expires** 19-APR-2016

**Permit Description**

**Project** 15-5

FIRE HYDRANT FLOW TEST PERMIT

**Address** 0 N 0 W 0 N 0 W Q-S: Q43-36 ZONING: A-1

**Zoning**  
**Suite**

**Description/Scope of Work:**

WATER SERVICES FIRE FLOW

STANDARD FIRE FLOW TEST PORT SIZE 4-INCH

ADDRESS AND/OR PROJECT LOCATION: SW CORNER OF 43RD AVE & PARADISE LANE

Valve# = 218 FLOW  
 Valve# = 211 PRESSURE  
 QS = 35-19

SPECIAL INSTRUCTIONS OR ADDITIONAL COMMENTS: Fire flow Test on the SWC of 43rd Ave and Paradise lane

The City of Phoenix Water Services Department Support Services Section will complete the flow test within five (5) working days of receipt of the permit. If unforeseen issues arise (i.e. broken fire hydrant or engineering issues) within the distribution system your test may be delayed.

All test results will be emailed or faxed the next business day. Due to the number of flow test request processed, the Support Services Section will not re-fax or email previous results if the test exceeds three (3) months of the completed date.

WATER MAINS 16" AND LARGER ONLY: WSD Engineering does not allow flow testing off large transmission mains in most cases. If system data is required for the hydraulic model analysis, contact: 602-262-4978. If WSD Engineering approves a large main flow test, submit this permit with the engineering approval information in the special instructions section.

**Valuation:** \$0

**Owner Information**

Name  
 Address

Certificate of  
 Occupancy Type: **NONE**

**Contractor Information**

Name FRANKLIN ARCHITECTS  
 Address 4946 W BANFF LN

Type  
 Ins  
 City/St/Zip GLENDALE AZ 85306

Contact Phone 602-633-2350  
 Exp  
 Phone

**Instructions and Comments**

Permit Issued By JCOD

Entered By JCOD

Permit Categories:

Inspections Required:

**Call 602-495-0800 or go online to [www.phoenix.gov/BUSINESS](http://www.phoenix.gov/BUSINESS) before 8PM to request for a next day inspection**

**NOTICE** - This permit authorizes the above described work to be done in accordance with the approved plans and all applicable City codes and ordinances. Plan approval and permit issuance does not authorize violation of any city code or ordinance. The contractor(s) doing the work and the property owner or tenant/occupant authorizing the work are all legally responsible for complying with all codes and ordinances. By applying for this permit, I am requesting and hereby consent to periodic inspections of the above referenced project in accordance with Arizona Revised Statutes, Title 9, Chapter 7, Article 4. This permit expires by limitation and is null and void if work has not started within or ceased for any reason for 180 days, or if work is not completed by the expiration date printed above. Work after this time or beyond the scope of this permit requires a new supplemental permit. This permit can be suspended or revoked for failing to follow the approved plans or for violation of any City code or ordinance. Work within the public right-of-way shall comply with all City standard details and specifications. The contractor is responsible for maintaining streets and sidewalks safe and usable at all times. All barricades shall be approved in advance and shall comply with the City Traffic Barricade Manual.