

OFFICE UPGRADE COMMITTEE
Meeting Minutes 2nd Draft
March 19, 2015

I. Call to order

Karen Mills called to order the regular meeting of the Office Upgrade Committee at 6:34 PM on **March 19, 2015** at 15610 N. 35th Ave Suite 7, Phoenix, AZ 85053.

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

SBFID attorney Bill Sullivan attended the meeting to provide input and guidance. The three board members and other guests were also in attendance.

II. NEW BUSINESS

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

David Franklin presented the expanded plans to the committee. Discussion ensued regarding which fire codes take precedence. He indicated that he was 99% sure that the city will require fire hydrant and sprinklers. It was commented that the fire hydrant located on the corner of 43rd Ave and Paradise might be within the required distance.

David Franklin commented that sprinklers will add an additional cost, also it is hard to get a fire only review or inspection. Discussion ensued and it was decided that David Franklin will contact City of Phoenix, Tom Wander and or Paul Li for clarification. IF SBFID can set up the fire sprinkler system using the regular water tap, costs of the system will be reduced. David Franklin commented that a residential system would cost about \$2 per square foot and that would be cheaper than a commercial system.

David Franklin commented that the civil engineer proposed that the 43rd avenue property be sloped higher on the south end at 82.55 and lower on the north end at 80.61. No water retention pond is needed. SBFID will build a two (2) foot barrier wall around the east side of the pump area. The barrier will be built by the SBFID crew with the chain link fence embedded in the wall. This will provide a barrier to help keep excess rain water that collects in 43rd avenue during heavy rains out of the property.

Karin Mills commented that the plans now show nine (9) parking spaces. Eldon Graber commented that the location of the sewer line comes into the property from 43rd Avenue and the water line comes in to the property from Paradise Lane. Discussion ensued regarding Blue Stake. Paul Peterson agreed to call Blue Stake and ask for the utility locations to be marked.

David Franklin commented that the building will be located at the south end and will be built in an east-west orientation. The south and west walls will not have any windows and will have a one hour fire rating. 5/8 gypsum board will be used on the inside and outside of those walls to get the one (1) hour rating required. The south and east walls will be ½ OSB sheeting. The entire exterior walls will be painted stucco.

It was commented that change orders can be used for equal or cheaper options.

Roofing will be forty (40) pound shingles. The attic will have vents in the gables on both ends with a fan located on the west side pulling the hot air out of the attic.

Floor Plans show that the exterior frame will be constructed with 2x6 lumber and the interior will use 2x4 lumber in interior. It was commented that an exterior door needs to be added in the garage for worker access instead of always using the garage door. The door will be added to the plans. Also that door will open out. All exterior doors will be insulated, hollow metal doors. All interior doors will be six (6) panels, hollow core doors. The garage door will be six (6) panel garage door.

The main restroom will be ADA compliant and equipped with handrails. Both restrooms will be equipped with ADA compliant toilets. Walls in the restrooms will be FRP up to four (4) feet. Possibly the floor in the restrooms will be acid profiled to prevent slipping when floors get wet.

Flooring throughout the building will be stained concrete.

Windows will be double-paned with vinyl frames. The windows are only on the north side of the building and do not require tinting.

David Franklin reviewed the Foundation Plan. The foundation will be constructed with two (2) poles on frame, five (5) inch poured stem control joints. Foundation will be poured in one slab with 10 foot square green cuts. The Roof Plan requires one 5' x 12" beam for the garage, and three 2"x8" beams for the rest of the roof area. The attic access will be installed in the garage. Cellulose will be blown into the attic to insulate the attic. This is a cheaper product to use for insulation instead of batting.

The Details Plan sheet shows additional notes for the construction. All drawings are available on PDF in a public drop box. Contractors will have free access to retrieve the plans. PDF files will also be available at SBFID for contractors who do not have access to the drop box. Also hard copies can be made available at the SBFID office if needed.

Mechanical Plan sheet shows a four (4) ton heat pump that will be placed on the south side of the roof. The ducts will be placed in the attic. The garage area will not be heated or cooled. A fourteen (14) sere rated American Standard or comparable unit is required with one (1) programmable thermostat.

The Plumbing Plan is simple with a sink in the garage and in each of the bathrooms. Both restrooms will have toilets that are handicap height. There will be one (1) tap located on the outside of the building.

The Electrical Plan shows installation of a two hundred (200) ampere service. Phone lines required are for Office Manager, Irrigation Manager and fax. Phone outlets will be located at the managers' locations, one in the break room and one in the meeting room. The garage will be equipped with a fifty (50) ampere circuit for the welder. Discussion ensued about where outlets should be and the type of conduit for electrical.

The ceilings are nine (9) feet in height. Lighting in some areas will be recessed can lighting. Florescent lighting will be installed in the garage, storage and break room.

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

Moved to recommend to the Board of Directors to accept the drawings, submitted by Franklin Architects. (Motion Passed).

B. Discuss and possible action – Review Civil Engineer report.

(Discussion of the Civil Engineer report was included in the notes for New Business A.)

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

Moved to recommend to the Board of Directors to accept the Civil Engineering Drainage Report. (Motion Passed).

C. Discuss and possible action – On developing the RFP for office building to include: 1. Insurance; 2. Bonds; 3. Parking; 4. Electric; 5. Plumbing, 6. Roofing; 7. Interior and exterior; 8. And any other necessary items.

Discussion ensued regarding the Request for Proposal (RFP). Attorney Bill Sullivan had previously provided the forms and procedures to the SBFID Board of Directors and, the Board has already approved it for use. Attorney Bill Sullivan attended the meeting to answer questions to inform the committee members and the guests about the process and the laws governing the construction.

The RFP would request bids from licensed general contractors who would include costs for the whole construction process. The contractors who submit bids would be required to have performance and surety bonds, and the general contractor would assume any risk during construction. The contractors can propose options or changes when they submit their bids.

Paul Peterson presented an alternative to the above. He is volunteering to be the general manager for zero charge and use his Paul R. Peterson Construction contractor license for the project. SBFID would 16040 N. 43rd Ave., GLDL AZ 85306 – Phone 602-938-8760 – Fax 602-938-0770 sbfidphx@qwestoffice.net

pay for the bonds and would assume all risk. All costs would be passed through to SBFID and paid by SBFID. Request for Quotes (RFQ) would be issued for the various sub-contractors needed. The SBFID board would select the subcontractors and Paul Peterson would oversee the work. Discussion ensued about this alternative. It was commented that SBFID is a government entity and it must follow Arizona Revised Statutes. It was commented that Paul cannot be general contractor and be the inspector on the project. That would entail “self inspection”.

It was commented that the SBFID board had already addressed this issue and had approved a RFP for the General Contractor who was responsible for all costs and risks. Several individuals commented that the Upgrade Committee was not trusting Paul Peterson and his endeavor to try and reduce costs for SBFID. It was commented that trust was not the issue. The issue is that SBFID is bound by Arizona Revised Statutes and must follow the law.

Attorney Bill Sullivan commented that the work must go out for bid to find a licensed general contractor, and the “Insure for Risk” bonds must be purchased for the construction (\$2 Million policy is usually minimum). Also it is required that progress payments must be paid. All contractors must have the opportunity to bid on the RFP.

Attorney Sullivan promised to review the law and determine if SBFID could legally use a manager as described above instead of a construction manager at risk (CMR) in the construction. Attorney Sullivan said he will give the SBFID board of directors several options to consider. He will also provide an estimated price for the additional legal fees.

Adjournment

Karen Mills adjourned the meeting at 8:49 PM.

Draft Minutes submitted by: Peggy Schwend