

| Attending: | Representing: | Email: |
|--------------------|---|--|
| Dr. Michael Panza | West Jefferson Hills School District (WJHSD) | mpanza@wjhsd.net |
| Ryan Snodgrass | West Jefferson Hills School District | rsnodgrass@wjhsd.net |
| Tracy Harris | West Jefferson Hills School District | tharris@wjhsd.net |
| Bonnie Dyer | West Jefferson Hills School District | bdyer@wjhsd.net |
| Chris Sefcheck | West Jefferson Hills Construction Committee (WJHCC) | csefcheck@wjhsd.net |
| Alan Caponi | West Jefferson Hills Construction Committee | alan.caponi@alleghenycounty.us |
| Debbie Pozzycki | West Jefferson Hills Construction Committee | dpozycki@bc.pitt.edu |
| Gregory O'Hare | West Jefferson Hills Construction Committee | ohareg@hotmail.com |
| Tom Risley | West Jefferson Hills Construction Committee | trisley001@gmail.com |
| John Hosmer | West Jefferson Hills Construction Committee | jhosmer218@comcast.net |
| Keith Pancoast | West Jefferson Hills Construction Committee | kpancoast53@comcast.net |
| Janet Burkardt | West Jefferson Hills Construction Committee | jburkardt@wbklegal.com |
| Kelly Magill | West Jefferson Hills Construction Committee | ksmagill@verizon.net |
| Kristine Retetagos | Turner Construction Company (TCCo) | kretetagos@tcco.com |
| Aaron Donahue | Turner Construction Company | adonahue@tcco.com |
| Suzanne Downer | West Jefferson Hills School District (Public) | william.downer@comcast.net |
| Noreen Gramm | West Jefferson Hills School District | grammfam@comcast.net |
| Anthony Lucarelli | Grimm+Parker Architects (G+P) | alucarelli@gparch.com |
| Larry Payne | WTW Architects (WTW) | lpayne@wtwarch.com |

Meeting Location: Thomas Jefferson High School – Chorus Room

Meeting Purpose: Thomas Jefferson High School Design Development Update

Items of Discussion:

1. A. Caponi noted the role of the Construction Committee (CC) is to present recommendations to the Board.
2. A. Caponi made several comments on the distribution of information to date with some questions to consider, they included:
 - a. Information necessary to make informed decisions as a basis for recommendations to the Board:
 - 1) What level of recommendation is required to make recommendations?
 - 2) Does the CC need sub-committees?
 - 3) Is quicker dissemination of information the answer?
 - 4) How can we determine the information necessary for CC review?
 - 5) Reference next month's agenda.
 - b. Agenda Matters:
 - 1) End each meeting with a tentative agenda for the next meeting concentrating on the major decision items.
 - 2) Commit to posting meeting reports within 10 days.
 - 3) Commit to distributing monthly meeting agenda with all appropriate attachments one week in advance, recognizing that new items may/will occur.
 - 4) Distribute notes, documents, studies etc. as they become available.
 - a) WTW noted all meeting reports, studies and submissions have previously been forwarded to M. Panza and R. Snodgrass for distribution as required.
 - c. Cost of Project
 - 1) Cash flow projections should be prepared by T. Harris based on current project cost estimate, information should include:
 - a) Current property values.
 - b) Estimated new property values for each year presented.
 - c) Confirm how many years of indexed tax increases are necessary to fund new and existing debt.

- d) Present different scenarios: capping tax increase to \$302/\$100k, consider using portion of fund balance to reduce/eliminate future tax increases, etc.
3. D. Pozycycki noted the CC only needs one version of the meeting report, and noted the CC currently receives reports from WTW and WJHSD.
4. D. Pozycycki noted the CC will make every effort to accommodate meeting dates and that all dates should be scheduled now, and can always be modified as required.
 - a) G+P noted how the Design Development process would work and confirmed a memorandum noting the schedule and agenda of all meetings was submitted to WJHSD for distribution on 1/22/15.
5. M. Panza provided a summary of the following items:
 - a. The Natural & Cultural Resources Review is completed.
 - b. A. Donahue noted a draft version of the Phase II Environmental Assessment has been completed and that the results relative to the Phase I ESA are currently being reviewed.
 - 1) D. Pozycycki noted AECOM's Phase I ESA concluded there were no environmental issues with the site, and a review of the Phase II ESA will confirm if any remediation is required, and if the issue is global or localized.
 - c. TCCo provided an update on the Traffic Impact Study and noted the report had been submitted to the County.
 - d. WTW noted the Geo-technical Study is ongoing, anticipated completion is mid-March.
 - 1) WTW noted a preliminary meeting with GMI has indicated the need for deep dynamic compaction (DDC) and mine grouting. The requirements have been coordinated with TCCo and estimated costs have been included in TCCo's SD Estimate.
 - 2) WJHCC questioned how they could access final versions of various design reports. L. Payne confirmed WTW's FTP site is not the proper platform to provide access to final design reports, and confirmed electronic versions of all reports have previously been provided to WJHSD. WTW's understanding is that the reports would be accessible via links from the WJHSD website.
6. L. Payne reviewed the Design Development Schedule and confirmed the PDE review of PlanCon Parts A&B had occurred earlier in the day.
7. G. O'Hare recommended the Design Team provide draft versions of the presentations 48 hours in advance.
 - a. A. Caponi noted the agenda could be posted by M. Panza one week before each meeting.
 - b. J. Hosmer noted the benefit to seeing the materials in advance is that the CC will be able to ask questions in advance of the meeting and the Design Team will be prepared to answer questions.
 - c. T. Risley noted the CC needs adequate time to provide recommendations to the Board.
 - d. D. Pozycycki noted the CC will have a meeting at the conclusion of the current meeting, and confirmed that meeting materials should be sent to the entire CC.
8. D. Pozycycki questioned that status of the DORSO wells.
 - a. WTW noted WJHSD had previously confirmed the wells would be capped and decommissioned, and that this information was incorporated into the PlanCon Part A Submission.
 - b. M. Panza confirmed R. Snodgrass will contact DORSO and confirm the status of the wells.
 - c. WTW noted this information must be provided as soon as possible as it will likely impact the site design.
 - d. D. Pozycycki noted the District does not own the wells, and that they will remain operational.
9. D. Pozycycki noted a listing of any anticipated additional services should be provided to the Board.
10. R. Snodgrass confirmed the District had received Steelcase furniture from Franklin Interiors to "test drive", and that the District would also receive loaner furniture from PEMCO and Steel Smith as well.
 - a. C. Sefcheck noted furniture had been paired with specific instructors based on their teaching styles.
 - b. J. Hosmer noted all furniture should be evaluated equally and noted a survey should be compiled by the District.
 - c. D. Pozycycki noted the teachers should rank the furniture.

- d. T. Risley questioned how teachers will select their furniture.
 - e. K. Pancoast questioned if the District would use multiple vendors.
 - f. G+P noted generic furniture layouts using Steelcase furniture as the Basis of Design would be generated during the Design Development Phase. And, that the best furniture may not be familiar to the teachers.
- 11.R. Snodgrass and L. Payne provided an overview of the informational presentations given the Borough of Jefferson Hills Planning Commission and Borough Council.
- 12.G. O'Hare recommended incorporating the Allegheny County Conservation District (ACCD) submission and approval schedule into the overall Project Schedule.
- 13.WTW provided detailed updates on various reports via a PowerPoint presentation, the reports included: the Natural & Cultural Resources Report, the Phase II Environmental Assessment, the scope of Land Survey Add Services, and the Geo-technical Study.
- 14.G+P reviewed the scope of plan modifications based on the user group meetings that occurred on February 12 & 13, 2015. Major discussion points included the Natatorium, Gyms, Media Center, Auditorium, LGI, Facilities and IT Suite.
- a. G+P confirmed the Value Management Strategies (VMS) would not decrease the level of quality within the school.
 - b. T. Risley questioned if any curriculum had been established for the Natatorium.
 - 1) B. Dyer reviewed what the instructors need to do in order to teach swimming.
- 15.A. Donahue reviewed the current budget numbers and discussed the process of how figures generated during Programming & Visioning are incorporated into TCCo's Schematic Design Estimate.
- a. TCCo confirmed they now have drawings and design narratives to base pricing on.
 - b. TCCo confirmed they will have a meeting with AECOM and Langan to compare the findings between the Phase I and Phase II ESA's.
 - c. T. Risley noted he is concerned about the impact on the schedule.
 - d. G+P noted the Design Team is working with TCCo to reconcile the square footage delta between respective BIM models.
 - e. TCCO discussed how the original budget of \$200/SF was established.
 - f. G. O'Hare questioned if the pricing was based on a SF cost, K. Retetagos confirmed pricing is based on what is drawn and noted in the narratives.
 - g. D. Pozycki note the ultimate cost/SF will be determined by the bidding environment.
 - h. D. Pozycki confirmed the CC will ultimately make recommendations to the Board.
 - i. G+P reviewed the VMS document; D. Pozycki and G. O'Hare commented that additional notes, plans and/or renderings showing some of the suggested modifications are required to assist in making educated decisions.
 - j. D. Pozycki recommended that incorporating more orthogonal forms in lieu of round forms may be more economical.
 - k. A. Caponi questioned when an updated VMS document with estimated costs would be available for review, and D. Pozycki noted WJHSD Administration needs time to consider the impact of various value management strategies.
 - 1) All attending agreed to the following schedule:
 - a) March 3rd: TCCo assigns estimated values to all of the listed items and issues to the CC around noon for review and comment.
 - b) March 5th: The CC sends any questions to the Design Team regarding the VMS document so the Design Team can be prepared to answer the questions on March 9th.
 - c) March 9th at 5:30: Construction Committee DD Meeting #2 at TJ High School (required attendance includes: WTW, G+P, ESTC, FMG & B&H), consultants may be asked to discuss the scope of specific value management strategies.
 - d) March 17th: The CC will make recommendations to the Board as to how to proceed during the School Board's Working Session.

- e) March 24th: The School Board confirms the recommendations of the CC and the Design Team incorporates the approved strategies either into the Project or as Alternates (if approved).
- l. J. Burkardt discussed the reasons for using an Owner Controlled Insurance Program (OCIP). M. Panza confirmed he will compile a list of pros/cons of incorporating an OCIP as part of this project and recommended that Contractors provide bids with and without the OCIP.
 - 1) TCCo noted they would recommend a Project Labor Agreement (PLA) as well.
 - 2) Based on the outcome of the discussions, J. Hosmer noted the CC will most likely recommend using both an OSIP and PLA to the Board.
 - 3) TCCo added the OCIP and PLA will make the bidding market "more fair".
 - 4) All attending agreed the Board needs to authorize the solicitor to be negotiating contracts.
- m. The CC recommended that M. Panza and R. Snodgrass attend/present to the Pleasant Hills and West Jefferson municipalities as well.

Action Items:

- 1. West Jefferson Hills School District:
 - a. 1/30/15: Provide comments on SD Submission. (Only comments received from T. Risley)
 - b. 12/9/14: Review and comment on Educational Specifications document. (None received to date)
 - c. 11/13/14: Confirm direction for Open Lunch Concept; if yes, some SF currently assigned to the Dining Room may be reallocated to student areas. (Not confirmed to date)
- 2. Design Team:
 - a. WTW:
 - 1) Compile updated VMS document with input from Design Team.
 - 2) Continue to assemble PlanCon Parts D&E Submission.
 - 3) Generate draft materials for Act 34.
 - b. G+P:
 - 1) Incorporate additional plan refinements for next Design Meeting.
 - 2) Continue to refine DD exteriors.
 - 3) Update the schedule of design meetings through Design Development.
 - c. ESTC:
 - 1) Assist with VMS document.
 - 2) Confirm RTU layout for refined Penthouse layout.
 - d. B&H:
 - 1) Assist with VMS document.
 - e. FMG:
 - 1) Assist with VMS document.
 - f. SNA:
 - 1) Assist with VMS document.
 - g. WAI:
 - 1) Assist with VMS document.

Program/Scope Adjustments:

- 1. Reference TCCo's Project Budget Worksheet for items listed under the CM RFP and Architectural Services RFP for basic scope of services.

Next Meeting:

- 1. Construction Committee Meeting – Date, March 9, 2015, Time: 5:30 PM, Location: Thomas Jefferson High School – Choir Room
- 2. Required/Specialized Attendance:
 - a. WJHSD
 - b. WJHCC

- c. Design Team: WTW, G+P, FMG, ESTC, B&H & Design Team (as required)
- 3. Proposed Major Agenda Items:
 - a. Review of Value Management Strategies:

Upcoming Meeting:

- 1. ¼ Scale Meetings – March 9 & 10, 2015, Time TBD, Location Jefferson Conference Room
- 2. Required/Specialized Attendance:
 - a. WJHSD
 - b. Design Team: WTW, G+P, ESTC & Design Team (as required)
- 3. Proposed Major Agenda Items:
 - a. Review of for Academics, Classrooms, Science & Office Spaces

Any authorized persons who take exception to any statement in this report shall notify the Preparer, in writing, within three (3) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise this report shall be considered correct and final.

Prepared by:

WTW ARCHITECTS
Larry Payne, AIA, LEED AP BD+C
Principal/Project Manager
February 23, 2015

Distribution:

Name:

Attendees
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John Rambo
Betsy Kane
Bob Goetz
Mike Miller
Jim Pospisil
Stephanie Bako
Mike Plummer
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David Brooks
Megan Sweringen
Ken Kistler
Ted Wallover
Susan Wallover
Lisa Whitmeyer
Javaid Alvi
Pervaiz Alvi
Tom Stasny
Heather Krepisik
Greg Vizza
David Nash
Steve Parker

Representing:

West Jefferson Hills Construction Committee (WJHCC)
Mertz Culinary Management (MCM)
Turner Construction Company (TCCo)
Trans Associates (TA)
Barber & Hoffman, Inc. (B&H)
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Thomas Jefferson High School
West Jefferson Hills School District
WTW Project No. 71-4012

WJHSD CC DESIGN DEVELOPMENT MEETING 01

February 19, 2015
Page 6 of 6

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Attachments:

1. None