Meeting Summary

Project Name:	Summit Charter Middle School - Career and Technical Education Addition
Project No.:	24-0008
Subject:	CTE Addition
Location:	Summit Charter Middle School
Meeting Date:	September 24, 2024
Meeting Number:	DAT 04
Issue Date:	October 3, 2024
From:	Brian Rogers
Attendees:	Adam Galvin, Gene Temanson, Seth Reel, Design Advisory Team
Copy To:	Nadine Abell

Summary

1. Introductions/ Welcome back
2. Revisited Highest Hopes from DAT 01 (where we began)
    a. **Flexibility** both now and in the future
    b. **Dedicated space** providing authentic options and opportunities
    c. **Purpose built space**, supporting needs
    d. **Program/facilities** to fill current gaps
    e. **Successful project**, where students are involved and happy with the outcome
    f. **Kids are inspired** by this process/project
    g. **Integration** of core classes with CTE curriculum; hands on learning
    h. **Opportunities** to be expose students to different pathways
    i. **Project is built** safe, on time, on budget
3. Budget Review / Update
    a. Discussed DD estimate showed total project cost reduction of roughly $220K however the project is still over budget with larger footprint (4,454 sf) at $940 per SF versus smaller footprint at $800 per SF
    b. Discussed expectations for greater cost efficiency during competitive bidding of scope targeting $4M
    c. However, additional cost reduction and additional funds would be required to maintain the larger footprint and keep the I Commons in the project scope.
    d. Discussed recent Summit Board increase to construction budget
    e. Discussed (attached) list of budget aligment items and which items are proposed to be carried as alternates. Roughly $200K additional cost reduction targeting $3.8M construction budget
        A1 – printed graphic on FRP at Culinary space
        A2 – 12 tubular daylighting devices (solatubes)
        A3 – Balance of casework
        It was noted the furnish and installation of appliances would be transitioned from the Owner's budget to the Contractor's scope.
4. Design Update
    a. Recap of progress following DAT 03 and over the summer 2024
    b. Review exterior isometric views (Attached)
        1. Discussed location of RTU (pending omission of commons)
        2. Discussed reduction of exterior glazing (budget aligment)
        3. Discussed scale of "alley" between addition and existing building
        4. Discussed fire truck access relative to build yard (and addition)
            a. Discussed asphalt paving as the affordable option for patching existing and paving the building yard

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5. Summit indicated a fence around the build yard needed to be installed on day 1 for security. This scope may transition from the Owner's budget to the Contractor's scope (TBD)

c. Reviewed plan (Attached)
   - Innovations commons
     a. Discussed proposed finishes (also attached)
        i. Request for staining concrete (darker)
           1. Discussed including as an alternate
     b. Reviewed current/base scope versus the alternates
   - Culinary Lab
     a. Discussed proposed finishes (also attached)
        i. Disucssed color bands at FRP ILO of graphic images to be investigated
     b. Reviewed current/base scope versus the alternates
   - IP Lab and STEM Classroom
     a. Discussed proposed finishes (also attached)
     b. Reviewed current/base scope versus the alternates
   - Discussed removing the interior renovation of the existing gym spaces as part of the budget alignment effort. This will leave the exisitng changing rooms and toilet rooms without renovation.
     1. Confirmed the new mechanical and electrical can be accomodated in the exiting mechanical room, a new water entry room (see IP plan), and an extended closet (see I commons plan)
     2. This also included repurposing the existing storage closet (RM 30-6) to house a new electrical transformer and panel(s)
     3. Summit also indicated an interest in relocating any new drinking fountain fixtures from the I-commons. Adding a bottle fill station in the original addition (by existing drinking fountains) was acceptable. It was noted this end of the building did not have a bottle fill station currently.
   - The Group revisited the need for a discrete door out of the STEM CR in addition to the door to the I Commons. Discussed exterior versus interior door. The Group confirmed a swing door in the operable wall, into the IP lab, would be a cost effective and acceptable solution.

5. Next steps
   a. 10/18 - End of the Design Phase with 100% Construction Documents
   b. 10/21 – Submit for Permit (targeting February 2025 construciton start)
   c. 10/18 – Bidding/GMP process begins
   d. 11/20 – Final GMP to BVSD/Summit
   e. 11/20 through 12/10
      - Summit Board Approval
      - BVSD Board Approval
   f. Construction start early 2025

Action Items

Cuningham to help delineate/confirm extent/type of fence (and gates) for build yard
Cuningham to facilitate the inclusion of a swing door in operable wall
Cuningham/Summit to coordinate a final focus group meeting to confirm low voltage scope

The foregoing is believed by the author to be an accurate and materially complete reflection of the discussions described. Requests for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.