**CONSTRUCTION COMMITTEE MEETING**

Roanoke County Schools Administration Building

Conference Room E

February 7, 2017

12:00 p.m.

**MEMBERS PRESENT:** Jerry Canada, Mike Wray, Tim Greenway, Don Butzer, George Assaid, Dennis Epperly, Dexter Hurt, Chris Lowe, Dr. Greg Killough, Penny Hodge, Lenora Downing, Jeff Terry, Ken Nicely and Susan Peterson.

**ALSO PRESENT**: Angela Roberson, Chuck Lionberger, Steve Spangler, Sara Gregory (Roanoke Times), Nathan Harper (Spectrum), and Chris Venable (Spectrum)

**ABSENT:** Jason Moretz

The Construction Committee meeting was called to order at 12:10pm. in the Conference Room C by George Assaid.

**MINUTES**

There were no changes to the minutes from January 3, 2017. Mr. Butzer made a motion to approve the January 3rd minutes. Mr. Wray seconded. The January 3rd minutes were approved unanimously.

**RESERVES REPORT**

Mrs. Hodge shared the reserves report dated February 3, 2017. The only entries since our last meeting were from the

January 26th school board meeting were the allocations for the William Byrd Athletic Fields and the balance of the Major Capital Funds to the CIP plan that was approved in January.

**JOINT MEETING PRESENTATION REVIEW**

Mrs. Hodge shared the CIP Report they planned to present at the joint meeting scheduled for later this afternoon with the Board of Supervisors. One item, the HR and Payroll system we share with the county is still on the CIP but timeline has shifted. The Dynamics Company is not ready for us to roll out as anticipated. The other item is the $21.6 million in bonds for the Cave Spring project in FY18. The agreement with the county is $10 million in borrowing 2 out of every 3 years. With our project scope changing and a $37.5 million budget now, we cannot fund within the one year. Mrs. Hodge’s recommendation is to stay with our agreement with the county on borrowing and only borrow the $20 million. The FY 16 bond and this year’s bond. For the major capital reserves our policy has been that those funds are used strictly for the CIP. When she works with county on mapping out the plan those funds are always on the CIP showing over the 10 years. She allocates to ensure we use the full bond money. We can borrow the additional funds needed for the CS project after July, 2018. Mrs. Hodge will also have some demographic information to share as well regarding growth and enrollment.

**CAVE SPRING HIGH SCHOOL UPDATE**

Discussion was held on timeline with Spectrum. The Contractor cannot begin work until July 1, 2018. They can hold bid 60 to 90 days. We can advertise in March and receive bids April/May. Spectrum will have documents finished by the end of the year. Permitting can be done with complete documents before bidding is done. Spectrum also shared current floor plan and answered questions.

**DRAFT CMP 2018‐2027 REVIEW**

Mr. Assaid shared a plan showing projects by fiscal year by elementary, middle, high school or facility, the type of improvement, equipment needed and total cost being included. This is a combination of the feedback from the facility study as well as staff review. Preventive Maintenance for the HVAC is included. The plan for the roofs – right now we have preventative maintenance staff and they are strained. Mr. Epperly is trying to reassign his staff for a periodic review of the roofs. Stormwater management is also another large piece. We have also added painting in to the CMP to ensure all facilities are painted every 10 years. Our crew would paint a high school or middle school each year and we would outsource painting for two of the smaller schools each year. Our crew would also take care of all exterior painting. This will be up for discussion and approval at the second school board meeting in March.

# COMMITTEE PROJECT LIST UPDATE

Updated project list shared. It is also on the website. The ones in red are the ones that had some sort of change since our last distribution of the list.

**Update on Classroom Locksets**

**Penn Forest**: Materials have arrived (February 2) and cores have arrived (February 4). Skyline Doors is scheduled to install the classroom locksets on February 13 & 14. RCPS staff has coordinated this with the principal.

**W.E. Cundiff & Glen Cove:** Bids are due February 21, 2017. Work will be done at night and on weekends in order not to disturb students and to complete the work as quickly as possible.

# Update on WBHS Fields

**Stadium Renovations**

The contractor “Fieldturf” has hired Gay & Neel Engineering firm from Roanoke City to survey the existing field, track and immediate areas surrounding the stadium. Gay & Neel will be creating the construction documents which will consist of grading plans, utility plans, drainage plans and stormwater management plans. They will be meeting with Roanoke County Engineering department within the next week to discuss stormwater requirements and expectations.

Staff is currently working with Roanoke County and Fieldturf to finalize the contract for the first phase of this project. The first phase is considered the survey, engineering design work and the County review of the proposed plans. Work is ongoing as this process is being completed. Design Process – won’t see much for next six weeks or so because only ones out there are the surveyors. As those plans are developed we will tighten schedule a little more. Fieldturf is on board with having the entire stadium project completed by August 1. Mr. Canada asked about funding if the project came in over. Where the additional funding would be pulled from assuming the board desired to fund the difference. Ms.

Hodge replied you could always move minor capital up to major capital; or you could revise the CIP to increase the Byrd

Project but then you would have to decrease something else in that 10 year timeframe.

**Practice Field Renovations**

Carolina Green has visited the site and is currently putting two different programs/proposals together. One program will be for a Bermuda sod option and the other will be for a Bluegrass sod option. Both proposals will provide drainage plans, irrigation plans, grading plans, construction schedules, lighting and maintenance plans. This will allow RCPS to evaluate both programs and make a decision on which option is the best resolution for the needs at WBHS. Both options could be completed in the spring/summer timeframe. Carolina Green is one of the premier sports field

companies on the east coast and has multiple contracts with high schools and colleges in the Commonwealth of Virginia. This allows RCPS to utilize the existing state contract that will allow us to move quickly with this project.

# Update on WBMS Outdoor Patio

Mr. Jones from Jones & Jones architects is currently developing a conceptual plan, project budget and is meeting with Roanoke County officials to determine code compliance issues with ingress and egress from the cafeteria and the outdoor patio itself. Mr. Jones plans to have this information back to RCPS staff by February 10th.

**CUSTODIAN AND GROUNDS DISCUSSION**

Current school facility custodian and grounds contract:  GCA Educational Services, Inc.

* Cooperative procurement utilizing Isle of Wight Public School contract
* Isle of Wight contract with GCA began July 1, 2012
* RCPS contract with GCA began July 1, 2014
* Isle of Wight’s annual contract provided for 4 annual renewals
* Contracts are set to expire on June 30, 2017
* Provides custodian and ground maintenance at 3 High Schools & BCAT, 2 Middle Schools, and 9 Elementary

Schools

**GCA’s Current Contract:**

The scope of GCA’s current contract with RCPS:

Buildings

* Furnish all management;
* Provide supervision;
* Provide cleaning personnel;
* Provide equipment, cleaning supplies, tools, and other materials required for custodial services.

RCPS mows and maintains all athletic fields, provides mulch, flowers, fertilizer and related materials, repairs and replaces RCPS owned lawn equipment used by GCA.

Grounds

* Mow, edge, trim every 7 to 10 days during mowing season;
* Police grounds litter – daily
* Prune shrubs as needed – minimum 3 times per year
* Coordinate application of mulch
* Prune trees dormant once per year
* Prune trees (eye‐pokers) as needed
* Keep landscape beds, play grounds and curbs and cracks relatively weed free  Provide fuel, herbicides and weed control
* Provide maintain, repair and replace 60” deck mower

RCPS mows and maintains all athletic fields, provides mulch, flowers, fertilizer and related materials, repairs and replace

RCPS owned lawn equipment used by GCA.

**Next Step:**

* Notify GCA that their contract expires June 30, 2017 and requires RCPS to seek competitive proposals for services beginning July 1, 2017. We may end up with separate contacts for different regions. We may also separate the ground services.

**CAVE SPRING HIGH SCHOOL VALUE ENGINEERING**

Value Engineering (VE) is a systematic process of review and analysis of a project design performed by a team of persons not originally involved in the design of the project. The team members are licensed design professionals, and the team leader is specifically trained in conducting the team study process. Additionally, the VE will practice the VM Job Plan that is consistent with the SAVE International Value Methodology Standard. School Board policy requires that all capital construction projects with estimated construction costs of $2,000,000 or more will automatically be subject to Value Engineering. A chosen Value Engineering firm will review the project, at about the 35% design stage. They will submit written recommendations to the Construction Committee. The Construction Committee will select an advisory committee with a representative from each of the following areas: User School/Department, County Procurement, Citizen, and the Architect of Record to assist in a review of the Value Engineering recommendations. Those changes accepted by the Construction Committee will be recommended to the School Board for final approval.

**Phase 1 Workshop** Phase 1 VE Study is a collaborative workshop with the project designer staffed with registered professionals with experience in similar projects as described in this Scope of Services. This VE workshop will include the following deliverables, all of which are related to the results of the workshop.

* VE Team Summary
* Value Engineering summary ‐ Provide copies for team members and stakeholders at the conclusion of Day 2 of the workshop

All‐inclusive Phase 1 VE Study Fee $**21,652**

**Phase 2 Workshop** Phase 2 VE Study is a fully independent workshop staffed with registered professionals with experience in similar projects as described in this Scope of Services. This VE workshop will include the following deliverables, all of which are related to the results of the workshop.

* VM Team Presentation Study
* Provide on‐site review of VE Study findings and recommendations
* Value Engineering summary ‐ Provide copies for team members and stakeholders at the value team’s presentation meeting at the conclusion of the study All‐inclusive Phase 2 VE Study Fee $**50,000**

**SCHEDULE**

The VE workshops will be conducted in accordance with the following schedule.

Phase 1 VE Workshop Roanoke, VA .......................................................... late February 2017 Phase 2 VE Workshop Roanoke, VA .......................................................... late April 2017

**SUMMARY & RECOMMENDATION**

On December 8, 2016, proposals were received and reviewed. After the interview process it was determined that Value Based Design LLC is an acceptable Offeror to provide the Value Engineering services. Staff is recommending a two phase VE study to be performed by Value Based Design LLC for an all‐inclusive total VE study fee of **$71,652.** Mr. Buzter made the motion to accept and approve the recommendation from staff. Mr. Wray seconded and the motion carried.

Dr. Killough also recommended and received consensus that we review our policy with construction costs of $2 million requiring Value Engineering. The County policy is $5 million. Dr. Nicely and Mr. Assaid will review and bring back a recommendation.

**CAVE SPRING MIDDLE SCHOOL DUGOUTS**

Staff has met with the Athletic Director from Cave Spring Middle School to discuss the scope of the project. CSMS wishes to pour two pads with dimensions of 8’ x 24’. These pads would be 4” concrete and allow for existing player benches to be place on the pad. As funding comes available CSMS would like to put an 8’ chain link “wall” on three sides of the dugout with a metal roof as a sun screen. Staff has also met with Roanoke County building officials and they have determined that a permit would not be required for any of this work. If the structure is changed to a block structure then the concrete pad will need to be altered to have a footing engineered and then will require a building permit for the construction of those facility. Mr. Lowe will bring back cost estimates back to CSMS and will then bring back estimates and project scope to this committee.

**HVHS GAS MAIN EASEMENT REQUEST**

The purpose of this request is that Roanoke Gas recently had a leak in a gas main in the neighborhood back behind the school. It was difficult to fix the leak without shutting off the gas, which would have left dozens of customers without gas, including the school. If there were another leak in the same area to the old infrastructure, it would be better to have a second gas feed to ensure that no customers are shut off. A gas main through the Hidden Valley High School property would be a very good solution. There is an existing gas main on the property that comes from Holland Drive and stops next to Titan Trail. If the school system were to grant an easement, Roanoke Gas would connect to this existing main and install a new main along Titan Trail to Pleasant Hill Drive. Typically gas easements are 10’ wide and centered on the main. Roanoke Gas is currently very early in the planning process and are looking at possibilities. Roanoke Gas has is requesting that we consider allowing them to study the attached route. Benefit to us – enhanced reliability of service. Will be during summer. Only 2 to 4 weeks and minimal disruption. They are currently in planning stages only. From school not much impact but what is in it for us. Typically we have not received compensation for easements. It is worth effort to at least ask for something. Mr. Assaid will discuss with Mr. Moretz and return with their recommendation.

**GLENVAR HIGH SCHOOL OUTDOOR FACILITY**

A request was made from Mr. Butzer to assess the condition of the GHS Field House, locker room, shower, weight room, coach office and a classroom. A spreadsheet with the items that were identified by the school principal and operations department that requires repair or replacement was shared with the committee. This project should be considered for funding approval utilizing minor capital reserves if so desired in the amount of $83,000. Mr. Canada made the motion to approve. Mr. Greenway seconded and the motion carried.

Mr. Greenway asked about buildings in general that may be built and donated by community groups. Once they are built – after Construction Committee approval – the building then becomes the property of the school system.

**TENNIS COURTS**

Mr. Moretz requested we look at tennis courts in his area. Mr. Assaid and Mr. Lowe decided to look at all. Mr. Lowe will be bringing back information to us at the next meeting regarding condition of all sites and if anything is needed and the cost estimates.

With no further business, Mr. Assaid adjourned the meeting at 2:05pm.

Respectfully submitted,

Lenora S. Downing

Operations Coordinator