



## FOREST LAKES FIRE DISTRICT BUILDING COMMITTEE MEETING MINUTES DEC. 6, 2016



1. The meeting was called to order by FLFD Building Committee Chairman John Hennessey at 2:10 pm at the offices of HD-Architects, LLC, 459 N. Gilbert Rd., Suite C-200, Gilbert, AZ 85234.
2. Other attendees were FLFD Building Committee members Chief Rodriquez and Tom Cummiskey; and Bruce Scott, HD-Architects.
3. Review action items from November 9, 2016 meeting
  - a) John Hennessey reported on his contacts with Coconino County and the implications of a phased construction approach w.r.t. the CUP/PPP, schedule, permitting, cost. The results are summarized in the attachment (highlighted sections). It was agreed we should focus our attention on the most likely scenario—complete the entire metal shell structure, complete the full interior for the bay space plus crew quarters, leave admin space as TI for a later date. COO 1Q2018. This approach will best balance affordability with cost, preserve schedule by avoiding another round of CUP activity, satisfy our top two priorities (bay space and crew quarters) and will allow us to completely address the expansive soil issue.



3a\_Zach Schwartz  
CUP Questions.docx

- b) Discussion ensued re: HD-Architects design contract with AZ Wastewater Design, estimated construction costs, schedule. The FLFB had approved HD-Architects entering into a contract with AZ Wastewater Design, per the attachment, on October 15, 2016 in an amount not to exceed \$2,200. Note: there will be an additional 10% administrative fee for HD-Architects. John Hennessey had previously contacted AZ Wastewater Design to see if there is any credit available to FLFD based on previous work done by AZ Wastewater Design on the prior building program. John Hennessey took an action to follow up on this request. Once the final value of the contract is set, Bruce has the action to proceed with the contract. FLFD will enter into a separate contract with AZ Wastewater Design for the construction of the septic system, including the permitting fees.



3b\_Forest Lakes Fire  
District - Wastewater !

- c) Hard/soft cost breakdown (John Hennessey/All)
        - a) FF&E Crew Quarters, Admin Wing (Chief Rodriquez)
        - b) Voice and data cabling (Chief Rodriquez)
        - c) Building permits, site plan review, plan check, utilities, ... (Bruce Scott/All)
        - d) Utility hookups, Propane Tank—Lease versus buy (Chief Rodriquez/Tom Cummiskey)

Relevant files are attached. The files are updated with changes made during the meeting. Bruce took an action to provide AutoCAD drawings to FF&E suppliers so they can complete their pricing estimates. Chief Rodriquez will continue to coordinate the details for the final estimates. There are some items that need to be revisited: grill, gas range and hood, icemaker, RO system. We are looking for middle of the road type numbers. Tom asked if any of the kitchen supplies can be moved from the rental unit to the new station. Chief stated the rental unit was fully



# FOREST LAKES FIRE DISTRICT BUILDING COMMITTEE MEETING MINUTES DEC. 6, 2016



furnished/equipped, so all that stays. The bunk beds will be moved. It was noted that some of these items were envisioned as being candidates to be supplied by the Auxiliary. Bruce and Chief took an action to collaborate on the location and types of drops needed for the communication network so Smart Systems can provide a budgetary cost estimate. FLFD has a pre-construction contract with FCI in the amount of \$5,000, none of which has been billed. This was added to the soft cost item list. Bruce confirmed the \$65 to \$70 per sq ft estimate cost avoidance for not building out the admin wing. When combined with the FF&E cost avoidance, the total is about \$100K.



3c\_FCI NOV 2016



3ca1\_Copy of DRAFT



3ca2\_FW Forest



3ca3\_FFE Inputs RE

COST ESTIMATE WITH-Station FFE Package uLakes Fire Station.msqBuilding Committee IV

#### 4. Status updates

- a) Contract—HD-Architects (Billing from project inception as percentage of total contract and by phase, planned expenditures for the next review period)
  - a. Basic Services (\$42,500; board approved November 12, 2016)
  - b. Additional Services (\$20,300; board approved May 21, 2016)
  - c. AZ Wastewater Design (\$2,200; board approved October 15, 2016)
  - d. HD-Architects G&A Fee for AZ Wastewater Design (\$220; prior approval)

Relevant files are attached.

Key discussion points. Tom and Dave took an action item to provide details of the \$2,500 expenditure of August 28, 2015. Bruce took an action to document the agreement to increase the contract amount to \$42,500 (letter amendment?). It is understood that we may have to make additional considerations due to the uncertainty surrounding the phased construction approach (change fee?).



4a1\_HDA Cost  
Exposure.msmsg

- b) Schedule. Bruce reported not much has been going on schedule-wise while we are in the RFQ/SOQ process. Once we have a CMAR contractor selected, and we agree on a GMP, a lot of downstream activity will be triggered. The civil engineering tasks are underway (floor elevation, cut and fill estimates, ...). Procurement of the steel building, a long lead item, will be a key milestone. Overall schedule shows ground breaking late 2Q/early 3Q 2017. We need about a 3-month lead time between funding request and funding availability. Tom is working with several lenders on pre-approval in order to shorten this cycle. Septic system construction should begin in the June/July time frame.

The date for the Short List review will be December 19<sup>th</sup> at 10:00 am. Finalist Presos will be on January 5, 2017 at 10:00 am. The next building committee meeting will be on January 17, 2017 at HD-Architects and will include the CMAR contractor. John Hennessey took an action to set up meetings for all three items.

- c) Invoicing/Contract Management Process. Bruce took an action to copy John Hennessey on all future invoices. Bruce took an action to provide a forecast/advance notice of significant



# FOREST LAKES FIRE DISTRICT BUILDING COMMITTEE MEETING MINUTES DEC. 6, 2016



expenditures as we progress in the next phases of the contract. John Hennessey will track overall costs per the attached spreadsheet. Relevant files are attached.



4a\_20161202  
Report\_from\_FLFD\_Ca



4c\_FW\_HDA Invoice  
#7495.msg

- d) RFQ/SOQ Process. Relevant files are attached. John Hennessey took an action to publish an amendment to the RFQ/SOQ documenting the change in dates for the Finalist Presos. Dave and Bruce took an action to develop a standard list of questions for the Finalist Presos. John Hennessey took an action to develop a detailed time line for the Finalist Presos to control/minimize overlap of candidates.



4d\_RFQ SOQ Date  
Changes Revised Tim



4d1\_RE List of Contractors who have asked for RFQ-CMR packets 11-30-16.msg

5. New Business (discussion tabled until the January 17th meeting)
  - a) CMAR selection and notification
  - b) CMAR contract negotiations
  - c) GMP
    - a. When available
    - b. How many increments
  - d) Value Engineering process
  - e) Decision date for building construction approach
  - f) Funding/draws—timing, financing decision date
6. Key Milestones (discussion tabled until the January 17<sup>th</sup> meeting)
  - a) CMAR selection
  - b) GMP
  - c) Go-no go decision date for loan application
  - d) Septic system—Approval to Construct
  - e) Building Permit Application
  - f) Groundbreaking/Site prep/Slab/Expansive soil remedy
  - g) Steel building delivery and assembly
  - h) Lockable shell
  - i) Septic System approved for use
  - j) Certificate of Occupancy
7. Review Action Items (embedded, not summarized)
8. Call to the Public (there were no members of the public)
9. The meeting was adjourned at 3:36 pm.