

GERMANTOWN CSD CAPITAL PROJECT

PRE-CONSTRUCTION KICKOFF MEETING AGENDA

I. GENERAL

- Introductions
- Overview of meeting objectives
- Main Point of contacts – *(Points of contact need to be fully involved in the project)*
 - For Germantown CSD - Overall Project
 - For each building – principals if required.
 - For CPL
 - For The Palombo Group

II. PROGRAMMING OVERVIEW

- SED Project Manager?
- Briefly revisit Major project scopes approved by the district:
 - Demolish and Create a New Playground
 - Install Outdoor Speakers
 - Roofing Repairs
 - Locker Room Renovation
 - Bathroom Renovations
 - Door Replacement
 - Replace Select Flooring
 - Paint Hallway Walls
 - Replace Classroom Door Hardware with Lockdown Function
 - Removal of Old Garage & Build New Maintenance Facility
 - Address Building Flooding
 - Main Street Parking Lot & Bus Loop
 - Install Sewer Line to 9G
 - Install Access Path to Sports Fields
 - Replace Steps to Cafeteria Entrance
 - Install Sidewalk around Auditorium
 - Chairlift to Ramp Conversions
 - Replace Rusting Oil Line & Boiler Pumps
 - Update Old Power Boxes in Tank Room
 - Replace Outside Lighting on Main Street
 - Install New Generator
- CPL Programming meetings / review process and how these will be scheduled. Who will be required at programming meetings?

III. PROJECT MILESTONE SCHEDULE / PROCESS – *(Discuss Phased SED submission)*

- Design Development / SED Submission – Review Suggested Phased submissions to SED and associated scopes of work.

- Other important areas for consideration:
 - General Conditions, attorney review will be needed, review latest insurance requirements.
 - Notice to Bidders – Discuss Process for bidding.
 - State Contracts – how will they be used?

IV. PROJECT COSTS

- Project Bond Amount – Hard / Soft costs **\$ 13.9M**
- Spread sheet / cost organization.
- State Aid / District Aid Ratio - %
- Cash Flow – required by phase of work, discuss fiscal advisor requirements.

V. OTHER CONSULTANTS / STATE CONTRACTS

- Hazardous Materials / Environmental
- Independent Testing Agencies
- Technology / Security consultants
- Survey / Geotech Analysis

VI. MISC.

- Future Meeting Discussion Items - Administrative protocol during pre-construction & construction
 - *Prime Contract administration?*
 - *Change orders?*
 - *Applications for payment process?*

VII. FUTURE MEETING SCHEDULE

- OACM Meetings
- Facilities Committee Updates
- BOE Updates