



# MEETING MINUTES

ISSUE DATE 11/23/16

## MEETING INFORMATION

MEETING DATE 11/21/16 MEETING TIME 10:00 a.m.

MEETING NAME Core Committee Meeting #2 MEETING LOCATION MHS - Team Room

PROJECT NAME Marshalltown High School Addition - Gym and Wrestling

FEH PROJECT NUMBER 2016316

MINUTES PREPARED BY Gary Schulte

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
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Theron Schutte MCSD Superintendent of schools

Brian Bartz MCSD Director Business Operations

Brett Purvis MCSD Facilities

Janelle Carter MCSD Board Member

Ross Harris MCSD Board Member

Eldon MCSD Facilities

Heather Van Buren Community Fundraisers

Rollie Ackerman MCSD Athletic Director

Gary Schaudt Community Fundraiser

Greg Brown Community Theater

Kevin Eipperle FEH DESIGN 563-583-4900 kevine@fehdesign.com

Denny Sharp FEH DESIGN 515-288-2000 dennys@fehdesign.com

Gary Schulte FEH DESIGN 563-583-4900 garys@fehdesign.com

DISTRIBUTION Attendees, and design team

PURPOSE Refine site selection, confirm space needs, report on code review, and discuss materials.

## DISCUSSION

The following items were discussed at the meeting:

1. The Goals for Success were reviewed with no changes being made.
2. The code review is pretty preliminary at this point but it was noted that we should have sufficient fixtures in the existing building but as noted in the previous meeting we will probably provide a couple restrooms for convenience. Exiting is fine right now but we will need to maintain the same number of exits currently provided for the existing building plus more for the new addition.
3. The attached space needs program was passed out and reviewed with only a couple of comments as follows:
  - a. For the sound system closet it was stated that the School District has a sound system which should be sufficient for the needs of the Auxiliary Gym.
  - b. The training room space was questioned. It wasn't certain if the space would be used for taping ankles and such or if it was for a gathering space. If it was intended for former, then it was noted a space was already provided in Phase 1. If it was the latter, then it would be fine if it is a legitimate need. Upon review of the meeting minutes with coach Mann it was determined that the training room is to be a small room with ice and water available, about 8'x10'.



- c. The wrestling seating area should accommodate 25 – 50 people, that is about 750 SF. This is separate from the wrestling exercise area of about 880 SF.
    - d. It was questioned whether or not an IT room may be needed. This would need to be coordinated with the School District's IT person.
    - e. We will also need to review the intercom system and access control system as we move forward.
    - f. The School District stated there needs to be an overhead door access provided in the Roundhouse to allow for lifts and other large equipment to be more easily moved in and out of the building.
  4. The seven options that came to the top at the last review meeting were taped up on the wall and opened for discussion.
    - a. There were four options from the previous review and three new sketches were generated from the discussion.
    - b. After a period of discussion, the seven options were voted on with the following votes for each:
      - i. Option 1-A received 3 votes.
      - ii. Option 2 received no votes.
      - iii. Option 3-G received 2 votes. One adjustment was made in this option and that was to move the Auxiliary Gym further South so the foundation of the Gym was beyond the utility banks,
      - iv. Option 4 received no votes.
      - v. Option 6 received 2 votes.
      - vi. Option 7 received 5 votes. There were initially two variations with one on a single level and one having two levels. It was agreed to stay with the two levels where Wrestling is on the same level as the Roundhouse and the Auxiliary Gym would be on the upper level.
      - vii. Option 8 received 3 votes.
      - viii. Option 9 received 1 vote.
    - c. Two obvious items that were included in the Goals for Success were reinforced during the conversations, one was the desire to maintain the view and feel of the Roundhouse as much as possible. Also the goal to try and maintain the view of the Auditorium and not overpower that entrance.
    - d. The top five options that will be studied at the Charrette are attached. Other options may arise.
  5. The project timeline was reviewed and it was agreed December 9<sup>th</sup> would be our next Core Planning Meeting after the Charrette. The 5<sup>th</sup> Committee Meeting would be January 11<sup>th</sup>, 2017. Both meetings would be at the High School in the Team Room. At 10:00 AM
  6. The participation in the design workshop was discussed and it was suggested that the public be included. It was agreed that something could be published in the local paper explaining what is being done. FEH DESIGN noted that the more participation we can achieve the better the design will be accepted.
  7. A number of participants left at this point and a discussion of the different construction delivery methods that can be used on a project were discussed. Traditional Design – Bid – Build and Advisory Construction Management were the two main methods discussed. There are variations to each along with pros and cons to each method. The following items were noted during the discussion:
    - a. CPMI was an owner's representative/Construction Manager in the first phase.
    - b. The option of liquidated damages was discussed. It was noted that this would need to be based upon actual cost burden to the district.
    - c. Dean Snyder was the General Contractor on the Phase 1 project that they ended up having problems with.
    - d. FEH DESIGN made it clear that if the owner would prefer to change from the Design – Bid – Build method to please include them in that decision since it would affect the work we have done so far and would more than likely increase our costs for doing the project. We would also be able to help in the CM selection process to make sure who is selected will complement the design team already in place.
  8. In addition to the delivery methods we also discussed the timing of the letting of bids. FEH DESIGN would need to determine what other projects are being bid this spring so that we can avoid issues of bidding at the same time as other large projects in the area. Two local area projects mentioned were the Police/Fire Station as well as the Marshalltown Veterans Home.
  9. The next meeting will be the Design Charrette which will be November 30<sup>th</sup> and December 1<sup>st</sup>.

*This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.*

**ATTACHMENTS**      Top five options from meeting, updated space needs program.