



Mt. Vernon Township High School  
Board of Education Special Board Meeting  
August 12, 2010 – 5:00 p.m.

The meeting was called to order with the following Board members answering roll call: Kim Alvis, Pat Garrett, Carl Miller and Robert Stewart. Absent were Cynthia Davis, Jon Hawthorne, and Karen Goodwine. Also present were Superintendent Michael Smith, Board Secretary Shirilyn Holt, members of the Holland Construction Company

Motion was made by Alvis and seconded by Miller to appoint Stewart as President Pro-tem. The motion passed by unanimous vote. (Alvis, Miller, Garrett, and Stewart. Absent was Davis, Hawthorne, and Goodwine.)

The following questions were asked and discussed with the Holland Construction Company.

**Pre-Construction Services:**

*Design phase:* Describe your firm's role and the types of input your firm would propose during the design of the facility.  
Who from your firm would be involved and what would their role be?  
Describe the relationship you will cultivate with the design professional and with the School District.

*Estimating:* Who from your firm would be involved and what would their role be?  
How do you handle unknown scope and market conditions?  
Give examples of estimates that have not been met and how you managed it.

*Phasing & Constructability:* Describe the timing of phasing and constructability reviews.  
Describe the depth of the review.  
Who from your firm would be involved and what would their roll be?  
Give examples of issues that have risen out of these reviews and how you managed it.

*Design Schedule:* Due to scope changes, cost escalation etc., give examples of bidding schedules that have not been met and how you managed it.

*Bidding & Negotiation:* What is your approach to bid packages?  
What would be your approach to encourage local contractor participation?  
What is your approach to negotiation with the contractors?  
Who from your firm would be involved and what would their role be?  
What are your views on "Project Labor Agreements"?

**Construction Phase:**

*Constructability:* What is your approach to controlling the quality of construction?  
Give examples of poor construction quality issues and how you handled it.

*Schedule:* What form of schedule do you use and how will you use it to assure that milestones and deadlines are met during the project?  
Give examples of schedules that have not been met and how you managed it.

*Costs:* What is your approach to controlling the construction costs during the construction phase?  
What measures will you take to preserve the quality of the building project?  
Give examples of construction cost that exceed estimates and how you managed it.

*Site Safety:* How will you address safety at the jobsite?  
Describe how you would handle working around students.  
How would you approach the criminal background check for construction workers?  
What costs do you anticipate to be associated with Site Housekeeping and Safety Administration?

*Communication* What is your approach to keeping all stakeholders informed of project decisions and project progress?

*Distribution:* Describe how your firm would work with a construction observer/administrator from FGM Architects.  
Will you provide progress photos? If so how will they be distributed?

**Closeout:**

*Building*

*Commissioning:* What process will you use to assure that all building systems function as they should, and that they meet all code requirements as specified?

*Project Close:* How will you approach the training of School District's personnel?  
How will you assure that all closeout submittals are prepared and submitted as required?  
What process do you propose for turn over to the School District?  
How do you handle building issues that arise years later? Give examples.

Motion was made by Alvis and seconded by Miller to adjourn the meeting.

All members present vote aye. (Alvis, Miller, Garrett, and Stewart. Absent were Davis, Hawthorne, and Goodwine)

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Robert Stewart, President Pro-Tem

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Shirilyn Holt, Board Secretary