

February 10, 2016 Special Committee Meeting Agenda Facility Advisory Committee

The February special meeting of the Facility Advisory Committee (FAC) is scheduled for **Wednesday, February 10th, 2016 at 7:00 am** at the *Farmhouse Cafe*, a public restaurant and eating facility in Gallatin Gateway, located on Rabel Lane.

(All policies can be found at www.gallatingateway.school.com.)

Call to Order

Public Comment- Non Agenda Items- Sign in sheet- (GGS Policy #1070)

Old Business

Report on *FM #1 Kitchen Ventilation Upgrade*.

Report on *School Nutrition Equipment Grant*.

Report on Johnson Controls meeting with Supt Anderson re: Performance Contracting

Report on engineer / architect facilities walk-thru of Dec 21st.

Report on Krogstad lighting inventory of Dec 21st.

New Business

Review/approve December 2nd, 2015 minutes.

Review/approve January 13th, 2016 minutes.

Analyze and discuss facilities proposals; develop recommendations.

Confirm Date for Next Committee Meeting.

Adjournment

“The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.”

FEBRUARY 2016 MINUTES

GGG Facility Advisory Committee Meeting 7 AM February 10, 2016

Committee Members Present:

Christie Francis, Board member
Brad Parsch, member
Ty Spring, member
Dick Shockley, recorder

Committee Members Absent:

Will Horgan, member

Guest:

Peter Dutkowski, Johnson Controls

Public Comment: none

Old Business:

- Discussed *FM #1 Kitchen Ventilation* project status.
- Reported *School Nutrition Grant* application was not successful.
- Discussed Johnson Controls information concerning performance contracting.
- Reported on CTA – Beaudette architect / engineer facilities walk-thru of Dec 21st and discussed subsequent proposal to GGS Board.
- Discussed Krogstad lighting system inventory and subsequent proposal

New Business







- Approved December 2nd, 2015 minutes.
- Approved January 13th, 2016 minutes.
- Date for next meeting. **Wednesday March 9th at 7 AM, Farmhouse Café.**

Adjournment: 8:30 AM

Special Committee Meeting

February 10, 2016

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Dick Shockley	
2. Brad Parsch	
3. Christie Francis	
4. Will Horgan	
5. PETER Rutkowski - JCT	
6. Ty Spring	
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: Feb 10, 2016

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
2.	
3.	<i>NONE</i>
4.	
5.	
6.	
7.	
8.	
9.	
10.	



Birddog Distributing, Inc.

Unleash The Beauty Of Lighting

1490 Harper Pucket Road Bozeman, MT 59718 www.birddogdistributing Commercial Sales: 406-223-8262 Fax: 406-522-4178

Gateway School

Bulb Type - area	Quick Lighting Audit						Monthly Cost of Operation		
	Total Fix	Bulbs per Fix	Total bulbs	Current Watts	Prop. Watts	Watts Saved	Before		After
	4' T8 Flourescent	72	2	144	32	16	2,304	\$ 191.63	
4' T8 Flourescent	66	3	198	32	16	3,168	\$ 263.50		\$ 131.75
4' T8 Flourescent	155	4	620	32	16	9,920	\$ 825.09		\$ 412.55
Total Count			1010	96	48	15,392	\$ 1,280.22		\$ 640.11

Estimated Savings*:	\$ 640.11	<i>Per month</i>
	\$ 7,681.32	<i>Per Year</i>
	\$ 168,450.05	<i>Lifetime</i>

* **Savings are energy costs only** - Savings are far greater when accounting for ballast, electrical, and labor costs over the lifetime of the LED bulbs. This **Quick Lighting Audit** is intended to help facilitate a conversation.

Save your time and money!

Bulb Lifetime: Current T8 bulbs last appx. **20,000** hours which you change every **54.8 Months**
 LED Bulbs last **96,000** hours -**You will change bulbs every... 21.9 Years!**

What's your estimated investment?

Cost of bulbs / Retrofit	\$17.00 avg/bulb
Cost of Install	\$75.00 hour
Project Investment	\$21,760.00 (No rebates)
Estimated Investment AFTER	\$16,320.00 w/ Min. Rebate**
Minimum or Maximum rebates	\$10,880.00 w/ Max Rebate**

**Rebate Estimates are not a guarantee, NW Energy will provide a contract of what they will do BEFORE you commit to any project

Assumptions:

Hours of Operation
12 Avg Hours/Day
POWER
\$ 0.114 kWh

Pay off investment in	17.0	Months
R.O.I.*	1448%	
R.O.I. based on Estimated Maximum Rebate		

This looks great!

What's the next step?

We will prepare the NW Energy application for your signature.

We will need:

1. Copy of NW Energy Bill
2. TAX ID for Business
3. Your signature

This is a **FREE Lighting Audit** provided by Birddog Distributing

There is **NO OBLIGATION** until you receive the **ACTUAL REBATE COMMITMENT/CONTRACT** from NW Energy. Project Commences once a 50% deposit is received.



PIONEERING ENVIRONMENTS

January 26, 2016

Dick Shockley
Gallatin Gateway School District
100 Mill Street
Gallatin Gateway, MT 59730
ddshockley@aol.com

Re: Proposal for Professional Services
Building Assessment & Initial Planning

Dear Mr. Shockley, Facility Advisory Committee, & Board of Trustees:

Thank you for providing CTA Architects Engineers (CTA) & Beaudette Consulting Engineers (BCE) with the opportunity to submit a proposal for the above project. We greatly appreciate the time that the Board made available for us on December 21, 2015. The information provided along with the insights into the Boards thoughts were very valuable.

CTA & BCE are pleased to submit the attached proposal for the above work. This letter of interest highlights our relevant skills and expertise, as well as ethos and approach. Entering our 78th year as a Montana-based engineering and architectural firm (CTA), we understand what drives effective processes for the conditions assessments. Moreover, we take a partner's interest in the successes of the Gallatin Gateway School District as an important part of the greater Gallatin Valley.

While we are proud of our high profile assessment projects we are equally honored to offer in-house capabilities that go far beyond the architectural. For instance, I, (CTA's proposed Project Manager for this effort) have managed teams who have provided over 500 condition assessments, totaling more than 1 million square feet.

Our experienced Educational Planners have aided School Districts in the Northwest in understanding how to best use what facilities they have, how to plan for organized growth and integrate 21st century learning environments for students. We have helped facilitate groups of all sizes to identify challenges and explore possibilities to create the most future-flexible learning environments possible.

The CTA Bozeman Office will manage this project and will dedicate the time and talent of our multi-disciplinary team for the duration of this Conditions Assessment. In addition to CTA's talented architects and engineers, Beaudette Consulting Engineers will provide the structural analysis of your complex assembly of buildings. As you review our proposal you will find a depth of experience, a practical and efficient project approach, and a team that is qualified and enthusiastic to participate with you in completing this assessment effort.

Gallatin Gateway School District
January 26, 2016
Page 2

On behalf of the entire CTA Team & BCE Team, I would like to express our sincere interest in working with the Gallatin Gateway School District in any way that best serves your mission. We welcome the opportunity to discuss our proposal with you.

Sincerely,
CTA ARCHITECTS ENGINEERS

A handwritten signature in black ink, appearing to read "Bob Franzen", written in a cursive style.

Bob Franzen, AIA, LEED AP-BD+C
Associate, Sr. Project Manager

cc: CTA File -

SCOPE OF WORK

The Gallatin Gateway School District Board is seeking professional services for the preparation of an assessment and initial planning for the Gallatin Gateway School at 100 Mill Street in Gallatin Gateway, Montana. The school may be affected by a proposed nearby housing development that has the potential of significantly increasing the enrollment in near future.

The School Board is seeking information regarding the condition of the existing facilities. This would include an understanding of the condition of architectural, structural, mechanical, electrical and life safety related elements and their costs of the existing building. Additionally, the School Board would like to understand the potential enrollment that the existing school could accommodate as well as initial planning of any building additions that may be needed in relation to the growth from the proposed nearby housing development.

SCOPE OF SERVICES

The following scope of services is based upon the Project Description provided.

Building Survey & Assessment

The team will scan all existing construction drawings provided by the school. These will be used for our field work and be incorporated into the assessment and planning study. CTA will examine the building – exterior and interior – from the top down, including any attic spaces. The assessment will consist of a visual, non-destructive, on-site inspection of each portion of the structure by the following team of professionals: Architects, Structural, Mechanical and Electrical engineers. The condition of all visible building elements is noted and deficiencies identified. A code review of the existing building will also take place at this time. Each deficiency is photographed to aid in identifying the item as well as provide context to its exact location.

We will visually inspect all exposed materials for their condition and how they relate to the overall condition of the building. Cause and effect of the condition of the materials will be documented. The inspections will be based on those building components accessible to view.

Based on the information gathered on-site the team develops the estimated remaining lifespan of each major building component. The cost to repair each deficiency is also assembled using RSMeans Building Construction Cost Data with adjustments for location and complexity of the work. Recurring maintenance such as painting will not be addressed.

At the completion of the project this information is assembled in a report form including a prioritized list of deficiencies (including Code deficiencies) and their associated cost.

Architectural:

1. Examination of the building's exterior envelope including roofing, wall construction, windows and doors.
2. Examination of the building's interior including ceilings, walls, windows and doors
3. Evaluation of egress paths and life safety considerations.

Structural:

1. Visual examination of all the building's structural systems and existing conditions.

2. Destructive investigation in limited areas (where allowed) of the historic original school building to assess the structure of the exterior walls and connections of floors to exterior walls.
3. Gravity and lateral analysis of the buildings to establish their conformance with the International Existing Building Code (IEBC) and International Building Code (IBC).
4. Report outlining recommendations for any structural upgrades to meet life-safety requirements, as well as costs for these upgrades.

Electrical:

1. Examination of general electrical loads and available power.
2. Recommendations for new service, metering, and distribution.
3. Examination of grant and other funding possibilities. CTA's electrical engineer has experience with grants (Northwestern's Efficiency Plus Program) tied to energy savings in electrical and natural gas use.

Mechanical:

1. Update the prior mechanical assessment of the facility prepared by CTA in 2012.
2. Examination (in consort with the electrical engineer) of grant possibilities.

Plumbing:

1. Examination of the existing plumbing system, with recommendations for improvement or replacement.

Fire Protection:

1. CTA will evaluate the building to determine what would be needed to equip an automatic fire protection sprinkler system. CTA will confirm this with the code analysis. The existing fire alarm system will also be examined.

Code Analysis

CTA will prepare a code analysis to ascertain the required provisions of the most recently adopted version of the International Existing Building Code, International Building Code, The Americans with Disabilities Act, and other relevant Code.

Hazardous Materials

It is assumed that all hazardous materials have been addressed by the school and that additional testing is not required and therefore not included in the scope of services.

Initial Planning

Based on the information gathered from the Owner, CTA will prepare a preliminary planning document. This process will identify the capacity of the existing facility. A proposed location for expansion to the facility will be examined and illustrated.

1. Assess
 - a. Identify site boundaries and limitations
 - b. Review existing building plans and conditions
2. Conceptual utilization study
 - a. Program capacity of the existing building (with current enrollment) provided by the district

- b. Program capacity of new growth (with adjacent development projections) provided by district
- c. Generate utilization study
- d. Provide conceptual campus plan diagrams identifying extent and location of phases or project segments

Deliverables

CTA will combine the above examinations and findings, recommendations, and cost estimates into a report. The report will be prepared and presented in our standard format, with introduction, executive summary, assessments, treatment recommendations, code analysis, and budget estimates. CTA will present the above report in hard copy (three original color copies) to the Owner at 95% completion and in hard copy (five original color copies) and in digital format at final completion. The final version will incorporate review comments from the Owner. Photographs and drawings will be integrated into the body of the report as required to illustrate the points of discussion.

PROFESSIONAL TEAM

Our professional team will be comprised of the following key members. All members are employed with CTA, with the addition of Jami Lorenz from Beaudette Consulting Engineers (BCE).

Principal-in-Charge:	Scott Wilson, P.E.
Project Manager:	Bob Franzen, A.I.A., LEED-AP BD&C
Project Architect:	Sky Cook, A.I.A.
Education Specialist:	Karen Kelly, A.I.A.
Structural Engineer(BCE):	Jami Lorenz, P.E.,LEED-AP
Electrical Engineer:	Andrew Moore, P.E.
Mechanical/Plumbing Engineer:	Alex Russell, P.E.

FEE PROPOSAL

The CTA team has determined the following level of effort for the Scope of Services described above. The following cost proposal is based upon our knowledge of the project and experience with similar projects, and is inclusive of all associated costs, including the reimbursable expenses associated with printing the reports:

Professional Fees	
Building Assessment	\$16,396
Initial Planning	\$ 3,204
TOTAL	\$19,600

REIMBURSABLE EXPENSES

In addition to the professional fees involved in the performance of Architectural Services, CTA shall be compensated for out-of-pocket expenses incurred in the interest of the project. These fees which include, but are not limited to the following, are provided for in the allowances noted in the Fee Schedule above:

All transportation expenses: automobile mileage shall be billed at the current IRS rate, or cost of rental car plus fuel;

Reproduction (photo copies & large document printing), messenger, postage;

Reimbursable expenses shall be billed at 1.05 times the actual cost incurred unless otherwise indicated above.

Reimbursable Expenses (allowance not included in professional fees) \$1,000

CONTRACTUAL PROVISIONS

Project Schedule

CTA's team is available to begin in mid-February 2016 and anticipates the work being completed in approximately 4 – 6 weeks after a signed contract has been received.

Additional Services

The following services can be provided in addition to those described in the Scope of Services; they are not currently included in the proposal.

1. Public hearings/meetings.
2. Any scope items in addition to those indicated in Scope of Services above.

Qualifications

CTA has based this proposal upon the following provisions:

1. The Owner will provide full access to the entirety of the building.
2. The Owner will provide access to any construction drawings related to the building and its additions.
3. The Owner will provide utility bills for the twelve months preceding the assessment.
4. The Owner will provide a current plat of survey of the property including a legal description.

TERMS OF THE CONTRACT

AIA Contract B101 (2007), *Standard Form of Agreement Between Owner and Architect*, will be the legal basis for providing the above work. A sample (unedited) draft of this contract is included at the close of this proposal. On a monthly basis CTA shall invoice for Professional Fees and Reimbursable Expenses incurred during the previous month. Invoices shall be due and payable 30 days from date of invoice. CTA shall have the right to suspend the performance of its services as part of this proposal at any time if such payments are not received within 45 days of date of invoice. Outstanding invoices are subject to 1.5% interest rate per month.

This proposal is not a contract; however, if work is begun prior to signing a contract, the terms of this proposal shall be considered binding until a contract is signed. If the Owner abides by the terms of the contract, CTA will assign ownership of the base drawings (existing conditions) to the Owner.

This proposal is valid for 90 (ninety) days from date of issue.

INSURANCE COVERAGE

CTA maintains a \$5,000,000 Professional Liability Insurance policy with CNA. CTA will provide a Certificate of Insurance, upon selection of CTA for the above services.

END OF PROROSAL