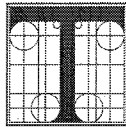


FREMONT CITY SCHOOL DISTRICT
Core Team Meeting
December 1, 2008

1. Introductions
2. Create Contact List (see handout)
3. Roles/Responsibilities
4. Design Phases
 - POR – Program of Requirements
 - SD – Schematic Design
 - DD – Design Development
 - CD – Construction Drawings
5. Design Phase Status
 - POR
 - Site Survey
 - Geotechnical Investigation (soil borings)
 - LEED Registration
 - Geothermal conductivity testing?
6. Local Funded Initiatives
 - Identify LFI's so MOU's can be developed
7. Discuss Accounting / Drawdown Process
8. Discuss Development of Project Schedule
9. Site Issues
10. Environmental Issues
 - Phase 1 Environmental Site Assessment – Phase 2 required?
 - Asbestos Abatement
11. Commissioning Agent and Maintenance Plan Advisor
12. Develop Future Core Team Meeting Dates
13. Executive Partnering Meeting – Morning of 1/29/09



TOUCHSTONE CPM

CONSTRUCTION PLANNING & MANAGEMENT

2301 Baton Rouge ■ Lima, Ohio 45805

Fremont City School District CORE TEAM MEETING December 1, 2008

Attending:

Traci McCaudy, Fremont
David Chambers, Fremont
Jim Fails, Fremont
Dave Saller, Fremont
Dave Reinbolt, Fremont
Kim Theller, Fremont

Marc Glotzbecker, Fremont
Madison Dowlen, OSFC
Steve Wilczynski, Fanning/Howey
Curt South, Fanning/Howey
Hal Hawk, BAC
Terry Overmyer, BAC

Don Nalley, BAC
Tom Kern, BAC
Annette Komminsk, Touchstone
Nate Neuenschwander, Touchstone
Chris Moore, Touchstone

Distribution List:

All Attendees Plus:

These minutes constitute an understanding of the meeting and will be considered correct unless the writer is notified within ten days of distribution.

A. General Information:

- 1) A contact list will be created for the project team.
- 2) The project team's roles and responsibilities were discussed.
- 3) The purpose of the Core Team Meeting is to update the team each month on the progress of the project and as a group identify and resolve issues related to the project.
- 4) Touchstone described the four design phases for the team to educate them on the design process. They are as follows:
 - A. Program of Requirements (POR) – Outline of square footage allocations in the facility.
 - B. Schematic Design (SD) – Preliminary foot print and floor plan of facility showing special relationships.
 - C. Design Development (DD) – Majority of design details finalized.
 - D. Construction Documents (CD) – Final design preparation for project to be bid.

B. Design Phase Status:

- 1) The Program of Requirements (POR) is still being developed by the district and Fanning/Howey. Fanning/Howey will be meeting several times over the coming weeks with the district to finalize the POR. It is anticipated that the POR will be finalized by 1/15/09 and submitted to Touchstone.
- 2) The phase submission and board approval process for design approvals was discussed. This will be done at each of the four design phases. Bricker & Eckler is the district's construction counsel and will be preparing the needed board resolutions for phase approvals.
- 3) Discussion was held on site selection. The district has 2 options for the location of the building. They will review locations to the north and west of the district offices. Both properties are already owned by the district. Considerations for selection of the site will include soil conditions, building layout, and traffic patterns.
- 4) Site Survey – The site survey work has not been completed yet.
- 5) LEED Registration – Fanning/Howey will register the project. OSFC requires at least Silver Certification. An Ecocharrette meeting will be scheduled where the team will identify which LEED points will be pursued.

- 6) Geotechnical Investigation – Fanning/Howey would like to get some preliminary borings for the sites to confirm that they are buildable locations. From there a full compliment of borings will need to be performed. This will be done after the site and building footprint are locked down and located on the site. Fanning/Howey will issue RFP's for the preliminary borings so that this can be done as soon as possible.
- 7) Geothermal conductivity testing – District has not identified if it would like to pursue geothermal heating and cooling.
- 8) An RFP for the required Phase I Environmental Site Assessment will be issued by Fanning/Howey.
- 9) The district will need to procure consulting services for asbestos abatement. This will be needed later in the project and is not a priority at this time. Madison Dowlen noted that the demolition and asbestos budget dollars are allowances and typically savings from these items can not be transferred to building and site budgets.
- 10) The district will need to hire a Maintenance Plan Advisor and Commissioning Agent. These costs are fixed costs based on square footage and are co-funded. The OSFC has a list of pre-approved consultants. Madison Dowlen will forward the lists to the district. The Commissioning Agent selection needs to be made early on as they review the design drawings.

C. Local Funded Initiatives (LFI's):

- 1) The district has not identified any LFI's and none were included in the bond levy. They may pursue some LFI's related to HVAC systems that increase energy efficiency and extend the life cycle, but these will need to be identified as the design progresses and a funding source will also need to be found.

D. Accounting / Drawdown Process:

- 1) Annette Komminsk summarized the difference between hard and soft costs. She also identified some early purchase orders that will need to be issued (i.e., testing, surveys, etc.). Annette requires copies of all purchase orders from the district. Touchstone will issue approval letters authorizing payments.
- 2) Annette explained the order in which dollars are spent – state, LFI, and local.
- 3) District cannot spend money until co-owners execute the project agreement. Madison Dowlen noted that the project agreement is still being developed.
- 4) Annette informed the team that any anticipated costs need to be made known to the treasurer so that purchase orders can be issued. Purchase orders are required.

E. Project Schedule:

- 1) The project schedule was discussed. POR is targeted for 1/15/09. CD drawings should be complete by the end of November of 2009 allowing the project to bid in January of 2010. Turn over of the building would be December of 2011.
- 2) The district had hoped to be in the building by August of 2011. This will require additional review by the CM and AE to determine if it is possible to accommodate this and to advise the district if it is in the best interest of the project to pursue such an aggressive construction schedule.
- 3) Touchstone and Fanning/Howey are targeting to have the first draft of the project schedule available for review at the February core meeting. The team will need to sign off on the schedule as part of the POR phase submission.

F. Future Core Meetings:

- 1) The next Core team meeting will be held on January 5, 2009 at 1:00 p.m.
- 2) There will be no Core Team Meeting in February since we will have the Executive Partnering Meeting in late January.
- 3) The team will shoot for March to have Core Team Meetings on the 2nd Monday of each month.

G. Partnering Meeting Date:

- 1) The Executive Partnering Meeting will be held on the morning of 1/29/09. The district will assist in identifying a location. Touchstone will coordinate with the OSFC facilitator and distribute invitations.

The next Core Team Meeting is Monday, January 5, 2009, at 1:00 p.m. in Fremont.

Sincerely,

Christopher M. Moore, PE, CCM
Senior Project Manager

Attachments: Acronym List

Touchstone CPM Acronym Listing

A/E	Architect/Engineer
AIA	Architectural Institute of America
ASI	Architect's Supplemental Instructions
CFAP	Classroom Facilities Assistance Program (main OSFC program)
CM	Construction Manager
CD	Construction Document Development (Final Design for bid docs)
CO	Change Order
DD	Design Development (Refine Drawings for Design Phase)
DPE	Direct Personal Expense (payroll hours/dollars)
EDGE	Encouraging Diversity, Growth and Equity (Program to attract small businesses to work on the school projects)
ELAs	Extended Learning Areas (instructional/social spaces)
ELPP	Expedited Local Partnership Program (OSFC program)
ENP	Exception Needs Program (OSFC program)
LEED	Leadership in Energy and Environmental Design
LFI	Locally Funded Initiative
MEP	Mechanical/Electrical/Plumbing (HVAC)
MFP	Master Facilities Plan
MPA	Maintenance Plan Advisor
MOU	Memorandum of Understanding (clarifies LFI funding)
OSDM	Ohio School Design Manual
OSFC	Ohio School Facilities Commission
PA	Project Administrator (OSFC person assigned to project)
PCF	Projected Construction Fund (State & Local CFAP shares)
PE	Project Engineer
PM	Project Manager
PO	Purchase Order
POR	Program of Requirements (Initial stage of Design)
RFI	Request for Information
RFP	Request for Proposal (often used for CO pricing)
RFQ	Request for Quotation (in lieu of bidding)
RPC	Regional Program Coordinator (ELPP school's link to OSFC)
SD	Schematic Design (First Design Phase with Drawings)
TCPM	Touchstone Construction Planning and Management
VCT	Vinyl Composition Tile