

**Meeting of the Board of Education  
Park Ridge-Niles School District 64**

**Board of Education Agenda  
Special Board Meeting  
Monday, October 5, 2015  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714**

*On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.*

**Monday, October 5, 2015**

**TIME**

**APPENDIX**

- 6:30 p.m.      **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board
  
  - **Public Comments**
  
  - **Presentation of Summer 2016 & 2017 Construction Projects and Future Years Projects**      **A-1**  
-- Chief School Business Official/Director of Facility Management/  
FGM Architects
  
  - **Approval to Start Design Process Based on Proposed Construction Projects for Summer 2016**      **A-2**  
-- Chief School Business Official      **Action 15-10-1**
  
  - **Adjournment**

Next Meeting:      **Saturday, October 17, 2015**  
Closed Session – 9:00 a.m.  
**Emerson Middle School - LRC**  
8101 N. Cumberland Avenue  
Niles, IL 60714

Next Regular Meeting:      **Monday, October 26, 2015**  
Regular Board Meeting – 7:00 p.m.  
**Field School – South Gym**  
707 N. Wisner Street  
Park Ridge, IL 60068

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To: Board of Education  
Laurie Heinz, Superintendent

**APPENDIX A-1**

From: Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management

Date: October 5, 2015

Subject: Presentation of Summer 2016 & 2017 Construction Projects and Future Years

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As District 64 examines the present and future facility needs in our buildings, let's take a moment and review what has occurred in the last 10 years in terms of several major projects:

- The District utilized funds from the Federal Aviation Administration (FAA) and the City of Chicago for sound insulation and noise reduction improvements at Lincoln, Washington and Roosevelt schools. It should be noted that the funds were only used for "educational spaces," therefore other areas, such as gymnasiums and offices, did not receive any additional/upgrades to the heating, ventilating and air conditioning (HVAC) systems. The gymnasiums are not air-conditioned.
- The District drew down its Operating Fund balance for HVAC upgrades at Carpenter School.
- In early 2014, the District issued bonds to fund HVAC/life safety upgrades at Field School. Remaining funds were used for updating the network infrastructure and minor construction projects.

In the spring of 2015, the District engaged a new architectural firm, FGM Architects, who conducted the required 10-year Health Life Survey (HLS) and developed a Master Facilities Plan. The results of both plans are being used to develop yearly construction projects. The administration's first areas to be addressed will make the facilities "safe, warm and dry."

Over the past 10 years, projects have been scheduled and performed by individual buildings. Going forward, the administration will be utilizing economies of scale in terms of bundling similar projects at several locations. This means, for example, that roofs at multiple buildings will be replaced at the same time (except for buildings hosting summer school).

### **Proposed Summer 2016 Construction**

**Roof/Envelope Work:** \$5,698,000 (40% of Summer 2016 Projects). This work will include roof replacement as well as needed gutter, downspout, fascia and soffit work necessary to maintain a weather tight roofing system. Work will be done at Carpenter, Franklin, Roosevelt, Washington, Jefferson and Hendee Educational Service Center (ESC).

**Security & Office Renovation:** \$6,374,000 (45% of Summer 2016 Projects). Work included in this section includes secured vestibules and the reconfiguration of the main offices at all buildings to have direct supervision of the building entry. The above budget is based on all office areas being reworked. During Preliminary Design, options will be explored to investigate varying levels of security, renovation and the associated costs of each option. This budget also includes the addition of exterior security lighting at Carpenter, Franklin, Roosevelt, Lincoln and Jefferson schools.

**Windows/Walls/Exterior Doors:** \$1,189,000 (8% of Summer 2016 Projects). This work includes replacement of windows at Roosevelt and Lincoln schools. However, this will not be a total window replacement. Also included in this line is masonry repair at Franklin, Roosevelt, Washington, Jefferson and the Hendee ESC. Egress from buildings and other exterior door projects will occur at Carpenter, Roosevelt and Lincoln schools.

**Mechanical Work:** \$766,000 (5% of Summer 2016 Projects). This work includes mechanical work on rooftop equipment that should be completed at the same time as roof replacement. In addition, smaller building systems that were not included in previous mechanical work, such as office areas, gymnasiums and multi-purpose rooms, are included.

**Parking Lot Repairs:** \$248,000 (2% of Summer 2016 Projects). This work includes repairs to existing deteriorated parking lot areas to extend the life of those paved areas as further site options are explored. It is not anticipated that any Metropolitan Water Reclamation District requirements will be triggered by this work. Work will occur at Roosevelt School and the Hendee ESC.

The total for Summer 2016 is \$14,275,000. The total includes all construction costs, architectural and engineering fees, contingencies and construction management fees. The Health Life Safety projects total approximately \$2M with infrastructure projects making up the balance of Summer 2016 projects. As we move through the preliminary design phase, costs will be refined as the projects are developed.

At the October 5 Board meeting, the administration is asking for Board approval to proceed with the first step, which is the preliminary design phase for Summer 2016. The financial commitment is between \$275K - \$303K. Please see the attached "Board Approvals for 2016 Construction Projects" for the different phases of the construction projects and the associated estimated costs at each point for summer 2016.

### **Looking Ahead**

Although the October 5 meeting is focused on Summer 2016 projects, we recognize that the Board cannot make a decision in a vacuum. Summer 2017 projects are currently projected to total approximately \$7,254,000. However, this is a preliminary amount. Administration had directed the architect to flesh out the first two years of construction focusing on "safe, warm and dry." Summer 2017 will complete "safe, warm and dry" projects at Emerson and Field schools, which will be delayed due to summer school in the buildings during summer 2016.

Additional work planned for summer 2017 will include plumbing, flooring (mostly gym floors), building safety (fire alarm, structural repairs and fire separation work), electrical, mechanical, parking lot repair and other miscellaneous items that are being further detailed.

Attached to this report is the architect's presentation for Monday night's meeting. We ask the Board to focus on the first two years (summer 2016 and summer 2017) to **create "safe, warm and dry" environments** for our staff and students. Next, we need to -- as a District -- **make decisions on our educational programs** going forward, as these decisions will drive much of the future construction projects. The education programs discussions need to take place over the next year. Once we have these decisions, we will move forward with the **planning process on future construction projects and the total costs**. After we have this done, we will look at **funding the projects**. Preliminary financing options were presented at the Committee-of-the-Whole meeting on September 21 as a basis for further discussion.

# Park Ridge-Niles School District 64

## Board Approvals for 2016 Construction Projects

### 1. Preliminary Design Approval

*Approval:* Authorize the Facilities Design Team to start the design process based on a list of proposed projects, associated budget and supporting Health Life Safety Survey and Master Facilities Plan information.

*Deliverables:*

- 1) Preliminary Design information which in graphic and narrative form illustrates the scale and relationship of the proposed solutions for each item on the project list. Options will be explored for areas such as the Secure Vestibules.
- 2) Preliminary Budget and Construction Schedule.

The architect / engineer / construction manager team's investigation into alternative solutions will consider the following factors:

- Functionality of Solution
- Budget
- Aesthetics
- Construction Scheduling
- Projects Completed In-House
- Interaction with Future Projects

Where multiple options are developed the Board, at the end of Preliminary Design, will need to approve a specific option and associated budget to proceed.

*Financial Commitment:* \$275,000 to \$303,000 for Preliminary FGM's Architectural and Engineering Design services and for Nicholas Associates Pre-construction services.

### 2. Project Authorization

*Approval:* Authorize the Facilities Design Team to prepare Construction Documents for bidding based on the Preliminary Design deliverable.

*Deliverables:*

- 1) Schematic Design Phase Documents, Design Development Phase Documents, Construction Documents.
- 2) Project Budget and Schedule Update

*Financial Commitment:* \$613,000 to \$677,000 for FGM's Architectural and Engineering Construction Documents and for Nicholas Associates Pre-construction services for bidding to trade contractors.

Based on the preliminary project list the total financial commitment prior to the award of bids would be between \$888,000 and \$980,000. This number is presented as a range at this time based on the preliminary budgets.

Any significant changes in the project scope or budget would be brought to the Board. There would be periodic updates to the Board aligned with the end of phases of the project.

### 3. Bid Award

*Approval:* Board approval of trade contractor contracts.

*Deliverables:* Completed construction in accordance with the Contract Documents.

*Financial Commitment:* Up to 100% of the remaining project costs.



PARK RIDGE-NILES  
SCHOOL DISTRICT 64

# **HLS / MFP IMPLEMENTATION**

**Board Meeting**

October 5, 2015

**FGM** ARCHITECTS

# Agenda

- Review June 22, 2015 HLS / MFP Presentation
- Summer Homework
- Overview of 2016 and 2017 Projects and Design Process
- 2016 Project Detail
- 2017 Project Detail
- Projected Status





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# JUNE BOARD MEETING HLS / MFP PRESENTATION



PARK RIDGE NILES  
SCHOOL DISTRICT 64

October 5, 2015

**FGM** ARCHITECTS



# June 22, 2015

## Board Presentation

- Overview and Summary of the Health Life Safety Survey and Master Facilities Plan
- Introduction to the Board of the budget categories and project cost information
- Discussion on using report data and information
- Recommendations and next steps





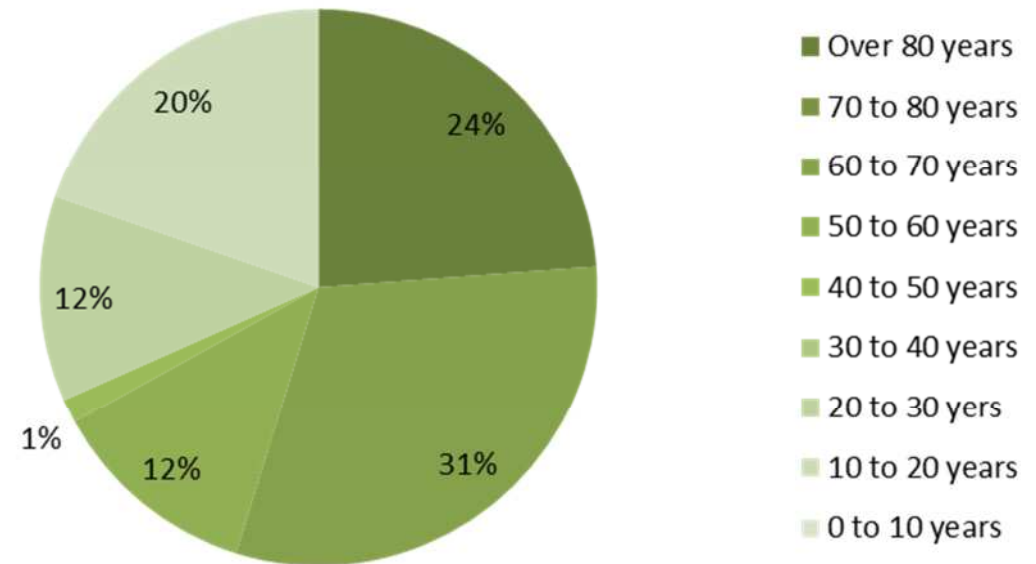
# Health Life Safety Projects

- No *Urgent* life safety items were identified
- *Required* and *Recommended* items are included in the life safety budget
- Five years to complete HLS projects
- Leverage dollars required to complete HLS work with other projects



# Infrastructure

- Buildings are structurally sound and safe
- The district will need to continue to replace systems that are past their useful life



# The Master Facility Plan

- Presents a map that identifies many possible options to reach a desired end
- Provides data to better understand how your facilities are currently being used
- Contains analysis and information to assist the district in making facility decisions balancing educational and financial needs



# Master Facilities Plan Focus

- Health Life Safety Survey
- Infrastructure Assessment
- Capacity and Educational Program



# Project Budget Categories

- Health Life Safety
- Infrastructure Assessment
- Secured Entrances / Learning Resource Centers / Multipurpose Auditorium Spaces
- Sites
- Capacity Model and Program Spaces
- Other Projects



# Budgets

## – Construction Costs (Hard Costs)

- Buildings, Sites, GC, OH&P, Contingency, Environmental, FFE and Escalations

## – Owner's Cost (Soft Costs)

- Consultants, Legal, Surveys, Soil Borings, Testing, Printing, Utility Costs, Moving and Security

## – Other Project Costs (not included)

- Technology Equipment, Land Acquisition, Financing, Staff Salaries, Operational Costs, Owner's Contingencies



# Budget Summary

## HLS and Secured Entrance Projects

Category	Low	High
Health Life Safety	\$9.6 Million	\$12.6 Million
Secured Entrances	\$6.1 Million	\$6.8 Million



# Budget Summary

## Projects (continued)

Category	Low	High
Infrastructure	\$24.6 Million	\$27.6 Million
Sites	\$10.5 Million	\$17.0 Million
Learning Resource Centers	\$5.1 Million	\$5.7 Million
Auditoriums	\$3.7 Million	\$4.9 Million
Capacity Model and Program Spaces	\$24.9 Million	\$30.9 Million
Other Projects	\$2.6 Million	\$3.1 Million





# Budget Ranges

- Budget ranges were developed based on the six project categories
- The **high range** represented costs if each project were constructed individually and allowing for some unforeseen conditions.
- The **low range** represented costs if multiple projects were constructed at the same time and with no significant unforeseen conditions



# June Recommendations

1. Submit 10-year Health Life Safety Report
2. Investigate options for the Secured Entrances / Learning Resource Centers / Multipurpose Auditorium Spaces
3. Prepare options for implementing the facility needs identified in this report

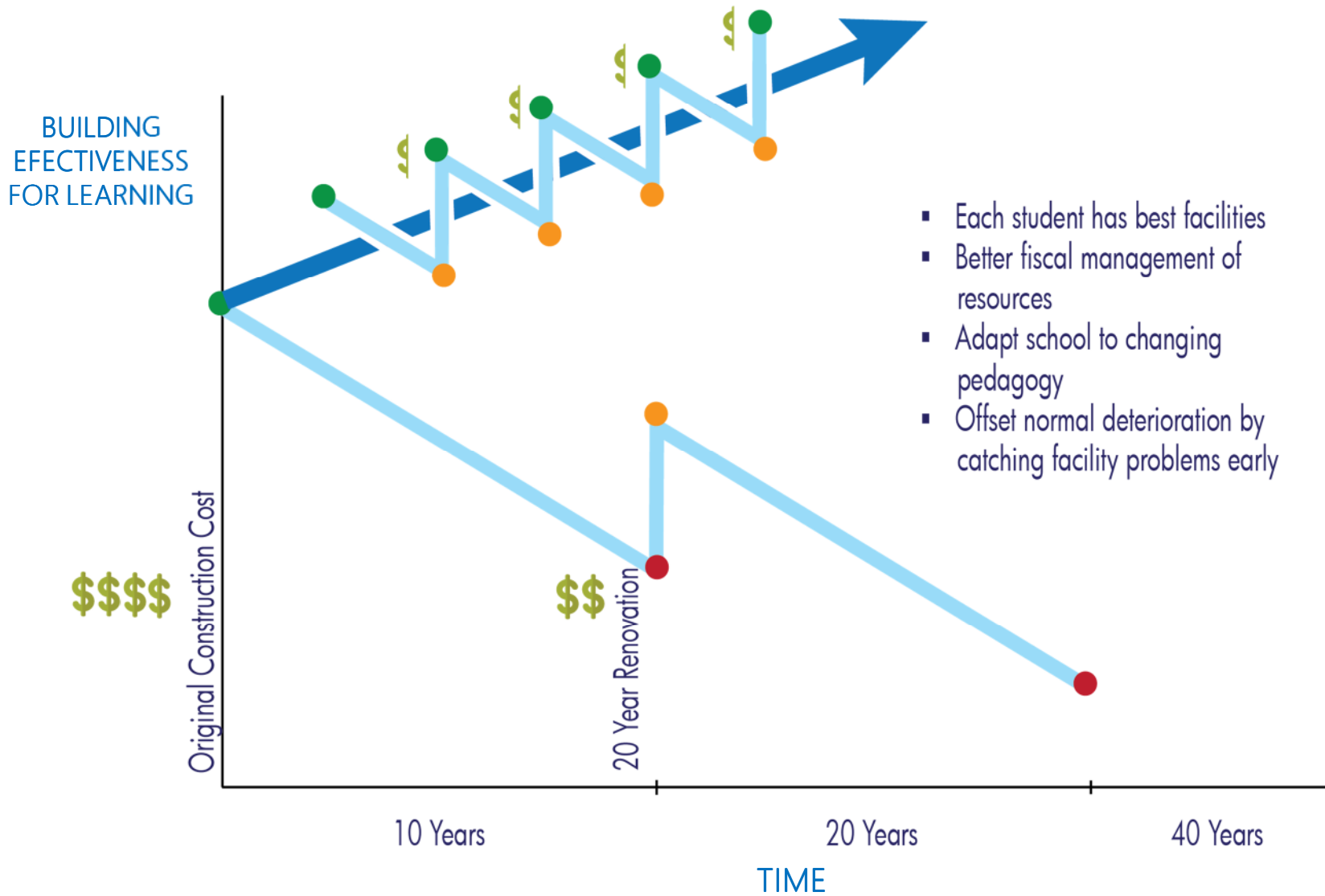


# Continual Improvement

Master Facilities Plans are designed to build upon one another and have a long term, cumulative impact on your overall portfolio of buildings and infrastructure.



# Continual Improvement



# Top Five

1. 2016 Safe, Warm and Dry Projects
2. 2017 complete Safe, Warm and Dry Projects and additional infrastructure projects
3. Curriculum planning to support 21<sup>st</sup> century learning
4. Align facility needs with curriculum planning and plan for the implementation of the remainder of the HLS / MFP projects
5. Prioritize current and future facility needs with available financing options





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# SUMMER HOMEWORK



PARK RIDGE NILES  
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October 5, 2015

**FGM** ARCHITECTS

# September Board Update

- Two-year plan – Get Started!
- Warm, Safe and Dry priorities
  - Phasing of Emerson and Field Schools work to provide space for summer school
- Overarching ideas
  - Defer expensive small additions, monitor enrollment and study alternatives to address any capacity needs
  - Defer projects at Jefferson and Lincoln until program needs are more clearly defined



# DISTRICT RESOURCES

- The 2016 and 2017 projects proposed for implementation can be completed within the District financial capabilities
- District team has had time to:
  - Review condition of buildings
  - Review HLS / MFP







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# 2016 AND 2017 PROJECTS AND DESIGN PROCESS



PARK RIDGE NILES  
SCHOOL DISTRICT 64

October 5, 2015

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# 2016 PROJECTS



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# Safe, Warm and Dry Proposed 2016 Projects

- Security and Office Renovation at all buildings
  - Direct supervision of main entry from office
  - Investigation into options to create secured vestibules
  - Exterior security lighting
- Deteriorating Parking Lot Repairs



# Safe, Warm and Dry Proposed 2016 Projects

- Mechanical work
  - Main office areas that have not been completed
  - Rooftop equipment that should be done when roofing is completed
  - Gymnasiums and Multi-purpose Rooms that have not been completed
- This category would have been a significantly higher cost if the HVAC and FAA work had not been previously completed



# Safe, Warm and Dry Proposed 2016 Projects

- Protecting the interior learning environment from damage caused by water
  - Roof work
  - Windows
  - Masonry walls
  - Exterior doors
- Emerson and Field to hold Summer School and “Dry” work will be completed in 2017



# 2017 PROJECTS



**PARK RIDGE NILES  
SCHOOL DISTRICT 64**

October 5, 2015

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# Proposed 2017 Projects

- Complete Safe, Warm and Dry work at Emerson and Field
- Plumbing work
- Flooring work
- Building Safety
  - Fire alarm, structural repairs and fire separation work
- Electrical work
- Other Projects
  - Mechanical, Parking Lot Repair and Miscellaneous Architectural



# Design Process

- Preliminary Design Approval
- Project Authorization
- Bid Award





# Design Process – Budgets

- The project list and budgets are not solutions, they establish a general scope and preliminary budget
- Low Range Costs are used
  - High Range was to allow individual projects to be completed independent
  - Grouping of projects allows an economy of scale



# Design Process – Preliminary Design

- The Board approves Preliminary Design for the 2016 Project List
- The Design Committee including administration and building staff explore options
  - Functionality
  - Budget
  - Aesthetics
  - Schedule
  - In-house work
  - Interaction



# Design Process – Project Authorization

- Preliminary Design Deliverable
  - Graphic and narrative information illustrating the proposed solutions for each project
  - Construction Manager’s budget based on proposed solutions
- The Board approves the preparation of Construction and Bidding Documents
- Documents are prepared and issued for public bid



# Design Process – Bid Award

- Bids from trade contractors are received and reviewed by the Design Team
- Recommendations of award are made to the Board
- The Board approves bids for construction
- Trade contractors mobilize in the Spring
- Summer 2016 Construction





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# 2016 PROJECT DETAIL

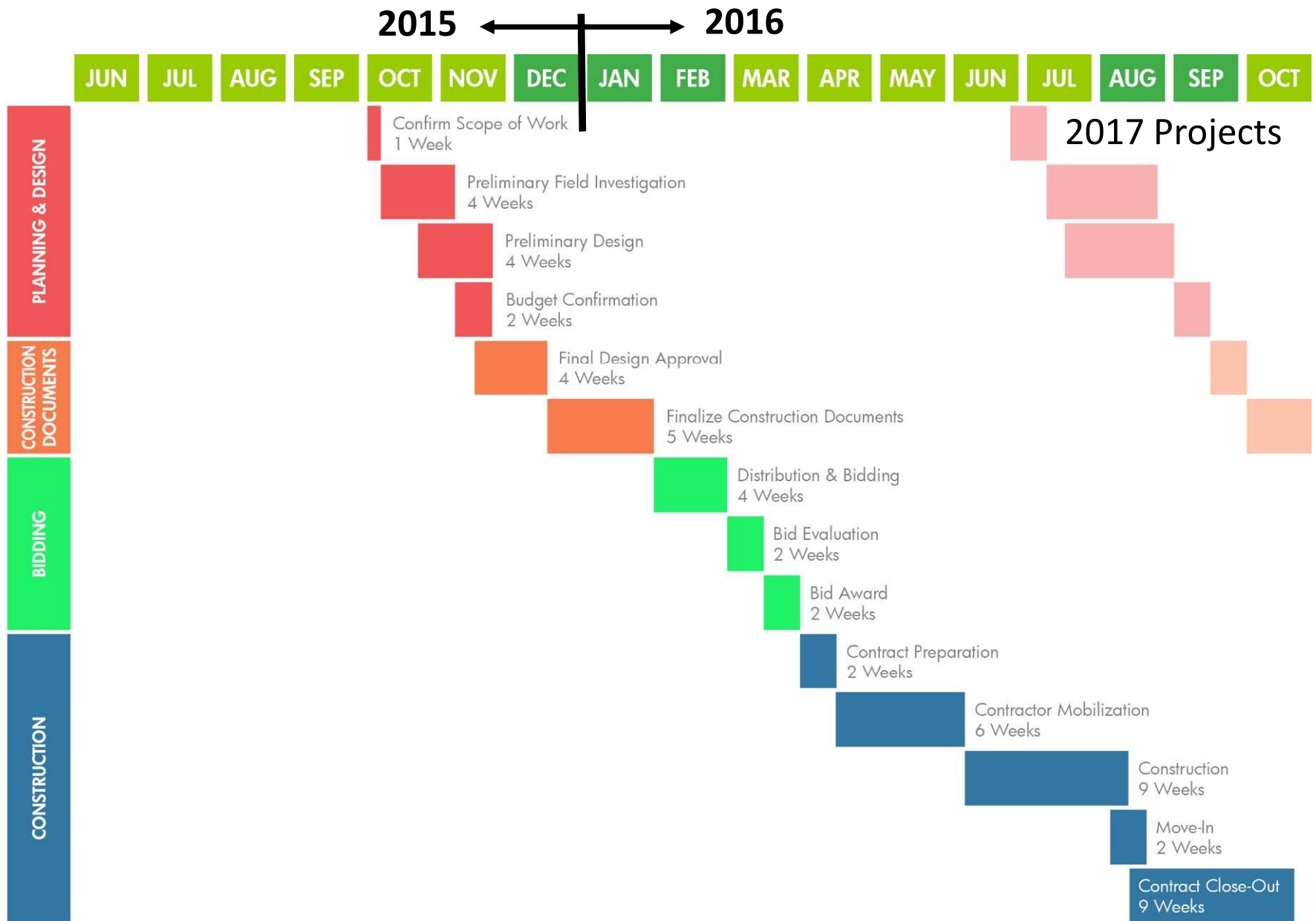


PARK RIDGE NILES  
SCHOOL DISTRICT 64

October 5, 2015

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# 2016 Projects Schedule



# Project Budget

- **2016 Project Budget - \$14,275,000**
- **Financial Commitment for 2016 Projects**
  - Preliminary Design - \$275,000 to \$303,000
  - Project Authorization - \$613,000 to \$677,000
  - Bid Award – 100% of Project Budget



# 2016 Project Breakdown - Safe

- 47% of Projects
- Security and Office Renovation - \$6,374,000
  - Secured vestibules, exterior security lighting and the reconfiguration of the main offices at all buildings to have direct supervision of the building entry.
- Parking Lots Repairs - \$248,000
  - Repairs to existing deteriorated parking lot areas to extend the life of those paved areas





# 2016 Project Breakdown - Warm

- 5% of Projects
- Mechanical Work - \$766,000
  - Rooftop equipment that should be completed at the same time as the roof
  - Smaller building systems that were not included in previous mechanical work such as office areas, gymnasiums and multi-purpose rooms.



# 2016 Project Breakdown - Dry

- 48% of Projects
- Roofing - \$5,698,000
  - Roof replacement, some gutter and downspout work, fascia and soffit work
- Windows / Walls / Exterior Doors - \$1,189,000
  - Replacement windows, masonry repair, addition of required exterior exits and other exterior door projects



# Secured Entry Options

- Preliminary Design will include an investigation of at least two options for each building
  - Alternative levels of security will be explored
  - Criteria will be developed for evaluating options
  - Provide the Administration and Board with information that will assist in the decision making process



# Secured Entry Options

- The current budget includes secured vestibules, renovation and relocation of the office area
- At the end of design a specific option and associated budget will need to be approved
- Each building has unique circumstances
  - Level change
  - Location of current office
  - Toilets and stairs located between office and current main entry



# Examples of Main Entry Conditions

For security purposes, the contents of this page have been removed.



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SCHOOL DISTRICT 64

October 5, 2015

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# 2017 PROJECT DETAIL

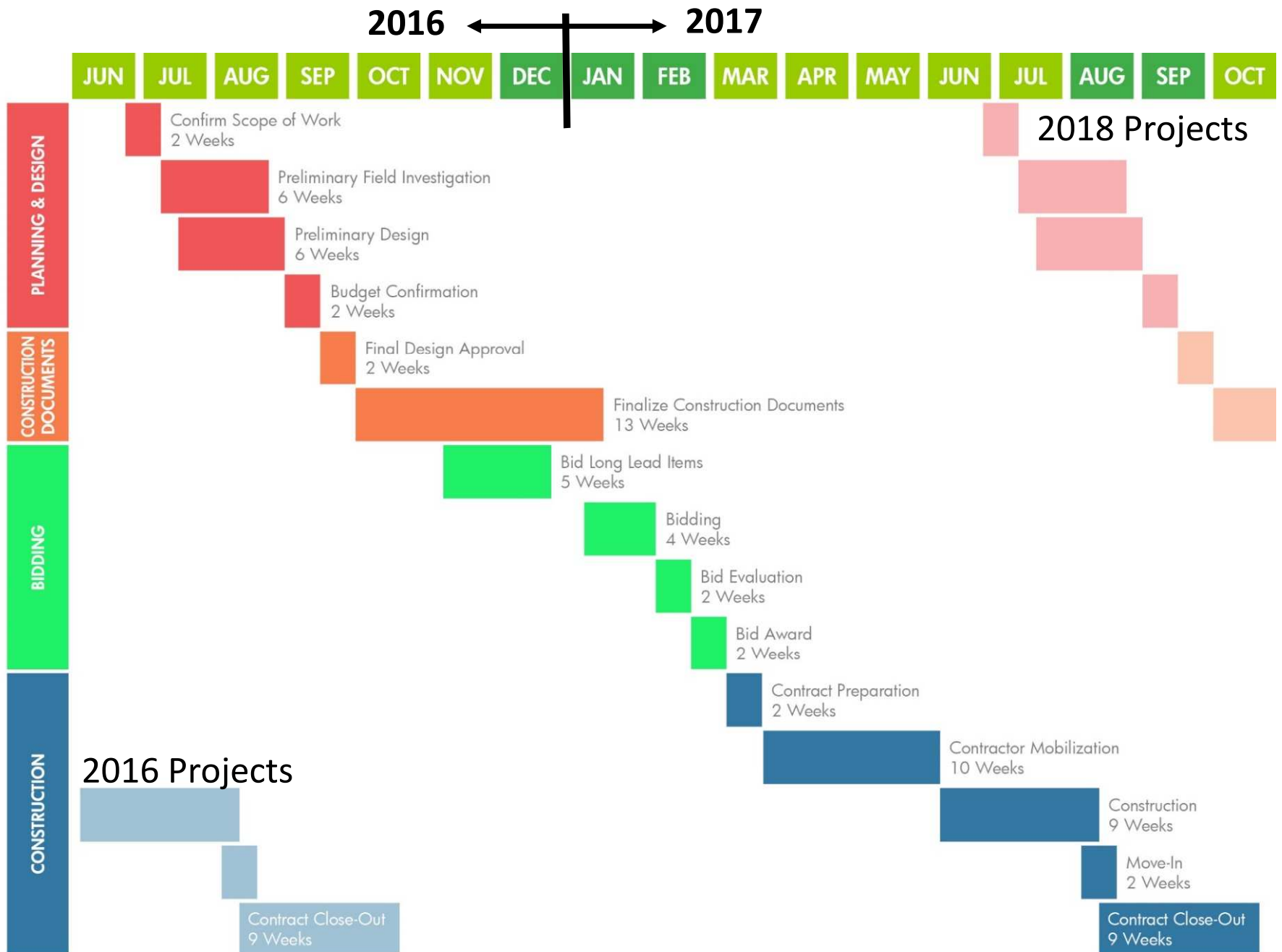


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October 5, 2015

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# 2017 Projects Schedule



# 2017 Project Breakdown

- **2017 Project Budget - \$7,254,000**
- Completion of Safe, Warm and Dry
  - Roofing - \$2,073,000
  - Windows / Walls / Exterior Doors - \$362,000
  - Security Lighting - \$192,000
- Plumbing - \$1,526,000





# 2017 Project Breakdown

- Flooring - \$794,000
- Building Safety
  - Fire Alarm - \$812,000
  - Structure / Fire Separation - \$443,000
- Electrical - \$532,000



# 2017 Project Breakdown

## – Other Projects

- Mechanical Work - \$196,000
- Parking Lots Repairs - \$182,000
- Miscellaneous Architectural - \$55,000

## – Escalation

- 4% per year for a single year
- \$279,000





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# PROJECTED STATUS



PARK RIDGE NILES  
SCHOOL DISTRICT 64

October 5, 2015

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# After Completion of the Proposed 2016 and 2017 Projects

- 24% of the identified work will have been completed
- Additional information will be available to prioritize remaining projects
  - Demographic information
  - Programmatic information



# HLS / MFP Status after Completion of 2016 and 2017 Projects

Budget Category	HLS / MFP Total	2016 Projects		2017 Projects		Total Percentage Complete
Health Life Safety	\$12,595,897	\$2,080,500	17%	\$986,399	8%	24%
Infrastructure	\$24,545,900	\$6,062,091	25%	\$5,988,600	24%	49%
Sites	\$10,499,000					0%
Secured Entrances / Office Renovation	\$6,132,000	\$6,132,000	100%			100%
Learning Resource Centers	\$5,135,000					0%
Auditoriums	\$3,703,000					0%
Capacity Model and Program Spaces	\$24,917,000					0%
Other Projects	\$2,585,000					0%



Approval to Start Design Process Based on Proposed Construction Projects for  
Summer 2016

ACTION ITEM 15-10-1

I move that the Board of Education of Community Consolidated School District 64,  
Park Ridge – Niles, Illinois, approve the design process based on proposed construction  
projects for summer 2016.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT: