

Board Approval of Minutes:

Approved: December 30, 2019

Chair's Signature: [Signature]



Lutz Preparatory School

**A Hillsborough County Public Charter School of Choice Serving Grades K-8
Building Subcommittee Meeting
Minutes: November 25, 2019**

- 1) Meeting Call to Order by CM at 7:31 AM
 - a. Attendees Board: Daniel Abou-Jaoude & Chris Moore
 - i. Absent: Brian Lambert & Rick Narkiewicz
 - b. Committee Chair: Chris Moore
 - c. Administration: Mrs. Guertin, Mr. Wheaton, & Mrs. Jenkins
 - d. Minutes: Lori Toso
- 2) Public Comment: None
- 3) Chair Statement:
 - a. This subcommittee was voted on at the Thursday, November 21st, 2019 BoD Meeting to meet every Monday at 7:30 AM weekly (as needed) to drive the building project and make recommendations to the Board for final decisions on the project. The committee members are Directors: Chris Moore (chair of subcommittee), Daniel Abou-Jaoude, Rick Narkiewicz, Brian Lambert; School Administration: Bonnie Guertin, Diana Jenkins, David Wheaton; Consultant (Owner's Representative) Jonathan Moore. The subcommittee will have authority to make day-to-day decisions to manage the project within the scope and proposed budget.
 - b. After the board meeting last week, Jonathan Moore was hired as the Owner's Representative on Friday, November 22, 2019. Mr. Moore has been getting up to speed on the project from CM, DA, and DJ.
- 4) Jonathan Moore Update:
 - a. Has read through the proposals with costs and schedule. Has several questions he is researching: why are costs higher with certain companies, the building itself is relatively obvious, he has questions about structure of building and if that is driving costs, and civil constraints with the build.
 - b. Cost per SF for classroom building appears high, (is the design fee driving the higher cost)
 - c. He is in discussion with Long and Associates (Lex) to get up to date on civil side of the project
 - d. Mr. Moore is continuing his research and discovery this week, come back next week with an update. He will send periodic updates via email to the group.
- 5) Daniel Abou-Jaude
 - a. Based on the RFP the cost & design from each company varied drastically
 - b. October 2019 the Board voted to move forward with Walbridge for the project.
 - c. Walbridge is now updating their proposal based on the updated scope.
 - d. Talked to Mr. Rygiel of Walbridge yesterday and talking to Long and Associates (Lex) today (JM also invited to this discussion).
 - e. DA also in discussions with Eric Rice (architect) and Dellato – may have call today and Mr. Moore will be invited. Continuing to work with other companies to negotiate prices for the project.
- 6) CM focus this week

- a. Three key items for this week: JM getting up to speed, getting the civil design released ASAP, and continuing to work with Dellato.
- b. Long and Associates has notated they are not comfortable working without Walbridge.
- c. Mr. Moore is trying to set up meeting with Long and Associates today.
- d. Reconvene next Monday at 7:30 AM (future scheduled meetings 12/2, 12/9, 12/16 – will discuss future meeting schedule over the next few weeks).

7) Meeting adjourned at 8:18 AM