

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: December 2, 2019

- 1) Meeting Call to Order by CM at 7:31 AM
 - a. Attendees Board: Rick Narkiewicz, Brian Lambert, Chris Moore
 - i. Absent: Daniel Abou-Jaoude
 - b. Committee Chair: Chris Moore
 - c. Administration: Mrs. Guertin, Mr. Wheaton, & Mrs. Jenkins
 - d. Owners Representative – Jonathan Moore
 - e. Minutes: Diana Jenkins
- 2) Public Comment: None
- 3) Chair Statement: Chris Moore
 - The project is progressing and he is happy that we have InVision Advisors on board as our owner's representative.
- 4) Jonathan Moore Update:
 - Met with Joe at Walbridge, Lex at Long & Associates, and Daniel our Facilities Chair
 - He is working on a spreadsheet to analyze the cost.
 - He is working on ways to bring the costs down by looking at the plumbing (reduce bathrooms), surveying, market escalation that are added into the quote.
 - Need to add in costs for furniture and fixtures, bond (1.25%) and owner's contingency.
 - Working on getting a letter of intent from Walbridge to move forward with civil work prior to getting AIA contract signed.
- 5) Brian Lambert:
 - Need to contact a construction attorney to review letter of intent and draft AIA documents from Walbridge. He sent Diana Jenkins three names to contact including Tim Hunt from Hill Ward, George Spofford from Gray Robinson, and Cary Wright from Carlton Fields. Diana Jenkins will contact them for quotes to move forward.
 - We need to make sure that we have an expense cushion to move forward with a project this big.
- 6) Chris Moore Focus This Week:
 - This week we need to move forward with contacting construction attorneys
 - Spreadsheet from Jonathan with costs
 - Nonbinding Letter of Intent from Walbridge
 - Next meeting scheduled for Tuesday, December 10, 2019 at 7:30 AM.
- 7) Meeting adjourned at 8:05 AM.