

APPROVED



## Elgin Math & Science Academy

### Minutes

#### Master Plan and Owner's Rep Meeting

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**Date and Time**

Wednesday October 16, 2019 at 2:30 PM

**Location**

EMSA — Meet at Reception for room location.

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**Committee Members Present**

F. Bisconti, K. Kelly, M. Dyer, M. Gibb

**Committee Members Absent**

A. Gray, B. Pinon, D. Haight, L. Fuhr, R. Wilson

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

M. Gibb called a meeting of the Master Plan & Facilities Committee Committee of Elgin Math & Science Academy to order on Wednesday Oct 16, 2019 at 2:30 PM.

**C. Approve Minutes****II. Master Plan Committee****A. Master Plan: WKarch Proposal for Phase 1**

Meghan thought WKArch 1st Phase proposal was very fair and she recommends approval of it

Masterplanning committee will recommend the approval of the WKArch 1st Phase Proposal costs.

Format for development budget--not

IFF Development Budget Project--hard and soft costs.

Meghan will develop this, preferably in a Google Doc type.

Meghan will help organize this to develop costs.

Mel will work with Meghan to share all current invoices.

To predict total budget for construction:

Civil engineering costs are very difficult to predict for this project.

Meghan will build in contingencies and with conservative bias.

Frank suggested going to the Board in phases:

Pre-construction, etc.

Meghan was planning to develop the budget/costs with phases in mind.

Regarding current work being done related to construction: Better for WKArch to manage consultants, e.g. surveyor, laser scanners.

## **B. Master Plan: GC RFP**

Committee discussed various terms related to Meghan's draft of the RFP for GC.

A few suggestions were made. Meghan will get us copies of the 2d draft by tomorrow and this will be posted Monday.

## **C. Master Plan: Contract with WKarch**

Kerry to ask if there is a City-sponsored or recommended place to post GC RFP.

Add City and IFF as additional insureds.

Architectural additional services will need advance notice to us.

## **D. Master Plan: Civil Engineer for SD**

We recommend moving forward with ECT (Environmental Consulting Technologies)

### **E. Scheme Set #6 Review**

We are still narrowing down our design decisions regarding cabin #s and locations. Committee reviewed current options.

Discussed stakeholder (parents, teachers, community) engagement. Gather more info to inform design decisions. Can we grow our master plan design advisory committee?

Meghan will check to see if there is any existing survey for input in a school setting.

Mel and Kerry will begin a survey for the stakeholder groups.

Community forum in November--must be "soon" and "fast" turn around. Kerry and Mel can get this started.

Getting feedback will be important.

- Present current options and get feedback.

- Target rising 5th grade parents.

- Survey should take 5 mins max--multiple choice with long form answer

## **III. Financing**

### **A. Update**

IFF bridge loan looks very positive: Frank will turn in docs within 2 weeks and may be approved within 30 days. IFF has different time & requirements for loans of over \$1M.

100 basis points additional cost if we only lease the property--this could translate to \$900k (based on \$6M loan) over 15 years.

Would need to know ownership before we close the big loan.

Meghan is developing construction budget.

## **IV. Closing Items**

### **A. Adjourn Meeting**

K. Kelly made a motion to adjourn the meeting.

M. Gibb seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:46 PM.

Respectfully Submitted,

K. Kelly