

# Meeting Minutes

To: **Tonia Hobaugh-Toca**  
From: **Gardner Clute**  
Project: **Adams 12: North Mor Elementary Remodel**  
Project Number: **PR16-0671**  
Subject: **DAG 02**  
Location: **North Mor Elementary**  
Meeting Date: **May 16, 2017**  
Issue Date: **June 16, 2017**  
Attendees: **Amy Herrman, Helen Contreraz, Mike Contreraz, Shay Maestas, Danielle Scotland, Patrick Gloria, Gilbert Almanza, Cassie Dunnam, Janell Collins, Margi Ammon, Tonia Hobaugh-Toca, Amy McCann, Gardner Clute**



Item	Description
1	<p>Concept design plans and conceptual estimates were reviewed. Conceptual estimates are approximations intended to aid the final prioritization of scope of work. The estimates include contractor fees, general conditions, construction contingency, and indirect costs added as a percentage of the total of the line items. The conceptual estimates may contain inaccuracies. The concept designs are based on initial site walks. Subsequent verification may identify conditions in the field that impact the cost of work presented. Construction costs will not be finalized until the work is bid by the general contractor prior to construction. The scope of work presented may be adjusted in order to align with the construction budget.</p> <ul style="list-style-type: none"><li>• Estimates for priority 1 and 2 items were reviewed. Based on conceptual estimates priority 1 items are likely to fit within the construction budget. It is unlikely priority 2 items will fit within the budget.</li><li>• Priority 3 and 4 items were not reviewed.</li><li>• Final scope of work will be determined by Education Support Center staff. Safety and maintenance items may be required despite lower prioritization level identified in DAG.</li><li>• Items shown in blue were reprioritized or added. Highest and lowest priority items within each grouping were identified to aid the team in the case the scope of work is adjusted to match the construction budget. These items are identified with a star.</li></ul> <p><u>Priority 1:</u></p> <ul style="list-style-type: none"><li>• *Cafeteria Addition/Remodel (highest priority)<ul style="list-style-type: none"><li>○ Increase cafeteria size by approximately 750 SF</li><li>○ Improve acoustics</li><li>○ Add AC to gym/cafeteria suite</li><li>○ Desire to replace flooring completely, in lieu of patch/seam to existing.</li><li>○ Replacement of peg boards is lower priority.</li></ul></li><li>• CGA to consider location for custodial mop sink closet.</li><li>• Replace hardware on exterior corridor door adjacent to room 31 with keyed hardware</li><li>• Relocate BASE office to room 10, add door to corridor</li><li>• Art Remodel</li></ul>

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Item	Description
	<ul style="list-style-type: none"><li>○ Relocate Art to room 4 and southern half of room 6</li><li>○ Remove existing VCT flooring; leave exposed concrete; District accepts sealed/polished concrete</li><li>○ Locate kiln and art storage north of new art room; consider adding a third closet accessed from the hall for general storage. Cap existing kiln exhaust.</li><li>○ Carpet and paint room 2; glycol leak at ceiling - patch and repair ceiling</li><li>○ Existing casework at Room 2 acceptable for typical classroom use.</li></ul>
•	Music Remodel <ul style="list-style-type: none"><li>○ Demolish walls and operable partitions in 66, 67, 35, and 35A.</li><li>○ Music to become 66 and approximately half of 67</li><li>○ Remodel half of 67, 35, and 35A to two learning specialist classrooms</li><li>○ This option reduces classrooms in this area by 1</li><li>○ Address acoustic transfer to adjacent rooms</li></ul>
•	Library Remodel <ul style="list-style-type: none"><li>○ Improve openness/connection from library to corridor with glazed HM frame on north corner</li><li>○ Demolish computer lab; Approximately half of room 6 to become part of Library</li><li>○ Provide new computer tables in library for 3 computers</li><li>○ Relocate existing circulation desk</li></ul>
•	Provide magnetic white boards on both side of replacement cafeteria operable partition
•	Replace gym lights that have shutdown/restart delay problems
•	Replace gym acoustic ceiling with different system; tiles fall out when hit with balls; if cost effective, consider removing ceiling and paint exposed structure
•	Provide permanent sound system in gym; higher priority than gym ceiling
•	Replace glued tiles that fall off ceiling in classrooms. This is primarily a concern at original classroom wings, and presumed to have correlation with roof leaks. It was acknowledged this item is a high priority however the cost for the solution presented is too high. Design team to work to find lowest cost option that will achieve acoustic performance.
•	Infill door between classrooms in room 15
•	Replace manual operated overhead door at office
•	Replace corridor floor tile in addition, not a problem in classrooms
•	* Demolish storage outside room 2 to allow daylight to reach existing window

### Priority 2:



**CUNNINGHAM**  
G R O U P

Item	Description
	<ul style="list-style-type: none"><li>• *Provide secure vestibule at main entry. Team viewed existing location of fire alarm control panel; solution to avoid conflict.</li><li>• * Add tubular daylighting devices at library. The benefits of natural daylight towards student learning was discussed to improve quality of space as a desirable destination for students.</li><li>• *Paint corridor door frames and accent walls (add to scope of work if possible)</li><li>• *Demolish kitchen equipment in room 42 and revise to staff bathroom (add to scope of work if possible). Consider construction paper storage in extra area.</li><li>• Provide better wayfinding signage</li><li>• Provide new/improved coat hook locations and quantity to minimize theft from unsupervised, open hallway cubbies.</li><li>• Remove unit ventilators in all classrooms. Conceptual estimate of cost of work is likely low.</li><li>• Improve connection to courtyard from art room by adding overhead coiling door</li><li>• Investigate increasing corridor ramp width. It was suggested to angle top corner of handrail; CGA to study code implications.</li><li>• Replace art room tables; existing damaged and accessibility concerns</li><li>• Provide tack boards in hallways in lieu of tack strips</li><li>• Repair operable windows. It was discussed that CGA's professional opinion would be to insulate metal panel at bump out windows to increase thermal performance.</li><li>• Add storm windows.</li><li>• Replace window screens.</li><li>• Add window screens to staff workroom</li><li>• Repair ceilings in corridors</li><li>• Add enclosure at electric meter</li></ul>
2	<p>The Architect will develop schematic design documents for pricing by a general contractor over the summer. Design will continue into the fall. Pricing and final scope will be confirmed after design is complete. Construction activities may take place during fall, winter, or spring breaks.</p>

## GC/AM

The foregoing is believed by the author to be an accurate and materially complete reflection of the discussions described. Requests for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.

**PRIORITY #1 RENOVATIONS**

**MISC**

RELOCATE BASE OFFICE TO RM 10, ADD CORRIDOR DOOR  
 INFILL DOOR BETWEEN CLASSROOMS IN RM 15

**MAIN ENTRY REMODEL**

REPLACE EXTERIOR CORRIDOR DOOR HARDWARE (ADJACENT TO RM 31)

**LIBRARY**

LIBRARY REMODEL  
SEE DETAILS ON ENLARGED PLANS

**CAFETERIA**

REMODEL/ADDITION  
SEE DETAILS ON ENLARGED PLANS

**CLASSROOMS**

REPLACE GLUED TILES  
 FALLING OFF OF CEILING

**CORRIDOR**

REPLACE CORRIDOR  
 FLOOR TILE IN  
 ADDITION

**\$699,995 TOTAL PRIORITY 1  
 RENOVATION  
 CONSTRUCTION COST**

**PRIORITY #1 SPECIALS RENOVATIONS**

**ART**

ART REMODEL  
SEE DETAILS ON ENLARGED PLANS

**MUSIC**

MUSIC REMODEL  
SEE DETAILS ON ENLARGED PLANS

**GYM**

REPLACE GYM LIGHT FIXTURES  
 REMOVE GYM ACOUSTIC CEILING, PAINT  
 STRUCTURE, ADD ACOUSTIC WALL PANELS  
 PROVIDE PERMANENT SOUND SYSTEM

**\$379,512 TOTAL PRIORITY 1 SPECIAL  
 RENOVATION CONSTRUCTION COST**

**RENOVATION BUDGET: \$922,518.25**

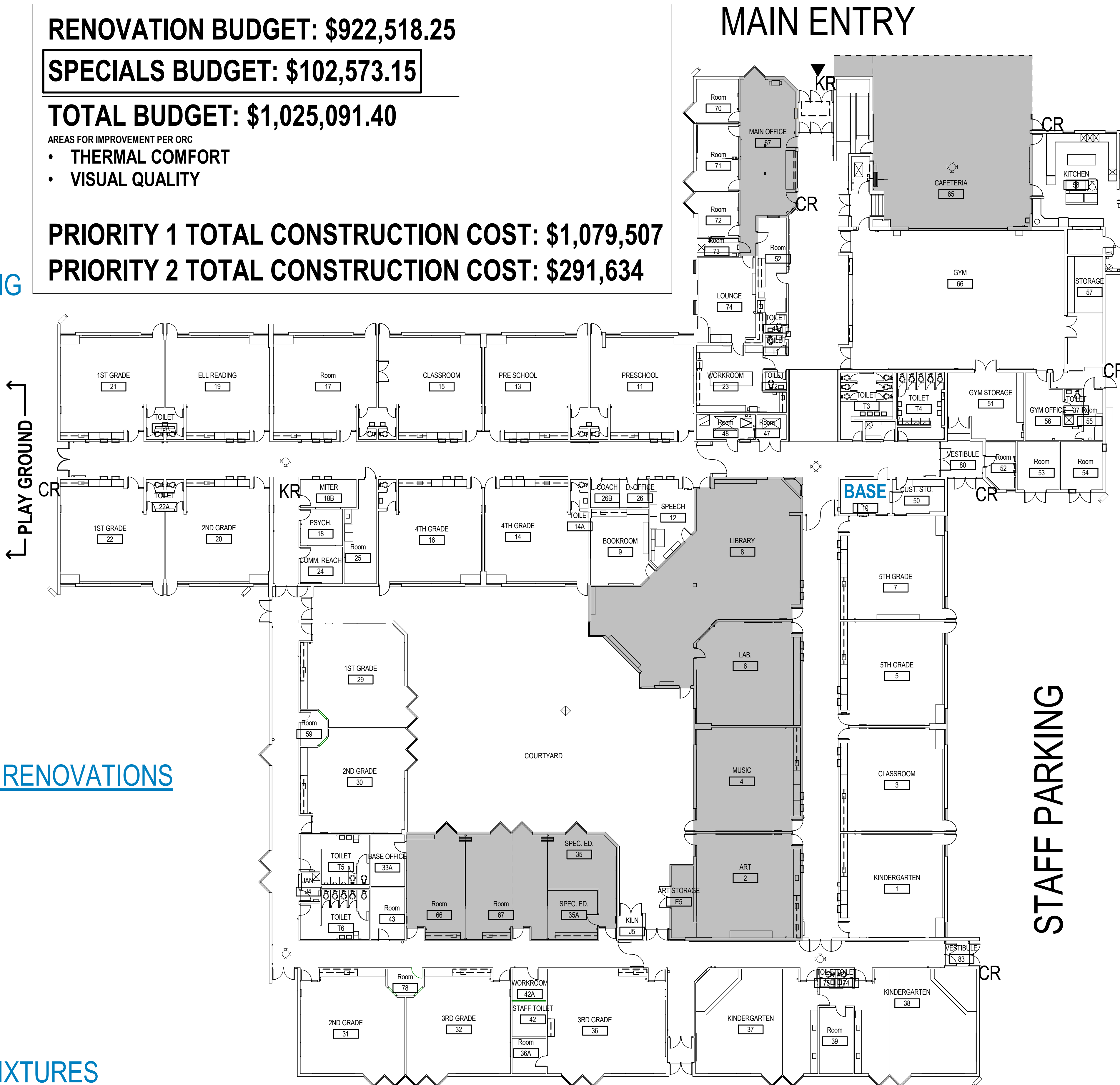
**SPECIALS BUDGET: \$102,573.15**

**TOTAL BUDGET: \$1,025,091.40**

AREAS FOR IMPROVEMENT PER ORC  
 • THERMAL COMFORT  
 • VISUAL QUALITY

**PRIORITY 1 TOTAL CONSTRUCTION COST: \$1,079,507**

**PRIORITY 2 TOTAL CONSTRUCTION COST: \$291,634**



SCALE: 3/32" = 1'-0"  
 REFER TO ENLARGED PLANS

**PRIORITY #2 RENOVATIONS**

**MISC**

REPAIR OPERABLE WINDOWS  
 REPLACE WINDOW SCREENS  
 DEMOLISH KITCHEN EQUIPMENT IN RM 42 AND REVISE TO STAFF BATHROOM  
 ADD STORM WINDOW AT SINGLE PANE GLAZING IN ORIGINAL BUILDING  
 ADD WINDOW SCREENS TO STAFF WORKROOM  
 ADD FENCE AT ELECTRIC METER  
 MAIN ENTRY REMODEL  
SEE DETAILS ON ENLARGED PLANS

**CORRIDORS**

REPAIR CEILINGS IN CORRIDORS  
 PROVIDE BETTER WAYFINDING SIGNAGE  
 PROVIDE TACKBOARDS I/O TACK STRIPS  
 PAINT CORRIDOR ACCENT WALLS AND  
 DOOR FRAMES

**CLASSROOMS**

REMOVE UNIT VENTILATORS IN CLASSROOMS  
 PROVIDE COAT HOOKS IN CORRIDORS

**CAFETERIA**

REMODEL/ADDITION  
SEE DETAILS ON ENLARGED PLANS

**TOTAL PRIORITY 2 \$250,508  
 RENOVATION CONSTRUCTION  
 COST**

**PRIORITY #2 SPECIALS RENOVATIONS**

**ART**

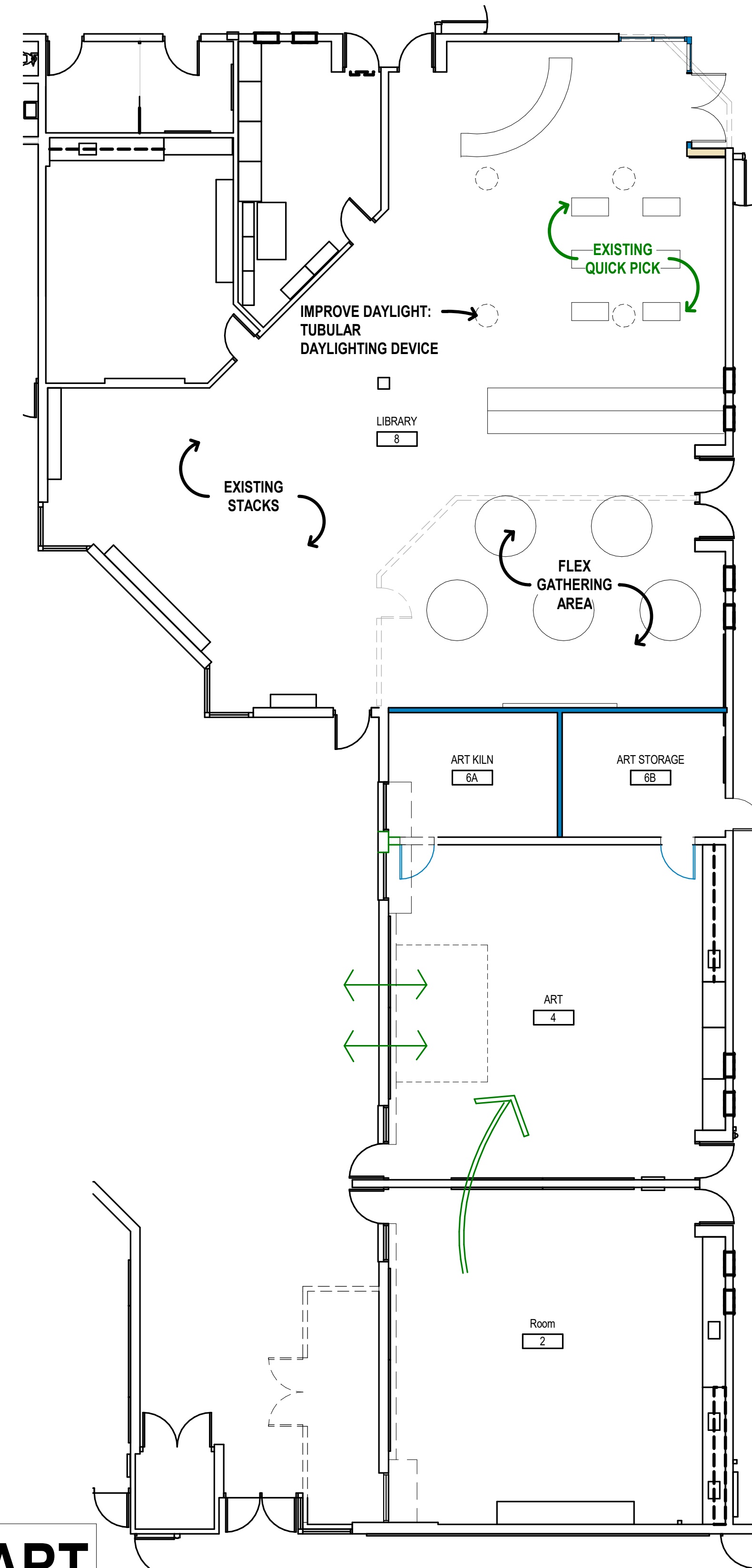
ART REMODEL  
SEE DETAILS ON ENLARGED PLANS

**TOTAL PRIORITY 2 SPECIAL \$41,126  
 RENOVATION CONSTRUCTION  
 COST**

# LIBRARY

GLAZED HM FRAME ON NORTH CORNER  
 REMODEL ROOM 6 TO BECOME PART OF LIBRARY  
 PROVIDE NEW COMPUTER TABLES  
 RELOCATE CIRCULATION DESK

PROVIDE 4 TUBULAR DAYLIGHTING DEVICES



## ART

REMODEL ROOM 4 AND 6 TO ART INCLUDING KILN AND STORAGE  
 CARPET AND PAINT, RM 2  
 DEMO ART STORAGE TO IMPROVE DAYLIGHT, RM 2

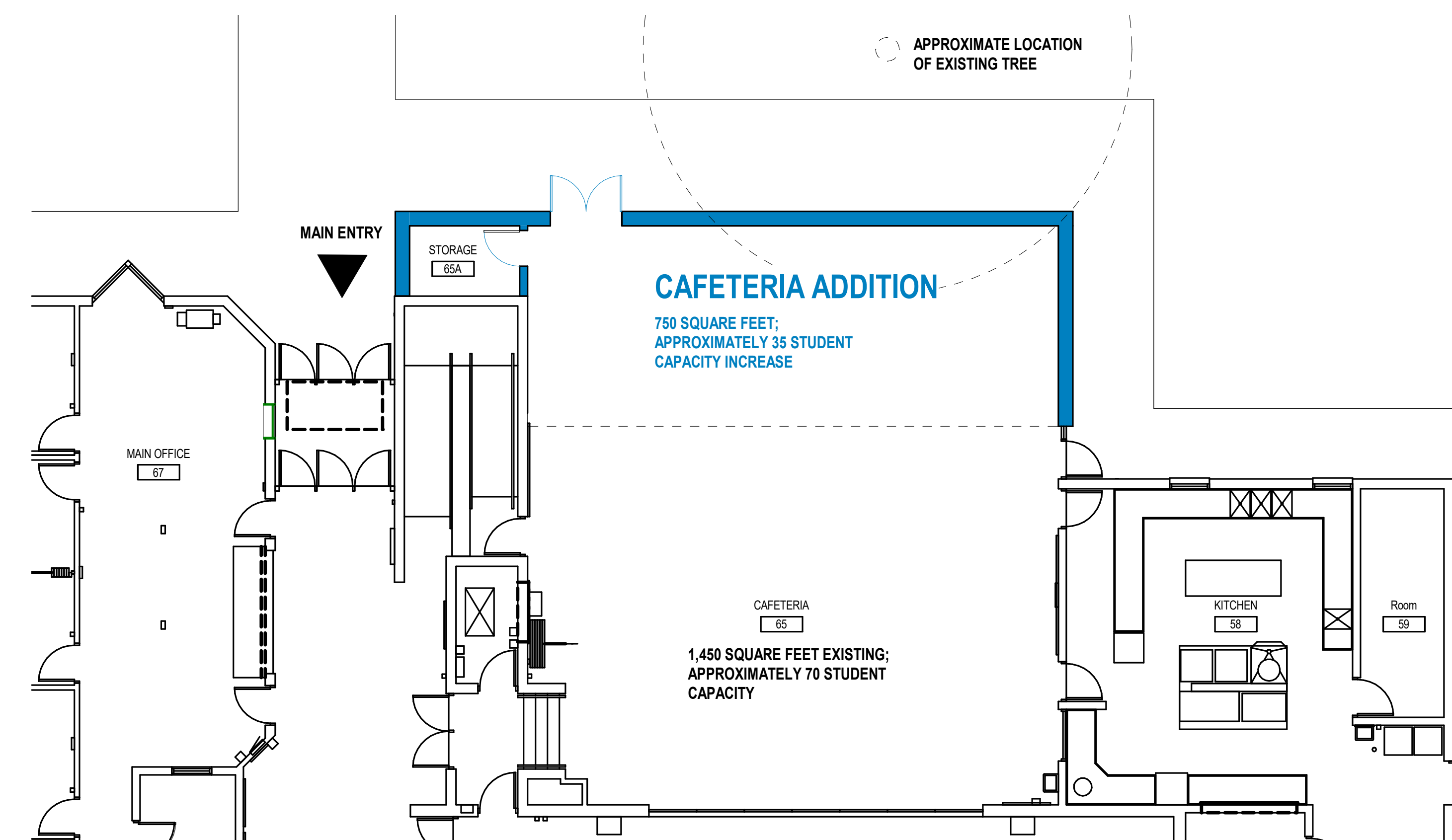
REPLACE TABLES  
 ADD OVERHEAD COILING DOOR

brick corridors  
**community feel**  
**supportive** fair great Principal equal  
 student, staff, parent interactions  
 recognition  
 teamwork  
**positive**  
 one of kind floor plan  
**WHAT MAKES NORTH MOR UNIQUE**  
 student growth **kid-centered** reflective

# CAFETERIA

INCREASE CAFETERIA SIZE BY ~750 SF, INCLUDES SOFT COSTS  
 IMPROVE ACOUSTICS  
 ADD A/C TO GYM/CAFETERIA SUITE

INCREASE RAMP WIDTH



# MAIN ENTRY

REPLACE MANUAL OPERATED OVERHEAD DOOR AT MAIN OFFICE  
 SECURE MAIN ENTRY VESTIBULE INCLUDING TRANSACTION WINDOW

# MUSIC

DEMO WALLS AND OPERABLE PARTITIONS TO CREATE MUSIC AND 2 LEARNING SPECIALIST CLASSROOMS

