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MEETING SUMMARY

PROJECT: Brookwood District 167 – Brookwood Middle School
 PROJECT NO: 14022
 MEETING DATE: March 4, 2014
 LOCATION: Brookwood School District Administration Office
 PARTICIPANTS: Jennifer Costanzo, Colby Lewis, Alan Armbrust, Thomas Allen – STR Partners (STR)
 Douglas Lim – Gilbane Construction (GBC)
 Ms. Deborah Birmingham, Ms. Roslon Seals, Ms. Jan Barry, Dr. Moore, Mr. Alan Wilson, Mr. Warren Linden, Mr. Robert Marcinski, Mr. Leon Fields – Brookwood District 167 (D167)
 DISTRIBUTION: To Dr. Moore and STR/GBCO *via email*
Please distribute to other participants and others as deemed necessary.
 PURPOSE: Brookwood Middle School Kick Off Meeting

Outline of Discussion

Action by

1. Communication

- a. The following persons shall be the day to day contact for each party:
 D167 – Dr. Moore
 STR Partners - Jennifer Costanzo
 Gilbane – Doug Lim
- b. The building committee will make recommendations to the Board of Education (BOE). The BOE will make design decisions and inform Dr. Moore.
- c. Dr. Moore has daily contact with BOE and will provide final approval on design decisions from the BOE.
- d. The building committee is available at 11am most days. Dr. Moore will coordinate with the building committee and provide possible meeting dates for the design team. Meetings are to be structure with topics/goals. **D167**
- e. Building committee has requested a prioritized project milestone list when they meet with the design team **STR**
- f. Alan will hold individualized architectural drawing seminars for building committee and board members to better understand design drawings. Dr. Moore to provide several possible dates for scheduling. **D167**
- g. The BOE meets monthly for regular scheduled board meetings but can hold special meetings for urgent decision-making.

2. Budget and Schedule Milestones

- a. Target occupancy: Fall 2016
- b. D167 proposed a preliminary project budget of \$12 million to be confirmed. **D167**
- c. The BOE has discussed a new building size of 50,000sf – 60,000sf based on cost.
- d. Gilbane and STR to work together to compare these expectations with current construction project costs. **GBC/STR**
- e. Dr. Moore will forward the “Essential Wish List(s)” of spaces for the new **D167**

- school as developed by both the Building Committee and the BOE.
- f. Dr. Moore will forward the current demographic study to the design team for review and use. This includes, but is not limited to, the current and anticipated number of students per grade. **D167**
 - g. Anticipated Project Milestone dates:
 Completion of design documents: Dec 2014
 Opening of Bids: March 2015
 Construction Complete: June 2016
 - h. STR to develop a design schedule of milestones; Gilbane to provide future construction schedule information. **STR/GBC**
 - i. Scheduling will take into account permitting review times – including Metropolitan Water Reclamation District (MWRD), and IDOT for work affecting Glenwood-Dyer Road. **GBC**

3. Eberhart Status

- a. STR will present road options to the BOE to assist in responding to the Village “Road Swap” proposal. **STR**
- b. Alan briefly reviewed possible ‘road swap’ options for the Building committee and BOE to consider.
- c. An emergency road would be for only emergency vehicles, not for resident personal use.
- d. A new driveway is an unexpected cost. STR will explore ways to incorporate the new drive into the Middle School design. **STR**

4. Community Engagement

- a. The BOE has requested regular project updates for posting on the District web site.
- b. D167 to give STR/GBC their web master’s contact information **D167**
- c. Informational community meetings will be scheduled after Schematic Design and Design Development BOE review meetings.

5. Next Steps

- a. D167 to provide alterative days for regular 11:00am Design Team meetings. **D167**
- b. D167 will forward the BOE wish list of spaces and demographic study to the design team. **D167**
- c. STR to prepare, on behalf of D167, requests for soil capacity testing and Clean Construction and Demolition Debris (CCDD) testing in accordance with IL Public Act 96-1416. **STR**
- d. STR to prepare, on behalf of D167, requests for Phase 1 Environmental Site Analysis. **STR**
- e. Schedule first regular Design Team Meeting. **ALL**



END OF SUMMARY

The above summarizes the author's understanding of the topics covered in the meeting. If exception is taken to, or additions are requested of, the above, please contact Jennifer Costanzo for a written addendum to be made.

Prepared by:
STR Partners LLC
Thomas A. Allen, AIA
Project Architect

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