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Name: Ashford Park Elementary School

Date: September 27, 2024

Project Name/Number: 20236 – HVAC Systems Replacement

Principal: Tonya Freeman

School Contact: Tonya Freeman

Regional Superintendent: Melanie Pearch

Project Manager: Kendra Cowan

Architect: Corgan

Contractor: Winter

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**Scope of Work:**

- Replacement of HVAC system throughout the building.
- Replace light fixtures with LED fixtures.
- Replacement of windows, ceilings, doors, hardware.
- Paint and miscellaneous floor repair.
- Fire Alarm system replacement and electrical upgrades.
- Renovations to Administration area.
- Construction of a security vestibule.
- Improve site storm drainage.
- Fire Sprinkler.

**Potential Scope Items:**

- Signage
  - Restrooms
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**Project Construction Budget:** \$10,000,000.00

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**Project Schedule:**

- Architect/Engineer Procurement – November 7, 2023
- Contractor Manager at Risk Procurement – November 9, 2023
- Design & CMAR Notice to Proceed – April 19, 2024
- Assessment Report Completion: July 19, 2024
- Schematic/Design Development – August –Oct 2024
- DCSD Review & Pricing update -Pricing update Oct 2024
- 50% CD- Nov 22, 2024
- DCSD Review & Pricing update -Pricing update, GMP go to Jan Board Mtg- Nov-Jan
- 95% Construction Documents Complete- Feb 28, 2025
- DCSD Review and Cost approval – March 2025
- Construction Start – Summer 2025

- Construction Complete – Spring 2026
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**Previous Quarter Narrative:**

Last Quarter Narrative

(April, May and June 2024) – Assessment and investigation of scope items.

**Next Quarter Narrative:**

Next Quarter Narrative (July, August, and September 2024) – DCSD will review and confirm scope. Design development will begin.

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**Project Status/Update:**

- Assessment report and estimated budget has been reviewed by DCSD. The original scope is proposed to remain the same. Potential scope items will be priced separately. Items such as additional data ports will be handled by DCSD IT department. The settlement issue will be investigated by DCSD maintenance department prior to being considered a scope.
- The subcontractor provided a detailed assessment of the kitchen. Overall, the kitchen equipment was adequate. The serving size area will need to be addressed by DCSD. The code has changed for this area.
  - During the team's bi-weekly meeting the subcontractor presented a conceptual design of the kitchen. This information will be reviewed by DCSD before a decision is made.
  - PM to verify with Nutrition, the size of the vehicle used to deliver food parcels.
- The exterior shed will be demolished and re-built, per discussion with Principal Freeman.
  - PM will verify with the principal if the existing shed has any utility connections.
- Utility and topography surveys will be performed on September 30.
- Corgan has developed a preliminary sketch of the Security Vestibule.
  - PM has sent Corgan specifications used on DCDS Security Vestibules
- During Conceptual Scope meeting, DCSD proposed extending the canopy for the school bus location.
  - Principal Freeman verified that 4 buses currently park at the existing canopy and recommends the new canopy should extend to the daycare area.
  - Team is developing alternative options for school drop-off zone.

**4-Week Look Ahead:**

- Design Drawing are scheduled to be completed on Oct. 4, 2024.
  - Utility and topography surveys will be performed on September 30<sup>th</sup> during school operation hours.
  - Roof Survey will be performed on September 30, starting at 3PM. Request for maintenance to be present with a ladder.
  - Once design is complete, a discussion with DCSD and Principal Freeman will be scheduled.
  - The team meets a bi-weekly basis to discuss the status of the project. The team includes Corgan, Winters Construction, and the Project Manager.
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**End**