Building committee meeting, 17 Dec 2017

John clerk, Arthur minute taker.

1. We agreed to review Rob’s minutes of last meeting on 3 Dec, by email for corrections and group approval.

2. John’s server [Comcast] does not send email from our listServe, so send direct to him when you send to Building-comm listServe.

3. Last week’s discussion with Howard Zeuses supported our preference to use an Owner’s Rep [O.R.]. They are paid based on an hourly charge, usually ~4-6% of building cost. We can hire an O.R. at any time in the process and we see value in doing that early to save on errors, time and costs.

4. We can ask O.R. s and architects during interviews who they recommend for the other roles and when to best hire them.

5. Report of architect selection sub committee Ann Marie;

a. John Schregley of Baltimore, is recommended by Zuses, but will not work in P.G. County.

b. An employee owned DC corp. [Name?] was in Post Metro section recently, is moving more to construction management. Ann Marie will find them and inquire.

c. Vance-Barnes Architects has staff of 22 for project management.

d. Miche Bose has not yet been contacted.

6. We do not like the Design Build model because we lose control of details of the project.

7. We decided to get 2-3 each of O.R.s [candidates are Bob Waecter, Mohamed Hassan, a recommendation from Miche Bose, a recommendation from Glen and One located in Baltimore, names to follow] and architects, and then schedule interviews.

8. Larry Clements joined our discussion.

a. Friends Community School [FCS] found their architect by sending out an RFP. Then 5-6 local architects responded and were interviewed. During the interviews questions were asked that clarified who was best suited. Their fee is typically 5% of project cost. Their architect, WMCRP, was hired before their Owner’s Rep, Bob Waecter, was. Larry recommends we get the O.R. at the earliest possible time.

b. Bob was FCS’s O.R., whose job included sorting county obstacles, storm water and parking issues, county site planning review. He was paid by the hour with a “not-to-exceed” clause. Financing and inspections were all by third parties that they hired.

c. Bob was helpful in getting things started but does not do the day-to-day oversight - another person is needed for that. He helped find the construction manager. FCS used Syntheses for the original straw bail construction and they were not good. Sidwell’s business manager, recommends Mike Saxon for construction mange. For this role we might need two people.

d. The cost for FCS was 1.8 M, builder was Schiebel who does small projects; schools and churches. The superintendent, Chris Ball, was there daily and was really good. All their contractors were good.

e. Minimize change orders to control costs.

f. The architect supervised the contract and they had a FCS lawyer review it to protect FCS. Larry recommended we do the same.

g. The construction manager, John Saxka, of ASG in Jessup an architect support group, was hired since Bob didn’t want to do day-today supervision. He came once a week and was paid hourly.

9. It became clear that AFM would need a Meeting person to be responsible for day-to-day overview: “Clerk of the Works”. This person must have authority to make decisions to prevent delays. Four levels of supervision are needed:

 Supervisor type frequency

 Architect Weekly

 Owners Rep Weekly

 Construction Manager [superintendent] Daily

 Clerk of the works Daily