

# MEETING NOTES

## No. 52

HDA Architects, LLC

Date: October 18, 2013

**PROJECT:** Willcox Bond Program  
Willcox Unified School District No. 13  
Architect Project No. T.B.D.

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### IN ATTENDANCE:

|                         |                      |                             |
|-------------------------|----------------------|-----------------------------|
| Dr. Richard Rundhaug    | Willcox U.S.D. #13   | richard.rundhaug@wusd13.org |
| Dr. Walter "Skip" Brown | Valley Schools M.G.  | drskip98@earthlink.net      |
| Dan Withers             | Withers Construction | dwithers@dlwithers.com      |
| Brad Walker             | Withers Construction | bwalker@dlwithers.com       |
| Paul Holland            | HDA Architects LLC   | paulh@hd-architects.com     |

This meeting was held at the offices of D.L. Withers.

1. Willcox has sold \$5 million dollars of bonds to continue their bond program. Funding from the bond sale should be available sometime in October.
2. Willcox desires to continue the original CM@Risk contract, with D.L. Withers Construction that was established for the prior bond project. The last change order to that contract was Change Order No. 4. The next change order, Change Order No. 5, will be for Pre-Construction Services. This change order will be presented to the school board on Tuesday, November 5, 2013.
3. In addition to the \$5 million of bond funding the school district has a separate fund available only for the Ag. Program in the amount of \$175,000.00.
4. Major components of the bond program will be as follows:
  - a. New gymnasium with locker rooms at the high school.
  - b. New multi-purpose building at the elementary school.
  - c. Expansion of the Ag. Building.
  - d. Relocation of the high school office staff with new entrance canopy.
  - e. New synthetic floor installed over top of the high school's existing wood gym floor.
5. Withers will be responsible for a master budget spreadsheet that will include all bond related expenses including construction costs, design fees, permit costs, inspection costs, FFE etc.
6. Discussion was had regarding whether all of the proposed construction projects could be included under the previous CM@Risk contract. In particular the multi-purpose building at the elementary campus because it wasn't specifically called out in the CM@Risk RFQ. HDA will forward Dan and Brad a copy of the original RFQ for their review. Skip and Rich will seek knowledgeable opinions
7. On Wednesday, October 23<sup>rd</sup> Paul and Rich will tour the district and meet up with the major players (principals, coaches, teachers etc) in an effort to refine the current scope. On the same day we will meet with the local rotary club to get their input as well.
8. On Wednesday, October 30<sup>th</sup> at 4:00pm we will meet with the building committee members and teachers at the Ag. Building classroom to review the proposed plans.
9. On Tuesday, November 5<sup>th</sup> at 6:00 pm we will present the current project scope to the school board and present Change Order No. 5 for pre-construction services.
10. Remove reference to a fume hood indicated at the Ag. Building. Refer to the new classroom space as an "Ag. Biology Lab".
11. It was noted that the new gymnasium and the new multi-purpose building will both need to be raised approximately 24" to bring the building out of the flood pan. The Ag building addition would be grandfathered in.

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12. Both the new gymnasium and the new multi-purpose building should be designed with gas driven air conditioning systems with conventional A/C systems and supplemental electrical service provided as an alternate bid.
  13. Design drawings are to be complete and submitted to the city and state by December 31, 2013.
  14. GMP to be developed by Jan. 15, 2014.
  15. Ground breaking to occur in February 2014.
  16. Final completion date was "lightly" touched upon. The date of December 1, 2014 was proposed as a safe starting point to improve on.
  17. Best day of the week for meetings was proposed to be Thursdays. Meetings can be held at the school, Wither's office in Tucson and via telephone.

These notes shall become part of the project record.

Please notify the office of HDA Architects, LLC at 480-539-8800 of any additions or corrections.

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**HDA Architects, LLC**

By: Paul Holland  
cc: All participates  
Pete Barker

PDH/pdh

HDA Architects LLC

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Attachments: Preliminary Sketches