



Meeting Notes

Project: **MSAD 75 High School**  
 Date: May 1, 2017  
 Attendees: MSAD 75 Systems & Sustainability Sub-Committees  
 Purpose: Alan Kuniholm, PDT Architects  
 Mike Chonko, Brant Miller, Jane Scease, Chris Shaw,  
 Superintendent Brad Smith, Kim Totten, Karen Tilbor

Topic	Agenda/Notes	Action
	1. Review of the PDT letter dated 4/28/2017 regarding Mt. Ararat High School Overview of Project Oversight Responsibilities.	
	2. Commissioning systems discussions. <ul style="list-style-type: none"> <li>a. Advertise and get responses, create short list, then interview, select a firm for the Cx effort.</li> <li>b. Would like to get a minimum of three qualified responses</li> <li>c. Emco in Freeport may be worth consideration</li> <li>d. Sparhawk and RDK are others to consider</li> <li>e. Need to issue the RFP soon so that we can be on track to have the Cx agent hired by the end of design development.</li> <li>f. Allied to provide a basis of design which was attached to the OPR document. Allied to confirm that no changes have occurred.</li> <li>g. We will add the security system Cx to the RFP.</li> <li>h. In addition to systems, the building envelope will be commissioned.</li> <li>i. PDT will create a draft of the RFP for the sub-committee review prior to issuing. PDT anticipates having this complete in draft form 5/8. Issue on Monday 5/15. Bidder questions due on 5/19. Responses by 5/24. RFP's due on 5/26. Review by the committees complete by 5/31 at a meeting at the District Office. PDT to clear this schedule with the DOE before proceeding. Interviews on 6/9 beginning at 1 PM. Tentative review on 6/15 if needed.</li> <li>j. Building committee authorization will be required.</li> <li>k. RFP review will be by the building and sustainability sub-committees as well as PDT. This will be the same group to conduct the interviews.</li> </ul>	



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	<p>3. Discussion of the hiring of the clerk for the project</p> <ul style="list-style-type: none"><li>a. Would like to interview the clerk ahead of the QA/QC if possible to complete the selection process early. At a minimum the clerk would start at the beginning of the construction process. PDT will review with DOE how soon the selection can occur and advise the committee.</li></ul>	
	<p>4. Need to formalize the frequently asked questions</p> <ul style="list-style-type: none"><li>a. Kim to write about the snow melting systems.</li><li>b. Alan to write about the solar PV ready status.</li></ul>	
	<p>5. Next on regular agenda:</p> <ul style="list-style-type: none"><li>a. Review of MEP BoD.</li><li>b. Building material guidelines and discussion.</li></ul>	