

Minutes of Meeting
Architects West – HR Remodel Project Discussion
August 4, 2014
10:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson, met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Architects West Inc. Principal Scott Fischer, and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 10:06 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

The attendees met to discuss the Human Resources remodel project. Buildings and Grounds Operations Manager Shawn Riley informed the Board that all three bids that were received exceeded \$100,000. James W. Elmer Construction submitted the lowest bid in the amount of \$135,738.

The Board discussed with Architects West Inc. Principal Scott Fischer the components of the project that were higher than the original project estimate that he had provided. These items included:

- Electrical
- Fire Suppression
- Additional Office
- Flooring

The attendees discussed that this project will now need to go through the formal bidding process and Mr. Riley advised that Legal is reviewing the Request for Proposals (RFP). The Board directed Mr. Riley to ensure that the proper language regarding change orders is included in the RFP. Architects West, Inc. will have oversight of the bidding process and will receive compensation in the amount of \$1,500.

Mr. Fischer explained to the Board that he would not be available to discuss the Change Orders for the Ancillary Services Buildings that would be presented at the August 5, 2014, Business Meeting and requested that a discussion of these items be added to the agenda.

Commissioner Green moved that a discussion about the Ancillary Services Building Change Orders be added to the agenda as Mr. Fischer would not be available to discuss these items at the Business Meeting. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

Mr. Fischer explained that Change Order Proposals are used to obtain an estimate of expenditures. These proposals are then converted into a Change Order once they are approved by the Board. The final Change Order is then submitted to the Board for approval. This has presented some confusion in the past and Mr. Fischer clarified the process for the Board.

The attendees discussed that Proposed Change Order Number Eleven (11) for flooring has already been approved by the Board and the final Change Order will be presented at the Business Meeting. Three (3) other proposed Change Orders will also be presented to the Board, which included:

- Change Order Number Ten (10) to tie the exhaust ductwork to two (2) dust collectors instead of one (1)
- Change Order Number Twelve (12) for the installation of a sheet metal enclosure around the paint booth
- Change Order Number Thirteen (13) requesting additional fees incurred by James W. Elmer Construction to extend the deadline as a result of the delay for the City of Coeur d'Alene to review truss loads

The Board inquired about Change Order Number (13) and the reason that the truss load was not adequately addressed during the engineering phase. Mr. Riley advised that the metal enclosure was not addressed in the plans or the truss loads. This issue presented at the time that the enclosure was delivered. The Board requested that Mr. Fischer obtain additional information and provide the Board with clarification as to who was responsible for this oversight. The attendees agreed that if the detail was not included in the initial plans then the delay resulted because of a structural engineering oversight. Architects West, Inc. would then be responsible for any costs that were incurred resulting from this oversight. Mr. Fischer agreed to provide the Board with information clarifying the circumstances around this issue. All of these items will be brought before the Board for consideration at the Business Meeting to be held on August 5, 2014.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
