

Please remember to sign the Visitor's Register – Thank you.

**Facilities Meeting
Tuesday, February 6, 2018**

7:00 PM – ROOM 200 - TEAO

AGENDA

- I. Public Comment**
- II. Approval of Minutes- December 5, 2017**
- III. Construction Report**
 - a. Change Orders**
- IV. Discussion and Update Items**
 - a. Feasibility Study for CHS, TEMS, VFMS and VFES - HSA**
 - b. Capital Source and Uses**
 - c. Other**
- V. Future Facilities Committee Meetings**
 - Tuesday, March 13, 2018**
 - Tuesday, April 17, 2018**
 - Thursday, May 17, 2018**
- VI. Adjournment**

2018 Committee Goals

1. Monitor student enrollment, township reports, District programs and existing school facilities.
2. Review and update the District Infrastructure Report.
3. Use Goals #1 and #2 to ensure District facilities meet the needs of students, staff and Administration.
4. Develop, review, and prioritize the facilities projects for summer 2018.
5. Monitor, review and determine impact of District-wide parking and traffic study for CHS, TEMS, VFMS and VFES.
6. Monitor, review and determine impact of District-wide Security Engineering Study.
7. Monitor, review and determine impact of Air Conditioning Study at Elementary and Middle Schools.
8. Work in conjunction with the Finance Committee to maintain funding of the capital improvement plan.

Facilities Committee Meeting Minutes
December 5, 2017
Room 200 – Tredyffrin/Easttown Administration Office
7:00 p.m.

Attending all or part of the meeting:

Board Committee Members: Michele Burger, Chair, Todd Kantorczyk, Edward Sweeney, Dr. Roberta Hotinski

Other Board Members: Rev. Scott Dorsey, Heather Ward, Tina Whitlow, Kate Murphy

T/E School District Representatives: Dr. Richard Gusick, Art McDonnell, David Francella, Colm Kelly, Dr. Wendy Towle

Other: Dan Jalboot and Mort Isaacson from Daley + Jalboot Architects, Matt Heckendorn and David Farabaugh from Heckendorn Shiles Architects, Rich Delp from Schiller/Hersh

Community Members: Christine Wright, Peg Layden

Public Comment:

- Christine Wright commented on air conditioning study.

Approval of the Minutes:

- The Committee approved the minutes from the November 6, 2017 meeting.

Construction Report:

- Mr. Isaacson reviewed a change order credit for the Doors and Door Hardware project in the amount of \$38,566.50. He also reviewed two change order credits and a change order add for the Renovations, Replacement and Upgrades project at TEMS for a net addition of \$5,562. To date, 2017 projects had a total amount of change orders of \$74,420.75 or 1.948%. The Committee recommended the change orders be placed on the consent agenda at the next Board meeting.

Renovations, Replacements and Upgrades at VFMS Bid Results:

- Mr. Isaacson reviewed the bid results for the Renovations, Replacements and Upgrades at VFMS, which, including eight alternates, totaled \$3,712,156. The Facilities Committee approved the Renovations, Replacements and Upgrades at VFMS bids as presented and directed it be placed on the consent agenda at the next Board meeting.

Enrollment Projection/Classroom Utilization Report:

- Dr. Towle reviewed the enrollment projections and school building classroom utilization reports looking three years into the future. These projections are based on the current attendance boundaries and do not consider any redistricting discussions. Dr. Towle reported that both TEMS and CHS indicate the potential for additional classroom space needs soon.

Feasibility Study:

- Mr. Heckendorn updated the Committee on the Feasibility Study Proposal that HSA is developing. The Committee directed Mr. Heckendorn to develop three separate fee proposals for the Feasibility Studies, one for CHS and TEMS combined and separate ones for VFMS and VFES. Mr. Heckendorn agreed to bring the draft proposals back for the Committee's review at a future meeting.

Other:

- Mr. Heckendorn gave a brief update on the status of the three approved projects for the summer of 2018.
- The Committee updated the goals and will review at a future meeting,

Future Meeting Dates:

- TBD

Adjournment:

- The meeting adjourned at approximately 9:10 p.m.

**Facilities Committee Meeting
Construction Report
February 6, 2018**

2017 Construction Projects:

1. Project #1491 –Replacements & Upgrades at Tredyffrin/Easttown Administration Office
 - Issued for Bid May 12, 2017
 - Bids Received May 26, 2017
 - Committee Review June 7, 2017
 - Board Approved June 12, 2017
 - Scheduled Construction Start: September 1, 2017
 - Scheduled Completion: November 17, 2017

2018 Construction Projects:

1. Project #1503 –Renovations, Replacements & Upgrades at Valley Forge Middle School
 - Issue for Bid October 26, 2017
 - Bids Received November 21, 2017
 - Committee Review December 5, 2017
 - Board Approve January 22, 2018
 - Scheduled Boiler Room Start (2nd Shift): May 21, 2018
 - Scheduled Overall Construction Start: June 18, 2018
 - Scheduled Completion: August 17, 2018
 - Scheduled Boiler Room Completion (2nd Shift After 8-17-18): September 14, 2018

2. Project #1 –Hillside Elementary School Site/Parking Improvements
 - Issued for Bid April 3, 2018
 - Bids Received May 9, 2018
 - Committee Review May 17, 2018
 - Board Approved May 21, 2018
 - Scheduled Construction Start: June 15, 2018
 - Scheduled Completion: August 17, 2018

3. Project #2 –Renovations and Upgrades at Conestoga High School and Valley Forge Elementary
 - Issued for Bid March 2, 2018
 - Bids Received April 9, 2018
 - Committee Review April 17, 2018
 - Board Approved April 23, 2018
 - Scheduled Construction Start: June 15, 2018
 - Scheduled Completion: August 17, 2018

4. Project #3 –Roof Top Units Replacement and Upgrades
 - Issued for Bid January 26, 2018
 - Bids Received March 5, 2018
 - Committee Review March 13, 2018
 - Board Approved March 19, 2018
 - Scheduled Construction Start: June 15, 2018
 - Scheduled Completion: August 17, 2018



CO	Item	Accepted	Pending	Under Review
2017 Projects Summary				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$2,908.35	
	Change Order Totals Accepted	\$74,420.75		
	Change Orders Accepted, Pending and Under Review	\$77,329.10		
	Base Bid and Accepted Alternates	\$3,819,725.00		
	Construction total to date Percentage of Construction	\$3,897,054.10		2.024%
1484 Beaumont ES, Valley Forge ES & Valley Forge MS - Replacements & Upgrades				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$906,099.00		
	Construction total to date Percentage of Construction	\$906,099.00		0.000%
1485 Valley Forge MS - Locker Replacements				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review	\$0.00		
	Base Bid and Accepted Alternates	\$83,800.00		
	Construction total to date Percentage of Construction	\$83,800.00		0.000%
1486 Devon & Valley Forge MS - Site Paving & Paving Replacements				
GC-1	Added paving & manhole risers at Devon ES	\$6,500.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$6,500.00		
	Change Orders Accepted, Pending and Under Review	\$6,500.00		
	Base Bid and Accepted Alternates	\$167,930.00		
	Construction total to date Percentage of Construction	\$174,430.00		3.871%
1487 New Eagle ES - Renovations, Replacements & Upgrades				
GC-1	Repairs to high wall at Music Entry	\$2,302.00		
GC-2	Slab cut and repair in Room 108 for piping	\$850.00		
GC-3	Repair to floor framing at Stage Small Group Room	\$600.00		
GC-4	Slab leveling at Gang Toilet Rooms	\$3,500.00		
MC-1	Insulate heating pipes	\$1,592.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$8,844.00		
	Change Orders Accepted, Pending and Under Review	\$8,844.00		
	Base Bid and Accepted Alternates	\$608,756.00		
	Construction total to date Percentage of Construction	\$617,600.00		1.453%
1488 New Eagle ES, Hillside ES & Valley Forge MS - Provide Doors & Door Hardware				
GC-1	Credit for 35 Type 'H' doors	(\$38,566.50)		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	(\$38,566.50)		
	Change Orders Accepted, Pending and Under Review	(\$38,566.50)		
	Base Bid and Accepted Alternates	\$141,000.00		
	Construction total to date Percentage of Construction	\$102,433.50		-27.352%

February 6, 2018

2017 PROJECTS SUMMARY

Tredyffrin/Easttown School District

CO	Item	Accepted	Pending	Under Review
1489 T/E MS -Renovations, Replacements & Upgrades				
GC-1	Relocate Sewage Ejector & Paving Modifications	(\$2,600.00)		
GC-2	Added slab cutting at Kitchen and Dishwash Room	\$9,890.00		
GC-3	Slab cutting and repair at drain line improvements in Kitchen	\$9,844.00		
GC-4	Cut exploratory holes in concrete slab for sanitary		\$2,908.35	
PC-1	Relocate sewage ejector	\$3,138.22		
PC-2	Drain line improvements in Kitchen	\$26,887.91		
PC-3	Reroute domestic water in Dishwash Room	\$3,813.11		
PC-4	Added floor drain for Kitchen steam table	\$7,390.82		
PC-5	New Kitchen plumbing vent	\$7,755.07		
PC-6	Drain line rock removal	\$18,876.12		
PC-7	reimbursement for Concrete Pad Repair	(\$1,728.00)		
EC-1	Remote enclosed breaker for Emergency Panel	\$950.00		
EC-2	Repair of cut conduits and wire below slab	\$29,926.00		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$2,908.35	
	Change Order Totals Accepted	\$114,143.25		
	Change Orders Accepted, Pending and Under Review			\$117,051.60
	Base Bid and Accepted Alternates			\$557,160.00
	Construction total to date Percentage of Construction			\$674,211.60 21.009%
1490 Conestoga HS & Hillside ES -Renovations, Replacements & Upgrades				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review			\$0.00
	Base Bid and Accepted Alternates			\$502,630.00
	Construction total to date Percentage of Construction			\$502,630.00 0.000%
1491 T/E Administration Office -Renovations & Upgrades				
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	\$0.00		
	Change Orders Accepted, Pending and Under Review			\$0.00
	Base Bid and Accepted Alternates			\$407,900.00
	Construction total to date Percentage of Construction			\$407,900.00 0.000%
1492 Teamer Field - Turf Replacement				
GC-1	Credit for reduced E-layer repair	(\$16,500.00)		
	Change Order Totals Under Review			\$0.00
	Change Order Totals Pending		\$0.00	
	Change Order Totals Accepted	(\$16,500.00)		
	Change Orders Accepted, Pending and Under Review			(\$16,500.00)
	Base Bid and Accepted Alternates			\$444,450.00
	Construction total to date Percentage of Construction			\$427,950.00 -3.712%

January 17, 2018

Mr. Arthur J. McDonnell
Business Manager and Board Secretary
Tredyffrin/Easttown Administration Offices
940 West Valley Road, Suite 1700
Wayne, PA 19087

RE: Proposal for Professional Architectural, Civil and Traffic Design Services for a Feasibility Study associated with implementation of Vehicular Access and Circulation Improvements at Conestoga High School and Tredyffrin Easttown Middle School

Dear Art:

Following up on the December 5th Tredyffrin Easttown School District (TESD) Facilities Committee Meeting, we understand that TESD wishes to evaluate the feasibility associated with implementing the “Potential Physical Enhancements” identified in the July 7, 2017 Traffic Planning and Design (TPD) “School Vehicular Access and Circulation Study”.

This proposal includes services associated with reviewing and evaluating the feasibility and cost/benefit of these potential enhancements.

UNDERSTANDING OF THE PROJECT

In order to address ongoing challenges with Vehicular Access and Circulation, we understand that TESD engaged TPD to;

- To Conduct an Access and Internal Circulation Assessment to determine any Existing Issues/Issues
- Determine Short-Term/Long-Term Enhancements to Facilitate Traffic Flow
- Obtain Community Input via an Online Survey

The study consisted of the following schools;

- Conestoga High School & T/E Middle School
- Valley Forge Middle School
- Valley Forge Elementary School

TPD’s study resulted in two categories of Potential Enhancements, consisting of;

- Potential Programmatic Enhancements
 - These involve operational, staffing, and schedule based changes. TESD continues to evaluate these potential enhancements. And evaluation of these items *is not included* in this Proposed Study.
- Potential Physical Enhancements
 - These involve construction of modifications associated with the as-built Vehicular Access and Circulation conditions.
 - Enhancements include potential changes to turnaround areas, additional queuing lanes, modification of traffic signals, installation of covered drop-off areas, additional access driveways, etc.

January 17, 2018

Specific to Conestoga High School and Tredyffrin Easttown Middle School, the July 7, 2017 Potential Physical Improvements included:

- Evaluate the construction of a turnaround area for High School sports team buses to utilize the existing access drive adjacent to the gym for pickups and drop-offs to prevent them from stopping on Irish Road. Construct an additional area for bus/vehicle queuing in the open space on the north side of Old State Road.
- Construct a vehicle queueing area parallel to Conestoga Road between the football stadium and the Middle School access drive.
- Determine the feasibility of installation of an eastbound Conestoga Road left-turn lane at Cassatt Road.
- Review traffic signal operations at the signalized intersections in the vicinity of the school campuses to determine if timings and operations can be optimized during school traffic peaks.
- Construct an additional parking or queuing area along Old Lancaster Road, adjacent to the existing parking lot.
- Install Covered Drop-Off Areas to improve internal circulation.

The intent of this Proposal is to provide the Facilities Committee with;

- A qualitative analysis of Potential Physical Enhancements
- An evaluation of the Feasibility associated with implementing the individual Potential Physical Enhancements
- An actionable project plan (Basis-of-Design) for adding selected Physical Improvements to the TESD Infrastructure Study in order to construct improvements in the future (Summer '19 or beyond)

PROJECT APPROACH

To accomplish the goals and objectives of the project as we understand them, we will approach the project as in the following sequence;

- 1) Kick-off Consultant Team meeting with Traffic Planning & Design. The intent of this meeting is for TPD to review July 7, 2017 Study as it relates to Conestoga High School and Tredyffrin Easttown Middle School, focusing on Potential Physical Enhancements.
- 2) Review of available Civil Engineering Documents, related to Existing Site Conditions based on available TESD record files.
- 3) Development of Zoning Tabulation, indicating existing Area & Bulk restrictions (Impervious Surface Restrictions, Building Coverage Restrictions, Setback Restrictions, SALDO Requirements, consideration of Township versus State Roadways, and other Zoning or Land Development implications).
- 4) Create Site Sketchplans associated with the Potential Physical Enhancements. These Sketchplans would be informed by;
 - a) Existing Site Conditions (existing utilities, stormwater management, etc.)
 - b) Existing Zoning Limitations (as noted above)
 - c) Impacts on existing building structures
- 5) Meet with TESD Administrative Team, and Engineering Consultants, to review Sketchplans. The subject of this meeting would be to confirm the individual Potential Physical Enhancements that warrant further refinement, and discontinue efforts on Potential Physical Enhancements that contain fundamental Feasibility challenges. The intent of this refinement would be judicious use of the consultant team's time as well as TESD's fee investment in this process.

January 17, 2018

- 6) Develop Feasibility Report associated with the Potential Physical Enhancements mutually selected by the TESD Administrative & Consultant Team. The Deliverables included in the Feasibility Report would consist of;
 - i) Existing Conditions Plan Illustrating factors impacting site design
 - ii) Zoning Tabulation
 - iii) Sketchplan(s) Illustrating proposed improvements
 - iv) Proposed Project Budget
 - v) Proposed Project Schedule (taking into account Zoning & Land Development Approvals Requirements)
 - vi) Commentary on cost versus benefits (“Bang for the Buck” considerations)
 - (1) Traffic Analysis associated with proposed improvements
- 7) Present the Feasibility Report to the TESD Facilities Committee
- 8) Based on direction from the TESD Facilities Committee, meet with appropriate Township officials to solicit feedback on proposed future improvements.

Meeting Allowance;

We anticipate the following meeting attendance/quantity with TESD;
Heckendorn Shiles Architects – Attendance at four (4) meetings
Pennoni – Attendance at three (3) meetings
Traffic Planning & Design – Attendance at two (2) meetings

PROJECT TEAM

The project team associated with this study will consist of;

Heckendorn Shiles Architects **Design, Architecture & Project Management**
347 East Conestoga Road
Wayne, Pa 19087

Pennoni **Civil Engineering**
One South Church Street
2nd Floor
West Chester PA 19382

Traffic Planning & Design **Traffic Engineering**
1025 Andrew Drive
Suite 110
West Chester, PA 19380

COMPENSATION

For the services described above, we propose compensation on a Time-and-Expense basis, with a Not-to-Exceed Fee as follows;

Heckendorn Shiles Architects	\$13,800
Pennoni;	\$7,500
Traffic Planning & Design;	\$9,500
Total Not-To-Exceed;	\$30,800

January 17, 2018

Services will be provided consisted with the provisions of the TESD & HSA Master Contract, dated the First day of November in the year Twenty Seventeen.

For purposes of this proposal, hourly billing rates are as follows:

HECKENDORN SHILES ARCHITECTS	
Principal	\$156.00
Project Manager	\$140.40
Registered Architects	\$124.80
Architectural Designers	\$78.00 - \$119.60
Interior Designers	\$78.00 - \$119.60
Administrative Services	\$83.20

Reimbursable Expenses are not included in the above compensation figures. Reimbursable Expenses include the costs of reproduction, models, photocopies, mileage for travel, postage, courier service, and other out-of-pocket expenses incurred on behalf of this project. These expenses are charged at the direct cost expenses incurred (*no Mark-up*).

PENNONI LABOR CATEGORY	RATES: \$/HOUR
Principal Professional	190.00
Senior Professional	160.00
Project Professional	150.00
Staff Professional.....	138.00
Associate Professional	134.00
Graduate Professional	114.00
Engineering Technician II	102.00
Engineering Technician I	96.00
Survey Crew	275.00
Senior Field Engineer	105.00
Field Engineer	85.00
Laboratory Technician	75.00
Building Code Official	90.00
Project Coordinator	65.00

ASSUMPTIONS AND QUALIFICATIONS

In preparing this proposal and as part of our understanding of the project, we have made the following assumptions:

1. In the event that the above conditions and assumptions are exceeded and further modifications or additional services are required, Heckendorn Shiles Architects reserves the right to supplement this proposal with an amendment for services in accordance with the terms of the Agreement. Same will be subject to review and approval by the owner prior to Heckendorn Shiles Architects proceeding with the work scope for additional services.

We appreciate the opportunity to submit this proposal. If you have any questions or require additional information, please let me know.

Sincerely,
HECKENDORN SHILES ARCHITECTS



Matthew A. Heckendorn, AIA, LEED AP
Principal

January 17, 2018

Please sign where indicated below and return one fully executed original to me and retain the other for your record.

Signature

Printed Name & Title

Date

January 17, 2018

Mr. Arthur J. McDonnell
Business Manager and Board Secretary
Tredyffrin/Easttown Administration Offices
940 West Valley Road, Suite 1700
Wayne, PA 19087

RE: Proposal for Professional Architectural, Civil and Traffic Design Services for a Feasibility Study associated with implementation of Vehicular Access and Circulation Improvements at Valley Forge Middle School

Dear Art:

Following up on the December 5th Tredyffrin Easttown School District (TESD) Facilities Committee Meeting, we understand that TESD wishes to evaluate the feasibility associated with implementing the "Potential Physical Enhancements" identified in the July 7, 2017 Traffic Planning and Design (TPD) "School Vehicular Access and Circulation Study".

This proposal includes services associated with reviewing and evaluating the feasibility and cost/benefit of these potential enhancements.

UNDERSTANDING OF THE PROJECT

In order to address ongoing challenges with Vehicular Access and Circulation, we understand that TESD engaged TPD to;

- To Conduct an Access and Internal Circulation Assessment to determine any Existing Issues/Issues
- Determine Short-Term/Long-Term Enhancements to Facilitate Traffic Flow
- Obtain Community Input via an Online Survey

The study consisted of the following schools;

- Conestoga High School & T/E Middle School
- Valley Forge Middle School
- Valley Forge Elementary School

TPD's study resulted in two categories of Potential Enhancements, consisting of;

- Potential Programmatic Enhancements
 - These involve operational, staffing, and schedule based changes. TESD continues to evaluate these potential enhancements. And evaluation of these items *is not included* in this Proposed Study.
- Potential Physical Enhancements
 - These involve construction of modifications associated with the as-built Vehicular Access and Circulation conditions.
 - Enhancements include potential changes to turnaround areas, additional queuing lanes, modification of traffic signals, installation of covered drop-off areas, additional access driveways, etc.

January 17, 2018

Specific to Valley Forge Middle School, the July 7, 2017 Potential Physical Improvements included:

- Construction of a separate right turn lane on eastbound Walker Road to provide added capacity and reduce excessive on-site queuing of vehicles.
- Construction of a separate right turn lane on southbound Valley Forge Road to provide added capacity and reduce excessive queuing of vehicles spilling over onto Walker Road.
- Construction of a secondary driveway to Chesterbrook Boulevard.
- The need for a left turn advance phase for the northbound approach of Valley Forge Road at its intersection of Walker Road.
- Establish/Expand School Zones and Installation of Flashing Lights at Pedestrian Crossings, where applicable.
- Install Covered Drop-Off Areas to improve internal circulation.

The intent of this Proposal is to provide the Facilities Committee with;

- A qualitative analysis of Potential Physical Enhancements
- An evaluation of the Feasibility associated with implementing the individual Potential Physical Enhancements
- An actionable project plan (Basis-of-Design) for adding selected Physical Improvements to the TESD Infrastructure Study in order to construct improvements in the future (Summer '19 or beyond)

PROJECT APPROACH

To accomplish the goals and objectives of the project as we understand them, we will approach the project as in the following sequence;

- 1) Kick-off Consultant Team meeting with Traffic Planning & Design. The intent of this meeting is for TPD to review July 7, 2017 Study as it relates to Valley Forge Middle School, focusing on Potential Physical Enhancements.
- 2) Review of available Civil Engineering Documents, related to Existing Site Conditions based on available TESD record files.
- 3) Development of Zoning Tabulation, indicating existing Area & Bulk restrictions (Impervious Surface Restrictions, Building Coverage Restrictions, Setback Restrictions, SALDO Requirements, consideration of Township versus State Roadways, and other Zoning or Land Development implications).
- 4) Create Site Sketchplans associated with the Potential Physical Enhancements. These Sketchplans would be informed by;
 - a) Existing Site Conditions (existing utilities, stormwater management, etc.)
 - b) Existing Zoning Limitations (as noted above)
 - c) Impacts on existing building structures
- 5) Meet with TESD Administrative Team, and Engineering Consultants, to review Sketchplans. The subject of this meeting would be to confirm the individual Potential Physical Enhancements that warrant further refinement, and discontinue efforts on Potential Physical Enhancements that contain fundamental Feasibility challenges. The intent of this refinement would be judicious use of the consultant team's time as well as TESD's fee investment in this process.
- 6) Develop Feasibility Report associated with the Potential Physical Enhancements mutually selected by the TESD Administrative & Consultant Team. The Deliverables included in the Feasibility Report would consist of;

January 17, 2018

- i) Existing Conditions Plan Illustrating factors impacting site design
- ii) Zoning Tabulation
- iii) Sketchplan(s) Illustrating proposed improvements
- iv) Proposed Project Budget
- v) Proposed Project Schedule (taking into account Zoning & Land Development Approvals Requirements)
- vi) Commentary on cost versus benefits (“Bang for the Buck” considerations)
 - (1) Traffic Analysis associated with proposed improvements
- 7) Present the Feasibility Report to the TESD Facilities Committee
- 8) Based on direction from the TESD Facilities Committee, meet with appropriate Township officials to solicit feedback on proposed future improvements.

Meeting Allowance;

We anticipate the following meeting attendance/quantity with TESD;
Heckendorn Shiles Architects – Attendance at four (4) meetings
Pennoni – Attendance at three (3) meetings
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PROJECT TEAM

The project team associated with this study will consist of;

Heckendorn Shiles Architects
347 East Conestoga Road
Wayne, Pa 19087

Design, Architecture & Project Management

Pennoni
One South Church Street
2nd Floor
West Chester PA 19382

Civil Engineering

Traffic Planning & Design
1025 Andrew Drive
Suite 110
West Chester, PA 19380

Traffic Engineering

COMPENSATION

For the services described above, we propose compensation on a Time-and-Expense basis, with a Not-to-Exceed Fee as follows;

Heckendorn Shiles Architects	\$12,250
Pennoni;	\$7,500
Traffic Planning & Design;	\$5,000
Total Not-To-Exceed;	\$24,250

Services will be provided consisted with the provisions of the TESD & HSA Master Contract, dated the First day of November in the year Twenty Seventeen.

January 17, 2018

For purposes of this proposal, hourly billing rates are as follows:

HECKENDORN SHILES ARCHITECTS	
Principal	\$156.00
Project Manager	\$140.40
Registered Architects	\$124.80
Architectural Designers	\$78.00 - \$119.60
Interior Designers	\$78.00 - \$119.60
Administrative Services	\$83.20

Reimbursable Expenses are not included in the above compensation figures. Reimbursable Expenses include the costs of reproduction, models, photocopies, mileage for travel, postage, courier service, and other out-of-pocket expenses incurred on behalf of this project. These expenses are charged at the direct cost expenses incurred (*no Mark-up*).

PENNONI LABOR CATEGORY	RATES: \$/HOUR
Principal Professional	190.00
Senior Professional	160.00
Project Professional	150.00
Staff Professional.....	138.00
Associate Professional	134.00
Graduate Professional	114.00
Engineering Technician II	102.00
Engineering Technician I	96.00
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Senior Field Engineer	105.00
Field Engineer	85.00
Laboratory Technician	75.00
Building Code Official	90.00
Project Coordinator	65.00

ASSUMPTIONS AND QUALIFICATIONS

In preparing this proposal and as part of our understanding of the project, we have made the following assumptions:

1. In the event that the above conditions and assumptions are exceeded and further modifications or additional services are required, Heckendorn Shiles Architects reserves the right to supplement this proposal with an amendment for services in accordance with the terms of the Agreement. Same will be subject to review and approval by the owner prior to Heckendorn Shiles Architects proceeding with the work scope for additional services.

We appreciate the opportunity to submit this proposal. If you have any questions or require additional information, please let me know.

Sincerely,
HECKENDORN SHILES ARCHITECTS



Matthew A. Heckendorn, AIA, LEED AP
Principal

January 17, 2018

Please sign where indicated below and return one fully executed original to me and retain the other for your record.

Signature

Printed Name & Title

Date

January 17, 2018

Mr. Arthur J. McDonnell
Business Manager and Board Secretary
Tredyffrin/Easttown Administration Offices
940 West Valley Road, Suite 1700
Wayne, PA 19087

RE: Proposal for Professional Architectural, Civil and Traffic Design Services for a Feasibility Study associated with implementation of Vehicular Access and Circulation Improvements at Valley Forge Elementary School

Dear Art:

Following up on the December 5th Tredyffrin Easttown School District (TESD) Facilities Committee Meeting, we understand that TESD wishes to evaluate the feasibility associated with implementing the "Potential Physical Enhancements" identified in the July 7, 2017 Traffic Planning and Design (TPD) "School Vehicular Access and Circulation Study".

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UNDERSTANDING OF THE PROJECT

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- To Conduct an Access and Internal Circulation Assessment to determine any Existing Issues/Issues
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- Valley Forge Middle School
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- Potential Programmatic Enhancements
 - These involve operational, staffing, and schedule based changes. TESD continues to evaluate these potential enhancements. And evaluation of these items *is not included* in this Proposed Study.
- Potential Physical Enhancements
 - These involve construction of modifications associated with the as-built Vehicular Access and Circulation conditions.
 - Enhancements include potential changes to turnaround areas, additional queuing lanes, modification of traffic signals, installation of covered drop-off areas, additional access driveways, etc.

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Specific to Valley Forge Elementary School, the July 7, 2017 Potential Physical Improvements included:

- Widening of the existing driveway to provide additional area for passenger vehicle queuing.
- Construction of a secondary driveway to Walker Road.
- Eastbound Walker Road Left Turn Lane
- Westbound Walker Road Right Turn
- Install Covered Drop-Off Areas to improve internal circulation
- Establish/Expand School Zones and Installation of Flashing Lights at Pedestrian Crossings, where applicable.

The intent of this Proposal is to provide the Facilities Committee with;

- A qualitative analysis of Potential Physical Enhancements
- An evaluation of the Feasibility associated with implementing the individual Potential Physical Enhancements
- An actionable project plan (Basis-of-Design) for adding selected Physical Improvements to the TESD Infrastructure Study in order to construct improvements in the future (Summer '19 or beyond)

PROJECT APPROACH

To accomplish the goals and objectives of the project as we understand them, we will approach the project as in the following sequence;

- 1) Kick-off Consultant Team meeting with Traffic Planning & Design. The intent of this meeting is for TPD to review July 7, 2017 Study as it relates to Valley Forge Elementary School, focusing on Potential Physical Enhancements.
- 2) Review of available Civil Engineering Documents, related to Existing Site Conditions based on available TESD record files.
- 3) Development of Zoning Tabulation, indicating existing Area & Bulk restrictions (Impervious Surface Restrictions, Building Coverage Restrictions, Setback Restrictions, SALDO Requirements, consideration of Township versus State Roadways, and other Zoning or Land Development implications).
- 4) Create Site Sketchplans associated with the Potential Physical Enhancements. These Sketchplans would be informed by;
 - a) Existing Site Conditions (existing utilities, stormwater management, etc.)
 - b) Existing Zoning Limitations (as noted above)
 - c) Impacts on existing building structures
- 5) Meet with TESD Administrative Team, and Engineering Consultants, to review Sketchplans. The subject of this meeting would be to confirm the individual Potential Physical Enhancements that warrant further refinement, and discontinue efforts on Potential Physical Enhancements that contain fundamental Feasibility challenges. The intent of this refinement would be judicious use of the consultant team's time as well as TESD's fee investment in this process.
- 6) Develop Feasibility Report associated with the Potential Physical Enhancements mutually selected by the TESD Administrative & Consultant Team. The Deliverables included in the Feasibility Report would consist of;
 - i) Existing Conditions Plan Illustrating factors impacting site design
 - ii) Zoning Tabulation
 - iii) Sketchplan(s) Illustrating proposed improvements

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- iv) Proposed Project Budget
- v) Proposed Project Schedule (taking into account Zoning & Land Development Approvals Requirements)
- vi) Commentary on cost versus benefits (“Bang for the Buck” considerations)
 - (1) Traffic Analysis associated with proposed improvements
- 7) Present the Feasibility Report to the TESD Facilities Committee
- 8) Based on direction from the TESD Facilities Committee, meet with appropriate Township officials to solicit feedback on proposed future improvements.

Meeting Allowance;

We anticipate the following meeting attendance/quantity with TESD;
 Heckendorn Shiles Architects – Attendance at four (4) meetings
 Pennoni – Attendance at three (3) meetings
 Traffic Planning & Design – Attendance at two (2) meetings

PROJECT TEAM

The project team associated with this study will consist of;

Heckendorn Shiles Architects **Design, Architecture & Project Management**
 347 East Conestoga Road
 Wayne, Pa 19087

Pennoni **Civil Engineering**
 One South Church Street
 2nd Floor
 West Chester PA 19382

Traffic Planning & Design **Traffic Engineering**
 1025 Andrew Drive
 Suite 110
 West Chester, PA 19380

COMPENSATION

For the services described above, we propose compensation on a Time-and-Expense basis, with a Not-to-Exceed Fee as follows;

Heckendorn Shiles Architects	\$12,250
Pennoni;	\$7,500
Traffic Planning & Design;	\$7,500
Total Not-To-Exceed;	\$27,250

Services will be provided consisted with the provisions of the TESD & HSA Master Contract, dated the First day of November in the year Twenty Seventeen.

For purposes of this proposal, hourly billing rates are as follows:

HECKENDORN SHILES ARCHITECTS	
Principal	\$156.00

Reimbursable Expenses are not included in the above compensation figures. Reimbursable Expenses include the costs of

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Project Manager	\$140.40
Registered Architects	\$124.80
Architectural Designers	\$78.00 - \$119.60
Interior Designers	\$78.00 - \$119.60
Administrative Services	\$83.20

reproduction, models, photocopies, mileage for travel, postage, courier service, and other out-of-pocket expenses incurred on behalf of this project. These expenses are charged at the direct cost expenses incurred (*no Mark-up*).

PENNONI LABOR CATEGORY	RATES: \$/HOUR
Principal Professional	190.00
Senior Professional	160.00
Project Professional	150.00
Staff Professional	138.00
Associate Professional	134.00
Graduate Professional	114.00
Engineering Technician II	102.00
Engineering Technician I	96.00
Survey Crew	275.00
Senior Field Engineer	105.00
Field Engineer	85.00
Laboratory Technician	75.00
Building Code Official	90.00
Project Coordinator	65.00

ASSUMPTIONS AND QUALIFICATIONS

In preparing this proposal and as part of our understanding of the project, we have made the following assumptions:

1. In the event that the above conditions and assumptions are exceeded and further modifications or additional services are required, Heckendorn Shiles Architects reserves the right to supplement this proposal with an amendment for services in accordance with the terms of the Agreement. Same will be subject to review and approval by the owner prior to Heckendorn Shiles Architects proceeding with the work scope for additional services.

We appreciate the opportunity to submit this proposal. If you have any questions or require additional information, please let me know.

Sincerely,
HECKENDORN SHILES ARCHITECTS



Matthew A. Heckendorn, AIA, LEED AP
 Principal

January 17, 2018

Please sign where indicated below and return one fully executed original to me and retain the other for your record.

Signature

Printed Name & Title

Date

Capital Sources & Uses

1/29/2018
3:29 PM

	B	C	D	E	F	G	I
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total Projected
	Projected	Projected	Projected	Projected	Projected	Projected	Projects
Sources							
1	General Fund Transfer to Capital Project	11,173,476	11,173,476	5,098,899	(3,844,421)	(11,771,317)	(19,558,734)
2	Proceeds from Bond Issue	6,062,595	1,181,020	0	0	0	0
3	Assigned Athletic Fund Balance	678,500	0	0	0	0	0
4	Total Sources	17,914,571	12,354,496	5,098,899	(3,844,421)	(11,771,317)	(19,558,734)
Uses							
5	Capital Improvement	458,730	2,015,992	1,876,897	1,867,066	518,711	1,621,756
6	Deferred Maintenance	3,615,995	3,858,223	4,473,720	3,944,913	5,182,717	23,972,494
7	Roofing	0	435,000	0	0	0	435,000
8	Regulatory/Safety	30,000	0	672,914	452,721	221,430	13,600
9	CCTV Security System	0	0	866,259	722,491	976,130	0
10	Vehicle Replacement	50,000	0	0	0	0	0
11	Teamer Field Turf	499,450	0	0	0	0	0
12	Retrofit Lighting Projects	100,000	0	0	0	0	0
13	Prof Fees, District Costs, Contingencies	805,900	946,382	1,053,530	939,705	888,429	679,842
14	Total Uses	5,560,075	7,255,597	8,943,320	7,926,896	7,787,417	5,212,124
15	Balance of Sources over Uses	12,354,496	5,098,899	(3,844,421)	(11,771,317)	(19,558,734)	(24,770,858)

Source: November 3 2017 Infrastructure Report

*TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
CAPITAL PROJECT SUMMARY*

February 6, 2018

	A	B	C	D	C+D=E	B-E=F	A-E=G
Capital Projects	Pre-Bid 17-18	Budget	Expenditures	Encumbrance	Project Total	Balance Remaining	Pre-Bid Remaining
Replacements & Upgrades, TEAO	475,000	500,600	446,573	44,027	490,600	10,000	(15,600)

Replacements & Upgrades, TEAO

	A	B	C	B+C=D	A-D=E
	Budget	Expenditures	Encumbrance	Project Total	Balance Remaining
1 General Contractor - Walter Brucker & Company	72,900.00	67,900.00	5,000.00	72,900.00	0.00
2 Mechanical	0.00	0.00	0.00	0.00	0.00
3 Plumbing - Trefz Mechanical	0.00	0.00	0.00	0.00	0.00
4 Electrical - G.A. Vieri	335,000.00	335,000.00	0.00	335,000.00	0.00
5 Architect and Engineering Fees	39,700.00	39,665.00	35.00	39,700.00	0.00
6 Project Construction Total	447,600.00	442,565.00	5,035.00	447,600.00	0.00
7 Feasibility Study	1,000.00	710.85	289.15	1,000.00	0.00
8 Furniture Fixtures and Equipment	0.00	0.00	0.00	0.00	0.00
9 Printing and Postage	0.00	0.00	0.00	0.00	0.00
10 Site Surveys, Testing	2,000.00	0.00	2,000.00	2,000.00	0.00
11 Professional Fees	0.00	0.00	0.00	0.00	0.00
12 Permits & Approval	3,500.00	3,297.28	202.72	3,500.00	0.00
13 Legal	1,500.00	0.00	1,500.00	1,500.00	0.00
14 Technology	0.00	0.00	0.00	0.00	0.00
15 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
16 Total Non-Contract Purchase	8,000.00	4,008.13	3,991.87	8,000.00	0.00
17 Custodial Support	3,000.00	0.00	3,000.00	3,000.00	0.00
18 Maintenance Support	9,000.00	0.00	9,000.00	9,000.00	0.00
19 Security Support	10,000.00	0.00	10,000.00	10,000.00	0.00
20 Asbestos Removal (Incl. Supplies)	5,000.00	0.00	5,000.00	5,000.00	0.00
21 Project Supervision	1,000.00	0.00	1,000.00	1,000.00	0.00
22 Networking/Telephone/Security Wire	2,000.00	0.00	2,000.00	2,000.00	0.00
23 District Miscellaneous	5,000.00	0.00	5,000.00	5,000.00	0.00
24 Total District Expenditures	35,000.00	0.00	35,000.00	35,000.00	0.00
25 Project Contingency	10,000.00	0.00	0.00	0.00	10,000.00
26 Total Project:	500,600.00	446,573.13	44,026.87	490,600.00	10,000.00