

Saucon Valley School District

Meeting of the Finance Committee

High School Audion

May 1, 2024 – 5:00 pm

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Welcome to the Saucon Valley School Board Ad Hoc Finance Committee meeting. Our objective is to serve our community's students, parents, and residents. You are an important part of this meeting, and we look forward to your questions and comments. We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Notice to Public - This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio-taping the meeting, and the meeting will be posted for public viewing according to district policy.

Committee Members – Cedric Dettmar, Dr. Laurel Erickson-Parsons, Dr. Shamim Pakzad, Donald Carpenter

Agenda

- I. **Call to the Order** – *Cedric Dettmar, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Committee Secretary*
- IV. **Motion to Approve Agenda**
- V. **Approval of Minutes** – April 17, 2024
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- VII. **Discussion & Action:** High School Scoreboard Engineering Proposal
- VIII. **Discussion & Action:** 2024-2025 Budget
- IX. **New Business**
- X. **Old Business**
- XI. **Courtesy of the Floor to Visitors** - *Visitors should state their name and address.*
- XII. **Future Meetings** – June 19, 2024 – District Office Conference Room
- XIII. **Motion to Adjourn**

A meeting of the Finance Committee was held on Wednesday, April 17, 2024, in the District Office Conference Room. Finance Committee members Cedric Dettmar, Dr. Laurel Erickson-Parsons, Dr. Shamim Pakzad, and Donald Carpenter were present. Also present were David Bonenberger - Committee Secretary, and Superintendent Jaime Vlasaty.

- I. **Call to the Order** – 5:09 pm - *Cedric Dettmar, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Committee Secretary*
3-present, 1-absent (Erickson-Parsons)
- IV. **Motion to Approve Agenda** – Dr. Pakzad, seconded by Mr. Carpenter, moved to approve the agenda. Vote 3-yes, 0-no, 1-absent
- V. **Approval of Minutes** –Dr. Pakzad, seconded by Mr. Carpenter, moved to approve the January 17, 2024 minutes. Vote: 4-yes, 0-no
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- VII. **Discussion & Action:** Jumbotron Rental
Dr. Pakzad, seconded by Mr. Carpenter, moved to send this item to the Board for approval. Vote: 3-yes, 0-no, 1-absent (Erickson-Parsons)
- VIII. **Discussion:** Bethlehem Area Vocational-Technical School Articles of Agreement

Dr. Pakzad suggested that Saucon Valley take a position where all the expenses would be per capita over the last three years like the operational costs are calculated.

Dr. Pakzad, seconded by Mr. Dettmar, will table this item to discuss at an appropriate time. Vote: 3-yes, 0-no, 1-absent (Erickson-Parsons)
- IX. **Presentation & Discussion:**

Elementary School Budget Presentation – Principal Amy Braxmeier

Dr. Erickson-Parsons arrived at 6:01 pm

Middle School Budget Presentation – Principal Dr. Lensi Nikolov

High School Budget Presentation – Principal Teresa Casimire

5-minute comfort break – 7:10 pm

Special Education Budget Presentation – Jillian Brodhead – Director of Special Education & Student Services

X. New Business – None

XI. Old Business - None

XII. Courtesy of the Floor to Visitors –

L. McCarthy – asked about chorus trips and the budget. She also commented on seat availability for BAVTS and she asked why the meeting was not advertised that it was being zoomed.

XIII. Future Meetings – May 15, 2024 – High School Audion

XIV. Motion to Adjourn

Dr. Pakzad, seconded by Mr. Dettmar, moved to adjourn.

Vote: 4-yes, 0-no

7:54 pm



85 South Route 100, Allentown, PA 18106

610.398.0904 610.481.9098

barryisett.com

April 30, 2024
Project #1046724.000

Via email to David.bonenberger@svpanthers.org

Mr. David Bonenberger, Business Manager
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

Dear Mr. Bonenberger:

RE: SAUCON VALLEY SCHOOL DISTRICT
Borough of Hellertown, Northampton County, Pennsylvania
Engineering Services

Isett is pleased to submit this proposal for Engineering Services to Saucon Valley School District (District). Per our conversation on April 18, 2024, and the coordination meeting on April 19, 2024, Isett understands that the District seeks to procure a new scoreboard and sound system through Co-Stars. Because this process circumvents the conventional Design-Bid Build, Isett's services will be limited to electrical and structural drawings for use in permitting and construction as well as project management.

PROJECT UNDERSTANDING

We base our proposed Scope of Services on the following:

1. The District would like to have the project completed before the 2024-2025 school year begins on August 21, 2024.
2. The District intends to purchase the Scoreboard from MTG through a Co-Stars contract.
3. The District would like to purchase the sounds system through Co-Stars as well. Lobar is working through procurement of the sound system through Co-Stars.
4. Isett will assist the District in ascertaining that the selected sound system does not violate local noise ordinances.

SCOPE OF SERVICES

Electrical Scope

1. Design electrical infrastructure to support power to scoreboard. Design based on scoreboard manufacturer's power requirements. Drawings to include plans, notes and details.

2. Electrical drawings to include fiber optic and sound system cabling only, final fiber optic and sound system equipment and terminations are not included.
3. Prepare specifications in the form of notes on drawings.
4. Review shop drawings, submittals and respond to Contractor's RFIs.

Structural Scope

1. Design framing and foundation for the proposed scoreboard based on specifications provided by the scoreboard manufacturer.
2. Produce framing and foundation drawings including notes, sections, and details.
3. Prepare specifications in the form of notes on drawings.
4. Review shop drawings, submittals and respond to Contractor's RFIs.

Construction Services

1. Monitor Project Schedule and advise client regarding the feasibility of completion in time for the opening of School.
2. Prepare for and lead one preconstruction meeting; prepare and issue a Record of Meeting memo.
3. Review shop drawings and submittals for equipment/systems specified in our design documentation.
4. Review and respond to Contractor's RFIs.
5. Review and advise Client on Contractor's change order requests (CORs).
6. Review up to applications for payment from Contractor to be submitted directly to Client for review and record.
7. As requested, provide up to 10 hours of site observation visits during construction to observe the work for general design conformance.

NOTE: Consistent with industry practices as referenced in the AIA standard construction contracts, Contactor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work. Isett will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences, or procedures, all of which are solely Contractor's rights and responsibilities. Isett will not be responsible for Contractor's failure to perform the work in accordance with the requirements of the Contract Documents. Isett will not have control over or charge of and will not be responsible for the acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

8. Provide a brief written report of our observations for each site visit.
9. After Contractor has submitted its own list of outstanding items and requests a determination of substantial completion, visit the site and prepare a punch list memo.
10. Review Contractor-furnished, red-lined record drawings for clarity and conformance with discussed changes during construction; prepare electronic copies for Client's files.

NOTE: Preparation of an as-constructed file in CAD would be an additional service.

SCHEDULE

A mutually agreeable schedule can be discussed at the time that we receive written notice to proceed.

COMPENSATION

Our fee for the services outlined above is lump sum and shall be billed monthly based upon the percentage of tasks completed as itemized below:

A. Electrical Engineering	\$4,500.00
B. Structural Engineering	\$5,000.00
C. Construction Phase (estimated)	\$4,150.00

QUALIFICATONS/EXCLUSIONS

1. Prior to performing tasks outside the scope of the work, Isett will provide an estimate of the additional cost and will obtain approval from Client. Work directed to be performed outside the Scope of Services above will be billed based on the attached hourly rate schedule. Out-of-scope services include, but are not limited to, additional design concepts, additional meetings or site visits, cost opinions, and value engineering.
2. Insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried would be a reimbursable expense and itemized separately.
3. When project work is suspended for more than six months, fees will be renegotiated. The fee listed above is based upon our portion of the work being completed by December 2024. Should the project be extended through no fault of Isett, we reserve the right to renegotiate the remaining services.
4. We exclude the services of a third-party contractor to perform invasive investigation or testing or lift rental. If requested, Isett can coordinate Client retaining such services, or provide them as a reimbursable expense that includes a 15% markup for the additional liability.

We understand Client’s standard contract, terms, and conditions will govern the project and Isett takes no exception to these documents as issued with the RFP.

If, after you have reviewed this proposal, you are satisfied with the terms, please sign and return it to us as it will serve as our agreement for this work. If work authorization is not approved, there is no obligation for Isett to complete the work. This proposal is valid for 60 days from issuance.

We appreciate the opportunity to serve you and look forward to the successful completion of this work.

Sincerely,



Robert A. Sarnowski, CCCA
Project Manager
Project Management & Construction Services

Attachments

ACCEPTED BY:

(Sign name)

DATE: _____

(Print name and title)

	I	II	III	IV
Project Management	\$145	\$170	\$190	\$210
DESIGN				
Professional Engineer	\$145	\$170	\$190	\$210
Staff Engineer/Designer	\$125	\$145	\$170	\$180
CAD Drafter	\$90	\$105		
GIS Specialist/Analyst	\$90	\$110	\$125	\$145
Registered Landscape Architect	\$125	\$145	\$170	\$200
Landscape Design	\$90	\$105	\$125	\$130
FIELD				
Professional Forensic Engineer	\$145	\$170	\$190	\$210
Forensic Staff Engineer/Designer	\$125	\$145	\$170	\$180
Forensic Specialist	\$90	\$105	\$125	\$145
Professional Geotech/Engineer	\$145	\$170	\$190	\$210
Geotechnical Staff	\$125	\$145	\$170	\$180
Geotechnical Technician	\$75	\$90	\$105	\$125
Professional Geologist/Scientist	\$145	\$170	\$190	\$210
Staff Geologist/Scientist	\$125	\$145	\$170	\$180
Professional Surveyor	\$145	\$170	\$190	\$210
Survey Specialist	\$90	\$105	\$125	\$145
Survey Technician	\$75	\$90	\$105	\$125
Construction Inspector	\$90	\$105	\$145	\$160
CMT Field Technician/Special (ICC) Inspections	\$75		\$115	
Master Code Professional	\$210			
Emergency Response (One-Person)	\$325*			
Grants Specialist	\$120			
Assistant/Clerk	\$75		\$90	

*BILLED IN 4-HOUR INCREMENTS, WHERE NOTED

NOTE: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include mileage; priority/express mail and packages; preparation of materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in **excess** of that normally carried.

Costs relating to any outside services contracted directly by Isett will be passed on to the client and may have up to a 15% service charge.

When related to a project, the following rates will be charged for reimbursable expenses:

Listed prices are for black and white prints only (additional charge for color prints).

Photocopies	\$0.18 per sheet
Large Format Copies	\$0.35 per square foot
Large Format Plotting (tiff, cal, plt, pdf, jpeg)	\$0.40 per square foot
Large Format Scans	\$0.45 per square foot
Large Format Plotting (dwg's)	\$0.60 per square foot

Above rates are subject to change if conditions warrant. Reimbursables subject to Sales Tax.

Effective 1/1/2024

Fee Schedule