

Charlotte Board of School Directors
Charge to the Construction Committee
December 8, 2009

To ensure that the renovation at Charlotte Central School maximizes the best possible outcomes and opportunities for the students and community of Charlotte Central School, and is operated in an efficient, effective, orderly and fiscally-prudent manner, the Charlotte Board of School Directors charges the creation of a Construction committee.

Purpose:

The Charlotte Board of School Directors hereby charges a sub-committee of the board to:

- Review RFP's and recommend the Construction Manager
- Review and provide recommendations re: design during pre-construction at 30%. 60% and 90% design completion
- Review and provide recommendations re: major cost issues within budget during pre-construction
- Review and provide recommendations re: major design issues during construction
- Review and provide recommendations re: major cost issues within budget during construction
- Review bi-monthly the construction progress with the design team, CM, and CoW
- Check and approve payment verification
- Supervise punch-list inspection and verify completion of items

The Construction Committee shall consider the following criteria for reviewing and providing recommendations re: design both during pre-construction and construction:

1. Conditions that are unsafe or threaten the health of our students and staff.
2. Deterioration of existing buildings and systems beyond annual/regular maintenance.
3. Excessive energy use from design characteristics or aging mechanical systems.
4. Code Violations.
5. Goals from the Facilities section of the Strategic Plan

Duration: The committee shall be populated beginning December 22, 2009 and meet weekly during design development and twice a month during construction. All meetings will be warned and noted on the school web site. It is understood that this will require meetings during the summer. Consistent participation at all meetings by members is emphasized as important to help the group move forward with decision making and avoid repeated or revisited effort. The committee will dissolve on or before June 30, 2011 or be re-charged at the discretion of the board.

Structure and Composition:

The committee shall be comprised of the following:

- 2 School Directors
- 1 CSSU Administrator
- 1 CCS Faculty
- 1 CCS Head Custodian
- 1 Community Member with construction or related field experience(solicited via application process)
- Clerk of the Works/Owner's Project Manager
- Design team (architect and consultants)
- Construction Manager
- Efficiency Vermont`

Limitations:

1. The Construction Committee is vested with the authority to approve change orders in amounts not to exceed \$15,000 as long as the change orders do not significantly impact the work schedule, overall quality of materials, and overall cost of the project.
2. Change orders over \$15,000, or those that significantly impact quality and work schedule will be forwarded, along with a recommendation, to the Board of School Directors for action.
3. When a change order would directly benefit a contracted member of the Construction Committee, said contracted member will recuse themselves from the vote.
4. The Board of School Directors will be the only group vested with the authority to make contract changes with the Architect, Clerk of the Works and the Construction Manager.