



MINUTES

MEETING: Locust Trace Agri Science
Building commissioning RFP 29-22

DATE: 3/24/22

LOCATION: FCPS Facility Design & Construction
100 Midland Ave., Lexington, KY

TIME: 11:00 a.m.

ATTENDEES:

Scott Johnson	CMTA
Kim Kissiels	Facility Commissioning Group
David Burks	Paladin
Susan Hill	Tate Hill Jacobs Principal, Emeritus
Logan Poteat	FCPS Energy Manager
Tresine Logsdon	FCPS Sustainability Coordinator
Melinda Joseph-Dezarn	FCPS Facility Design & Construction

A prebid meeting was held on 3/24/22 at 11 am for the RFP 29-22, which is for Building Commissioning for this school facility, specifically building envelope testing as explained in the RFP.

- 1) Introductions were made and the attendees are listed above.
- 2) It had been requested that record drawings and utility bills be sent out and Ms. Joseph-Dezarn confirmed that they will be sent via an addendum.
- 3) A brief review of the school calendar was given. May 24 is the last day for students and May 25 is the last day for staff for this spring semester. August 10, 2022 is the first day for the fall semester, but staff will be back in the building a few days before then. Here is a link to the FCPS 21-22 and 22-23 calendars [Fayette County Public Schools / Calendar \(fcps.net\)](https://www.fcps.net/calendar) for more information.
 - a) After the meeting a school representative, Mark Sims, confirmed that they are willing to work with the commissioning group to get this work completed.
- 4) Ms. Hill briefly reviewed what the RFP is requesting and explained that this is being done in with the intention for FCPS to get the building back to a Net Zero building as it was originally designed.
 - a) There were some questions and it was confirmed that FCPS is looking for a quantitative and qualitative report here in order to be able to understand where this building envelope stands.
- 5) A walk through the building and around the building perimeter was completed after the initial meeting with Alvin Wells, the main custodian of this facility. Mr. Wells also stated that the veterinary clinic is open during the summer for a few hours.

Please review the meeting minutes and contact me if there are items that are incorrectly stated above within 10 days of receiving these.

Melinda Joseph-Dezarn, AIA
FCPS, Director of Facility Design & Construction