

**SCHOOL DISTRICT OF MANAWA  
BUILDINGS & GROUNDS COMMITTEE MEETING  
AGENDA**

**Join Hangouts Meet**

[meet.google.com/tww-wnaa-mjz](https://meet.google.com/tww-wnaa-mjz)

**Join by phone**

+1 402-803-1323 PIN: 185 794 794#

**Date: April 8, 2020**

**Time: 5:30 p.m.**

**MES Board Room  
800 Beech St., Manawa**

**Board Committee Members: R. Johnson (C), Scheller, Forbes**

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. COVID 19 Hoffman Letter (Informational)
2. Hoffman Project Update (Informational)
3. Johnson Controls - formerly Simplex/Grinnell (Informational)
4. Buildings & Grounds Budget Review (Informational)
5. SY20-21 Potential Maintenance Projects - Budget Ramifications (Informational)
  - a. Football Field Repair - RFP
  - b. MES Convection Heater Valve Replacement
  - c. Stage Floor Refinishing
  - d. MES & MS/HS Gym Floor Refinishing
6. Fitness Center Donors List (Informational)
7. Maintenance Support (Informational)
8. Mowing (Informational)
9. Replacement for Schulfer's Landscaping (Informational)
10. Buildings & Grounds Committee Planning Guide (Informational)
11. Set Next Meeting Date: \_\_\_\_\_
12. Next Meeting Items:
  - a.
  - b.
13. Adjourn

April 7, 2020

Dr. Melanie Oppor  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Subject: 18268 Agreement dated November 13, 2018; Notice of Potential Claim

Dear Dr. Oppor:

Per Section 7.4 of our contract, it is Hoffman Planning, Design & Construction Inc's responsibility to notify you of a potential adjustment for budget and schedule impact caused by the COVID-19 pandemic.

As you know, the incidence of COVID-19 is increasing rapidly and is becoming more prevalent across our communities and near the project. Wisconsin State Executive Order #12 also requires additional safety measures to be taken by Hoffman and all project team members to allow work on the project to continue. We are starting to see the effect of these changed conditions on projects throughout the State of Wisconsin, including this project. We are experiencing increasing worker absences and anticipate this will get worse if the disease continues to spread as it has in other areas of the country. We have begun to see material shortages and delayed production and shipment. Hoffman has had a few cases of employees who need to self-quarantine and work from home, like many organizations. We are doing everything we can to manage the situation, but much of it is out of anyone's control.

At this time, it is too soon to know the full effect that COVID-19 will have on your project cost or schedule. Hoffman will keep you informed of budget and schedule impacts and will send updates regarding labor and material changes caused by the COVID-19 pandemic. We will continue to take steps to protect the safety of all team members and advance the project schedule as the situation permits.

Hoffman recently implemented a procedure for screening of anyone entering the project site. It has been sent to all companies who will be present on site and we are pleased with the cooperation we have received so far. We ask that you also follow the procedure for your staff or others who come to the site. We will provide you with forms for the screening process. These are minimum requirements that apply at all of Hoffman's project locations. If you feel additional steps are necessary for your project, please let us know and we will do our best to incorporate them.

In these uncertain times, it is our goal to stay in communication of key events that impact the overall project. Please do not hesitate to contact me with questions and concerns.

Sincerely,

HOFFMAN PLANNING, DESIGN & CONSTRUCTION, INC.

Matt McGregor  
Senior Project Manager