



MGR SBC MEETING MINUTES
AND LOCAL VOTE RESULTS

DATE OF MEETING: October 6, 2016, 2016 at 5:30P.M. at the Mount Greylock Regional Middle High School in Williamstown, MA

PROJECT: Mount Greylock Regional Middle High School
Dore & Whittier Project #MP

SUBJECT: School Building Committee Meeting (D&W#30)

ATTENDING:

Mark Schiek	SBC Chair
Paula Consolini	SBC Co-Chair
Douglas Dias	Superintendent, MGRSD
Nancy Rauscher	Bus. Manager, MGRSD
Carolyn J. Greene	MGR School Committee Chair
Jesse Wirtes	MG facilities supervisor
Mary MacDonald	Principal, MGRHS
Lyndon Moors	MGRSD Faculty
Thomas Bartels	Williamstown
Steve Wentworth	Lanes. Finance Committee
Bob Ericson	Lanesborough
Trip Elmore	DWMP
Rachel Milaschewski	DWMP
Dan Colli	Perkins Eastman, DPC
Bob Bell	Perkins Eastman, DPC
Dawn Guarriello	Perkins Eastman, DPC
Mike Ziobrowski	Turner Construction
Mike Giso	Turner Construction
Jim Liddick	Turner Construction
Susan Hughes	Turner Construction
Dan Clowes	Williamstown Resident

1. **Call to Order of SBC Meeting at 5:31 PM by M. Schiek with 11 voting Members in attendance.**

2. **Approval of Minutes:**

A short SBC review of the September 1, 2016 Meeting Minutes was provided by the Chair.

Motion to approve the September 1, 2016 SBC Meeting Minutes by H. Daley, 2nd by P. Consolini.

VOTE: 8 approve, 0 against, 5 abstain (R. Cohen, M. Schiek, P. Consolini, L. Moors, B. Ericson)

Discussion: None.

3. **Budget Approvals:**

a. Perkins Eastman Proposal for purchase of FF&E and Technology through Point Line Space in the amount of \$70,400

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T. Elmore clarified that the FF&E scope that Perkins Eastman currently owns includes working with the school to select the type of FF&E and Technology, and its location, but it does not include the *buying* process. He explained that PE is proposing to include this work in their scope, as it requires somebody who is familiar with the process and many hours of work.

N. Rauscher stated that she does not think the District has the resources to supply the efforts for this process. D. Dias agreed, stating that they would likely have to hire somebody with the knowledge to perform this work which would be a similar cost; He and N. Rauscher both agreed that it would be worth it to accept Perkins Eastman's proposal.

The committee discussed possible alternatives as the money used to cover this cost would come from the Owner's Contingency.

T. Elmore explained that the Owner's Contingency is typically used to cover costs such as these and other OPM, Designer or Administrative related work. He went on to say that the contingency is available for what is unknown, and though it is difficult to predict what the Owner's Contingency will be used for down the road, this proposal is not an alarming cost and there is a need for the work.

Many Committee members agreed that the District does not have the resources internally to perform this work and suggested accepting the proposal as they believe it is worth the cost and they would be spending the money either way.

Motion to approve Perkins Eastman's Proposal for the procurement of FF&E and Technology through Point Line Space in the amount of \$70,400.00 by C. Greene 2nd by P. Consolini. VOTE: 8 approve, 2 against (B. Ericson, M. Schiek), 1 abstain (T. Bartels).

- b. Perkins Eastman Amendment No. 4 in the amount of \$70,400 for the Purchase of FF&E and Technology

Motion to approve Perkins Eastman's Amendment No. 4 for the procurement of FF&E and Technology through Point Line Space in the amount of \$70,400.00 by P. Consolini, 2nd by D. Dias. VOTE: 9 approve, 0 against, 2 abstain (B. Ericson, T. Bartels).

- c. PFA Budget Revision Request No. 1 (see attached)

T. Elmore explains that the budget revision request does not change the contract amount, but rather moves money from one line item of the budget to the other. He pointed out that the transfers on this BRR are to cover the cost of the HazMat Monitoring that was discussed at the last meeting, and the procurement of the FF&E as outlined in previously approved proposal from Perkins Eastman.

Motion to approve PFA Budget Revision Request No. 1 by P. Consolini, 2nd by D. Dias. VOTE: 9 approve, 0 against, 0 abstain (B. Ericson, T. Bartels).

4. Invoices:

- a. DWMP Invoice No. 17 in the amount of \$31,116.50 for Third Party Testing and OPM Services in the Construction Documents Phase

Motion to approve DWMP Invoice No. 17 in the amount of \$31,116.50 by B. Ericson, 2nd by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain.

- b. Perkins Eastman Invoice No. 65010.01.08 in the amount of \$58,121.88 for services applied to the Construction Documents and Construction Administration Budget

Motion to approve Perkins Eastman Invoice No. 65010.01.08 in the amount of \$58,121.88 by P. Consolini, 2nd by S. Wentworth. VOTE: 11 approve, 0 against, 0 abstain.

T. Elmore that Perkins Eastman is behind on their billing and has currently under billed by \$200,000.

- c. Turner Construction Req No. 3 in the amount of \$513,630.52

Motion to approve Turner Construction Req No.3 in the amount of \$513,630.52 by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.

- d. Richard A. Jette Invoices No. 39 and 40 dated September 5 and October 2, 2016 in the total amount of \$1,240.00 for accounting services

Motion to approve Richard A. Jette Invoices No. 39 and 40 in the amount of \$1,240.00 for accounting services by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.

- e. RSI Signs Invoice No. 6874 in the amount of \$156.60 for bond copies

Motion to approve RSI Signs Invoice No. 6874 in the amount of \$156.60 for bond copies by P. Consolini, 2nd by D. Dias. VOTE: 13 approve, 0 against, 0 abstain.

M. Schiek clarified that the Town of Lanesboro has paid this invoice to RSI signs, and the \$156.00 is a reimbursement to the town.

- f. MGRSD Invoices 101-108 for Building Clerk and Custodial/Staff hours associated to the building project in the total amount of \$18,748.11

Motion to approve Invoices 101-108 for Building Clerk and Custodial/Staff hours associated to the building project in the total amount of \$18,748.11 for Custodial/Staff hours associated to the building project by P. Consolini, 2nd by B. Ericson. VOTE: 11 approve, 0 against, 0 abstain.

5. Contractors Insurance Program Presentation

M. Ziobrowski introduced Susan Hughes, Turner Construction's Insurance Representative, who explained what Contractors Controlled Insurance Program (CCIP) is, and its benefit over traditional insurance (PowerPoint attached). She pointed out that it is a combination of both General Liability and Workers Compensation Insurance which also covers third party claims, damage to the existing building (not just the areas under construction), Workers Comp., and damage from a natural occurrence.

S. Hughes indicated that the cost of the program is about the same as traditional insurance, adding that any persons physically working on-site is included and covered under CCIP.

After a thorough discussion on the benefits of the CCIP program, a motion was made to accept the proposal from Turner, as the rates are expected to go up by November 1, 2016.

Motion to accept Turner's proposal to use the CCIP Insurance Program rather than traditional insurance by C. Greene, 2nd by P. Consolini. VOTE: 9 approve, 1 against (T. Bartels), 1 abstain (L. Moors).

6. **Mini GMP #2 – Foundations (Nov 3, 2016) and Upcoming Mini GMP #3 – Structural Steel (Dec/Jan)**
 - a. **Scope of Work Review**
 - b. **Pre-authorization to Sign Approval Letters – RAPs, Excavation, Foundations**

T. Elmore reported that Turner is currently out to bid on 3 trades for Mini GMP#2 work, though they will not know what the price is for all three of these trades for another 10 days +/- . He added that in order to stay on schedule for this work, Turner is asking the District for a pre-authorization for D. Dias and C. Greene to authorize the Approval Letters for this work, as long as the cost is within 20% of the estimated value to avoid getting behind schedule.

M. Ziobrowski then reported that they will be receiving the Ramped Aggregate Pier (RAP) bids the following day, which they will then review prior to issuing an Approval Letter (AL) for the work. He added that once reviewed, they would then need the approval from D. Dias and C. Greene to engage in a contract with the subcontractor and move forward with the work, which is scheduled for November/December of this year.

T. Elmore clarified that RAPs are necessary in the core area, as well as underneath the new 3-story structure, which had been under investigation a few weeks back. Furthermore, he clarified that Turner will be awarding three packages: the RAPs, foundations, and site work; though the foundation and site work packages will include the work to be performed in the core as an “alternate”, since the core’s design is not as developed as the new structure’s design is at this time. He pointed out that because of this, there is a possibility Turner goes back out to bid for that work after the core’s design is more developed, but due to a time crunch they are trying to get as organized as possible this fall.

T. Elmore then informed that the approval letters that are signed over the next three weeks will come together to form Mini GMP#2, which will be presented at the next SBC Meeting. Additionally, he pointed out that the structural steel work will be captured in Mini GMP#3 which will show up in the December or January SBC Meeting.

Motion to give authority to D. Dias and C. Greene to approve the Approval Letters for the work associated with Mini GMP #2 in the not to exceed amount of 20% above the estimated cost by P. Consolini, 2nd by T. Bartels. VOTE: 9 approve, 0 against, 2 abstain (D. Dias and C. Greene).

7. **Summer Enabling Work and 6-Month Schedule Update**

M. Giso reported that they are close to completion of the Phase 1 demolition work and will be making the building weather tight over the next 2 weeks for the fall & winter months. He added that they met with the Building Inspector who has agreed to be on board for the early foundation permit, which will be in place by the end of the month. M. Giso then stated that they will be prepping the site for the installation of the RAPs, followed by the excavation for the footprint of the new building. He added that they are slightly ahead of where they want to be in regards to the schedule, and that getting the foundations in place before the winter months will put them ahead of the game come in the spring.

8. **Subcontractor Pre-qualification review committee selection**

T. Elmore referred to the timeline attached to the meeting packet, indicating that they are approaching the subcontractor pre-qualification process for the remainder of the job. He stated that similar to the pre-qualifications that were done for the enabling work, a selection committee should be established to pre-qualify all interested subs prior to going out to bid.

T. Elmore suggested that the selection committee members have an understanding of public bidding, as they can expect to review somewhere around 80-150 subcontractor qualifications and it is a process where litigation is often involved.

B. Ericson and J. Wirtes both volunteered to participate in the selection process.

Motion to accept B. Ericson and J. Wirtes as members of the Subcontractor Prequalification Selection Committee by P. Consolini, 2nd by T. Bartels. VOTE: 9 approve, 0 against, 2 abstain (B. Ericson, J. Wirtes)

9. Design Update

D. Guarriello showed renderings of both the typical classroom and corridors using the material choices that have been selected to date. The committee discussed the material selections and were pleased with the choices. She added that she will continue to update the committee as the materials choices are finalized. See SLIDES handed out in the meeting of the CORRIDOR & CLASSROOM attached to these minutes.

10. Permitting Meetings Update

D. Colli reported that they met with the planning board on September 28th and were able to make a submission to the zoning board on October 20th to ask for relief on a couple of items which had not been previously recognized (reference permitting handout). He also reported that Perkins Eastman will be submitting an approximate 3-5 year "time variance" for the District, as they do not plan to address accessibility in the areas outside of the project's envelope, such as the fields and the elements within them (bleachers, concession stands, etc.). D. Colli explained that doing this will give them a window to address the rest of the site while leaving those areas out.

He then pointed out that the permitting process is on schedule and in good shape.

11. Working Group Updates

- a. **Community Outreach:** P. Consolini pointed out that the material choices, renderings and draft VE log have been posted in the Lanesborough library and the school website. The committee also suggested posting these materials in the elementary schools as well.

P. Consolini added that they would be willing to host site walks before the SBC meetings for members who are interested in seeing the process.

D. Dias informed that the Groundbreaking ceremony will take place on the following day (10/7/16) at 2:00PM with the MSBA and State Representative, where the Chair of the SBC will speak and there will be a photo opportunity.

- b. **Finance:** C. Greene mentioned that the officials working with the Finance Group went out to sell the \$30M in bonds on Monday, Oct. 3, 2016. She said there were 6 bidders and the sale went really well, coming in with an interest rate of 2.96%, which is much better than they had initially anticipated.

C. Greene thanked the Finance Group, School Committee members, Town Officials from both Towns, Administrative Team, Secretary D. Jette, Bond Agent C. Rowell and the Bond Counsel.

N. Rauscher agreed, and both stated that the process couldn't have gone better.

- c. **Facilities Working Group:** J. Wirtes commented that the flow and function of the site activities is moving along very well.

12. **Value Engineering Review**

T. Bartels, who has lead the VE Review Group, mentioned that the group has held 3 conference calls to review the VE list as it currently stands and that they are preparing for the next round of estimating.

The Committee then reviewed any outstanding items that the Group was seeking input on.

Motion to accept the revised Value Engineering List as of October 6, 2016 by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.

T. Bartels then made a comment that the group has found approximately \$1.6M in design improvements throughout the VE Review process.

13. **Other Business Not Anticipated 48 Hours Prior to Meeting:**

- a. C. Greene informed the Committee that Rich Cohen is no longer a member of the School Committee, as he had requested to rotate off. She thanked him for his efforts and time spent on both the SC and SBC, adding that he was a great advocate for the project and was determined to stay through to this phase.
- b. B. Ericson questioned the status of his comment list that was previously reviewed with the Facilities Working Group (FWG). D. Colli and J. Wirtes commented that the list is still in consideration with the Facilities and Educational Working Groups and any recommended items will be reported to the VE Review Group for final recommendation to the SBC.

14. **Public Comment:** *None.*

15. **Upcoming Meetings & Public Forums**

- a. Thursday, November 3, 2016 at 5:30 PM

16. **Adjourn**

SBC Motion to adjourn by P. Consolini, 2nd by S. Wentworth. VOTE: unanimous to approve. Meeting adjourned at 8:55 PM

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Rachel Milaschewski

Dore & Whittier Management Partners, Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After the minutes have been voted to approve, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.