

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
Subject: School Building Committee Meeting
Location: Manchester MS/HS – Library
Distribution: Attendees, Project File

Project No: MP17-114
Meeting Date: 10/8/2019
Time: 7:00 PM
Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Debi McDonald	JCJ
✓	Pam Beaudoin *	Superintendent		Lauren Braren	JCJ
	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex	✓	Mike Burton	DWMP
	John Willis *	Principal MMES	✓	Chip Heitkamp	DWMP
✓	Jason Waldron	Dir. of Facilities	✓	Christina Shefferman	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Rachel Donner	DWMP
✓	Lisa O'Donnell *	Essex	✓	Jon Rich	WT Rich
	Remko Brueker *	Manchester		Alex Corbett	WT Rich
	Adam Zaiger *	Manchester	✓	Brian Paradee	WT Rich
✓	Tyler Virden *	Essex	✓	Joe Fazio	JCJ
✓	George Scharfe *	Manchester			
✓	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
✓	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

* SBC Voting
Member

PROJECT MANAGERS
ARCHITECTS

Newburyport, MA 01950
260 Merrimac Street Bldg 7
978.499.2999 ph
978.499.2944 fax

www.doreandwhittier.com

Item No.	Description	Action
47.1	Call to Order: 7:01 pm meeting was called to order by the SBC Co-Chair A. Cameron with 13 of 17 voting members in attendance.	Record
47.2	Previous Topics & Approval of September 10, 2019 Meeting Minutes: A motion to approve the 9/10/2019 meeting minutes as submitted made by A. Ingaharro and seconded by C. Weld. Discussion: None. Abstentions: L. O'Donnell, J. Foster, G. Brewster, M. Tomaiolo, T. Virden, A. Oldeman: All in favor: Motion passes, minutes approved.	Record
47.3	<p>Construction Update: B. Paradee shares a construction update and WT Rich's latest Drone Deploy video with the SBC.</p> <ul style="list-style-type: none"> ➤ <u>Foundations:</u> Foundations are 98% done. Once the elevator pit is done foundations will be complete. Now they are backfilling and getting the site up to grade so that steel will have the site to themselves. ➤ <u>Steel:</u> The structural steel milestone is still on target. ➤ <u>Waterline:</u> The waterline is now 10ft from the foundation so the trades will pick that up where it was left off and bring it in to the building. ➤ <u>Play Area:</u> The play area has been completely paved. ➤ <u>Perimeter Access Road:</u> There is a perimeter access road around the building that's continuous from the main entrance to the rear exit. <p>B. Paradee confirms they are on schedule. A. Cameron asks if there are any concerns. B. Paradee says no, they have done a good job of holding milestone dates. The next milestone will be steel. B. Paradee mentions the acoustical consultant had some concerns but they were able to work through it. J. Rich shares that the early package work has done well. There are currently 8 subs on board and there will be 30 more in the next few months. That will be an important push. In 10 months, the school needs to be open for business and it is a tight schedule. It is also being built 5ft from the existing building. D. McDonald also mentions that WT Rich sends a report with pictures and updates to ConCom every 2 weeks and they have not had any concerns. T. Virden asks how WT Rich feels about the upcoming winter. J. Rich responds they want to increase a few allowances for winter conditions and order temporary heating systems. The two anticipated challenges will be pouring slab on deck and the exterior wall.</p>	Record
47.4	<p>Budget Review Update:</p> <p>C. Shefferman reviews reports and updates the SBC on contingency.</p> <p><u>Page 6 – OAC Meeting:</u> This is a meeting that occurs every week with DWMP, JCJ and WT Rich. These OAC Meeting notes will be uploaded weekly so that the SBC can see what is being discussed.</p> <p><u>Page 13 - WT Rich's Monthly Construction Report:</u> WT Rich provides this report which includes pictures, milestones and budget updates. This will also be uploaded to the dropbox monthly.</p> <p><u>Page 19 – MSBA Monthly Report:</u> On page 19 you will see the monthly report DWMP submits to the MSBA. C. Shefferman shares this is all the reporting that goes on behind the scenes. This will also be provided monthly to the SBC.</p> <p><u>Page 22 - Contingency Update:</u> This shows the additional amendments that came out of owners soft cost contingency buckets. There is also an add to this contingency from the savings from Feasibility and Schematic Design. There is 272K remaining. This is currently the only budget that has been expended from. G. Brewster asks about the amendments. C.</p>	Record

	<p>Shefferman responds that the sub-trades had questions, so addendums had to be issued to answer them. G. Brewster then asks if the addendums will influence the GMP value. J. Rich responds that all filed sub bidders have acknowledged all addenda. They must accept all addendums in order to be a legitimate bid. M. Burton shares that there were 7 addendums so the bid date had to be pushed out 2 days. D. McDonald confirms the addendum was additional clarification on the drawings to make sure the bids were accurate.</p> <p>C. Hay asks for a budget summary for the total project by major categories. S. Creighton also urged the team to produce this on a regular basis and the Project Team agreed that this would be available for the next meeting and on a regular basis going forward. They indicated that this information can be aggregated from the report that is provided monthly to MSBA. C. Shefferman mentions that all the discussed information will be provided but once true dollar values are provided then DWMP will be able to provide that information.</p>	
47.5	<p>FSB Budget Review:</p> <ul style="list-style-type: none"> ➤ Authorization for WT Rich to execute contracts with the Filed Sub Bidders in the amount of \$13,269,436.00. Vote expected. <p>WT Rich refers to page 23. J. Rich shares that he wants to give the overall big picture status on budget. The total control budget is based on the 90% CD estimate. EP 1-3 produced a significant amount of savings. The black numbers are good, and the red numbers are not so good. There was 171K in savings for early packages. The other trade bids came in at 217K over budget. J. Rich also explains that you cannot negotiate with trade bidders, their numbers are what they are. There is 8 Million in Non-Trade bidders that haven't been bought out yet. WT Rich had their first descoping with the drywallers yesterday, but they haven't done their final buy out yet. WT Rich is aiming to get 2% across all trades or 4%. 2% will be right on budget and 4% will be 160K underbudget. There are two items not included right now. The alternate for the canopy is coming in around 140K-160K. The other is change orders identified to date and added to the GMP. The MSBA only reimburses 1% of contingency. C. Hayes asks, how much are the change orders? C. Shefferman confirms around 70K. J. Rich mentions just from the buyout there are cost saving VE ideas. The SBC may prefer the VE savings and put the canopy back in to the project if they want to aggressively buy out the job and it will be at or below the target budget. G. Scharfe suggests speaking to plumbing and drywall as they should have some ideas descoping. J. Rich says he will be very aggressive but with plumbing there can only be cost savings ideas. That contractor also mentioned they did not want to provide cost savings ideas until they are awarded. A. Cameron asks what is their best and final? J. Rich explains it's the contractor's final negotiation price and there is always room for them to move. C. Shefferman directs the SBC to page 24 where the file sub bid results are located. C. Shefferman mentions these contractors cannot be negotiated with as they are the lowest and prequalified. A. Cameron asks when you're 300K overbudget, did something go wrong? J. Rich reiterates that you get one number but if you have a good relationship with the contractor you can figure out where the money is. E. Amanti was the lowest for HVAC and Plumbing and heard he currently needs work so there is a potential cost savings with them. G. Brewster asks if JCJ is involved in any of these negotiations. D. McDonald confirms that they are. J. Rich mentions there's not enough time to rebid these, but we will be either at or under budget in the end.</p> <p>A motion was made by G. Scharfe and seconded by A. Oldeman for the authorization of WT Rich to execute contracts with the Filed Sub Bidders in the amount of \$13,269,436.00. Discussion: None. All in favor, motion passes.</p>	Record

47.6.1	<p>Non-Trade Bid Budget Review: <u>WT Rich approval of not to exceed value of \$4,693,212.00 for the following non-trades:</u></p> <ul style="list-style-type: none"> • Finish Carpentry/Millwork • Doors, Frames and Hardware • Light Gauge Metal Frame and Drywall Package <p>J. Rich mentions there are 23 non trades to award but WT Rich separated the 3 most critical. The current bid amounts are shown, and WT Rich is asking for approval in total not to exceed 2% less than the current total. If WT Rich cannot achieve the 2%, they are not authorized to proceed. C. Shefferman mentions that not to exceed values have been approved before.</p> <p>A motion was made by S. Creighton and seconded by G. Scharfe for the approval of not to exceed value of \$4,693,212.00. Discussion: S. Creighton says that it seems like a lot of alternates would have affected drywall finishes so maybe the VE list is something that should be referred back to. J. Rich shares that if they cannot get the 2%, they will have to look at other ways. S. Creighton also shares they should get utility rebates on this project. M. Burton responds that any grants you receive, the MSBA will deduct that from their grant amount. They see it as double dipping. All in favor, motion passes.</p>	Record
47.6.2	<p><u>Authorization for P. Beaudoin to execute WT Rich contracts with non-trades listed above:</u> A motion was made by L. O'Donnell and seconded by C. Weld for the authorization for P. Beaudoin to execute WT Rich contracts with non-trades listed above. Discussion: None. All in favor, motion passes.</p>	Record
47.7.1	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of DWMP Invoice No. 29 in the amount of \$68,926.50. Discussion: None. All in favor, motion passes.</p>	Record
47.7.2	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of JCJ Invoice No. 26 in the amount of \$356,845.53. Discussion: None. All in favor, motion passes.</p>	Record
47.7.3	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of WT Rich Requisition No. 4 in the amount of \$1,085,017.00. Discussion: None. All in favor, motion passes.</p>	Record
47.7.4	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of Law Offices of Richard Nysten Invoice No. 8447 in the amount of \$225.00. Discussion: None. All in favor, motion passes.</p>	Record
47.7.5	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of Garrity and Knisley Invoice No. 10506 in the amount of \$600.00. Discussion: None. All in favor, motion passes.</p>	Record
47.7.6	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of Geocomp Invoice No. 2220953-000001 in the amount of \$1,400.00. Discussion: None. All in favor, motion passes.</p>	Record
47.7.7	<p>Invoices and Commitments for Approval: A motion was made by L. O'Donnell and seconded by A. Ingaharro for the approval of JCJ Amendment No. 5 in the amount of \$154,843.70. Discussion: C. Shefferman explains this amendment has already been</p>	Record

	<p>discussed and 2 meetings ago it was approved. Now, this is the final approval as task #4 was needed. D. McDonald further explains that this dirt had suspicious material, but they did not find anything around the area after 5 other testings. W.T. Rich then found a place to dispose of the soil. B. Paradee shares that he looked for places to take the soil. GGD had to write a formal opinion that it's dirty dirt but still pretty good. Once GGD characterized the material, the facilities were pricing it higher than anticipated so now it will remain on site as a stockpile. It can potentially be used in landscape areas. C. Hayes asks if this will be the end for hazardous materials and why wasn't this done as a single proposal. J. Rich mentions that the proposal for abatement is the estimate for the entire job. There is always a possibility that it can fluctuate but it is generally covered. All additional Sameotis charges are a result of the ConCom review. LGCI was also required by ConCom. A. Cameron asks if there is still a risk. D. McDonald confirms that they still may run in to something but there are less unknowns. J. Rich responds that there is a reasonable possibility abatement monitoring will not be necessary. A. Oldeman asks aside from Sameotis, how does CDW costs correlate with the contingency amount carried? M. Burton shares that when it comes to the budget, you must transfer the budget through BRR's (Budget Revision Reviews). BRR's are the milestones that change the budget. Page 69 shows that when moving money around from Owners Contingency to Hazmat this is the process. A. Oldeman then asks if the charges are in the realm of being anticipated. M. Burton confirms that the only thing that has changed is Task #4. DWMP has gone back and forth with JCJ and we have decided it is necessary and it requires spending contingency. D. McDonald reiterates that JCJ removed the technology procurement and added the \$3,240.00. It is a slight reduction from what was asked for previously. All in favor, motion passes.</p>	
47.7.8	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by A. Ingaharro for the approval of PFA BRR #2</p> <ul style="list-style-type: none"> ➤ To move funds within the budget from remaining F&S funds to Owner's Contingency In the amount of \$21,363.52. ➤ To move funds within the budget from Owner's Contingency to Hazardous Materials In the amount of \$65,619.40. ➤ To move funds within the budget from Owner's Contingency to Geotechnical Services In the amount of \$65,832.00. <p>Discussion: S. Creighton asks if the contingency includes the amendments. C. Shefferman confirms that contingency does include the amendments. All in favor, motion passes.</p>	Record
46.6	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ <u>Furniture</u> – P. Beaudoin shares with the SBC that she, A. Urbas, R. Donner and E. Czarnecki attended the MHEC furniture show in Worcester on 9/26. There was a collaboration meeting led by the MSBA. This process will be beneficial to MERSD. Going forward, there will be web-based meetings to make selections on student chairs, desks, cafeteria tables, etc. It is MERSD's hope that once all districts come to a general agreement, samples will be brought in for the staff. The show was great for testing different qualities of furniture. E. Czarnecki was very helpful in narrowing down selections. ➤ <u>Playground</u>: J. Foster asks when the next playground meeting will be. JCJ will send the playground committee potential dates. ➤ <u>Site Visits</u>: Monthly site visits will be planned for the SBC to walk the site and see the projects progress. The potential time will be on Monday afternoons @ 3:30. 	Record

46.7	Public Comments: None.	Record
46.8	Next SBC Meeting: <ul style="list-style-type: none">➤ 10/22/2019 @ 7:00 pm – Non-Trade not to exceed value approval.➤ 11/12/2019 @ 7:00 pm – Final GMP Approval	Record
46.9	Adjourn: 8:12 A motion was made by G. Scharfe and seconded by A. Ingaharro to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.

Rachel Donner
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.