

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
January 3, 2012
Norton High School Library

2012 FEB - 7 P 3:57

RECEIVED
NORTON TOWN CLERK

Attending:

Building Committee - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Ray Dewar (Principal), Mike Yunits (Town Manager), Tom Golota (School Committee), Paul Helmreich (Finance Committee)

Also in attendance - Barry Nectow (NPS Director of Operations & Finance), Bruce Kellogg (JCJ), Jon Rich (WT Rich), Margaret Wood (PCI), Tom O'Neil (PCI), Jennifer Pinck (PCI), Deborah Marai (PCI), Brian Bechet

Call to Order: The meeting was called to order at 6:37 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. Minutes of the November 29th 2011 meeting were voted on and approved.
3. Kevin O'Neil welcomed the group and wished everyone a happy new year; he reminded the Committee that we are 2 years into process, with about 2 years to go; a lot has happened in the last year with bringing Pinck & Co., JCJ and WT Rich on board. Kevin turned the meeting over to Pinck & Co.
4. Margaret Wood (PCI) reviewed the agenda:
 - OPM update:
 - MSBA submittals (handout)
 - 60% Construction Document estimate indicates an overage: discuss options for closing gap
 - Trade Contractor pre-qualification process update
 - Meeting with Town employees on January 27th
 - CM update:
 - Updated Milestone schedule and procurement approach
 - Request to pre-purchase sewer long lead items
 - Recommendation to combine sewer and project site work to one package
 - Recommendation to award early sewer and construction packages
 - Timing of GMP (Guaranteed Maximum Price) and award of all major contracts
 - Designer update:
 - Update on furniture/IT design/pricing & LEED
5. MSBA Submittals
Margaret summarized the MSBA Design Development (DD) submittal, including response to all MSBA DD comments. The package was passed around for review; Kevin has a digital copy of the package.

6. 60% Construction Documents

Margaret reported that the 60% CD drawings and specifications were submitted to the MSBA just before the end of the year; a set of the drawings was made available for viewing at this Building Committee meeting. The drawing set has grown to approximately 323 drawings from 279 drawings in the DD set; the Schematic Design (SD) set had 40 drawings.

Margaret reported that on 12/20/2011, the team met to review and reconcile the 60% CD cost estimates prepared by VJ Associates (JCJ's estimator) and WT Rich; the estimates are currently about 1.5% over budget.

Jon reported that the cost estimates have been reconciled. Jon passed out a process report for discussion. The reconciled 60% CD estimate, without any changes to scope or value engineering (clarifications only), is currently at \$27,480,061. "Category 1" includes pending items that represent just over \$250,000 in savings; if all the savings is realized, this would bring the budget to within \$200,000 of the \$27,023,541 construction budget. Category 1 items do not require Committee vote as they are about construction and verifying budgets:

- Deleting of rated wall between new addition and existing building: pending Board of Building Regulations and Standards (BBRS) hearing; variance application has been submitted, waiting for a hearing date.
- Delete new, recessed entry grating at lockers: less than \$8K, JCJ to determine if doing walk-off mats instead is worth the savings
- Removing transformer from construction budget to utility back-charge budget: need to clarify if the money is in the utility back-charge budget
- Shoring: WT Rich carried a large allowance for shoring, propose to reduce by \$50K; team is meeting with structural engineer to verify assumptions
- Reusing primary service duct bank: pending utility company approval
- Redesign back entry to media center: reuse existing opening (less structural work required) and use hollow metal frames vs. storefront
- Delete new interior footings at column lines 1 and 11: pending structural engineer review

"Category 2" was created from quick brain-storming, WT Rich's "quick hit list", and has not been discussed thoroughly by the team. The team is not necessarily recommending these options for cost savings, and all agree that these suggestions would most likely be unpalatable to the Committee, the school and the community. Bruce noted that the design team is not comfortable with Category 2 items, and they are fully committed to trying to find the best way to bring the project into budget. The team needs to go back to the documents to find other opportunities for cost savings.

- Redesign rear entry at addition (no curtain wall): any change that might result in losing LEED points needs to be carefully considered as the project must obtain
- Deleting air conditioning to Auditorium: Pat and Ray both expressed that they are uncomfortable with cutting air conditioning to the Auditorium, the Committee agrees
- Deleting air conditioning to Media Center: Pat and Ray both expressed that they are uncomfortable with cutting air conditioning to the Media Center, the Committee agrees

- Remove CO2 sensors in classrooms: Any change that might result in losing LEED points needs to be carefully considered as the project must obtain LEED Silver certification in order to receive 2 additional reimbursement points
- Reducing the Design and Estimating Contingency from 2.7% to 2.0%: the only item from Category 2 that might be considered, however additional risk in not carrying higher contingency, see below

Reduction in design & estimating contingency: industry practice is to carry 10% for SD because of the general nature of the design and lack of detail; for DD, generally carry 5-7%, we were aggressive with 2.7%; 60% CDs, would typically be 3%; go down to 1% at 90% CDs. Margaret and Jon discussed the risk and why the estimates still need to continue to carry some contingency, despite the fact that we are so close to 90% CDs.

Reduction in escalation contingency: reduced from 3% at DD to 2% at 60% CDs.

Kevin asked about the Value Engineering and other savings that were part of bringing the DD documents into budget. Jon said that the 60% CD estimates were done from scratch. There was a lot of savings realized in HVAC and other big-ticket items that were looked at with the DD estimate, some more than and some less than what was estimated at the DD reconciliation. Some of the additional savings was offset by items that were added or overlooked, which is natural with the advanced detail from DD to 60% CD; these would normally be absorbed by the contingencies. Added and overlooked items include expansion control, shoring, flooring preparation, partition requirements.

Paul expressed concern about shaving off too much of the contingency, since so much in the current economy is in flux and unknown. Jon agrees; his preference is that the project comes in under budget when we bid, and then be able to start picking up some of the alternates.

Jennifer said we need to move in the direction of the budget but do not need to lock it in today. Guaranteed Maximum Price (GMP) will be set after trade contractor bids are in, agreed to with WT Rich when team agreed to tight Construction Manager (CM) contingency. Design & estimating contingency and escalation contingency will go to zero when GMP is set. There is a separate Owner's contingency (below the line) is carried for change orders.

Jon suggests the team continue to look for opportunities that do not affect program, reduce contingencies as discussed, validate Category 1 items, perform the 90% CD estimate and see where we land – with the understanding that at 90% CDs, it becomes more difficult to find value engineering options.

Margaret reported we will need to send a report to the MSBA on the 60% CD set, which she will do based on the conversation at this meeting and the validation of Category 1 items.

7. Trade Contractor Pre-qualification Process Update

Deborah Marai (PCI) reported that Trade Contractor Statements of Qualification (SOQ) were due on 11/17/2011; 120 SOQs were received in the 15 trades. A significant number of SOQs were received for most trades. Low numbers of SOQs were in the following categories: Elevators 4, which was expected; Lath & Plaster 4; Resilient Flooring 4; Acoustical Tile (Ceilings) 5. There was good

response in the big dollar trades – Plumbing, Electrical, Plumbing, Roofing and Flashing, Metal Windows and Masonry.

The Trade Contractor Prequalification Committee had a conference call after the SOQs came in to discuss process and timing. The group will be meeting Friday 1/6/12 and Tuesday 1/10/12 to review the evaluations. This process must be done, and all Trades who have submitted SOQs must be informed if they are prequalified or not, prior to issuing the Request for Proposals (bid requests); only firms prequalifying will be invited to submit bids. The RFPs will go out once the Construction Documents are complete mid-February.

8. Meeting with Town Employees 1/27/2012

Margaret has coordinated with Michael Yunits a meeting to brief Town employees on the project; the idea is to get all those who should be aware of the project in the same room, have a transparent discussion about the project, and let everyone who has an interest in the project voice their concern.

9. Updated Milestone schedule and procurement approach

Jon handed out proposed milestone schedule.

Sewer: Out to bid and bids have been received. There are longer than expected lead times on submittals and some equipment. Option for modifying existing leaching field does not seem to have much traction; Carl Crawford from Otter Creek researched and Town Health Officer has legitimate concerns and is not on board with the option to modify one field where the new addition clips the corner; this option would also need to go back to DEP. Jon explained that WT Rich needs the new sewer system installed in order to complete to demo existing leaching field before completing the foundation for the new addition and starting steel erection. Sewer project lead time items include the pump station; WT Rich mentioned to the preferred pump station manufacturer that WT Rich is pursuing other manufacturers, which did result an improved schedule and even a better bid number.

Draft DEP permit has been received. Deborah reported that administrative tasks currently ongoing, including (1) Town Manager writing required letter to Secretary of State to get required notification in Central Register and (2) legal notice set to appear in local newspaper on Friday 1/6/2012 to start 30 day public comment period. Public comment period expected to end 2/6/2012; assuming no one asks for a public hearing, Carl expects it will be a week or so after public comment period ends before we have the final permits in hand from DEP.

WTR schedule shows DEP permit 2/17/2012 and commencement of work on site 2/27/2012. Completion of new sewer work currently shown for 5/1/2012, which is behind original schedule; WT Rich hoping to improve on this.

Design Schedule: 60% CDs were issued on 12/2/2011 and estimates and design comments were due on 12/20/2011. 90% CDs will be issued on 1/10/2012, followed by a 99% final review set. 100% CDs/bid set will be issued on 2/13/2012, and Trade Contractor Bids are due on 3/8/2012.

Early construction: WT Rich is scheduled to award site, concrete and structural steel packages by 1/31/2011. WT Rich and JCJ will review and recommend whether the early bid steel and concrete bid packages should be just for the addition or for the whole building.

Due to sewer work, the new addition schedule is now pushed past the end of December 2012 into January/February; the plan is to do the move during February vacation. WT Rich needs to flesh out rest of schedule to see how it affects overall phasing and schedule. WT Rich also plans to put in all new steel in existing building during the first summer of construction.

10. WT Rich Recommendation #1 – Request to pre-purchase sewer long lead items
See attached handout. Building Committee voted to approve recommendation #1, authorizing WT Rich to pre-purchase directly from the authorized suppliers the following "long lead" sewer equipment:

- 1) pump station
- 2) generator with transfer switch
- 3) odor control equipment

The GMP has not yet been established, so this will be an amendment to WT Rich's contract for \$101,000.

11. WT Rich Recommendation #2 – Combine early sewer work with balance of project site work into one package
See attached handout. This is the approach to the buy-out which the CM has recommended to the team, and is documented here for the Building Committee's information. Because this work is done by the same contractors, WT Rich feels they will get better pricing for the balance of the site work if they combine the two packages.

12. Look Ahead Recommendations/Approvals: See attached handout.

- WT Rich will seek approvals to award early sewer/site work, early concrete and early structural steel packages. The value of this scope of work is approximately \$2.2 million. A vote will be taken up at the January 31st 2012 Building Committee Meeting once bids for the early work have been received and WT Rich had the final numbers.
- Barry asked about the risk of pre-purchasing and early-release packages before GMP is finalized. Jon and Jennifer both stated that these purchases are made at the Town's risk. Paul noted that the Committee understood that they would have to take on this risk in order to meet the tight project schedule.
- The GMP will be finalized after trade contractor bids are received; this is currently schedule for 3/15/2012; Mike Yunits executes GMP on behalf of the Town, he will ask Board of Selectmen for authorization to sign. Jon expressed the need to draft and vet the GMP documents ahead of time to make sure Town is ready to sign in a timely fashion and not delay construction; WT Rich will have draft GMP on 2/7/2012 without the numbers for review. Pinck will coordinate timing for review with Town's legal counsel. After GMP is executed, WT Rich will ask for approval to award contracts based on GMP.

13. Designer update on furniture/IT design/pricing & LEED: Bruce reported that JCJ will present furniture, finishes and color selection options at 2/7/12 Building Committee meeting. JCJ will also present a LEED update at that time. Kevin noted that Ray Dewar has taken inventory of items that can be reused; JCJ

should coordinate with Ray on this. Kevin also asked that the requirements of the fitness and weight areas, including the necessity for new weight lifting equipment be documented.

14. Additional Items:

- Alternates will be finalized with review of the 90% CD set/estimate.
- Kevin noted that Lynn Foster at Unibank bonded the first \$7M for the project at 2.75%, which is less than the estimated 4%+.
- Tom Golota asked if there are any updates on on National Grid and Columbia Gas rebates. Margaret said no updates at this time, she will report at the next meeting.
- Kevin reported that the last round of JCJ presentations are now on the project's web site.
- Brian Bechet was introduced by Kevin. Brian is a Norton resident, parent and also has a background in construction. Brian is proposed to replace Jeff Martin as a volunteer member of the Building Committee; Jeff resigned due to lack of time to put in the project. Brian Murphy also expressed an interest but later removed his name because of other time commitments; Brian Bechet introduced himself to the group and presented his credentials. The Building Committee voted to recommend to the Board of Selectmen that they approve the appointment of Brian Bechet to the Building Committee.

15. Upcoming milestones: not folded in design review, will be folded in

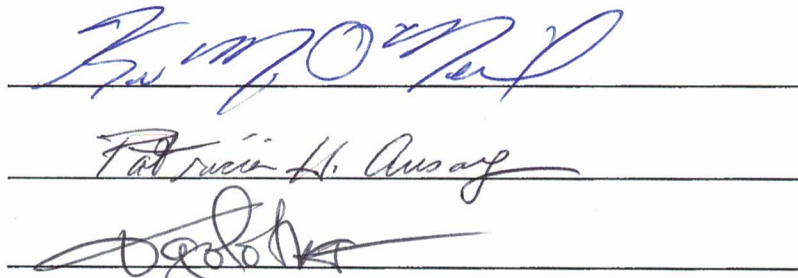
- Tuesday, January 31, 2012 Building Committee Meeting - Agenda: +/- \$2.2M vote for early construction packages
- Tuesday, February 7, 2012 Building Committee Meeting, Design Issues (furniture, finishes, colors, technology) & 90% CD estimate
- Monday, February 13, 2012 100% CD complete
- Thursday, March 8, 2012 Trade Contractor bids due
- Tuesday, March 13, 2011 Building Committee Meeting

Adjourned: The meeting was adjourned at 8:43 p.m.

Next Meeting Date: Tuesday, January 31, 2012

Attachments: Cost Reconciliation and Value Management
Milestone Dates
Procurement Recommendations

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.



The block contains three handwritten signatures in blue ink, each followed by a horizontal line. The first signature is the most stylized, the second is more legible and appears to read 'Patricia H. Ausage', and the third is a cursive signature.

Robert [unclear]
[unclear]
[unclear]