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NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
March 27, 2012
Norton High School Library

Attending:

Building Committee - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Ray Dewar (Principal), Mike Yunits (Town Manager), Tom Golota (School Committee), Brad Bramwell (Board of Selectman), Bob Salvo (Board of Selectman), Mike Flaherty (Finance Committee), Paul Helmreich (Finance Committee), Mark Powers, Brian Bechet

Also in attendance - Barry Nectow (NPS Director of Operations & Finance), Tom O'Neil (PCI), Deborah Marai (PCI), Greg Smolley (JCJ), Jon Rich (WT Rich), Steve Roman (WT Rich), Margaret Wood (PCI)

Call to Order: The meeting was called to order at 6:35 p.m.

1. Margaret Wood of Pink & Co. (PCI) took the minutes of the meeting.
2. The Committee approved the minutes of the 2/7/2012 meeting.
3. Tom introduced Steve Roman, WT Rich Project Manager and Chet Osborn, Clerk of the Works. Both Steve and Chet will be on the project through the completion of construction. Chet is on site full time, per the requirements of the MSBA OPM contract.
4. Review of GMP Summary Analysis: The base project bid was \$26,484,209. Jon noted that the project definitely benefited from the delay in the bidding. See attached document for additional detail. He commented that the project got some great bids. Tom O'Neil noted that the project had benefited from the bid extension, and that there were clearly some bidders who bid aggressively because they were not awarded projects bid earlier. Jon noted that there were also some very good companies which were the low bidders: WT Rich has prior experience with the bidder for the windows and plumbing. Tom O'Neil has worked with the electrical low bidder (Interstate). Pat asked a question about the steel buyout, which appears to be less than previously stated: Jon agreed that it was not consistent with what was presented at the last meeting and he will review and clarify.

Jon noted that there were a few overruns on the non-trade side. Metal wall panels were twice as much as estimated: this category of work does not have a lot of qualified bidders, which presumably affected the bids. Now that the bidding is complete, the design and estimating contingencies have been zero'd out. Because of the base bid all of the alternates can potentially be included, subject to the Building Committee's approval.

Given the final bids, WT Rich and Pinck & Co. are recommending increasing the CM contingency from 1.2% to 2%. CM contingency is intended to cover any overruns at buyout or missed scope (shown on drawings, but missed by WT Rich) or to accelerate schedule. Once we are halfway through project, WT Rich will start releasing unspent contingency.

We are very close to being able to execute the GMP, If there are no further trade contractor drop-outs. The governing statute states that if trade contractors made a "serious clerical error" they can drop out without forfeit of the bid bond. WT Rich called the low bidders to ask that they confirm their price. Glass and glazing dropped out, as did masonry. The risk of sub-contractors dropping out is never entirely eliminated until their contract is signed and the performance bond is in place. For example, a subcontractor might want to do the project but not be able to get a bond. This risk will be eliminated once WT Rich has awarded all trade contracts. WT Rich is moving ahead with issuing trade contracts, asking that they hold alternate price. Once contracts are executed, they can be amended to include the alternates.

As of this meeting, there have been no bid protests. Sagamore Plumbing forgot to put the alternates in but has acknowledged the error and maintained the bid (total bid was \$4.5million).

The Project Team is recommending establishing an allowance of \$148,425 to be applied to the bidding for Division 27 and 28 (IT backbone and Security). The Project Team will bid security and IT immediately and report at the next meeting.

The range in unit prices for flooring was discussed briefly. Contract documents assume a certain amount of floor prep in areas where the unit ventilators are being removed. The quantity will be determined in the field. There will be a credit for an amount of work which is less than specified and a unit price charged for amounts that are larger.

Jon reviewed the Cost Breakdown Analysis. Several items (auditorium scaffolding, temporary power, temporary shoring, cutting and patching) will be carried as allowances. All of this is being tracked on a T&M basis by Chet. Some of the patching requirements have already been revealed by the removal of ceiling panels.

If an allowance was established by WT Rich and the final cost is higher, it will come out of CM contingency. If an allowance was established by the owner, it will come out of the owner contingency.

5. The Building Committee took the following votes at the conclusion of this discussion:
 - The Building Committee voted unanimously to include the alternates in the GMP.
 - The Building Committee voted unanimously to approve the allowance for IT backbone bidding.
 - The Building Committee voted unanimously to increase the CM contingency from 1.3 to 2%.

Jon reviewed WT Rich's request to proceed with the award of 23 sub-contractors: the Building Committee voted unanimously to authorize these awards.

6. Options for the construction of the sewage pump headhouse were discussed. Pat asked if the High School's shop could build it, with the Town of Norton moving it to the installation location. WT Rich's Superintendent could oversee the work as it is under WT Rich's permit. After discussion, it was agreed that perhaps WT Rich should build it instead.
7. The Building Committee voted unanimously to authorize the execution of the GMP, following on the award of the sub-contracts.
8. Pinck & Co and WT Rich recommended the Delegated Authority matrix and Town Counsel approves it. This matrix is intended to provide a clear definition of responsibilities for executing changes to the contract, and in the case of a construction issue with cost implications that is time sensitive, to allow the authorization of work to manage cost. After discussion, the Building Committee voted unanimously to approve the proposed Delegated Authority matrix, with the understanding that it could be modified in the future by a vote.
9. Margaret distributed a memo describing the status of the Building Permit review. A copy is attached to these minutes.

Next meetings:

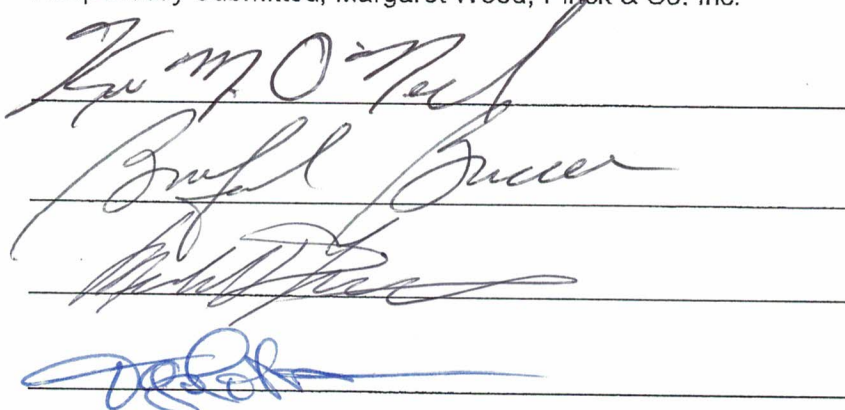
It was agreed that the next regular meeting would be Tuesday May 1st. If a meeting is required before then, Tuesday April 17th was tentatively identified as a possibility.

Adjourned: The meeting was adjourned at 8:55 p.m.

Next Meeting Date: ~~Tuesday, May 1st, 2012~~ By notice to the Building Committee on April 12th, the next meeting will be Tuesday, April 17th in the Superintendent's Conference Room.

Attachments:

Respectfully Submitted, Margaret Wood, Pinck & Co. Inc.



The block contains four handwritten signatures in blue ink, each written over a horizontal line. The signatures are cursive and stylized. The first signature is the largest and most prominent, followed by three smaller ones below it.

Peterson H. Amos