

**NORTON PUBLIC SCHOOLS**

Norton, Massachusetts

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**NORTON HIGH SCHOOL BUILDING COMMITTEE**

**MINUTES OF MEETING**

June 26, 2012

Norton School Department Conference Room

2012 SEP 18 A 9:00

**Attending:**

**Building Committee** - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Tom Golota (Community Representative), Brad Bramwell (Board of Selectman), Paul Helmreich (Finance Committee), Mark Powers, Michael Flaherty (Finance Committee), Michael Yunits (Town Manager), Barry Nectow (Director of Operations & Finance, Norton School Department)

**Also in attendance** –Deborah Marai (PCI), Greg Smolley (JCJ), Julie Norris (JCJ), Mike Kerwin (Vanderweill Associates), Steve Roman (WT Rich)

**Call to Order:** The meeting was called to order at 6:40 p.m. by Steve Roman

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. The Committee approved the minutes of the 5/22/2012 meeting. Mike Yunits and Mike Flaherty abstained as they were not at the 5/22/2012 meeting.
3. **Subcontract Buyouts Update (handout): Steve Roman, WT Rich**
  - Steve Roman reported on buyout status. Approximately \$19.88 million value has been bought out, with approximately \$501 thousand remaining. WT Rich has concluded the buyout of all critical contracts. Examples of remaining contracts include Stage Curtains, Site Improvements, and Landscaping.
  - There has been buyout savings on some packages, others have gone over. Currently, the buyout savings is approximately \$116,000 (excluding buyout from early bid packages).
4. **Construction and Schedule Update (handout): Steve Roman, WT Rich**
  - Schedule: Steve Roman reviewed the construction schedule, reporting they are a few days behind but plan to catch up during steel erection; February 2013 completion of Phase 1 Building Addition is maintained. Underground electrical work at the new addition has begun. Steel erection for addition will commence upon completion of underground utility work as a new footing and base plate have replaced the incorrectly installed base plate (no cost to Owner). Work will ramp up July 2<sup>nd</sup>, by the end of July steel will be fully erected. Demolition at the kitchen has begun, abatement and floor demolition at the mechanical room is nearly complete; wall erection is next. Work continues in the boy's and girl's locker rooms. The pump station building adjacent to the Yelle School is erected and equipment has been installed; waiting for National Grid to install new pole and electrical connection.
  - Mark Powers inquired as to how WT Rich planned to make up the lost time. Steve responded that by doing the underground utility work instead of the steel, they are not only the original 8 days behind schedule, no more.

**5. Change Order/CO Request Update (handout): Steve Roman, WT Rich**

- Steve presented the updated Change Order (CO) log. A number of Change Order Requests (CORs) are being tracked, priced or reviewed. CO No.1 for unsuitable soils was voted on and approved previously.
- CO No.2 was voted on to formally incorporate COR No.004 into WT Rich's contract; COR No.004 includes Division 27 & 28 Technology Infrastructure not covered by the GMP and was voted on by the Committee at the 5/22/2012 meeting. The value of CO No.2 is \$236,249. Mark Powers made a motion to accept COR No. 004, Mike Yunits seconded the motion, a vote was taken and unanimously approved.

**6. FF&E Selection (handouts): Julie Norris, JCJ**

- Julie Norris presented the final furnishings package and cost estimate.
  - Julie reported that there was some desire for more collaborative (tables and chairs) vs. traditional (desk and chairs), which is why the furnishings package is currently almost \$40K above the \$840K budget. JCJ worked with department heads, Dr. Ansay, Principal Dewar, Vice Principal/ incoming Principal Megan Lafayette, and PCI. Some of the team toured new school spaces to see different furniture; there were presentations and feedback. Dr. Ansay said faculty desires were similar to comments from some of Building Committee, not to have this "new" building look old.
  - Barry Nectow asked how JCJ arrived at cost estimate. Julie considers a variety of sources, including known discounts and numbers from recent projects.
  - Paul Helmreich asked if any existing furnishings were being reused. Dr. Ansay said existing student desks are older and of various sizes. Julie responded that some specialty items remain in areas such as art rooms.
  - Tom Golota asked what is being done with unused furniture; Dr. Ansay said surplus equipment is offered to town departments, then to residents.
  - Paul Helmreich asked how the furniture takes into account different sizes of people. Dr. Ansay said that the furnishings are mostly tables and unattached chairs, with some adjustable tables. (Topic continued below.)
- For Classrooms, Julie explained that the flexibility to move tables (with casters) together for more collaboration became an important factor.
  - In each department, all classrooms except one have 2-seat tables and unattached chairs; one room per department has separate (non-fixed) desks and chairs. In addition, there one room is being outfitted with adjustable standing-height tables and chairs; these can be moved independently into individual rooms in the future if desired.
  - Ultimately, Ray and others wanted all tables and chairs to be easily adjustable by students or teachers, but this scenario proved too expensive; all sit/stand adjustable tables estimated over \$1,000,000.
  - Julie reported that students prefer tables to individual desk (more space, flexibility). For testing, teachers can use different tests or partitioning. In Paul Helmreich's experience, grouping of tables is good for small, seminar classes such as humanities and social sciences (related to size and subject matter).
  - Tom Golota asked if teachers like the chosen staff desks. Julie explained the teacher desks are high quality, metal based with plastic laminate top; the top drawer typical in older style desks no longer meets handicap accessibility requirements. In addition, there is a built-in wardrobe in each classroom with additional lockable file storage.



- Julie explained that the Science Rooms are per MSBA standard guidelines; don't have an option to do fixed tables if want MSBA reimbursement. There are (2) tables at 34" to meet accessibility code, the remainder are 36" high.
- For the Art Rooms, Julie explained that one classroom has drafting tables, the other has 4-person, durable, butcher block (can be sanded down) standing-height tables. JCJ is in the process of trying to find exact table.
- For the Media Center, Julie presented the specified standing height tables, study tables, computer carrel; low chairs, higher chairs, turnaround low stool; Media Scape multi-person workstation with stools; continuous (linked) 42" high typical/66" on ends metal bookshelves with end panels.
- Julie explained the Cafeteria has some standing height (4 person) and some sitting height (8 person) tables; wire chairs and stools can be ganged together to meet fire codes, stack and are specifying carts; supplemented with 150 folding chairs with carts.
- Julie walked the committee through the various Administration furnishings.
  - Dr. Ansay asked Julie to verify if clerical staff wants arms on their chairs; Julie is getting some samples of chairs to Superintendent's office.
- For the Exercise/Weight Room, Julie explained there will be new weight and cardio equipment; the Athletic Director provided information to JCJ.

#### **7. Technology Equipment and Systems Update: Mike Kerwin, Vanderweil**

- Mike Kerwin walked the Committee through the Technology Equipment and Systems list, allocation and procurement.
- The technology equipment is estimated to be within budget, which is the \$840,000 allocation minus the \$236,249 pulled into WT Rich's contract to cover some technology infrastructure items.
  - Kevin O'Neil asked if there was anything that Paul Driscoll or the school wanted that did not fit in the budget. Mike Kerwin indicated that the money ran out with the portable devices, the sorts of things the school can always purchase at a later date; they insured that the "plumbing" or infrastructure was covered.
- Mike reported that he worked with district's technology professional, Paul Driscoll, from the beginning; like with the furnishings, the technology equipment and systems are looking toward learning for 21<sup>st</sup> century, particularly in terms of collaboration.
  - Try to get really good tools and see how we use them – example, document cameras; do not to get too far of technology (by time everybody catches up to technology it is obsolete).
  - Digital video environments (E 591) – video on demand; becomes giant electronic file cabinet; needs to respect licensing agreements.
  - Going to be early adopters; student leaders will help usher in the technology.
  - Tom Golota asked about printers. Mike explained there is a migration to centralized printing environment, which is a cost improvement; there are individual printers for privacy requirements. Dr. Ansay asked if it is the same number we have now, because the school department has been working for the past 7 years with a consultant; Mike said the number came out of planning process, and will work with Dr. Ansay and Paul Driscoll to review and verify.

## **8. FF&E and Technology Procurement – Greg Smolley, JCJ**

- Greg Smolley discussed procurement options, specifically using both bidding and the State and Federal contracts.
  - Greg suggested purchasing as much as possible from manufacturers and vendors who hold contracts with the State or Federal government; determine if there are vendors of furnishings specified for Norton that other school districts are contracted with already – get the best pricing, take the risk factor of having to bid “or equal” and possibly not get the exact items the school wants.
  - Procure the remainder of items through bidding with performance specification and/or by listing 3 manufacturers.
- If the Committee agrees with this approach, JCJ will put together a matrix of items and identify those that they cannot find on a State/Federal contract list.
- Julie said that they are on target with their schedule for bid documents and procurement.
- Paul Helmreich made a motion to move forward with the procurement of the FF&E and Technology Equipment packages as they have been finalized and presented; Mike Yunits seconded the motion; a vote was taken and unanimously approved.

## **9. Monthly Budget Report (handout): Deborah Marai, PCI**

- Deborah Marai presented the Monthly Budget Report. PCI will continue to report on budget – the overall construction budget in general, and in particular WT Rich’s construction contingency, the Owner’s construction and soft cost contingencies, and the FF&E and Technology budgets.
- The Committee requested that “transfer of funds” be a standing item on the Building Committee Meeting Agenda. The owner will report on the items from the BRR #1 at the July Building Committee Meeting.
  - ❖ There is no report at this time on WT Rich’s construction contingency.
  - ❖ The Owner’s construction contingency totals \$945,833 and is used for construction change orders. With the vote the committee took this evening, two Change Orders have been approved to date; however, only CO No.1 totaling \$39,064 comes from the Owner’s construction contingency (CO No. 2 is taken from the Technology Allowance). \$906,769 remains in the Owner’s construction contingency.
  - ❖ The Owner’s soft cost contingency totals \$497,366. The most recent Budget Revision Request (BRR) made by the District to the MSBA included moving \$122,635 of the Owner’s soft cost contingency to specific budget line items – such as additional material inspection and testing (for window), van rental needed for transporting high school lunches until the new kitchen comes on line, additional funds for Paul Moriarty’s permit review and construction inspection services.
  - ❖ The FF&E budget is \$840,000. The estimate for procurement of the specified FF&E is 4879,662. There will be an update to this report once FF&E items are bid through State/Federal contracts and/or bid out.
  - ❖ The Technology budget is \$840,000 including the \$236,249 from CO No.2 to cover some technology infrastructure items in WT Rich’s contract. The estimate for procurement of the Technology Equipment and including CO No.2 is \$839,240. There will be an update to this report once Technology Equipment items are bid through State/Federal contracts and/or bid out.



#### **10. MSBA Project Funding Agreement Amendment Update: Deborah Marai, PCI**

- The Project Funding Agreement (PFA) Amendment is being prepared by the MSBA; this is done once the GMP is finalized. The District received a draft revised Total Project Budget (TPB) for the PFA Amendment; PCI is preparing response comments including proof that all accepted Alternates were part of the Schematic Design Submission scope upon which the PFA was based, and therefore should be reimbursable by the MSBA.
- It initially appears that most if not all funds re-allocated from Owner's soft cost contingency to project soft cost items will not be eligible for reimbursement by the MSBA for two reasons: 1) the project budget has already exceeded the MSBA's 20% soft costs cap, and 2) the MSBA takes a strict position on reimbursing only for items included in the scope at Schematic Design when the PFA was set.
- The MSBA reviews construction Change Orders quarterly and makes a determination on whether funds moved from Owner's construction contingency are eligible for reimbursement. It initially appears that most unforeseen conditions CO items will be eligible as long as values of specific categories remain below the MSBA caps (such as the 8% site cost cap). In the simplest terms, the MSBA does not consider added scope items eligible for reimbursement.
- The reimbursement rate from the MSBA remains constant. The actual amount that will be reimbursed in the end is based on the final construction cost and the decision of the MSBA on what line items funded by Owner's contingencies are eligible for reimbursement.

#### **Upcoming Milestones:**

- Steel Topping Off Ceremony (TBD)
- Tuesday, July 31, 2012 Building Committee Meeting
- Tuesday, August 28, 2012 Building Committee Meeting
- Tuesday, September 4, 2012 First day of school / Start of Phase 2 work
- September Update to Faculty (TBD)
- September Update to School Committee (TBD)
- Tuesday, September 25, 2012 Building Committee Meeting
- Tuesday, October 30, 2012 Building Committee Meeting
- Tuesday, November 27, 2012 Building Committee Meeting
- Tuesday, December 18, 2012 Building Committee Meeting
- December 24 – 31, 2012, December vacation
- Tuesday, January 29, 2013 Building Committee Meeting
- February 18 – 22, 2012, February vacation
- February 2013 New Addition comes on line/completion of Phase 1 work

**Adjourned:** The meeting was adjourned at 8:57 p.m.

**Next Meeting Date:** Tuesday, July 31, 2012.

#### **Attachments:**

- WT Rich – Buyout Status Detailed Analysis, 3-week Look Ahead Construction Schedule and Change Order Log
- JCJ – FF&E Package and FF&E Cost Estimate Summary
- Vanderweil – Technology Equipment and Systems (List, Cost Estimate and Allocation)
- PCI – Monthly Budget Report

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

*Deborah Marai*

*Paul Helmerich*

*Mark W. Pinck*

*1800*

*Carol Bruce*