

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

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NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

July 31, 2012

Owner's Construction Site Job Trailer

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, Brian Bechet, Michael Yunits (Town Manager), Barry Nectow (Director of Operations & Finance, Norton School Department), Megan Lafayette (High School Principal)

Also in attendance – Tom O'Neil (PCI), Deborah Marai (PCI), Greg Smolley (JCJ), Steve Roman (WT Rich), Kassmin Williams (Sun Chronicle)

Call to Order: The meeting was called to order at 6:32 p.m. by Steve Roman

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. Kevin O'Neil introduced and welcomed Megan Lafayette, former HS Vice Principal and now the new Principal.
3. The Committee will wait to approve the minutes of the 6/26/2012 meeting. Brad pointed out that the discussion regarding the funds remaining in the Feasibility Study was not recorded. Deborah will amend and they will be resent to the committee. After reviewing potential change orders during this meeting, Kevin O'Neil suggested that the Committee may consider recommending that the surplus Feasibility Study funds be reallocated to pay for the unforeseen built-up roof condition (Change Order Proposal 15, 15A, 15B).
4. **Subcontract Buyouts Update (handout): Steve Roman, WT Rich**
 - Steve Roman reported on buyout status. There has been little change since his report at the 6/26/2012 meeting. Remaining contracts to buy out include: Site Improvements (Benches, Bike Racks, etc.), Landscaping, Unit Pavers related to 2013 scope and a few other items such as Miscellaneous Equipment and Owner Accepted Alternates #1-6 (see handout).
 - There has been buyout savings on some packages, others have gone over. Currently, the buyout savings is approximately \$153,733 (excluding buyout from early bid packages). Expect to pick up \$20-30K.
5. **Construction and Schedule Update (handouts): Steve Roman, WT Rich**
 - Schedule: Full schedule and 3-week look ahead were distributed. Steve walked committee through the 3-week schedule. Steve believes progress is about 6-7 days behind, but WT Rich has no concern regarding meeting February move-in date. WT Rich will coordinate with school as the date nears for occupancy of the new addition, they are still shooting for February 15, 2013 turn over.
 - Kevin O'Neil asked about timing of the new roof at the existing building. Steve said that required penetrations are being done now and the roof patched;

except for pieces required to tie the new addition roof into the existing roof, the new roof will be completed at the end of the project.

- Brian asked if WT Rich could also provide a milestone schedule. Steve will provide at the next meeting.
- Steve Roman reported that there was a safety incident on site with a worker from ProCut, a subcontractor to SOS who is the demolition subcontractor. A bolt failed on a wall saw. The worker was treated. This appears to be a "no fault" accident (as determined by OSHA). WT Rich has shared the injury report submitted by the subcontractor.

6. Change Order (CO) Request Update (handout): Steve Roman, WT Rich

- Steve presented the master CO log; this is the tool WT Rich uses to track all potential and approved change orders. Tom O'Neil said we will review this in detail with PCI budget update.

7. Change Order No. 3: Tom O'Neil

- 4 CORs part of CO #3 totaling \$42,574:
 - 005 Fire Alarm (adding multiple devices and additional wire – adds, some credits) & Fire Protection (alarm on backflow preventer) (Fire Department requests)
 - COR 012 Increased Depth of Elevator Pit
 - COR 014 Grease Trap Interceptor Vent (Code requirement)
 - COR 016 Pump Station Wet Well (add) and Sewer Man Hole (credit) Changes (existing grades)
- Vote to approve CO #3: Mike Yunits made a motion to approve CO #3, Brad Bramwell seconded, the Committee voted unanimously to approve.

8. FF&E and Technology Procurement: Greg Smolley, JCJ

- Julie Norris was on site this afternoon for a meeting with Barry Nectow, Deborah Marai and Steve Roman to update the status on FF&E and technology procurement.
- JCJ is working toward ordering furnishings around the middle October.
- JCJ will work with vendors and WT Rich to coordinate furniture delivery within specific windows in accordance with the project's phasing; Greg said the school does not want ownership until going into room it is living in.
- Julie Norris is researching to see which furniture components can be procured through State and Federal bid lists; these are public bid lists which have already established competitive pricing. As of now, it appears that a majority of the furnishings can be procured through State or Federal bid lists; the remainder of items will be publicly bid. JCJ is trying to get right at or below budget discussed at the June Building Committee meeting.
- Greg reported that Vanderweil has found that all of the technology equipment can be procured through 4 vendors, all from State or Federal bid lists; Vanderweil/JCJ will to coordinate phasing with WT Rich.

9. OPM Update – Owner's Soft Cost Contingency Report (handout): Tom O'Neil & Deborah Marai, PCI

- Deborah Marai presented the Owner's Soft Cost Contingency report. Budget Revision Request No. 1, as presented to the Committee on 5/22/2012, will

move \$203,234 from the Owner's soft cost contingency to specific soft cost line items; the remaining Owner's soft cost contingency is \$294,132.

- Paul Helmreich and Kevin O'Neil expressed concern about the remaining amount of Owner's soft cost contingency. Greg explained that with the necessary but abbreviated Feasibility Study process, the team planned for Owner soft cost contingency items. Greg also explained that it is typical for most of soft costs to be allocated and spent toward the beginning of the project.
- Tom O'Neil also reminded the Committee that not all of the money listed against soft cost contingency items has been spent; some has been spent, some has been committed (know that it will be used), some is there if needed.
- Dr. Ansay suggested that one use for Owner's soft cost contingency would be for the CORI review process, which is starting to affect staffing in the School Department; they have absorbed the efforts so far, but they may need to bring people in on extra hours and charge to project.
- Dr. Ansay said another use of the Owner's soft cost contingency is for OPM reimbursable as detailed in the OPM contract.
- Dr. Ansay also reported that some trees larger than the DPW can handle need to be taken down for utility work; Laura Carew is soliciting pricing, and this will come out of soft cost contingency.
- Mike Yunits made a motion to accept as printed, Paul Helmreich seconded, the Committee voted unanimously to approve the allocation of Owner's Soft Cost Contingency as presented in Budget Revision Request No. 1.

**10. OPM Update – Owner's Construction Cost Contingency Report (handout):
Tom O'Neil & Deborah Marai, PCI**

- Tom O'Neil walked committee through the Owner's Construction Cost Contingency Report. This report represents Owner's construction contingency funds that are reallocated for Change Orders (unforeseen conditions, added scope, deleted scope, etc.). Owner's construction contingency is \$945,833. Currently, only \$39,064 has been committed. At this meeting, the Committee will be voting on CO #3 for \$43,908. In addition, there is over \$450,000 estimated in potential change orders.
- Tom reviewed approved Change Orders (COs).
- Tom reviewed approved Change Order Requests (CORs).
- Tom reviewed CORs that have not yet been approved; these represent potential changes the team sees coming. They are in the process of being priced or reviewed, or the decision has been made to put a dollar value against in order to get the overall picture of the value of potential changes. All Cos and CORs were reviewed with the Committee (see handout), a few were discussed in detail:
 - COR 15, 15A, and 15B for unforeseen existing roof condition; The Committee was shown a cut out of the built up roof on the existing hipped roof areas. This is not a typical condition. The condition and possible options were reviewed and analyzed by the team (architect, structural engineer, CM, OPM, subcontractors) and also people outside of the project. Unfortunately, the build up roof needs to be removed before any additional roof work can be done due to its weight and the structure of the existing building. WT Rich was already given the go-ahead to remove at the area adjacent to the new addition.

- COR 27 – Envelope Commissioning Agent items: Items requested by the MSBA-appointed Commissioning Agent. This is being priced and items will be reevaluated against pricing.
- COR 30 – Existing Electrical Conduit in 1st Floor Corridors: WT Rich's subcontractor owns maintaining services in existing buildings while work is going on above the corridor ceilings (HVAC, plumbing, electrical); some areas are deemed by the subcontractor to have more existing conduits than is typical; this is being reviewed by the team.
- Steve Roman also mentioned that they are tracking time and materials for unforeseen mudset at the existing kitchen area (below the quarry tile). This condition has subsequently been confirmed at the current building entry, which is also called to be removed.
- Kevin O'Neil asked about what think exposure is now that ceilings open and the addition underway. Steve Roman said there are still walls and ceiling we need to get into where we don't know what we will find, although he added the potential seems minimal given what we have seen so far. Tom O'Neil added that there is also saw cutting for trenching in existing building slab to consider. Tom added that he would rather not be where we are, but agree that building is fairly open at this point.
- Steve mentioned the built-up roof. Quarry tile mudset and unsuitable soils are the largest change orders to date.
- Mark Powers asked about what is being used to adhere flooring products because with current strict industry testing standards and more sustainable glue products it is difficult Impossible to meet standards. Tom O'Neil mentioned that we are currently testing slabs in areas the school has told us has had moisture in the past as well as at some location where there is cracking in the corridors; existing concrete will also be track-blasted to help with adherence. Deborah Marai added that the specifications call for the most reasonable testing.

11. OPM Update – Monthly Project Budget Report (handout): Tom O'Neil & Deborah Marai, PCI

- Tom O'Neil reviewed the Monthly Budget Report tracking all project expenses. It is projected that all construction and soft cost contingency will be spent. PCI will continue to report on budget at Building Committee Meetings.

12. MSBA Project Funding Agreement Amendment Update: Deborah Marai, PCI

- PCI prepared and submitted response comments for the Town to the MSBA's draft "Revised Total Project Budget (TPB) for the project Funding Agreement (PFA) Amendment. MSBA asked for and received additional information (e.g., waste water project pricing). MSBA said they would be sending revised draft out for review. It is expected that all accepted Alternates will be reimbursable by the MSBA. Once finalized, MSBA will forward paperwork to Mike Yunits for Town signature.
- We need the PFA Amendment to be finalized in order for Budget Revision Request No. 1 changes to be incorporated into Propay so that Barry can charge and be reimbursed against certain line items.
- The MSBA reviews construction Change Orders quarterly and makes a determination on whether funds moved from Owner's construction contingency

are eligible for reimbursement. The project's first Change Order review is in August. PCI has submitted CO #1 & CO #2, and now will submit CO #3.

13. Utility Rebate Update: Deborah Marai, PCI

- National Grid forwarded 4 Incentive Applications, total \$89,063; Dr. Ansay signed, PCI will also sign and forward back to National Grid.
 - Lighting Controls \$2,670
 - HVAC – AC Equipment \$3,225
 - Variable Frequency Drives \$15,950
 - Custom – Performance Lighting \$67,218
 - National Grid has determined that the project is not eligible for an “electric to gas conversion”.
14. Kevin O'Neil brought up coordination and outreach related to start of new school year. Deborah reported that on 8/10/12, there is a meeting with WT Rich, PCI, JCJ and the appropriate members from the High School and the School Department; this meeting will address coordination of for turning over the building for the start of the school year - what to expect, when WT Rich will turn over various spaces, cleaning, etc. On 9/10/2012, WT Rich will present a phasing and schedule update to the faculty; this is being coordinated with Megan Lafayette.
15. Dr. Ansay asked for an update on the recent concerns from the Fire Chief and the Building Inspector on emergency vehicle access to the rear of the building. Tom O'Neil provided an update: access had been restricted because trenching for new fire service - this is being corrected; the fire chief had additional concerns about ductwork being temporarily stored in front of front entry – this is also being addressed. Tom stressed the importance of proper communication. PCI is refining the communication protocol with the Town officials to insure they are better informed; this will include bullet points of next few construction activities that will be happening; this communication will go directly to Chief Schliecher and Scott Barbato in addition to Deputy Fire Chief Miles and Paul DeBaggis (on site inspector for Mr. Barbato).
16. It was reported that there was an attempted intrusion last week, though the person did not get in the building. Police are working on finding the person based on vehicle and license plate information. Tom Withers has moved some of motion detectors to better capture movement related to changing construction conditions.
17. Per request of Kevin O'Neil, Pinck showed the Committee some of the project's product samples that are kept in the construction trailer.

Upcoming Milestones:

- Tuesday, September 4, 2012 First day of school / Start of Phase 2 work
- Monday, September 10, 2012 Update to Faculty
- 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 8:28 p.m.

Next Meeting Date: Tuesday, September 25, 2012.

Attachments:

- WT Rich – Buyout Status Detailed Analysis; 3-week Look Ahead and complete Construction Schedules; Change Order Log
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

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





