

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

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NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
July 12, 2011
Norton High School Library

Attending: Building Committee Chairman Kevin O'Neil, Mike Yunits (Town Manager), Patricia Ansay (School Superintendent), Laura Carew (Facilities/Grounds Coordinator), Paul Helmreich (Finance Committee), Brad Bramwell (Select Board), Mark Powers, John Young (Energy/Custodial staff), Jennifer Pinck (PCI), Margaret Wood (PCI), Greg Smolley (JCJ Architecture)

Call to Order: The meeting was called to order at 6:30 p.m.

1. Margaret Wood of Pink & Co. (PCI) took the minutes of the meeting.
2. Margaret reviewed the dates for the upcoming meetings related to the project (see end of these minutes)
3. Margaret outlined the components of the RFP which will be reviewed this evening (see attached documents)
4. Jennifer reviewed the Submission Requirements for Section 3 of the RFP, including:
 - Preconstruction Services Plan
 - Construction Services Plan
 - Comments on Preliminary Phasing Plan & Project Schedule
 - Comments on Current Cost Estimate
 - Comments on Current Design
 - Comments on Current LEED & Sustainability Design
5. Jennifer described the content the price proposal requests:
 - Preconstruction: Definition of the cost of services, who will be assigned
 - Construction: Cost of staff (who and at what cost)
 - General Requirements (RFP will provide a list to price)
 - Fee

The CM will initially sign a contract only for the Pre-Construction phase. If there is an early package for windows or long lead item, an amendment for early packages can be executed.
6. The CM will participate in the Design Development submittal through the submittal of a reconciled estimate.
7. Interviews are targeted for the week of August 15th. A kick-off meeting will be held the last week of August (date currently held is August 29th).

8. Most of business terms are established by Mass. General Law, such as retainage (5%). The key business terms open to discussion are:

Substantial and Final Completion:

The Substantial Completion date, once set, will limit the monthly General Conditions. Jennifer recommended that a date certain be included and committee members agreed.

Liquidated Damages:

The pros and cons of liquidate damages were discussed. Key points were:

Pros: puts pressure on the contractor to complete

Cons: sets up a negative dynamic where the contractor is aggressively seeking any reason to demonstrate delays are unrelated to CM performance.

Comments were as follows:

- Brad noted that the question is whether there are any real damages to the Town for later completion. Because the project is premised on using the new and existing building for swing space and there are no obvious financial costs to the Town, the actual damages are difficult to assess and value.
- Mark noted that contractors value their reputations and a financial penalty will not necessarily outweigh their desire to complete on time
- Greg recommended limiting the General Conditions based on an agreed upon schedule.

Jennifer recommended that the contract include strong language limiting General Conditions (per the discussion of Substantial and Final Completion) but delete language related to Liquidated Damages: committee members concurred.

9. Participants reviewed the proposed scoring of the proposals. There was discussion of the weighting of the different aspects of the proposals and the differences between the RFQ and the RFP. Mark commented on the importance of clear requirements for safety and the related cost. He recommended additional detail be added to the RFP to ensure that all contractors are making the same assumptions in their fee.
10. Greg reported on his inspection of the track and his recommendations for further prep which Laura will relay to the contractor. Laura gave an update on track and bleacher coordination and related costs. The announcer's tower has been demolished to make room for the bleacher handicap access. The existing concession stand will be demolished the week of July 23-24th. Costs for power to the sprinklers and the press booth are being coordinated by Laura and paid from the rental account. The new concessions stand is being built by the Voc. Tech students and will take approximately a year.
11. The upcoming milestones are as follows:
- Friday July 15th: RFQ responses due
 - Friday, July 22nd: Analysis of RFQ response presented to Building Committee
 - Monday, July 25th: Notice to all proposers, RFP distributed to top ranked
 - Tuesday, August 2nd: Building Committee meeting (design review)
 - Monday, August 8th: RFP responses due
 - Friday, August 12th: Analysis of RFP responses presented to Building Committee
 - Week of August 15th: Interviews with top ranked RFP respondents

Tuesday, August 23rd: Decision on CM firm and notification
Week of August 23rd: Kick-off meeting
Friday, October 14th: Homecoming

Adjourned: Motion to adjourn at 8:10, seconded and approved.

Attachments: List of proposed RFP Attachments
Business points for discussion from the Owner-CM Agreement
CM@R RFQ Tracking document

Next Meeting Date: Tuesday, August 2nd, 2011, Norton High School Library

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






