

NORTON PUBLIC SCHOOLS
Norton, Massachusetts
NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

May 28, 2013
Norton High School - Staff Dining

RECEIVED
NORTON TOWN CLERK
2013 JUL - 1 P 12:55

Attending:

Building Committee – Michael Yunits (Norton Town Manager), Paul Helmreich (Finance Committee), Brad Bramwell (Selectman), Building Committee Chairman Kevin O'Neil, Mark Powers, Tom Golata, Andrew Mackey (School Committee),

Also in attendance – Tom O'Neil (PCI), Geoff Zini (High School Vice-Principal), Mike O'Leary (Facilities Consultant to the Town of Norton), Steve Roman (WT Rich), Jeff Elliott (JCJ Architects)

Call to Order: Kevin O'Neil called the meeting to order at 6:45 p.m.

1. Tom O'Neil of Pinck & Co. (PCI) took the minutes of the meeting.
2. Mike Yunits made a motion to approve the minutes from the 5/7/13 meeting, Brad Bramwell seconded the motion; Committee voted unanimously to approve the minutes from the 5/7/13.
3. **Remaining Feasibility Study Funds**
 - Kevin O'Neil recapped the issue of the remaining Feasibility Study appropriations to date. The \$93,197.74 remaining from the Feasibility Study phase has been put into the Capital Improvements Article and the Article was passed at Town Meeting. Kevin O'Neil thanked everyone for their support for this Article.
4. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
 - No change; the only item left to buyout is auditorium scaffolding (estimated value \$62,700), which is not needed until last phase. Buyout savings to date (not including savings from early bid packages, which was incorporated into the GMP) is \$221,697.
5. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WT Rich**
 - Steve handed out an abbreviated version of the overall schedule (updated as of 5/13) and walked the committee through progress since the last Building Committee meeting.
 - Phase 3 is proceeding well with the partition work complete, the mechanical systems are being put in place and the painting is in process.
 - Steve explain that they are slightly ahead of schedule for the Phase 3 work, but that would not offer a benefit to the school, because the Phase 3 completion coincides with the end of the school year.
 - Steve once again thanked the High School administration team as they have been highly involved in the schedule and have been able to turn areas over to WTR earlier than planned. This really helps to get the work done ahead of the already aggressive summer schedule.
6. **Construction Update – Marguerite Concrete Claim : Steve Roman, WT Rich**
 - Steve noted that WTR is in receipt of the claim rejection from the Town of Norton and has forward that information to Marguerite. WTR is waiting for a response from the subcontractor.

7. Construction Update – Flooring Issues : Steve Roman, WT Rich

- Steve noted that the manufacturer has taken full responsibility of the failure of the floor tile in the cafeteria and science rooms. New tile has been delivered to the installer and the work will start right after the end of the school year. The other flooring issue in the new phase 2 classrooms is a wax compatibility issue. These floors will be stripped and refinished during the summer. There is no problem with the tile.

8. Design Update – Furnishing Package: Jeff Elliott, JCJ

- The Phase 3 and Phase 4 furniture is scheduled for August. No problems are anticipated with these orders.
- The furniture vendors have been completing Phase 1 punchlist albeit sporadically. JCJ has reminded the vendors that they cannot show up unscheduled and unannounced. The remaining items are minor, and will be corrected in the near future.

9. Design Update – Technology Package: Jeff Elliott, JCJ

- No update for this item.

10. Budget Update – Owner's Soft Cost Contingency Budget (handout): Tom O'Neil, PCI

- Tom handed out and reviewed PCI's Soft Cost Contingency Report.
- Soft cost contingency has only changed slightly since previous review.
 - Original Soft Cost Contingency Budget = \$497,366
 - Soft Cost Contingency Committed to date = \$266,234; remaining budget after committed = \$198,132
 - Tracking potential additional use of Soft Cost Contingency = \$4,700; remaining budget after committed and potential = \$193,432

11. Budget Update – Project Budget Tracking (handout): Tom O'Neil, PCI

- PCI handed out PCI's Owner Budget Report and presented an updated to the overall project budget. Approximately 60% of the total project budget has been expended.
- Budget has not changed; the project is on budget (\$34,589,955) and the MSBA reimbursement remains 64.42% of eligible project costs.
- PCI continues to review/scrutinize for MSBA reimbursement eligibility: Change Orders/funds moved into the project from Owner's Construction Contingency, funds moved into the project from Owner's Soft Cost Contingency, and (a newer process) Construction Manager Contingency.

12. Budget Update –Owner's Construction Contingency Budget (handouts):Tom O'Neil, PCI

- Tom handed out PCI's Construction Contingency Report and WT Rich's Change Order Log.
 - Original Owner's Construction Contingency = \$945,833
 - Subtotal Change Orders from Owner's Contingency = \$455,753
 - Owner's Construction Contingency Balance after approved COs and CORs = \$381,023
 - Subtotal Potential & Pending CORs = \$268,947
 - Owner's Construction Contingency Balance with Potential CORs considered = **\$112,076**
- This is acknowledged to be a tight remaining Construction Contingency balance.

- Only minor change orders have been added to the list since the last review.
- One potential unknown/unforeseen condition is the work at the Auditorium ceiling; there is a cutting and patching allowance, and CM contingency if that is exceeded.

13. Value Engineering Options (WT Rich handout): Tom O'Neil, PCI, Steve Roman WTR, Jeff Elliott JCJ

- Music Instrument Casework; estimate savings \$30,260
 - Description: The submittals and shop drawings for this casework/shelving are complete; WT Rich is waiting to release this items for fabrication based on the Committee's decision, which WT Rich needs to know before June 15th
 - Pros: Savings. Casework is something that can be fabricated later and installed out-of-Phase, or even after the project is over. Of all of the VE options, it stands out as the one that can be held back until the Committee feels confident about the remaining Construction Contingency relative to the remaining project scope/chance of risk.
 - Cons: Need some sort of storage for the musical instruments.
 - Discussion: This room will be use for both the band and choral groups. Tt is agreed that there is some need for storage but is also agreed that the decision on this item will need to be delayed. Also, by delaying this decision, it would be possible to review the design with the band and chorus teachers.
 - Action: The committee has previously voted to put this item on HOLD and upheld that decision at this meeting. The release of the Music Instrument Casework will be kept on HOLD. It is understood that this will likely be installed out-of-phase and possibly after substantial completion.
- Delete Gyp Hard Ceilings at Media Lab and Replace with ACT; estimate savings \$7,000
 - Description: There are details in the ceiling (hung acoustic ceiling tile, hung wood "clouds", gypsum/hard soffits and details) at the Media Center which break up the room and define specific areas. WT Rich needs decision before June 15th
 - Pros: Some savings, might be more if re-estimated (see below).
 - Cons: There is not a lot of savings offered in this option; Though the different ceiling types are an architectural detail, they do help to break up an otherwise large space; furniture and usage will break up the floor plan, but without these details the ceiling will be one continuous, uniform plane of ACT. It was also noted that the light fixtures for this area would be different than the balance of the space as the fixtures for the "clouds" have already been purchased and are on site.
 - Discussion: The Committee discussed the pros and cons of this item. It was determined that this design change would compromise the space and the potential cost savings did not warrant accepting the option.
 - Action: This item will be removed from the potential VE List.
- Auditorium Wood Wall Panels; estimate savings \$17,500
 - Description: Delete wood wall panels inside Auditorium and replace with fabric-wrapped panels. WT Rich needs decision by the May 28th Committee meeting.
 - Pros: Savings. Fabric-wrapped panels could provide the same acoustic function as the more expensive perforated wood panels.
 - Cons: JCJ explained that there are perforated and flush wood panels at the lower level of the auditorium, and fabric-wrapped panels at the higher levels; the

rationale is both aesthetic and durability (fabric wrapped are less durable and are kept out of contact with typical movement around the auditorium).

- Discussion: Jeff Elliott presented showing the proposed design for the Auditorium. The pros and cons of the potential cost savings were addressed. The discussion centered on the already poor acoustics in the auditorium and any compromise would be going in the wrong direction. It also did not make sense to entertain a cost saving idea that could potentially increase the operating budget for repairs do to the less durable nature of the proposed VE item.
- Action: This item will be removed from the potential VE List.

14. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and eligible/ineligible reimbursements.

15. Tom Golata made a motion to adjourn the meeting, Brad Bramwell seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:30 p.m.

Upcoming Milestones:

- June 10, 2013 Update to School Committee
- June 18, 2013 Building Committee Meeting
- June 25, 2013 Last Day of School
- June 25, 2013 Special Election for the United States Senate
- July 2013 Completion of Phase 3
- July 30, 2013 Building Committee Meeting
- August 2013 Completion of Phase 4
- August 27, 2013 Building Committee Meeting
- September 4, 2013 First Day of School
- September 24, 2013 Building Committee Meeting
- October 29, 2013 Building Committee Meeting
- November 26, 2013 Building Committee Meeting
- December 17, 2013 Building Committee Meeting
- December 31, 2013 Substantial Completion

Adjourned: The meeting was adjourned at 8:30 p.m.

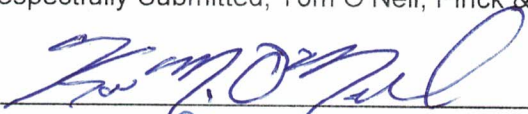

Next Meeting Date:

- Tuesday, June 18th, 2013. This is one week earlier than the last Tuesday of the month due to the special Senatorial election on June 25th.

Attachments:

- WT Rich –Change Order Request log; Value Engineering Options tracking sheet
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

Respectfully Submitted, Tom O'Neil, Pinck & Co. Inc.

Paul Helms

Mark C. Powers

W. H. Hall