

NORTON PUBLIC SCHOOLS
Norton, Massachusetts
NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
JUNE 16, 2013
Norton High School - Staff Dining

RECEIVED
NORTON TOWN CLERK

2013 OCT 25 P 1:25

Attending:

Building Committee – Paul Helmreich (Finance Committee), Michael Flaherty (Finance Committee), Building Committee Chairman Kevin O'Neil, Mark Powers, Tom Golota, Brian Bechet, Barry Nectow (Director of Operations & Finance NPS)

Also in attendance – Deborah Marai (PCI), Steve Roman (WT Rich)

Call to Order: Kevin O'Neil called the meeting to order at 7:15 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Paul Helmreich made a motion to approve the minutes from the 5/28/13 meeting, Mark Powers seconded the motion; Committee voted unanimously to approve the minutes from the 5/28/13 Building Committee meeting.
3. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
 - No change; the only item left to buyout is auditorium scaffolding (estimated value \$62,700). About to buy out scaffolding for the final phase, may be a bit higher than estimated. Buyout savings to date (not including savings from early bid packages, which was incorporated into the GMP) is \$221,697.
4. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WT Rich**
 - Steve handed out a 30-day look-ahead schedule and phasing schedule (updated as of 6/13) and walked the committee through progress since the last Building Committee meeting.
 - Steve Roman reported that the school administration has been great – Geoff Zini's team, Tom Wither's team, and Barry Nectow's team. They freed up spaces ahead of time, allowing WT Rich to keep the crews busy until school gets out and Phase 4 and 5 spaces are officially turned over.
 - Phase 3 interior work – mainly finishes, texting/balancing, and inspections remain; Phase 3 will not be handed over until the end of the summer, though will be mostly complete and waiting on furnishings. Phase 3 work at auditorium entry is ongoing. Phase 3 exterior work, including the new EIFS system, is ongoing. Work has begun on Phases 4 and 5 in areas that the school has been able to free up; Phase 4 work will begin in earnest once school is out, Phase 5 work will begin in earnest in July.
 - New transformer and service is live as of Saturday; next Tuesday the old transformer will be demolished. Verizon is coming in this week.
 - Steve Roman reported schedule and phasing right on track for where we need to be.
 - Mark Powers asked about landscaping scope; Steve walked through major highlights of landscaping scope.
 - Barry Nectow gave an update on moving. Tomorrow, the school will be handing over the 6 existing science classrooms to WT Rich. There is a lot of used furnishings that have been offered to public; he did not get too many bites, so put the information on a list serve of school business managers in Massachusetts. They are getting rid of the remainder of the furnishings to other schools; this is a great outcome - saves

labor, demo, recycling, storage (and therefore saves Owner's soft cost contingency). By end of day Wednesday, all of these furnishings will be gone in preparation for summer work.

- Kevin reported that WT Rich has made a good will gesture and is picking up bill for flat tires from students and staff.

5. Construction Update – Marguerite Concrete Claim : Steve Roman, WT Rich

- Marguerite's claim argues that the corrective action WT Rich undertook to level the floor slab at the second floor of the new addition was not required. The Town formally rejected Marguerite's claim. Steve noted that the team is still working toward solution and working to avoid legal action. This should be resolved by the next Building Committee meeting.

6. Design Update – Furnishing Package: Deborah Marai, PCI

- Deborah Marai reported that JCJ could not attend tonight's meeting but provided an update for Deborah to report. Nothing new regarding furnishing. Both Phase 3 and Phase 4 furniture is scheduled for August delivery. No problems are anticipated with these orders.
- Steve reported that the furniture vendors have been completing Phase 1 punchlist albeit sporadically. The remaining items are minor, and are scheduled to be corrected in the near future.
- Barry Nectow reported on the fitness equipment Request for Proposal. Several firms picked up the proposal, but they received only one submission. The contract has been awarded; the District is now working with the firm to customize the equipment for NHS. The equipment is refurbished - 6 pieces of cardio, circuit with 6 machines, plus other fitness equipment pieces; 1 year full warranty parts & labor and preventative maintenance for 3 year (they come out twice a year). The existing equipment – some in auction, some used in the summer at LGN gym (setting up weight room at LGN gym this summer for football).

7. Design Update – Technology Package: Deborah Marai, PCI

- JCJ had no update on the Technology Package other than there will be deliveries and activity in late August for Phase 3 and 4 completion.
- Kevin O'Neil inquired if the school has anything to share regarding technology. Barry Nectow indicated that they are in a bit of a slow period right now; Paul Driscoll is doing some relocation and decommissioning. Some surplus used equipment is being redeployed around district.

8. Budget Update – Owner's Soft Cost Contingency Budget (handout): Deborah Marai, PCI

- Deborah Marai handed out and reviewed PCI's Soft Cost Contingency Report. The District submitted a Budget Revision Request to the MSBA for \$33,000 to be move from Soft Cost Contingency to Moving budget line item. This is partially to assist with efforts that need to be done quickly once school is out in order to provide the maximum amount of time for WT Rich to complete the summer work.
- 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

9. Budget Update – Project Budget Tracking (handout): Deborah Marai, PCI

- Deborah Marai handed out PCI's Owner Budget Report and presented an updated to the overall project budget. Approximately 62% of total project budget has been expended.
- The 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.

10. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Deborah, PCI and Steve Roman, WT Rich

- Deborah Marai handed out PCI's Construction Contingency Report and Steve Roman handed out WT Rich's Change Order Request Log. Note: WT Rich's COR Log is more accurate; CO #11 did not get added to PCI's computations in the Report.
 - Original Owner's Construction Contingency = \$945,833
 - Subtotal Change Orders from Owner's Contingency = \$564,810
 - Owner's Construction Contingency Balance after approved COs and CORs = \$381,023
 - Subtotal Potential & Pending CORs = \$345,608
 - Owner's Construction Contingency Balance with Potential CORs considered = **\$35,415**
- Steve Roman walked the committee through the new potential CORs; see COR Log.
 - One issue – Administrative Mailboxes: issue with both number (too few) and height (some too high). COR came in high; JCJ made comments and WT Rich revisiting, but the number will only go down a little. JCJ look at other ways to solve the problem.
- This is acknowledged to be a tight remaining Construction Contingency balance.
- 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.

11. Value Engineering Options (WT Rich handout): Deborah Marai, PCI and Steve Roman WTR

- Music Instrument Casework; estimate savings \$30,260
 - The committee has previously voted to put this item on HOLD. 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.
 - Geoff Zini was sent the shop drawings, which he shared with the band director.

12. Miscellaneous:

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

13. Paul Helmreich made a motion to adjourn the meeting, Tom Golota seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:30 p.m.

Upcoming Milestones:

- 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, July 30th, 2013.

Attachments:

- WT Rich – Buyout Savings; 30-Day Look-Ahead & Phasing Schedules; 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, Deborah Marai, Pinck & Co. Inc.











