

East Bridgewater High School Building Committee



Meeting No. 47

Date & Time: 5:00 pm Tuesday 19 February 2013
Location: CP Site Trailer

Attended (✓) Name, Affiliation

East Bridgewater High School Building Committee

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|-----------------------------|-------------------|
| ✓ David Floeck, Chair | ✓ Elizabeth Hayes |
| ✓ Susan T. Cote, Vice-Chair | ✓ George McCabe |
| ✓ Patricia Coppola-Lugo | Theresa McNulty |
| ✓ Dave Foley | ✓ Kevin Smith |
| ✓ Greg Gurney | ✓ Paul Vieira |

Collaborative Partners (CP):

- ✓ Simon Tempest
- ✓ Allyson Toner
- ✓ Joe Naughton
- Paul Kalous

Ai3 Architects:

Scott Dunlap
Daren Sawyer
Chelsey Masters

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1. The meeting was called to order by Chairman, David Floeck at 5:05PM.

Meeting Minutes

2. The Committee voted to approve meeting minutes #46, dated January 14th, 2013.
 - a. Motion – Beth Hayes
 - b. Second – Paul Vieira
 - c. Abstentions – Kevin Smith
 - d. Vote – Approved

Project Update

3. Simon Tempest gave an update on the project progress. The building's exterior enclosure is complete. Large glass curtain walls have been framed and temporarily enclosed until glass is installed. Curtain wall glass was delayed but is scheduled to be delivered and installed next month. The wastewater treatment plant is progressing well and is now about 50% complete. Exterior masonry is in progress and the building structural block work is almost complete. The building has been covered and is being heated. Structural steel decking and roof is scheduled to start next week. Pricing to add the concession building/half-time facility alternate back into the project came in too high and Ai3 is researching other options for the Committee. Ai3 is looking into a doing a pre-fab building and are currently talking to Triumph to determine costs and feasibility of this option. Pre-fab buildings have come a long way and may be the most affordable solution. The building can be designed to allow utility connections and can be customized to match the façade to the building. A project at Framingham State is in progress and CP plans to set up a site visit to look at the building if Ai3 recommends moving forward with this option. The Committee will need to decide if utilities for the concession building should be installed at this time.

The Committee discussed that restrooms are required to avoid having to open the school off hours. Site work at the football field is on hold until weather improves. The CP reported that PARE and CC Construction are looking into whether or not additional drainage will be needed at the turf field. PARE was on site to observe conditions and does not agree with soil conditions reported by the site contractor in this area. A drainage system has been designed in this area to handle groundwater and surface water below the football field as part of the contract. A meeting has been set up with PARE and the CC to review and resolve. CP noted that work in this area began ahead of schedule and was originally scheduled to start in April.

Project Budget

4. CP distributed and reviewed the updated Project Budget. Overall the Project is 63% complete and is on budget.
5. CP distributed and reviewed the PCO Log. Pending change order requests (CORs) include all CORs that have been reviewed by CP, Ai3 and engineers and recommended for approval. Change Order #4 has been issued in the total amount of \$118,996.82. All CORs in Change Order #4 have been previously discussed with the Committee. The Committee voted to approve Change Order #4 in the total amount of \$118,996.82.
 - a. Motion – Susan Cote
 - b. Second – Trish Lugo
 - c. Vote – Unanimous
6. EBPS requested pricing to modify the handrail design at the main stairwell. Pricing was provided for two options but both costs were too high and the Committee agreed to withdraw this request. Fontaine is working on getting pricing for the lecture hall seating.
7. Simon Tempest presented the January 2013 Monthly Invoice Package. All invoices were sent to the Committee for review prior to the meeting and were also reviewed at the Finance Meeting this morning with George Samia, Phyllis Tirrell, and Marilyn Thompson.
 - a. The Committee voted to approve Collaborative Partners Invoice #101017-29, in the amount of \$40,462.50 for Owner's Project Management services during the month of January 2013.
 - i. Motion – Beth Hayes
 - ii. Second – Paul Vieira
 - iii. Vote – Unanimous
 - b. The Committee voted to approve Ai3 Invoice #0028B-1003, in the amount of \$20,190.26 for Basic Services during the month of January 2013.
 - i. Motion – Paul Vieira
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous
 - c. The Committee voted to approve Ai3 Invoice #0028E-1003, in the amount of \$9,906.46 for Extra Services during the month of January 2013.
 - i. Motion – Trish Lugo
 - ii. Second – Paul Vieira
 - iii. Vote – Unanimous
 - d. The Committee voted to approve Fontaine Bros' Application for Payment #17 in the full amount of \$2,324,915.73 for Work completed during the month of January 2013.

- i. Motion – Susan Cote
 - ii. Second – Paul Vieira
 - iii. Vote – Unanimous

- e. The Committee discussed the project's testing budget. There is \$32,345.50 remaining in the contract with the materials testing agency, Briggs Engineering, and a total of \$57,345.50 remaining in the budget for Construction Testing services. The Committee voted to approve the following Briggs Engineering invoices in the total amount of \$1,647.00 for construction testing services through January 12, 2013.
 - 1. Briggs Engineering invoice #63667 in the amount of \$312.00, dated 12/22/12.
 - 2. Briggs Engineering invoice #63757 in the amount of \$312.00, dated 12/29/12.
 - 3. Briggs Engineering invoice #63910 in the amount of \$432.00, dated 1/5/13.
 - 4. Briggs Engineering invoice #64009 in the amount of \$591.00, dated 1/12/13.
 - i. Motion – Beth Hayes
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous

- f. The Committee voted to approve The Enterprise invoice #CN12878727 dated 2/3/13 in the amount of \$690.00 for FF&E Bid Advertisement to appear in local newspaper as required by MGL c. 30B.
 - i. Motion – Beth Hayes
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous

Furniture, Furnishings & Equipment (FF&E)

- 8. During program development, department heads were assigned a dollar value based on the budget and over the past few months Paul Vieira worked diligently with department heads to cut the program as much as possible before bid documents were released. The FF&E Bids were received January 31st and have been analyzed by FF&E Consultant, Nancy Lohrer, to develop the proposed FF&E Award Summary. The FF&E Award Summary has been reviewed by the CP, Paul Vieira, Susan Cote, and David Floeck over the past few weeks and is currently about \$260,000 over budget. This includes an estimate for the items that need to be re-bid. A meeting was held 2/15 with Nancy Lohrer, CP, Paul Vieira, Susan Cote, and David Floeck to discuss bids, status of budget and to make initial cuts to the program. Nancy Lohrer made recommendations to for cuts to the program. TV Studio furniture requested by EBCTV came in at about \$22,628 and it was agreed that the Project cannot afford to furnish this space. These items have been removed from the program and Susan Cote has notified EBCTV. The fitness center equipment came in at \$59K and the Committee discussed possibly holding on purchasing this equipment temporarily until later in the project. CP will find out if fitness equipment vendor will hold their bid if the Committee decides to purchase this equipment later. The Committee had previously discussed moving funds from the credits received in construction contingency to the FF&E budget. Credits had been received in construction for reduced paving thickness, septic sand no longer required at Middle School, and scoreboard control changes in the total amount of \$174,143.05.

- 9. The Committee voted to move \$174,143.05 from credits received in construction contingency, to the FF&E Budget.
 - a. Motion – Paul Vieira
 - b. Second – Beth Hayes
 - c. Vote – Unanimous

- 10. Now that the bids have been received Paul Vieira will be going back to department heads to make final cuts. Once re-bids are complete and staff cuts have been made, Nancy Lohrer will provide a revised Award Summary which will determine the total bids and additional budget needs. The revised Award Summary will be brought to the

Committee at the next meeting to make final decisions on the FF&E budget and to approve vendor awards. Nancy Lohrer is preparing vendor purchase orders, which will need to be issued immediately after the Committee has approved vendor awards so FF&E orders can be made on schedule. A mock-up of the furniture selected will be set up in the high school.

Technology

11. The Committee voted to approve HubTech as the Technology Vendor on the project. Susan Cote reported that references were checked from other school districts who have used HubTech and all recommended their services.
 - a. Motion – Paul Vieira
 - b. Second – Trish Lugo
 - c. Vote – Unanimous
12. Susan Cote reported that an issue has come up with Ockers Company, the technology vendor that was not selected on the project. EBPS brought in two vendors off the state bid list to compare qualifications. Two presentations were given by HubTech and Ockers and a Committee used a scoring rubric to review. Ockers scored 2 points higher than HubTech however, overall the Committee did not see a significant difference in qualifications and decided that the best decision would be to select HubTech since they are already working on the technology systems in the new school with the electrical subcontractor. The Committee would have selected Ockers if they had demonstrated they could perform better but since they were equally qualified, it made more sense to stay with HubTech. Since both companies are on the state bid list there are no obligations to either company. Ockers has requested the opportunity to discuss their concerns with the Building Committee on how the vendor selection process was handled.
13. CP reported that meetings were held with copier vendors Xerox and Toshiba 2/15 to discuss equipment needs in the new building. All vendors are on the state bid list and will be providing quotes for outright purchase as well as leasing options.
14. CP will be getting quotes from movers on the state bid list for the move. CP is working on an RFP for move services. A walkthrough will be scheduled with prospective moving companies to identify the scope of services and obtain quotes. CP will be soliciting proposals from moving companies on the state bid list. The move will consist of relocating EBHS to the new school, relocating 7 & 8 grades from the Middle School to the new School, and relocating 3rd grade from Central School to the Middle School. Teachers and staff will be getting moving boxes in the Spring so they will have ample time to pack their classrooms before the end of the school year.

Local Approvals

15. CP reported that PARE filed letter of intent with ConComm to modify existing permit to construct the third lane if needed. Plans have been submitted to ConComm and CP spoke with John Delano. The Building Committee will go before ConComm at the hearing March 26th, 2013 @7pm. David Floeck and Susan Cote will attend. CP to request PARE to attend hearing to answer engineering questions. CP will confirm language of modification to permit does not require the lane to be constructed, but allows the Town to construct the lane if it is later determined to be needed.

Signage

16. The School Committee voted street names and will be voting on the dedication plaque at the next meeting.

Other Business

17. The meeting was adjourned at 6:27PM.

- a. Motion – Paul Vieira
- b. Second – Beth Hayes
- c. Vote – Unanimous

Future Meetings/Events:

Date	Time	Group	Location
25 Feb 13	6:00 PM	FInComm Walkthrough	CP Site Trailer
26 Feb 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
5 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
6 Mar 13	9:00 AM	MSBA Site Visit	CP Site Trailer
6 Mar 13	8:00 AM	FF&E Mock-up Installed	EBHS – Rm. 301 & 302
11 Mar 13	10:00 AM	Finance Meeting	Superintendent's Office
11 Mar 13	7:00 PM	Building Committee Meeting	EBHS – Library
12 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
13 Mar 13	3:30 PM	Pre-Bid Walkthrough – Movers	EBHS
19 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
26 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
26 Mar 13	7:00 PM	ConComm Public Hearing	Town Hall
2 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
8 Apr 13	10:00 AM	Finance Meeting	Superintendent's Office
8 Apr 13	7:00 PM	Building Committee Meeting	EBHS – Library
9 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
16 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
23 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer

These notes will become part of the project record as written, unless corrections or additions are received in writing within 6 days of distribution.