

East Bridgewater High School Building Committee



Meeting No. 48

Date & Time: 7:00 pm Monday 11 March 2013
Location: EBHS – Library

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

-
1. The meeting was called to order by Chairman, David Floeck at 7:05PM.

Meeting Minutes

2. The Committee voted to approve meeting minutes #47, dated February 19th, 2013.
 - a. Motion – Susan Cote
 - b. Second – Paul Vieira
 - c. Abstentions – Theresa McNulty
 - d. Vote – Approved

Technology

3. Bob Sears from Ockers Company attended the meeting to express Ockers' concerns regarding the technology vendor selection process. Mr. Sears indicated that Ockers did not agree with the way the process was handled in East Bridgewater and thought it would have been more appropriate if they had an opportunity to submit a pricing proposal in addition to the interview. Mr. Sears proposed that when the project is complete, Ockers would request all invoices on the project.
4. Susan Cote responded to the Building Committee and explained how the vendor selection process had been handled. A technology subcommittee was put together to provide input on presentations and selection of a vendor off the state bid list and consisted of school staff and community members. Two vendors were interviewed even though this is not required if companies are on the state bid list. The subcommittee wanted to give both companies an opportunity to present their qualifications. At the beginning of the project, Ai3 worked with the school to include technology infrastructure in the base bid. HubTech won the bid through Griffin Electric for the technology

infrastructure included in the base construction contract when the project went out to bid. Although both HubTech and Ockers scored similarly during the interviews, the school and the subcommittee agreed that it would be beneficial to the project to select HubTech as the technology consultant since they are installing the infrastructure and are already familiar with the project and systems in the new building. Ai3's technology consultant, who was involved during design, had also recommended using HubTech. References were checked for both companies and HubTech was highly recommended by all references that were contacted. Susan Cote had previously sent all information related to the vendor selection process to Ockers per their request. It would have been difficult to request and compare quotes from vendors because it was the intent to have the vendor be involved in the programming process and work with the school to develop a program for IT equipment that would meet the needs of the school while staying within the assigned budget. Ockers had requested to attend the meeting and the Building Committee agreed to hear concerns however, the Building Committee did not make the decision. The vendor selection process followed all procurement laws and the vendor was selected in an ethical manner based on qualifications and knowledge of the project.

Project Update

5. Simon Tempest gave an update on the project progress:
 - a. Phase 2 site demo work that was started ahead of schedule, is now on hold due to weather. Drainage at the turf field was re-evaluated with PARE and CC. Test pits were dug at the field and no groundwater was encountered. Based on the conditions observed, it was determined the original drainage designed in this area is sufficient but this area will be monitored closely throughout construction before a final determination is made.
 - b. Work at the wastewater treatment plant is progressing. Structural walls are complete and the roof has been installed. Fontaine had originally expected the plant would be brought online earlier than the building to save on their pumping costs but various delays prevented an early completion. Fontaine is pushing to finish the wastewater treatment plant as soon as possible. The wastewater treatment plant is now on the critical path and Fontaine has provided a detailed schedule to complete the work on time. The plant is now scheduled to be completed and turned over to the Town June 24th, 2013 with the rest of the building. CP is monitoring the schedule closely to make sure dates are being met each day. Any further delays could significantly impact the schedule and delay substantial completion of the project which is scheduled June 24th. CP will email Fontaine's WWTP schedule to the Committee. DEP approvals and system testing is required for the plant to be operational. The Board of Health is responsible for hiring an operator and they have drafted an agreement to transfer the title from the School Department to the Town, which is currently being reviewed by the attorney. As soon as the final agreement has been issued and signed by the School Committee, the BOH will issue and RFP for an operator. It would be beneficial for the operator to be on board prior to June so that person can be involved in the start-up of the plant. The operator must be approved by DEP and the approval process can take up to 90 days. Susan Cote has contacted the BOH to express the urgency of this matter.
 - c. Ai3 is still looking into the possibility of a pre-fab building for the concession/restroom facility. Plans of the original building design have been provided to a pre-fab company but Ai3 is still waiting for design options and estimates. Simon Tempest contacted another company to get more information. If a pre-fab building is a feasible option, Ai3 will issue design and specifications to Fontaine and Fontaine will obtain bids from pre-fab companies. Utility costs will remain the same and will continue to be broken out separately from the building. Susan Cote mentioned that the sports parents would like to be involved in the design on this building. Susan Cote will invite sports parents to the next meeting. The Building Committee indicated the concession/restroom facility is becoming a high priority and needs to be operational with the start of school. The Building Committee requested that Ai3 present options for the concession/restroom facility at the next meeting.

6. The Building Committee raised concern with regard to the amount of work remaining and questioned whether or not the project could still be completed by the scheduled substantial completion date of June 24th. Fontaine has intentionally pushed work in classroom wings ahead of the rest of the building so that these areas can be turned over first to allow furniture install to take place while work in other areas on the first floor is finishing up. Fontaine is coordinating all construction activities with furniture install and move in schedules with CP and does not anticipate any delays in turning over these areas. It is typical on school projects for the contractor to obtain temporary Certificate of Occupancy while completing the remainder of the work and it is likely Fontaine will be obtaining a temporary C of O while finishing up remaining work in the Auditorium and Gymnasium during the month of July. The Building Committee discussed being more actively involved now that construction is near completion. Bi-weekly Building Committee meetings will be scheduled and David Floeck will be meeting with CP weekly in the trailer @ 3:30PM every Monday from now on. CP will contact Fontaine and Ai3 to attend the next meeting with David Floeck and Susan Cote on Monday, March 25th @ 3:30PM. George McCabe made a motion to invite Ai3 and Fontaine to the next Building Committee meeting on Monday, March 25th @ 7:00PM to address the Committee's schedule concerns.
 - a. Motion – George McCabe
 - b. Second – Susan Cote
 - c. Vote – Unanimous

Project Budget

7. CP distributed and reviewed the updated Project Budget. Overall, the Project is 63% complete and is on budget.
8. CP distributed and reviewed the updated PCO Log. Pending change order requests (CORs) include all CORs that have been reviewed by CP, Ai3 and engineers and recommended for approval. Potential Change Order Requests include CORs in review or on hold, or pricing is in progress. CP is tracking CORs in a separate log to identify errors and omissions.

The following CORs were reviewed and approved by the Building Committee:

- a. COR #48R1 – Additional Steel Framing per RFI #231 REV1 in the amount of \$6,678.86.
- b. COR #58R1 – Cost Associated with Technology Changes (PR #21) resulted in a credit in the amount of (-\$2,168.00).
- c. COR #72 – Additional Lintel per RFI #255 in the amount of \$11,081.50.
 - i. Motion – Susan Cote
 - ii. Second – Beth Hayes
 - iii. Vote – Unanimous
- d. COR #68 – Added Under Counter Fridge in Rm 201H (PR #26) was requested by EBPS during FF&E. The cost for this change is \$1,625 which includes the fridge and additional wiring. The Committee requested this item be withdrawn from the list.

The following Potential Change Order Requests were discussed:

- e. CP has requested pricing from Fontaine for field irrigation.
- f. Fiber cable to replace the link at the existing high school to run to the new building to link all three schools to head end room. This would help the efficiency of all three schools. The quote for this work is estimated to cost about \$34,868. Currently there is a fiber link to the existing high school that will no longer exist with the new building and will need to be replaced. CP to confirm the work that would need to be completed at this time and see if some of the work could be performed later. A fiber link is being installed to the wastewater treatment plant and this line would be extended to the Town Hall to link the three schools.

- g. Fontaine is getting pricing for two different seating options in the lecture hall.
9. Simon Tempest presented the February 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 Susan Cote.
- a. The Committee voted to approve Collaborative Partners Invoice #101017-30, in the amount of \$32,587.50 for Owner's Project Management services during the month of February 2013.
 - i. Motion – Paul Vieira
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous
 - b. The Committee voted to approve Ai3 Invoice #0029B-1003, in the amount of \$13,179.76 for Basic Services during the month of February 2013.
 - i. Motion – Beth Hayes
 - ii. Second – George McCabe
 - iii. Vote – Unanimous
 - c. The Committee voted to approve Ai3 Invoice #0029E-1003, in the amount of \$18,381.00 for Extra Services during the month of February 2013.
 - i. Motion – George McCabe
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous
 - d. The Committee voted to approve Fontaine Bros' Application for Payment #18 in the full amount of \$2,836,597.53 for Work completed during the month of February 2013.
 - i. Motion – Beth Hayes
 - ii. Second – Susan Cote
 - iii. Vote – Unanimous
 - e. The Committee voted to approve the following Briggs Engineering invoices in the total amount of \$1,340.00 for construction testing services through February 16, 2013.
 - 1. Briggs Engineering invoice #64103 in the amount of \$361.00, dated 1/19/13.
 - 2. Briggs Engineering invoice #64176 in the amount of \$312.00, dated 1/26/13.
 - 3. Briggs Engineering invoice #64343 in the amount of \$157.00, dated 2/2/13.
 - 4. Briggs Engineering invoice #64421 in the amount of \$318.00, dated 2/9/13.
 - 5. Briggs Engineering invoice #64526 in the amount of \$192.00, dated 2/16/13.
 - a. Motion – Paul Vieira
 - b. Second – Susan Cote
 - c. Vote – Unanimous
 - f. CP presented the invoice from Verizon for engineering fee to hold pole for conduits to be installed. The Owner is responsible for bringing utilities to the building and there is a budget line item for this cost in the amount of \$75,000. The Committee voted to approve payment in the amount of \$225.00 to Verizon for engineering fee required to set pole.
 - i. Motion – Beth Hayes

- ii. Second – Susan Cote
- iii. Vote – Unanimous

Furniture, Furnishings & Equipment (FF&E)

10. CP distributed the proposed FF&E Awards Summary dated 3/6/13. The total FF&E budget approved to date is \$1,314,134.05, which includes the \$174,143.05 that was voted to be transferred from credits received in construction contingency at the last meeting. Additional cuts to the program were made by staff and the program total is now \$1,376,054.72, which is \$61,920.67 over budget. The total cost per student is now at \$1,448.48. CP noted that all FF&E costs that exceed the original budget of \$1,140,000 are not reimbursable. CP reported that Life Fitness, gym equipment vendor, has agreed to hold their bid in the amount of \$59,470.14 for 6 months if the Committee decides to purchase later. The Committee agreed they would be more comfortable waiting to move contingency funds until June and will revisit purchasing the fitness equipment at this time. If the equipment is ordered in June, this will still allow enough time to install the equipment in the fitness center before the school opens. Nancy Lohrer had mentioned that the layout of the equipment is tight and one or two pieces of equipment may be removed to spread out the equipment. Paul Vieira will check with the AD to see which items, if any, can be removed to lower costs. CP and Paul Vieira are meeting with Nancy Lohrer tomorrow to review the mock-up furniture.
11. Susan Cote made a motion to move \$61,920.67 from Owner's Contingency into FF&E to cover the total overage. After discussion, the Committee agreed to hold on purchasing the fitness equipment and the motion was amended to move only \$2,450.53 from Owner's Contingency to FF&E.
 - a. Motion – Susan Cote
 - b. Second – Beth Hayes
 - c. Opposed – George McCabe
 - d. Vote – Approved
12. Susan Cote made a motion to issue purchase orders to all vendors listed on the FF&E Award Summary document dated 3/6/13 with the exception of Life Fitness.
 - a. Motion – Susan Cote
 - b. Second – Beth Hayes
 - c. Opposed – George McCabe
 - d. Vote - Approved
13. Purchase Orders will be issued to successful vendors by the Town as soon as purchase order attachments have been generated by Nancy Lohrer. CP anticipates POs will be sent out by the end of the week.

Moving

14. CP distributed the move schedule. CP met with Susan Cote and Paul Vieira to develop the RFP for moving services and estimated timeline for move activities. CP developed the RFP and issued it to moving companies on the state bid list, holding state contract FAC78. Boxes will be made available to teachers March 27th to begin initial packing. The police department has requested 1-2 weeks in the existing building after the move for training. Building demolition is scheduled to begin September 1st, 2013. If there is an opportunity to accelerate demolition by allowing the contractor to take over the building early, storage trailers may need to be rented from movers to store boxes from existing building before moving them into the new building. The RFP includes an alternate to provide pricing for storage trailers if needed. A walkthrough is scheduled this Wednesday, March 13th @3:30PM with the moving companies so that a detailed scope can be defined for movers to submit quotes.

Local Approvals

15. ConComm hearing is scheduled March 26th @ 7:00PM to fulfill permitting requirements requested by the Planning Board for the third lane. Simon Tempest has talked to John Delano, ConComm representative, who anticipates that one hearing will be sufficient to fulfill the Planning Board's requirements. PARE will attend the hearing to answer engineering questions.

Signage

16. Beth Hayes reported that the School Committee has voted to name the Library after Anne Kenneally Hynes. There has been some discussion that the Auditorium will also be named, however no motion has been made. Street names that have been voted by the School Committee include: Community Street (the main corridor), Stanley B. Goldman, Michael J. McCarthy, Joseph Morey, and Gordon W. Mitchell. CP to send floorplans to Beth Hayes so street names can be assigned to corridors. It was decided that the dedication plaque will include Building Committee members only. CP to send draft list of names to Building Committee for review. CP to send names to Ai3 to draft sketch of dedication plaque for School Committee to review/approve.

Other Business

17. The meeting was adjourned at 9:50PM.
 - a. Motion – George McCabe
 - b. Second – Susan Cote
 - c. Vote – Unanimous

Future Meetings/Events:

Date	Time	Group	Location
12 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
13 Mar 13	3:30 PM	Pre-Bid Walkthrough – Movers	EBHS
18 Mar 13	3:30 PM	(Unofficial) Building Committee Meeting	CP Site Trailer
19 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
25 Mar 13	7:00 PM	Building Committee Meeting	EBHS – Library
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	6:00 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
22 Apr 13	6:00 PM	Building Committee Meeting	EBHS – Library
23 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
30 Apr 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
6 May 13	7:00 PM	Building Committee Meeting	EBHS – Library
7 May 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
13 May 13	10:00 AM	Finance Meeting	Superintendent's Office
13 May 13	7:00 PM	Building Committee Meeting	EBHS – Library

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