

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts

**NORTON HIGH SCHOOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**  
November 1, 2011  
Norton High School Library

RECEIVED  
NORTON TOWN CLERK  
2011 DEC - 2 P 3:42

**Attending:**

**Building Committee** - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Ray Dewar (Principal), Mike Yunits (Town Manager), Tom Golota (School Committee), Paul Helmreich (Finance Committee), Mark Powers (Building Committee), Brad Bramwell (Board of Selectmen)

**Also in attendance** - Barry Nectow (NPS Director of Operations & Finance), Bruce Kellogg (JCJ), Tom Burns (WT Rich), Margaret Wood (PCI), Deborah Marai (PCI), Tom Withers (Head Custodian)

**Call to Order:** The meeting was called to order at 6:36 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. Agenda:
  - Review Scope & Budget update, close the loop
  - Discuss Schedule for what is going to happen over the next 6 months
  - Presentation on Trade Contractor Prequalification Process
3. Scope & Budget Update  
Tom Burns distributed the recommended Alignment of Scope and Budget document hand out.

Margaret: After the last Building Committee meeting when vote was taken on recommended alignment of scope and budget, Building Committee members viewed the existing lockers and decided to bring new lockers back into scope. To balance the estimate with the agreed upon budget, an additional item needs to be moved to the alternate category. The recommendation from PCI, WTR and JCJ is to put Auditorium Entry improvements into Alternates category.

Margaret: JCJ and Pinck & Co. reviewed the proposed fire wall variance (currently a Category 3 item) with Scott Barbato and Paul Schleicher; they are both supportive of the team's proposed variance application to use smoke partitioning throughout the school and to delete the full 2-hour rated fire wall where the addition meets the existing building.

Bruce: JCJ will submit fire wall variance form; he is fairly confident the project will be granted a variance because the two local AHJs (Authorities Having Jurisdiction – the Building Inspector and the Fire Chief) back the proposal to reduce scope of fire wall and treat the wall where the addition meets the existing building as a smoke separation wall, consistent with the existing building.

Margaret: To keep ball rolling with the MSBA, Pinck needs to submit a reconciled Design Development cost estimate to the MSBA on behalf of the Town. The Recommended Alignment of Scope and Budget document is the recommendation of Building Committee to School Committee, and will be incorporated into the DD estimate submitted to the MSBA.

WTR will add all of the discussed alternates from 10/18/2011 meeting to Recommended Alignment of Scope and Budget list; it was noted that the alternates are not final and will be revisited both in terms of the scope and order at the 60% and 90% reviews. The alternates will be listed as follows:

- 1) Auditorium Entry Features
- 2) Classroom Casework
- 3) Cafeteria air conditioning
- 4) Speech Amplification
- 5) All New Light Fixtures
- 6) Dimmable light fixtures

Paul Helmreich: Still believes we should revisit the design of the exterior knee wall at Cafeteria instead of all glazing if we could get enough savings to get something we want, like air conditioning at Cafeteria. This will be considered in the development of the next design deliverable, the 60% Construction Documents.

4. Schedule

Margaret: Explained the attached schedule which lists upcoming milestone dates - Sewer, Design Schedule, Early Construction.

Sewer – This project needs to proceed ahead of the rest of construction in order for the sewer connection to be out of way of excavation for the new addition in the spring. Jon Rich has discussed a possible Plan B with Carl Crawford of Otter Creek, in the event we do not get the required Department of Environmental Protection (DEP) permit on schedule. It was agreed that the team would pursue both Plan A and Plan B until further information is available.

Paul Helmreich asked if Bob Salvo's earlier question about the force main pipe in the street has been answered; Mike Yunits checked the Town's records and noted that the line has had a camera inspection and been vacuum tested. Otter Creek has this report.

Pat Ansay brought up new potential access to Middle School to avoid disruption of pavement, etc. – a Town right-of-way, down the street from the Middle School, which did not exist when the project was initially designed. Bruce explained that when the force main work was done in the street, stub-outs were incorporated for connections at the Middle and High Schools so as to avoid work in the street when the connections were made. Although there would be advantages to accessing the Middle School treatment plant via the new right-of-way, this would be offset by the additional permitting required to go back into the street to make a new connection; we do not have the time to pursue this, and there is a chance we would not be granted access to dig up part of the street to make the alternate connection.



Mark Powers noted asked if the Town was required to set up an escrow account in case the sewer work fails. Margaret will confirm with Otter Creek, but thinks this is unlikely for a public entity.

Design – Milestone dates were reviewed: the schedule for Construction Documents is extremely aggressive.

Early Construction – The next schedule will come from Tom at WTR; this will be a more comprehensive schedule, bar chart showing how things tie together.

Margaret: she anticipates the 90% estimate negotiation of GMP early February; at GMP. At that time the alternates will be finalized.

5. Trade Contractor Prequalification

Tom Burns: There are 15 trades that have to be publically, transparently bid according to the legislated process.

Tom Burns: Pinck & Co. issued Request for Qualification last week; sub-contractors have three weeks to respond, Statements of Qualification due on 11/17/11; the RFQ asks for experience, references, etc. – similar to what was requested for the prequalification of CMs.

Prequalification committee was established per State regulations; must include 2 members from the Town, one being the OPM; one member from the CM; and one member from the designer. The committee is: Michael Yunits, Deborah Marai, Tom Burns, and Bruce Kellogg. The Committee will take a month to review all SOQs, check references, meet and rank the firms in each Trade.

We want highest number of quality bidders in each category, the goal is at least 5 per trade. WTR will do outreach to insure good subcontractors respond to RFQ.

Every firm receiving a score of 70 or higher will be prequalified and will be invited to prepare a lump sum proposal; WTR will provide supplemental conditions and scopes of work clarifying scopes, these documents eliminate a lot of grey areas that can lead to disputes during construction.

The Project Team will share the list of contractors going for prequalification with Building Committee.

For non-publicly bid trades, WTR establishes an internal prequalification list; they get competitive pricing from 5-7 subcontractors; WTR will do scope sheet for breakdown in pricing; the Building Committee will see all estimates; awards will be based on recommendations to and approval from the Building Committee.

6. Margaret: Work hours have been incorporated in WTR's Construction Manager at Risk contract as reviewed with Michael Yunits. Normal work hours M-F 7-4, Sat 8-4; any work done outside of these stated work hours require advance notification to Town Manager and neighbors; for second shift work (if required) WTR will know what they are doing well in advance and will notify and seek approval.

7. Kevin O'Neil asked for a motion to approve minutes of 10/18/2011 meeting; minutes of 10/18/2011 meeting were voted on and approved.
8. Upcoming milestones: not folded in design review, will be folded in
  - Monday, November 7, 2011 presentation of Recommended Alignment of Scope and Budget document to School Committee
  - Thursday November 17, 2011 Trade Contractor Qualifications due
  - Tuesday, November 29, 2011 Building Committee Meeting
  - Tuesday, January 3, 2012 Building Committee Meeting, 60% CD estimate
  - Tuesday, February 7, 2012 Building Committee Meeting, 90% CD estimate
  - Monday, February 13, 2012 100% CD complete
  - Thursday, March 8, 2012 Trade Contractor bids due
  - Tuesday, March 13, 2011 Building Committee Meeting

**Adjourned:** The meeting was adjourned at 7:59 p.m.

**Next Meeting Date:** Tuesday, November 29, 2011

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.

  
  
  
  
  
