

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

August 28, 2012
Owner's Construction Site Job Trailer

RECEIVED
NORTON TOWN CLERK
2012 OCT -2 P 12:31

Attending:

Building Committee – Chris Martes (Incoming Interim Superintendent), Building Committee Chairman Kevin O'Neil, Tom Golota (Community Representative), Brad Bramwell (Board of Selectman), Paul Helmreich (Finance Committee), Mark Powers, Brian Bechet, Barry Nectow (Director of Operations & Finance, Norton School Department), Megan Lafayette (High School Principal)

Also in attendance – Tom O'Neil (PCI), Deborah Marai (PCI), Greg Smolley (JCJ), Steve Roman (WT Rich)

Call to Order: The meeting was called to order at 6:58 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 of the 6/26/2012 and 7/31/2012 meetings, Brad Bramwell seconded, Committee voted unanimously to approve.
3. **Subcontract Buyouts Update (handout): Steve Roman, WT Rich**
 - Steve Roman reported on buyout status. Pinck is reviewing WT Rich's most recent Letters of Recommendation for Site Improvements (Benches, Bike Racks, etc.) and Landscaping. Contracts yet to buy out include: Unit Pavers related to 2013 scope and a few other items such as Miscellaneous Equipment and Owner Accepted Alternates #1-6 (see handout).
 - There has been buyout savings on some packages, others have gone over. Buyout savings to date is \$153,744; WTR projects a total buyout savings (excluding buyout from early bid packages) of \$165,000.
4. **Construction and Schedule Update (handouts): Steve Roman, WT Rich**
 - Schedule: Steve walked committee through the 3-week schedule (see handout). Steve said the earlier rain put them a couple more days behind, but WT Rich has no concern regarding meeting February move-in date. WT Rich will coordinate with school as the date nears for occupancy of the new addition, they are still focusing on February 15, 2013 turn over.
 - Phase 1A (new mechanical and electrical rooms for new addition enabling) and 1B (mechanical, electrical, plumbing and fire protection home-run rough-in to tie in to new addition) work is mostly on schedule. The attempt to install the mechanical unit RTU-2 above center corridor (future corridor D-201) has stalled due to steel coordination issues; in order to avoid conflicts with school operations, this work will be completed over the next long weekend.
 - Steve reviewed current ongoing and upcoming work at the new addition. Exterior framing is wrapping up; interior partition framing and roofing are

ongoing. There will be temporary window protection going up in order for interior rough-in work to begin.

- WT Rich walked through the building with Deputy Fire Chief Miles on 8/24/12.
- Cleaning crews have been working in the existing building preparing for the start of the school year.

5. Change Order (CO) Update (handout): Steve Roman, WT Rich

- Steve presented the updated master CO log tracking all potential and approved Change Orders and Change Order Proposals. Discussions of how Cos and PCOs affect Owner's Contingency will be covered with the review of Pinck's Owner's Construction Contingency Report.
- Kevin O'Neil suggested that if it is easier, voting on Change Orders and Change Order Requests and Pinck's Owner's Construction Contingency report can be combined with WT Rich's COR Update.

6. Change Order No. 4: Tom O'Neil

- 8 CORs part of CO #4 totaling \$308,314:
 - 006 Proposal Request #002 for Science Room Compressed Air
 - 007 ASI #004 Revised Curtain Wall Connection
 - 008 Proposal Request #004 HVAC Revisions for LLED
 - 009 Proposal Request #005 Existing Roof Edge Details
 - 011 RFI #016 Revisions to Steel Cross Bracing Details
 - 015A Unforeseen Layer of Roof Material (Tar & Gravel) at Sloped Roofs – 2. Removal Balance of Phase 1 Sloped Area
 - 015B Unforeseen Layer of Roof Material (Tar & Gravel) at Sloped Roofs – 3. Removal Phase 4 Sloped Area Only
 - 019 Proposal Request #007 Stair1 Shaft Wall Enclosure
- Because COR #15B is more than \$50,000, Committee needs to vote on it. COR #15B is for the "Unforeseen Layer of Roof Material Removal Balance of Phase 1 Sloped Area" and totals \$192,082. This condition was discussed in detail at the 7/31/12 Building Committee meeting. Paul Helmreich made a motion to approve COR #015B, Mark Powers seconded, the Committee voted unanimously to approve.
- Vote to approve CO #4: Paul Helmreich made a motion to approve CO #4, Brad Bramwell seconded, the Committee voted unanimously to approve.

7. OPM Update – Owner's Construction Cost Contingency Report (handout): Tom O'Neil & Deborah Marai, PCI

- Tom O'Neil walked committee through the Owner's Construction Cost Contingency Report. This report represents Owner's construction contingency funds that are reallocated for Change Orders (unforeseen conditions, added scope, deleted scope, etc.). Owner's construction contingency started \$945,833. Currently, \$81,638 has been committed. At this meeting, the Committee will be voting on CO #4 which will reduce the construction contingency amount by an additional \$308,314. There is currently over \$200,000 estimated in potential change orders being tracked; some of these will not result in actual change orders, and more will be added and tracked as unforeseen conditions arise throughout the project.
- Tom reviewed changes in Change Orders Proposals (CORs) since the 7/31/12 meeting.

8. FF&E and Technology Procurement: Greg Smolley, JCJ

- It appears that 100% of technology equipment and almost 100% of furniture will be able to be procured off state and federal bid lists (competitive pricing for items already bid and procured through state or federal contracts).
- Julie Norris has been coordinating furniture procurement with Barry Nectow, Deborah Marai and Megan Lafayette. Outstanding furnishing items include:
 - ❖ Science lab stainless steel tables: Julie is coordinating with Megan Lafayette and the Science Department to find a potential alternate for the stainless steel tables originally request by the head of the Science Department. The concern is vandalism and durability. Stainless steel has many benefits but is not typical for this application, vendors for these tables are limited, and the tables are more expensive than the typical epoxy tables used in high school science labs.
 - ❖ Outstanding: Julie has not yet been able to find the specified or comparable library chairs on a state or federal bid list. The ones specified are of the quality and durability that JCJ recommends for library use. The value of these chairs is less than \$25,000, so if this is the only item we need to go to bid for, we would be able to ask for proposals from a minimum of 3 vendors as opposed to full blown public bid process.
- JCJ will work with vendors and WT Rich to coordinate furniture delivery within specific windows in accordance with the project's phasing; Greg said the school does not want ownership until going into room it is living in. Similarly, Vanderweil/JCJ will to coordinate technology equipment phasing with WT Rich.

9. OPM Update – Owner's Soft Cost Contingency Report (handout): Tom O'Neil & Deborah Marai, PCI

- Deborah Marai presented the Owner's Soft Cost Contingency report; no change since report from 7/31/2012. Budget Revision Request (BRR) No. 1, as presented to the Committee on 5/22/2012, will move \$203,234 from the Owner's soft cost contingency to specific soft cost line items; the remaining Owner's soft cost contingency is \$294,132.

10. OPM Update – Monthly Project Budget Report (handout): Tom O'Neil & Deborah Marai, PCI

- Deborah Marai reviewed the Monthly Budget Report tracking all project expenses. It is projected that all construction and soft cost contingency will be spent. PCI will continue to report on budget at Building Committee Meetings.
- Greg Smolley recommended that we show the potential \$40K overage for furnishings coming out of soft cost contingency.

11. MSBA PFA Amendment & BRR Update: Deborah Marai, PCI

- Total Project Funding Agreement (PFA) Amendment sent to Mike Yunits, he signed and sent back to MSBA. MSBA to finalize paperwork and send executed PFA Amendment back to the District.
- Once PFA Amendment is fully executed, Barry Nectow will be able to apply for reimbursement against line items that were changed through the approved BRR No.1 and were formalized in the PFA Amendment.
- Reallocation of Owner Contingency – both Soft Cost and Construction – to individual project line items is done through the MSBA BRR process. BRR No.1 reallocations were all from Soft Cost Contingency. For Change Orders, there is

an additional MSBA Change Order Review process that must happen before the BRR process. The MSBA reviews construction Change Orders quarterly and makes a determination on whether funds moved from Owner's construction contingency are eligible for reimbursement. The project's first Change Order review is taking place now, in August; PCI has submitted CO #1, 2 and 3, and has provided the information requested by the project's MSBA Project Manager.

12. Kevin asked about the scheduled tie in for waste water project. Steve is coordinating with Bill Hogan; National Grid was supposed to set meter Monday or Tuesday of this week but did not. Steve should have more information after he speaks with Bill Hogan tomorrow. The new system (connection to the Middle School treatment plant) should be up and running about 5 days after National Grid's work is done.
13. Regarding the new electrical service for the High School, Stece reported that there was a planned power outage on Saturday with National Grid to run new primary feeder over existing; cannot do crossover with the power live. The project is lined up for the transfer to the new electrical service that will happen in future construction phase.
14. Paul Helmreich reiterated that the remaining allocation from Feasibility Study process can sit where it is for now; if there are project overruns later in construction, it will be helpful to be able to request transfer of funds already allocated to the overall project as opposed to having to request additional funding. Deborah reported that the MSBA is currently debating their position on remaining Feasibility Study funds; however, our MSBA Project Manager confirmed that from the MSBA's perspective, the District is able to move the remaining Feasibility Study funds into the construction project (although items billed against this allocation will not be reimbursable).
15. MSBA performs a site visit every other month. Our MSBA Project Manager, Greg Brunell, was here last on 8/15/2012. Deborah and Chet Osborn (Pinck's project clerk) walked the project with him and answered questions.

Upcoming Milestones:

- Tuesday, September 4, 2012 First day of school / Start of Phase 2 work
- Monday, September 10, 2012 Project Team Update to Faculty
- September Update to School Committee (TBD)
- Tuesday, September 25, 2012 Building Committee Meeting
- Tuesday, October 30, 2012 Building Committee Meeting
- Tuesday, November 27, 2012 Building Committee Meeting
- Tuesday, December 18, 2012 Building Committee Meeting
- December 24 – 31, 2012, December vacation
- Tuesday, January 29, 2013 Building Committee Meeting
- February 18 – 22, 2012, February vacation
- February 2013 New Addition comes on line/completion of Phase 1 work

Adjourned: The meeting was adjourned at 8:04 p.m.

Next Meeting Date: Tuesday, September 25, 2012.

Attachments:

- WT Rich – Buyout Status Detailed Analysis; 3-week Look Ahead and complete Construction Schedules; Change Order Log
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

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






