



MANAGEMENT
PARTNERS, LLC

**MGRSBC & SBC MEETING MINUTES
AND LOCAL VOTE RESULTS**

DATE OF MEETING: March 24, 2016 at 5:30P.M. at the Mount Greylock Regional Middle High School in Williamstown, MA

PROJECT: Mount Greylock Regional Middle High School
Dore & Whittier Project #MP

SUBJECT: School Building Committee Meeting (D&W#23)

ATTENDING:

| | |
|---------------------|----------------------------|
| Mark Schiek, | SBC Chair, Lanesborough |
| Paula Consolini | SBC Co-Chair, Williamstown |
| Douglas Dias | Superintendent, MGRSD |
| Hugh Daley | Williamstown Selectman |
| Carolyn J. Greene | MGR School Committee Chair |
| Jesse Wirtes | MG facilities supervisor |
| Mary MacDonald | Principal, MGRHS |
| Chris Galib | Lanes. Finance Committee |
| Thomas Bartels | Williamstown |
| Bob Ericson | Lanesborough Selectman |
| Rich Cohen | Lanesborough |
| Trip Elmore | DWMP |
| Rachel Milaschewski | DWMP |
| Dan Colli | Perkins Eastman |
| Jim Liddick | Turner Construction |
| Mike Ziobrowski | Turner Construction |
| Mike Giso | Turner Construction |

1. **Call to Order of SBC Meeting at 5:42 PM by M. Schiek with 11 voting Members in attendance.**

2. **Approval of Minutes:**

a. A short SBC review of the January 28, 2016 Meeting Minutes was provided by the Chair.

Motion to approve the January 28, 2016 SBC Meeting Minutes by P. Consolini, 2nd by C. Galib. VOTE: 7 approve, 0 against, 3 abstain. (B. Ericson out of room)

Discussion: *No edits.*

3. **Invoices Submitted for Approval:**

a. MGRSD Travel Reimbursement Request from D. Dias for roundtrip travel to the MSBA in Boston, MA in the amount of \$177.12

Motion to approve the MGRSD Travel Reimbursement Request from D. Dias for roundtrip travel to the MSBA in Boston, MA in the amount of \$177.12 by R. Cohen, 2nd by P. Consolini. VOTE: 10 approve, 1 abstain (D. Dias).

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- b. MGRSD R. Jette Invoice No. 36 in the amount of \$240.00 for January 4th and 14th Finance Working Group Meetings.

Motion to approve the MGRSD R. Jette Invoice No. 36 in the amount of \$240.00 by P. Consolini 2nd by Mary MacDonald. VOTE: 11 approve, 0 against. Unanimous to approve.

- c. MGRSD Unibank Invoice Dated 1/28/2016 for Financial Advisory Fees in the amount of \$500.00

Motion to approve the MGRSD Unibank Invoice Dated 1/28/2016 for Financial Advisory Fees in the amount of \$500.00 by P. Consolini, 2nd by Mary MacDonald. VOTE: 11 approve, 0 against. Unanimous to approve.

- d. MGRSD Willinet Invoice in the amount of \$200.00 for video coverage of the January 14th and January 28th, 2016 SBC Meetings

Motion to approve the MGRSD Willinet Invoice in the amount of \$200.00 for video coverage of the January 14th and January 28th, 2016 SBC Meetings by R. Cohen, 2nd by D. Dias. VOTE: 11 approve, 0 against. Unanimous to approve.

- e. Cost Update: MGRSD Building Project Clerk pay history reports for pay periods beginning 11/1/15 through 2/5/16 in the amount of \$568.80. **No Vote Required.**

Following the approval of the invoices, a few members of the Committee took a moment to recognize the hard work that has been put into the project thus far which has resulted in a passing vote.

P. Consolini expressed that she was pleased with the Community's response, and saw a great outpouring from both Towns; she thanked everyone who wrote letters and made phone calls to promote the project, including the *Build Greylock Group*, who spent a lot of time getting the word out.

C. Greene voiced her gratitude to the Media, such as iBirkshires, the Berkshire Eagle, Berkshire Courier, Berkshire Edge, WAMC, Northeast Public Radio, WilliNet for their coverage of all issues from the beginning of the project and through to the vote. She added that she has had a great deal of confidence in the project and PR pieces that were put together due to the dedication of the Committee and Community Members.

M. MacDonald agreed with both C. Greene and P. Consolini, and also thanked the internal community, such as students and faculty, for their concentrated help and feedback.

D. Dias reported that he attended both votes, and felt a sense of happiness from the community as the vote passed. He added that this project will pay back the community for decades, including future community, faculty and student members.

R. Cohen reiterated what D. Dias said, pointing out that at the beginning of D. Dias's term as Superintendent, he made a comment stating that "*building a building is also building a Community*"; furthermore, he felt that this process is not only giving the Community a great building, but also a great opportunity to create good and new relationships, and he looks forward to the Community seeing a more in-depth design of the project as it moves forward.

4. F/SD Budget Update: \$36,487 in Savings

T. Elmore of DWMP thanked the Committee for their efforts put forth to move the project into the next phase. Following, he pointed out that with the approved invoices to date, including those approved at this meeting, the District has saved \$36,487 in the Feasibility and Schematic Design Phases of the project, which will be rolled into the Owner's Contingency in the next budget adjustment with the MSBA. He added that of the \$813,513 that has been expended, the District will receive an approximate 59.63% reimbursement, and going forward, we will be continuing to track costs to the budget and look for ways to recognize additional savings.

5. Local Vote Results – MSBA Project Scope and Budget (PSBA) & Project Funding Agreement (PFA).

C. Greene reported the vote results as follows:

- **Williamstown vote on March 1st, 2016 had an approximate 54% turnout, with 84% in favor of the project.**
- **Lanesborough vote, on March 15th, 2015, had an approximate 50% turnout (which was higher than the turnout for the Primary), with 56% in favor of the project.**
- **A large number of absentee ballots we also received**

Greta Savitsky, a student at MGRHS, attended the meeting and mentioned that she had taken on the role as the bridge between the Committee and the Students to spread the word to vote, not only for the project, but also in general. She added that she created a Facebook page supporting the project, and used social media as a tool to access the younger generation of voters.

The Committee thanked her for her efforts, and began discussing the required steps to move forward with the MSBA.

6. Contract Amendments for Team

a. Notice to Proceed to DWMP and Perkins Eastman by School Committee Chair

C. Greene informed the Committee that the SC will issue letters to both DWMP and Perkins Eastman notifying them that the School District anticipates entering into a contract extension to DWMP, and a new contract for Perkins Eastman from the Feasibility and Schematic Design Phases to the Design Development Phase, and through Close-Out of the project, which are attached to the meeting packet for Committee Review.

T. Elmore followed up, stating that this is to review cost proposals for the work, and not to negotiate contract terms as the contract language is MSBA specific for the OPM and Designer.

C. Greene pointed out that the language on the Notice to Proceed letter to Perkins Eastman should state that the District intends to “establish” a contract with them, rather than “amend”, Since Design Partnership has joined with Perkins Eastman.

b. Recommendation by SBC to have SC Issue and Execute a PO to Turner for Pre-Construction

C. Greene and T. Elmore informed the Committee that the SC will issue a Purchase Order to Turner Construction for preconstruction services during the Design Development and Construction Document Phases on the project.

T. Elmore clarified that Turner was issued a copy of the draft contract (not MSBA specific, unlike the OPM and Designer contracts) with the RFP so they had an opportunity to make comments on the language, which will then be reviewed with the District. He added that this is a standard procedure, but typically takes some time to complete, so the PO allows them to begin working in the meantime. T. Elmore also pointed out that Turner has agreed to perform the preconstruction services at the budgeted fee of \$165,000, which is \$3,000 less than what they had in their proposal.

***Motion to recommend to the School Committee to Issue and Execute a Purchase Order with Turner Construction in the amount of \$165,000 by P. Consolini, 2nd by B. Ericson.
VOTE: 11 approve, 0 against. Unanimous to approve.***

c. SBC Appointment of Contract Amendment Review Team
i. DWMP and Perkins Eastman

M. Schiek reiterated that the OPM and Designer contracts are MSBA standard and cannot be changed, though the Committee should appoint a Contract Amendment Review Team who will be responsible for assuring the School Committee that what they're proposing to do is in line with the fee, and recommend the approval of the contract amendments.

M. Schiek and D. Dias both volunteered to lead the review team, and D. Dias suggested that N. Rausher and R. Jette can also be used as resources if necessary.

***Motion to propose that the SBC Chair, M. Schiek, and D. Dias serve as the Contract Review Team, and be delegated the authority to recommend to the School Committee that the DWMP and Perkins Eastman Contract Amendment Fee Amount is appropriate upon review by P. Consolini, 2nd by H. Daley.
VOTE: 11 approve, 0 against. Unanimous to approve.***

ii. Appointment of Construction Contract Review Team Leader

T. Elmore pointed out that there are approximately 100-150 pages of Turner Construction Contract documents which will need review prior to an agreement. He added that this process needs to be *lead* on the Owner's side with the OPM's help, and also suggested that the District's Legal Council should be involved in the review.

J. Liddick of Turner stated that they are familiar with the contract document, and they do not expect any of their comments to be show-stoppers, as they have been accepted on MSBA school projects in the past.

T. Elmore added that the Review Team could be SBC or SC Members.

The Committee agreed to bring this question to the next SC Meeting to look for any volunteers, and M. Schiek agreed to lead the group if no SC Members are available to do so.

The Committee will vote to appoint the Review Team leaders at the next SBC Meeting, after consulting with the SC.

7. Funding Process to Move Forward

H. Daley reported that the Finance Working Group has been in contact with the Unibank Bond Agent, Clark Rowell, and they are currently collecting information to send to the Bond Counsel which will allow the District to borrow money. He is estimating that the District will have to borrow around \$4M through the end of the year, but they will have the option to do two smaller Bond Anticipation Notes (BAN) of \$2M each to finance the Design side of the project.

H. Daley informed the Committee that the working group will be meeting again on April 7th to review scenarios for the borrowing process.

8. Project Schedule

a. Turner 6 Month Look-Ahead

J. Liddick, M. Ziobrowski and M. Giso went through their PowerPoint (attached), and summarized the schedule over the next 6 months. Turner pointed out that they have been working regularly with J. Wirtes, DWMP and Perkins Eastman to organize the bidding and early release packages in preparation for work to begin this summer.

T. Elmore pointed out that Turner, Perkins Eastman and J. Wirtes met prior to the SBC Meeting and held a kick-off Owner, Architect, CM (OAC) Meeting which will be held regularly from this point on. He added that a representative of the Owner who is familiar with the building should be present at all OAC Meetings in the event that a Change Request/Change Order needs approval for work to continue.

C. Greene stated that she and D. Dias are the only two that have that authority, so the full team should put a plan in place for expediting this process once we get to that point in the project.

The Committee agreed that the Owner's Representative should be set in place by June of this year.

b. Perkins' Design Look-Ahead

D. Colli referenced the Agenda Schedule which was included in the meeting packet, outlining the discussion topics at each SBC Meeting over the next 6 months. He added they plan to meet every 3 weeks to discuss further design and development of the building in order to get the project to a point where it can move into the Construction Documents Phase.

He went on to say that a few changes were made at the OAC Meeting prior to the SBC Meeting, and will re-issue an updated Agenda Schedule for the next SBC Meeting.

c. Formation of Sub-Qualification Committee & Other Working Groups (Interiors, Security, Preservation, Furniture & Equipment Re-Use)

T. Elmore pointed out that the MA General Law specifies the process by which certain trades are procured in the Filed Trade Subcontractor bidding process – There are 18 work categories of the Filed Trade Subcontractors that are included in the Law, and the law states that it is a requirement to pre-qualify interested filed trade subcontractors to bid the project documents, and

the lowest bid from the list of pre-qualified subcontractors will be selected. He added that the Owner, the OPM and the CM are all required to actively participate in the pre-qualification process, and a Sub-Qualification Committee should be established by the next SBC Meeting.

J. Wirtes and B. Ericson volunteered to be members of the Sub-Qualification Committee.

Furthermore, he pointed out that it would be prudent to form other Working Groups moving forward as the design progresses, such as an Interiors WG, Security WG, Furniture & Equipment Re-Use WG, etc.

M. MacDonald volunteered to lead the Interiors Working Group, and will seek participation from students and faculty.

P. Consolini offered to post on the Building Project's Facebook page looking for volunteers from the Community that may want to participate.

The Committee agreed to touch base on this topic again at the next SBC Meeting.

9. **Creation of a Value Engineering Log**

The Committee acknowledged that Turner would be starting a construction value engineering log as a part of the pre-construction services, while DWMP would carry an "other opportunities" value engineering log to reduce overall project costs as well, such as FF&E reductions. This will be a continuing topic for review by the SBC.

10. **Other Business Not Anticipated 48 Hours Prior to Meeting**

11. **Public Comment:** *None*

12. **Upcoming Meetings & Public Forums**

a. Thursday, April 14th, 2016 at 5:30 PM

13. **Adjourn**

SBC Motion to adjourn by B. Ericson, 2nd by P. Consolini. VOTE: unanimous to approve. Meeting adjourned at 7:40 PM

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Rachel Milaschewski

Dore & Whittier Management Partners, Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After the minutes have been voted to approve, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.