



MANAGEMENT PARTNERS, LLC

MGRSBC & SBC MEETING MINUTES AND LOCAL VOTE RESULTS

DATE OF MEETING: April 14, 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#24)

ATTENDING:	Mark Schiek,	SBC Chair, Lanesborough
	Douglas Dias	Superintendent, MGRSD
	Nancy Rauscher	Bus. Manager, MGRSD
	Hugh Daley	Williamstown Selectman
	Carolyn J. Greene	MGR School Committee Chair
	Jesse Wirtes	MG facilities supervisor
	Mary MacDonald	Principal, MGRHS
	Lyndon Moors	Faculty, MGRHS
	Steve Wentworth	Lanes. Finance Committee
	Bob Ericson	Lanesborough Selectman
	Rich Cohen	Lanesborough
	Trip Elmore	DWMP
	Rachel Milaschewski	DWMP
	Dan Colli	Perkins Eastman, DPC
	Dawn Guarriello	Perkins Eastman, DPC
	Jim Liddick	Turner Construction
	Mike Ziobrowski	Turner Construction
	Mike Giso	Turner Construction

1. Call to Order of SBC Meeting at 5:40 PM by M. Schiek with 10 voting Members in attendance.

M. Schiek pointed out that C. Galib has resigned from the School Building Committee for personal reasons and Steve Wentworth of the Lanesborough Finance Committee will be taking her place. He added that C. Galib is still on board with the project, and he thanked her for her time on the Committee.

2. Approval of Minutes:

A short SBC review of the March 24, 2016 Meeting Minutes was provided by the Chair.

**Motion to approve the March 24, 2016 SBC Meeting Minutes by C. Greene, 2nd by H. Daley.
VOTE: 9 approve, 0 against, 1 abstain. (L. Moors)**

Discussion: A few minor edits were pointed out by the committee which will be updated and saved for record.

3. Invoices:

PROJECT MANAGERS ARCHITECTS

Newburyport, MA 01950
260 Merrimac Street Bldg 7
978.499.2999 ph
978.499.2944 fax

www.doreandwhittier.com

- a. DWMP Invoice No. 12 in the amount of \$30,000 for OPM Services applied to the Design Development Phase.

Motion to approve DWMP Invoice No. 12 in the amount of \$30,000 for OPM Services applied to the DD Phase by D. Dias, 2nd by H. Daley. VOTE: 10 approve, 0 abstain. Unanimous to approve.

- b. Perkins Eastman, DPC Invoice No. 65010.01.0-1 in the amount of \$82,920.32 for services applied to the Design Development Phase

Motion to approve Perkins Eastman, DPC Invoice No. 65010.01.0-1 in the amount of \$82,920.32 for services applied to the DD Phase by H. Daley, 2nd by D. Dias. VOTE: 10 approve, 0 against. Unanimous to approve.

4. **Contract Updates**

C. Greene reported that the School Committee voted to approve the DWMP Contract Amendment No. 1 with the agreed upon fee, as well as the Perkins Eastman, DPC Contract and Turner's Purchase Order for Pre-construction services at the last School Committee meeting on April 5, 2016.

a. **DWMP Contract Amendment**

C. Greene added that they had looked over the amendment with the District Counsel and agreed that it falls within the MSBA Guidelines.

b. **Perkins Eastman, DPC New Contract**

D. Colli stated that their contract is also a standard MSBA contract, and their fee is fully eligible for reimbursement. He added that there is a letter attached to their contract which outlines the state guidelines for Minority Business Enterprise and Women's Business Enterprise (MBE/WBE). Due to some changes in scope and the lack of MBE/WBE firms in this part of the state, he pointed out that they are having difficulty meeting the 17% requirement in this phase of the project. D. Colli reached out to John Fitzpatrick with the Supplier Diversity Office (SDO) in regards to this issue, who informed them to provide the Committee with a letter addressing their efforts to continue working towards this goal.

T. Elmore pointed out that the MSBA is aware of this, and it will not affect the funding or reimbursement of the project, as Perkins Eastman is following the proper procedures given the circumstances.

c. **Turner Pre-Construction Purchase Order: (See above).**

5. **Appointment of Construction Contract Review Team Leader**

M. Schiek reiterated from the last SBC Meeting that this team will be responsible for reading over and responding to Turner's comments to the contract that was issued to them with the Request for Proposals until they reach an agreement.

T. Elmore added that they are expecting to receive the comments within a week or two, and the contract review team should meet within the next month to perform their review.

J. Liddick with Turner also added that the review process should be easy, as their comments are page by page specific, and they are familiar with the contract.

M. Schiek pointed out that T. Elmore will assist in the review process, and a few members of the community who are familiar with construction are also willing to join the working group.

Motion to elect M. Schiek as the Construction Contract Review Team Leader by C. Greene, 2nd by R. Cohen. VOTE: 9 approve, 1 abstain (M. Schiek).

6. MSBA Project Scope and Budget Agreement Update & MSBA Team Update

T. Elmore reported that the team had their "Transition Conference Call" with the MSBA, introducing them to the next project phase and MSBA Modules (6, 7 and 8). He added that the MSBA's standard operation is to assemble a team that is assigned to get the Owner through the Feasibility and Schematic Design phases of the project, where it is then passed on to a new team at the MSBA for the Design Development phase and through closeout. The new MSBA team for the Mount Greylock Project introduced themselves on the call and Evan Levesque, the Project Manager, stated that the project is in line with where it should be, also adding that the team is pleased to be working with the District, as they have heard positive things about the project.

7. Project Schedule

a. Construction Phasing and Schedule Update

J. Liddick presented an example of their "Budget Control Report" which they will begin using to track scope development, revisions, and value engineering in addition to the Value Engineering log. He added that this will be a living document which will be available for the team to view at any time.

M. Ziobrowski proceeded to go through their 6 Month Look-Ahead schedule. He pointed out that they met with Perkins Eastman and DWMP after the last SBC Meeting to discuss the schedule and develop the documents for the enabling package, which includes mechanical, electrical and plumbing work, and further discuss the design concepts.

M. Ziobrowski then pointed out the major milestones in the 6 month schedule; through April and May they will be pre-qualifying the filed subcontractors for the enabling package. Going into June, once school ends, the subcontractors will come on board to put up temporary walls and relocate the admin space. Following, the demolition and abatement will take place through a phased approach.

He added that their goal, though it may be a stretch, is to complete the abatement prior to the students returning in September, following up with the demolition work.

R. Cohen of the SBC voiced concerns about the cost and frustration involved with moving the administrative staff more than once, and asked if there was any way to avoid doing so; D. Dias agreed to look into possible solutions and follow up with the team.

b. Perkins Eastman Design Look-Ahead Update

D. Colli pointed out that the meeting which was originally scheduled for 5/5/16 has been pushed out to 5/12/16, and a few tweaks were made to the scheduled agendas (see attached). D. Guarriello of Perkins Eastman added that they will have an updated design presentation at every meeting leading up to the next cost estimate, presenting what was defined in the Schematic Design and how it has evolved to date.

T. Elmore followed up stating that it will become important for the working groups to make valuable decisions in regards to materials, paint, etc. over the next couple of months which will drive the next cost estimate that takes place in early July.

M. MacDonald mentioned that P. Consolini had an idea to put together a form which could be available to the community, via social media and online, that will give them the opportunity to provide feedback to the working groups on the interior and exterior design.

8. Sub-Qualification Schedule Update

T. Elmore stated that the advertisement for the Filed Sub Bid RFQ was submitted to the Central Register on April 12th and is scheduled to be published on April 20th, in addition to the advertisement in the local paper. Once the RFQ has been issued, the selection committee will evaluate the responses and notify the bidders on May 27th. Once the bidders have been notified, the bid documents will become available on June 1st, with a walk thru scheduled for June 7th, and a bid due date of June 16th (schedule attached).

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.

T. Elmore pointed out the example VE log that was included in the meeting packet, reiterating from the last SBC Meeting that Turner will track the construction items on their VE log, while DWMP will track other items, such as FFE.

J. Liddick added that the VE logs will provide both raw costs and burdens, including insurance and add-ons of each item.

10. Design Update

a. Classroom Wing

- i. **Flex Learning Spaces**
- ii. **Adjacencies and Oversight from Planning Rooms**
- iii. **Firewall, Elevator and IDF Room Relocation**

b. Lobby

- i. **Connections to Outside**
- ii. **Entry Sequence, Use of Stained Glass, Natural Light, Materials**

c. Media, Tech and Art

- i. **Connections to Lobby, Flex Learning – Community Use**

D. Guarriello of Perkins Eastman went through their PowerPoint, touching on the topics above. She explained how certain aspects of the design have been revised and pointed out any big developments and space improvements. Following, she presented some design options that could be worked into the design (see presentation attached) and allowed the SBC to offer their feedback.

The Committee discussed these design options, which Perkins will take into consideration for the next design update.

11. Other Business Not Anticipated 48 Hours Prior to Meeting

12. **Public Comment:** *None*

13. Upcoming Meetings & Public Forums

a. Thursday, May 12th, 2016 at 5:30 PM

14. Adjourn

SBC Motion to adjourn by R. Cohen, 2nd by H. Daley. VOTE: unanimous to approve. Meeting adjourned at 7:55 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.