



MANAGEMENT PARTNERS, LLC

MGRSBC & SBC MEETING MINUTES AND LOCAL VOTE RESULTS

DATE OF MEETING: May 12, 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#25)

ATTENDING:	Mark Schiek,	SBC Chair, Lanesborough
	Paula Consolini	SBC Co-Chair, Williamstown
	Douglas Dias	Superintendent, MGRSD
	Nancy Rauscher	Bus. Manager, MGRSD
	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
	Thomas Bartels	Williamstown
	Bob Ericson	Lanesborough Selectman
	Rich Cohen	Lanesborough
	Trip Elmore	DWMP
	Rachel Milaschewski	DWMP
	Steve Brown	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 5:36 PM by M. Schiek with 11 voting Members in attendance.

M. Schiek pointed out that Steve Wentworth has been approved by the School Committee at their last meeting as a voting member of the School Building Committee.

2. Approval of Minutes:

A short SBC review of the April 14, 2016 Meeting Minutes was provided by the Chair.

***Motion to approve the April 14, 2016 SBC Meeting Minutes by P. Consolini, 2nd by C. Greene.
VOTE: 9 approve, 0 against, 2 abstain.***

Discussion: No discussion.

3. Invoices:

- a. DWMP Invoice No. 13 in the amount of \$30,000 for OPM Services applied to the Design Development Phase.

PROJECT MANAGERS ARCHITECTS

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

www.doreandwhittier.com

Motion to approve DWMP Invoice No. 13 in the amount of \$30,000 for OPM Services applied to the DD Phase by P. Consolini, 2nd by M. MacDonald. VOTE: 11 approve, 0 abstain. Unanimous to approve.

- b. Perkins Eastman, DPC Invoice No. 65010.01.0-2 in the amount of \$285,030.00 for services applied to the Design Development Phase

Motion to approve Perkins Eastman, DPC Invoice No. 65010.01.0-2 in the amount of \$285,030.00 for services applied to the DD Phase by D. Dias, 2nd by M. MacDonald. VOTE: 11 approve, 0 against. Unanimous to approve.

- c. Turner Invoice Dated May 4, 2016 in the amount of \$33,000.00 for Pre-construction Services

Motion to approve Turner Invoice Dated May 4, 2016 in the amount of \$33,000.00 for Pre-construction Services by D. Dias, 2nd by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain. Unanimous to approve.

- d. MGRSD Unibank Invoice in the amount of \$500.00 for Financial Advisory Fees

Motion to approve Unibank Invoice in the amount of \$500.00 for Financial Advisory Fees by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain. Unanimous to approve.

4. Turner Contract Negotiation

M. Schiek reported that the Contract Review Team has read through the contract comments provided by Turner; the team has issued some preliminary responses, and is currently waiting for feedback from legal counsel prior to a formal response.

T. Elmore added that they are working towards an agreement that the District is happy with and they are negotiating in good faith.

After a few questions were raised about the difference between the Preconstruction PO and the Construction Contract, C. Greene made the clarification that the PO is contractual and was issued for Turner to begin pre-construction services while the Construction Contract is being negotiated. C. Greene added also that this is common practice.

5. Subcontractor Pre-Qualification Update

T. Elmore began by introducing Steve Brown, Project Manager with Dore and Whittier who will be administering the pre-qualification process. S. Brown pointed out that 13 Statements of Qualifications had been received by interested subcontractors (5 Mechanical, 5 Plumbing and 3 Electrical) and he had met with the Subcontractor Selection Committee to review the next steps; the team will evaluate the subs based on their qualifications and references, and regroup via conference call next week to discuss the final qualification scores prior to reaching out to the subs.

6. Value Engineering Log Updates

T. Elmore indicated that Turner is working on getting the pricing for the amphitheater and landscaping work in the back of the building, as some committee members had discussed putting this work on the Value Engineering Log. He added that this work would be 100% paid for by the district since they are

already over the site cap by approximately half a million dollars, and therefore it is not reimbursable. The committee agreed that they'd like to see the cost of the work before deciding whether or not to add it to the VE log.

Furthermore, T. Elmore mentioned that the SBC has not currently put anything on the VE log yet, but will add as appropriate, as the District makes those decisions.

7. Moving/Relocating – Phase One Staff Reassignment Plan

M. MacDonald drew attention to the attached phasing plan that J. Wirtes and the Custodial Staff had created for the relocation of the MG staff which will take place for the enabling work. She pointed out that the map shows which areas will be affected and where they are moving to, while explaining the purpose for each move.

M. Schiek asked if there was a plan to keep the students informed on the work that is taking place, and Turner pointed out that the phasing plans will be posted around the school for them to see.

M. MacDonald thanked J. Wirtes and the Custodial staff for their efforts in creating this phasing plan.

8. SBC and Task Group Protocol

C. Greene reported that she has been working with various people to establish protocols that should apply to the SBC, task groups, and SC. She has created a document which will be distributed to the SBC that addresses these protocols in relation to communication, access to the building, open meeting law, documentation, etc.

She briefly discussed the regulations in place for task group quorums, meeting postings, meeting notes and voting. C. Greene plans to gather more information on this matter and will then update the committee.

9. Working Groups

a. Facilities Working Group

J. Wirtes informed that the facilities group has been busy working on the moving plan, and has met to work on a comment/concern list. The group plans to meet again to continue discussing this list and will report out at the following SBC meeting.

b. Interiors Working Group

M. MacDonald stated that the staff has been interviewed by Perkins Eastman to look at and respond to the space as it is currently designed. She added that outside groups have been invited to look at some of the areas that they would like to use, and specialized spaces are being reviews.

In addition, M. MacDonald has been in communication with Perkins Eastman regularly to discuss the feedback and suggestions she has received from the staff and community.

c. Community Outreach

P. Consolini reported that they have received 37 responses with good content from the Facebook group and online forums. Currently, they are putting a process in place for responding to these comments.

10. Design Update

a. Major Plan Changes

i. Guidance & Teacher/Staff Lunchroom Options

b. Exterior Elevation Updates

c. Interior Material Samples

D. Guarriello of Perkins Eastman pointed out that she had met with a lot of sub-groups prior to the meeting to further discuss or follow up on these topics since the last SBC meeting. She stated that the process has been moving smoothly and quickly and they have been able to move ahead with the design at a good pace.

D. Guarriello proceeded to go through the minor changes made to the design since the team has last met, as well as present a few updated exterior elevations and interior materials samples. She added that the drawings being presented will eventually become construction documents, which include far more detail.

Following up on the discussion from the last SBC meeting, she drew attention to a few alternative Teacher/Staff lunch area options, which the Committee went on to discuss.

A few members of the committee felt strongly about the purpose and use of this space, but after lengthy discussion, the general consensus was to stick with the original proposed design and location for this space.

R. Cohen agreed with the general consensus, but encourages Perkins Eastman to work towards achieving a connection between both the Teacher/Staff Lunch area and the Student Cafeteria, as well as options for further utilization of the space.

11. Other Business Not Anticipated 48 Hours Prior to Meeting

M. Schiek asked if gender neutral bathrooms had been addressed in the design, and M. MacDonald pointed out that the inclusion of gender neutral bathrooms are a state policy, and were discussed in one of the sub-group meetings prior to the SBC meeting.

12. Public Comment: *No public comment.*

13. Upcoming Meetings & Public Forums

a. Thursday, May 26th, 2016 at 5:30 PM

14. Adjourn

SBC Motion to adjourn by P. Consolini, 2nd by C. Greene. VOTE: unanimous to approve. Meeting adjourned at 7:32 PM

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Rachel Milaschewski

Dore & Whittier Management Partners, Assistant Project Manager