



MANAGEMENT PARTNERS, LLC

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

**DATE OF MEETING:** May 26, 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#26)

<b>ATTENDING:</b>	Mark Schiek,	SBC Chair, Lanesborough
	Paula Consolini	SBC Co-Chair, Williamstown
	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
	Thomas Bartels	Williamstown
	Bob Ericson	Lanesborough Selectman
	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 5:37 PM by M. Schiek with 11 voting Members in attendance.**

2. **Approval of Minutes:**

A short SBC review of the May 12, 2016 Meeting Minutes was provided by the Chair.

**Motion to approve the May 12, 2016 SBC Meeting Minutes by P. Consolini, 2nd by D. Dias.**

**VOTE: 11 approve, 0 against, 0 abstain.**

**Discussion:** No discussion.

3. **Invoices:**

a. MGRSD WilliNet Invoice in the amount of \$200.00 for video coverage of the March 24<sup>th</sup> and April 14<sup>th</sup>, 2016 SBC Meetings

**Motion to approve WilliNet Invoice in the amount of \$200.00 for video coverage of the March 24<sup>th</sup> and April 14<sup>th</sup>, 2016 SBC Meetings by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.**

PROJECT MANAGERS ARCHITECTS

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

www.doreandwhittier.com

*\*T. Bartels entered the meeting at 5:35 – Now 12 Voting members in attendance\**

- b. MGRSD UniBank Invoice dated 5/6/2016 in the amount of \$500.00 for Financial Advisory Fees

***Motion to approve UniBank Invoice dated 5/6/2016 in the amount of \$500.00 for Financial Advisory Fees by P. Consolini, 2nd by D. Dias. VOTE: 12 approve, 0 against, 0 abstain.***

- c. MGRSD Berkshire Eagle Invoice No. 0416107892 in the amount of \$177.74 for local advertisement of subcontractor pre-qualifications.

***Motion to approve Berkshire Eagle Invoice No. 0416107892 in the amount of \$177.74 for local advertisement of subcontractor pre-qualifications by P. Consolini, 2nd by D. Dias. VOTE: 12 approve, 0 against, 0 abstain.***

#### **4. National Grid New Construction Agreement**

T. Elmore mentioned that the Committee had been asked in the past if the District would like to participate in the National Grid Grant Program at the cost of \$10,000.00 (reference 9-24-15 SBC Meeting Minutes), and had previously been approved. The application was included in the meeting packet for signatures.

C. Greene confirmed that the School Committee had voted on and approved the SBC's recommendation to approve this application at their 10-13-15 meeting.

#### **5. Turner Contract Negotiation Update**

M. Schiek pointed out that the Contract Negotiation Team had met with the District's Legal Counsel prior to the meeting to discuss the language and wording of the contract after a number of other reviews. He added that there are only a couple of items left for discussion, and the team is expecting Legal Counsel to have the comments incorporated into the contract and ready for SBC recommendation to the SC before June 7<sup>th</sup>.

#### **6. Subcontractor Prequalification Update**

T. Elmore stated that S. Brown of DWMP held a follow up conference call with the selection committee last week to review their evaluations of the Statement of Qualifications (SOQ) submitted by each sub. He revealed that all of the subcontractors have been qualified, and they are currently waiting to receive their bids on June 9<sup>th</sup>.

#### **7. Procurement of Third Party Testing for the Project & Builders Risk Insurance**

T. Elmore pointed out the timeline in the meeting packet which outlines the procurement process for the building project's Third Party Testing.

He explained that it is a state requirement to hire a testing source outside of the Architect and CM to verify the quality of materials going into the building and site. The testing firm will produce reports which are then sent to the Arch/CM/OPM for review and documentation.

He stated that a Third Party Testing source must be in place by July 15<sup>th</sup>, 2016 since the road construction that is included in the Phase 1 Enabling Work will be permanent and takes place this summer.

T. Elmore clarified that there is \$100,000.00 in the budget for Third Party Testing, and they will be competitively bidding the work. Once the bids are received, the team will evaluate the bids to find the best rates for the enabling work and will then create an amendment for the remainder of the project when the time comes, as there is typically only one third party testing source for the whole project.

T. Elmore is confident that the cost of this work is right in the ballpark of \$100,000.00. He also pointed out that the District may hire the third party testing source directly, or request either the Architect or OPM to buy the work with a 10% markup which is outlined in their contracts.

***Motion to approve the request for the OPM to secure a Third Party Testing Source and accept the 10% markup by P. Consolini, 2<sup>nd</sup> by D. Dias. VOTE: 12 approve, 0 against, 0 abstain. Unanimous to approve.***

N. Rauscher then reported out on the Builders Risk Insurance; she explained that their current insurance provider does not believe that builders risk is necessary right out of the gate, and their current plan can carry the school through this December, where they will then propose a new policy.

She added that she is currently waiting for the insurance provider to provide a letter which states this in writing with further explanation, as there is hesitance towards this strategy.

N. Rauscher also pointed out that Turner will be providing her with an estimate for a builders risk policy, which she will then be able to compare to the existing provider's rate. She plans to update the committee at the next meeting.

## **8. Move Plan**

J. Wirtes pointed out that they have issued an updated move plan which includes a new egress exit out of a classroom located in the middle school wing. He mentioned that he had walked the building with the inspector prior to the meeting who had no issues with the plan.

## **9. Working Group Updates**

### **a. Facilities Working Group**

J. Wirtes called attention to the spreadsheet provided in the meeting packet which is a running list of design and construction items that the group has commented on, both large and small scale items. He added that the list is a working document, and they have also begun to include comments that they have received through the Facebook survey. J. Wirtes believes that the review process is working well, and the group plans to meet again next week.

After a question was raised about possible change recommendations which may come out of this process, J. Wirtes explained that the group would bring any design and construction recommendations to the SBC for their review and discussion with the Project team.

P. Consolini also added that she is aware of a few individuals who are interested in providing input on particular areas of the building, and would forward along their comments to the Facilities Group.

### **b. Interiors Working Group**

M. MacDonald reported that the Interiors Group has gotten a lot of work done and are currently ahead of schedule with design decision. The group met prior to the meeting to discuss the color options, and her and D. Guarriello of Perkins Eastman both agree that the group works really well together. They have made a few definite decisions, such as the location of stained glass and art pieces, etc., and are meeting regularly to continue discussing other decisions.

D. Guarriello pointed out that the group meeting notes are available for anybody who is interested in looking into the decision they have made and examples of the interiors so far.

## 10. Value Engineering Log Updates

### a. Amphitheater/Landscaping Cost Review

J. Liddick presented Turner's Deferred Work Log which currently only has the amphitheater listed. He reported that the cost of this work is approximately \$260,000, and reiterated from the last meeting that this is still included in the project budget.

D. Colli added that if the Committee decided to remove the amphitheater from the project, they would have to come up with an alternative to design for that area, which would still have a cost associated with it – Meaning the total savings would be under the \$260,000.

J. Liddick added that Turner has another log that they have established and will keep building on throughout Design Development, adding items as the committee request.

T. Elmore pointed out that the committee does not have to take action on the amphitheater or other items today, but in the meantime they will track areas where possible costs savings can be made.

D. Guarriello of Perkins Eastman reminded the committee that there will be another round of cost estimating at the end of the summer, which may be a better time for the committee to decide which items they'd like to add to the value engineering logs.

## 11. Review of Enabling Scope & Cost Approval Process – Mini GMP #1 for Approval in 6/16/16 Meeting

M. Ziobrowski reported that they had met with the qualified subcontractors for the enabling work prior to the meeting for a site walk-through before receiving their bids on June 9<sup>th</sup>. Once the bids are received, they will be evaluated and awarded to the subcontractor pending SBC approval at the 6/16/16 meeting.

He went on to explain the scope of the work included in Phase 1 which consist of Demolition and Abatement, Enabling Mechanical, Electrical Plumbing and Controls (MEPs), Temporary Partitions and Doors, Temporary Masonry, and Enabling Security work.

M. Ziobrowski added that Turner is putting together a "Mini-GMP" which will run through the end of December, 2016 that will include budgets for the following:

- General Conditions – staff for supervision, engineering, procurement, accounting, estimating, job trailer set up, supplies, IT, insurance and bonds.

- Project Requirements: cleaning, safety, protection, misc. tools. Pest control, indoor air quality monitoring, etc.

Turner informed that drafts of this Mini-GMP will be send to the SBC on June 14-15<sup>th</sup>, and they are hopeful for approval of the final draft of the Mini-GMP at the 6/16/16 meeting.

12. **Design Update**

- a. **Exterior Elevation Updates**
- b. **Color Committee Updates**

D. Guarriello reported that there were not a lot of significant changes from the last meeting. She presented a number of exterior renderings and pointed out areas that they are currently focusing on for further development.

In addition, she stated that the color committee has made a lot of progress, and she plans to put together a board of material samples for the next interiors working group, which will also be shared with the SBC.

13. **Other Business Not Anticipated 48 Hours Prior to Meeting:** *None*

14. **Public Comment:** *No public comment.*

15. **Upcoming Meetings & Public Forums**

- a. Thursday, June 16<sup>th</sup>, 2016 at 5:30 PM

16. **Adjourn**

SBC Motion to adjourn by P. Consolini, 2nd by L. Moors. VOTE: unanimous to approve. Meeting adjourned at 6:56 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.