



MANAGEMENT PARTNERS, LLC

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

**DATE OF MEETING:** June 16, 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#27)

<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
	Steve Wentworth	Lanes. Finance Committee
	Bob Ericson	Lanesborough Selectman
	Rich Cohen	Lanesboro
	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 26, 2016 Meeting Minutes was provided by the Chair.

***Motion to approve the May 26, 2016 SBC Meeting Minutes by P. Consolini, 2nd by D. Dias.***

***VOTE: 10 approve, 0 against, 1 abstain (R. Cohen).***

**Discussion:** No discussion.

3. **Invoices:**

a. DWMP Invoice No. 14 in the amount of \$30,000 for OPM Services

***Motion to approve DWMP Invoice No. 14 in the amount of \$30,000 for OPM Services by B. Ericson, 2nd by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain.***

b. Perkins Eastman Invoice No. 65010.01.03 in the amount of \$301,050.00 for services provided in the DD phase

PROJECT MANAGERS  
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**Motion to approve Perkins Eastman Invoice No. 65010.01.03 in the amount of \$301,050.00 for services provided in the DD phase by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.**

- c. Turner Invoice No. 3 dated 6/8/16 in the amount of \$16,500.00 for preconstruction services

**Motion to approve Turner Invoice No. 3 dated 6/8/16 in the amount of \$16,500.00 for preconstruction services by D. Dias, 2nd by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain.**

- d. MGRSD Invoices No. 1000028713 and 100028714 from Mobile Mini in the total amount of \$5996.00 for storage containers used in the staff relocation

**Motion to approve Invoices No. 1000028713 and 100028714 from Mobile Mini in the total amount of \$5996.00 for storage containers used in the staff relocation by B. Ericson, 2nd by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain.**

- e. MGRSD Custodial Staff Timesheets from 5-9-16 to 5-22-16 for overtime hours associated to the building project

**Motion to approve MGRSD Custodial Staff Timesheets from 5-9-16 to 5-22-16 for additional hours associated to the building project staff move by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.**

#### 4. Turner Contract Negotiation Update

M. Schiek reported that the contract is currently with the District Counsel where they are merging the comments that have been negotiated over the last couple of weeks. The Contract review team anticipates seeing the completed version on Monday, June 20<sup>th</sup>.

#### 5. Third Party Testing Update

R. Milaschewski of DWMP stated that they issued an invitation to bid to multiple Third Party Testing firms, and the bid documents have been made available to them. She added that they are hopeful to receive a number of bids by the due date on June 21<sup>st</sup>.

#### 6. Hazmat Monitoring Procurement

D. Colli referred to the letter included in the meeting packet, which states the need for Hazmat Monitoring services for the removal of materials in the Phase 1 Enabling work. Perkins Eastman is soliciting proposals for the full scope of services from several vendors, including Eco-Genesis, who they are currently working with. He added that they are requesting the Committee to authorize expenditures of up to \$15,000.00 with Eco-Genesis to begin this work in the interim period until the proposals arrive to stay on schedule.

For clarity, T. Elmore pointed out that this will be an amendment to Perkins Eastman's Contract.

***Motion to allow PE to provide interim services for Hazmat Monitoring in expenditures up to \$15,000.00 by B. Ericson, 2<sup>nd</sup> by P. Consolini. VOTE: 10 approve, 0 against, 1 abstain (S. Wentworth due to conflict of interest)***

**7. Building Insurance/Builders Risk**

N. Rauscher followed up on her update from the last meeting, stating that their existing insurance provider had originally planned to carry the school through the end of the year under their current policy, though there was concern from the district associated with this. She pointed out that DWMP and PE have been communicating with the Insurance Provider so they understand the magnitude of the project, and the insurance provider has agreed to issue a competitive quote for Builders Risk Insurance as its own policy with Mount Greylock. N. Rauscher said she was hopeful to see the quote by Monday, the 20<sup>th</sup>.

T. Elmore then referenced the Builders Risk Insurance quote included in the packet that was provided by Turner in the amount of \$169,450.07.

N. Rauscher suggested bringing this quote to the next SC Meeting along with the quote she receives from their existing insurance provider to compare rates prior to making a decision.

**8. Move Plan**

J. Wirtes pointed out that the custodial staff started with the move process on Tuesday immediately after the students were out of school for the summer. He said that everything has been moving quickly and they will be done with the move by July 1<sup>st</sup> and ready to hand the area over to Turner for the Phase 1 Enabling Work.

**9. Working Group Updates**

**a. Facilities Working Group**

J. Wirtes and B. Ericson handed out the most up to date version of their design recommendation/VE Savings spreadsheet that they have been working on. J. Wirtes stated again that this is a working document, and the group has reviewed these items with Perkins Eastman. B. Ericson then read through the list, explaining the reasoning behind each item, and opened the discussion for committee feedback.

D. Colli added that a lot of the items had already been incorporated in the design, and will be in touch with the Facilities WG to review any additional recommendations.

**b. Interiors Working Group**

M. MacDonald mentioned that they have held 3 meetings since the last SBC meeting to discuss the Gym, Auditorium and color schemes, and they are close to the final recommendations.

**10. Summer Enabling Work**

M. Giso of Turner indicated that the building permit has been issued from the town ahead of schedule and they have received several of the bids that make up the summer enabling work. The remaining bids should be worked out in the next week. Turner plans to issue the contracts to all MEP trades for

the enabling work next week, and activity is scheduled to start the week of July 4<sup>th</sup>. Once all trades are on board, they will issue a detailed look-ahead schedule.

He added that the subcontractors are aware of the schedule, and they have given them the heads up to prepare for any long lead times, such as the delivery of the doors.

Furthermore, M. Giso mentioned that there are some unknowns in the ceiling from an abatement standpoint, which they plan to track and will be observed by the Hazmat Monitor on-site.

#### 11. **Mini GMP Presentation**

M. Ziobrowski discussed what was included in the Mini-GMP #1 which is outlined on the summary page. He explained that the numbers noted as “Sub # Firm” have been accepted, and the others may need some further refining.

Furthermore, he described how the district will be billed for General Conditions (GC's) (Turner staffing costs), he stated that each requisition will include a breakdown of GC's by hours worked, multiplied by the proposed hourly rates, and all invoices from the subcontractors – he made clear that the GMP requisitions will be very transparent, showing all of the money that was spent within each pay period.

H. Daley pointed out that the Financial Working Group has held a conference call with Turner to review all of the GC numbers included in this GMP and how they plan to track it against the budget.

T. Elmore clarified that Turner is doing the GMP in pieces at this point to maintain the budget as they go, since the drawings are not currently at 100%. Once the construction documents reach 100% that is when they will issue the final GMP for the project.

The Committee agreed to make the motion to accept Turner's Mini-GMP #1:

#### **MINI GMP #1 VOTE:**

***Motion to accept Turner's proposed Mini-GMP #1 for a value of \$2,781,408.00 and recommend School Building Committee approval by P. Consolini, 2nd by D. Dias. VOTE: 11 approve, 0 against, 0 abstain.***

#### 12. **Design Update**

D. Guarriello stated that they are currently working on the final detailing of the drawings in order to issue them to the cost estimator. She pointed out that a lot of major decisions have been made with the help of the working groups, and no major decisions are left.

J. Wirtes added that he and Perkins Eastman met with the Landscape engineer prior to the meeting to tag which trees on the property will be removed, and which will stay.

D. Colli also added that the acoustical engineer was on-site prior to the meeting to place the acoustical monitors around the building to measure the exterior noise levels.

#### 13. **Other Business Not Anticipated 48 Hours Prior to Meeting:**

T. Elmore pointed out the invoice from Verizon in the amount of \$1,000.00 to produce the design to relocate the Verizon line into the school, which was included in the back of the meeting packets. He explained that the main connection feed to the MDF Room runs through the Phase 1 demo area,

meaning Verizon has to relocate the communication line in order to keep the building's network running.

D. Colli added that this fee is typical, and there will likely be another down the road for the installation of the new line.

***Motion to approve Verizon Engineering Design Charge in the amount of \$1,000.00 by D. Dias, 2<sup>nd</sup> by P. Consolini. VOTE: 11 approve, 0 against, 0 abstain.***

**14. Public Comment:**

M. MacDonald mentioned that there are community members interested in the leftover brick from the demolition. T. Elmore pointed out that this is a common request on building projects, and in the past they have been used as a fund raising opportunity or memorial.

The committee agreed to discuss this matter further within the Community Outreach working group.

**15. Upcoming Meetings & Public Forums**

a. Thursday, July 21<sup>st</sup>, 2016 at 5:30 PM

**16. Adjourn**

***SBC Motion to adjourn by P. Consolini, 2nd by D. Dias. VOTE: unanimous to approve. Meeting adjourned at 7:10 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.