



SCHOOL BUILDING COMMITTEE MEETING

Monday February 27, 2017 5:00 PM Paul Revere Room, Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 1.23.17
3. Team Invoices (Skanska #38; KBA #4; Gilbane #1):
VOTE: To recommend that the School Committee's Finance Subcommittee sign the Warrant for these invoices
4. Review of Revised SBC Meeting Schedule
5. Design / CM Presentation
 - a. Schedule / Logistics Planning
 - b. Lincoln Permitting Discussion
 - c. Update on Design / Drawings
6. Materials Testing RFP
VOTE: To authorize the OPM to send out RFP for Materials Testing, as required by Code
7. Structural Peer Review
VOTE: To authorize the OPM to send out RFP for Structural Peer Review of 90% CD Construction Documents, as required by the MSBA
8. Submission: 100% DD
VOTE: To authorize the OPM to submit the 100% DD submission to the MSBA on or before March 14, 2017, assuming the DD Estimates are reconciled within the District's Construction Budget
9. Adjournment

DRAFT

Minutes

School Building Committee Meeting

Monday 1.23.17 5:00 PM Paul Revere Room, Minuteman High School

Voting Members Present: Ford Spalding, Kevin Mahoney, Ed Bouquillon, Simon Bunyard, Don Lowe, Dana Ham, Mike Majors, Frank Cannon, Bill Blake, Alice DeLuca, Marianne Cooley, Nawwaf Kaba,

Others Present: Elizabeth Rozan; Skanska: MaryAnn Williams; KBA: Seunghwan Lee; Gilbane: Joanna Kripp, Walt Kincaid, Chuck Adam

Absent: David Frizzell, Peter Sugar, Alice Kaufman

1. Call to Order: Open Session

Ford Spalding called the meeting to order at 5:00 PM.

2. Approval of Past Minutes 1.9.17

The following vote was taken on the minutes:

Moved (Majors) and seconded (Bouquillon)

To approve the past minutes of 1.9.17

Vote: Unanimous

3. Design/CM Presentation

Ford reported that on 1.19.17, the Minuteman School Committee unanimously approved the two votes presented last time (recommending approval of the award of a contract with Gilbane Building Co., Inc., and outlining the roles and responsibilities of the School Building Committee). With this in mind, he clarified that the invoices from the Team will be coming in once/month, and the School Building Committee will be voting to recommend that the School Committee's Finance Subcommittee sign the warrant. He also noted that tonight information would be shared on three issues, as outlined on the agenda.

a. Schedule/Logistics Planning

MaryAnn Williams explained the status of the scheduling, noting that the updated 24-26 month construction schedule is being reviewed and revised. The team has been working on simplifying design and constructability to gain some efficiencies and time savings. She explained that this schedule will require some concessions from all parties, with a give and take so that things are more doable to meet the goal. She pointed out that they are mindful of some possible variables with Lincoln Planning Board approvals, Archeologist Survey, possible discoveries, and possible archeological dig may be required, an increase to the already accelerated design schedule, move dates, punch-list completion running into the beginning of the school year, but they are operating as if the schedule can be met. Walt Kincaid reviewed the major target dates that they have found to work strategically in New England winters. Mary Ann noted that starting sooner, using good planning, building in responsible contingencies, having a realistic perspective on where there may be glitches, and conducting pre-construction explorations are the driving factors that make an earlier occupancy possible, and may provide some benefit relative to the add alts.

b. Lincoln Permitting Discussion

Ed Bouquillon reviewed the details of the Lincoln permitting costs, which is estimated to be \$1M in building permitting fees. He explained that the application will be submitted on 1.24.17, and approximately \$59,900 in fees will accompany this. That the funds are held in a special account, that Lincoln can engage consultants, that Minuteman is requesting substantive evidence of real expenses, and that any excess for direct services can be returned with interest are items under discussion with Lincoln, as Minuteman has put them on notice that they wish to understand the costs.

Additionally, Ed explained that meetings are planned for Wednesday 1.25.17 with the Police and Fire Chiefs of both Lexington and Lincoln, and with the Mill St. abutters, and that the fieldwork by the Public Archaeology Laboratory will also begin on 1.25.17.

Lincoln's earlier suggestions that appeared as an annual subsidy, overall justice on this matter, the need to prioritize requests, the plus and minus of the shortened building timeframe for Lincoln, their main concerns relating to light and height, and when they stop spending were discussed. Ed will bring more of an update in a few weeks, as the planning meetings continue.

c. Update on Design/Drawings

Seunghwan Lee presented details on the internal design, having received input from the team, students, and staff. He emphasized the components of collaboration, community services, innovation, and transparency, and emphasized how the design is addressing concerns and needs. He noted that sections of the building are being considered separate buildings. The flexibility of some of the spaces, the height issues on the fly loft, the width of the doors, the security issues, and the materials proposed for the stone wall were also discussed.

4. Adjournment

The tricky permitting issues notwithstanding, there was mention of a "kick-off" meeting to review the schedule and plans, perhaps with MSBA as well, and Ford noted that the next School Building Committee meeting will be held on February 6, 2017. The meeting was adjourned at 5:50 PM.

Elizabeth Rozan, Recorder

INVOICE

SKANSKA

TO: Kevin Mahoney
Minuteman High School
758 Marrett Road
Lexington, MA 02421

Project No. 1312826
Invoice # 1312826-000-13002-38
Issue Date: 02/03/17

Ref.: Minuteman High School
FOR: Services thru January 15, 2017

PERSONNEL EXPENSES:**Feasibility Study**

Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	0	66	66		\$0.00	\$11,880.00	\$11,880.00
Garcia, W	0	8	8		\$0.00	\$480.00	\$480.00
Williams, M	0	1221.75	1221.75		\$0.00	\$213,806.25	\$213,806.25
REIMBURSABLE EXPENSES					\$0.00	\$24,040.00	\$24,040.00
Subtotal					\$0.00	\$250,206.25	\$250,206.25

PERSONNEL EXPENSES:**Design & Construction**

Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	30	94	124	\$220.00	\$6,600.00	\$20,680.00	\$27,280.00
Williams, M	68	316	384	\$220.00	\$14,960.00	\$69,520.00	\$84,480.00
Woods, K	0	32	32	\$100.00	\$0.00	\$3,200.00	\$3,200.00
Adam, A	24	43	67	\$190.00	\$4,560.00	\$8,170.00	\$12,730.00
TOTAL DIRECT PERSONNEL EXPENSES:					\$26,120.00	\$101,570.00	\$127,690.00
REIMBURSABLE EXPENSES					\$0.00	\$0.00	\$0.00
TOTAL AMOUNT DUE					\$26,120.00	\$351,776.25	\$377,896.25

PLEASE PAY THIS AMOUNT
AND REFERENCE THE INVOICE NUMBER ON CHECK
Invoice # 1312826-000-13002-38

PLEASE REMIT TO:
Skanska USA Building Inc.
14776 Collections Center Dr.
Chicago, IL 60693

13002

2744720 MINUTEMAN HIGH SCHOOL		Job # 1312826-000		Contract No. 57298		Minuteman High School			
Date	Description	Cost Type	Reference	Control	Hours	Type	Rate	Amount	
PROJECT EXECUTIV									
		01111000							
01/01/2017	CALDWELL, DALE	5010	1942992	LA 15669001	14.00	Regular	220.00	3,080.00	
01/01/2017	WILLIAMS, MARY ANN	5010	2158346	LA 15669006	24.50	Regular	220.00	5,390.00	
				Regular Hours	38.50		Regular Amount	8,470.00	
		Total For 01/01/2017			38.50			8,470.00	
01/15/2017	CALDWELL, DALE	5010	1942992	LA 15669011	16.00	Regular	220.00	3,520.00	
01/15/2017	WILLIAMS, MARY ANN	5010	2158346	LA 15669016	43.50	Regular	220.00	9,570.00	
				Regular Hours	59.50		Regular Amount	13,090.00	
		Total For 01/15/2017			59.50			13,090.00	
SR. PROJECT MANAGER									
		01112000							
01/01/2017	ADAM, ALFRED	5010	4780942	LA 15669021	5.00	Regular	190.00	950.00	
				Regular Hours	5.00		Regular Amount	950.00	
		Total For 01/01/2017			5.00			950.00	
01/15/2017	ADAM, ALFRED	5010	4780942	LA 15669024	19.00	Regular	190.00	3,610.00	
				Regular Hours	19.00		Regular Amount	3,610.00	
		Total For 01/15/2017			19.00			3,610.00	
Total For 01112000 SR. PROJECT MANAGER									
				Regular Hours	24.00		Regular Amount	4,560.00	
		Total For 01112000 SR. PROJECT MANAGER			24.00			4,560.00	
	Subtotal			1312826-000	122.00			26,120.00	

Category Summary Amount		Business Unit	From	To	Hours	Amount
1312826-000						
5010		1312826-000			122.00	26,120.00
1312826-000		1312826-000			122.00	26,120.00
Grand Total(s)		1312826-000			122.00	26,120.00

Distribution Summary Amount		From	To	01/31/2017	Gross Amount	Retainage	Total Amount
		Business Unit					
1312826-000							
01111000		1312826-000	PROJECT EXECUTIVE		21,560.00		21,560.00
01112000		1312826-000	SR. PROJECT MANAGER		4,560.00		4,560.00
					26,120.00		26,120.00
					26,120.00		26,120.00
					26,120.00		26,120.00



Mary Ann Williams
Project Executive
Skanska USA Building Inc.
101 Seaport Boulevard
Boston, MA 02210

February 8, 2017

Skanska Activities: December 19, 2016 thru January 15, 2017

Skanska Team:

Chuck Adam
Dale Caldwell
Mary Ann Williams

Activities:

- Internal Meetings – Project review
- Meetings with KBA to review design, schedule and acceleration strategies
- Attend SBAC Meetings
- Attend Minuteman Weekly Design and Planning Meeting with Educational Leadership Team
- Answer questions and coordinate and distribute information to CM's
- Reached an agreement with Gilbane on Business Terms for Fee
- Resolution on Contract discussions with Minuteman, Minuteman Attorney and Gilbane
- Discussions with Archeologist – PAL Application to Mass Historic (PAL under KBA Contract)
- Review Site Planning Approvals and Schedule with KBA/Samiotis
- MSBA Module 6 Transition Meeting with team
- Minuteman – Technology Coordination Meetings
- Minuteman Project Meetings
- Coordination with MSBA
- OPM communications with BR+A Commissioning Agent RE Minuteman Design Schedule
- Prepare Cash Flow and Budget Report
- OPM Monthly Report
- Review KBA Invoices
- Develop Monthly Compilation of Invoices

KAESTLE BOOS

associates, inc

January 30, 2017

Kevin F. Mahoney
Assistant Superintendent
Minuteman Reg. Voc. Tech. School Dist.
758 Marrett Road
Lexington, MA 02421

Re: Lexington, MA - Minuteman Reg. Voc Tech. HS Design-Construction
Lexington, MA
KBA #13001.02
Invoice #4

Initial Architectural/Engineering Contract Fee	\$10,920,000.00
<u>Paid to Date</u>	<u>\$1,260,499.88</u>

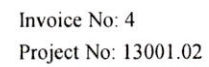
<u>Description</u>	<u>Contract Amount</u>	<u>% Work To Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Inv Billed</u>
Design Development	3,118,260.00	80.00%	2,494,608.00	1,870,956.00	623,652.00
Construction Documents	3,637,970.00	0.00%	0.00	0.00	0.00
Bidding	500,037.00	0.00%	0.00	0.00	0.00
Construction Administration	2,338,695.00	0.00%	0.00	0.00	0.00
Completion Phase	500,038.00	0.00%	0.00	0.00	0.00
Reimbursable Services	825,000.00	2.29%	18,970.88	13,195.88	5,775.00
	10,920,000.00		2,513,578.88	1,884,151.88	629,427.00
Total Fixed Fee					\$629,427.00

Invoice Total	<u>\$629,427.00</u>
----------------------	----------------------------

Statement of Account

Net 30 Days

416 Slater Road, P.O. Box 2590, New Britain, CT 06050-2590
Phone: 860-229-0361 ▲ Fax: 860-229-5303
Additional office located in Massachusetts
Email: kba@kba-architects.com ▲ Web: www.kba-architects.com



Invoice #	Date	0 - 30	31 - 60	61 - 90	91 - 120	121 +	Total AR
3	12/30/2016		\$623,652.00				\$623,652.00
4	01/30/2017	\$629,427.00					\$629,427.00
	Subtotal:	\$629,427.00	\$623,652.00				\$1,253,079.00
	Total Amount Now Due						\$1,253,079.00

Invoice**samiotes**

Samiotes Consultants, Inc.
Civil Engineering + Land Surveying
20 A Street
Framingham, MA 01701
T 508.877.6688
www.samiotes.com

Kaestle Boos Associates
Attn: Jill Farina; Accounting Manager
416 Slater Road
P. O. Box 2590
New Britain, CT 06050-2590

December 20, 2016
Project No: 13048.00
Invoice No: 14669

Project 13048.00 Minuteman Vocational School
PAPERLESS BILLING CLIENT email invoices TO: Jill Farina jfarina@kba-architects.com CC: David McKinley
dmckinley@kba-architects.com and Brian Solywoda bsolywoda@kba-architects.com

Professional Services from November 01, 2016 to November 30, 2016

Task 05 Supplemental Topography & CPP

Fee

Total Fee	10,000.00		
Percent Complete	60.00	Total Earned	6,000.00
		Previous Fee Billing	2,500.00
		Current Fee Billing	3,500.00
		Total Fee	3,500.00

Total this Task \$3,500.00

Total this Invoice \$3,500.00

Invoice

Samioles Consultants, Inc.
Civil Engineering + Land Surveying
20 A Street
Framingham, MA 01701
T 508.877.6688
www.samioles.com

Kaestle Boos Associates
Attn: Jill Farina; Accounting Manager
416 Slater Road
P. O. Box 2590
New Britain, CT 06050-2590

January 10, 2017
Project No: 13048.00
Invoice No: 14728

Project 13048.00 Minuteman Vocational School

PAPERLESS BILLING CLIENT email invoices TO: Jill Farina jfarina@kba-architects.com CC: David McKinley dmckinley@kba-architects.com and Brian Solywoda bsolywoda@kba-architects.com

Professional Services from December 01, 2016 to December 31, 2016

Task 06 Soil Testing

Fee	
Total Fee	1,750.00
Percent Complete	100.00
Total Earned	1,750.00
Previous Fee Billing	0.00
Current Fee Billing	1,750.00
Total Fee	1,750.00

Total this Task \$1,750.00

Total this Invoice \$1,750.00



7 Jackson Walkway
Providence, RI 02903

February 15, 2017

Mary Ann Williams
Project Executive
Skanska USA Building
101 Seaport Boulevard Suite 200
Boston, MA 02210

**RE: Pre - Construction Management Services
Minuteman Regional Vocational High School**

**Gilbane Job Number J07519.000
PRE-CONSTRUCTION REQUISITION # 1**

Please find enclosed our Pre- Construction Requisition #1 in the amount of \$ 25,000.00

for Pre - Construction Management services through January 31, 2017 on the above-referenced project.

If you have any questions, please feel free to contact me at 508-963-4112.

Remit Payment by:

<i>Wire Transfer</i>	<i>ACH Transmission:</i>	<i>Check:</i>
Gilbane Building Company Bank of America 111 Westminster St Providence, RI 02903 Account #: 0105301627 ABA #: 0260-0959-3	Gilbane Building Company Bank of America 111 Westminster St Providence, RI 02903 Account #: 0150301627 ABA #: 011500010	Gilbane Building Company 7 Jackson Walkway Providence, RI 02903 Attn: Michael Costello

Sincerely,
GILBANE BUILDING COMPANY

Rachael

Rachael Szafir
Project Accountant
rszafir@gilbaneco.com
508-963-4112

INVOICE

Gilbane Building Company
P.O. Box 6128
7 Jackson Walkway
Providence, RI 02903

Application No. Pre-Construction #1

(Precon costs from 1/1/17- 10/31/17)

CM Preconstruction General Conditions

CM Preconstruction General Conditions		\$250,000.00
Changes		\$0.00
Total Adjusted General Conditions		\$250,000.00
CM Preconstruction General Conditions		\$250,000.00
Divided by 10 Months (1/1/17 - 10/31/17)	/	10
		\$25,000.00
Multiplied by Number of Month (January - October)	X	1
Total Earned To Date		\$25,000.00
Less: Previous Requests		\$0.00
Precon General Conditions This Period		\$25,000.00
Less Retainage This period		\$0.00
Net Precon General Conditions Due This Period		\$25,000.00

School Building Committee Meeting Schedule

2017 SBC Required Approvals

2/15/2017

Task Name	Start	Finish	Duration
SBC - Authorize - Send out RFP for Materials Testing as required by Code	Mon 2/27/17	Mon 2/27/17	1 day
SBC - Authorize - To send out RFP for Structural Peer Review of 90% CD Construction Documents as required by the MSBA	Mon 2/27/17	Mon 2/27/17	1 day
SBC - Authorize - 100% DD Submission to MSBA	Mon 2/27/17	Mon 2/27/17	1 day
SBC - Authorize - 100% DD Submission to MSBA	Mon 3/13/17	Mon 3/13/17	1 day
SBC - Authorize - Structural Peer Review Consultant NTP	Mon 3/27/17	Mon 3/27/17	1 day
SBC Meeting	Mon 4/10/17	Mon 4/10/17	1 day
SBC Meeting	Mon 4/24/17	Mon 4/24/17	1 day
SBC- Client Approval - RTA Site Enabling/Temp Utilities	Mon 5/1/17	Mon 5/1/17	1 day
SBC - Authorize - Early Electrical Work NTP	Mon 5/8/17	Mon 5/8/17	1 day
SBC - Authorize - Client Approval - RTA Foundations	Mon 6/5/17	Mon 6/5/17	1 day
SBC - Authorize - Client Approval - RTA Structural Steel	Mon 6/26/17	Mon 6/26/17	1 day
SBC - Authorize - 60% CD Submission to MSBA	Mon 7/10/17	Mon 7/10/17	1 day
SBC Meeting	Mon 7/24/17	Mon 7/24/17	1 day
SBC Meeting	Mon 8/14/17	Mon 8/14/17	1 day
SBC - Authorize - 90% CD Submission to MSBA	Mon 8/28/17	Mon 8/28/17	1 day
SBC Meeting	Mon 9/11/17	Mon 9/11/17	1 day
SBC Meeting	Mon 9/25/17	Mon 9/25/17	1 day
SBC Meeting	Mon 10/16/17	Mon 10/16/17	1 day
SBC Meeting	Mon 10/30/17	Mon 10/30/17	1 day
SBC Meeting	Mon 11/13/17	Mon 11/13/17	1 day
SBC Meeting	Mon 11/27/17	Mon 11/27/17	1 day
SBC Meeting	Mon 12/11/17	Mon 12/11/17	1 day
SBC - Authorize - GMP Submission/NTP w/Construction	Mon 12/18/17	Mon 12/18/17	1 day

[illegible]