

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
 Subject: School Building Committee Meeting
 Location: Manchester MS/HS – Library
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 2/26/2019
 Time: 7:00 PM
 Prepared By: R. Donner

| Present | Name | Affiliation | Present | Name | Affiliation |
|---------|-------------------|--------------------|---------|----------------------|-------------|
| ✓ | Caroline Weld * | SBC Co-Chair | | Jim LaPosta | JCJ |
| ✓ | Ann Cameron * | SBC Co-Chair | ✓ | Debi McDonald | JCJ |
| ✓ | Pam Beaudoin * | Superintendent | | Lauren Braren | JCJ |
| ✓ | Avi Urbas * | Dir. of Fin. & Ops | | Emily Czarnecki | JCJ |
| ✓ | Alva Ingaharro * | Essex | ✓ | Mike Burton | DWMP |
| ✓ | John Willis * | Principal MMES | | Steven Brown | DWMP |
| | Jay Pagliarulo | Dir. of Facilities | ✓ | Christina Shefferman | DWMP |
| ✓ | Andy Oldeman * | Man. Fin. Comm. | ✓ | Rachel Donner | DWMP |
| ✓ | Lisa O'Donnell * | Essex B.O.S. | ✓ | Jon Rich | WT Rich |
| | Remko Brueker * | Manchester | | Alex Corbett | WT Rich |
| | Adam Zaiger * | Manchester | ✓ | Brian Paradee | WT Rich |
| | Tyler Virden * | Essex | | | |
| | George Scharfe * | Manchester | | | |
| ✓ | Gordon Brewster * | Manchester | | | |
| ✓ | Charlie Hay * | Essex | | | |
| ✓ | Sarah Creighton * | Manchester | | | |
| | Maggie Tomaiolo * | Essex | | | |
| ✓ | Jake Foster * | Essex | | | |
| | | | | | |

* SBC Voting
Member

Action Items:
 33.6 A.Urbas Review F&S Funds with Owner Legal Counsel

PROJECT MANAGERS
ARCHITECTS

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| Item No. | Description | Action |
|-------------|--|--------|
| 39.1 | <u>Call to Order</u> : 7:05 pm meeting was called to order by the SBC Co-Chair A. Cameron with 12 of 17 voting members in attendance. C. Shefferman of DWMP notes the meeting will follow the agenda that was provided to the SBC prior to the meeting via Dropbox. | Record |
| 39.2 | <u>Previous Topics & Approval of February 6, 2019 Meeting Minutes</u> : A motion to approve the 2/6/2019 meeting minutes as submitted made by J. Foster and seconded by A. Oldeman. Discussion: None. Abstentions: C. Hay, S. Creighton, J. Pagliarulo. Vote: All in favor: Motion passes, minutes approved. | Record |
| 39.3 | <u>DD Submission Review</u> : C. Shefferman recaps that the DD submission was approved on February 6 and submitted the following week. She explained what the deliverables are for the OPM, Designer and CM. See attached slide. States that it is the OPM's responsibility to review and submit to the MSBA. All submissions will go through the OPM. No comments have been received from the MSBA yet but will be shared with the SBC and administration. Should have a response from the MSBA by next week | JCJ |
| <u>39.4</u> | <u>60% CD Workplan Review</u> : C. Shefferman reviews what DWMP will do for the 60% submissions. See attached Slide. C. Shefferman shows the workplan will get us to the deliverables. D. McDonald called to attention that if the town needs proprietary items, they need to be submitted to JCJ and approved by the MSBA. Ex. Security system, hardware. They will need to know asap. D. McDonald expressed that her and the JCJ team are working on the deliverables with WT Rich commenting on drawings so that they can provide more clear specifications. They will be collaborating. D. McDonald reviewed the draft workplan schedule showing that will be the framework for the subcommittee meetings. EP#1 - ERP will be released on March 3. This is the first document going out for bid. ERP allows the project to stay on schedule. J. Rich explained that site prep, hazmat and building demolition are part of the first package. D. McDonald stated she has not received official Geotech results as of now. The samples were similar to what was found previously – sand, clay, high water table. Soil samples had no visible sign or odor of oil or ash but this will be proven in the lab evaluation. If there is more than a certain percentage, WT Rich will need to dispose of hazardous materials. Results should be received in 3-4 weeks. D. McDonald explained the interior hazmat testing was not able to be completed over February vacation but will be done on this coming Sunday when the building is unoccupied. | Record |
| 39.5 | <u>Permit Schedule Review and Update</u> : D. McDonald stated the conservation meeting will be held on March 12 th . All information that the committee needed was submitted. This is the follow up meeting to the preliminary meeting. It is a public hearing. D. McDonald noted that the meeting with the Police and Fire will be on 2/27. They plan to review the documents for site access during the phasing of the construction and police safety. D. McDonald states that the zoning board of appeals has given some indication that fees will be waived. DWMP to provide list of fees for P. Beaudoin. D. McDonald reviews that the height at the hub of the building is higher than code allows. The building inspector is aware and will probably not have to go to the zoning board. Subcommittee meetings will discuss the playground and security systems the school would like to have. Then it will be presented to the SBC. Will begin the process of setting up these meetings next week. Upcoming meetings: 3/11 – Planning Board, 3/12 – Conservation Committee, 3/13 – Community. D. McDonald noted going forward items in red need to be approved since there are costs associated. Once a month an item will be approved. J. Rich explained that ERP#1 will make up about 2% of the | Record |

| | | |
|--------|--|--------|
| | budget. M. Burton explained the budget breakdown further. ERP#2 will consist of foundation and steel. C. Shefferman states that the abutters to the site have been notified and they can contact DWMP. | |
| 39.6.1 | <u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Oldeman for the approval of the DWMP February Invoice No. 22 in the amount of \$33,024.00. Discussion: None. All in favor, motion passes. | Record |
| 39.6.2 | <u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Oldeman for the approval of the WT Rich January Preconstruction Services invoice No. 201802-04 in the amount of \$18,500.00. Discussion: None. All in favor, motion passes. | Record |
| 39.6.3 | <u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Oldeman for the approval of the revised CDW Proposal Hazmat Survey in the amount of \$25,465.00. Discussion: None. All in favor, motion passes. | Record |
| 39.7 | <u>WT Rich Staff Change Review/Approval:</u> J. Rich introduced the new staff. B. Paradee introduced himself and explained there will be more of a presence beginning in May and Jon will still be heavily involved. The meeting packet provides a response to the SBC/District with info regarding the staff changes as well as their resumes. A motion to approve staffing changes to R. Joiner, B. Paradee, and Michael St. Germain made by L. O'Donnell and seconded by A. Ingaharro. Discussion: None. All in favor, motion passes. | Record |
| 39.8 | <u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> Question: Are there acoustic measurements that need to be taken? D. McDonald explained she is expecting the report back asap from accentech. J. Rich was aware they set up 6 monitors so they will know the noise level at the perimeter. | Record |
| 39.9 | <u>Public Comments:</u> None. | Record |
| 39.10 | <u>Next Meetings:</u> Next SBC Scheduled for 3/26/2019. | Record |
| 39.11 | <u>Adjourn:</u> A motion was made by S. Creighton and seconded by J. Foster to adjourn the meeting, Discussion: None. Vote: Unanimous to approve. | Record |

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 38 2/62019 Meeting Minutes, JCJ Permit Matrix, JCJ Workplan, DWMP Meeting Presentation, DWMP Invoice No.22, WT Rich Precon Invoice, Revised CDW Hazmat Proposal

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.

Rachel Donner
 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.



Manchester Essex Regional School District
School Building Committee

Meeting Date: 2/26/19
Meeting No. 39



| Member name | Town/Affiliation | email contact | Signature |
|----------------------|------------------------------|--|-----------|
| ** Caroline Weld | SBC Co-Chair -Manchester | weldc1@mersd.org | |
| ** Ann Cameron | SBC Co-Chair-Essex | cameron@mersd.org | |
| * Alva Ingaharro | School Comm. Member/Essex | alvai@comcast.net | |
| * Pam Beaudoin | Superintendent of Schools | beaudoinp@mersd.org | |
| * Avi Urbas | Dir. Of Finance & Operations | urbasa@mersd.org | |
| * John Willis | Principal MMES | willisj@mersd.org | |
| Jay Pagliarulo | Facilities Director | pagliaruloj@mersd.org | |
| * Andy Oldeman | Manchester Finance Comm | aoldeman@smma.com oldemana@mersd.org | |
| * Lisa O'Donnell | Essex Board of Selectman | lisatheengineer@comcast.net odonnelll@mersd.org | |
| * Remko Brueker | Manchester | remko@breukerdesign.com breukerr@mersd.org | |
| * Adam Zaiger | Manchester | aзаiger@choate.com zaigera@mersd.org | |
| * Tyler Virden | Essex | tyler@windover.com virdent@mersd.org | |
| * George Scharfe | Manchester | gscharfe@johnpenney.com scharfeg@mersd.org | |
| * Gordon Brewster | Manchester | gbrewster@smma.com brewsterg@mersd.org | |
| * Charlie Hay | Essex | chay@tappe.com sarahhammondcreighton@gmail.com creightons@mersd.org | |
| * Sarah Creighton | Manchester | creightons@mersd.org | |
| * Maggie Tomaiolo | Essex | tomaiolom@mersd.org | |
| * Jake Foster | Essex | fosterig@verizon.net | |
| Mike Burton | DWMP | mburton@doreandwhittier.com | |
| Steve Brown | DWMP | sbrown@doreandwhittier.com | |
| Christina Shefferman | DWMP | cshefferman@doreandwhittier.com | |
| Rachel Donner | DWMP | rdonner@doreandwhittier.com | |
| Jim LePosta | JCJ | jlaposta@jci.com | |
| Debi McDonald | JCJ | dmcdonald@jci.com | |
| Lauren Braren | JCJ | lbraren@jci.com | |
| Emily Czarnecki | JCJ | eczarnecki@jci.com | |
| Jon Rich | WT Rich | jonrich@wtrich.com | |
| Alex Corbett | WT Rich | acorbett@wtrich.com | |
| Brian Paradee | WT Rich | bparadee@wtrich.com | |

** Chair/Co-Chair
*Voting Member

AGENDA

Project: Manchester Memorial Elementary School
Subject: School Building Committee Meeting
Location: Manchester MS/HS – Library
Distribution: Attendees, Project File

Project No: MP17-114
Meeting Date: 2/26/2019
Time: 7:00 PM
Prepared By: C.Shefferman



1. Call to Order & Intro
2. Previous Topics & Approval of February 6, 2019 Meeting Minutes
3. DD Submission Review
4. 60% CD Workplan Review
5. Permit Schedule Review and Update
6. Invoices and Commitments for Approval
 - DWMP February Invoice No. 22 in the amount of \$33,024.00.
(invoice attached). Vote expected.
 - WT Rich January Preconstruction Services Invoice No. 201802-04 in the amount of \$18,500.00.
(invoice attached). Vote expected.
 - Revised CDW Proposal Hazmat Survey in the amount of \$25,465.00
(proposal attached). Vote expected.
7. WT Rich Staff Change Review/Approval
8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
9. Public Comments
10. Next Meetings
11. Adjourn

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MANAGEMENT
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Project: Manchester Memorial Elementary School
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|---------|-------------------|--------------------|---------|----------------------|-------------|
| ✓ | Caroline Weld * | SBC Co-Chair | | Jim LaPosta | JCJ |
| ✓ | Ann Cameron * | SBC Co-Chair | ✓ | Debi McDonald | JCJ |
| ✓ | Pam Beaudoin * | Superintendent | ✓ | Lauren Braren | JCJ |
| ✓ | Avi Urbas * | Dir. of Fin. & Ops | | Emily Czarnecki | JCJ |
| | Alva Ingaharro * | Essex | ✓ | Mike Burton | DWMP |
| | John Willis * | Principal MMES | ✓ | Steven Brown | DWMP |
| ✓ | Jay Pagliarulo | Dir. of Facilities | ✓ | Christina Shefferman | DWMP |
| | Andy Oldeman * | Man. Fin. Comm. | ✓ | Jon Rich | WT Rich |
| | Lisa O'Donnell * | Essex B.O.S. | | Alex Corbett | WT Rich |
| ✓ | Remko Brueker * | Manchester | | | |
| | Adam Zaiger * | Manchester | | | |
| ✓ | Tyler Virden * | Essex | | | |
| ✓ | George Scharfe * | Manchester | | | |
| ✓ | Gordon Brewster * | Manchester | | | |
| ✓ | Charlie Hay * | Essex | | | |
| | Sarah Creighton * | Manchester | | | |
| ✓ | Maggie Tomaiolo * | Essex | | | |
| ✓ | Jake Foster * | Essex | | | |

* SBC Voting
Member

Action Items:

| | | |
|------|---------|---|
| 33.6 | A.Urbas | Review F&S Funds with Owner Legal Counsel |
| 35.3 | MERSD | Security System/Standards at MS/HS |

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| Item No. | Description | Action |
|----------|--|--------|
| 38.1 | <u>Call to Order:</u> 7:04 pm meeting was called to order by the SBC Co-Chair A. Cameron with 11 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the agenda that was provided to the SBC prior to the meeting via Dropbox. | Record |
| 38.2 | <u>Previous Topics & Approval of January 22, 2019 Meeting Minutes:</u> A motion to approve the 1/22/2019 meeting minutes as submitted made by J. Foser and seconded by C. Weld. Discussion: None. Abstentions: C. Hay, M. Tomaiolo, J. Pagliarulo. Vote: All in favor: Motion passes, minutes approved. | Record |
| 38.3 | <u>District Bonding Update:</u> A. Urbas provides the SBC with an update on the district bonding information. The district will receive bonding one step below triple rated. The interest rate is 3.289% which is lower than expected. Of the 52mil project budget, \$35 million will be between the Town of Manchester and Essex, and \$12million will be funded/reimbursed by the MSBA. Manchester will be responsible for \$17million, and Essex, \$12million. | JCJ |
| 38.4.1 | <u>DD Estimate Review:</u> S. Brown states we reconciled the DD estimates with both WT Rich and JCJ 's estimator VJ Associates. We were able to reconcile the estimates within 1%. The estimates will be submitted to the MSBA along with the accepted VE list. The project budget was over by \$460k and the project team along with VE subcommittee members have recommended a number of VE items to accept and take in order to get back to budget. | Record |
| 38.4.2 | <u>DD Estimate Review:</u> S. Brown reviews SBC goals and mission statement slides to remind the team of the project goals and mission. See attached slide. | Record |
| 38.4.3 | <u>DD Estimate Review/Construction Budget Comparison:</u> S. Brown reviews construction budget comparison slide. Slide shows SD cost estimate from the 3011, to the reconciled estimate at the DD phase and the delta. See attached slide for further details. | Record |
| 38.4.4 | <p><u>DD Estimate Review/VE:</u> S. Brown outlines VE process. The team met with the VE subcommittee group on 2/5 to review current recommended VE to get back to budget. After discussion, the group agreed to present the current items:</p> <ul style="list-style-type: none"> ➤ C-01-Remove and reset curb at access drive ➤ C-03-reduce concrete pad. Pavement at back of house ➤ A-01-redesign Gym/Cafeteria/Stage walls from CMU backup to light gauge Mtl. ➤ A-13-Consider less expensive material at building soffits-current prefinished vented aluminum material-\$47sf ➤ A-21-reduce bathroom tile from 8' to 6' ➤ A-22-Change cafeteria floor from porcelain tile to solid vinyl tile ➤ A-23-move vinyl wall covering to add alternate of FFE ➤ A-27-Eliminate sloped drywall ceiling and soffits at Pre-K and replace with ACT ceiling ➤ A-29-reduce fabric wrapped panels (both quantity and replace with tackboards) ➤ M-02-delete 2nd sink in each classroom ➤ M-04-change administration and media center from 4 pipe to 2 pipe chilled beam induction units <p>See attached list for reference. DR next to the VE items recommended are design refinement. L. Braren states that these items listed are low hanging fruit, doesn't cheapen or impact program and have minor impact to the building.</p> | Record |

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| | <p>R. Breuker asks about the A-01 CMU light gauge in gym/café/auditorium. L. Braren explains that technically only one wall is open in that area since one is the stage wall, one is bleachers, and one is the partition. The remaining wall will have displacement air systems on the wall so didn't see an issue changed to light gauge.</p> <p>J. Foster asked about 2nd sink in classroom and whether it was officially approved to remove the 2nd sink. After review with the SBC further review of sinks is needed and determination of review of the 2nd sink will need to be decided.</p> | |
| 38.5 | <p><u>MSBA DD Submission Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster to approve the MSBA DD Submission for a total project budget of \$52,232,925 with the approval of accepting the recommended VE items of \$436,002 with the removal of M-02 the 2nd classroom sinks which can be budget from design contingency if decided to move forward with. Discussion: None. All in favor: motion passes.</p> | Record |
| 38.6.1 | <p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by R. Breuker for the approval of DWMP invoice no. 21 in the amount of \$20,472.00. Discussion: None. All in favor: motion passes.</p> | Record |
| 38.6.2 | <p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden for the approval of JCJ invoice no. 18 in the amount of \$234,300.00. Discussion: None. All in favor: motion passes.</p> | Record |
| 38.6.3 | <p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden for the approval of Manchester by the Sea Assessors Office invoice for the local abutters addresses in the amount of \$60.00. Discussion: None. All in favor: motion passes.</p> | Record |
| 38.6.4 | <p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden to approve the JCJ contract amendment no. 3 in the amount of \$163,709.70 which includes 3 proposals from 3 consultants including hazmat testing, phase II testing and probes and test pits of soils during February vacation. Discussion: C. Hay expressed concern over costs associated for hazmat and Geotech work outlined in the proposals. Seemed high compared to what was already tested during the PDP and SD phase. SBC agreed to proceed with approval of amendment with a caveat of further review of the proposals with CDW and project team regarding construction monitoring, qty's and comparisons from previous phases. All in favor: motion passes.</p> | Record |
| 38.7 | <p><u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> D. McDonald recaps permitting meetings. The concom preliminary review on 1/29 went well. Currently on track for all required documents needed for first hearing. Reviewing permitting fees with all town officials and what impacts will have on project. Will provide update at next SBC. Zoning meeting scheduled for 2/11.</p> | Record |
| 38.8 | <p><u>Public Comments:</u> None.</p> | Record |
| 38.9 | <p><u>Next Meetings:</u> Next SBC scheduled for 2/26/19.</p> | Record |
| 38.10 | <p><u>Adjourn:</u> A motion was made by G. Scharfe and seconded by T. Virden to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:27 pm.</p> | Record |

Attached:

Project: Manchester Memorial Elementary School
Meeting: School Building Committee
Meeting No. 38– 2/6/2019
Page: 4

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 37 1/2219 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, DWMP Invoice No.21 JCJ Invoice no. 18, Manchester Board of Assessors Invoice, JCJ Contract Amendment No. 3 with backup

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.



Christina Shefferman
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.

DRAFT 2/26/2019

| SBC MEETING #39 - 60% Construction Documents (CD) | | 2/26/2018 (Tues) |
|--|---|-------------------------|
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <ul style="list-style-type: none"> DD Submittal ERP #1 - Submitted 3/8/2019 <input type="checkbox"/> Review Work Plan, Schedule <input type="checkbox"/> Review and Update Permit Schedule <ul style="list-style-type: none"> Conservation Commission Planning Commission Review with Fire and Police Zoning Board of Approvals ? <input type="checkbox"/> SubCommittee Reports <ul style="list-style-type: none"> Site: Playground - in progress Security - in review | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |
| Planning Board #1 | | 3/11/19 (Mon) |
| Conservation Commission #1 | | 3/12/19 (Tues) |
| MERSD Community Meeting | | 3/13/19 (Wed) |
| Planning Board #2 | | 3/25/19 (Mon) |
| SBC MEETING #40 - 60% Construction Documents (CD) | | 3/26/2019 (Tues) |
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <input type="checkbox"/> Review and Update Permit Schedule <ul style="list-style-type: none"> Conservation Commission Planning Commission Zoning Board of Approvals ? <input type="checkbox"/> Design Update <input type="checkbox"/> SubCommittee Reports <ul style="list-style-type: none"> Site: Playground Security MEP Education | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |
| MMES Abutter Meeting | | 3/27/2019 (Wed) |
| Conservation Commission #2 | | 4/2/2019 (Tues) |
| Planning Board #3 | | 4/8/19 (Mon) |
| EP#1 Approval to Award | | 4/8/2019 (Mon) |

DRAFT 2/26/2019

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| SBC MEETING #41 - 60% Construction Documents (CD) | | 4/9/2019 (Tues) |
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <input type="checkbox"/> Review Permit Meetings <input type="checkbox"/> Review Community Meetings <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices <input type="checkbox"/> Approve EP#1 | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |
| 60% Construction Documents - Pricing Set | | 4/12/2019 (Fri) |
| Conservation Commission #3 | | <input type="checkbox"/> 4/23/19 (Tues) |
| MEETING #42 - 60% Construction Documents (CD) | | 4/30/2019 (Tues) |
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <input type="checkbox"/> Review Comments to Pricing Set <input type="checkbox"/> ERP #2 Submitted 5/3/2019 <input type="checkbox"/> Review Permit Meetings <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |
| 60% Construction Documents - Cost Estimating | | 4/12/2019 - 4/26/2019 |
| 60% Construction Documents - Cost Reconciliation | | 4/26/2019 - 5/3/2019 |
| 60% Construction Documents - Value Engineering | | 5/6/2019 (Mon) |
| MEETING #43 - 60% / 90% Construction Documents (CD) | | 5/7/2019 (1st Tues) |
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <input type="checkbox"/> Review Permit Meetings <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices <input type="checkbox"/> Approve 60% Construction Documents | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |
| MMES Parent Meeting | | 5/8/19 (Wed) |
| 60% Construction Documents - MSBA Submission | | 5/10/2019 (Fri) |
| EP#2 Approval to Award | | 5/28/2019 (Tues) |
| MEETING #44 - 90% Construction Documents (CD) | | 5/28/2019 (Tues) |
| Designer Documentation to Present/Review: <ul style="list-style-type: none"> <input type="checkbox"/> Project Update <input type="checkbox"/> Review Parent Meetings <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions <ul style="list-style-type: none"> <input type="checkbox"/> Approve Invoices <input type="checkbox"/> Approve EP#2 | |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | | |

DRAFT 2/26/2019

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| 90% Construction Documents - Pricing Set | 6/21/2019 (Fri) |
| MEETING #45 - 90% Construction Documents (CD) 6/25/2019 (Tues) | |
| Designer Documentation to Present/Review: _____ <input type="checkbox"/> Project Update <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions _____ <input type="checkbox"/> Approve Invoices |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | |
| 90% Construction Documents - Cost Estimating | 6/21/2019 - 7/5/2019 |
| 90% Construction Documents - Cost Reconciliation | 7/5/2019 - 7/12/2019 |
| 90% Construction Documents - Value Engineering | 7/12/19 |
| MEETING #46 - 90% Construction Documents (CD) 7/16/2019 (3rd Tues) | |
| Designer Documentation to Present/Review: _____ <input type="checkbox"/> Project Update <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions _____ <input type="checkbox"/> Approve Invoices Approve 90% Construction Documents |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | |
| 90% Construction Documents - MSBA Submission | 7/19/19 |
| MEETING #46 - 100% Construction Documents (CD) 8/13/2019 (Tues) | |
| Designer Documentation to Present/Review: _____ <input type="checkbox"/> Project Update <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions _____ <input type="checkbox"/> Approve Invoices |
| SUBCOMMITTEE MEETINGS: Design, Education, LEED, MEP, Security, Site/Playground | |
| MEETING #47 - 100% Construction Documents (CD) 8/27/19 | |
| Designer Documentation to Present/Review: _____ <input type="checkbox"/> Project Update <input type="checkbox"/> Design Update <input type="checkbox"/> Subcommittee Reports | Owner Information/Decisions _____ <input type="checkbox"/> Approve Invoices Approve 100% Construction Documents |
| SUBMIT 100% Construction Documents | 9/6/19 |

Dore and Whittier Management Partners, LLC
 260 Merrimac Street
 Bldg. 7
 Newburyport, MA 01950

Avi Urbas
 Director of Finance
 36 Lincoln Street
 Manchester-by-the-sea, MA 01944

Invoice number 00022
 Date 02/26/2019

Project 17-0114 MANCHESTER ESSEX
 MEMORIAL ELEMENTARY SCHOOL

| Description | Contract Amount | Prior Billed | Current Billed | Remaining | Total Billed |
|---|---------------------|-------------------|------------------|---------------------|-------------------|
| Designer Selection and Feasibility | 105,000.00 | 105,000.00 | 0.00 | 0.00 | 105,000.00 |
| Amendment #1 | 7,040.00 | 7,040.00 | 0.00 | 0.00 | 7,040.00 |
| Schematic Design | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 50,000.00 |
| Design Development | 102,361.00 | 61,416.00 | 20,472.00 | 20,473.00 | 81,888.00 |
| Construction Documents | 87,864.00 | 0.00 | 12,552.00 | 75,312.00 | 12,552.00 |
| Bidding | 58,576.00 | 0.00 | 0.00 | 58,576.00 | 0.00 |
| Construction Administration | 1,567,114.00 | 0.00 | 0.00 | 1,567,114.00 | 0.00 |
| Close Out | 102,361.00 | 0.00 | 0.00 | 102,361.00 | 0.00 |
| Total | 2,080,316.00 | 223,456.00 | 33,024.00 | 1,823,836.00 | 256,480.00 |

Invoice total **33,024.00**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|------------------|------------------|-------------|-------------|-------------|-------------|
| 00022 | 02/26/2019 | 33,024.00 | 33,024.00 | | | | |
| | Total | 33,024.00 | 33,024.00 | 0.00 | 0.00 | 0.00 | 0.00 |



INVOICE

W.T. Rich Company, Inc.
 29 Crafts Street, Suite 300
 Newton, MA 02458
 P:617-467-6010
 F:617-467-6011
wtrich@wtrich.com

DATE: FEBRUARY 15, 2019
 INVOICE # 201802-04

TO Manchester Essex Regional School District
 36 Lincoln Street
 Manchester-by-the-Sea, MA 01944

| CONTACT PERSON | PROJECT | PAYMENT TERMS | DUE DATE |
|--------------------|---------------------------------------|---------------|---------------------------|
| Jonathan Rich, CEO | Manchester Memorial Elementary School | Net 30 Days | 30 days from Invoice Date |

| QTY | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|----------|--|------------------|---------------------------|
| Lump Sum | <u>PROGRESS INVOICE #004: 1/1/2019 – 1/31/2019</u> Preconstruction Services for Manchester Memorial Elementary School for Schematic Design Phase | \$18,000.00 | \$18,000.00 |
| | <i>NOTE: Payment #2 of seven monthly payments of \$18,000 each (\$126,000 total)</i> | | |
| Lump Sum | Additional Services: All Owners Drain Cleaning, Inc. Paid Inv.#N634 – Storm Drain Line Inspection Services 2/4/19 (Invoice attached for reference.) | \$500.00 | \$500.00 |
| | | | |
| | | | |
| | | | |
| | | SUBTOTAL | \$18,500.00 |
| | | SALES TAX | \$0.00 |
| | | TOTAL | <u>\$18,500.00</u> |

Make all checks payable to W.T. Rich Company, Inc.

Thank you for your business!



ALL OWNERS DRAIN CLEANING INC.

P.O. BOX 934 | WILMINGTON, MA 01887
 www.allownersdraincleaning.com
 TOLL FREE 800-658-8970 FAX 978-658-8970

Invoice

| | |
|----------|-----------|
| Date | Invoice # |
| 2/4/2019 | N634 |

| |
|--|
| Bill To |
| Brain Paradee 43 Lincoln Street Manchester, MA |

PAID
02/04/2019

| |
|--------------|
| Job Location |
| |

| | | |
|--------|----------|-------------|
| P.O. # | Due Date | Technician |
| | 2/4/2019 | Andrew/Alex |

| Item | Quantity | Description | Rate | Amount |
|-------------------------|----------|---|--------------|-----------------|
| High Pressure Water Jet | | High pressure water jetted 36 inches of storm drain. Stuck at 50 feet, couldn't do a video inspection, need remote controlled inspection equipment. | 500.00 | 500.00 |
| Guarantee - 0 Days | | | Total | \$500.00 |

Invoices not paid by the due date printed on this invoice are subject to a 1.5% monthly finance charge.
 A fee of \$25 will be applied to any invoice paid by check that is returned due to non-sufficient funds.



CDW CONSULTANTS, INC.
CIVIL & ENVIRONMENTAL ENGINEERS

February 8, 2019

Debi McDonald
JCJ Architecture
One State Street, Suite 900
Boston, MA 02109

RE: Proposal for Confirmatory Hazmat Survey
Design Development through Construction Administration
Manchester Memorial Elementary School
43 Lincoln Street
Manchester by the Sea, MA 01944

Dear Ms. McDonald:

CDW Consultants, Inc. (CDW) is pleased to present this proposal to JCJ Architecture (Client) to conduct a confirmatory hazardous materials survey as well as prepare design development and construction documents for the Manchester Memorial Elementary School, located at 43 Lincoln Street, Manchester by the Sea, Massachusetts (Site). The Client shall provide scaled building plans and detailed final design. This work will be conducted in accordance with the United States EPA guidelines.

Our proposal includes the following Scope of Services, Schedule of Services, Fee for Services, Assumptions and Limitations, and Terms and Conditions.

SCOPE OF SERVICES

CDW's proposed Scope of Services is categorized in the following tasks:

Task 1. Confirmatory Hazardous Building Survey

CDW will conduct a confirmatory survey to evaluate the presence of asbestos containing materials (ACM) and lead based paint (LBP) in hidden areas, sample roofing materials, behind vapor barrier and chalkboards, and other difficult to access locations in the school building. This task includes an allowance for a contractor to assist and repair destructive sampling. Up to 150 bulk samples of suspect ACM, and up to 25 samples of suspect LBP will be taken from the interior and exterior of the school building and submitted to a laboratory for analysis.

Task 2. Hazmat Report

CDW will prepare a summary report and drawing revisions depicting the locations of ACM identified in the interior and exterior of the subject building. Client shall provide CDW with scaled building plans in CADD.

Task 3. Construction Documents

CDW will modify base floor and existing building elevation plans provided by Client to show locations of ACM and LBP identified. CDW will prepare construction document technical



specifications related to asbestos and universal and hazardous materials present and/or likely to be encountered during building renovations/demolition. The preparation of detailed site plans, locational surveys, or other drawings is not included herein.

Task 4. Construction Administration

CDW will attend one construction kick off meeting and review technical specification contractor submittals related to asbestos abatement and hazardous materials abatement.

SCHEDULE OF SERVICES

CDW will commence work on this project upon receipt of written authorization to proceed. The schedule for completion of these tasks is based upon Client's needs and from written authorization to proceed. This proposal may be subject to change based upon final design.

FEE FOR SERVICES

For this project, as defined in SCOPE OF SERVICES, compensation shall be on a time and material basis estimated as follows:

Task 1. Confirmatory Hazmat Survey

| | |
|------------------------|-----------------|
| Labor: | \$ 4,680 |
| Expenses: Contractor | \$ 2,970 |
| ACM Samples | \$ 3,000 |
| LBP Samples | \$ 625 |
| Task 1 Subtotal | \$11,275 |

Task 2. Summary Report

| | |
|------------------------|-----------------|
| Labor: | \$ 4,420 |
| Task 2 Subtotal | \$ 4,420 |

Task 3. Construction Documents

| | |
|------------------------|-----------------|
| Labor: | \$ 5,770 |
| Task 4 Subtotal | \$ 5,770 |

Task 4. Construction Administration

| | |
|------------------------|-----------------|
| Labor: | \$ 4,000 |
| Task 5 Subtotal | \$ 4,000 |

Total Estimated Project Costs **\$25,465**

ASSUMPTIONS AND LIMITATIONS

The above scope assumes free and clear access at the scheduled time of the survey. Hidden, latent or inaccessible areas identified during the course of the initial inspection or upon subsequent abatement or demolition activities are not included in the preliminary scope, above. This preliminary budget may be adjusted based upon final design.



TERMS AND CONDITIONS

CDW will accept applicable Terms and Conditions of the Contract for Designer Services (i.e., the Prime Agreement) between the Manchester by the Sea School District and Client.

Please sign a copy of this agreement. Retain a copy for your files and return the other to us, the receipt of which shall constitute Notice-to Proceed. If you have any questions, please do not hesitate to contact Susan Cahalan at extension 25. We look forward to working with you on this project. Thank you for considering CDW Consultants, Inc.

Very truly yours,
CDW CONSULTANTS, INC.

AGREED AND ACCEPTED:

Joanne Scannell
Associate Director

BY: _____
TITLE: _____
DATE: _____



W.T. RICH COMPANY, INC.

January 9, 2019

Steve Brown
Dore & Whittier Management Partners
260 Merrimac Street
Building 7, 2nd Floor
Newburyport, MA 01950

Reference: Manchester Memorial Elementary School project
Subject: Requested Staffing Changes

Dear Steve,

As discussed with you directly, there have been several organizational changes within W.T. Rich over the last several months. Some of these changes directly affect the staffing approach for the Manchester Memorial Elementary School (MMES) project. This letter summarizes those changes that will affect the project and presents the staffing revisions we are proposing. It is worth noting that the MMES is a challenging project with an aggressive schedule and unique phasing and site constraints. W.T. Rich appreciates fully these challenges and we would not make any staffing changes that would in any way reduce our ability to manage the complexities and challenges of the MMES project. In fact, the changes being made include some of our top talent which I have decided to dedicate to this project to ensure we meet those challenges effectively.

Organizational Changes

There are three organizational changes which affect the MMES project.

- 1) Superintendent Ed Condon is no longer with our firm.
- 2) Project Manager Mike Michaud has made a career change within our firm. He is now head of our Quality Control department in the role of Quality Control Director. Mike will still be involved in the project, but in the role of Quality Control Director – not as a full-time project manager.
- 3) Harvey Eskenas has been promoted from Senior Project Manager to Project Executive. Since I personally am serving as a hands-on Project Executive for the MMES project, I feel it is appropriate to fill the Senior Project Manager role with someone with that title so that there is not overlap between myself and Harvey.

Proposed Staffing Changes

I am presenting the following staffing changes for your consideration.

- 1) Michael St. Germain will serve as the lead superintendent
- 2) Brian Paradee will serve as lead project manager
- 3) Randy Joiner will serve as senior project manager



Steve Brown, DWMP
MMES Requested Staffing Changes
January 9, 2019, Page 2 of 2

I want to assure you and the District that the proposed team is a top-notch team. I have every confidence that you will be very impressed with their knowledge, capabilities and working style. I have attached resumes for each.

If you have any questions, please do not hesitate to contact me.

Respectfully,
W. T. RICH COMPANY, INC.

Jonathan Rich
CEO



Randy Joiner

Senior Project Manager

Randy joined the company in 2018 and has over 20 years of construction, logistics, procurement and quality process management experience. His duties include a full array of project management responsibilities, overall project success and coordination with field superintendents.

Relevant Project Experience

Athletic Facilities & Physical Education Renovations

San Jacinto, CA | \$10 Million | 25,000 SF | CM-Multiple Prime

Owner: Mt. San Jacinto College

Three-phase modernization of athletic facilities on the main campus, including a complete renovation of the gymnasium and locker room building, new synthetic turf football field, and new baseball complex. Modernization work includes gymnasium flooring, ceramic tile, gymnasium equipment, lockers, doors/hardware, electrical, plumbing, mechanical, and ceilings. New work includes synthetic turf, synthetic track, batting cages, bleachers, site fencing, and baseball/football equipment.

Trabuco Mesa/Cielo Vista Elementary School Modernization

Rancho Santa Margarita, CA | \$9 Million | 50,000 SF | CM-Multiple Prime

Owner: Saddleback Valley Unified School District

Complete modernization of two elementary school campuses. Improvements include the replacement of floors, ceilings, electrical, plumbing, roofing, restroom fixtures, shade structures, and site improvements. Redesigned casework to account for future smart wall improvements.

Burnett Elementary School Multi-Purpose Building

Hawthorne, CA | \$5 Million | 9,000 SF | CM-at-Risk

Owner: Wiseburn School District

Multi-use building with state-of-the-art kitchen and dining facilities, classrooms, office spaces, storage, and related site work. Steel and masonry construction. Designed to LEED Silver. \$10,000 was returned to the District at the end of the project.

Bond Measure Y/Z

Torrance, CA | \$350 Million | 125,000 SF | CM-at-Risk/CM-Multiple Prime

Owner: Torrance Unified School District

Bond program encompassing complete renovation of over 30 campuses throughout the District. Improvements include the replacement of windows, doors, floors, ceilings, walls, water/termite damaged structures, site drainage mitigation, electrical/technology upgrades, kitchen improvements, and playground modernizations.

Additional Work Experience:

Norwalk-La Mirada Unified School District – Measure G Bond Management

Norwalk, CA | \$40 Million

El Monte City School District – Wright & Le Gore New Classroom Buildings

El Monte, CA | \$17 Million

Vista Unified School District – Hannalei Elementary School

Vista, CA | \$12 Million

Oceanside Unified School District – High School Science & Tech Facility

Oceanside, CA | \$6 Million



Education

- Charleston Southern University, BBA in Business Management
- Community College of the Air Force, AS in Logistics/Procurement

Certifications

- Certified Construction Manager (CCM)
- Design-Building Professional (DBIA)
- LEED Green Associate
- OSHA 30 Certification

References

Alvin Flores
Associate
Ruhnau-Ruhnau-Clarke
Architects
229-444-0620

Daryl Wilkes
Owner's Representative
Mt. San Jacinto College
951-837-1947

Haley Ruthrauff
Associate
Gensler Architects
619-557-2500

Derek Berhow
Inspector
Sandy Pringle & Associates
503-560-3327

Atta Alsaleh
Owner's Representative
El Monte City School District
909-305-2332



Brian Paradee, LEED® Green Associate

Project Manager

Brian Paradee has worked in the construction industry since 2010 and has worked as a Project Manager on various large, commercial and residential projects for the majority of that time. Since joining W.T. Rich Company in 2015, Brian has become a valued member of the project management team. As Project Manager, Brian proactively manages all aspects of a project from preconstruction through to close-out, delivering on all owner requirements.

Relevant Project Experience

Jefferson Park State - Revitalization

Cambridge, MA | \$51 million | Multiple Buildings | MGL Ch. 149

Owner: Cambridge Housing Authority

New construction of six multi-story, wood-framed, residential buildings providing a total of 104 affordable housing units. Scope includes green design and extensive site development. The project qualified for Low-Income Housing Tax-Credit Financing.

Additional Work Experience:

RAD Revitalization of Putnam Gardens

Cambridge, MA | \$22 million | Multiple Buildings | MGL Ch. 149A

Owner: Cambridge Housing Authority

Three, 3-story walk-up buildings with full basements. The phased construction of interior apartment upgrades along with complete building systems upgrades. Additional work includes masonry restoration, landscaping, civil infrastructure and other site work improvements across the development. The complex remained approximately 85% to 90% occupied.

RAD Revitalization of Newtowne Court

Cambridge, MA | \$44 million | Multiple Buildings | MGL Ch. 149A

Owner: Cambridge Housing Authority

Eight, 3-story walk-up masonry, concrete buildings containing a total of 268 apartments. The phased construction of interior apartment upgrades along with complete building systems upgrades and new roofing systems on several buildings.

West Bridgewater Middle/Senior High School

West Bridgewater, MA | \$45 million | 141,250 SF | MGL Ch. 149A

Owner: Town of West Bridgewater

The project consisted on building a new school on part of the existing 20-acre campus and then full demolition of the original school and repurposing that location as athletic fields.

Park Avenue Elementary School

Webster, MA | \$33 million | 109,000 SF | MGL Ch. 149A

Owner: Town of Webster

The ground-up construction of a new three-story elementary school followed by the full demolition of the original school.



Education

- Roger Williams University, Bristol, RI BS in Construction Management

Certifications

- Massachusetts Construction Supervisor License
- OSHA 30 Certification
- LEED Green Associate

References

Derek Little
Associate Architect
Abacus [Architects + Planners]
617-620-9363

Annie Steele
Associate Architect
Abacus [Architects + Planners]
617-562-4446

Jonathan Felts, PE
Vice President / COO
Fenagh Engineering
617-356-4219

Edward DeFanti
Vice President of Turn-Key Framing Division
National Lumber
781-603-7662

Matt Dempsey
Principal
Site Specific, LLC
401-848-4696



Michael St. Germain

Superintendent

Michael St. Germain has worked in the construction industry for 30 years. He is consistently regarded by designers, owners and sub-contractors as an exceptional talent in the construction field. He possesses extensive knowledge of the technical construction process and field operations. He has outstanding relationship and organizational skills, has a unique ability to manage complexity and has developed an expertise in running large, challenging renovation projects.



Relevant Project Experience

KIPP Lynn High Rock and Wheeler Charter School

Lynn, MA | \$26 million | 72,000 SF | MGL Ch. 149A

Owner: City of Lynn

Project consists of two phases. Phase 1 is completed and included a 12,000 square foot addition to the existing KIPP Lynn High Rock School. Phase 2 is a 60,000 square foot renovation of an existing building (at a different location) to create a new high school facility.

Roxbury Community College

Roxbury, MA | \$32 million | 123,000 SF | MGL Ch. 149A

Owner: DCAMM

Renovation of four academic buildings that are fully occupied during construction. The scope of work included new Allied Health Center in Building 4, a gut renovation in Building 3 to accommodate the new kitchen, cafeteria and dining commons on the 1st Floor and new library and learning spaces on the 2nd Floor. Other interior work included renovation bathrooms and classroom laboratories. Exterior work included new tapered roofing systems, extensive masonry, window replacement and other upgrades. The project required complex phasing to accommodate the occupants, and MEP coordination with a separate, ongoing Chapter 25A Energy project that is being performed by another company.

Additional Work Experience:

Modernization of Washington Elms

Cambridge, MA | \$27 million | Multiple Buildings | MGL Ch. 149

Owner: Cambridge Housing Authority

Replacement of 6 boiler plants, masonry, stairways, exterior doors, paving; install new fire alarm system; upgrades to community center, maintenance garage, site wide MEPs. All 17 buildings occupied during construction.

Mass DOT District 6 Headquarters

Boston, MA | \$10 million | Multiple Buildings | MGL Ch. 149

Owner: MassDOT

Renovations to 10 story existing occupied building. Complete renovation of each floor including new offices, upgrades to mechanical, electrical, plumbing, fire protection, and front entryway.

Mystic River Apartments

Somerville, MA | \$19 million | MGL Ch. 149

Owner: Somerville Housing Authority

Multi-phased project including the addition of 240 pre-cast module kitchen and bath structures, site work, new foundations, stairs, canopies, roofs and utility upgrades.

Belmont Municipal Electrical Substation

Belmont, MA | \$8 million | MGL Ch. 149

Owner: Belmont Municipal Light Department

Erect new electrical substation, interior trolley crane, complete MEP systems, duct banks for equipment and power transfer, site drainage and electrical structures, landscaping. DEP regulated site.

Certifications

- Massachusetts Construction Supervisor License
- LEED Green Associate Accreditation
- Union Carpenter, Local 328
- OSHA 30 Certification
- MA 2A Hoisting Engineer's License
- First Aid CPR AED Trained
- Lead-Safe Renovator Supervisor
- Total Station and CAD Training

References

Craig Spinale
Director of Operations
Belmont Municipal Light Dept.
617-993-2847

Eric Kluz
Project Architect
HKT Architects Inc.
617-776-6545

Paul Botelho
Project Engineer
Dept. of Conservation and Recreation
617-719-7372

Mark Johnson
Project Manager
Waltham Housing Authority
781-844-1199