

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: 1/22/2018
Time: 7:00 PM
Prepared By: C.Shefferman

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair	✓	Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Daniel Ruiz	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.			
	Lisa O'Donnell *	Essex B.O.S.			
✓	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			

Action Items:

<u>Item No.</u>	<u>Responsible Party:</u>	<u>Description</u>
7.11	P. Beaudoin	Site: Swing space availability

* SBC Voting
Member

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Item No.	Description	Action
18.1	<u>Call to Order:</u> 7:06 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 13 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the Power Point presentation that is being projected on the screen and to follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
18.2.1	<u>Previous Topics & Approval of January 10, 2018 Meeting Minutes:</u> S. Brown explains and reviews the one previous item requiring action. A review of the item is noted below.	Record
7.11	<p><u>Site Understanding:</u> (For previous history of this item, refer to previous meeting minutes)</p> <p>...Additional details and follow up will be provided to the SBC at our next meeting.</p> <p>11/14/2017: P. Beaudoin states that she has a meeting scheduled with the Mayor of the Town of Beverly on 11/20/17. P. Beaudoin is also in communication with St. Mary's in Beverly, and is waiting for a formal response from the school on whether it will fit the needs of MMES. P. Beaudoin is still waiting to hear from Father Jim in Gloucester. P. Beaudoin will continue to pursue these options and will report back to the SBC once she has additional information.</p> <p>11/28/2017: P. Beaudoin states that there are still 3 possible options. Briscoe School in Beverly, The Cummings Center in Beverly, and St. Mary's in Beverly. P. Beaudoin met with officials from Beverly's mayor office, and is waiting to hear whether they would be willing to wait a year before someone would possibly occupy the school. The Cummings Center approached P. Beaudoin and stated that they might have an option that would fit their needs. The Cummings Center is working on putting together a quote and space availability between their many available spaces. P. Beaudoin is still waiting to hear if St. Mary's can provide an estimate for the space. After discussion, the SBC agreed that overall, they would steer towards an option that can either have kids on site or off site based on phasing, modulars, and or an offsite temporary campus. P. Beaudoin to continue development of potential swing spaces.</p> <p>12/12/2017: P. Beaudoin states Cummings Properties has confirmed that they have nothing that fits the District's space needs for the time frame needed. No update from Gloucester or St. Mary's prospect at this time.</p> <p>12/18/2017: No update at this time.</p> <p>1/10/2018: No update at this time.</p> <p>1/22/2018: No update at this time.</p>	P. Beaudoin
18.2.2	<u>Previous Topics & Approval of January 10, 2018 Meeting Minutes:</u> A motion to approve the 1/10/2018 meeting minutes as submitted made by C. Hay and seconded by C. Weld. Discussion: None. Vote: All in favor w G. Scharfe and A. Ingaharro abstaining. Motion passes, minutes approved.	Record
18.3	<u>Invoices and Commitments for Approval:</u> DWMP amendment No. 1 for OPM additional services in the amount of \$7,040.00 (amendment attached) vote expected. Motion made by G. Scharfe to approve amendment No. 1 in the amount of \$7,040.00, 2 nd by A. Ingaharro Discussion: None. Vote: Unanimous to approve.	Record
18.4	<u>Design Update:</u> J. Laposta provides the SBC with a design/project update. JCJ reminds the SBC that the systems narratives for MEP, site, structure, etc. are available on the team dropbox for viewing. A design sub-committee meeting was held on 1/16/18. During the	Record

	meeting the group provided JCJ with feedback on the current schemes and potential changes that could be made to help the process of elimination. Tonight JCJ will be presenting the revised schemes for review. Currently the schemes are being evaluated and estimated by both JA Associates, and PM&C. These estimates for all schemes will be included in the PSR submission.	
18.5.1	<p><u>Evaluating the Options:</u> L. Braren from JCJ presents the SBC with the revised plans and development to the 5 schemes. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ R-1-Four Walls <ul style="list-style-type: none"> • There are still 4 phases to this scheme. No changes have been made since the last meeting. ➤ AR-2-Save the Core <ul style="list-style-type: none"> • The music room and media center have been added back into the core/renovation. • Additional parking, queueing decreased. • Same gymnasium and auditorium footprint. ➤ N-1-The Piano <ul style="list-style-type: none"> • Main road shifted, provided additional queueing and increased parking. • New playfield, not full sized • Potential for a separate gym entrance • Maintain lightwell around the gymnasium for added light in the core. • A. Ingaharro asked whether the stage could be flipped and be on the other side of the gym to be closer to cafeteria. J. Braren to confirm. ➤ N-3-The Hub <ul style="list-style-type: none"> • Reduced amount of phasing • Reduced size of the hub • Additional parking and queueing • Potential to add wing into 3 floors ➤ N-9-The Hook <ul style="list-style-type: none"> • Additional modularity needed due to wetlands. • Without a gym during one of the phases • Additional parking and queueing 	L. Braren
18.5.2	<p><u>Evaluating the Options:</u> After presenting the phasing changes to the SBC, JCJ presents a revised option matrix. JCJ reminds the SBC that no decisions need to be made tonight. The SBC discussed all options, a recap of the discussion is below:</p> <ul style="list-style-type: none"> ➤ R-1: it's the existing building, the community will not understand why it's the same school when it's inefficient and over 50 years old. ➤ AR-2: doesn't improve queueing, same size gym, won't fit the program. ➤ N-1: no separate community access from the learning spaces ➤ N-3: fits well within the neighborhood, separate access from community wing and learning spaces, potential for additional 3rd floor on west wing for growth. ➤ N-9: gym in front of building which is a large space to see when you first enter site and see building. <p>J. Laposta states that at our next meeting, 2/1/2018, the SBC will be presented with an updated matrix, as well as estimates for all 5 schemes. Following the 2/1/2018 meeting, another meeting is scheduled for 2/5/2018 to select one scheme for PSR submittal. If both 2/1/2018 and 2/5/2018 can be combined, then we will not need to meet on 2/5/2018.</p>	Record

18.6.1	<p><u>CM @ Risk vs. DBB</u>: S. Brown discusses the CM @ Risk vs. DBB slides. A recap of the discussion is below:</p> <ul style="list-style-type: none"> ➤ Design-Bid-Build: MGL Chapter 149 <ul style="list-style-type: none"> • You are purchasing a building in accordance with plans and specifications • Facts: <ul style="list-style-type: none"> ○ Selection is bid based ○ Designed to 100% construction documents: no contractor involvement ○ Bids solicited from general contractors & trade contractors ○ Contract value based on “lump sum” amount ○ “Closed book” construction budget accounting • Advantages: <ul style="list-style-type: none"> ○ Familiar delivery method ○ Simple process to manage ○ Lowest price proposed & accepted ○ Simple accounting • Disadvantages <ul style="list-style-type: none"> ○ Linear process: may mean longer schedule durations ○ Full cost not known until bids received; may require re-design/re-bid ○ GC project management is minimal ○ Increased probability of disputes/claims ○ No GC input in design, planning or budgeting ➤ CM @ Risk: MGL Chapter 149a <ul style="list-style-type: none"> • You are hiring a professional service firm that manages the construction of buildings • Facts <ul style="list-style-type: none"> ○ Selection is qualified, AND cost based ○ CM provides pre-construction & construction services ○ CM participates in the sub-contractor prequalification’s process ○ Option for early release bid packages or “fast-track” schedules ○ Contract value based on “Guaranteed Maximum Price” ○ “Open book” construction budget accounting • Advantages: <ul style="list-style-type: none"> ○ Qualifications based selection ○ The builder assists with budgeting logistics & constructability ○ Fast track scheduling possible ○ CM joins the “Team” ○ Negotiations and “Team” atmosphere reduces likelihood of claims • Disadvantages <ul style="list-style-type: none"> ○ Requires OPM/Design team to be familiar with GMP model ○ Higher upfront costs ○ Potential additional costs related to early bid packages ○ May be difficult to determine if best price is achieved ➤ CM @ Risk vs DBB comparisons: <ul style="list-style-type: none"> • DBB: <ul style="list-style-type: none"> ○ Lowest theoretical cost ○ Builder selected on cost only 	Record
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	<ul style="list-style-type: none"> ○ Traditional, simple procurement ● CM @ Risk: <ul style="list-style-type: none"> ○ Fast track scheduling available ○ Flexibility to deal with unforeseen conditions ○ Flexibility in occupied, multi-phases renovations ○ Schedule driven, non-negotiable occupancy date ○ Builder selected on qualifications & cost 	
18.6.2	<u>CM @ Risk vs. DBB:</u> After review, the SBC discussed and outlined pluses and minuses to both options. A motion was made by G. Scharfe and seconded by A. Oldeman to approve the CM @ Risk Construction Delivery Method. Discussion: P. Beaudoin asks whether any SBC designer members have any additional opinion? C. Hay states due to the complexity of the site, size and logistics CM @ Risk is the preferred method. All in favor: Unanimous, vote passes.	Record
18.7	<u>Working Groups Update:</u> P. Beaudoin states post cards will be sent out 1/23/2018 regarding community meeting no. 3. The district has pushed heavy on social media, and on the website.	Record
18.8	<u>Schedule/Look Ahead:</u> S. Brown reviews the two-month look-ahead schedule noting upcoming working group, community meetings, and SBC meeting dates (backup attached). <ul style="list-style-type: none"> ➤ 1/31/18-Community Meeting No. 3 ➤ 2/5/18-SBC Meeting ➤ 2/13/18-Joint SBC/SC Meeting (Approve PSR) ➤ 2/27/18-SBC Meeting 	Record
18.9	<u>Next Steps:</u> J. LaPosta notes the next steps slide and discusses important upcoming dates. An outline of these discussion is below: <ul style="list-style-type: none"> ➤ 1/31/18-Community Meeting ➤ 2/1/18-Review Cost Estimates ➤ 2/5/18-Select Preferred Option ➤ 2/13/18-Joint Committee Approval of PSR ➤ 2/21/18-Submit PSR to MSBA 	Record
18.10	<u>Next Meetings:</u> The next SBC will be held Thursday, February 1st at 7pm in the Manchester Essex Regional Middle/High School Library.	Record
18.11	<u>Other Topics Not Reasonably Anticipated (48 hour prior to meeting):</u> None.	Record
18.12	<u>Public Comment:</u> None.	Record
18.13	<u>Adjourn:</u> A motion was made by J. Foster and seconded by A. Ingaharro to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:59 pm.	Record

Project: Manchester Memorial Elementary School
Meeting: School Building Committee
Meeting No. 18– 1/22/2018
Page: 6

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 18 1/10/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 1/22/18, DWMP Amendment No. 1

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.



Manchester Essex Regional School District
School Building Committee

Meeting Date: 1/22/18
Meeting No. 18



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	azaiger@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	tomaiolom@mersd.org	
* Maggie Tomaiolo	Essex	fosteriq@verizon.net	
* Jake Foster	Essex	mburton@doreandwhittier.com	
Mike Burton	DWMP	sbrown@doreandwhittier.com	
Steve Brown	DWMP	cshefferman@doreandwhittier.com	
Christina Shefferman	DWMP	jlaposta@icj.com	
Jim LePosta	JCJ	druiz@icj.com	
Dan Ruiz	JCJ	lbraren@icj.com	
Lauren Braren	JCJ	eczarncki@icj.com	
Emily Czarnecki	JCJ		

** 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

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Meeting Date: 1/22/2018
Time: 7:00 PM
Prepared By: C.Shefferman



-
1. Call to Order
 2. Previous Topics & Approval of January 10, 2018 Meeting Minutes
 - 7.11 Site: Swing space availability (P. Beaudoin)
 3. Invoices and Commitments for Approval
 - DWMP Amendment No. 1 in the amount of \$7,040.00 (amendment attached). Vote expected.
 4. Design Update (JCJ)
 5. Evaluating The Options (JCJ)
 6. CM @ Risk vs. DBB (vote anticipated) (DWMP)
 7. Working Group Update (DWMP)
 8. Schedule/Look Ahead (DWMP)
 9. Next Steps
 10. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
 11. Public Comments
 12. Adjourn

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✓	John Willis *	Principal MMES	✓	Steven Brown	DWMP
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✓	Andy Oldeman *	Man. Fin. Comm.			
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	Sarah Creighton *	Manchester			
✓	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

Action Items:

<u>Item No.</u>	<u>Responsible Party:</u>	<u>Description</u>
7.11	P. Beaudoin	Site: Swing space availability

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17.2.1	<u>Previous Topics & Approval of December 18, 2017 Meeting Minutes</u> : S. Brown explains and reviews the one previous item requiring action. A review of the item is noted below.	Record
7.11	<p><u>Site Understanding</u>: (For previous history of this item, refer to previous meeting minutes)</p> <p>...Additional details and follow up will be provided to the SBC at our next meeting.</p> <p>11/14/2017: P. Beaudoin states that she has a meeting scheduled with the Mayor of the Town of Beverly on 11/20/17. P. Beaudoin is also in communication with St. Mary's in Beverly, and is waiting for a formal response from the school on whether it will fit the needs of MMES. P. Beaudoin is still waiting to hear from Father Jim in Gloucester. P. Beaudoin will continue to pursue these options and will report back to the SBC once she has additional information.</p> <p>11/28/2017: P. Beaudoin states that there are still 3 possible options. Briscoe School in Beverly, The Cummings Center in Beverly, and St. Mary's in Beverly. P. Beaudoin met with officials from Beverly's mayor office, and is waiting to hear whether they would be willing to wait a year before someone would possibly occupy the school. The Cummings Center approached P. Beaudoin and stated that they might have an option that would fit their needs. The Cummings Center is working on putting together a quote and space availability between their many available spaces. P. Beaudoin is still waiting to hear if St. Mary's can provide an estimate for the space. After discussion, the SBC agreed that overall, they would steer towards an option that can either have kids on site or off site based on phasing, modulars, and or an offsite temporary campus. P. Beaudoin to continue development of potential swing spaces.</p> <p>12/12/2017: P. Beaudoin states Cummings Properties has confirmed that they have nothing that fits the District's space needs for the time frame needed. No update from Gloucester or St. Mary's prospect at this time.</p> <p>12/18/2017: No update at this time.</p> <p>1/10/2018: No update at this time.</p>	P. Beaudoin
17.2.2	<u>Previous Topics & Approval of December 18, 2017 Meeting Minutes</u> : A motion to approve the 12/18/2017 meeting minutes as submitted made by J. Foster and seconded by C. Weld. Discussion: None. Vote: All in favor w J. Foster, L. O'Donnell, A. Zaiger, C. Hay, M. Tomaiolo, and A. Urbas abstaining. Motion passes, minutes approved.	Record
17.3.1	<p><u>Design Update</u>: JCJ starts discussion by going through all options, and providing details about the developed design for the SBC to evaluate. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ Things to know: <ul style="list-style-type: none"> • Schemes are not in their final configuration • Elements between scheme are still interchangeable • There are multiple ways to phase construction ➤ Today's Goal <ul style="list-style-type: none"> • Run through all 7 schemes 	Record

- Review and evaluate based on how they work and fit within their ed plan and specifications
- Goal is to get the revised schemes estimates in 3 weeks
- R-1 Four Walls
 - Phasing
 - Site mobilization
 - Install modulares
 - Renovate west wing
 - Renovate center and east wings
 - Renovate pre-k
 - Renovate core area
 - Complete site work
- AR-2 Save the Core
 - Phasing
 - Mobilize
 - Install modulares
 - Renovate center and west wings
 - Construct new 2-story west wing
 - Demolition of east wing and pre-k
 - Construction new center wing (core)
 - Renovation of existing “core block”
 - Demolition of remaining existing building
 - Complete site work
- AR-4 Out West
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of west wing
 - Construct new west wing
 - Renovate center and east wings of existing building
 - Renovate existing building “core” block
 - Complete site work
- N-1 The Piano
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of remaining existing building
 - Construct new building
 - Demolition of remaining existing building
 - Complete site work
- N-3 The Hub
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of remaining existing building
 - Construct new west wing
 - Relocate students to new building
 - Demolition of center and east wings of existing building

	<ul style="list-style-type: none"> ○ Relocate students to new building ○ Demolition of remaining existing building ○ Relocate students to new building ○ Demolition of remaining existing building ○ Construct new east wing ○ Complete site work <p>➤ N-8 Two Wings</p> <ul style="list-style-type: none"> • Phasing <ul style="list-style-type: none"> ○ Site mobilization ○ Install modulares ○ Demolition of center and east existing classroom wings ○ Construct south classroom wing and new “core” block ○ Demolition of remaining existing building ○ Construct new north classroom wing ○ Remove modulares ○ Complete site work <p>➤ N-9 The Hook</p> <ul style="list-style-type: none"> • Phasing <ul style="list-style-type: none"> ○ Mobilize ○ Construct new wing. New 2-story west wing ○ Construct new classroom wings ○ Relocate students to new construction ○ Remove modulares ○ Temporary connector from existing to new building ○ Demolition of art and music area ○ Construct new “core” block ○ Demolition of remaining existing building ○ Complete site work 	
17.4	<p><u>Scheme Update:</u> Once the SBC was provided with the scheme information the SBC discussed at length the pluses and minuses to each. A recap of the discussion is outlined below:</p> <p><u>General Criteria:</u></p> <ul style="list-style-type: none"> ➤ JCJ to add an additional criteria to the evaluation matrix to consider how each scheme provides natural daylight ➤ For the remaining new construction schemes, JCJ to reconfigure the kitchen/cafeteria/gymnasium/stage spaces to allow the possibility for the gymnasium and cafeteria to open into each other ➤ The SBC would prefer avoiding having high noise impact spaces or activities away or buffered from classrooms ➤ The SBC would like to see a hybrid of N-3 and N-9 ➤ The SBC would like to see a hybrid of N-1 and AR-2 ➤ The SBC requested that vestibules be created at entryways to help minimize the impact of mud, grit and debris from entering the building ➤ The SBC requested that the preferred site would allow access for continued existing through Summer Street. <p><u>R-1 Four Walls:</u></p>	Record

	<ul style="list-style-type: none"> ➤ This scheme will continue to be considered as the at least one renovation only scheme minimally required by MSBA <p><u>AR-2 Save the Core:</u></p> <ul style="list-style-type: none"> ➤ The SBC would like to see the entire core block retained ➤ The SBC would like to see this scheme as a whole new construction scheme <p><u>AR-4 Out West</u></p> <ul style="list-style-type: none"> ➤ A motion was made by C. Hay and seconded by 9 out of the 14 SBC members present to eliminate AR-4 <p><u>N-1 The Piano</u></p> <ul style="list-style-type: none"> ➤ The SBC was concerned about separating the public from the core spaces from the academic areas. ➤ The SBC was concerned about potential future expansion opportunities. JCJ noted that the scheme could be modified to allow potential expansion if a future third floor was added. ➤ The SBC liked this scheme because of costs associated and how compact the design was on the site. <p><u>N-3 The Hub</u></p> <ul style="list-style-type: none"> ➤ The SBC would like to see relocating the program on the 2nd floor of the East Wing to the West Wing and eliminate the bridge. ➤ The SBC like this scheme because of the separation between the core and the academic areas. <p><u>N-8 Two Wings</u></p> <ul style="list-style-type: none"> ➤ The SBC liked how the specialist classrooms were together ➤ A motion was made by A. Cameron and seconded by 8 out of 14 SBC members present to eliminate N-8 <p><u>N-9 The Hook</u></p> <ul style="list-style-type: none"> ➤ The SBC asked JCJ to consider moving the specialist rooms along of the spine and all of the classrooms in a cluster arrangement. <p>After discussion the SBC acknowledged that they eliminated two options, AR-4, and N-8, and to move forward with further development of R-1, AR-2, N-1, N-3, and N-9. JCJ will come back to the SBC on 1/22 with variations and reconfigurations based on the comments and votes received today. S. Brown states that a design working work was already established to include A. Oldeman, G. Brewster, C. Hay, R. Breuker, and G. Scharfe. The design working group was established to meet with the JCJ, and DWMP to provide the SBC with feedback based on their expertise as far as what options they believe should be moved forward with. The group will determine in the next couple of days what time in the next week will work to meet and discuss further. The design working group will present the SBC with their feedback and recommendation for our next SBC meeting.</p>	
17.5.1	<p><u>Invoices and Commitments for Approval:</u> DWMP invoice no. 10 for OPM Feasibility services in the amount of \$8,682.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice No. 10 in the amount of \$8,682.00, 2nd by L. O'Donnell. Discussion: None. Vote: Unanimous to approve.</p>	Record
17.5.2	<p><u>Invoices and Commitments for Approval:</u> JCJ invoice no. 5 for Designer Feasibility services in the amount of \$24,285.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice no. 5 in the amount of \$24,285.00 2nd by J. Foster. Discussion: None. Vote: Unanimous to approve.</p>	Record

17.6	<u>Working Groups Update:</u> Update was discussed above regarding design working group. No additional comments.	Record
17.7	<u>Schedule/Look Ahead:</u> S. Brown reviews the two-month look-ahead schedule noting upcoming working group, community meetings, and SBC meeting dates (backup attached). <ul style="list-style-type: none"> ➤ 1/22/18-SBC Meeting ➤ 1/31/18-Community Meeting No. 3 ➤ 2/5/18-SBC Meeting ➤ 2/13/18-Joint SBC/SC Meeting (Approve PSR) ➤ 2/27/18-SBC Meeting 	Record
17.8	<u>Next Steps:</u> J. LaPosta notes the next steps slide and discusses important upcoming dates. An outline of these discussion is below: <ul style="list-style-type: none"> ➤ 1/22/18-Design Update & Construction Delivery Method ➤ 1/31/18-Community Meeting ➤ 2/1/18-Review Cost Estimates ➤ 2/5/18-Select Preferred Option ➤ 2/13/18-Joint Committee Approval of PSR ➤ 2/21/18-Submit PSR to MSBA 	Record
17.9	<u>Next Meetings:</u> The next SBC will be held Monday, January 22 th at 7pm in the Manchester Essex Regional Middle/High School Library.	Record
17.10	<u>Other Topics Not Reasonably Anticipated (48 hour prior to meeting):</u> T. Virden discusses CM @ Risk topic. At our next SBC on 1/22/18, the CM @ Risk vs. DBB discussion will be held. T. Virden will not be at the 1/22 meeting, so wanted to voice his opinion regarding which option he preferred and recommended. Since T. Virden works for Windover Construction, and is in the industry, he recommends that the SBC highly considers using and moving forward with the CM @ Risk method. Since the site will be occupied during construction, has many constraints and setbacks, it is preferred to use. L. O'Donnell voices her agreement with T. Virden and also states that she would recommend using the CM @ Risk method. CM @ Risk vs. DBB construction delivery method will be discussed and an agenda item at our next SBC meeting scheduled for 1/22/18.	Record
17.11	<u>Public Comment:</u> Jenn a member from the public offered her opinion regarding the schemes shown this evening. It is her preference to consider N-3 The Hub. After speaking with many members of the MMES community, she feels that they would love this scheme since there is a central location to the core and small corridors making easy navigation. Jenn also states that many MMES community members feel that continued access to Summer Street allowing access to 127 is vital. Jenn states that further communication with the Manchester Mothers Club and Preschool Club will be vital in further development.	Record
17.12	<u>Adjourn:</u> A motion was made by J. Foster and seconded by T. Virden to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:26 pm.	Record

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 17 1/10/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 1/10/18, DWMP Invoice No. 10, JCJ Invoice No. 5

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.

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. 1

WHEREAS, the Manchester Essex Regional School District (“Owner”) and Dore & Whittier Management Partners, LLC, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Manchester Memorial Elementary School Project (Project Number 201506980010) at the Manchester Memorial Elementary School on March 22, 2017 “Contract”; and

WHEREAS, effective as of January 22, 2018, the Parties wish to amend the Contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract	After this Amendment
Feasibility Study Phase	\$ <u>105,000.00</u>	\$ <u>112,040.00</u>
Schematic Design Phase	\$ <u>50,000.00</u>	\$ <u>50,000.00</u>
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
Total Fee	\$ <u>155,000.00</u>	\$ <u>162,040.00</u>

This Amendment is a result of: OPM cost estimating services in the amount of \$7,040.00 to provide an independent cost estimate for PSR options R-1, AR-2, N-1, N-3, and N-9 as is appropriate to compare and reconcile with the Designer’s estimate for said options. The total amount of this amendment is \$7,040.00. The budget authority for this amendment will be approved separately by means of transferring monies via Budget Revision Request from the “0000-0004 Other” category.

3. The Construction Budget shall be as follows:

Original Budget:	\$ <u>TBD</u>
Amended Budget	\$ <u>-</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>SD ends August 2018</u>
Amended Schedule	<u>-</u>

5. The Authority's standard OPM Contract Amendment for *[DBB OR CM RISK]*, which is attached hereto and incorporated by reference herein, is made a part of the Contract in its entirety.

6. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER

Pamela Beaudoin
(print name)

Superintendent of Schools
(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

Steven W. Brown
(print name)

Project Manager
(print title)

By _____
(signature)

Date _____



Partnering for quality results

January 9, 2018

Steven W. Brown
Dore and Whittier
260 Merrimac Street, Building 7
Newburyport, MA 01950

**Re: Fee Proposal for Cost Estimating Services
Memorial Elementary School; Manchester, MA**

Dear Steven,

Thank you for the opportunity to submit this proposal for construction cost consulting services for construction of a 335-student school, approximately 65,000-80,000 square feet.

Our fee for cost estimating services is as follows:

PSR Phase Estimate (5 Options): \$6,400

This fee includes all expenses.

Thank you again for asking PM&C to submit a proposal on this project. If this proposal is agreeable please sign and send back to this office.

Sincerely,

Accepted By:

Peter Bradley BSC Q.S.; LEED AP
President



Name



Date

TO: Director of Capital Planning
FROM: Pamela Beaudoin
Manchester Essex Regional School District
Manchester Memorial Elementary School
MSBA Project ID Number: 201506980010

DATE: January 22, 2018

RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: **2**

Pursuant to the Feasibility Study Agreement between the Manchester Essex Regional School District (the "District") and the MASSACHUSETTS SCHOOL BUILDING AUTHORITY (the "Authority"), the District hereby requests a revision to the Feasibility Study Budget, Exhibit A, dated September 30, 2016, for the Manchester Memorial Elementary School Project. As required, the District has provided the information outlined in the table below to indicate the Feasibility Study Budget categories (line items) affected, the amounts needed and the reasons for the proposed revision.

The District acknowledges and agrees that it will not seek reimbursement from the Authority for any costs that exceed the already approved line item limits set forth in Exhibit A until after the Authority has accepted this Feasibility Study Budget Revision Request, and the Authority's ProPay system has been adjusted accordingly.

The District further acknowledges and agrees that in accordance with Section 3.3 of the Feasibility Study Agreement, any revisions to the Feasibility Study Budget will not result in an increase to the grant amount set forth in Section 2.1 of the Feasibility Study Agreement.

The District further acknowledges and agrees that the need for these revisions to the Feasibility Study Budget [have not/have] been identified in the OPM monthly report as required pursuant to the Contract for Owner's Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the Manchester Essex Regional School District's School Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated 9/30/2016 is \$650,000.

From Class' Code	From Classification Name	To Class' Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0004-0000	Other	0001-0000	OPM – Feasibility Study	\$7,040	Transferring \$7,040 from Other to OPM Feasibility to cover OPM Preferred Schematic Report Estimate. Backup attached.	\$37,960	

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By:

Title: Chief Executive Officer

Date:

By:

Title: Superintendent of Schools

Date:

By:

Title: Chair of the School Committee

Date:

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By:

Title: Director of Capital Planning

Date:



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

FEASIBILITY PHASE –
SBC MEETING #18
JANUARY 22ND, 2018

1. Call to Order
2. Previous Topics & Approval of December January 10, 2017 Meeting Minutes
3. Invoices and Commitments for Approval
4. Design Update
5. Evaluating the Options
6. CM@ Risk vs. DBB
7. Working Groups Update
8. Schedule/Look Ahead
9. Next Steps
10. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
11. Public Comments
12. Adjourn

1. Call to Order



2. Previous Topics & Approval of January 10, Minutes



PREVIOUS TOPICS

7.11 Site: swing space availability

3. Invoices and Commitments for Approval

DWMP Amendment No. 1 in the amount of \$7,040.00

4. Design Update



PROJECT UPDATE

System Narratives are Available on Dropbox

Design Sub-Committee Meeting 1/16

Estimators Reviewing Materials

5. Evaluating the Options

EVALUATING THE OPTIONS

RECOMMENDED FOR FURTHER DEVELOPMENT

R-1 FOUR WALLS



RENOVATION ONLY

AR-2 SAVE THE CORE



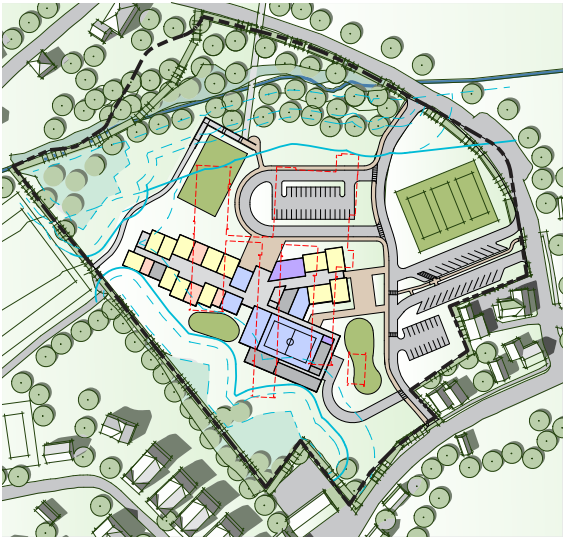
ADDITION/RENOVATION
RETAIN CORE BLOCK ONLY

N-1 THE PIANO



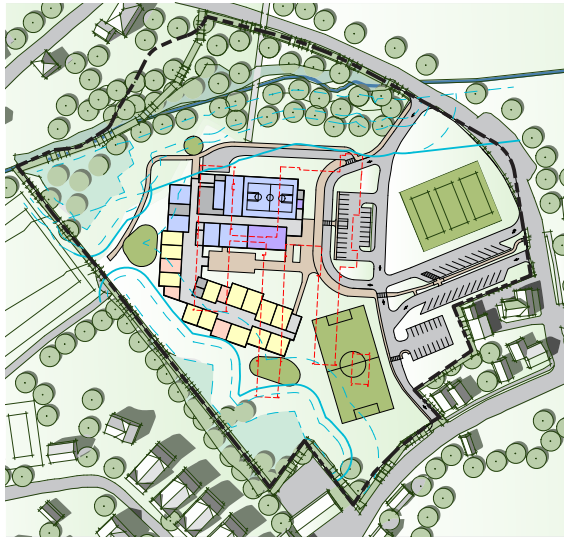
NEW CONSTRUCTION
PHASED - STUDENTS ON-SITE

N-3 THE HUB



NEW CONSTRUCTION
PHASED - STUDENTS ON-SITE

N-9 THE HOOK



NEW CONSTRUCTION
PHASED - STUDENTS ON-SITE

R-1 FOUR WALLS

PHASE ONE



R-1 FOUR WALLS

PHASE TWO



R-1 FOUR WALLS

PHASE THREE



R-1 FOUR WALLS

PHASE FOUR



R-1 FOUR WALLS



SITE PLAN

MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

[illegible]

JCI ARCHITECTURE

AR-2 SAVE THE CORE

PHASE ONE



AR-2 SAVE THE CORE

PHASE TWO



AR-2 SAVE THE CORE

PHASE THREE



AR-2 SAVE THE CORE

PHASE FOUR



AR-2 SAVE THE CORE

PHASE FIVE



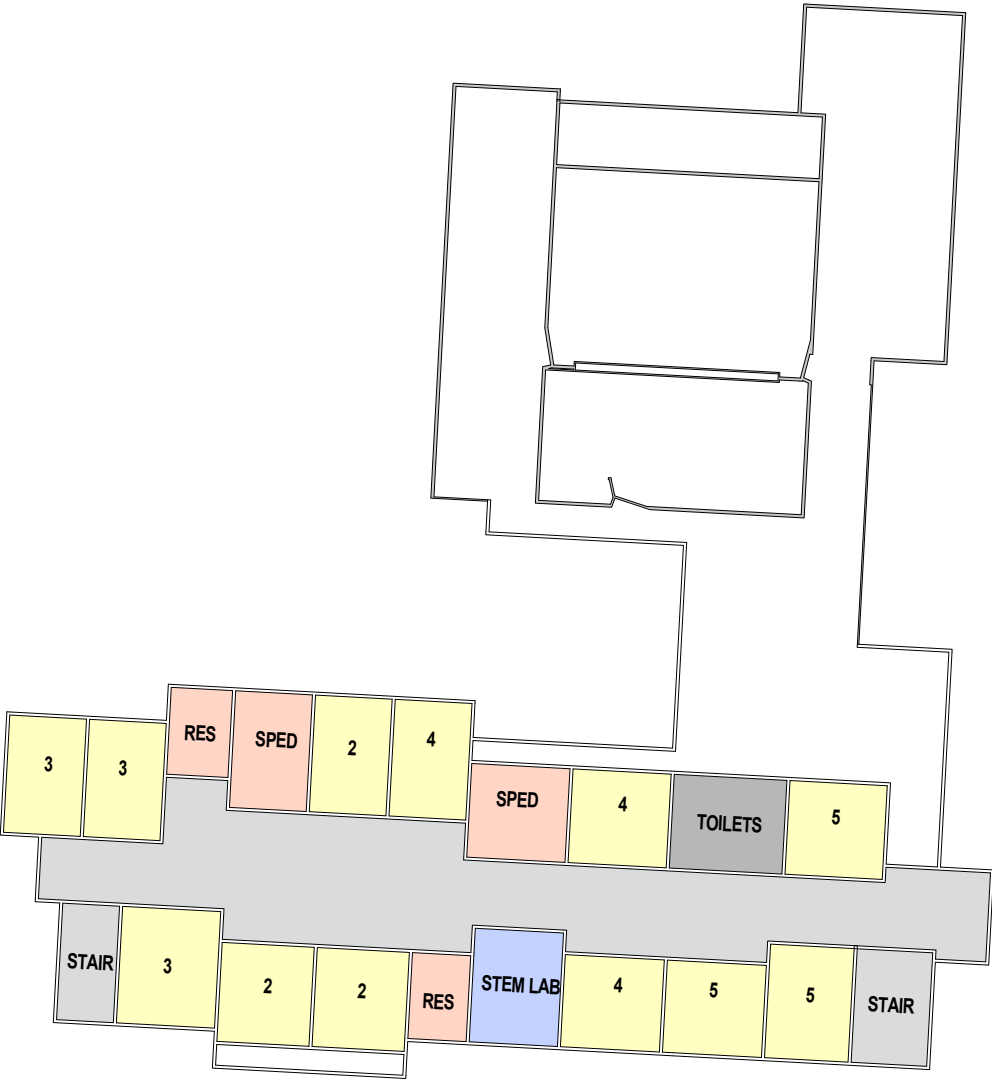
AR-2 SAVE THE CORE



AR-2 SAVE THE CORE



FIRST FLOOR PLAN



SECOND FLOOR PLAN

N-1 THE PIANO

PHASE ONE



N-1 THE PIANO

PHASE TWO



N-1 THE PIANO

PHASE THREE



N-1 THE PIANO

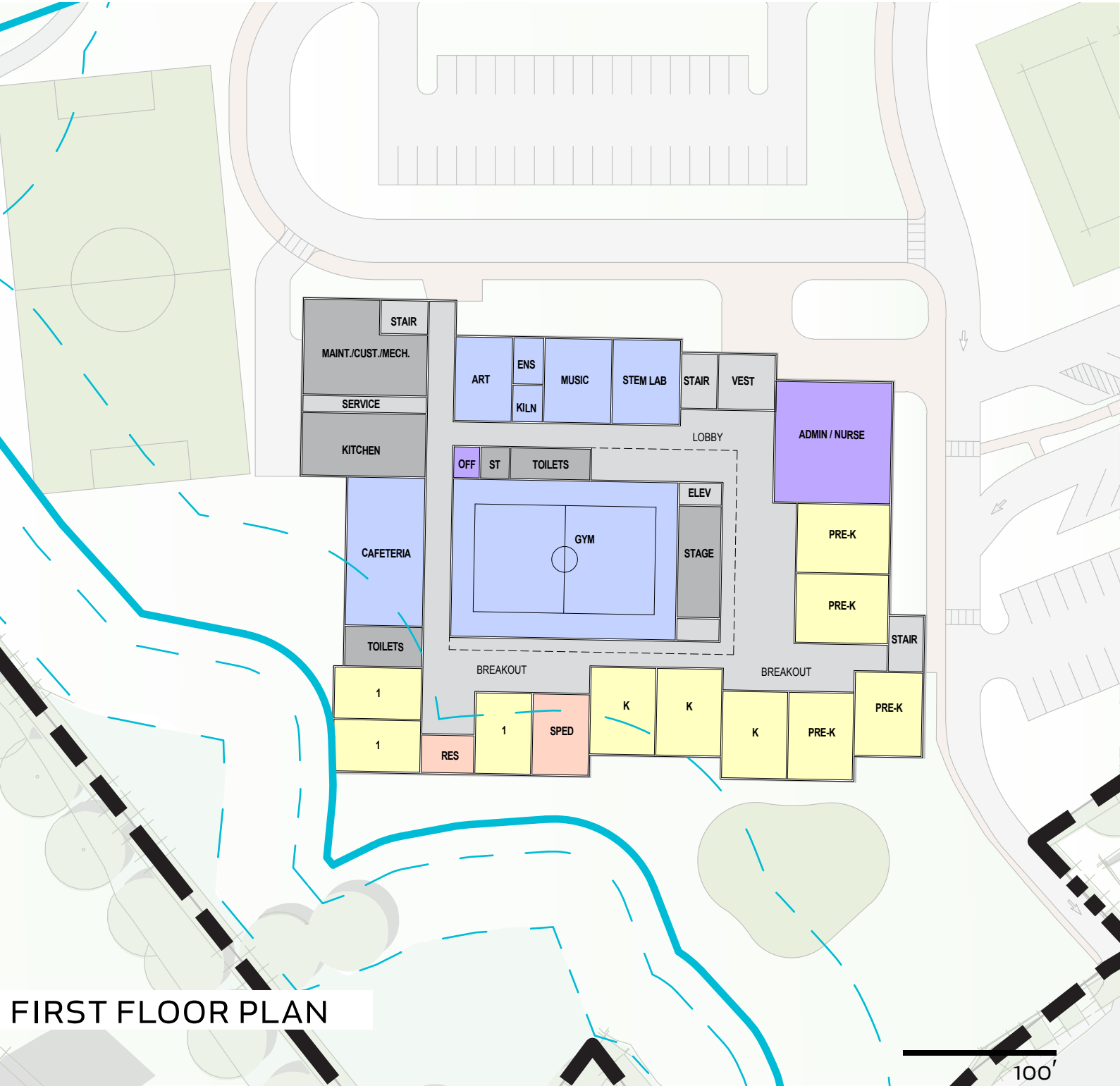


SITE PLAN

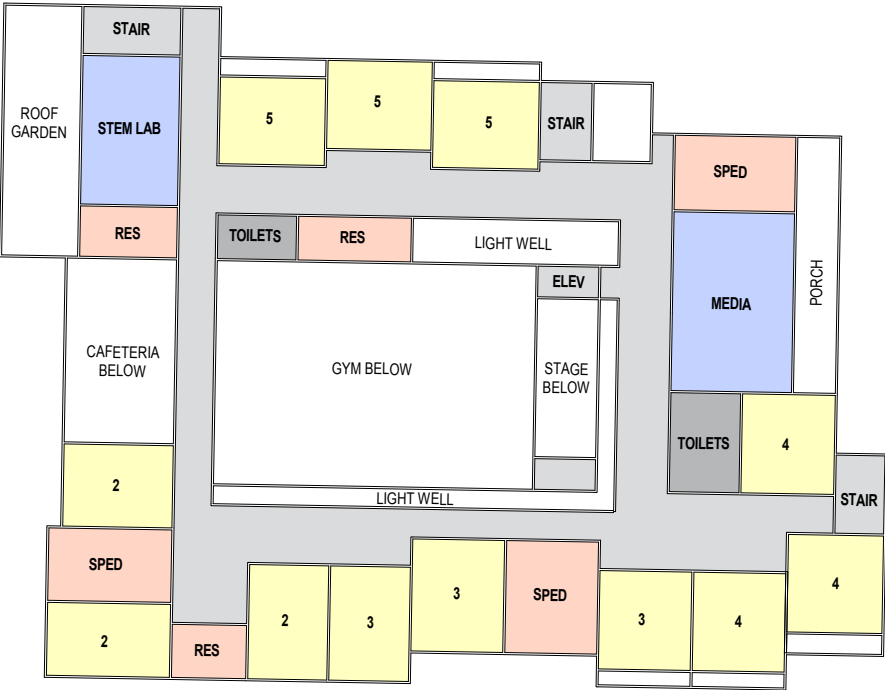
MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

N-1 THE PIANO



FIRST FLOOR PLAN



SECOND FLOOR PLAN

N-3 THE HUB

PHASE ONE



N-3 THE HUB

PHASE TWO



N-3 THE HUB

PHASE THREE



N-3 THE HUB

PHASE FOUR



N-3 THE HUB

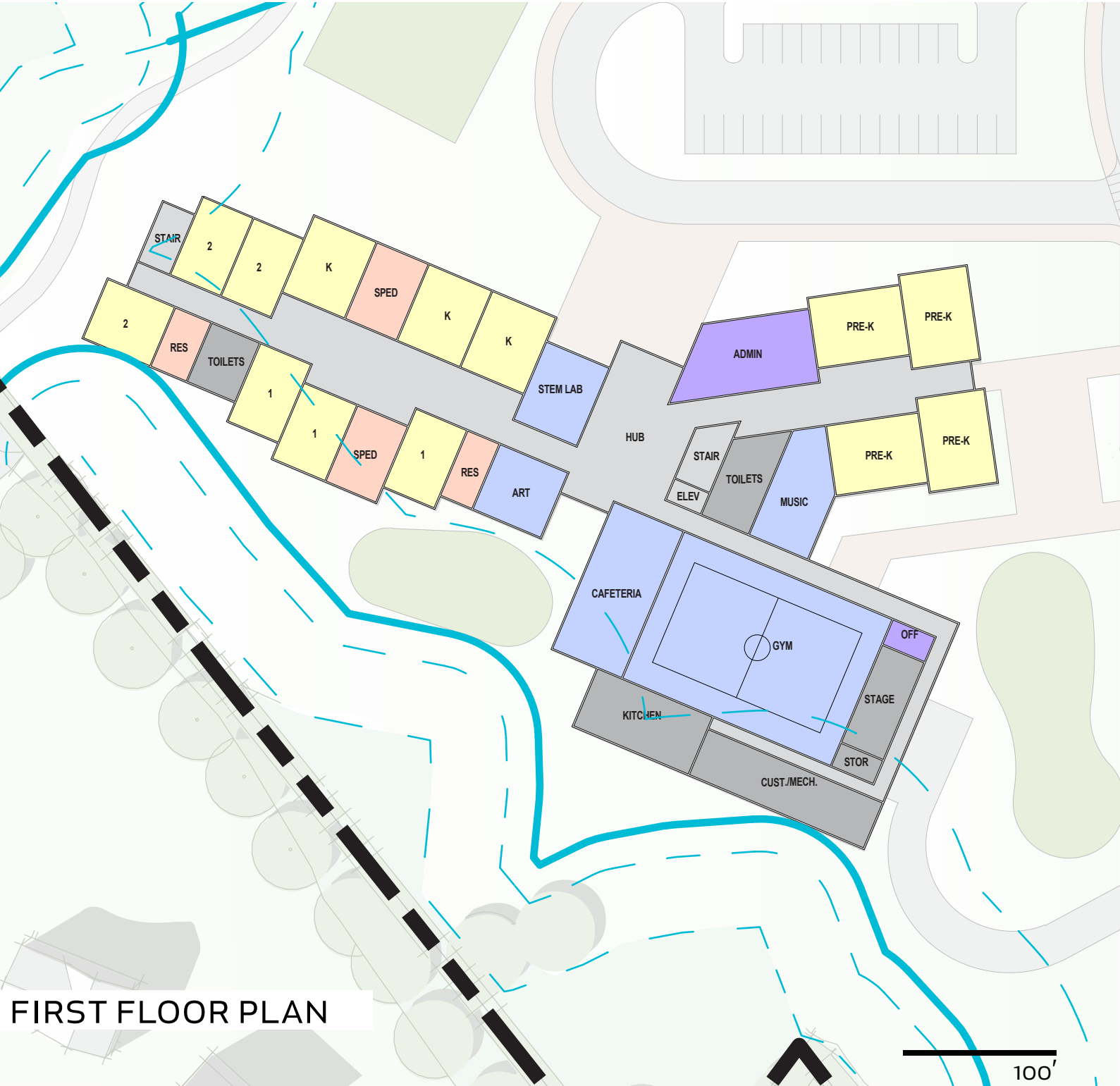
PHASE FIVE



N-3 THE HUB



N-3 THE HUB



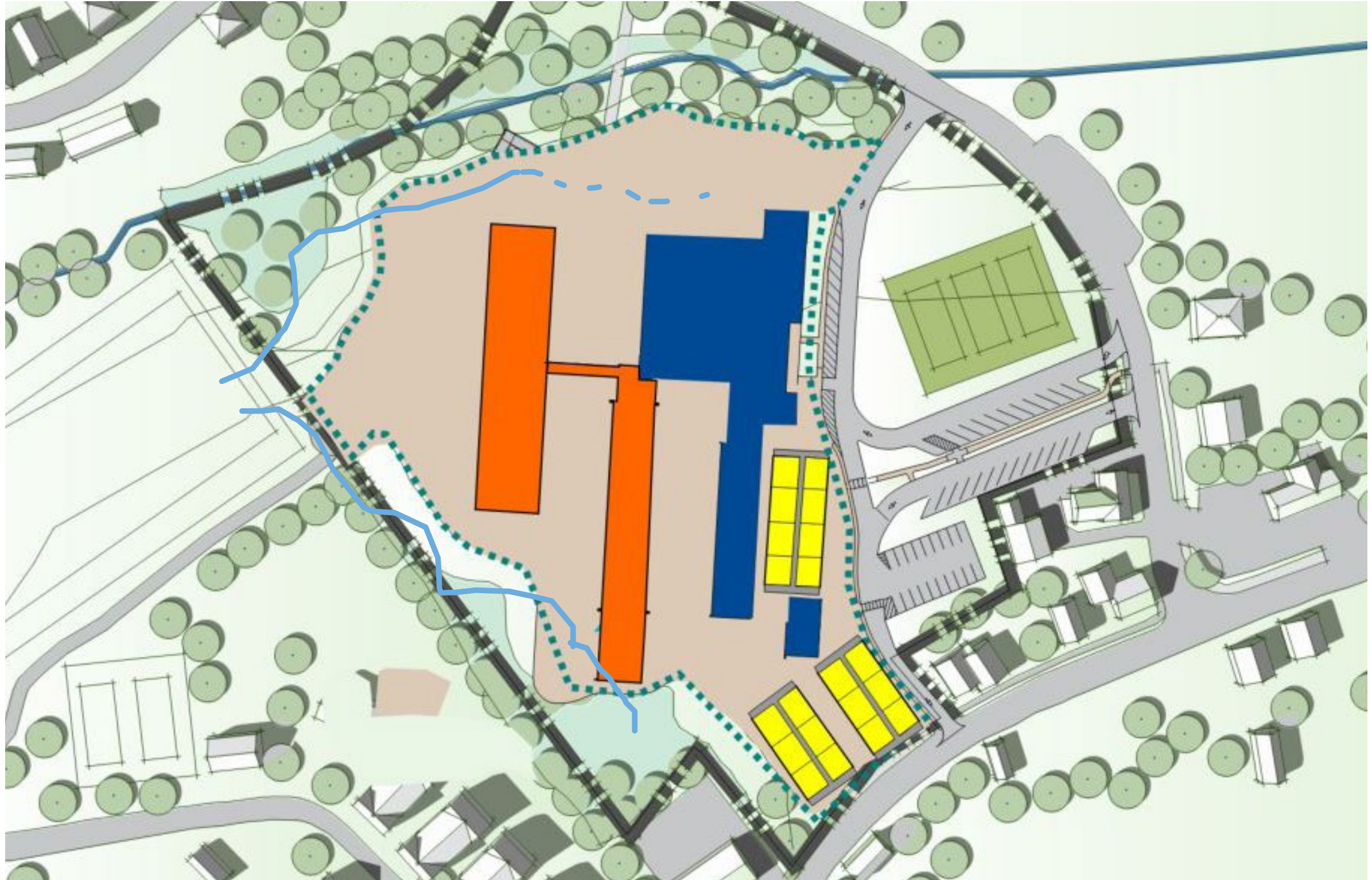
FIRST FLOOR PLAN



SECOND FLOOR PLAN

N-9 THE HOOK

PHASE ONE



N-9 THE HOOK

PHASE TWO



N-9 THE HOOK

PHASE THREE



N-9 THE HOOK

PHASE FOUR



N-9 THE HOOK



SITE PLAN

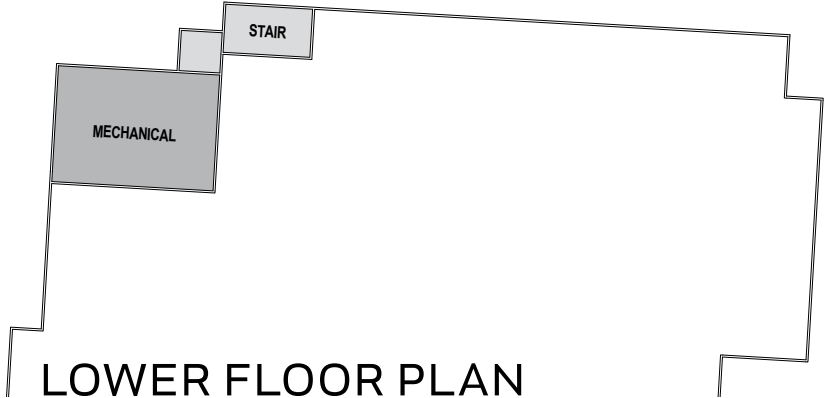
MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

N-9 THE HOOK



FIRST FLOOR PLAN








LOWER FLOOR PLAN



SECOND FLOOR PLAN

OPTION MATRIX

	Option R-1 "Four Walls"	Option AR-2 "Save the Core"	Option N-1 "The Piano"	Option N-3 "The Hub"	Option N-9 "The Hook"
					
Educational					
Meets District's Space Program Goals	○	○	●	●	●
Provides Flexibility for Future Building Expansion	○	⦿	○	●	●
Flexibility for Grade Level Re-Configuration (Bubble Grades)	⦿	●	●	●	⦿
Minimizes Impact to Students During Construction	⦿	⦿	○	●	⦿
Provides Separated Whole School Gathering Space	●	●	○	●	○
Community					
Provides Independent Access to Community Used Space	●	●	○	●	●
Allows for Competition Size Gym with Bleachers	○	○	●	●	●
Site					
Increases Amount of Play Areas/ Fields	⦿	●	●	⦿	●
Welcoming Street Presence	⦿	⦿	●	●	●
Improves Parent Drop-Off/ Pick-Up Queuing	⦿	⦿	●	●	●
Improves Impact to Riverfront Resource Areas	⦿	⦿	●	●	⦿
Minimizes Potential Pedestrian/ Vehicular Conflicts	⦿	⦿	●	●	●
Building					
Optimizes Building Area to Perimeter Ratio	○	○	●	●	⦿
Costs and Schedule					
Relative Capital Costs	\$ 25,4 M *	\$ 43.6 M *	\$ 45.6 M *	\$ 45.6 M *	\$ 45.6 M *
Minimizes Number of Phases	3 Reno	3 Demo/ 3 Const	2 Demo / 1 Const	3 Demo/ 3 Const	3 Demo/ 2 Const

6. CM @ Risk vs. DBB (vote expected)



CONSTRUCTION DELIVERY METHOD

Design-Bid-Build

MGL Chapter 149

CM at Risk

MGL Chapter 149a

CONSTRUCTION DELIVERY METHOD

Design-Bid-Build

You are **purchasing** a building in
accordance with plans and specifications

CM at Risk

You are hiring a professional service firm that manages the construction of buildings

CONSTRUCTION DELIVERY METHOD

Design-Bid-Build: Facts

- Selection is bid based
- Designed to 100% construction documents: no contractor involvement
- Bids solicited from general contractors & trade contractors
- Lowest “eligible & responsible” bidder is awarded the project
- Contract value based on a “lump sum” amount
- “Closed book” construction budget accounting

CONSTRUCTION DELIVERY METHOD

CM at Risk: Facts

- Selection is qualifications *AND* cost based
- CM provides pre-construction & construction services
- CM participates in the sub-contractor prequalification process
- Option for early release bid packages or “fast-track” schedules
- Contract value based on a “Guaranteed Maximum Price”
- “Open book” construction budget accounting

CONSTRUCTION DELIVERY METHOD

DBB: Advantages

- Familiar delivery method
- Simple process to manage
- Lowest price proposed & accepted
- Simple accounting

CONSTRUCTION DELIVERY METHOD

CMR: Advantages

- Qualifications based selection
- The builder assists with budgeting, logistics & constructability
- Fast track scheduling possible
- CM joins the "Team"
- Negotiations and "Team" atmosphere reduces likelihood of claims

CONSTRUCTION DELIVERY METHOD

DBB: Disadvantages

- Linear process: may mean longer schedule durations
- Full cost not known until bids received; may require re-design/re-bid
- GC project management is minimal
- Increased probability of disputes/claims
- No GC input in design, planning or budgeting

CONSTRUCTION DELIVERY METHOD

CMR: Disadvantages

- Requires OPM/Design team to be familiar with GMP model
- Higher up front costs
- Potential additional costs related to early bid packages
- May be difficult to determine if best price is achieved

CONSTRUCTION DELIVERY METHOD

- Fast track scheduling available
- Lowest theoretical cost
- Flexibility to deal with unforeseen conditions
- Flexibility in occupied, multi-phased renovations
- Schedule driven, non-negotiable occupancy date
- Builder selected on cost only
- Builder selected on qualifications & cost
- Traditional, simple procurement
- Requires no state pre-approval

DBB	CM-R
	✓
✓	
	✓
	✓
	✓
✓	
	✓
✓	
✓	

7. Working Groups Update

Educational Programming

Facilities Assessment

Budget Collaboration

Communications

8. Schedule/Look Ahead



2018

January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
01	02	03	04	05
08	09 SC Meeting @ 6pm	10 SBC Meeting @ 7pm	11 SBC Snow Date	12
15	16	17	18	19
22 SBC Meeting	23 SC Meeting	24 Comm. Mtg.#3 Prep @ 10-12	25 SBC Snow Date	26 Comm. Mtg.#3 Slide Review
29	30 SC Meeting	31 Community Meeting #3	01	02

MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS



JCU ARCHITECTURE

2018

February

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	01	02
05 SBC Meeting	06 SC Meeting	07	08 SBC Snow Date	09
12	13 Joint SC/SBC Meeting 7pm - Approve PSR	14	15	16
19 Cost Estimating	20	21 Submit PSR	22	23
26	27 SBC Meeting	28	01	02

MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS



JCU ARCHITECTURE

9. Next Steps



Next Steps

- 1/31 Community Meeting
- 2/1 Review Cost Estimates
- 2/5 Select Preferred Option
- 2/13 Joint Committee Approval of PSR
- 2/21 Submit PSR to MSBA

10. Other Topics Not Reasonably Anticipated (48 hours prior to meeting)

11. Public Comments



12. Adjourn



THANK YOU

