



MEMORIAL SCHOOL BUILDING COMMITTEE

OPEN SESSION MINUTES NOVEMBER 29, 2016

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| Meeting: | School Building Committee |
| Date: | November 29, 2016 |
| Location: | MEHS 8 th Grade |
| Attendees: | Pamela Beaudoin, Superintendent; Avi Urbas, Director of Finance; Ann Cameron, Chairman; George Scharfe, Manchester; Sara Creighton, Manchester; Adam Zaiger, Manchester; Ken Warnock, Manchester; Andy Oldeman, Manchester; Jay Pagliarulo, Manager, Building Services; John Willis, Principal, Memorial School; Maggie Tomaiolo, Teacher, Memorial School; Tyler Birden, Essex; and Lisa O'Donnell, Essex. |
| Absent | Remko Breuker and |
| Recorded by: | Adele Ardolino, Secretary |

A. Call to Order

Pamela Beaudoin opened the Memorial School Building Committee meeting at 7:10 p.m.

B. Business Meeting

1) Continued Business

1. Committee Charge and Responsibilities

Essex Elementary School ("EES") will undergo necessary repairs and renovations to prolong its life until the two towns can absorb the next project, which is to rebuild that building. It will be necessary for this Committee to evaluate EES and

decide what must be done to extend the life of EES. We have projects planned for this year, and there is money in the Operating Budget to handle that budget.

2. Meeting Schedule and School Site Visit Schedule

There will be a tour of Memorial School on December 6, 2016 at 6:00 p.m. and MERHS on January 10, 2017 at 6:00 p.m. Another round of these tours will possibly take place at another time that is convenient for those who cannot make these tours. The tour of MERHS will be to review the choices made for this school and decide what we would possibly do differently in the planning of the new EES. A tour of EES will be on January 31, 2017 at 7:00 a.m. to evaluate the school's current needs.

2) New Business

1. Overview of the MSBA Feasibility Study Process

OPM (Owner's Project Manger) Selection Process

Ms. Beaudoin stated that a Selection Committee must be appointed to select the Owner's Project Manager ("OPM") and explained that the members who decide to join this Committee must commit to the dates that are noted under the Meeting Schedule (listed under Key Dates). The Massachusetts School Building Authority ("MSBA") requires that all the paperwork used to evaluate and rate the vendor candidates is submitted.

Mr. Scharfe stated that selecting the OPM will be the most important decision the MSBC will make to ensure the success of this construction project. It is important to have a professional builder on the team to assist in selecting an architect, monitor the architectural drawings, costing in parallel with the architect's costing (we will be working with three (3) sets of cost analyses), scheduling, work closely with Mr. Urbas on a payment schedule, approval of payments regarding construction and design construction. The OPM operates on a fixed fee, with unit pricing for possible additional personnel, such as an engineer. Mr. Scharfe stated that Design Technique had been selected for the MERHS project, and they did an excellent job.

Mr. Urbas explained the process is to get the list of respondents, create a short list and interview that short list, choose a candidate, negotiate a price contract, submit entire procurement package with a detailed narrative of the steps taken and the scoring process to select this candidate, as well as all the Track Changes in the documents, to the MSBA a month in advance of when they will accept it. When we approve the budget for the Feasibility Phase, which includes the OPM and the designer doing work from feasibility through the schematic design, the budget set should be determined by similar projects.

Request for Services Timeline

Ms. Beaudoin stated that the first step is to review the Request for Services ("RFS") and hopefully review the final draft by December 13, 2016. Ms. Beaudoin explained that the MSBC needs to concentrate on Section 3: Project Description Objective and Scope, and Scope should be discussed tonight, because we need to decide how to phrase the site language. Ms. Creighton explained that it is important to discuss all the site possibilities, and include properties that are not just district-owned properties, and suggested an advertisement in the Cricket, inviting anyone with a parcel of land (approximately 10 acres) to come forward if they wish to enter into negotiations. Ms. Cameron suggested Confirmation of Site Viability and Constraints, and also explained that whatever the MSBC decides on will be included in the report and will have to legitimize our site decision. Mr. Zaiger suggested that constraints of the existing and proposed sites be examined. Mr. Urbas stated that a very limited amount of the \$650,000 budget be spent on site work. Mr. Willis remarked that further consideration is needed regarding the proposed site, in terms of flooding conditions, etc.

The MSBC discussed Phasing in terms of the many options for housing the students during the construction of the new school.

Ms. Beaudoin asked Mr. Urbas to review the percentages regarding obtaining maximum reimbursement for the proposed project and to add it to the Request for Services document.

Ms. Cameron suggested that CM at Risk be defined and how to determine whether or not the MSBC should go with CM at Risk. Mr. Oldeman replied that the two options are CM at Risk or file standard design detail to GC and file sub bids for all the trades. CM at Risk is fee-based and hired on once the designer package is complete. CM at Risk was not used for the MERHS project. Mr. Scharfe explained that the CM at Risk will become the contractor, working through from schematic design through true design development to construction drawings, in conjunction with the OPM and the MSBC will work to a GMP, then CM at Risk will become the general contractor and will do the subcontracting. The MSBC will hire an architect for the design. CM at Risk has been used for many school construction projects, including the Town of Wellesley. The MSBC discussed and decided to take the CM at Risk option into consideration. Ms. Cameron summarized that CM at Risk is more collaborative and starting at an earlier time than Design Bid Build. Mr. Scharfe stated that his experience is that on straight bid work in the public sector, the change order will cost approximately 10-20%, and would be shocked if a true collaborative company like CM at Risk would be over 5-7%.

Ms. Beaudoin suggested that everyone work on Section 3 and the Evaluation criteria and circulating edits, etc., and prioritization of #1-11, starting on page 5, and the MSBC reviewed and discussed these sections. Mr. Urbas stated he would collect sample evaluations to circulate. Ms. Creighton raised the issue of Key Personnel and what the plan will be if a key employee leaves the firm.

Ms. Beaudoin explained that the construction of the proposed school will be based upon the existing school Program, so we already offer a broad program and we will replicate that Program. We are not looking to expand the program through the proposed building.

Communication Plan

Website
Manchester Cricket
Parent E-mails

Schedule

Draft due (Word, Track Changes): Monday, December 5, 2016.

Second draft due: Friday, December 9, 2017.

MSBC Meeting: Tuesday, December 13, 2016 at 7:00 p.m.

January—June 2017: Choosing an OPM and designer and the Feasibility Study.

Special Town Meeting (Manchester and Essex): TBD.

Town Meeting: Spring 2019 (if no Special Town Meeting).

MSBC Members

Ms. Beaudoin asked the committee members present who would like to officially join the MSBC, and added that all the meetings will be Open Meetings. The first pass will be taking the initial folks who submit their names and doing an initial pass and decide upon six (6) people to interview, creating the Short List. The second pass will be the actual interviews. All members are expected to attend these meetings.

Mr. Remko Breuker and Gordon _____ e-mailed that they would like to join. The rest of the MSBC is as follows:

Pamela Beaudoin, Superintendent
Avi Urbas, Director of Finance
Ann Cameron, Chairman;

George Scharfe, Manchester
Sara Creighton, Manchester
Adam Zaiger, Manchester
Ken Warnock, Manchester;
Andy Oldeman, Manchester
Jay Pagliarulo, Manager, Building Services;
John Willis, Principal, Memorial School;
Maggie Tomaio, Teacher, Memorial School
Tyler Birden, Essex
Lisa O'Donnell, Essex

Ms. Beaudoin adjourned the meeting at 8:30 p.m.