

Saugus High School Building Committee Meeting Minutes

PROJECT: Saugus High School

MEETING DATE: October 30, 2017

LOCATION: Town Hall Auditorium 298 Central Street Saugus, MA

ATTENDEES:

<u>Bldg.</u>	- Jeannie Meredith	- Scott Crabtree	- Mike Hashem	- David DeRuosi
<u>Cmte:</u>	- Bill Leuci	- Stephen Rich	- Peter Manoogian	- Mike Procopio
	- Arthur Grabowski	- Rich Magnan	- Richard Dalton	
	- Joanne Gayron	- Linda Gaieski	- Michael Newbury	
<u>PMA:</u>	- Kevin Nigro	- Joe DeSantis		
<u>HMFH:</u>	- Lori Cowles	- Tina Stanislaski		
<u>Suffolk:</u>	- Alex Chryssis	- Chris Walenten		
<u>Other:</u>	- Kate Evans			

Call to Order: 4:00 pm

Jeannie Meredith opened meeting. Highlight upcoming dates and tasks to meet MSBA milestones.

HMFH- Designer Update:

Item	Responsible	Due	Notes
10-30.02	HMFH	RECORD	<p>HMFH: Overhead presentation: design review of floor plans, site, project areas, axiom/3d visuals, virtual design and construction process. Prospective of project areas and outdoor learning spaces. Review of cafeteria layout and operations. Use of stair for seating and gathering. Media Center review. Working on completing exterior perspectives, material considerations, and windows for energy modeling.</p> <p>Q/A: AG: What is exterior design for Saugus perspective? TS: Iron works, metal, wood features both inside and out.</p> <p>SR asked about drawing reviews or workshops. Emphasize main entrance, canopies? TS: currently working on front elevations, possible canopies/overhangs. SCTM: professional firms, engineers with expertise in design, planning and execution of similar projects – roles and responsibilities discussed by group. Noted size and expertise of SBC and input derived from meetings. JM (Chair) mentioned possibility of shorter, more frequent meetings.</p> <p>AG: traffic study? KN/LC: traffic study complete. Included recommendations in plans. Plan is the same as discussed and presented to neighborhood – improvements will and can be made through design. JM (Chair) discuss possibility of reduced busing fees with Superintendent of School in upcoming months to encourage use of buses and not drop off.</p> <p>AG: any redesign of Highland Ave? No funds? Other funding sources? SCTM: discussed positive and negative impacts of development – will all neighbors want the same (sidewalks) – looking at all options; sound, traffic, change in culture to encourage walking.</p> <p>PM: discussed process to date. Noted people don't like existing HS or MS exterior. LC: reviewed design process and upcoming development of exteriors. SCTM discussed design process and reiterated that items such as exterior would be presented to the SBC as they have been.</p> <p>BL: discussed fence along rte. 1. Bldg. higher than fence, noise? LC: triple pane glass being evaluated for energy efficiency and sound. KN- existing fence visual not a sound barrier. New school will have access road around school – pushing the building further from Rte. 1. LC: answered questions about sun, shade and tint.</p> <p>SR: asked about OSHA and parapets? LC/KN: will be designed in accordance with latest code (Change on January 1)</p>

PMA- OPM Update:

Item	Responsible	Due	Notes
10.30.01	PMA	RECORD	<p>PMA: KN: update on schedule, budget and MSB milestones. Gave overview of CMR RFQ, RFP, and interview and selection process. Introduced Suffolk Construction: Chris Walenten (Px), Alex Chryssis (PM). Explained upcoming Design Development content and process. MSBA submittal on Nov. 7, 2017. SC (Tm0 addressed LEED initiatives for new project and explained DPW solar initiative.</p> <p>KN: update on NGRID meeting attended by PMA, HMFH, JM, SC: possible grants associated with LEED and energy efficiency.</p>

Suffolk:

Item	Responsible	Due	Notes
10-30.03	SC	RECORD	<p>AC/CW: presented Suffolk team organizational chart. Roles and responsibility from design through construction. Review of Suffolk industry expertise and experience. SC TM: discussed CMR role in staff commitments, open book accounting. KN: Suffolk/PMA have already met on budget and accounting controls methods.</p>

New Business:

Item	Responsible	Due	Notes
5-15.03	SBC	RECORD	No new business discussed on 5/15/17.

Motion made by Mike Hashem to adjourn the meeting. Second by Bill Stewart. All approved.

Meeting Adjourned: 4:51 PM

The date for the next meeting has not yet been set. Kate Evans will send an email to the SBC once it is.

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Kevin L. Nigro

Sign In

10/30/17

✓ Jeannie Meredith	SC
✓ SCOTT Crabtree	TM
✓ Michael Hasheer	SHS
✓ Steve Rich	SHC
✓ Peter Murray	
✓ Bill Lenz	
✓ Michael Newberry	SFD
✓ MICHAEL PROCIPO	
✓ Jeannie Gaynor	Acct
✓ RICH MAGNAN	
✓ Richard Dalton	
✓ Arthur Grabowski	SC
✓ Alex CHRYSSIS	Suffolk
✓ Chris Walenten	Suffolk
✓ KEVIN NICRO	PMA
✓ Jende M. Guerin	SC
✓ DD	HMPH
✓ LCFS	HMPH

- PMA UPDATE REPORT.
- PP PRESENTATION.

10/30/17

Super 100

52

121

242

242

672

52

10/27/17

10/27/17

10/27/17

10/27/17

James Whitfield

Scott Baker

Michael Hester

Steve Smith

Steve Smith

Steve Smith

Steve Smith

Steve Smith

Steve Smith

Steve Smith

Steve Smith

Alex Cross

Chris Watson

Steve Smith

Steve Smith



OPM STATUS REPORT

PROJECT: Saugus Middle-High School

DATE: October 30, 2017



TOWN OF
SAUGUS
MASSACHUSETTS



Architect	HMFH	CMR	Suffolk Construction
Facility Type	Combined MS/HS (Grades 6-12)	Project Phase / Duration	Design Development / 4 months
Construction Type	New Construction	Current MSBA Phase	Module #6
Building Size	269,070 square feet	Potential Const. Start	July 2018
Enrollment Projection	1,360 students	Construction Delivery	CM @ Risk (CMR)
Project Budget	\$186.13 M (includes Master Plan)	MSBA Funding*	Estimated at 57.72%
Sustainability Goal	LEED Silver- 2 Incentive Pts	OPM Contact (PMA)	Kevin Nigro 781.964.9560

CMR Selection: CMR Procurement/Selection is multi step process, consisting of the following:

100% Complete

- Establish Prequalification & Selection Committee (can be the same members)
 - 1 HMFH & 1 PMA representative, min. of 2 representatives from the Town
 - Scott Crabtree, Town Manager, David DeRuosi, Superintendent, Michael Hashem, HS Principal, Jeannie Meredith, SC & SBC Chair *MICHAEL PROCOPIO*
 - Lori Cowles, HMFH, Kevin Nigro, PMA (With assistance from multiple members of each firm)
- Request for Qualifications (RFQ)
 - RFQ responses reviewed, at least 3 firms must be prequalified (by committee)
 - Gilbane Building Company, Shawmut Design & Construction, Suffolk Construction, WT Rich/Fontaine
- Request for Proposals (RFP)
 - Issue RFP to pre-qualified CM's, CMR site visit, receive RFP from pre-qualified firms evaluate and check references.
- Select Appropriate CMR Firm
 - Selection Committee reviews and established ranking, CMR's interviewed, established final ranking after interview and price reviews, Notice of intent to award to selected CMR, Negotiated Fee (s)
- Suffolk Construction Selected**– Kick off meeting October 5, 2017
 - Final legal counsel review of Contract for preconstruction services. Contract executed.

Design Development Phase:

PMA: Update to project budget and schedule documents

MSBA provided a Commissioning Agent: CES

PMA has attended approximately (20) design development and estimate meetings that have focused on the following advancements to the project plans:

- General circulation and space adjacencies, lockers and collaborative learning locations
- Black box and auditorium, gym layout and alternate PE locations
- Tech / STEAM Room layout and location, Science Rm configurations
- Cafeteria layouts and style (Bistro, traditional, café)
- Traffic drop-off, locations, patterns, times
- Exterior and interior 3D layouts and perspectives
- Exterior finishes – general discussion on materials, type, color, massing, and themes.
- NGRID Power relocation meeting
- HVAC/FP/P update meeting
- Pre-estimate review meetings. PM&C, Suffolk, PMA, HMFH

Green Design / Energy Review: NGRID Program, Green Charrette

→ Design Development estimate review and reconciliation process: October 23 – November 3, 2017

→ MSBA Design Development Submittal: November 7, 2017. Review period: (1) month

Saugus Middle / High School Project Budget Summary	
Project Funding Agreement Total Project Budget	\$160,720,553
Architect Feasibility Study (FS)/Schematic Design (SD)	1,028,720
Architect FS/SD Amendments 1 through 5	123,035
Architect DD to CA/Closeout Amendment #6: Design Documents, Construction Documents, Bid, Construction Administration and Close Out Phases	11,291,900
Amendment #7, #8: Additional Sub consultant Services: Asbestos Inspections & CA Abatement Monitoring Civil Conservation Commission, NOI, Geo Tech / Env.	300,025
Sub Total A/E	\$12,743,680
OPM FS/SD	453,961
Amendment #1: Design Documents, Construction Documents, Bid, Construction Administration and Close Out Phases & Reimbursable	4,035,026
Sub Total OPM	4,488,987
CMR-Suffolk	
Pre-Construction Services	
Sub Total CMR	\$350,132
Total Contract Values to Date	\$17,582,799
Invoices/Cost To Date	\$3,813,945
Balance to Finish	\$156,556,476
MSBA	
Pro Pay Reimbursement Payments to Date	\$902,163
Pro Pay Reimbursements Payments Pending	\$833,364

