

SCHOOL BUILDING COMMITTEE MEETING MINUTES



Project: Tri-County Regional Vocational Technical HS
Subject: School Building Committee Meeting No. 41
Location: Main Conference Room
Distribution: Attendees, Project File
MSBA Module: 6- Detailed Design

Project No: MP20-28
Meeting Date: 07/11/24
Time: 4:00 PM
Prepared By: E. Grijalva

Present

Brian Mushnick*	SBC Chair
Karen Maguire*	Superintendent
Jonathon Dowse*	SBC Member
Dan Haynes*	School Business Administrator
Michael Procaccini*	SBC Member
Bob Foley*	Director of Post Secondary, Con. Adult. Edu.
Dana Walsh*	SBC Member -TCRVTHS Principal
Harry Takesian*	SBC Member- Facilities Manager
Trip Elmore	DWMP- Project Director
Elias Grijalva	DWMP- Assistant PM
Vladimir Lyubetsky	DRA- Project Manager
Steve Johnson	Consigli- Sr. Project Manager

***SBC Voting Member**

Item/ No.	Description	Action
41.1	<p>Call to order: 4:04 PM meeting was called to order by SBC Chair B. Mushnick, 8 of 11 voting members in attendance.</p>	Record
41.2	<p>Previous Topics & Approval of June 13,2024 Meeting Minutes: A motion to approve the <u>June 13,2024</u> previous meeting minutes as submitted was made by H. Takesian and seconded by J. Dowse.</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None,</p>	Record
41.3	<p>Invoices and Commitments for approval:</p> <p>Invoice 1: DWMP Invoice No.029, in the amount of <u>\$100,000.00</u></p> <p>A motion was made by J. Dowse and seconded by B. Foley for the approval of the DWMP Invoice No.029.</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None,</p>	Record
	<p>Invoice 2: DRA Invoice No.027, in the amount of <u>\$1,254,750.00</u></p> <p>A motion was made by J. Dowse and seconded by M. Procaccini for the approval of the DRA Invoice No.027.</p> <p>Discussion: B. Foley comments upon reviewing the invoices last night, I observed that we are being billed directly from OTO services and we are also being billed from DRA for OTO services? Why do we need to approve each of DRA’s consultant invoices?</p> <p>T. Elmore replies that we have five services with DRA that are considered amendable services, which include survey, geotechnical, hazmat, geoenvironmental, and traffic study services. We have amendments for at least three of the five categories. DRA sends us an invoice that might include services from a subconsultant like OTO. The invoice from DRA will include a cover sheet with the original OTO invoice as back up, and DRA marks up the original invoice by 10%, so we don’t get duplicate invoices.</p> <p>B. Foley asks, I noticed Consigli has an amendment that was approved. Is an amendment needed because we do not have the Guaranteed Maximum Price (GMP)? Is it a way to pay Consigli until the GMP is established and then gets credited against the overall contract, with increasing the contract volume?</p> <p>T. Elmore confirms and replies we initially contract for a certain amount for example \$12 million and adjust it as needed, rolling over any unused funds to the next phase. This continues until we reach the Guaranteed Maximum Price (GMP) 18 months later. During this time, we’ll aim to save costs and negotiate the final GMP, which includes assessing remaining work and appropriate contingencies. By then, we’ll have completed</p>	

	<p>40% of the work and will base contingencies on the remaining 50%, ensuring fairness in the negotiation process for both us and the contractor.</p> <p>Motion passes unanimously. Opposed: None; Abstain: None.</p>	
	<p>Invoice 3: DRA Professional Services Invoice, in the amount of <u>\$1,100.00</u></p> <p>A motion was made by B. Foley and seconded by J. Dowse for the approval of the DRA professional invoice related to Geotechnical Site Investigation, Environmental Phase II & site surveying services, in the amount of \$1,100.00</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None.</p>	
	<p>Invoice 4: DRA Professional Services Invoice, in the amount of <u>\$7,700.00</u></p> <p>A motion was made by B. Foley and seconded by J. Dowse for the approval of the DRA professional invoice related to Geotechnical Engineer for Additional Soil Exploration, in the amount of \$7,700.00</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None;</p>	
	<p>Invoice 5: Consigli Precon Services Invoice No.007, in the amount of <u>\$31,191.00</u></p> <p>The motion was made by B. Foley and seconded by J. Dowse for the approval of the Consigli Invoice No.007.</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None;</p>	
	<p>Invoice 6: Project Dog Invoice in the amount of <u>\$895.00</u></p> <p>The motion was made by J. Dowse and seconded by B. Foley for the approval of the Project Dog Invoice.</p> <p>Discussion: T. Elmore clarifies that this invoice pertains to electronic bidding services for Bid Package #1 Electrical File-Trade. The details are accessible to all bidders, ensuring a fully transparent process. We can expect to see multiple invoices from Project Dog in the near future.</p> <p>Motion passes unanimously. Opposed: None; Abstain: None;</p>	
	<p>Commitment: DRA Amendment No.009</p> <p>The motion was made by B. Foley and seconded by J. Dowse for the approval of the DRA Amendment No.009 related to services for unsuitable soil testing and classification to support the Early Site Construction Phase, in the amount of \$29,700.00</p> <p>Discussion:</p>	

	<p>V. Lyubetsky notes that this amendment pertains to testing and classifying unsuitable soil. Before Consigli can transport the soil off-site, it must undergo testing and classification.</p> <p>Motion passes unanimously. Opposed: None; Abstain: None;</p>	
	<p>Commitment: BETA Group</p> <p>The motion was made by J. Dowse and seconded by B. Foley for the approval of the BETA Group related to NOI review and scope services, in the amount of \$7,900.00</p> <p>Discussion: T. Elmore explains this commitment is for BETA to review the ComCom submission that was put in a few weeks ago.</p> <p>Motion passes unanimously. Opposed: None; Abstain: None;</p>	
<p>41.4</p>	<p>Mini GMP#1 Update</p> <p>CM Amendment No.001 pre-GMP #1: <u>\$12,557,816.00</u></p> <p>T. Elmore informs the committee that we've gone through the bidding process for both site work and electrical work. The bids came in about \$1.5 million under budget. We've considered these costs for the next six months, billing them as actual expenses. This process is like a cost-plus contract, allowing us to bill as we go.</p> <p>Currently, we're bidding on precast panels for the building exterior, and in October, we'll bid on the remaining site work, foundation, and structural steel. By November or early December, we'll finalize this package and transition from the first mini-GMP (Guaranteed Maximum Price) to the second. Mini-GMP number one will then be replaced by mini-GMP number two, which will be active for about a year until the final GMP is set in December 2025.</p> <p>We want the committee to be aware that we are currently contracted for \$12,557,816, which we'll draw from over the next six months. Please feel free to ask any questions.</p> <p>Discussion: None</p>	<p>Record</p>
<p>41.5</p>	<p>Third Party Testing Agency OPM Recommendation</p> <ul style="list-style-type: none"> • (3) Bidders responded with proposals and fee breakdown by activity • Using each bidder's unit rates, we applied the same frequency and number of tests to compare bidders • Yankee Testing is the low bidder at \$170,180.00 (this is an estimated cost; actual costs is based on number of tests taken) • SBC can have the OPM procure and manage the 3rd party testing agent, (+ a10% mark-up), or the district can take on this responsibility. 	<p>Record</p>

	<ul style="list-style-type: none"> • Typically, this is assigned to the OPM • Budget for 3rd Party Testing is \$300,000.00 <p>Recommendation is for the SBC to approve not to exceed \$200,000 for a 3rd party testing “Time and Materials Contract” awarded to Yankee Engineering & Testing</p> <p>The motion was made by B. Foley and seconded by D. Walsh for the approval of the OPM Amendment No.003 for third party testing and inspection.</p> <p>Discussion: D. Haynes asks, is this type of testing required on all public projects? T. Elmore responds, stating that every project, including the building commissioning, requires this testing to ensure the building is constructed correctly.</p> <p>Motion passes unanimously. Opposed: None; Abstain: None.</p>	
<p>41.6</p>	<p>Construction Update</p> <p>S. Johnson provides a preview of an owner's monthly report, which includes the following sections:</p> <ul style="list-style-type: none"> • Financials • Overview schedule/Milestones • Observation • Safety • Progress Images <ul style="list-style-type: none"> ○ Current Images: Fencing, mobilize equipment, Temp trailers, demo at the baseball fields <p>Discussion:</p> <p>B. Mushnick asks, do we have access to this? S. Johnson comments we can be presented at the SBC meetings otherwise, a report will be generated once a month to be distributed to the SBC members. J. Dowse asks, will the monthly report be posted on the website? T. Elmore replies, it will be posted publicly on the website after the SBC meeting.</p>	<p>Record</p>
<p>41.7</p>	<p>Design Update (refer to meeting packet for visual design updates and refer to website homepage for the latest video rendering)</p> <p>Recent Design Team Activities</p> <ul style="list-style-type: none"> • Current Phase: Construction Documents • Project Team Weekly Meetings • Construction Manager Weekly Meetings • Design Team Weekly Coordination Meetings • Bidding Enabling Construction Support • Permitting Reviews: Planning board, conservation commission 	<p>Record</p>

	<ul style="list-style-type: none"> • 60% Construction Cost Estimates & Reconciliation – September 2024 • 60% Construction Documents Completion- October 2024 • 60% Construction Documents MSBA Submission <ul style="list-style-type: none"> ○ Plans, Specifications, Cost Estimate, Update Basis of Design Narratives, Updated Space Summary <p>Team Consists of</p> <ul style="list-style-type: none"> • DRA + 16 Engineering and Consultants; 34-42 Team Members • Drawings – 600+ pages (4 volumes) • Specifications – 2,500+ Pages <p>Discussion:</p> <p>V. Lyubetsky mentions that the video does not illustrate the food truck parking, but it's being worked on.</p>	
<p>41.8</p>	<p>Permitting Update</p> <ul style="list-style-type: none"> • Per building commissioner letter to the planning board, <u>on June 26,2024</u>, The TCRVTHS Project is withdrawing their planning board application without prejudice. • Conservation Commission hearings on July 11,2024 & July 25, 2024, the project is hopeful to have “order of conditions” on the July 25th. • The Building Permit has been filed but not issued, awaiting conservation commission order of conditions. • The permit fees agreement is in the process of being signed and agreed to. <p>Discussion:</p> <p>T. Elmore shares his concern that if the delay continues, it will prevent necessary road work from being completed. Some committee members have already voiced their frustration in ConCom meetings, urging progress. If there's no progress by the 25th, we may need to push more assertively.</p> <p>Regarding permits, the building permit was filed in June to comply with the old building code, which gives us some flexibility. The building commissioner has been very helpful in this process, unlike others. Additionally, Karen has negotiated the permit fees agreement, which is being finalized.</p>	
<p>41.9</p>	<p>Other Topics not Reasonably anticipated 48 hours prior to the Meeting.</p> <ul style="list-style-type: none"> • Confirmed Groundbreaking Ceremony: October 18th @10am • Acknowledgement of Invoices Paid: <ul style="list-style-type: none"> ○ Certified Safe Electric Invoice in the amount of <u>\$77,561.75</u> ○ Sun Chronicle Invoice in the amount of <u>\$248.40</u> ○ SunEscolar XVI Lessor Contract Exit, in the amount of <u>\$2,046,330.00</u> <p>Discussion: None</p>	<p>Record</p>

	<p>Commitment: BETA Group Site Plan Application</p> <p>The motion was made by J. Dowse and seconded by B. Foley for the approval of the BETA Group related to site plan application, in the amount of \$2,540.00</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None;</p>	
41.10	<p>Public Comment:</p> <p>Discussion: None</p>	Record
41.11	<p>Next Meeting:</p> <p><u>School Building Committee Meeting</u></p> <p>School Building Committee Meeting – August 15, 2024: Location: Remote</p> <p>Discussion: None</p>	Record
41.12	<p>Adjourn: 5:35 PM motion was made by K. Maguire and seconded by B. Foley to adjourn the meeting.</p> <p>Discussion: None; Motion passes unanimously. Opposed: None; Abstain: None;</p>	Record

Sincerely,

DORE + WHITTIER

Elias Grijalva

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.