

West Elementary & Shawsheen Preschool Building Committee Minutes
Wednesday, March 16, 2022 – 7:00PM

Participating via remote

Access Voting Members: Chair-Joel Blumstein, Dr. Magda Parvey, Janet Nicosia, Heather Eigen, Elizabeth Roos, Siggy Pfendler, Jennifer Hunt, Susan McCready, Carol Green
Non-Voting Members: Tracey Spruce, Mark Johnson, Paul Szymanski
PMA Consultants (remote): Karina Pena; Steve Rusteika
SMMA Architects (remote): Lorraine Finnegan, Matt Rice,
CM at Risk Contractor (remote): Michael Marcella, Joe McCoy, Nathan B
Community Members: Steve Fink

West Elementary School Building Committee Chair (SBC), Joel Blumstein, opened the meeting at 7PM. The meeting was held virtual via Web Ex meeting.

The Chair welcomed everyone to the meeting. He reminded anyone who wanted to send in comments should send them to Scremote@andoverma.us.

Approval of Minutes. Vote Expected

Minutes of February 16, 2022

Mr. Blumstein asked for a motion to approve.

Ms. Hunt moved that the West Elementary School Building Committee vote to approve the minutes from the February 16, 2022 meeting. The motion was seconded by Ms. Roos and voted 9-0 to approve.

Approval of PMA, SMMA, Gilbane and Other Invoices. Votes Expected.

The Chair submitted for payment approval all of the following invoices

PMA Consultants Invoices # 04303-00-34 (\$26,832.90) for February 1 to February 28, 2022

Ms. Roos moved that the West Elementary School Building committee vote to approve the PMA Consultants invoice #04303-00-34. The motion was seconded by Ms. McCready and voted 9-0 to approve.

SMMA Invoices # 0056635 (\$480,000.) for January 22 to February 18, 2022

SMMA Invoices # 0056636 (\$2,689.50) for January 22 to February 18, 2022

Ms. McCready moved that the West Elementary SBC vote to approve the SMMA Invoices #0056635 and 0056636. The motion was seconded by Ms. Hunt and voted 9-0 to approve.

GILBANE Invoice # 9316.000-8 (\$20,833.33.) for services rendered thru February 28, 2022.

Ms. McCready moved that the West Elementary School Building committee vote to approve the GILBANE invoice # 9316.000-8. The motion was seconded by Ms. Roos and voted 9-0 to approve.

Invoice from Horsley Witten Group for stormwater peer review, Invoice # 51869, for \$1,950.

Ms. Hunt moved that the West Elementary School Building committee vote to approve Horsley Witten Invoice # 51869. The motion was seconded by Ms. McCready and voted 9-0 to approve.

Invoice from National Grid, Invoice # 30496607, for \$27,892.17.

Ms. Roos moved that the West Elementary School Building committee vote to approve National Grid Invoice #30496607. The motion was seconded by Ms. McCready and voted 9-0 to approve.

Borrowing Update agenda item will be postponed until the next meeting. The Chair said that Donna Walsh will provide an update for the next meeting.

Designer Update: *Status of Local Approvals, Prep for the 90% CD Set, Next Steps*

Ms. Finnegan began the presentation update. The Conservation Commission hearing was held last night and they voted to approve the project. All three required local approvals– planning board, design review board and conservation commission – have now been secured. Thank you to the Chair and Janet Nicosia for attending all

these meetings. The Chair gave the SMMA team much credit for proactively addressing the wetlands issues. Ms. Finnegan said the 90% submission is approaching, it is a critical moment. This is the last time the project will be estimated before it goes out to bid for steel, concrete and major site work. It's a milestone moment for the team. The estimate package will be issued April 18, 2022. MSBA 90% CD report will come to the SBC on April 25, 2022. The estimate reconciliation meeting is on May 12, 2022; the West SBC will meet for approval of the 90% CD submission on May 18, 2022 and the MSBA submission will be on May 23, 2022. The SBC's estimate comments are due April 29, 2022 and comments on the 90% CD report are due on May 6, 2022. They have been on budget with their estimates for all their projects. However, bids do seem to be fluctuating at this time.

The next steps is to issue the early package for bids on May 23, 2022 and prepare "deduct alternates" for bid protection that the SBC needs to review. Because they have early packages, they will have good information for three major components of the project. These are not action items at this time. With value engineering, you need to take something out before bidding on the street. Deduct alternate keeps the project design as is, bid it and then ask for a price to get something less than what is designed. It's asking for 2 bids – a preferred and an alternate.

OPM Update:

Ms. Pena stated that the 60% CD submission to MSBA was on February 18; they received comments back on March 10th from MSBA and now designer and OPM responses are due back to MSBA on March 24, 2022. They also received approval from DESE of the resubmitted Special Education plan. All comments were minor, with nothing that raised significant concern for them.

Types of Contingencies in Design Phase

Design and Pricing Contingency: used when original budget didn't address project requirements, potential changes in market prices, and inaccurate project information available when the budget was developed. This will eventually go down to zero.

Cost Escalation Contingency – this is the same as above except for this gives them a cushion for fluctuations. This will also go down to zero when project is complete.

Construction Contingency – this refers to a percentage of money reserved for the Owner to cover unanticipated construction costs or delays not identified in the budget or scope of work for the project. Unspent money is returned to the Owner at the end of the project. Owner approves all expenditures of construction contingency. MSBA limits eligible construction contingency to 1% of construction costs. The Chair indicated that he understood that our contingency is well in excess of 1%, at approximately \$9M. Ms. Nicosia said that there was a construction contingency of \$9.5M in the last budget but we are only getting reimbursed for a small part of this.

Owners Contingency – covers soft costs - anything that isn't construction related. This is defined as an owner's reserve amount set aside for soft cost scope modifications and additions. Unspent money is returned to the owner at the end of the project. Owner approves all expenditures of owner's contingency (example: adding a new team member or additional testing throughout the construction). All expenditures must be submitted to MSBA and audited to determine eligibility.

Guarantee Max Rate (GMP) contingency – CMR Construction Contingency: Used for unforeseen conditions, unique to Construction Management at Risk delivery method. Used for coordination issues, CM Errors, and Bid Package "mis-bought" scope. Unspent money is returned to the Owner at the end of the project. Owner approves all expenditures of GMP contingency (example: items that have been missed or acceleration or added to the project.) All expenditures must be submitted to MSBA and audited to determine eligibility. This will be set in September – negotiated with Gilbane after bids are made to set construction costs.

Looking at the Project Timeline, the 90% CD phase is ongoing. They have continued coordination of various meetings. They have started prequalification conversations with contractors. They have already developed construction testing request for proposal "RFP."

CM at Risk Update:

Mr. Marcella of Gilbane said they have been working on early enabling site set up and securing bids. This is to prepare safe separation of construction from the school area. They'll set up the general items, front end documents – common information for all contractors (pick up and drop off times, etc.). They have a public and private bidding process. The estimating team's effort is for all work disciplines. The ongoing analysis of market conditions and volatility is something they're keeping an eye on including interest rate hikes. The national and regional team is reviewing vendors across the country to study workflow across the country. They want to get immediate submittals in as soon as the bids are done for materials such as metal decking.

Mr. Marcella introduced Nathan Burnham, Senior Project Executive, who will be filling in for Walt Kincaid. Nate has been with Gilbane for 22 years. Then to continue with presentation, Mr. Marcella said they need to finalize bids for early enabling work – develop early enabling work amendment for Committee vote. This is a 2-page document that captures the activities along with general requirements and information. This vote is for an increase in Gilbane's budget which will be affected by this. Then finally the development of bidding packages – concrete foundations, steel framing, main sitework/civil scopes of work. Mr. Blumstein asked if it would be worth meeting with MSBA regarding current market conditions. But Ms. Finnegan said that MSBA wouldn't change the grant awarded regardless of market conditions. There will be some flexibility of moving money around in different areas which can be requested from MSBA. This is a normal process that they will do.

Mr. Marcella said the plan for next month is to create separation between school and construction area. Having construction access on the north side of the site, which will involve moving some parking spots in these areas. Fencing protecting the playground areas and around the roadway will go up during April vacation.

Communications –

Mr. Blumstein has briefed the FINCOM and Select Board on the project. He also attended a 2nd grade class with the 2 AHS interns -which will be the first graduating class in the new school when it opens in 2024. It was a nice event for the interns to speak with them about their new school. The renderings are in the main office which are great conversation pieces for all who stop into the office. On March 22nd is the abutters' meeting at 7PM. The signups for this meeting are coming in slow and they will continue to get the word out to people to see if more people would like to attend. We also would like to have another meeting for the community of both schools before the end of the school year. The groundbreaking ceremony will be on Friday, June 3rd in the morning. He would like to put together a small subcommittee solely for this event and would appreciate help. Ms. Finnegan did state there would be 3 ceremonies (groundbreaking, topping off and ribbon cutting dedication) during the construction process.

Steve Fink and the interns visited the King School in Cambridge which was an amazing experience. He also wrote a memo in support of Joyce Losick's Climate Summit which the interns will speak at. This is important getting the positive word out to the community and how well the education part is already working.

Selection of Future SBC Meeting Dates

The next meeting date will be on April 6th to approve the early site work amendment specified by Mr. Marcella of Gilbane.

Ms. McCready moved that the West Elementary School Building Committee vote to adjourn the March 16, 2022 meeting. Ms. Roos seconded the motion and it was approved on a 12-0 vote. The meeting was adjourned at 8:12PM.

Respectfully,
Alison Phelan, Recorder