

Coakley Middle School Building Committee

Coakley Middle School Building Committee (MSBC) Meeting On-line Meeting hosted via ZOOM Platform

Due to COVID-19

April 11, 2022 – 5:00 p.m.

Approved Unanimously 5/23/22

Mr. Slater called the meeting to order at 5:05 p.m.

Attendees: (A= attended meeting; P= attended partial meeting)

	MSBC Voting members		MSBC Voting members		Ai3 Architects (Ai3)
A	Alan Slater – Chair	A	Diane Ferreira – Principal of Balch Elementary School		James Jordan - Principal
	Tom Maloney - Selectman	A	Dr. Margo Fraczek – Principal of Coakley Middle School	A	Justin Thibeault – Sr. Associate
A	Matt Lane - Selectman		David Hiltz – School Committee Member	A	Kristen Kendall - Architect
	Matthew Walsh – Building Commissioner				
A	Paul Riccardi – Director of Town-wide Facilities		Compass Project Mgmt (CPM)		Public Attendees:
A	Cathy Carney, MCPPO - Purchasing		Tim Bonfatti – Principal	A	Dana Brown – Interim Project Administrator
	Tony Mazzucco – General Manager	A	Bryan Jarvis – Project Director		Norwood Community Media
A	Dr. David Thomson - Superintendent	A	Chin Lin – Sr. Project Manager		
A	Teresa Stewart – School Committee member	A	Diane Guenthner – Project Coordinator		

Distribution: MSBC members and other Attendees (A or P);

1. Opening Remarks

Mr. Slater welcomed everyone to the April 11th, Middle School Building Committee Meeting. Mr. Slater stated that there was a very successful vote last week and 74% of populist supported the project.

2. Project & Schedule Update

Mr. Thibeault reviewed the project schedule explaining that with the successful MSBA Board approval, successful passing at Town Meeting and the successful passing of Debt Exclusion we can move onto the next phase. The Design Development (DD) phase of the project which brings us to the second half of the projects schedule. The DD is scheduled to be submitted to the MSBA July 2022. Following that we will be going to the Construction Documents (CD) phase. The Design Team will create the documents needed for bidding and construction. There are milestone submissions required by the MSBA which are 60% Construction Documents Submission (CDS), due this fall. 90% CDS due January 2023 and 100% Bid Documents going out to bid March 2023. At each submission we are required to conduct cost estimates. Both the designer and the owner will have cost estimates completed. Construction is targeted to begin June 2023. The building will be substantially complete by summer of 2025. The Furniture Fixtures & Equipment (FF&E) will also be installed summer 2025. The

goal is to occupy the new building fall of 2025. Following the occupancy of the new building, will be the demolition of the existing building and site work will be conducted. That work will be completed spring/summer of 2026. The final project closeout will be some time later in the year 2026 or early 2027.

Mr. Slater asked if we would be taking the old building down during the summer vacation period? Mr. Thibeault replied once we know that we have substantial completion and can occupy the new building fall of 2025 that would be our recommendation to demo the existing building that summer while students are not on site. Mr. Lin confirmed we would start demolition only after we know the building is occupiable for the fall semester.

Mr. Thibeault explained the phase that we are in now which began April 5th through July 20th which is the date for DD submission to the MSBA. We have begun Design Development; we will have a cost estimate and sending documents out on June 8th for estimating. We are expecting the estimates back on June 24th. On June 29th, we will conduct an estimate reconciliation where the designer's estimator and the OPM's estimator will get together and confirm the scope that the estimates carry and settle on what they both anticipate the cost of the project will be. July 11th is the Middle School Building Committee meeting where we will be looking for a vote to submit to the MSBA, then on July 20th we would submit to the MSBA. Through this phase we will have meetings to discuss, safety/security, technology, planning board, youth sports, Norwood Historical Society, Phase II Traffic study, Phase II Geotech, LEED Kickoff meeting, Program confirmation for specific spaces, Project Phasing and Facilities.

3. Construction Manager @ Risk Process

Mr. Lin confirmed that The Committee has voted to go with the Construction Manager @ Risk (CM@R). To do this, we need to apply to the Inspector General (IG) office. Once we have the selection subcommittee approved, we will submit then. We expect we will have approval from the IG's office early May. We will then get an ad into the Central Registry on May 11 and publish the request for qualifications (RFQ) on May 18th. The Statement of Qualifications (SOQ) are due June 1st. We are expecting 8-10 firms to submit. We will short list three firms and issue a Request for Proposal (RFP) June 20th. We will do an on-site briefing with each firm on June 22nd. Those firms will then submit the technical and fee proposal on July 7th. We will interview and rank the firms the week of July 18-22, then bring our recommendation to the MSBC for approval. The requirements for the selection committee requires three members from the owner and one member from Ai3s design team and one member from Compass. Today we are asking The Committee to form the selection subcommittee and vote on it.

Mr. Slater proposed Matt Lane, Cathy Carney Paul Riccardi and Dana Brown for the selection subcommittee.

Mr. Lin added that in addition to the Town members, Bryan Jarvis will represent Compass and Darren Sawyer will represent Ai3 as subcommittee members.

MOTION: Dr. Thomson motioned to approve the selection subcommittee.

SECOND: by Mr. Riccardi

VOTE: Roll Call Vote was taken 8-0-0

Ms. Carney asked if the dates for the SOQ could be pushed back due to the July 4th holiday and the short week. Mr. Lin noted that the dates listed were estimated based on when we receive approval from the IGs office. We will have to meet to discuss and align the dates once we receive approval.

4. Compass Amendment #1 to Close-Out

Mr. Jarvis explained we had done a fee proposal as part of the SD submission and the total Project Budget submitted to the MSBA. The fee is for services during Design Phase as well as, the Construction Phase and Close-out was included in that total project budget. Mr. Jarvis noted our number has gone down slightly. This Amendment is for services from April 4th to the end of the project including MSBA closeout which could potentially go 8-10 months beyond project completion. It also includes a budget for Cost Estimates, if that is something the CM will do during design, we won't bill for that. That will be part of the CMs budget. For Construction Administration, this includes full time on-site Construction Site Manager, Project Manager and Assistant Project Manager time.

Mr. Slater asked if the Construction Administration includes any specialists on site for a particular piece of equipment or work item? Mr. Jarvis replied we will have our Construction Site Manager, if there is something related to the design from an engineering perspective Ai3 will be carrying that. We will be procuring third party testing agencies for concrete testing and rebar inspections. We have a separate budget line item for that. Commissioning agents both for the envelope and mechanical systems are both assigned for and paid by the MSBA.

MOTION: Mr. Riccardi motioned to approve the Compass Contract Amendment #1.

SECOND: by Ms. Carney

VOTE: Roll Call Vote was taken 8-0-0

Mr. Slater asked for a motion to approve the meeting minutes from the March 7th, 2022 meeting.

MOTION: Ms. Carney motioned to approve the meeting minutes.

SECOND: by Mr. Riccardi

VOTE: Roll Call Vote was taken 8-0-0

Mr. Slater asked for a motion to approve the Vendor Invoice Package for February 2022.

MOTION: Dr. Thompson motioned to approve the Vendor Invoice Package.

SECOND: by Mr. Lane

VOTE: Roll Call Vote was taken 8-0-0

Mr. Riccardi suggested that The Committee start meeting in person. Mr. Mazzucco and Mr. Lane agreed it was a good idea. Mr. Riccardi offered to use their conference area to meet as it is large enough. Mr. Slater replied if that is the will of The Committee, he would talk to NCM to set up a camera there to record. Mr. Stewart asked if Hybrid meetings would be an option? Mr. Lin replied it would take some coordination but they could make that work. Mr. Lane suggested that Norwood Light may be able to accommodate for Hybrid meetings.

Ms. Stewart asked if there needed to be two meetings in May? Mr. Lin and Mr. Thibeault agreed there only needed to be one meeting. The Committee agreed to change the date from May 2nd meeting to May 23rd as there would be more items to present.

Regulations were discussed regarding in person meetings. It was confirmed if there were enough members in person to have a quorum, other members could be remote.

Mr. Slater asked for a motion to adjourn.

MOTION: Dr. Thompson motioned to adjourn.

SECOND: by Mr. Lane

VOTE: Voice Vote was taken 8-0-0
quorum

Respectfully submitted,

Chin Lin
Senior Project Manager
Compass Project Management

Attachments:
Compass Presentation dated 04-11-22