

# Coakley Middle School Building Committee

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

Due to COVID-19

November 21, 2022 – 5:00 p.m.

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

	MSBC Voting members		Compass Project Mgmt (CPM)		WT Rich Construction (WTR)
A	Mr. Slater – Chair	A	Tim Bonfatti – Principal	A	Jon Rich
	Mr. Matt Lane - Selectman	A	Mr. Jarvis – Project Director		Bethany King
	Mr. Matthew Walsh – Building Commissioner		Chin Lin – Senior Project Manager		Tim Farrell
A	Mr. Paul Riccardi– Director of Town-wide Facilities	A	Chase Terrio – Senior Project Manager		Steve Koutalakis
	Ms. Cathy Carney, MCPPO - Purchasing		Diane Guenther – Project Coordinator		Johnny Rich
A	Mr. Bob Donnelly - Selectman	A	Anissa Ellis – Project Manager	A	Alex Corbett
A	Dr. David Thomson - Superintendent			A	Harvey Eskenas
A	Ms. Teresa Stewart – School Committee member		<b>Ai3 Architects (Ai3)</b>		<b>Public Attendees:</b>
A	Mr. Tony Mazzucco – Town Manager		James Jordan - Principal		Dana Brown – Interim Project Administrator
A	Mr. David Hiltz – School Committee Member	A	Mr. Thibeault – Sr. Associate		Norwood Community Media
A	Ms. Diane Ferreira – Principal of Balch Elementary School		Kristen Kendall - Architect	A	Charisse Taylor – Norwood Public Schools
A	Dr. Ms. Fraczek – Principal of Coakley Middle School		Darren Sawyer - Principal		Jason Adams, - Norwood Finance

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

**Meeting is called to order at 5:00 PM**

**1. Opening Remarks**

Mr. Slater welcomed everyone to the November 21, 2022 Middle School Building Committee Meeting.

**2. Approval of Minutes from October 12, 2022**

Mr. Slater asked for a motion to approve the minutes from the October 17, 2022 meeting. Ms. Stewart abstained from voting.

**MOTION:** by Mr. Donnelly to approve the previous minutes

**SECOND:** by Mr. Riccardi.

**VOTE:** Roll Call – 7 – 0 – 0;

**3. Approval of Vendor Invoice Package**

Mr. Slater requested review of the Vendor Invoice Package.

**MOTION:** by Mr. Mazzuco to approve the Vendor Invoice Package

**SECOND:** by Mr. Donnelly

**VOTE:** Roll Call - Unanimous vote to approve. 9 – 0 – 0

**4. Project Design & Schedule Update**

Mr. Thibeault provided a project update. Ai3 Submitted to the MSBA for the 60% submission and we are currently in the 90% phase. The next three milestone are the 90% Construction Document set which is due on 12/9; the estimate reconciliation in early January and 90% MSBA submission on 1/23/23. The design team has met with Town departments and had an FF&E kick off meeting and will continue to meet throughout December. The MSBA is reviewing the 60% CD submission and will provide comments back to the design team. The Design team along with the OPM will provide a formal response back to the MSBA to close out the 60% submission.

**5. Logistics review for Construction**

Mr. Rich provided an update on the proposed Logistics plans for the various phases of construction and how parking will be affected throughout the project. He noted that these plans have been reviewed with various town departments and they are still in process.

Phase #1 – June 2023 and no parking is changed at this time, there are 249 existing parking spaces and they will remain operational.

Phase #2 Summer 2023 – Parking lot to the south remains unchanged and parking lot the north will lose parking space. Total parking will be reduced to 199 spaces.

Phase #3 School Year 2023-2024 – Additional parking will be provided in the temporary lot to the front of the building and there will be 279 total parking spaces for the school year. Construction parking will be in the Norwood Light Pole lot.

Phase #4 Summer 2024 – South parking lot will be taken over for construction. WT Rich will rework the parking area for the permanent layout. The norther parking lot will also be closed for construction for utility work. There will be a total of 129 parking spaces available.

Phase #5 School Year 2024-2025 – this configuration will match the previous school year parking layout with a total of 279 parking spaces provided

Phase #6 – Summer 2025 – North parking lot will be taken off line and will be under construction. There will be a total of 121 parking spaces provided. This will be the tightest parking layout.

Phase #7 – Fall 2025 – The south parking lot will be open and partial north lot parking open. Demolition of the existing building and construction of the new field will take over the temporary parking area previous provided in front of the existing building. This will provide a total of 202 parking spaces.

Phase 8 – Final completion. The new building once complete will have a total of 287 parking permanent parking spaces which is more parking than the current school can accommodate.

Mr. Riccardi noted that in the fall when youth sports start up there are well over 300 cars parking at the school. Mr. Rich noted that 300 cars is well above the parking spaces available at the school. The

team also discussed possible cost savings to the overall project if WT Rich were able to keep the north parking lot until through October 30, 2025, this is still being discussed and not finalized yet. Mr. Slater noted that the parking issues are generally on weekends and not during school hours.

Ms. Stewart noted that the slide for configuration one states a June 1, 2023 start. She also noted that spring sports are still going until June 10, 2023 and the configuration shows the soccer field being taken over as part of the construction site prior to the end of the season. Mr. Rich confirmed stating that there is work that needs to be completed to get the construction site ready for the project starting in June. Ms. Stewart noted that there needs to be better communication with the sports teams about the impact to their season. Mr. Slater noted that the project team has a meeting scheduled with the recreation department and sports teams this Friday to review the logistics and construction schedule.

Mr. Riccardi asked about the timeline for relocation of the existing field lighting. Mr. Rich stated it will take approximately 4-6 weeks to relocate the lights. Mr. Riccardi stated he thought the only work happening in June was the lighting work, not any site work. Youth Sports is going to be very stressed for the next 3 years and we don't want to make it any worse than necessary. Mr. Rich stated there needs to be good communication surrounding the lighting work because there will be a period of time when the lights are not operational. This will require coordination with the sports teams.

Mr. Hiltz stated the sooner the design team reaches out to youth sports the better since it's already November they should be aware of these changes for their upcoming season. Mr. Slater the design team is setting up a meeting to make everyone aware.

#### **6. Creation Trade Contractor Prequalification Subcommittee:**

Mr. Terrio noted that as part of the procurement law the team needs to perform a two-step process for filed sub bidders. The first step is soliciting qualifications from a prequalification subcommittee. The committee will review all DCAM Required documents, references, previous project experience, etc. The proposed members are Daren Sawyer and Justin Thibeault from Ai3 Architects; chase Terrio and Anissa Ellis from compass Project management; Alan Slater from the Town of Norwood; and Jon Rich and Bethany King from WT Rich. The Request for qualifications would be made public for trade contractors to download on Wednesday 12/7/22 and packages due back to the committee on January 10, 2023. Mr. Terrio asked if any other MSBC committee members would like to be part of the committee. He requesting the MSBC motion to approve the creation of the subcommittee.

**MOTION:** Mr. Donnelly motions to approve.

**SECOND:** Ms. Ferreira seconds.

Ms. Stewart asked about the weekly time commitment required for the committee members. Mr. Terrio stated that once the qualifications packages are received in January the committee will meet weekly for about an hour per meeting.

Ms. Stewart asked if the configuration being proposed is standard across all towns. Mr. Terrio stated the voting members are generally as noted and there are other committee members to help with reference checking is similar across districts.

Mr. Riccardi requested to be part of the committee as well.

Mr. Slater clarified that the committee voting members will be Daren Sawyer from Ai3, Chase Terrio from Compass Project Management, Alan Slater for the Town of Norwood, and Jon Rich from WT Rich.

**VOTE:** Roll call Vote Unanimous 9-0-0

**7. Review of Early Bid Packages:**

Mr. Rich is proposing bidding and awarding certain components of the work prior to the 100% bid documents being completed to help out with the overall project schedule. Mr. Rich stated the early packages do require a financial commitment from the MSBC prior to knowing what the overall project cost will be because not all of the bids are coming in at the same time. He stated WT Rich recommends purchasing the Enabling and Sitework package, Concrete package, Structural Steel package, Ground Improvements (RAP's), and any associated costs for the General conditions, general requirements, bonds, and insurances corresponding to these scopes. In total this would be an approximately \$30 million commitment.

Mr. Terrio noted that the team also needs to review how this affects Ai3 and their design process and costs.

Mr. Rich reviewed the early package schedule for procurement, submittals, and construction. The early package gains the project a 6 week advantage to the overall schedule. Mr. Rich also reviewed the schedule for bidding and awarding the early packages. The bids would be available in early February and contracts awarded in Mid April.

Mr. Slater asked for a motion.

Mr. Donnelly asked why there is a potential increase in change order exposure for early bid packages. Mr. Rich stated the early architectural drawings are not part of the early bid packages so there could be dimensional changes and coordination that will happen between the final structural drawing and the final architectural drawings. Mr. Rich also stated there are built in allowances to help mitigate these costs.

Mr. Riccardi asked if the contingencies in the WT Rich proposal would cover some of these costs so the Town doesn't have to pay for these change orders.

Mr. Bonfatti stated generally there are early bid packages with CM at Risk projects, that's part of the benefit of a CM, to get a jump on the schedule. Mr. Bonfatti continued stating there will be an allowance within the GMP to cover these potential overages. The team will also review the status of the plans with Ai3 prior to issuing contracts so everyone knows how much risk is out there. He also stated this is a typical process and happens on almost all of the CM projects.

Mr. Rich noted that the switchgear is not part of the early packages because there is enough time in the schedule to procure that material without an early package.

Mr. Riccardi stated these early release packages are now off the table for future potential value engineer.

Mr. Jarvis clarified and stated this will happen after the next value engineering round and the vote today is just to approve the process. Once the bids are received then the MSBC will approve the \$30 million contract package. Mr. Jarvis also noted that even though these packages are being bid early, the MSBC can still vote to remove some of the scope from those packages if required to get the project back in budget.

**MOTION:** Mr. Donnelly to approve the early bid package procurement approach for Enabling and Sitework package, Concrete package, Structural Steel package, Ground Improvements.

**SECOND:** by Mr. Riccardi

**VOTE:** Roll Call - Unanimous vote to adjourn. 7 – 0 – 0

**8. Procurement of Structural Peer Review Services:**

Mr. Terrio noted that as part of the MSBA requirements for the 90% CD submission they require an independent structural peer review. Compass solicited three bids and received two and are recommending the MSBC move forward with the most competitive bidder, Vertex Engineering, for \$6,000.

**MOTION:** Mr. Riccardi motions to approve the Vertex Engineering proposal

**SECOND:** by Mr. Donnelly

**VOTE:** Roll Call - Unanimous vote to adjourn. 7 – 0 – 0

**9. New Business:**

Mr. Terrio noted that this meeting will be posted to the project website and that if anyone would like to communicate with the building committee there is a tab on the website to submit questions and comments. The email is checked regularly. Mr. Terrio also noted that this past week the team received a question regarding accessibility for students with disabilities. That communication will be posted to the website under the FAQ tab.

Mr. Slater stated he would like to have in person meetings if at all possible starting in January. The town is moving toward in person again for all committees.

Ms. Stewart asked if there a reason the committee can't stay in a hybrid format?

Mr. Slater stated there is no reason, however in person meetings accomplish more than the hybrid.

Ms. Stewart asked if the committee does return to in person, can the meeting time be reviewed and possible adjusted because some of the members are remote due to their paid professions.

Mr. Slater stated this time is good for everyone, but he is open to making a minor change to the time. Example, changing from 5pm to 7pm. To be discussed and finalized at the next meeting.

Ms. Stewart noted that the MSBC meeting website is not up to date with the previous meetings and she would like to know when that will be rectified.

Mr. Terrio stated he will look into it and have it updated prior to the next meeting.

Ms. Stewart also asked about the status of a public forum.

Mr. Slater stated nothing has been formalized but he anticipates a public forum in mid-January.

Mr. Donnelly asked if the public forum would be in person or hybrid.

Mr. Slater stated it would be in person.

Mr. Donnelly believes a hybrid meeting would attract more attention and participation.

**10.**

Mr. Alan asked for any further comments.

**MOTION:** Mr. Donnelly to adjourn the meeting

**SECOND:** by Mr. Riccardi

**VOTE:** Unanimous vote to adjourn.

Respectfully submitted,

Anissa Ellis  
Project Manager  
Compass Project Management

Attachments: Ai3 Presentation dated 10-17-2022