

Coakley Middle School Building Committee

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

Due to COVID-19

December 12, 2022 – 5:00 p.m.

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

	MSBC Voting members		Vertex (VTX)		WT Rich Construction (WTR)
A	Mr. Slater – Chair		Tim Bonfatti – Principal		Jon Rich
A	Mr. Matt Lane - Selectman	A	Mr. Jarvis – Project Director		Bethany King
A	Mr. Paul Riccardi– Director of Town-wide Facilities		Chin Lin – Senior Project Manager		Tim Farrell
A	Ms. Cathy Carney, MCPPO - Purchasing	A	Chase Terrio – Senior Project Manager		Steve Koutalakis
A	Mr. Bob Donnelly - Selectman		Diane Guenther – Project Coordinator		Johnny Rich
A	Dr. David Thomson - Superintendent		Anissa Ellis – Project Manager		Alex Corbett
A	Ms. Teresa Stewart – School Committee member				Harvey Eskenas
A	Mr. Tony Mazzucco – Town Manager		Ai3 Architects (Ai3)		Public Attendees:
A	Mr. David Hiltz – School Committee Member		James Jordan - Principal		Dana Brown – Interim Project Administrator
A	Ms. Diane Ferreira – Principal of Balch Elementary School	A	Mr. Thibeault – Sr. Associate		Norwood Community Media
A	Dr. Ms. Fraczek – Principal of Coakley Middle School		Kristen Kendall - Architect		Charisse Taylor – Norwood Public Schools
A	Mr. Gary Pelletier – Building Inspector		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 December 12, 2022 Middle School Building Committee Meeting. He introduced the newest committee member, Mr. Gary Pelletier, Norwood Building Inspector.

2. Approval of Minutes from November 21, 2022

Mr. Slater asked for a motion to approve the minutes from the November 21, 2022 meeting. Ms. Carney abstains from voting.

MOTION: by Mr. Donnelly to approve the previous minutes

SECOND: by Mr. Riccardi.

VOTE: Roll Call – 11 – 0 – 0;

3. Approval of Vendor Invoice Package

Mr. Slater requested approval of the Vendor Invoice Package.

Mr. Terrio noted that the invoice package includes a typical Compass Project Management (Vertex) invoice, an Ai3 invoice, and the first invoice from the construction manager, WT Rich Company. The invoice from WT Rich includes work from the past three months.

MOTION: by Mr. Donnelly to approve the Vendor Invoice Package.

SECOND: by Mr. Hiltz

VOTE: Roll Call - Unanimous vote to approve. 12 – 0 – 0

4. Project Design & Schedule Update

Mr. Terrio noted that the team received the MSBA comments on the 60% CD submission.

Mr. Thibeault stated the team will respond to the comments by the end of the day this Wednesday closing out the 60% CD MSBA submission. The project is still on schedule with all the milestone submissions for the MSBA. The 90% CD documents were issued last Friday and the estimates are under way. The estimate reconciliation is scheduled for the second week of January and the 90% MSBA submission is on schedule for January 27, 2023.

Mr. Thibeault noted the design team is still holding coordination meetings as the plans progress to 100%. The design team has started holding Furniture, Fixtures, & Equipment (FF&E) meetings with Ms. Fraczek and her school teams to review their equipment and furniture needs for the new building.

Mr. Thibeault noted that the early bid packages are scheduled to be issued on February 1, 2022 per the discussions at the last meeting.

Mr. Riccardi asked when the design team is planning to sit down with the facilities department again to review the project.

Mr. Thibeault stated the design team will meet with the facilities department after the new year. He will also schedule a meeting with the food service team to review their equipment and budget as well.

Ms. Carney asked if the early bid packages are an actual bid or if they are bid through WT Rich.

Mr. Thibeault stated his team is accelerating those packages to 100% completion and all of these scopes are under WT Rich and not filed sub bidder scopes of work.

Mr. Terrio clarified and stated these subcontracts will all be awarded by WT Rich.

Mr. Jarvis stated WT Rich will provide a leveling sheet and back up to the MSBC prior to issuing the contracts. They will recommend the contractor they think has the complete scope and best pricing. These contract amounts will then be rolled into the GMP.

5. Vote to Approve Compass Amendment #3 for Structural Peer Review:

Mr. Terrio stated this amendment is the next step in approval of the Structural Peer Review service that was previously approved at the November 21 meeting. Compass/Vertex Amendment #3 is the formal approval of the quote. The MSBA requires a peer review of the structural documents as part of the 90% CD submission and this amendment covers the cost of that review.

Mr. Slater noted this amendment is for \$6,600.

MOTION: by Carney to approve Amendment #3 for the structural peer review service.

SECOND: by Mr. Lane

VOTE: Roll Call - Unanimous vote to approve. 12 – 0 – 0

6. Review of Alternate Scope Prioritization:

Mr. Terrio noted that a vote is not required on alternates tonight. The goal tonight is to present a consolidated list of priority alternates as part of responsible budgeting for the project. The 90% estimates are under way and if there is any room to put scope back into the project we would have to do so through an alternate. The alternates are accepted in the order they are presented/listed at bid time. Presenting the list tonight will allow to the MSBC time to review and think about the different options.

Mr. Slater noted Ms. Fraczek and Mr. Thompson should let the committee know what they feel are the critical items they would like to see on this list.

Mr. Donnelly asked for clarification on the PV rooftop budgets.

Mr. Terrio noted that alternate #1 is for the concessions building and cost approximately \$500,000 and the PV alternates were approximately \$3.7 million including the canopies.

Ms. Carney asked if the PV alternates include any incentives from the light department.

Mr. Terrio is unsure if that includes any incentives, but that \$3.7 million is for construction costs.

Mr. Riccardi stated that at the last meeting with the light department they strongly suggested eliminating the solar panels on the roof and having a 3rd party company lease the rooftop and provide their own PV panels.

Mr. Thibeault noted there are two paths for PV. One where the project purchases and sets up the panels, that's what the \$3.7million includes. The other option is to lease out the roof top to a 3rd party vendor and they are responsible for the panels and maintenance. The second option frees up the money for use elsewhere in the project. Mr. Thibeault noted that regardless of which option the MSBC wants to pursue, the project owns the infrastructure (conduits, electrical equipment, and structural design) for the roof to accept the PV panels.

Mr. Riccardi asked about the previously accepted VE Items and if we know the value of those items that were already removed.

Mr. Terrio noted that we know what the price of those items was when they were removed a few months ago, but not the current day values. However, the estimators will work on getting current pricing for some of those items.

Ms. Fraczek would like to see the restroom tile brought back into the project. Also, the shelving in the classrooms would be a higher priority than the tile in the hallways and commons.

Mr. Riccardi would like to see the whole list of the 8 items brought back into the project if possible.

Mr. Slater asked what steps need to be taken to have a 3rd party lease the roof space for PV.

Mr. Riccardi stated the light department said they will help with the process if that's how the MSBC wants to proceed with PV.

Mr. Jarvis stated the alternates are already designed and included in the contract documents; they are labeled on those documents as alternates and they need to be prioritized in order how they will be accepted back into the project if the budget allows. He noted that based on this conversation, it sounds like the PV will be at the end of the list. Also, the alternates need to be accepted when the bids are accepted, not after. Alternates are also accepted in the order they are listed, for example, alternate #2 cannot be accepted before alternate #1.

Ms. Stewart requested clarification on when the bid would be accepted as an alternate.

Mr. Jarvis stated the bids are going to be received around May 1, 2023 and that is when the alternates would be reviewed and accepted.

Mr. Slater requested Paul and Margo review the entire VE list and prioritize what they would like to see added back into the project should the budget allow.

7. Other items for Discussion:

Mr. Slater asked for any other items for discussion.

Mr. Terrio noted that the January MSBC meeting will be January 23, 2023. He also noted that a community forum is planned for January 26, 2023 at 7:00 pm to provide a progress update to the community.

Mr. Slater asked if the committee has a preference on using the Middle School Library or the George S. Usevich Lecture Hall at the High School for the community meeting.

The committee requested the meeting be held at the High School.

Mr. Terrio noted the Vertex team has been monitoring the project email and updating the project website with minutes and recordings.

Mr. Slater noted that going forward the Town has been holding in person meetings for all committee's and starting in January the MSBC meetings will be held in person.

Ms. Stewart requested this meeting remain hybrid as most of the committees related to the schools are still hybrid.

Ms. Ferreira noted that with the technology available it seems like hybrid is a viable option and she has no issue with continuing this way.

Mr. Slater stated he would like to go back to in person and if it becomes an issue they can discuss going back to a hybrid option.

Mr. Hiltz advocates to keep the meeting hybrid as well.

Ms. Stewart noted that the Town does have a remote policy and she would like to keep the hybrid option for future meetings.

Mr. Hiltz asked for the dates of the January through April meetings 2023 keeping in mind school vacation weeks.

Mr. Slater will do so in January.

Mr. Donnelly stated the chairman of the selectboard are looking for an update on the project and he and Mr. Lane will provide the update.

Ms. Carney noted the RFQ's are due January 10, 2023 so by next meeting the subcommittee should have a update on the status of submissions.

8. Adjournment:

Mr. Slater requested a motion to adjourn.

MOTION: Mr. Mazzucco

SECOND: by Ms. Carney

VOTE: Unanimous vote to adjourn.

Respectfully submitted,

Anissa Ellis
Project Manager
Compass Project Management

Attachments: Ai3 Presentation dated 12-12-2022
Vendor Invoice Package
Compass/Vertex Amendment #3