

Coakley Middle School Building Committee

Coakley Middle School Building Committee (MSBC) Meeting Hosted in the FinCom Room at Norwood Town Hall February 13, 2023 – 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 | A | Tim Bonfatti – Principal | A | Jon Rich |
| A | Mr. Matt Lane - Selectman | A | Chase Terrio – Senior Project Manager | A | Bethany King |
| A | Mr. Paul Riccardi– Director of Town-wide Facilities | | Diane Guenther – Project Coordinator | | Tim Farrell |
| A | Ms. Cathy Carney, MCPPO - Purchasing | | Anissa Ellis – Project Manager | | Steve Koutalakis |
| | Mr. Bob Donnelly - Selectman | | | | Johnny Rich |
| | Dr. David Thomson - Superintendent | | | | Alex Corbett |
| A | Ms. Teresa Stewart – School Committee member | | | A | 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 | Justin Thibeault – Sr. Associate | A | 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 6:00 PM

1. Opening Remarks

Mr. Slater welcomed everyone to the February 13, 2023, Middle School Building Committee Meeting in the Fincom room at the Norwood Town Hall. He noted there is a quorum present.

2. Approval of Minutes from January 26, 2023:

Mr. Slater asked for a motion to approve the minutes from the January 26, 2023, meeting.

MOTION: by Mr. Hiltz to approve the previous minutes from the January 26, 2023, meeting.

SECOND: by Mr. Lane.

VOTE: Unanimous vote, Ms. Stewart abstains from voting. 8-0-1

3. **Approval of Vendor Invoice Package**

Mr. Slater requested approval of the Vendor Invoice Package for January 2023.

MOTION: by Ms. Stewart to approve the Vendor Invoice Package.

SECOND: by Mr. Hiltz

VOTE: Unanimous vote to approve. 9 – 0 – 0

4. **Project Design, Schedule, and Construction Estimate Update**

Mr. Thibeault provided a schedule and noted the project is through the 90% CD submission and the next milestone is the 100% bid package drawings which will be issued on 3/15/23. He noted that there have been addenda issued for the early bid packages which is ongoing.

Over the next 5-6 weeks the team will receive the 90% CD submission comments from the MSBA. The team will provide a response within 2 weeks. The 100% bid documents will be complete and issued on March 15, 2023. Mr. Thibeault noted that the only outstanding permitting item remaining is the MAAB Access board permit. Ai3 has requested a variance on the continuous handrails throughout the travel aisles within the auditorium. The MAAB has scheduled a hearing for March 13 to review these items with the design team.

The building code requires continuous handrails along the aisles, however if handrails are provided along the lower auditorium aisle/ramps there is no way to enter the seating rows. The code also requires occupants, including the mobility impaired, have the ability to circulate around the auditorium from anywhere within the space to the stage. Currently the upper-level wheelchair spaces require occupants to exit the auditorium to access the adjacent lift to get to the lower level and then re-enter the auditorium on the lower level. Ai3 notes that if there is an elevator inside the space it highlights person using the elevator (sound/lights) which is why the design team placed the lift outside the auditorium. This is a commonly granted variance, however, Ai3 is unsure of how the hearing will play out. If the variances are not approved, there is a contingency plan in place to add a lift within the auditorium. Mr. Thibeault noted that WT Rich has provided an estimate for adding the lift if required.

Mr. Hiltz asked if there is precedence for this scenario.

Mr. Thibeault noted that Ai3 has applied for this variance numerous times and had it granted, he is unsure why they requested a hearing this time.

Mr. Slater asked if there have been issues with the railings previously?

Mr. Thibeault said there has not and he is surprised those were included in the hearing.

Mr. Lane asked if it would be helpful to have a Town representative at the hearing?

Mr. Thibeault stated that could be helpful.

Mr. Riccardi asked how this will affect the bid period.

Mr. Thibeault stated the MAAB should make a decision that day (March 13). If the variance is not approved, then the modification to the bid documents will be made via an addenda.

Mr. Slater asked if the decision is pushed until the April MAAB meeting how that will affect the schedule.

Mr. Thibeault stated depending on when the hearing is in April it may not fall within the bid period. He also noted that the MAAB hearing could potentially be delayed past April as well.

Mr. Bonfatti asked if the Ai3 team has an accessibility consultant and if they could help with the process.

Mr. Riccardi asked if the change could be included in the plans as an alternate?

Mr. Terrio noted that the alternate could be added via an addenda if needed.

Mr. Rich noted that Steel is part of the early bid package and that trade would be affected by the change, however the largest change is the elevator trade.

Ms. King noted that the concrete is also an early bid package and will be affected by the change as well.

Mr. Rich noted the WT Rich team will be looking to submit for a building permit around March 15.

Ms. Carney asked when bids will be due?

Mr. Rich stated bids due around 3 weeks from document release, however the deadline can be extended up to a week if needed.

Ms. Carney asked who is handling the bidding and advertisements, legal ads, prevailing wages, etc.? The team Confirmed the Town will handle those items.

5. Trade Contractor Prequalification:

Mr. Terrio stated the prequalification subcommittee has been meeting regularly to review trade contractor qualification packages. The statements of qualification were received just after the new year. The prequalification subcommittee has provided a list qualified trade contractors to recommend to the committee tonight.

Mr. Terrio distributed a list of qualified contractors for review.

Mr. Terrio noted that only one elevator contractor submitted a prequalification package and this allows the project team some flexibility with buying out that trade at bid time. The contractors were evaluated based on performance of projects of similar size. He noted he is requesting the committee to approve the recommended list of prequalified subcontractors that has been provided.

Mr. Terrio noted that the next step in the process is to notify the approved subcontractors via a letter. Mr. Slater asked what recourse a bidder has if they file a claim because they were not prequalified. Mr. Bonfatti noted it is a very high bar to prove it was fraudulent process and we don't anticipate any claims.

Mr. Slater asked if this list is approved, can anyone who did not qualify protest the results.

Mr. Rich stated they can protest, but the only grounds that there was fraud and collusion.

MOTION: by Mr. Lane made a motion to approve the recommended list of prequalified trade subcontractors.

SECOND: by Ms. Carney

VOTE: Unanimous vote to approve. 9– 0 – 0

6. Early Bid Package Review:

Mr. Terrio stated the WT Rich team will walk the committee through the early bid package process noting that the bid packages are out for pricing.

Ms. King stated there are four early bid packages: Site Work, Ground Improvements, Structural Steel, and Concrete. The bid documents went out to bidders on February 1, 2023 and one addenda has been issued to date. The bids are due on February 24, 2023. After bids are received the plan is to de-scope each contractor. WT Rich anticipates 4 bidders for each trade and plans on having recommendations for award ready for the MSBC to vote at the next meeting on March 20th.

Mr. Slater stated the MSBC had a meeting scheduled for 3/13 and it doesn't make sense to meet again the following week. He requested the 3/13 meeting be cancelled and just have a meeting on 3/20. The committee agrees.

Mr. Riccardi noted that the early packages consist of about 25% of the overall construction budget and there has not yet been a price decrease in the Town's favor in any of the previous estimates. He noted that once the project goes out to bid for the remainder of the project, any potential budgetary cuts are coming out of a smaller portion of work.

Ms. King noted that these early bidders also have the concession stand alternate as part of the document and they are being bid competitively. WT Rich will also compare their bids to the 90% estimates.

Ms. Carney asked if the award of the early bid packages is being done prior to the trade contractor bids being received.

Ms. King confirmed.

Mr. Terrio noted that if there are budget challenges further down the line, they can be explored with non-trade contractors. He also noted that just because the contracts are awarded does not exempt the contractors from providing credits or future savings.

Ms. Carney asked if the concession stand is an alternate in early packages is the Town committed to taking the alternate.

Ms. King noted that the early packages are not trade contractors so the alternates can be taken at any time and the Town is not tied to the alternate in any way at this time.

Mr. Rich stated that WT Rich can request cost saving ideas from the subcontractors after contracts are issued as well. The project also has a healthy contingency which provides a good buffer going forward.

Mr. Bonfatti noted that the Walpole Middle School bid numbers came in on budget just this past month which allows the team to be cautiously optimistic about the CMS bids.

7. Contract Amendments:

Mr. Thibeault stated his original contract amendment to move forward with designing project after Town Meeting approval did not include any money for preparation of an early bid package. To prepare the early bid packages the Ai3 team had to adjust their manpower to provide the early bid packages 6 weeks earlier than they had anticipated releasing any 100% documents.

Mr. Riccardi stated Ai3 would have had to do this work anyway, so why is it so expensive to provide the documents early?

Mr. Thibeault stated the early packages took 6 weeks out of the original project timeline. In order to meet this new deadline staffing had to be increased across all consultants as well as Ai3's team to get the plans completed earlier.

Mr. Riccardi stated it would have been nice to know there were additional costs associated with providing early packages prior to agreeing to provide early packages.

Mr. Thibeault stated he discussed additional costs at that time but was unable to provide an order of magnitude cost at that time.

Mr. Bonfatti stated this added cost is consistent within the industry for providing early bid packages.

Ms. Carney requested the team provide notice about added costs prior to voting next time.

Mr. Slater asked if there was any further discussion. There is none.

MOTION: by Ms. Carney motions to approve the Ai3 Amendment for costs associated with the early bid package.

SECOND: by Mr. Lane.

VOTE: Unanimous vote to approve. 9– 0 – 0

8. Budget Update

Mr. Terrio noted that the 90% CD Estimate numbers were not what the team had expected, and he provided a comparison of the 60% estimate to the 90% estimate for review. He noted the most impactful number increases were in HVAC, Electrical equipment, site preparation, and utility budget lines. The 90% estimate included market input, and actual subcontractor quotes vs. allowances. These updated real costs were what drove the price up approximately \$4.5 million and that was offset by carrying smaller contingency and escalation costs in those lines as well as removal of the PV scope.

Mr. Riccardi stated the team is not confident there won't be a major issue with the bids and final GMP due to the previous estimates being over budget.

Mr. Terrio stated there are still healthy contingency lines (approximately \$4.6 million) in the design and construction contingency and the team has tried to be conservative on estimates.

Mr. Riccardi stated the market has not leveled off as he thought it would have by now.

Mr. Bonfatti stated the contingencies are there to be used by the project. Also, the market has leveled off to what is considered normal escalation compared to the previous few years.

Mr. Bonfatti provided a comparison of the Walpole Middle School GMP to the Norwood MS budget and the two were about the same square foot price for the building component (no site work included). He also noted the CMS team has time to make decisions about adding scope back to the project.

Ms. Stewart asked at what point can the team confidently say there won't be any more cuts to the budget or building?

Mr. Terrio and Mr. Rich stated that once the trade bids and larger non-trade bids are received which will the team will know. That will be about 6 weeks from 3/15.

Ms. Stewart asked how that timeline fits with Norwood Town Meeting warrant schedule.

Mr. Slater stated he would need to know what the final building costs are before going back to a Town Meeting to ask for more funding.

Mr. Rich stated site work is generally one of the more volatile markets and those trades are being bid in the early package right now.

Mr. Slater stated he would consider going back to the town if there were additional cuts that need to be made, however he's cautiously optimistic that numbers will be on budget. If not the MSBC can go to plan B at that time.

Mr. Hiltz stated he is concerned with things like field lighting, and that cutting those out of the project now will save money, however the price in 5-10 years is much more expensive. He also asked if the MSBA is providing additional funds toward the project.

Mr. Slater stated the MSBC could still need to go back to town Meeting for additional funds if needed once bids are received.

Mr. Mazzucco asked at what point does the project decide it needs more money? Each cut is small but when totaled it adds up and they don't want to keep making small cuts if they don't have to.

Mr. Slater stated this is all speculation now and the MSBC needs to wait until the final numbers come back before making a decision.

Mr. Mazzuco stated he wants to do it the right way the first time and if that requires additional funds he wants to ask for that now.

Mr. Slater asked for any further comment. There is none.

9. Public Communication:

Mr. Slater stated he will be formally sending the approved letter regarding the auditorium side aisles to Judith Howard. This was voted on at the last meeting.

Mr. Terrio noted that the project website is available to the public for sending in questions and that nothing new has come up as of today.

10. Motion to Adjourn:

Mr. Slater asked for any further discussion. There is none, he asked for a motion to adjourn.

MOTION: by Ms. Carney to adjourn.

SECOND: by Mr. Hiltz.

VOTE: Unanimous adjourn.

Respectfully submitted,

Anissa Ellis
Project Manager
Compass Project Management

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