

Caleb Dustin Hunking School – Haverhill, MA**Meeting Minutes**

<u>School Building Committee (SBC)</u>	Date:	October 22, 2013
	Location:	Haverhill City Hall, Mayor's Office
	Time:	8:30 AM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<u>School Building Committee (Voting):</u>			<u>Public:</u>		
Mayor James J. Fiorentini	SBC	Y	City Councilor – Colin LePage		Y
Superintendent James F. Scully	SBC	Y	Paul Magliocchetti	SC	N
Charles Benevento	SBC	Y			
Robert DeFusco	SBC	Y	<u>Haverhill Public Schools (HPS)</u>		
Robert Driscoll	SBC	Y	Beverly Woodhouse	HPS	Y
Jonathan Goldfield	SBC	Y	Beverly Cassano	HPS	Y
Michael Peugh	SBC	Y			
Robert Scatamacchia	SBC	Y	<u>Joslin Lesser + Assocs. (JLA)</u>		
David Van Dam	SBC	Y	Bill Cuniff	JLA	Y
Scott Wood	SBC	N	Jeffery Luxenberg	JLA	Y
Ernest DiBurro	SBC	N	Jennifer Gareau	JLA	Y
			Stephanie Gilman	JLA	N
<u>School Building Committee (Non-Voting):</u>					
Thomas Geary	SBC	Y	<u>JCJ Architecture (JCJ)</u>		
Principal Jared Fulgoni	SBC	Y	James LaPosta	JCJ	N
Mary Malone	SBC	Y	Stephen Armington	JCJ	Y
			Jim Hoagland	JCJ	N

Mayor James Fiorentini called the meeting to order

1. Approval of Meeting Minutes from September 24, 2013 SBC Meeting:

MOTION made by R. Driscoll, seconded by C. Benevento, and approved unanimously, to approve the September 24, 2013 SBC meeting minutes.

2. Construction Manager @ Risk (CM at Risk):

Office of Inspector General (OIG) Application: A draft of the OIG Application has been distributed to the SBC for review. Robert Defusco, the City's Purchasing Agent expressed concerns that the State's OIG process is not being followed, and that OIG approval is needed before the CM at Risk procurement process can even begin. JLA

explained that the CM at Risk procurement process can begin before IG approval, but that a contract cannot be awarded before approval is received. JLA assured the SBC that they have extensive experience working with the OIG, and have always received CM at Risk approval. Mr. DeFusco requested to be more involved in the procurement process going forward.

CM at Risk Request for Qualifications (RFQ): JLA explained the CM at Risk procurement process as consisting of two parts. The first is to publicly solicit statement of qualifications packages (SOQs) from CM at Risk firms. CM at Risk firms will submit their SOQs in response to the RFQ, and the Prequalification Committee will review the submissions and, based on qualitative criteria in the RFQ, will deem any number of the firms who have submitted SOQs prequalified to participate in the second stage of selection. The Prequalification Committee will send the prequalified firms a Request for Proposals (RFP). The CM at Risk firms will send in non-price proposals as well as price proposals in response to the RFP, and the Selection Committee, which is typically the same as the Prequalification Committee, will review the proposals, and the firms will be interviewed. Based on the proposals and interviews, the Selection Committee will rank the firms, and the SBC will make a suggestion based on that ranking to the Mayor to offer a contract to the highest ranked CM at Risk firm.

Prequalification Committee: After some discussion, it was determined that Superintendent Scully and Jonathan Goldfield will represent the City of Haverhill on the Prequalification Committee, Steve Armington will represent JCJ, and Jeffery Luxenberg will represent JLA. As the City's Purchasing Agent, Mr. DeFusco will also be involved in the entire CM at Risk procurement process. The Prequalification Committee will meet once all SOQs have been received on November 7th, 2013, and distributed to the committee for review before the meeting. A meeting will be set up at that time. After this meeting, the RFP will be issued to all prequalified firms.

3. Invoice Approval:

MOTION made by C. Benevento, seconded by J. Goldfield, and approved unanimously, to approve Joslin, Lesser + Associates Invoice #6 in the amount of \$15,250.00.

MOTION made by C. Benevento, seconded by J. Goldfield, and approved unanimously, to approve JCJ Architecture Invoice #3 in the amount of \$17,850.00.

MOTION made by C. Benevento, seconded by J. Goldfield, and approved unanimously, to approve Joslin, Lesser + Associates Invoice #8 in the amount of \$15,250.00.

MOTION made by C. Benevento, seconded by J. Goldfield, and approved unanimously, to approve JCJ Architecture Invoice #5 in the amount of \$30,000.00.

4. Preferred Schematic – Facilities Assessment Subcommittee (FAS) Presentation:

JCJ presented what will be shown to the MSBA at tomorrow's FAS meeting. The presentation detailed the process the team has gone through so far to reach the Preferred Option. During discussion after the presentation, a member of the committee noted that it is important not to separate Bradford from the rest of the City. The project

will benefit Haverhill as a whole, so that should be reflected in presentations going forward.

5. Public Comment

City Councilor Colin LePage presented SBC with a spreadsheet he put together comparing MSBA projects based on cost and square footage. Councilor LePage asked for clarification on MSBA's \$275 per square foot reimbursement cap. JLA explained that the cap applies to the hard costs of the building and, while the MSBA understands that the project will cost more than \$275 per square foot in the current market, they will not increase that cap anytime soon. The low cap encourages cities and towns to build economically, and participating less in a single project means they are able to fund a higher number of projects. Because of the cap, as well as various non-reimbursable items, the effective reimbursement rate is always lower than the base reimbursement rate given by the MSBA.

Councilor LePage asked how off-site permanent modular construction would be affected by reimbursement. JLA explained that the MSBA has not had much experience, if any, funding this type of construction, so it is unclear how reimbursement would be affected. JLA stated that the pros and cons of off-site permanent modular construction will be discussed with the SBC at length once a CM is on board, and that at that time it would also be helpful to have several companies that specialize in this type of construction in to present to the SBC.

6. Other Business

No Other Business to discuss.

7. Upcoming Meetings and Activities

- 10/23/2013 @ 10:00 a.m. – FAS Meeting and Presentation – MSBA Conference Room
- 11/07/2013 @ 2:00 p.m. – CM at Risk SOQs Due – Purchasing Department, City Hall
- 11/26/2013 @ 8:30 a.m. – SBC Meeting – Mayor's Office

MOTION made by R. Driscoll, seconded by J. Scully and approved unanimously to adjourn the meeting.

Prepared by: Jennifer Gareau, Joslin, Lesser + Associates

-End of Minutes-