

School Building Committee Meeting

Tuesday, July 22, 2014

School Department
Conference Room, City Hall

8:30 AM

Agenda

1. Approval of Meeting Minutes from 06/17/14 SBC Meeting
2. Debt Exclusion Vote – Certified Copy of Vote to MSBA
3. School Building Committee Members
4. MSBA
 - Board Project Scope and Budget Approval (PSBA) – Agreement to the City for Execution
 - Project Funding Agreement (PFA) to follow PSBA
5. Invoice Approval
6. SBC Motion/Vote
 - JCJ Remaining Design Services Amendment - Approval
7. Design Update
8. Public Comment
9. Other Business
10. Upcoming Meetings/Activities
 - SBC Meeting – City Hall, School Department Conference Room, August 19, 2014 at 8:30 AM
 - Design Development Meetings with School Working Group - July 29, August 12, August 26

Caleb Dustin Hunking School – Haverhill, MA

Meeting Minutes

<u>School Building Committee (SBC)</u>	Date:	June 17, 2014
	Location:	Haverhill City Hall, School Department Conference Room
	Time:	8:30 AM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<u><i>School Building Committee (Voting):</i></u>			<u><i>Public:</i></u>		
Mayor James J. Fiorentini	SBC	Y	Colin LePage	City Council	N
Superintendent James F. Scully	SBC	Y			
Charles Benevento	SBC	Y	<u><i>Haverhill Public Schools (HPS)</i></u>		
Robert DeFusco	SBC	Y	Beverly Woodhouse	HPS	Y
Robert Driscoll	SBC	Y	Beverly Cassano	HPS	N
Jonathan Goldfield	SBC	Y	Donna Capodelupo	HPS	Y
Michael Peugh	SBC	Y			
Robert Scatamacchia	SBC	Y	<u><i>Shawmut Design & Construction</i></u>		
David Van Dam	SBC	N	Tim Hurdelbrink	SDC	Y
Scott Wood	SBC	N	Bob Joubert	SDC	N
Ernest DiBurro	SBC	Y	John Hartshorn	SDC	N
			Sam Hanna	SDC	N
<u><i>School Building Committee (Non-Voting):</i></u>			<u><i>Joslin Lesser + Assocs.(JLA)</i></u>		
Thomas Geary	SBC	Y	Bill Cuniff	JLA	Y
Principal Jared Fulgoni	SBC	N	Jeffery Luxenberg	JLA	Y
Mary Malone	SBC	N	Jennifer Gareau	JLA	Y
			Stephanie Gilman	JLA	Y
			<u><i>JCJ Architecture (JCJ)</i></u>		
			James LaPosta	JCJ	Y
			Doug Roberts	JCJ	N
			Jim Hoagland	JCJ	N

Mayor James Fiorentini called the meeting to order at 8:36 a.m.:

1. Approval of Meeting Minutes from April 1, 2014 SBC Meeting:

MOTION made by E.Diburro, seconded by R. Driscoll, and approved unanimously, to approve the April 1, 2014 SBC meeting minutes.

2. Debt Exclusion Vote

JLA will follow up to get a certified copy of the vote to the MSBA.

3. School Building Committee Members – Revised Organizational Chart to MSBA

City is working to fill the SBC position that will be open when Bob DeFusco retires. J. Goldfield is MCPPO certified and fulfils that requirement for the Committee for the time being.

4. MSBA

a. Board Project Scope and Budget approval – Agreement to the City for Execution

The City Council has a meeting tonight. Once JLA receives the certified meeting minutes, they will submit the minutes to the MSBA. The MSBA has provided the City with the Project Scope and Budget Agreement for execution by the Mayor.

b. Project Funding Agreement to follow PSBA

JLA will provide the Mayor and Superintendent with original certifications for review by legal counsel.

c. Project Funding Requirement – 120 days after 06/04/14 Board vote

JLA explained that after the Mayor signs the Project Scope and Budget Agreement, the Project Funding Agreement is signed.

MOTION made by E. DiBurro, seconded by R. Driscoll, and approved unanimously to recommend that the Mayor submit the Project Funding Agreement upon approval by City Council.

5. Invoice and Amendment Approval

J. Goldfield noted that he did not receive meeting materials prior to the meeting. JLA stated that the packets will go out to the Committee earlier prior to the next meeting.

a. JLA Amendment

MOTION: J. Goldfield moved, with note that it has not been fully vetted by the SBC, seconded by E. DiBurro, to authorize Amendment #1 for Owner's Project Management services for the remainder of the Project to be provided by Joslin, Lesser + Associates.



b. Invoice Packets

MOTION: J. Goldfield moved, seconded by E. DiBurro, to approve the following payments included in the March 2014 Invoice Packet:

Joslin Lesser + Associates Invoice #14 for OPM Construction Contract Administration services performed in March 2014 - \$6,100.00

JCJ Architecture Invoice #10 for A/E Designer services performed in March 2014 - \$81,667.00

The Committee voted unanimously to authorize payment of Invoice #14 for OPM Construction Contract Administration Services in the amount of \$6,100.00 to Joslin Lesser + Associates, and Invoice # 10 for A/E Designer services in the amount of \$81,667.00 to JCJ Architecture.

MOTION: E. DiBurro moved, seconded by J. Goldfield, to approve the following payments included in the April 2014 Invoice Packet:

JCJ Architecture Invoice #1CR, a credit against Invoice #1 for disallowed reimbursable expenses - (\$304.74)

JCJ Architecture Invoice #11 for A/E Designer services performed in April 2014 - \$57,166.00

Discussion: Members of the committee requested to know how to make sure disallowed reimbursable expenses are not included in invoices going forward. JLA noted that they thoroughly review invoice backup prior to an invoice being presented to the SBC.

The Committee voted unanimously to accept the credit of (\$304.74) per Invoice #1CR, and authorized payment of Invoice #11 for for A/E Designer services in the amount of \$57,166.00.

MOTION: E. DiBurro moved, seconded by R. Scattamacchia, to approve the following payments included in the May 2014 Invoice Packet:

JCJ Architecture Invoice #12 for A/E Designer services performed in May 2014 - \$12,250.00

Shawmut Design & Construction Invoice Precon #1 for CM FS/SD Preconstruction Services performed from February 1, 2014 through May 31, 2014 - \$40,000.00

Discussion: JLA clarified that the CM firm's Preconstruction Fee is a lump sum fee defined in the contract. Once the construction phase begins, the CM will not be billing lump sum.

The Committee voted unanimously to authorize payment of Invoice #12 for A/E Designer services in the amount of \$12,250.00 to JCJ Architecture, and Invoice Precon #1 for CM FS/SD Preconstruction Services in the amount of \$40,000 to Shawmut Design & Construction.

c. JCJ Amendment

MOTION: E. DiBurro moved, seconded by J. Goldfield, and approved unanimously to authorize Design Contract Amendment #4 for \$1,200.

MOTION: E. DiBurro moved, seconded by J. Goldfield, and approved unanimously to wait until the next SBC meeting to vote to authorize Design Contract Amendment #5.

JLA noted that the MSBA requires specific language be used in contract amendments and that the Design Contract Amendment language is typical for every MSBA project. JLA will distribute Designer contract language to the SBC prior to the next meeting.

MOTION: J. Scully moved, seconded by R. Scattamacchia, and approved unanimously to authorize JCJ Architecture to continue as the Designer on the Caleb Dustin Hunking School Project.

6. SBC Motion/Vote to Proceed to Design Development Phase

MOTION: E. DiBurro moved, with note that JCJ stay within contract as proposed, seconded by J. Goldfield, and approved unanimously to authorize JCJ Architecture to proceed to Design Development Phase.

It was clarified that JCJ Architect will continue providing Designer Services, but if Design Contract Amendment #5 is not approved at the next meeting, the City of Haverhill will pay the cost of the work performed between now and the next SBC Meeting.

At the next meeting, JCJ will include a presentation on future plans for project schedule and JCJ's contractual obligations once Designer Contract Amendment #5 is approved.

7. Public Comment

There was no public comment.

8. Other Business

A member of the committee explained that Purchase Orders needed for contracts to trace spending/invoices.

9. Upcoming Meetings and Activities

- 07/22/14 @ 8:30 a.m. – SBC – Haverhill School Department

MOTION made, seconded and approved unanimously to adjourn the meeting.

Prepared by: Jennifer Gareau, Joslin, Lesser + Associates

-End of Minutes-

MEMORANDUM

To: Jane Johnson, Budget and Grants Analyst, City of Haverhill

From: William G. Cunniff - Joslin, Lesser + Associates, Inc.

Date: July 14, 2014

Re: June 2014 Invoice Summary: Caleb Dustin Hunking School

Cc: James F. Scully; Jeffery Luxenberg; Jennifer Gareau

Enclosed for approval and processing, please find the following invoices:

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice
0102-0400	JLA	15	OPM - Design Development	OPM Services Design Development June 2014	\$ 19,500.00
0002-0000	JCJ	13	A/E – FS/SD	A/E Services Feas. Study/Schematic Design June 2014	\$ 12,250.00
0003-0000	JCJ	13(AS3-1)	A/E – FS/SD Environmental & Site	A/E Services FS/SD – Traffic Study June 2014	\$ 16,500.00
0003-0000	JCJ	13(AS4-1)	A/E – FS/SD Environmental & Site	A/E Services FS/SD – LEED Registration June 2014	\$ 1,200.00
0201-0400	JCJ	13 (AS5-1)	A/E Design Development	A/E Services Design Development June 2014	\$ 50,000.00
TOTAL:					\$99,450.00

The items listed above are consistent with the Total Project Budget and, to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Joslin, Lesser + Associates recommends that these items be approved and paid. Note: The June 2014 Monthly Report, which includes the Total Project Budget, was electronically distributed to the MSBA on July 9, 2014, and to the City of Haverhill on July 14, 2014. If you have any questions, please feel free to contact the Owner's Project Manager, Joslin, Lesser + Associates, Inc.

INVOICE

DATE	INVOICE #
7/1/2014	15

PERIOD
June 11 - 30, 2014

Jane Johnson, Budget and Grants Analyst
City of Haverhill
4 Summer Street
Haverhill, MA 01830

Haverhill Caleb Dustin Hunking School

DESCRIPTION						AMOUNT	
Design Development Phase Lump Sum Payment						\$	19,500
Propay Code 0102-0400							
Project-to Date Summary							
	Approved	Prior	This Invoice	Balance			
ProPay Code 0001-0000 (FS/SD)	\$ 150,000	\$ 150,000	\$ -	\$ -			
ProPay Code 0102-0400 (DD)	106,500	-	19,500	87,000			
ProPay Code 0102-0500 (CD)	190,500	-	-	190,500			
ProPay Code 0102-0600 (Bid)	85,000	-	-	85,000			
ProPay Code 0102-0700 (CA)	1,008,000	-	-	1,008,000			
ProPay Code 0102-0800 (Closeout)	80,000	-	-	80,000			
TOTAL	<u>\$ 1,620,000</u>	<u>\$ 150,000</u>	<u>\$ 19,500</u>	<u>\$ 1,450,500</u>			
						TOTAL INVOICE	\$ 19,500

J O S L I N
L E S S E R

OK W
JLA 7/2/14

invoice

June 30, 2014

Project No: B13020.00

Invoice No: 000000013

City of Haverhill
c/o Joslin, Lesser & Associates, Inc
44 Pleasant Street
Watertown, MA 02472

Project B13020.00 Caleb Dustin Hunking School
Professional Services from June 1, 2014 to June 30, 2014

Fee

Billing Phase	Fee	Complete	Percent Earned	Current Fee Billing
Preliminary Studies	150,000.00	100.00	150,000.00	0.00
Schematic Design	245,000.00	100.00	245,000.00	12,250.00
Design Development (**Amd 5)	1,000,000.00	5.00	50,000.00	50,000.00
Construction Documents (**Amd 5)	1,500,000.00	0.00	0.00	0.00
Bidding (**Amd 5)	150,000.00	0.00	0.00	0.00
Construction Administration(**Amd 5)	1,150,000.00	0.00	0.00	0.00
Closeout(**Amd 5)	165,000.00	0.00	0.00	0.00
Subtotal Fee	\$4,360,000.00		\$445,000.00	\$62,250.00
**Amd 5 Pending Building Committee Approval 7/22/14				
Amd #1 – FSSD Geotech	15,334.00	100.00	15,334.00	0.00
Amd #2 – FSSD Haz Mat	35,530.00	100.00	35,530.00	0.00
Amd #3 - FSSD Traffic	16,500.00	100.00	16,500.00	16,500.00
Amd #4 - FSSD LEED Reg	1,200.00	100.00	1,200.00	1,200.00
Total Fee	4,428,564.00		513,564.00	79,950.00

Pro Pay Cost Codes

*0002 - 0000
0201 - 0400*

*0003 - 0000
0003 - 0000*

Previous Fee Billing 445,864.00

Total Fee

Total this Phase

Total this Invoice

79,950.00

\$79,950.00

\$79,950.00

Outstanding Invoices

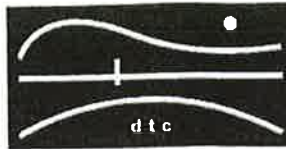
Number	Date	Balance
000000010	3/31/2014	81,667.00
000000011	4/30/2014	57,166.00
000000012	5/21/2014	12,250.00
0000001CR	5/7/2014	-304.74
Total		\$150,778.26

*OK WA 7/2/14
JLA*

Total Now Due

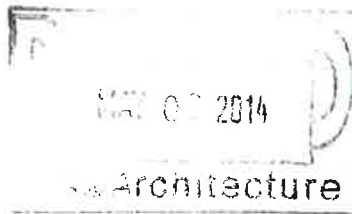
\$230,728.26

ENGINEERED
SOLUTIONS



LAND
STRUCTURES
WATER

JCJ Architecture
38 Prospect Street
Hartford, CT 06103
Steve Armington



May 2, 2014

Project No: 13176.100
Invoice No: 30980

Project 13176.100 Caleb Dustin Hunking School Traffic Assessment
Professional Services from February 9, 2014 to April 25, 2014
Fee

Total Fee	15,000.00		
Percent Complete	90.00	Total Earned	13,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	13,500.00
		Total Fee	13,500.00

Total this Invoice **\$13,500.00**

Billings to Date

	Current	Prior	Total
Fee	13,500.00	.00	13,500.00
Totals	13,500.00	.00	13,500.00

Amendment #3

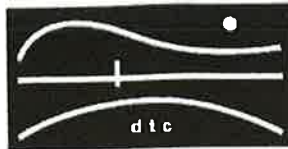
Traffic \$13,500.00
JCJ 10% m/u \$1,350.00
\$14,850.00 ✓

ok
WJ
JJA 7/9/14

JCJ _____
Group 0152
Project # B13020.00
G/L Acct. # 71200
Approved by DL
Date @ 6/27/14

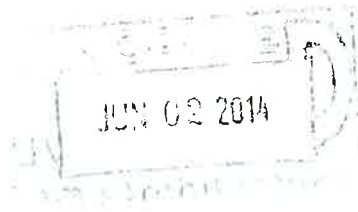
DIVERSIFIED TECHNOLOGY CONSULTANTS
2321 WHITNEY AVENUE SUITE 301 HAMDEN CT 06518
203 239 4200 PH 203 234 7376 FAX
www.teamdtc.com

ENGINEERED
SOLUTIONS



LAND
STRUCTURES
WATER

JCJ Architecture
38 Prospect Street
Hartford, CT 06103
Steve Armington



May 21, 2014

Project No: 13176.100
Invoice No: 31092

Project 13176.100 Caleb Dustin Hunking Traffic Assessment
Professional Services through May 3, 2014
Fee

Total Fee	15,000.00		
Percent Complete	100.00	Total Earned	15,000.00
		Previous Fee Billing	13,500.00
		Current Fee Billing	1,500.00
		Total Fee	1,500.00

Total this Invoice **\$1,500.00**

Billings to Date

	Current	Prior	Total
Fee	1,500.00	13,500.00	15,000.00
Totals	1,500.00	13,500.00	15,000.00

Amendment #3

Traffic \$1,500.00
JCJ 10% mlu \$150.00
\$1,650.00 ✓

OK
JVA 7/9/14

JCJ _____ P.C. _____
Group 0152
Project # B13020.00
G/L Acct. # 71200
Approved by DL
Date @oulle14

DIVERSIFIED TECHNOLOGY CONSULTANTS
2321 WHITNEY AVENUE SUITE 301 HAMDEN CT 06518
203 239 4200 PH 203 234 7376 FAX

RECEIPT

Invoice # : 90770108
Order # : 11667950
Invoice Date : 05/09/2014

Green Building Certification Institute

1-800-795-1746
202-828-1145
www.gbci.org/contact

Paid By:

James E LaPosta
38 Prospect Street
HARTFORD, CT 06103
jlaposta@jcj.com

Paid To:

Green Building Certification Institute
PO Box 822964
Philadelphia, PA 19182-2964

Payment Method	Payment Date
Credit Card:*****007	05/09/2014

Project ID : 1000042118
Project Name : Caleb Dustin Hunking School
USGBC Member Company : JCJ Architecture

Item Description	Quantity	List Price/Unit	Discount (If applicable)	Amount
LEED for Schools Registration	1 EA	\$ 1,200.00	(\$ 0.00)	\$ 1,200.00
Shipping/Handling				\$ 0.00
Sales Tax				\$ 0.00
Total Paid				\$ 1,200.00

Amendment #4

ok [Signature] JEA 7/9/14

Thank you for your payment.
Please keep this receipt for your records.

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 5

WHEREAS, the City of Haverhill (“Owner”) and JCJ Architecture, PC (the “Designer”) (collectively, the “Parties”) entered into a Contract for Designer Services for the Caleb Dustin Hunking School Project (Project No. 201201280035) on May 14, 2013 (the “Contract”);

WHEREAS, the Parties executed Amendment #1 on June 11, 2013, Amendment # 2 on June 1, 2013; Amendment # 3 on April 22, 2014; Amendment No. 4 on June 12, 2014;

WHEREAS, effective as of June 13, 2014 the Parties wish to further amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform the following additional services in accordance with Article 8, Section 1:

Proposed Services: Comprehensive Designer Services

Proposed Fee: \$ 3,965,000.00

2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	After This Amendment
Feasibility Study Phase	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Schematic Design Phase	\$245,000.00	\$0.00	\$0.00	\$245,000.00
FS/SD Site- Environmental	\$ 0.00	\$ 68,564.00	\$ 0.00	\$ 68,564.00
Design Development Phase	\$ 0.00	\$ 0.00	\$ 1,000,000.00	\$ 1,000,000.00
Construction Doc Phase	\$ 0.00	\$ 0.00	\$ 1,500,000.00	\$ 1,500,000.00
Bidding Phase	\$ 0.00	\$ 0.00	\$ 150,000.00	\$ 150,000.00
Construction Phase	\$ 0.00	\$ 0.00	\$ 1,150,000.00	\$ 1,150,000.00
Completion Phase	\$ 0.00	\$ 0.00	\$ 165,000.00	\$ 165,000.00
Site & Environmental	\$0.00	\$ 0.00	\$0.00	\$ 0.00
Total Fee	\$395,000.00	\$68,564.00	\$3,965,000.00	\$4,428,564.00

3. The Construction Budget shall be as follows:

Original Budget: \$ 49,998,830

Amended Budget: \$ TBD

4. The Project Schedule shall be as follows:

Original Schedule: January 24, 2014 (Completion of Feasibility Study/ Schematic Design Phase)

Amended Schedule: May 31, 2014 (Completion of Feasibility Study/ Schematic Design Phase)

Original Schedule: March 1, 2017 (Substantial Completion)

Amended Schedule:

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER:

James J. Fiorentini
(print name)

Mayor, City of Haverhill
(print title)

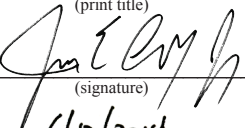
By _____
(signature)

Date _____

DESIGNER:

James E. LaPosta, Jr.
(print name)

President, JCJ Architecture, PC
(print title)

By 
(signature)

Date 6/12/2014

June 12, 2014

Caleb Dustin Hunking School Building Committee
c/o Joslin, Lesser + Associates
Mr. Jeffrey Luxenberg
44 Pleasant Street
Watertown, MA 02472

**Re: Caleb Dustin Hunking School
Haverhill, MA
Proposal for Design Services through Construction Phase
JCJ Project No. B13020.00**

Dear Mr. Luxenberg and Members of the School Building Committee:

In accordance with Article 7.4.8 of the Contract for Designer Services between the City of Haverhill (City) and JCJ Architecture (JCJ) executed on May 31, 2013, JCJ is pleased to submit this proposal to provide design services necessary to complete the Design Development Phase through the Construction Phase for your consideration.

Compensation for the Basic Services and Reimbursable Services shall be the lump sum total of Four Million, Seventy Three Thousand Eight Hundred and no/100's (\$4,073,800.00) distributed as follows:

Basic Services include the following:

Design Development Phase	\$1,000,000.00
Construction Contract Documents Phase	\$1,500,000.00
Bidding	\$150,000.00
Construction Phase	\$1,150,000.00
Closeout	\$165,000.00
Basic Services Subtotal	\$3,965,000.00

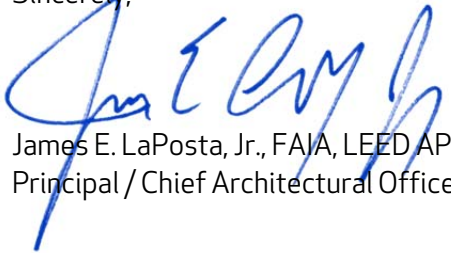
Reimbursable Services have been identified as follows:

Other Reimbursable Costs (including LEED)	\$8,800.00
Hazardous Materials	\$50,000.00
Geotechnical Engineering	\$25,000.00
Site Survey	\$15,000.00
Wetlands Flagging	\$10,000.00
Reimbursable Services Subtotal	\$108,800.00

Work will begin immediately upon receipt of authorization to proceed with this scope of services.

Please contact our office with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "James E. LaPosta, Jr.", is written over the typed name and title.

James E. LaPosta, Jr., FAIA, LEED AP
Principal / Chief Architectural Officer

Attachment

C: Douglas K. Roberts, AIA, JCJ
File B13020.00 / 100-02A