

CALEB DUSTIN HUNKING MIDDLE SCHOOL

School Building Committee Meeting

Tuesday, October 13, 2015

Hunking School Construction Trailer
480 South Main Street
Haverhill MA 01835

Agenda

1. Approval of Meeting Minutes – September 8, 2015 SBC Meeting
2. Construction Update
3. Invoice Approval – September 2015
 - Joslin, Lesser + Associates Invoice
 - JCJ Architecture Invoice
 - Shawmut Design and Construction Invoice
 - JTC Testing Invoice
 - BFS Printing Invoice
4. GMP Contingency Use Approval
5. Change Order Approval
6. Public Comment
7. Other Business
 - Topping-Off Ceremony at the Hunking Job Site on October 13, 2015 at 10:00 a.m.
8. Upcoming Meetings/Activities
 - SBC Meeting – City Hall, School Department Conference Room, 8:30 a.m.
 - Proposed – November 17, 2015



Project Management

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Caleb Dustin Hunking School – Haverhill, MA

Meeting Minutes

School Building Committee (SBC)	Date:	September 8, 2015
	Location:	Haverhill City Hall, School Department Conference Room
	Time:	8:30 AM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<u>School Building Committee (Voting):</u>			<u>Joslin Lesser + Assocs. (JLA)</u>		
Mayor James J. Fiorentini	SBC	Y	Bill Cunniff	JLA	Y
Superintendent James F. Scully	SBC	Y	Jeffery Luxenberg	JLA	N
Francis Bevilacqua	SBC	Y	Adam Sniegocki	JLA	Y
Susan Danehy	SBC	N	William Shaw	JLA	N
Jonathan Goldfield	SBC	N			
Orlando Pacheco	SBC	Y	<u>JCJ Architecture (JCJ)</u>		
Michael Peugh	SBC	N	James LaPosta	JCJ	Y
Robert Scatamacchia	SBC	N	Doug Roberts	JCJ	N
Gail Sullivan	SBC	Y	Dan Ruiz	JCJ	N
Ernest DiBurro	SBC	Y	Jim Hoagland	JCJ	N
Colin LePage	SBC	Y	Katy Lillich	JCJ	Y
Chuck Benevento	SBC	Y			
			<u>Shawmut Design & Construction</u>		
<u>School Building Committee (Non-Voting):</u>			Muharem Mahmutovic	SDC	N
Thomas Geary	SBC	Y	John Hartshorn	SDC	N
Principal Jared Fulgoni	SBC	Y	Bob Joubert	SDC	Y
			Tim Hurdelbrink	SDC	N
			Sam Hanna	SDC	N
			John Hartshorn	SDC	N
<u>Haverhill Public Schools (HPS)</u>					
Beverly Woodhouse	HPS	N	<u>Public:</u>		
Beverly Cassano	HPS	Y			
Julie Kukenberger	HPS	N			
Brandy Bercier	HPS	N			

Superintendent James Scully called the meeting to order at 8:30 am.

1. Approval of Meeting Minutes from August 11, 2015 SBC Meeting & July 21, 2015 (Revised):

Mr. Pacheco made note that the August 11, 2015 meeting minutes had a typo that attributed the 2nd motion to adjourn the meeting to Ms. Sullivan Pacheco. A revised version will be presented to the group for next meeting.

MOTION: made by Mr. Pacheco and seconded by Ms. Sullivan and approved unanimously, to approve August 11, 2015 meeting minutes.

MOTION: made by Mr. DiBurro and seconded by Mr. Scully and approved unanimously, to approve the revised July 21, 2015 SBC meeting minutes with revised comments from Mr. DiBurro.

2. Construction Documents and Schedule Update:

William Cunniff from Joslin Lesser + Associates (JLA) summarized the progress made since the August 11, 2015 SBC meeting. Dry weather has been favorable to keep project on schedule. The Driveway has been completed for use for the start of school in early September for both cars and pedestrians. The utilities installation including permanent power at the construction trailers is moving forward with the placement on utility poles with electric lines to soon follow.

Currently the project is on schedule and in budget for the December 2016 occupancy goal. Unforeseen conditions have been minimal with the unknown utilities at the bus exit and unsuitable materials in the school driveway encountered. As the project moves forward the possibility for more unforeseen conditions will become less.

Steel construction also continues on site with coordination between sub-contractors and design team progressing. Construction, Mechanical/Electrical/Plumbing, and Project Manager Meetings continue to occur onsite weekly.

3. Invoice Approval:

MOTION: made by Mr. Pacheco and seconded by Mr. LePage and approved unanimously, to authorize the following payment to JLA for services rendered for the month of August 2015:

- Invoice # 29 for OPM Construction Administration Services performed in August 2015 for the amount of \$47,500.00 by Joslin Lesser + Associates

MOTION: made by Mr. Pacheco and seconded by Mr. Bevilacqua and approved unanimously, to authorize the following payment to JCJ for services rendered for the month of August 2015:

- Invoice # 15 for A/E Designer Construction Administration performed for August 2015 in the amount of \$42,860.00 by JCJ Architecture.

MOTION: made by Mr. Scully and seconded by Ms. Sullivan and approved unanimously, to authorize the following payment to L.W.Bills for services rendered for the month of August 2015:

- Invoice # 4941 for Utility Services in August 2015 for the amount of \$4,488.60 by L.W.Bills

MOTION: made by Mr. DeBurro and seconded by Ms. Sullivan and approved unanimously, to authorize the following payment to SDC for services rendered for the month of August 2015:

- Invoice # 4 for CM Construction Services for Construction Services in August 2015 for the amount of \$2,622,190.40 by Shawmut Design and Construction.

MOTION: made by Mr. Pacheco and seconded by Ms. Benevento and approved unanimously, to authorize the following payment to JTC for services rendered for the month of August 2015:

- Invoice # 1510040.02 for Utility Services in August 2015 for the amount of \$ 3,855.00 by JTC.

The Committee voted unanimously to authorize payment of all invoices for services performed in the month of August 2015 totaling \$ 2,760,894.00.

1. Public Comment

- There was no public comment

2. Other Business

- Partial Lien releases have not been signed by contractor but rather with an electronic signature from SDC. JLA will follow up with SDC on providing assurances from SDC on the lien procedure,
- JLA will start providing budget summaries and updates at the SBC meetings for discussion and evaluation by the board.

3. Upcoming Meetings and Activates

MOTION made by Mr. DiBurro and seconded by Ms. Pacheco and approved unanimously for next School Building Committee meeting to be proposed for October 13, 2015 before the Topping-Off Ceremony at the Hunking School and to adjourn the meeting.

JLA will follow up with meeting date confirmation.

Prepared by: Adam Sniegocki, Joslin, Lesser + Associates
-End of Minutes-

Caleb Dustin Hunking School – Haverhill, MA

Meeting Minutes

<u>School Building Committee (SBC)</u>	Date:	August 11, 2015
	Location:	Haverhill City Hall, School Department Conference Room
	Time:	8:30 AM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<u>School Building Committee (Voting):</u>			<u>Joslin Lesser + Assocs. (JLA)</u>		
Mayor James J. Fiorentini	SBC	N	Bill Cunruff	JLA	Y
Superintendent James F. Scully	SBC	Y	Jeffery Luxenberg	JLA	N
Francis Bevilacqua	SBC	Y	Adam Sniegocki	JLA	Y
Susan Danehy	SBC	Y	William Shaw	JLA	N
Jonathan Goldfield	SBC	Y			
Orlando Pacheco	SBC	Y	<u>JCJ Architecture (JCJ)</u>		
Michael Peugh	SBC	N	James LaPosta	JCJ	N
Robert Scatamacchia	SBC	Y	Doug Roberts	JCJ	N
Gail Sullivan	SBC	Y	Dan Ruiz	JCJ	Y
Ernest DiBurro	SBC	Y	Jim Hoagland	JCJ	N
Colin LePage	SBC	Y	Katy Lillich	JCJ	Y
			<u>Shawmut Design & Construction</u>		
<u>School Building Committee (Non-Voting):</u>			Muharem Mahmutovic	SDC	N
Thomas Geary	SBC	N	John Hartshorn	SDC	N
Principal Jared Fulgoni	SBC	Y	Bob Joubert	SDC	Y
			Tim Hurdelbrink	SDC	N
			Sam Hanna	SDC	N
			John Hartshorn	SDC	Y
<u>Haverhill Public Schools (HPS)</u>					
Beverly Woodhouse	HPS	N	<u>Public:</u>		
Beverly Cassano	HPS	Y			
Julie Kukenberger	HPS	N			
Brandy Bercier	HPS	N			

Superintendent James Scully called the meeting to order at 8:30 am.

1. Approval of Meeting Minutes from June 16, 2015 SBC Meeting:

Mr. DiBurro announced that the July 21, 2015 meeting minutes had an incorrect statement attributed to him. He submitted a revised copy of the minutes to be used to update the current July 21, 2015 meeting record. Minutes will be revised by JLA and redistributed before next Haverhill SBC meeting.

MOTION: made by Mr. Goldfield and seconded by Ms. Danehy and approved unanimously, to approve the July 21, 2015 SBC meeting minutes with revised comments from Mr. DiBurro included.

2. Construction Documents and Schedule Update:

William Cunniff from Joslin Lesser + Associates (JLA) summarized the progress made since the July 21, 2015 SBC meeting. Site work continues with concentration on the school bus exit and school driveway. All utilities at school bus exit have been relocated and civil work can start with the removal of materials. A binder layer of asphalt will be complete for the start of school, including a sidewalk for the students to safely access school grounds. All roadways and sidewalks will be clearly marked and proper signage will be placed to direct both vehicle and pedestrian traffic. It was also noted that once school starts there will be a suspension of all deliveries and construction equipment's use of the school driveway during the start and release of school. Some unsuitable material was also found during driveway construction but has since been properly removed and replaced with approved fill.

Steel construction also continues on site with coordination between sub-contractors and design team progressing. Construction, Mechanical/Electrical/Plumbing, and Project Manager Meetings continue to occur onsite weekly.

3. Invoice Approval:

MOTION: made by Mr. Goldfield and seconded by Mr. Pacheco and approved unanimously, to authorize the following payment to JLA for services rendered for the month of July 2015:

- Invoice # 28 for OPM Construction Administration Services performed in July 2015 for the amount of \$47,500.00 by Joslin Lesser + Associates

MOTION: made by Mr. Goldfield and seconded by Mr. DiBurro and approved unanimously, to authorize the following payment to JCJ for services rendered for the month of July 2015:

(Note: Mr. Goldfield asked JCJ representatives about the underground storage tank removal and their thoughts on what to expect. JCJ responded that the tank is scheduled to be removed soon and that there would be onsite monitoring put in place for the removal and that they were expecting no issues based on their preliminary investigation.)

- Invoice # 14 for A/E Designer Construction Administration performed for July 2015 in the amount of \$51,452.32 by JCJ Architecture.

MOTION: made by Mr. Goldfield and seconded by Ms. Danehy and approved unanimously, to authorize the following payment to Shawmut Design & Construction (SDC) for services rendered for the month of July 2015:

- Invoice # 3 for CM Construction Services for Construction Services in July 2015 for the amount of \$1,543,662.85 by Shawmut Design and Construction.

The Committee voted unanimously to authorize payment of all invoices for services performed in the month of June 2015 totaling \$ 1,642,615.17.

1. SBC Approval - JCJ Contract Amendment #11 (Maintenance Building Design)

JLA presented the JCJ Contract Amendment #11 for \$27,390.00 to the School Building Committee (SBC) for approval. This Design Contract Amendment is to develop contract documents for the pricing and construction of the proposed maintenance building (this dollar amount does not include actual construction cost of the building). The purpose of this building would be to help prevent vandalism and damage to school equipment and that stick building was a preferable option to prefab so that it would match the new school. JLA further explained that Haverhill Public Schools (HPS) currently has a total of \$300,000.00 budgeted for the Maintenance Building line item and will be able to have a more accurate price for the structure once complete construction documents are developed.

Concern was expressed from the SBC as to the high dollar amount for the design aspect in comparison to the relatively small size of the structure and that if JCJ had waived their design fee than why could the other sub-consultants not do the same. It was expressed that the sub-consultants were asked to wave their fees by JCJ and that their numbers are very lean for the scope of work. Some complicated site impacts such as storm water runoff prevented the sub-consultants from completely waiving all design fees.

The SBC decided that they wanted to see a better estimate of the total building costs before they would approve Design Contract Amendment #11 as this expense will not be reimbursable from the MSBA and the overall budget for the \$300,000.00 building needed to be lowered. JCJ agreed to develop a more robust rough set of drawings so that SDC could provide a more detailed total construction cost estimate which would allow for a more accurate design cost proposal.

MOTION: No motion made for approval vote. Item tabled for future SBC meeting once more information has been generated.

2. Public Comment

- There was no public comment

3. Other Business

- SDC reported that temporary power is still outstanding at construction site. With National Grid coming before the City Council the City suggested holding out any other work approvals and possibly halting electrical inspections for National Grid work until movement is seen for power at construction site. SDC will follow up with Mr. Pacheco to provide temporary electrical work order information along with the daily fuel cost for generators.

4. Upcoming Meetings and Activates

MOTION made by Mr. DiBurro and seconded by Ms. Sullivan and approved unanimously for next School Building Committee meeting to be on September 8, 2015 and to adjourn the meeting.

Prepared by: Adam Sniegocki, Joslin, Lesser + Associates
-End of Minutes-