

School Building Committee Meeting

Tuesday, December 16, 2014

School Department
Conference Room, City Hall

8:30 AM

Agenda

1. Approval of Meeting Minutes from 11/18/14 SBC Meeting
2. Construction Documents Update
3. Invoice Approval
 - Joslin, Lesser + Associates Invoices
 - JCJ Architecture Invoices
 - Shawmut Design and Construction Invoices
4. Public Comment
5. Other Business
6. Upcoming Meetings/Activities
 - SBC Meetings – City Hall, School Department Conference Room, 8:30 a.m.
 - Proposed – January 20, 2014

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

<u>School Building Committee (SBC)</u>	Date:	November 18, 2014
	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 Cuniff	JLA	Y
Superintendent James F. Scully	SBC	Y	Jeffery Luxenberg	JLA	N
Francis Bevilacqua	SBC	Y	Jennifer Gareau	JLA	Y
Susan Danehy	SBC	Y			
Jonathan Goldfield	SBC	Y	<u>JCJ Architecture (JCJ)</u>		
Orlando Pacheco	SBC	Y	James LaPosta	JCJ	Y
Michael Peugh	SBC	Y	Doug Roberts	JCJ	Y
Robert Scatamacchia	SBC	Y	Jim Hoagland	JCJ	N
Gail Sullivan	SBC	N			
Ernest DiBurro	SBC	N			
Andrew Vanni	SBC	N	<u>Shawmut Design & Construction</u>		
			Tim Hurdelbrink	SDC	N
<u>School Building Committee (Non-Voting):</u>			Bob Joubert	SDC	Y
Thomas Geary	SBC	Y	John Hartshorn	SDC	N
Principal Jared Fulgoni	SBC	Y	Sam Hanna	SDC	N
<u>Haverhill Public Schools (HPS)</u>			<u>Public:</u>		
Beverly Woodhouse	HPS	N	Colin LePage	City Council	Y
Beverly Cassano	HPS	Y	Jonathan Letcher		N
Donna Capodelupo	HPS	Y			
Brandy Bercier	HPS	N			

Mayor James Fiorentini called the meeting to order at 8:30 a.m.:

1. Approval of Meeting Minutes from October 14, 2014 SBC Meeting:

MOTION: made by J. Goldfield, seconded by R. Scatamacchia, and approved unanimously, to approve the October 14, 2014 SBC meeting minutes with revisions.

2. Construction Documents Update

JCJ Architecture explained that the work on Construction Documents continues, adding that there is a Conservation Commission meeting on Thursday, December 4, 2014 at which the team will present the Caleb Dustin Hunking School project. The 60% Construction Document package will be ready for estimators on December 13, 2014. R. Scatamacchia asked if the project team expects any pushback from the Conservation Commission, JCJ noted that the Conservation Commission has been part of design discussions since the beginning of the project, and therefore no push back is anticipated. An information meeting was held with abutters last week. The Superintendent noted that the feedback from the community was very positive, adding that some members of the community stressed the importance of school security, while others noted concern about site lighting flooding their properties with light. There were also concerns voiced about drainage between Revere Street and the new site access drive. After researching the area where flooding is occurring, the City determined that flooding is occurring on private property. The Superintendent noted that it is possible that the drains are not always cleaned out, resulting in drainage issues at this location. O. Pacheco will bring this up to the DPW who may be able to assist.

3. MSBA

a. Design Development Review Comments

The Design Development submission to the MSBA was approved at the October 14th meeting, submitted to the MSBA on October 15th, and the City has just received comments on the package from the MSBA. A draft response from JCJ is currently in for review with JLA.

Transition Meeting

Last week, the MSBA held a Transition Meeting to discuss the next phases of the project. The meeting was attended by representatives from the School Department, City of Haverhill, JCJ Architects, and Joslin, Lesser + Associates.

Project Funding Agreement

The Mayor has signed the Project Funding Agreement and the document has been sent to the MSBA. This will trigger the beginning of reimbursement from MSBA.

4. SBC Motions / Votes

JCJ Architecture Contract Amendment #8: Members of the committee noted that Amendment #8 is Identified as #7 on the amendment itself. Joslin Lesser will revise.

MOTION: J. Goldfield moved, seconded by R. Scatamacchia, to approve JCJ Architecture Amendment #8 for cost Phase II Environmental Consulting – Test Pits & Borings.

Discussion: J. Goldfield noted that this soils testing is an important issue for the community, more research at this point is beneficial to project.

The Committee voted unanimously to authorize JCJ Architecture Amendment #8 for Phase II Environmental Consulting – Test Pits & Borings.

5. Invoice Approval-

S. Danehy asked whether these invoices are all accounted for in the budget. Joslin Lesser confirmed that all invoices have been accounted for in the budget.

J. Goldfield asked whether invoices should be voted on individually. The SBC agreed.

MOTION: S. Danehy moved, seconded by R. Scatamacchia, to approve the following payment to Joslin Lesser:

- Joslin Lesser + Associates Invoice #19 for OPM Construction Document services performed in October 2014 - \$30,500.00

The Committee voted unanimously to authorize payment of Invoice #19 for OPM Construction Documents Services in the amount of \$30,500.00 to Joslin Lesser + Associates.

MOTION: O. Pacheco moved, seconded by J. Goldfield, to approve the following payment to JCJ Architecture:

- JCJ Architecture Invoice #5 for A/E – Designer Services for Design Development, performed in October 2014 - \$50,000.00, and A/E – Designer Services for Construction Documents performed in October 2014 - \$214,500.00, for a total of \$264,500.00.

The Committee voted unanimously to authorize payment of Invoice #5 for A/E – Designer Services for Design Development, and A/E – Designer Services for Construction Documents, in the amount of \$264,500.00 to JCJ Architecture.

MOTION: J. Goldfield moved, seconded by S. Danehy, to approve the following payment to Shawmut Design and Construction:

- Shawmut Design and Construction Invoice #5 for CM Preconstruction Services performed in October 2014 - \$15,000.00

The Committee voted unanimously to authorize payment of Invoice #5 for CM Preconstruction Services in the amount of \$15,000.00 to Shawmut Design and Construction.

J. Scully noted that when second site egress for buses was initially discussed, it was determined that a light would be needed at the location of the exit. After driving by recently, the Superintendent noted that he saw that there is currently a street pole at the location in question, but added that it may need to be adjusted to face the access drive as it is currently facing the fire station. The project team will explore this option further to see if it is a viable solution.



6. Public Comment

C. LePage asked if a memo summarizing the potential of utilizing geothermal on-site is available. Joslin Lesser distributed the memo as a handout.

C. LePage asked what security technology will be used in the school. The Superintendent noted that there is a meeting planned to discuss that, adding that security in the new school will be of the utmost importance. The Mayor noted that he was also concerned about the security in the new building.

7. Other Business

O. Pacheco requested a copy of the LEED registration for the project.

M. Peugh requested a copy of the MSBA DD Review comments and the team's response letter.

9. Upcoming Meetings and Activities

- 12/16/14 at 8:30 am – SBC Meeting


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: December 10, 2014

Re: November 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
0102-0500	JLA	20	OPM – Construction Documents	OPM Services Construction Documents November 2014	\$ 32,000.00
0201-0500	JCI	6	A/E - Construction Documents	A/E Services Construction Documents November 2014	\$ 214,500.00
0501-0000	SDC	6	CM Preconstruction	CM Preconstruction Services November 2014	\$ 15,000.00
TOTAL:					\$261,500.00

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 November 2014 Monthly Report, which will include the Total Project Budget, will be electronically distributed to the MSBA on December 12, 2014, and to the City of Haverhill on December 12, 2014. If you have any questions, please feel free to contact the Owner's Project Manager, Joslin, Lesser + Associates, Inc.



Project Management

Joslin, Lesser + Associates, Inc.

INVOICE

44 Pleasant Street
Watertown, MA 02472

Phone 617-744-3110 Fax 617-924-3800

DATE	INVOICE #
12/1/2014	20

PERIOD
November 1-30, 2014

BILL TO:

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

PROJECT

Haverhill Caleb Dustin Hunking School

DESCRIPTION					AMOUNT	
Construction Documents Phase Lump Sum Payment					\$	32,000
Propay Code 0102-0500						
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	106,500	-	-		
ProPay Code 0102-0500 (CD)	190,500	30,500	32,000	128,000		
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>\$ 287,000</u>	<u>\$ 32,000</u>	<u>\$ 1,301,000</u>		
TOTAL INVOICE					\$	32,000

Make all checks payable to Joslin, Lesser + Associates, Inc.

ok [Signature] 12/3/14



Project Management

invoice

November 30, 2014

Project No: B13020.01

Invoice No: 000000006

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

Project B13020.01 Caleb Dustin Hunking School
Professional Services from November 1, 2014 to November 30, 2014

Phase 00 General
Fee

Billing Phase	Fee	Percent Complete	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	0.00
Amd #1 Geotechnical Investigation	15,334.00	100.00	15,334.00	0.00
Amd #2 Phase I Preliminary Site Asmt	5,280.00	100.00	5,280.00	0.00
Amd #2 Haz Bldg Materials Investigation	26,950.00	100.00	26,950.00	0.00
Amd #2 Updated Wetlands Survey	3,300.00	100.00	3,300.00	0.00
Amd #3 Traffic Engineering Svcs	16,500.00	100.00	16,500.00	0.00
Amd #4 LEED Registration	1,200.00	100.00	1,200.00	0.00
Amd # 5 Design Development	1,000,000.00	100.00	1,000,000.00	0.00
Amd # 5 Construction Documents	1,500,000.00	28.60	429,000.00	214,500.00
Amd #5 Bidding	150,000.00	0.00	0.00	0.00
Amd #5 Construction Administration	1,150,000.00	0.00	0.00	0.00
Amd # 5 Completion	165,000.00	0.00	0.00	0.00
Amd #6 - Site Survey/Wetlands Deliniatio	24,970.00	0.00	0.00	0.00
Amd #7 - Phase II Environmental Cons	16,170.00	0.00	0.00	0.00
Total Fee	4,469,704.00		1,892,564.00	214,500.00

Previous Fee Billing
1,678,064.00

Total Fee

214,500.00

Total this Phase

\$214,500.00

Total this Invoice

\$214,500.00

OK WA JEA 12/2/14

Project	B13020.01	Caleb Dustin Hunking School	Invoice	000000006
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Outstanding Invoices

Number	Date	Balance
000000005	10/31/2014	264,500.00
Total		264,500.00

Total Now Due	\$479,000.00
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**Builders and
Construction Managers**

Shawmut Design and Construction
560 Harrison Avenue
Boston, MA 02118
Telephone 617.622.7000
Facsimile 617.622.7001

INVOICE

Preconstruction Invoice #6

To: City of Haverhill
4 Summer Street, Room 100
Haverhill, MA 01830

Re: Caleb Dustin Hunking School

SDC Job # 131411
Date: November 30, 2014

Attn: Mr. William G. Cuniff
Joslin, Lesser + Associates, Inc.
44 Pleasant Street
Watertown, MA 02472

Proj #: MSBA 201201280035

DESCRIPTION OF WORK: Preconstruction Services for the construction of the
Dustin Hunking School - Haverhill Massachusetts



Preconstruction Services	Contract Value	Previously Billed	Billed this Period	Billed to Date
004-000 Schematic Design Preconstruction Services	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
004-000 Design Phase Preconstruction Services	\$ 150,000	\$ 60,000	\$ 15,000	\$ 75,000

TOTAL AMOUNT DUE this Invoice:

\$15,000

Comments:

November 2014 - billed @ \$15,000/month per contract


James DiMatteo
Shawmut Design and Construction

12-8-14
Date:

cc: File

OK  12/8/14
JLM