



IVAN G. SMITH SCHOOL BUILDING COMMITTEE
MEETING MINUTES
9/13/2019

LOCATION: Danvers Town Hall, Daniel J. Toomey Hearing Room

TIME: 8:00 AM

ATTENDEES (<i>Absent in italics</i>)				
Smith School Building Committee				
<i>Steve Bartha (Chair)</i>	Jen Breaker	<i>William Clark</i>	Rodney Conley	Todd Cormier
Lisa Dana	Keelin Dawe	Thomas Flannagan	David Lane	Tracey Mara
Paul Pawlak	<i>Mike Perham</i>	<i>Steve Poulos</i>	Keith Taverna	David Thomson
PMA Consultants (Owner's Project Manager)				
Joe DeSantis	Kevin Nigro	Marco Zappala		
Tappe Architects (Designer)				
<i>Christopher Blessen</i>	Charlie Hay			
W.T. Rich (CMR)				
Harvey Eskenas	<i>Tom Hood</i>	Jon Rich		

ACRONYMS USED WITHIN MINUTES/DISCUSSIONS			
<i>OPM</i>	<i>Owner's Project Manager</i>	<i>PDP</i>	<i>Preliminary Design Program</i>
<i>SSBC</i>	<i>Smith School Building Committee</i>	<i>PSR</i>	<i>Preferred Schematic Report</i>
<i>MSBA</i>	<i>Massachusetts School Building Authority</i>	<i>SD</i>	<i>Schematic Design</i>
<i>ECC</i>	<i>Estimated Construction Cost</i>	<i>ETPC</i>	<i>Estimated Total Project Cost</i>
<i>CMR</i>	<i>Construction Manager @ Risk (W.T. Rich)</i>	<i>EP</i>	<i>Early Package</i>
<i>DD</i>	<i>Design Development</i>	<i>PFA</i>	<i>Project Funding Agreement (with MSBA)</i>
<i>CDs</i>	<i>Construction Documents (60%, 90%, 100%)</i>	<i>GMP</i>	<i>Guaranteed Maximum Price (with CMR)</i>
<i>RFQ</i>	<i>Request for Qualifications</i>	<i>RFP</i>	<i>Request for Proposals</i>
<i>SOQ</i>	<i>Statement of Qualifications</i>	<i>FSB</i>	<i>Filed Sub Bidder ("Trade Contractor")</i>
<i>BRR</i>	<i>Budget Revision Request</i>	<i>WTR</i>	<i>W.T. Rich (CMR)</i>

Open Meeting / Approve Minutes			
Item	Responsible	Due	Date
9-13.01	SSBC/PMA	Record	9.13.19
Meeting called to order at 8:03 AM by Jen Breaker, Assistant Town Manager. Jen informed the SSBC that Steve Bartha (Town Manager & SSBC chair) will not be present today.			
Paul Pawlak made a motion to approve the 7/26/2019 SSBC minutes. Motion seconded by David Thomson and approved unanimously.			

Designer Update, 90% CD Reconciled Estimate Overview, SSBC Vote to Approve 90% CD Submittal to MSBA			
Item	Responsible	Due	Date
9-13.02	Tappe/PMA/WTR/SSBC	Record	9.13.19
Charlie Hay of Tappe Architects provided a brief design update and informed the SSBC that the main goal of the meeting is to approve submittal of the 90% Construction Documents (CD) Package (Drawings, Specifications, MSBA Binder) to the MSBA. The table of contents of the 90% CD MSBA binder were distributed			



to the SSBC, and the project team spoke to each item. PMA explained that the project schedule is exactly the same from the 60% CD submittal, and Harvey will provide a procurement and construction update in the next portion of the meeting. PMA spoke to the independent structural peer reviewer hired, per MSBA guidelines, to verify structural load calculations, selective representative member sizes, and commonly observed issues. Tappe was able to incorporate the suggestions of the structural peer reviewer into a bulletin for Early Package 2 procurement.

Harvey Eskenas of W.T. Rich and Joe DeSantis of PMA Consultants took turns speaking to the reconciled 90% CD construction cost estimates. Estimates were performed by PM&C (designer’s estimator of record) and W.T. Rich. Physical copies of the side-by-side breakdown of pre-reconciled estimates (performed by W.T. Rich) were distributed to the SSBC for reference and to demonstrate the estimate reconciliation process. Copies of the final construction cost estimates were also distributed for reference. The reconciled estimates have a delta of less than 1%. The reconciled construction cost estimate of record totaled \$40,932,666.

Paul Pawlak made a motion to approve submittal of the 90% CD Package, inclusive of all documents within, to the MSBA. Motion seconded by David Thomson, approved unanimously (11 – 0).

Construction & General Project Update

Item	Responsible	Due	Date
9-13.03	PMA/WTR	Record	9.13.19

Joe DeSantis suggested that the Construction/Project Update be taken out of order of the agenda.

Harvey Eskenas of W.T. Rich distributed slides containing a brief budget update report, a summary of work completed, and procurement update. Completed work includes: erosion control, power/telecom overhead relocation, site fencing, clearing & grubbing, topsoil stripping/stockpiling, salvaging site amenities, trailer installation, sub-grade preparation and building sub-base installation.

WTR distributed a 17-page monthly construction update report for the SSBC’s reference. The report contains an update on contract status, procurement, manpower, safety, QC, project schedule, financial review, progress photos, and applicable logs (manpower, ASI, submittal, RFI, PCO, etc.) as construction develops. Photos of sub-base installation/grading, drainage work, and playground equipment relocation were shown. A four-week construction lookahead schedule was distributed and discussed.

Harvey spoke to recent issues with trucks not following the contractual trucking routes and informed the SSBC that Keith has made the project team of neighbor concerns. WTR thanked Keith for his immediate communication of the issues, and WTR assured the SSBC that United Civil will have a laborer stand at the street entrance during the blackout hours, and fines will be leveled for violations moving forward. Harvey spoke to the CORI policy for all workers, and spoke to WTR’s worker behavior policy (no smoking, no interactions with students, no swearing, etc.).

Trade Contractor Prequalification Update – PMA

Item	Responsible	Due	Date
9-13.04	PMA	Record	9.13.19

PMA distributed a one-page handout summarizing the prequalification and selection process for filed sub bidders (trade contractors). PMA explained that there are 15 trade categories applicable to this project including: acoustical ceiling tile, electrical, elevators, fire protection, glass/glazing, HVAC, masonry, metal



windows, misc. metals, painting, plumbing, resilient floors, roofing/flushing, tile, waterproof/dampproof/caulking.

PMA explained that the prequalification committee was formed and consists of Joe DeSantis (PMA, Chairman), Charlie Hay (Tappe), Harvey Eskenas (WTR), and David Lane (Town of Danvers). The Request for Qualifications (RFQ) became available on 9/11/2019, and responses are due on 9/26/2019. Joe DeSantis thanked Judy Smith for her assistance with required advertisements.

Joe spoke to the evaluation scoring criteria and stated that PMA issues scoring guidelines in order to maximize uniformity of reviews.

New Business Schedule Next Meeting			
Item	Responsible	Due	Date
9-13.05	SSBC	Record	9.13.19
<p>The groundbreaking ceremony was briefly discussed. PMA explained that details will be provided to all SSBC members via email once confirmed.</p> <p>The next meeting was confirmed for 10/11/19 at 8AM (same location).</p> <p>Rodney Conley made a motion to adjourn, seconded by Keelin Dawe and approved unanimously.</p>			

MEETING ADJOURNED: 8:32 AM

PMA Consultants assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are requested to communicate any omissions, errors or inconsistencies in the reporting of these Meeting Minutes to the writer.

Prepared by: Joseph DeSantis

Date: 10.4.19