

PERMANENT BUILDING COMMITTEE
Minutes March 10, 2011

Present: Chair Michael Melnick, Co-Chair Elaine Jones, Craig Blake, William Braun, Bruce Ey, Thomas Scarlata, and Associate Members Gifford Perry and Robert Morrison. Also present as Sudbury Public Schools Liaison to the School Building Committee, Superintendent John Brackett. Also present: School Maintenance Director Joseph Kupszewski.

The meeting was called to order at 7:00 p.m. in the Superintendent's Conference Room, Sudbury Public Schools.

Minutes The minutes of the February 17, 2011 meeting as prepared by Ms. Jones and Mr. D'Amico of Compass Project Management were approved.

MSBA Green Repair Project- School Building Committee Present: Owner's Project Manager Jeff D'Amico, Compass Project Management, Inc.; James Russo and Andrew Barr, Russo Barr Associates, Inc.; Ken Beck, BLW Engineers, Inc.

Mr. D'Amico presented an agenda for the team project meeting attached hereto and conducted the meeting involving budget, scope review, and schedules. The minutes of the meeting are attached hereto and both documents incorporated herein.

The final budget is to be submitted to MSBA tomorrow with final approval expected on March 30. The individual project construction cost estimates had been tested by CPM's estimator and the total budget is, at this time, slightly over the \$2.6M voted and includes the additional door scope allowable under the MSBA guidelines. It was noted that where there is storefront which includes doors, the whole must be replaced rather than the installation of replacement glass as was thought. Other added costs included the roof work to flash the masonry wall and the N.E. Breeze price for removal and replacement of the solar panels.

The budget presented to MSBA will be at \$2.6M and was approved by the Committee. The 60% designs for all projects were reviewed and alternates suggested and structured for reductions to the project if necessary. Mr. Beck will be conducting an on-site design review for the boiler work which will include a determination for inclusion of the boiler room louvers in the project.

All work will commence on June 27. Final completion dates established were: 8/31, Roofing, with liquidated damages at \$1,000/day; 10/1, Boilers, with liquidated damages at \$500/day; and 10/15, Windows with no liquidated damages established. It was noted that the Windows project will be phased so as to minimize the effect of construction on school operations. The phasing will be coordinated with the Schools and the sequencing incorporated in the construction drawings.

It was determined that with the known information pertaining to structural design of the building, the only areas having any potential for damage due to massive snow drifting are the three small roofs at the entrance and these, lacking any further study, can be maintained by shoveling as necessary as the loading is determined.

All parties will continue to work on the project manual for bidding. Notice will be advertised in the Central Register on Wed., March 23, with final bids due mid-April.

At the conclusion of the project meeting, the Owner's Project Manager, the Russo Barr and BLW representatives, and School representatives left the meeting.

DPW Project Mr. Melnick noted that Mr. Elovitz (Energy Economics) has submitted his report on his data collection and visit to the facility. Mr. Melnick summarized the report, as follows: all equipment systems are working properly as specified, although there is a vibration which needs correction; there is positive air pressure relative to the garage. The reason for the presence of fumes will be investigated further.

During the process of building inspection, it was discovered that the temperature at floor level in the Director's office was 54 degrees. Possible causes were explored including remediation by additional blown in insulation to the lower half of the exterior walls and/or the installation of oil filled baseboard heating which would require 220 wiring. These measures will be further investigated.

Meeting Schedule The next meeting will be called by the Chairs as necessary.

There being no further business, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Elaine L. Jones



Sudbury Green Repair Program
Peter Noyes Elementary School
Permanent Building Committee & Project Team Meeting
March 10, 2011 – 7:00 PM
Location: Fairbanks Center, Superintendent's Conference Room

Purpose

- Estimate Reconciliation & Project Update.

Desired Outcomes

- Agreement on estimate value & Project Budget to be submitted to MSBA
- Shared understanding of final project scope
- Agreement on bidding scope alternates or value engineering
- Agreement on bid schedule

Agenda

TOPICS	HOW	WHO	TIME
Opening	Review of the Agenda & Desired Outcomes	CPM	1 min.
Cost Estimate	- Review 60% CD Estimates Reconciliation: Roofs, Windows, Boilers Discuss Scope changes from SD to 60% CD Design Documents	ALL RBA,BLW	45 min.
Value Engineering	- Discussion & Agreement on Scope Alternates and order - Provide Value Engineering options	ALL RBA, BLW	15 min.
Design Details	- Discuss design details that require input from Sudbury PBC. i.e. Window Color	ALL	10 min.
Schedule	Issue the 100% CD's Bid Package on 3/17/11	ALL	2 min.
MSBA	- Agreement on the Budget & Estimate submission to the MSBA on 3/11/11	ALL, CPM	10 min.
Minutes Review	- Review previous minutes	CPM, ALL	10 min



Meeting Minutes

Sudbury Public Schools – Peter Noyes Elementary School Green Repair Program

Meeting: Project Meeting 3 with PBC

	Sudbury Permanent Building Committee (PBC)		Compass Project Management, Inc.(CPM)
✓	Michael Melnick (MM)		Tim Bonfatti (TB)
✓	Elaine Jones (EJ)	✓	Jeff D'Amico (JD)
✓	Craig Blake (CB)		
✓	Thomas Joyner (TJ)		Russo-Barr Associates (RBA)
✓	Bruce Ey (BE)	✓	Jim Russo (JR)
✓	Gifford Perry (GP)	✓	Michael Flaherty (MF)
		✓	Andrew Barr (AB)
	Sudbury Public Schools (SPS)		
✓	John Brackett (JB)		BLW Engineers (BLW)
✓	Jeff Beeler (JBe)		Michael Denommee (MD)
✓	Joseph Kupszewski (JK)	✓	Ken Beck (KB)
✓	James Kelly (JKe) – Town Bldg Inspector		
✓	Bob Morrison (BM) – Energy Consultant		

Date & Time: March 10, 2011 @ 7:00PM

Location: Fairbanks Center, Superintendent's Conference Room

Attendees: Attended: (v) Name, Affiliation

Distribution: Attendees:

ITEM	MTG DATE	TOPIC /DISCUSSION	ACTION	DUE DATE
1.02	1/20/11	MSBA PROCESS: JD distributed the MSBA checklist for Green Repair Projects that identified the responsible parties for each item. JD noted that these items have varying due dates that he will follow up with the appropriate contact for each group. The PBC is targeting the March 30 th MSBA Board meeting for project approval.	ALL	2/18/11
	2/17/11	JD noted that the filing date for the MSBA Board Meeting with the 60% CD plans and spec's is 3/3/11. The reconciled cost estimate and final budget will be submitted to the MSBA the following week.	PBC	3/30/11
	3/10/11	JD stated the 60% CD plans and spec's were submitted to the MSBA by 3/3/11 deadline. The remaining outstanding information is the project budget and cost estimates which will be submitted tomorrow after the PBC approved the budget at this meeting.	CPM	3/3/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
1.05	1/20/11	HAZARDOUS MATERIALS MONITORING: CPM to contact Vertex to get a proposal for Haz Mat monitoring during the construction phase.	CPM	2/4/11
	2/17/11	CPM received a proposal from Vertex for time and materials construction monitoring services not to exceed \$31,704. CPM, RBA and the PBC all agreed that this was excessive monitoring for this project. CPM noted that the bulk of the cost was to monitor roof removal. RBA noted industry standard is not to monitor roof demo, but to dispose of all roof demo in an appropriate landfill. PBC directed CPM to contact Vertex to revise their proposal and remove the roof monitoring.	CPM	2/22/11
	3/10/11	CPM received a reduced Vertex proposal for \$11,600 to complete the design work and provide time and materials testing services. MM authorized the reduced Vertex proposal.	Closed	
1.07	1/20/11	EXPLORATORY INVESTIGATIONS: RBA needs to schedule exploratory masonry cuts in the Gym wall to understand the existing condition to be able to design a solution for the deficient through wall flashing. RBA intends to do this investigation next Wednesday to minimize disruption because the school has a half day. RBA to schedule pull tests for the substrate of the roofing material once the snow melts off of the roof. JB requested that all contractors or consultants working on site submit for a CORI check. JB to provide the Form. Consults to fill it out and submit.	RBA, CPM, SPS RBA	1/26/11 February
	2/17/11	RBA will complete the roof pull tests and masonry cuts during the School's February vacation, pending favorable weather conditions.	RBA	2/25/11
	3/10/11	RBA completed the roof exploratory testing and confirmed their expectations on the design work that needs to be included in the project. RBA to include scope in 100% CD's plans and spec's.	RBA	3/16/11
1.08	1/20/11	PROJECT SCHEDULE: CPM distributed a detailed project schedule and walked the team through the major milestones including: completing SD by 2/11, final CD's by 3/11, bid results by 4/13; shop dwgs by 4/25 and construction commencing on 6/22. The boiler and roof work should be able to be completed over the summer. The window work will spill over into the start of the school year.	ALL	On going
	2/17/11	CPM noted that the design progress is on schedule. The 60% CD set will be issued on 2/28/11.	RBA, BLW	2/28/11
	3/10/11	The designers will issue an interim set of plans and spec's for coordination next week. The 100% CD bid packages will be available for bidding on 3/23/11. The final general bids will be due on 4/14/11. Construction will commence on 6/27/11. RBA to work with the SPS to develop a phasing plan that prioritizes the classroom space during the summer and admin space during the school year.	RBA, BLW RBA, JB, JK	3/16/11 3/16/11
1.09	1/20/11	HVAC CONTROLS: After completion of Schematic Design, BLW to review project controls scope with Rob Morrison.	BLW, BM	2/15/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
	2/17/11	Bob Morrison provided 4 pages of comments response to the SD package, which was distributed to BLW. BLW to review comments, follow up with Bob Morrison, and incorporate changes where appropriate.	BLW	2/28/11
	3/10/11	KB & JD to meet with Bob M. and Joe K. tomorrow morning to review the controls scope of the project. All of the controls scope outside of the boiler room will be broken out as alternates to give the most flexibility with the bid results.	BLW, JK, BM, CPM	3/11/11
1.10	1/20/11	SPECIFICATIONS: EJ to send the project team what Sudbury PBC is proposing to use for a Front End specifications.	EJ	2/15/11
	2/17/11	MM requested RBA to send EJ a sample of a recent front end specification that RBA has used. RBA agreed to send the front end spec.	RBA	2/24/11
	3/10/11	MM, EJ, JD BLW and RBA are working to coordinate and complete the front end of the specification bid documents. The PBC agreed on the values of \$500 & \$1,000 for liquidated damages to be carried in the boiler and roof projects respectively.	MM, EJ, CPM, BLW, RBA	3/16/11
2.01	2/17/11	ROOF DESIGN REVIEW: RBA presented the roof schematic design plans to the PBC and reviewed the specific design details. The PBC selected the white PVC roofing materials. JK requested to add roof ladders to the 2 low roofs at the front of the building and a gate for the ladder in the courtyard to prevent children from accessing the roof. JK noted there are some exhaust fans that can be permanently removed, capping the shaft before re-roofing. JK noted the roof hatch needs to be replaced. The PBC requested tie offs to be added to the sloped roof since the PVC material can be more slippery than EDPM. RBA to update the plans for the next submission.	RBA	2/28/11
	3/10/11	The PBC agreed to eliminate the tie off on the roof and to carry the roof ladders as an alternate for bidding flexibility.	RBA	3/16/11
2.02	2/17/11	SOLAR PANELS: MM noted that the solar panels on the roof will need to be relocated by New England Breeze. MM suggested carrying \$2,000 for the relocation, CPM to follow up with NEB to get a price for the relocation costs.	CPM	3/1/11
	3/10/11	CPM received a price from New England Breeze to temporarily relocate and reinstall the solar panel array for \$5,800. The PBC thought this item was too high. RBA to include coordination of the electrical disconnect by New England Breeze in the bid documents.	RBA	3/16/11
2.03	2/17/11	STRUCTURAL PROPOSAL: The PBC inquired about RBA providing a structural review of the entire school roof. There was a lot of concern on snow load drifting between the high and low roofs. RBA noted there were a minimal number of locations where this may be a problem. RBA to provide a proposal to do a structural review of the existing plans and the actual installation.	RBA	2/23/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
	3/10/11	The PBC debated the issue of the structural review. It was agreed that that the MSBA would considered this work outside of the roofing project. The work can be done completely independent because the structure would be to be retrofitted from the underside of the roof. Therefore the PBC agreed to keep the structural investigate out of the roofing project.	Info	
2.04	2/17/11	WINDOW DESIGN REVIEW: RBA presented the window schematic design plans to the PBC and described the detail options for the window project. RBA brought window samples to demonstrate. The PBC chose the option B window layout. (Option B = Aluminum framed fixed window and operable hopper window with insulated glazing units and either insulated metal panels above or insulated translucent panel above). RBA presented the windows on the 1970 addition that has an over sized window and a skinning tall window. RBA suggested splitting the window into 2 equal windows and extending the louver across the bottom. RBA to update the plans to the next submission.	RBA	2/28/11
	3/10/11	RBA presented the window design updates including putting translucent panels across the top of all windows. The PBC noted the operable windows in the library will need to have locks. RBA recommended and the PBC agreed to white exterior & interior window color with limestone color metal trim to match the newer main entrance windows. There will also be a bronze or gray tint to the window for the low E benefit.	RBA	3/16/11
2.05	2/17/11	DOOR SCOPE: As part of the window review, RBA noted that most of the doors and sidelights were not included. The PBC would like to see the doors and sidelight windows included to complete the thermal upgrade to the Noyes School. RBA to update the plans to the next submission.	RBA	2/28/11
	3/10/11	RBA presented the revised door scope. The PBC agreed to carry the courtyard door scope as alternates for bidding flexibility.	RBA	3/16/11
2.06	2/17/11	BOILER DESIGN REVIEW: BLW presented the Boiler schematic design plans to the PBC. The PBC debated the pros/cons of maintaining a system with Glycol. BLW to evaluate the 2 options and report back to the PBC. The committee noted they did not like Lochivar and would like to carry PK as the basis of design for the boiler, and then Raypak and Hydro Thermal as the other 2 listed. Bob Morrison provided review comment on the boiler plans and the controls. BLW to review and incorporate where appropriately for the next submission.	BLW	2/28/11
	3/10/11	The PBC and BLW discussed the benefits of 3 smaller high efficiency boilers as designed over 2 larger boilers and agreed for longevity that the design will stay as is with 3 boilers. BLW to finish the design documents.	BLW	3/16/11
2.07	2/17/11	HOT WATER HEATER ALTERNATE: The hot water heating is existing to remain. JK asked for it to be carried as an alternate in the bid documents. BLW to update the plans to include alternate.	BLW	2/28/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
	3/10/11	The hot water tank will be carried as an Alternate in the bid documents.	Closed	
3.01	3/10/11	<p>COST ESTIMATES: CPM presented the 3 project estimates from the designers with check estimates from CPM. The estimate presentation showed the history of the cost estimating on the project from the fall of 2010 through the reconciliation of the 2 independent estimates. CPM, RBA & BLW presented the cost number and explained the variation reasons. The window project estimate increased by \$100,000 due to the inclusion of doors on the project.</p> <p>CPM proposed and the PBC agreed that the best option is to crave alternates out of each of the 3 sub-projects to provide the most flexibility on bid date. This will allow Sudbury to award the core components of each of the Windows, Roof and Boiler project if the numbers come in to high on bid day b/c of the heightened green repair bidding market. CPM to update the cost estimates with the correct alternates and send it to the MSBA.</p>	CPM	3/11/11
3.02	3/10/11	<p>BUDGET: CPM presented the MSBA Form 3011 project budget including the construction cost estimates for each sub-project. The PBC unanimously voted to approve the \$2.6million budget with the alternate strategy discussed with some other minor modifications. CPM to make the changes including ranking the alternates then submit the Form 3011 budget to the MSBA tomorrow. Some of the changes include reducing some of the estimating contingencies in the budget.</p>	CPM	3/11/11
3.03	3/10/11	<p>BID MGMT: The PBC and CPM agreed to sub out the bid process management to a printing agency for the 3 projects. CPM to get quotes for the work and get that information in the invitation to bid and central register ad by 3/15/11. EJ to run the Central Register Ad on 3/15/11.</p>	CPM EJ	3/15/11 3/15/11

These minutes are considered the record of the meeting and all decisions and actions reflected herein are deemed agreed by the participants unless notice of changes are provided to COMPASS Project Management within 48 hours of receipt. The next meeting is 4/19/11 at 7:00pm at the Sudbury Flynn Building 2nd floor.