

MINUTES
Green Meadow School Building Committee
Monday, November 27, 2023, 5:00 pm
Remote Meeting

Pursuant to Chapter 2 of the Acts of 2023 signed into law by Governor Healey on March 29, 2023, several pandemic-related relief provisions suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20 were further extended until March 31, 2025. All members of the public are invited to join the meeting virtually either by computer (internet) or phone as noted at the beginning of each meeting.

Meeting Called to Order via Roll Call at 5:00 pm

Brian Haas - Present
Jennifer Gaudet - Present
Jerry Culbert - Present
Mary Brannelly - Present
Nicholas Kane - Present
Robert Rouleau - Present
Anthony Midey - Present
Wayne White - Present
Mark Anderson - Present
Christopher DiSilva – Present
Justin DeMarco - Present
Matthew Johann - Present
Greg Johnson - Present
Hilary Griffiths – Absent
Mike Stevens – Present
Josh Morse – Absent
Ken Neuhauser – Present

Charles Gobron (NV) - Absent
Katie Moore (NV) – Present
Cavan Stone (NV) – Absent
Robert Savoie (NV) - Absent

Project Team Members Present:

Phil Palumbo, Colliers Project Leaders, Chris LeBlanc, MVG, and Frank Tedesco, MVG

Documents presented during meeting:

The meeting included presentation of a PowerPoint agenda and supporting slides presented by Phil P and Chris L. These are attached to these meeting minutes.

School Building Committee (SBC) Meeting Minutes Approval

The 11/13/23 SBC Meeting Minutes were approved unanimously via Roll Call.

Colliers and MVG DD-Closeout Proposals Review and Vote

Phil P. presented the following content as it relates to Colliers' and MVG's DD-Closeout proposals:

Colliers

OPM Budget Carried for DD-Closeout: \$2,143,075 (includes remaining \$51.4K in OPM line in FS Budget)

OPM Proposal for DD-Closeout: \$2,143,075 (includes remaining \$51.4K in OPM line in FS Budget)

- Not-to-Exceed Fee billed on an hourly basis, similar to the Feasibility Study OPM contract

MVG

Designer Budget Carried for DD-Closeout: \$6,190,000

Designer Proposal for DD-Closeout: \$6,190,000

- Lump Sum Fee billed per a billing schedule, similar to the Feasibility Study Designer contract

Phil P. explained, to-date, the OPM (Colliers) and Designer (MVG) have been operating under a Feasibility Study contract with the Town. Now that the project is approved to move forward out of the Feasibility Study, contract amendments are required to both the OPM and Designer Feasibility Study contracts to capture the fee and effort associated with the Design Development (DD) phase, Construction Document (CD) phase, Bidding phase, Construction phase, and Closeout phase.

Phil P. also explained the submitted fee amounts by Colliers and MVG for these DD-Closeout proposals are the same values that are captured in the Town's Project Scope and Budget Agreement (PSBA) with the MSBA.

Nick K. asked for confirmation that Colliers and MVG would still be on contract to assist with the post-occupancy requirements for the MassSaves rebate. Phil P. confirmed that they would be as they'll also be going through the MSBA closeout process at that time as well.

Nick K. asked if there is Designer contract language that allows the Town to select a separate Designer if MVG was to, for some unforeseen reason, default on their contract terms. Frank T. indicated that MVG has liability insurance coverage to deal with certain Designer related issues. Phil P. indicated that, yes, the MSBA Designer contract does have language indicating that the Town has ownership of the design documents, and that would be the Town's mechanism to have a separate Designer proceed with the Designer responsibilities on the project.

Nick K. asked if the Design team would be responsible for reviewing contractor as-builts and operation and maintenance manuals (O&M's). Frank T. and Chris L. indicated, yes, MVG and their consultants are responsible for reviewing the contractor closeout documents.

Mary B. mentioned her concern regarding the project going with the low bidder only to have to deal with hundreds of thousands of dollars-worth of change orders; she referenced the change order review section in the OPM contract. Phil P. explained the contractor prequalification process, contractor bidding process, and final contractor responsibility review process to ensure there was a solid understanding of whether the low general contractor bidder is responsible or not. Phil P. also explained the OPM's responsibilities regarding proposal change order reviews, and he also explained the importance of all the design reviews that occur during design to ensure the bid documents are accurate and comprehensive to limit design related change orders to the best extent possible.

Mary B. mentioned her concern regarding the project potentially tying into old, underground water pipes either on the Green Meadow Elementary School property or on Great Road. Justin D. indicated that there have been existing conditions review of the existing utilities as it relates to the proposed utilities design for the project, and at this point, there are no concerns in this regard.

Mary B. asked if the building design would have a radon mitigation system. Phil P. indicated that the design phase the project is moving into is the phase in which the Design team will look into this detailed scope.

Ken N. asked what Phil's assessment, being the Town's OPM, is of Colliers' and MVG's DD-Closeout proposals. Phil P. mentioned that the fee amounts are in-line with Designer and OPM fees on other, similar MSBA core program projects and the fee amounts are not above what has been carried in the budget with MSBA. Phil P. also mentioned that based on the OPM and Designer contract terms and knowing Maynard's expectations for the project, he's not concerned that either firm will have issues fulfilling these expectations.

Mary B. made a motion to approve Colliers' DD-Closeout proposal in the amount of \$2,143,075, Wayne W. seconded the motion, and the motion was unanimously approved via roll call vote.

Mary B. made a motion to approve MVG's DD-Closeout proposal in the amount of \$6,190,000, Nick K. seconded the motion, and the motion was unanimously approved via roll call vote.

MVG Subconsultant Review and Vote

Chris L. presented the subconsultant list and their substitution requests they'd like to make for them. The list of the subconsultant substitution requests and MVG's reasoning for them is the following:

Electrical / Lighting

Feasibility Study: O & S Associates

Substitution Request for Remainder of Project: ART Engineering

Reason: O & S Associates does not have the capacity currently to perform as the electrical engineering firm on the project based on their workload. ART Eng. is a minority business enterprise, similar to O & S Associates, MVG has a great working experience with ART Eng., and they have the capacity to perform as the electrical engineering firm on the project.

Security

Feasibility Study: Ross & Baruzzini | DVS

Substitution Request for Remainder of Project: Sentinel Consulting

Reason: The prime team member on the project for Ross & Baruzzini has switched companies to Sentinel Consulting. As such, MVG feels it would be in the project's best interest, based on this team member's knowledge on the project and the existing working relationship between MVG and him, to make this substitution.

Accessibility

Feasibility Study: Deborah Ryan Associates

Substitution Request for Remainder of Project: KMA Associates

Reason: Deborah Ryan has retired, so MVG needs to replace her firm's project role as Accessibility consultant.

Phil P. indicated that Colliers has worked with ART Engineering and has no concerns with ART Eng. replacing O & S Associates. He also indicated Colliers has looked into Sentinel Consulting and KMA Associates and has no concerns with them replacing the prior subconsulting firms in those disciplines.

Matt J. indicated that he's worked with ART Engineering and KMA Associates, and he feels there both excellent at what they do. He also asked if ART Eng. would be responsible for the Fire Alarm system design, and Chris L. indicated, yes.

Mary B. asked if the bi-directional amplification system would be included in ART Eng.'s scope of services, and Chris L. indicated, yes.

Nick K. asked about the goals and tracking of minority business enterprises (MBE) and woman business enterprises (WBE) and how that's done and the process/ramifications if these goals are not met. Phil P. indicated that MVG's DD-Closeout fee proposal is surpassing the MBE-WBE Designer goals, explained the process in the event a goal was not met, and indicated the same process is required through the construction procurement.

Mary B. made the motion to accept MVG's subconsultant substitution requests for Electrical / Lighting, Security, and Accessibility as presented, Matt J. seconded the motion, and it was unanimously approved via roll call vote.

New / Other Business

Next SBC Meeting: 1/8/24

Katie M. asked if it was possible that MSBA would do another supplemental grant or reimbursement cap increase for the project. Phil P. indicated that he did not foresee the construction market having an inflationary fluctuation from now until the project goes out to bid in approximately a year, such that MSBA would do another supplemental grant / reimbursement cap increase. Frank T. indicated in recent months the construction bidding results have softened, so in the event the project comes in under budget at bid time, that would be money that the Town would not have to borrow for.

Ken N. asked when the SBC will be seeing a Design Development (DD) progress set. Phil P. indicated the DD progress set submission to the SBC would be in April 2024, the 60%

Construction Document (CD) progress set submission to the SBC would be in July 2024, and the 90% CD progress set submission to the SBC would be in October 2024.

Matt J. indicated he's recently heard of issues on other projects that are popping up during construction that are design related. So, he requested that at the next meeting it would be helpful for MVG to step the SBC through the design review, coordination between trades / disciplines, and quality control measures taken during design to limit these design related issues. He also indicated the concerns of long lead time items and planning appropriately for that in the design. Frank T. indicated that if there are long lead time issues discovered during design, a lot of times MVG will recommend that the Owner procure the material during design, so that the material will be available for the contractor when it's needed during construction. He also indicated, at a high level, the process MVG takes on as it relates to coordination amongst trades / disciplines during design as the quality control measure and that MVG's average design related change order percentage on their projects is .5% of the bid award. Chris L. indicated that MVG uses Revit (computer software for the design process) and the same Revit file is utilized by all their subconsultants to ensure all the disciplines are coordinated. Jerry C. and Frank T. also mentioned the Commissioning process on the MSBA projects and the fact that they also play a role in the design review process.

Next Meeting Dates

Monday, January 8, 2024, at 5:00 PM, SBC Meeting.

Meeting Adjourned via Roll Call at 5:47 PM

GREEN MEADOW ELEMENTARY SCHOOL

TOWN OF MAYNARD, MA

DESIGN DEVELOPMENT

November 27, 2023



Project Leaders





Meeting Agenda

- I. Meeting Called to Order via Roll Call
- II. Approval of Prior Meeting Minutes
- III. Colliers and MVG DD-Closeout Proposals Review and Vote
- IV. MVG Subconsultant Review and Vote
- V. New / Other Business
- VI. Adjourn Meeting via Roll Call



Project Leaders





Colliers and MVG DD-Closeout Proposals Review and Vote

Colliers

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MVG Subconsultant Review and Vote

Scope	FS/SD Consultant	Substitution Request
Electrical / Lighting	O & S Associates	ART Engineering
Security	Ross & Baruzzini DVS	Sentinel Consulting
Accessibility	Deborah Ryan Associates	KMA Associates



Project Leaders



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



New / Other Business

Next SBC Meeting: 1/8/2024



Project Leaders



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



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Thank You....



Project Leaders

