

Wilmington High School – Wilmington, MA	Meeting Minutes
--	------------------------

High School Building Committee	February 7, 2010
Location:	Wilmington Town Hall, Room 9
Time:	6:30PM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<i>Building Committee:</i>			<i>Building Committee:</i>		
Joanne Benton, Chair	WHSBC	Y	Jeffrey Hull	WHSBC	Y
Michael Caira	WHSBC	Y	Michael Morris	WHSBC	Y
John Donohue	WHSBC	Y	Paul Ruggiero	WHSBC	Y
Richard Hayden	WHSBC	Y	Eric Tracy	WHSBC	N
Steven Higgens	WHSBC	N			
Randi Holland	WHSBC	N	Robert Hayes		Y
John Holloway	WHSBC	N			
George Hooper	WHSBC	Y			
Margaret Kane	WHSBC	Y	<i>Joslin Lesser + Associates:</i>		
Joseph Langone	WHSBC	N	Lisa Matey Bergeron	JLA	Y
Paul Melaragni	WHSBC	Y	Jeffery Luxenberg	JLA	Y
Michael Newhouse	WHSBC	Y	Stuart Lesser	JLA	Y
Joseph Parrella	WHSBC	Y			

Chairman Joanne Benton called the meeting to order at 6:30 PM.

1. Meeting Minutes from December 21, 2010: Minor clarifications and edits were suggested by a Committee member.

Motion by Mike Newhouse, seconded by Dick Hayden, to approve the meeting minutes as amended by comments. The vote was unanimous. The amended minutes are attached.

2. Schedule: Joslin Lesser presented two alternative milestone schedules. The baseline schedule provides 2 months for the Feasibility Study (2 public forums) and 24 months of construction to substantial completion. The alternate schedule proposes more time for the Feasibility Study and public forums (3 months and 3 public forums) in exchange for a more compressed construction schedule (22 months for substantial completion). Both schedules potentially can achieve an opening for a new school in the 2014 school year. However, both schedules are based on a new construction option. If a renovation option is selected, the schedule will be longer. Joslin Lesser indicated that utilizing a Construction Manager at-Risk construction delivery method may assist in compressing the construction portion of the schedule by facilitating release of early packages for portions of the work such as site work, foundations, and steel (see #6). Relative to the Alternate Milestone Schedule, Joslin Lesser stressed the advantages of providing sufficient time to thoroughly evaluate the options in the Feasibility Study, providing several forums for public input, and building

support for the project. Several Committee members voiced support for providing increased public comment and transparency in the process. A Committee member raised the issue of contingency planning relative to the schedule. Both Schedules have the teachers and staff move occur during the summer months, which is ideal. The Superintendent indicated that the School Department is flexible on the logistics of a move during other times during the 2014-15 School Year (such as over February School Vacation) and gave an example of this being done successfully in Wellesley. This provides some flexibility in the schedule going forward as different design options are studied. A Selectman member inquired whether it was appropriate to use the 2014 opening date in response to inquiries from the public and press. The Committee agreed it was appropriate to respond that the project is working toward a goal of completion in the 2014-15 School Year.

MOTION by Michael Caira, seconded by Peggy Kane, to use the Alternate Milestone Schedule for planning purposes. The vote was unanimous.

3. Designer Selection: Joslin Lesser provided an update on the Designer Selection process. Six (6) proposals from Designers were received on January 21, 2011, including ARC, Dore & Whittier, Flansburgh, Lavallee Brensinger, Perkin Eastman/CGKV, and SMMA. The proposals were distributed to the three local Designer Selection Panel (DSP) members, Mike Caira, Joanne Benton, and Paul Ruggiero, who will represent the Town and Committee at the February 15, 2011 MSBA DSP meeting to select a Designer. The proposals also were posted to a website provided by the Town to make them more widely available.

Joslin Lesser briefly reviewed the process of Designer Selection by the DSP and asked for feedback from HSBC members who reviewed the proposals. Joslin Lesser indicated that all of the firms have the experience to do the project but some are a better match for the Wilmington High School project than others. One member asked how the Designers bid on the job if they don't know the site or design. Joslin Lesser explained that they don't bid, rather the Designers are selected based on qualifications and the RFS caps their fee. After the Designer is selected by the DSP, the top ranked Designer will be brought before the Committee and a fee will be negotiated for the Feasibility Study and Schematic Design (FS/SD) phases. After the Schematic Design is approved by the MSBA and locally, a full fee for the remainder of the job will be negotiated.

A Committee member inquired whether the Town is obliged to keep the same Designer after the Feasibility Study/Schematic Design phase. Joslin Lesser confirmed that is the intent, although there is no commitment past the FS/SD phase and a change is possible.

Joslin Lesser requested input from the Committee on the Designer proposals. One member commented that he was familiar with SMMA. He indicated that SMMA was a good firm, but he had not worked with the same team of people. The same Committee member commented that Dore & Whittier had captured "the important things" in their proposal. Joslin Lesser requested that anyone with additional comments on the Designer proponents send them to Joslin Lesser for distribution.

4. Preliminary Options and Issues: Joslin Lesser noted that the Preliminary Options and Issues discussed at the last meeting were documented and attached to the meeting minutes. A Committee member inquired, relative to the Roman House, how School District Offices typically are sited in other communities. Joslin Lesser indicated that while the MSBA won't fund construction of School District Offices, they will permit them to be located in a part of the building not funded for by the MSBA. Sometimes School District Offices are in Town Hall, but typically they are located in one of the schools, usually in the high school.
5. Suggested Evaluation Criteria: Joslin Lesser noted that the Suggested Evaluation Criteria discussed at the last meeting were documented and attached to the meeting minutes.
6. Construction Manager At-Risk: Joslin Lesser provided a handout (attached) summarizing the Construction Manager at-Risk (CM at-Risk) construction delivery method, its advantages, and

disadvantages. Joslin Lesser recommended the CM at-Risk delivery method for the Wilmington High School project because it is a large, complex project with an aggressive schedule.

A Committee member inquired about Joslin Lesser's experience with the CM at-Risk delivery method. Joslin Lesser responded that all of their projects using CM at-Risk have come in under budget. Another Committee member asked whether the State is requiring all projects to use CM at-Risk. Joslin Lesser responded that the State does not, but DCAM is using CM at-Risk on projects. A Committee member asked about the cost of CM at-Risk in the context of the typical construction costs in the industry. Another Committee member asked why the MSBA is advocating CM at-Risk. Joslin Lesser indicated that data show CM at-Risk may increase the GMP approximately 10% compared to a bid by a General Contractor, but typically reduces change orders by 3%. If there is contingency remaining at the end of the job, then it is returned to the owner. Overall, CM at-Risk may add 2-5% to the construction cost. The MSBA provides a 1% additional reimbursement incentive for utilizing CM at-Risk to offset this potential premium because CM at-Risk generally yields a better quality building and a smoother construction process with less litigation.

Using CM at-Risk requires some additional work by the OPM and the Town's financial representatives to monitor the CM at-Risk's open book accounting. In addition, an application must be made to the Massachusetts Office of the Inspector General (OIG) for permission to utilize a Construction Manager at-Risk process. A Committee member asked whether CM at-Risk would require an OPM contract amendment. Joslin Lesser indicated that once the full project is approved, the OPM contract is amended to include the remaining project phases. The amendment added at that time reflects CM at-Risk if that is the construction delivery method that is being pursued. Joslin Lesser informed the Committee that the MSBA is working on a Designer contract for CM at-Risk which should be available shortly. There is not an MSBA contract for the CM, however Joslin Lesser typically suggests the DCAM contract for CM at-Risk.

MOTION by Paul Melaragni, seconded by George Hooper, to apply for permission from the Office of Inspector General to proceed with a CM at-Risk construction delivery method. The vote was unanimous. Joslin Lesser to provide the OIG certification to the Town Manager for confirmation as to whether any additional vote or authorization is required.

7. Other Business: Joslin Lesser requested site information on the existing school, Wildwood, and Middlesex sites, to the extent available, including any site surveys, topographic information, wetlands delineations, and borings. They were referred to Anthony Pronski in the Department of Public Works Engineering Division. Joslin Lesser will facilitate gathering site information to expedite the process for the Designer when selected.

8. Upcoming Meetings:

MSBA Designer Selection Panel, MSBA Board Room, 40 Broad Street, Boston, February 15, 2011, 8:30 a.m.

HSBC Meeting, Wilmington HS Library, March 2, 2011, 6:30 p.m.

HSBC Meeting, Location TBD, March 17, 2011, 6:30 p.m.

MOTION by George Hooper, seconded by Paul Melaragni, to adjourn the meeting. The vote was unanimous. Meeting adjourned at 8:30 p.m.

Prepared by: Lisa Matey Bergeron, Joslin, Lesser + Associates, February 17, 2011

End of Minutes