
Wilmington High School Project
High School Building Committee Meeting

March 2, 2010

Wilmington High School Library

6:30 PM

Agenda

1. Approval of Meeting Minutes from 2/7/2010 HSBC Meeting.
2. Designer Selection -- Dore & Whittier
3. Project Schedule
4. CM at-Risk Procurement Status
5. Other Business
6. Upcoming Meetings
 - Working Group Session, Town Hall Rm. 9, March 10, 2011, 10:00 a.m.
 - Board of Selectman Meeting, Town Hall Rm. 9, March 14, 2011, 7 p.m.
 - HSBC Meeting, Town Hall Rm. 9, March 17, 2011, 6:30 p.m.

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 Donahue	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

Wilmington High School

Preliminary Design Options

Option 1 – New Building Adjacent to the Existing on Current Roman House Site

Option 2 – New Building Adjacent to the Existing Elsewhere on the Site

Option 3 – New Building Incorporating Existing Gym

Option 4 – Renovated Building and Addition

Option 5 – New Building on Site **on Middlesex Avenue** Across the Street

Option 6 – New Building on Sciarappa Farm Site (not currently owned by Town)

Option 7 – New Building on Wildwood Site

Option 8 – New Building on Another Site w/Fields **Elsewhere**

Preliminary Design Option Alternates (may apply to more than one option)

Addition A – Leave Roman House as is on site (to be addressed as a separate project)

Addition B – Relocate Roman House from Site to another location

Addition C – Demolish Roman House

Addition D – Develop Wildwood Site for Additional Athletic Field Space

Addition E – Increase parking

Wilmington High School Milestone Schedule

<u>Date</u>	<u>Task</u>
• February 7, 2011	Local Members of DSP Meet to Review Proposals, Town Hall Rm. 9, 4:30 p.m.
• February 7, 2011	HSBC Meeting, Town Hall Rm. 9, 6:30 p.m.
• February 15, 2011	DSP Meeting to Review Designer Proposals
• March 10, 2011	Working Group Session, Town Hall Rm. 9, 1:30 p.m.
• March 2, 2011	HSBC Meeting, Wilmington High School Library, 6:30 p.m.
• March 3, 2011	Designer Award/Contract Negotiation
• March 10, 2011	Working Group Session, Town Hall Rm. 9, 10 a.m.
• March 14, 2011	Board of Selectmen Meeting, Wilmington Town Hall, Rm. 9, 7 p.m.
• March 17, 2011	HSBC Meeting/Designer Kickoff Meeting, Wilmington Town Hall Rm. 9, 6:30 p.m.
• March 17, 2011	Feasibility Study starts (3 months)
• April 14, 2011	HSBC Meeting/Public Forum, Location TBD, 6:30 p.m.
• May 12, 2011	HSBC Meeting/Public Forum, Location TBD, 6:30 p.m.
• June 9, 2011	HSBC Meeting/Public Forum, Location TBD, 6:30 p.m. (select new date)
• June 17, 2011	Submit Recommendation for Preferred Option for Schematic Design to MSBA (6 wks. before MSBA Board Meeting)
• July 13, 2011	MSBA Board Facilities Assessment Subcommittee Meeting (2 wks. before full Board)
• July 14, 2011	HSBC Meeting, Location TBD, 6:30 p.m.
• July 27, 2011	MSBA Board Approval of Preferred Option; start Schematic Design (3 months)
• August 17, 2011	HSBC Meeting, Location TBD, 6:30 p.m.
• September 14, 2011	HSBC Meeting, Location TBD, 6:30 p.m.
• October 7, 2011	Submit Schematic Design, Project Scope and Budget to MSBA (6 wks. before MSBA Board Meeting)
• October 19, 2011	HSBC Meeting, Location TBD, 6:30 p.m.
• November 2, 2011	MSBA Board Facilities Assessment Subcommittee Meeting (2 wks. before full Board)
• November 16, 2011	MSBA Board Approval of Schematic Design

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- November 17, 2011 HSBC Meeting, Location TBD, 6:30 p.m.
- **wo December 6, 2011 Debt Exclusion Vote & Town Meeting Approval (exact dates TBD)**
- December 12, 2011 Design Development and Construction Documents (8-1/2 months)
- May 1, 2012 Bid Early Packages: Site Work, Foundations, Steel (2 months)
- July 1, 2012 Construction starts on Early Package work (22 months total construction)
- September 1, 2012 Bidding Main Package (2 months)
- November 1, 2012 GMP/Construction starts on Main Package (18 months)
- May 1, 2014 Substantial completion of new building construction
- May 1, 2014 Punchlist (1 month)
- June 1, 2014 Commissioning (3 weeks)
- June 20, 2014+/- Abatement/Demolition of old school building (2 months+ during summer)
- June 20, 2014 Furniture and Equipment delivery and installation; Technology installation (1 month)
- July 20, 2014 Clean/Building Flush-out (3 weeks)
- August 15, 2014 New school opens to staff
- Sept. 1, 2014 +/- New school opens to students (confirm first day of school)
- December 1, 2014 Complete site work/full demobilization (3 months)