



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: July 14, 2022, 5:00 pm

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Richard Montuori, Keith Sullivan, Lori Sustek, and Jayne Wellman

Others Present: Peter Collins, Mike Ensminger, Chris Tremblay – CBRE | Heery Inc.
Andrew MacNeil, Bob Colella – Consigli
Bill Beatrice, Vince Dube – Flansburgh

The meeting was called to order at 6:05 pm by Anne Marie Stronach.

Meeting Motions / Actions and Summary of Discussion

Tom Cooke made a motion, seconded by Dave Libby, to table the minutes from June 9, 2022 until the next meeting. The motion passed.

Chris Tremblay reviewed the OPM project milestone schedule. The FF&E package for on-site management FF&E new furniture and fixtures was done at the last meeting. The FF&E package for a move manager to move existing furniture from the four elementary schools to the new school will be presented later at this meeting. The Construction Manager schedule and the Project Budget update will also be presented later in this meeting.

The OPM Dashboard as of 7/14/22 was presented. 721 have elapsed since the GMP with 151 days remaining to substantial completion. Change orders 1-18 have been approved with a value of \$2,094,423.74. Change Order 19 is pending approval tonight. 58% of the Owner Construction Contingency has been used with 42% remaining. The Owners Contingency has 88% of the budget remaining. Jonathan Ciampa asked how much of the contract has been paid to the design team and how much is remaining. Peter Collins explained in the project budget the design team construction administration fees has \$2,145,700 committed with \$1,672,720 that has been paid to date. Richard Montuori asked how much of the OPM contract has been paid. Richard Montuori asked for the contract values of the OPM and Designer be added to the OPM dashboard. Tom Cooke asked about the value of retainage for the mechanical contractor. Tom Cooke would like a discussion of how much money is left in each line item of the mechanical contractor's schedule of value. Peter Collins stated there is over \$900,000 including retainage remaining to pay the mechanical contractor. The chair suggested a more detailed budget discussion be added to the next meeting.

Tom Cooke asked for clarification between substantial completion and final completion. Peter Collins explained that substantial completion is on schedule for October 28, 2022, 45 days after that brings the project to December 12th when final completion is scheduled to be reached.

Tom Cooke is concerned with HVAC regarding \$148,000 remaining to complete the contract. He wants to make sure there's enough money. Every building project that he has been involved with has had an issue with the HVAC. Mike Ensminger explained there is approximately \$900,000 remaining. Tom Cooke stated the only leverage is to withhold money to get people to come back and finish the project. He stated there is a lot of work to do in the next 4 months. HVAC is a complex system, the only leverage that's ever worked is to hold back some money. There has been \$383,000 in change orders in HVAC alone from items omitted from design. Tom Cooke is concerned from a fiduciary capacity.

Andrew MacNeil reviewed the Construction Manager's Dashboard for July. The project is progressing in the right direction in and out of the building. Consigli is working with the OPM and Designer on a daily basis. Holds/contingencies are on track or better considering they are 90% through the billing of the project. Photos were shown of the progress of the project. Exterior sitework continues at the bus loop area with installation of underground utilities, courtyard lights and fixtures, classroom wings are basically done, kitchen equipment is being installed and connected, and the 2nd floor is working on the punchlist.

Chris Tremblay presented the project update. Underground utilities continue at the site of the Center School. Paving will start next week followed by curbing and lighting. The bus loop and the entrance to the Ryan School are the priority. The interior update was covered during the walk through.

Bill Beatrice presented the designer's update. Flansburgh continues to work with the Construction Manager on the remaining RFIs and submittals. Also, working with the OPM, finalizing finishes, furniture delivery and installation. Flansburgh will present the finalized history wall next month with Brenda Regan. This is the last big design piece. Everything is starting to come together.

Andrew MacNeil presented a photo of the site from July 2020 and compared it to a current photo from July 2022. He highlighted all the work that has happened in the last 24 months. He stated that everything has gone well throughout the project despite going through the pandemic.

Dave Libby updated the committee on the Move Manager proposals. A request for proposals for a company to assist with the move from four elementary schools and the fire station to move to the new Center School. Bid specifications were advertised at the end of May. Three bids came in and were reviewed by a team at the School Department and rated by criteria that was included in the request for proposal. Richard Montuori also agreed that STV was the strongest proposal from an experience and cost perspective. Qualifications came first and cost was the last thing that was reviewed. Dave Libby recommends STV as the Move Manager. He checked their references and of the ones that called back, all were positive.

Dave Libby made a motion, seconded by Jonathan Ciampa, to recommend STV as the Move Manager for 4 elementary schools and the fire station to the new school. The motion passed by unanimous vote.

Chris Tremblay discussed Change Order #19. It has been reviewed by the Change Order Review Committee. There was one revision to what was previously sent out to change the amount to \$51,493.58. Jonathan Ciampa summarized the change order to clarify that of the 8 changes 3 of the changes are owner directed and town driven. There are some things the Town has to take ownership of. The changes are things that we have to do – either issues with drawings or issues that came up during construction. Jonathan Ciampa stated there was a lot of hashing back and forth but the changes are reflective of what needs to be done.

Jonathan Ciampa made a motion, seconded by Jay Harding to approve Change Order #19 in the amount of \$51,493.58. Tom Cooke abstained from voting. The motion passed by majority vote.

Community Outreach was discussed. Anne Marie Stronach commented that as construction has been ramping up, notifications and updates have been more frequent as the project moves forward. Anne Marie Stronach stated the communication is very helpful. Consigli and CBRE have done a good job notifying and sending out information to abutters.

Shannon Demos asked if pictures of the project could be updated. She would like the photos to be current so that the community can see the progress. Peter Collins said he will work with Brenda Regan and Maria Cutelis on the updates for the website.

Jonathan Ciampa has some concerns he noticed during the walk through. They are punch list items that should be addressed. Anne Marie Stronach asked that any items of concern be sent to Peter Collins, and copied to Jamey Cutelis, Richard Montuori and herself. There will be an update at the next meeting.

Project meetings were reviewed. Chris Tremblay will send the minutes from the Commissioning Progress meeting to the committee.

Invoices were reviewed and recommended for payment by the OPM.

Shannon Demos made a motion, seconded by Jonathan Ciampa, to approve invoice #32730 for Flansburgh Architects in the amount of \$87,771.26 for June 2022. Richard Montuori voted against the motion. The motion passed by majority vote.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Consigli Application #26 for June 2022 in the amount of \$2,772,310.98. Tom Cooke abstained from voting. The motion passed by majority vote.

Keith Sullivan made a motion, seconded by Jayne Wellman, to approve CBRE Heery Invoice #PJIN0030967 in the amount of \$69,216.00. Richard Montuori voted against the motion. The motion passed by majority vote.

Jay Harding made a motion, seconded by Jayne Wellman, to approve VHB invoice #377732 (June 2022) in the amount of \$560.00. The motion passed by unanimous vote.

Shannon Demos made a motion, seconded by Jay Harding, to approve UTS invoice #99843 (May 2022) in the amount of \$1,080.00. The motion passed by unanimous vote.

Keith Sullivan made a motion, seconded by Shannon Demos, to approve UTS invoice #100299 (June 2022) in the amount of \$940.00. The motion passed by unanimous vote.

Jayne Wellman made a motion, seconded by Keith Sullivan, to approve Blue Spruce Technology invoice #3742 (June 2022) in the amount of \$87,519.01. The motion passed by unanimous vote.

Jay Harding made a motion, seconded by Jayne Wellman, to approve Eagle Leasing invoice R12439143 for June 2022 in the amount of \$109.00. The motion passed unanimously.

Jayne Wellman made a motion, seconded by Jay Harding, to approve ProAV application #3 for June 2022 in the amount of \$107,800.00. The motion passed unanimously.

Jonathan Ciampa recommended a Purchase Order be issued to VHB to perform a Peer Review of the design related to the stormwater detention basin. This Peer Review was recommended by the Change Order Review Committee, based on discussion with the Town Engineer and the OPM.

There is no unanticipated business. There is no new business. There were no public comments.

The next meeting is scheduled for August 11, 2022. Richard Montuori would like an Executive Session added to the agenda for the committee only. Anne Marie Stronach scheduled the regular meeting for 5:00pm followed by the Executive Session.

Shannon Demos made a motion, seconded by Jayne Wellman, to adjourn the meeting. The motion passed by unanimous vote and the meeting was adjourned at 5:53 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 8/11/2022
(Date)