

**Sharon Standing Building Committee
Sharon Town Hall
90 South Main Street
Sharon, Massachusetts 02067**

**SSBC Meeting Minutes
4/17/18**

SSBC Members

Gordon Gladstone, Chair	Robert Atwood	Richard Slater
Colleen Tuck	open	Steve Smith absent
Deb Benjamin	Rick Rice	Roger Thibault
Sara Winthrop		

Special Members

Tilden Kaufman, Police Chief absent	Matthew Baldassari absent	Jim Wright, Fire Chief absent
Ken Wertz absent		

Additional Attendees

Joe Sullivan	Colantonio
Kevin Paton	BBB
Mary Bulso	Commodore

Administration

- The meeting of the Sharon Standing Building Committee was called to order by Chair Gladstone at 6:00 PM at the Public Safety Building. This meeting was primarily for interviewing CM@Risk candidates for the Town Hall Project.
- Chair Gladstone commented that information was omitted from the 1/23/18 minutes. He moved to amend the minutes to include under the SHS RFS heading that the Selection Committee (the entire membership of the SSBC) approved the RFS and authorized advertising of the RFS for the OPM. Mr. Rice seconded the motion and the entire Committee voted unanimously in favor of approval.
- Future scheduled meetings: 5/1, 5/15, 5/29, 6/12, 6/26

Town Hall Renovation Project

Early Demo packages were received. One bidder used the incorrect form. This review is currently in the hands of Town Counsel to determine eligibility. Mr. Sullivan said the notice to proceed will not be affected if we wait until the next meeting to make a decision on whom to hire for demolition of the fires station.

**Town Hall CM@Risk Interviews
BBB**

- Introductions were made by the presenters as well as the SSBC.

- They have 100s of projects under chap 149 and have worked in the public sector for the last 28 years. They perform 3-5 projects at a time in the 1-30-million-dollar range. 5-13 million is their specialty. This project will fit into current work program. They follow the 149 guidelines.
- They have a 90 plus DCAM rating on all projects.
- Frank Aquadro is the primary contract from pre thru construction. Eric Kearley will be on site full time during construction. Personally as project executive available 24/7.
- At each stage of the project they are fully transparent and try to build and cultivate the relationship. Timberline software, all reporting and financial reporting is unique and can be customized. Summarized that the team will work together in various aspects. Focus on special requirements. Address long lead items so as not to impact the project. Schedules are important. CPM schedule will be in place at the beginning. 2 week look a heads and snapshots. Safety is paramount.
- They compared past projects to Sharon Town Hall. They created a residential neighborhood project "Paris Street" which was a complete gut, new structural timbers and masonry. Only 8ft to work between buildings and residence. Laydown and trailers were across the street. Clear path to community center for kids etc. No complaints or incidents. Perfect safety record on the job.
- They displayed a picture of Sharon Town Hall- fencing and proposed phasing, signage, parking. Fencing is removable to be put back at the end of the day. Two means of egress for the existing Town Hall. Additional parking off E Chestnut, if needed? Most important is to keep a good relationship with the neighbors. They are really thinking about the project and how to make it work. 2A/2B for landscaping phasing.
- Why choose us? Proven track record. All projects are unique. Our ability as builders to identify project logistics and safety. Work with the team to address the team to come up with the final plan. Subcontractor relationships are strong in public sector. We know all the players. Invoke interest of subs and result in favorable pricing. Highest level of service. Owner can participate because they perform fewer projects per year. All about team work, transparency, trust.
- Questions
 - 1) Value add – preconstruction phase, design reviews with our input as experts in the building field would provide value, detail costs as the design moves along. Value as builders. We understand the ambiguities on plans and specs. Mitigate ambiguity and minimize change orders. DBB- we have to be low bidder and do this with value engineering. We will bring this to the table and when the project goes to bid the scopes would be where they need to be. Experts in the public sector.
 - 2) Why you? Builders first! We have detailed estimators who understands real value. Evaluate bids but understand them before bringing them to the Town. Self-perform work so we know the value. Depth of resume compliments the firm. We understand the public work. Size and focus. We enjoy being able to work together to find the uniqueness and challenges of each project. Fewer projects.
 - 3) Most critical element- in order to meet the schedule, you will need early packages to meet the deadline. Start the new building in August. There will be an overlap in construction/preconstruction. Or- make demo part of the

main construction. May get better pricing. Extend pre-construction into the fall to GMP and then project will complete later (6 months).

4) (6)CM Contingency- Out of scope items-missed items, doors and hardware, allotted amount for missed items. Joint role to ferret out the areas that are lacking or incomplete or see the potential for a CO later.

Contingency is the parachute. Errors? Be as perfect as we can with a set of docs that is solid.

5) Mr. Sullivan asked how do you ensure to catch items before? They stated to spend the time going through the documents thoroughly.

6) Mr. Rice asked- why should we choose you for your first 149A? They responded that the preconstruction phase will be the key. We perform preconstruction as part of our routine. Our expertise will help us. We understand public construction.

- In summary they said that they have the expertise and knowledge to bring tremendous value to the Town, put docs together to give the best bang for the \$. They bring CM@R experience. This project is very important and because it will be the first 149A. Owner will have "free" oversight to prevent failure.

Colantonio

- Introductions were made by the presenters and SSBC.
- They perform 6-10 projects per year. Will be involved.
- Chris Powers, the main contact thru preconstruction but will stay involved through construction.
- Kim Joyce is the main contact once construction begins. Several projects in tight proximity.
- Jim Campisano is the full time superintendent. He previously worked on the elevator project at the state house
- Time onsite-
Chris Powers commented that there are things that we do a bit differently. For example, we plan review process. Design and constructability process and coordinating plans with key locations- meets with the design team to make sure that comments have been incorporated. Follow up with design team on non-responses. Write clear expectations as an addendum to assure that subs are going to read and understand expectations. Cost estimates- take a look at things differently. Timing, size. Excavation plans with quantities helps to understand where is it going to go. Budget management with summaries and revised estimates based on accepted items. We understand the thought process of contractors. We are a public contractor.
- Jim Campisano stated that most important items- keep the existing Town Hall open with a seamless transition to the new building. Review of phasing- building first then septic. Parking- need to address in/out entrance. One option is to build the building and septic simultaneously which would let us be done sooner.
- Kim Joyce compared a similar project worked on where they never shut down the road. Traffic and delivery schedules were modified. Traffic management is important. Communication with the abutters is critical. Managing a schedule is critical. Get subs on board early into scope reviews and expectations in order to prevent sub changes. Do what needs to be done to complete the job and NOT to let a sub go. They can self perform to keep project moving.

- COs are going to happen but will be reviewed, estimated as needed. Review the scope in detail. Submit with detailed back up, fair, easy to review. CO Log at meetings.
- Pre punch list- match the product to submittals, installed correctly, work with sub to get things done or resolved along the way.
- Closeout- put them together timely. Video training. Kim Joyce will be contact for calls.
- George Willwerth closing summary stated the benefit to the project, 6 previous CM@R jobs. Public work 30 yrs., CMR 10 yrs. Medium sized company. Close group. What you see is what you get.
- Questions
 1. Value add- 149 process will show some cost savings up front but 149A will get us involved early and allow the subs to understand what they are getting into. The process is transparent. GMP, allowances needed, spend as little contingency as possible. See savings for the Town. Makes it more viable. Make up the difference of DBB by working so closely. No scope issues but, a scope miss would hit contingency. The sub scope is comprehensive. There is less room for interpretation because it is all vetted out and presented in the sub scope. The subs are much more collaborative by nature. We have good relationships with trade contracts too. They do not deserve a bad rap... identify the detail so that they can bid on detail and not generalities.
 2. CM contingency- bring it to the owner and deal with it. They consist of construction related issues, scope, misses, winter conditions. Should be dedicated to things that are out of control of the CM. Would you share in the responsibility of an issue? Not sure-depends.
 3. Why you? Our size- 6-10 projects per year. Chris Powers and George Willwerth are involved in all projects. Self performing concrete, site, carpentry. They will bid against subs to make sure price is good.
 4. Joe Sullivan asked if they will attend night meetings. Chris said he will attend with Nick or Bob as much as needed.
 5. Critical element of preconstruction is getting on the same page as the design schedule and early bid packages. Understanding what is most important. Timing or moving to new facility? Ability to analyze the existing package. We feel that current docs are further than 50% DD is most accurate.
 6. Best value? Option B to include septic early may push building to be done earlier about 2 months.

Commodore

- Introductions were made by the presenters and SSBC
- Tom Comeau, Principal in charge said they have 170 employees- 40 jobs going- Institutional, corporate interiors, life science etc.
- James Apodaca said relevant experience is the Newton fire station and HQ.
- Primary contacts will be Phil Balboni and Bill Broden. There will be few to no disruptions because they will be involved the whole project. It is important for superintendents to get involved with drawings early too.
- Scott Garon the Senior Estimator said that estimating is more than just the price. Set up the project for the best opportunity. Collaborate as a team. They use Timberline software. Track the real time costs, open book and transparent. GMP- prequalify subs and trades, detail scopes of work. Limit the gaps to reduce the surprises. Bid tabs showing detailed scope.

- Try to incorporate citizen concerns into a safety plan. How to get their ideas? Safety is the most important. Site specific safety plan. Forman's meeting to talk to the trades and what are the safety implications. Review the safe plan of action and get back to review it with your crew. Prevent the accidents using the safe way to do everything. Pride in the safety program. 1/3 of the national average. 30-hour OSHA certified. Expect inspections so they self inspect.
- Questions
 1. Value add- 80% CMR 20% DBB find the missing pieces in the preconstruction to save money for the construction. Buy the complete scope in a competitive environment. Initially, the DBB will be lower but the CMR will come in competitively without the Cos. Eliminate the surprises. GMP is fixed. If we come under there is no gain. Complicated- the team needs to feel comfortable = CMR
 2. Why you? We are focused on repeat business. Most of our work comes this way. Bring the approach to 149A to this approach. What is acceptable for change orders? 3% We still do not know what is in the ground. How do you deal with Cos for Subs? Start at precon to make sure that docs are tight. Phil vets the scope for legitimacy and cost.
 3. Critical preconstruction- identify the risks and ask the questions, make sure that the neighborhood is informed. Understand the Town and what is expected.
 4. Contingency- scope changes and misses- mitigate them in preconstruction- market is busy so, can use contingency to supplement a sub that is no longer available.
 5. Why Sharon? Public works portion is 3-4 projects per year in smallish projects. 149A falls into their program. Keep us involved in different areas and diversify. Summary- focus on the preconstruction, eliminate the surprises, love to have the opportunity. The company is focused on repeat business. They deliver on time.

REVIEW

The SSBC tabulated their opinions on each candidate and cumulatively scored BBB 162, Colantonio 103 and Commodore 236. The lowest score was chosen.

Opening bids were reviewed with BBB being \$1,943,400, Commodore \$1,907,412 and Colantonio at \$1,516,415.

Mr. Gladstone moved to authorize the OPM to notify the 3 bidders that Colantonio was chosen and enter into negotiations with respect to fee and with respect to the exceptions they took with the contract. Ms. Tuck seconded the motion and the Committee all voted in favor of approval.

Public Safety Building

Kaestle Boos Architects Report – No report.

Consigli - No report.

Daedalus – No report.

Sharon High School RFS - No report.

Minutes

Deferred to next meeting.

Invoices

Deferred to next meeting.

Adjournment

Through unanimous consent, the meeting adjourned at 11:45 PM.

Attachments

BBB, Colantonio and Commodore presentation documents

Submitted:

Rachelle Levitts

Sharon Standing Building Committee

(Gordon Gladstone) Signature of Chair

Date of Acceptance

NOTE: All Standing Building Committee minutes and attachments will be available for the public to read at the Standing Building Committee office located at the Community Center upon request.