

Sharon Standing Building Committee

Zoom Meeting Format

Tuesday, February 6, 2024

***AMENDED at March 5, 2024 SSBC Meeting* see red text below**

SSBC Members

Matt Grosshandler, Chair -present	Mike B. Martin -present	Roger Thibault -present
Matt Baldassari, Vice Chair - present	Marty Richards -absent	Colleen Tuck -present
Deb Benjamin -present	Rick Rice -present	Sara Winthrop 6:45 PM arrival -present
Gordon Gladstone -present		

SSBC Attendees and Others

Julie Rowe – SBC – HS -present	Kevin Nigro – PMA – HS
Meg Dussault - SBC	Matt Gulino – PMA – HS
Emily Burke – Acting HS Principal, SBC	Chris Jankun – PMA
Peter OCain – Town Engineer	Chris Carroll – PMA
Tony Kopacz – SPS – HS	Eric Lowther – PMA
Timothy Chouinard – DPW & WTP Alt. -present	Chris Sharkey – Tappe – HS
Eric Hooper – Superintendent of DPW & WTP-present	Chris Blessen – Tappe – HS -present
Carolyn Weeks –LBC -present	Tim Ericson – Consigli – HS
Cheryl Weinstein – Lib-present	Chandler Rudert – Consigli –HS -present
LeeAnn Amend – Lib-present	Kyle Raposo – Consigli – HS
R. Drayton Fair – LLB – Lib-present	Mike Winters – Consigli – HS
Brian Valentine – LLB – Lib-present	Ryan ONeil – Consigli
Ariana Pizzanelli LLB - Lib	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep CHA. - Lib-present	Jonathan Seibel – Consigli – HS-present
Casey Hochheimer -CHA – Lib-present	Allie Goldberg, Margaret McCarthy W&S –WTP- present
Joe Sullivan - CHA- Lib	Margaret McCarthy - W&S -WTP
Karl Walsh – MOCC – Lib	Alston Potts - Environmental Partners- WTP
Krystal Burrows – MOCC - Lib	Adam Kran - Environmental Partners- WTP
John Freer – MOCC - Lib	David Hurley, CHA, Project Manager -present
Chris Pimentel – ToS Fin/Com Liaison to SSBC-present	

Open the meeting

The Chair noted that the meeting was being held remotely consistent with MA laws. There will be no public comment this evening. The meeting opened at 6:34 PM.

A. Administration

1. Minutes for review and approval from January 23, 2024 SSBC meeting.

MOTION by Ms. Benjamin to approve the minutes of the January 23, 2024 meeting. Seconded by Rice. Unanimously approved 8-0-0.

2. Discussion and approval of SSBC representatives and chair for the Change Order Subcommittee

Change Order Subcommittee

1. The CO Subcommittee shall consist of a minimum of five (5) Members
2. If the SSBC is supervising one project, the committee will consist of the Representative, the Alternate [to that project], two "at large" Members of the SSBC and the appropriate project Architect

3. If the SSBC is supervising two projects, then the committee shall consist of both Representatives (one from each respective project), both Alternates (one from each respective project), and the appropriate project Architect (Note: the five person subcommittee would be different on each project, whereas the relevant architect would only have a seat on that specific project)
4. If the SSBC is supervising three or more projects, then the committee shall consist of each Representative (one from each respective project), some assemblance of Alternates (to a maximum of four SSBC members) and the appropriate project Architect (Note: the five person subcommittee would be different on each project, whereas the relevant architect would only have a seat on that specific project)
5. An architect can serve on the committee only with respect to the project with which they are engaged.
6. The CO Subcommittee shall elect a chairperson who shall be responsible for scheduling, opening and closing meetings, and calling the roll for roll call votes.

MOTION to approve Change Order subcommittee language (from the meeting packet as shown above) by Mr. Rice. Seconded by Ms. Benjamin. Unanimously approved 8-0-0.

2. Clarification in approved minutes from February 9, 2024 SSBC meeting.

Consider text below per Mr. Gladstone who finds the italicized phrases confusing and would find it clearer if in both instances the wording should stop after "...different on each project" since the five-person subcommittee is already defined as including the relevant architect:

- “1. The CO Subcommittee shall consist of a minimum of five (5) Members
2. If the SSBC is supervising one project, the committee will consist of the Representative, the Alternate [to that project], two "at large" Members of the SSBC and the appropriate project Architect
 3. If the SSBC is supervising two projects, then the committee shall consist of both Representatives (one from each respective project), both Alternates (one from each respective project), and the appropriate project Architect (*Note: the five-person subcommittee would be different on each project, whereas the relevant architect would only have a seat on that specific project*)
 4. If the SSBC is supervising three or more projects, then the committee shall consist of each Representative (one from each respective project), some assemblance of Alternates (to a maximum of four SSBC members) and the appropriate project Architect (*Note: the five-person subcommittee would be different on each project, whereas the relevant architect would only have a seat on that specific project*)
 5. An architect can serve on the committee only with respect to the project with which they are engaged.
 6. The CO Subcommittee shall elect a chairperson who shall be responsible for scheduling, opening and closing meetings, and calling the roll for roll call votes.”

At the March 5, 2024 SSBC Meeting, Mr. Grosshandler read the clarification into the record for amendment and incorporation into the meeting minutes.

3. Discuss and approval of SSBC representative appointments for specific project(s).
The committee/Chair determined that it is not necessary to formally vote in the project representatives by name, rather administrative appointments.

B. Library Project

1. Project Schedule Update

- a. Completed installation of basement under slab electrical conduit.
- b. Completed installation of basement under slab plumbing, including floor drains and cleanouts.
- c. Continued installation of basement foundation wall insulation, perimeter drain and crushed stone along the south (School Street, line 4) and the west perimeter (line C).
- d. Completed foundation, stairwell and frost wall concrete pours.
- e. Demobilization and removal of formwork and associated equipment.
- f. Continued placement and compaction of structural fill at the west wing SOG areas (grid lines 1, C and 4).
- g. Continued 3rd party compaction testing (Briggs) at west wing SOG areas (grid lines 1, C, 4 and A).

2. Upcoming activities/milestones

- a. Continued installation of foundation wall insulation, perimeter drain and crushed stone along the north and south grid lines (1 and 4).
- b. Continued placement and compaction of structural fill material along the north and south grid lines (1 and 4) as well as at the east wing SOG area.
- c. Concrete pad installations at west and east SOG areas.
- d. Delivery of Structural Steel anticipated on February 7th

Mr. Hurley said that steel will be onsite this week.

3. Foundation Plan

- Foundation walls complete
- Perimeter drain installed along west wing, north, south and east wing areas
- Only uninstalled perimeter drain section is between B.4 and C on line 4

4. Project Invoices

Discuss and approve Library project invoice:

- **CHA Invoice 74660-09 totaling \$35,000.00 dated 01/04/2024 for previously unbilled balances of negotiated OPM contract fee.** This invoice includes the following backup:
 - CHA Billing matrix supporting the submission of this invoice.
 - Current Fee Amount of \$35,000.00 attributed to Construction and Closeout.

*Please advise if you require any additional information related to this CHA invoice.

This invoice does not reflect an increase to CHA's negotiated, lump sum OPM contract value. Should you have any questions regarding this CHA Invoice 74660-09, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer, or Project Manager, David Hurley.

MOTION by Rice to approve 74660-09 totaling \$35,000.00 dated 01/04/2024. Seconded by Benjamin. Unanimously approved 10-0-0 (Winthrop, Weinstein included no Richards).

5. Budget Overview

- 1) M. O'Connor Contracting Inc. Construction Budget (*thru January Req #7*)

Original Contract Sum	\$19,137,000.00
Net Change by Change Orders	-
Contract Sum to Date	\$19,137,000.00
Total Completed and Stored to Date	\$2,386,230.00
Retainage	
5.00% of Completed Work	\$94,896.51
5.00% of Stored Material	\$24,415.00
Total Retainage	\$119,311.51
Total Earned Less Retainage	\$2,266,918.49
Less Previous Certificates for Payment	\$1,787,226.44
<u>Upcoming Payment Due - Pencil Req #7</u>	<u>\$479,692.05</u>
Balance to Finish, Including Retainage	\$16,870,081.51

2) LLB Design Services and Construction Administration and Amendments

Extended Conceptual Design Phase	\$32,398.44
<u>Basic Design Services</u>	
Final Schematic Design	\$159,425.00
Construction Documents	\$485,321.00
Design Development	\$575,028.50
Bidding/Negotiation	\$76,136.50
Construction Administration	33,047.00 - (31% complete, \$230,301.98 remaining)
Furnishing Design Services	\$100,000.00 - (Not started, \$100,000.00 remaining)
<u>Basic Design Services Subtotal</u>	<u>\$1,728,958.00 - (81% complete, \$330,301.98</u>
Amendment 3: Commissioning	\$54,843.00 - (22% complete, \$42,571.50 remaining)
Amendment 4: Civil Schemes Freeman	\$2,880.00 - (100% complete)
Amendment 5: ZBA Design Requirements	\$39,000.00 - (100% complete)
Amendment 6: Final Civil Document	\$27,000.00 - (100% complete)
Amendment 7: Electric Code Updates	\$5,830.00 - (100% complete)
Amendment 8: Additional Construction Administration	\$85,000.00 - (31% complete, \$62,788.00 remaining)
Amendment 9: Haz Mat Monitoring	\$3,872.00 - (100% complete)
Amendment 10: Additional Constr. Testing Services	\$80,000 - (2% complete, \$78,361.00 remaining)
Amendment 11: Additional Testing Services	\$11,990.00 - (Not started, \$11,990.00 Remaining)
<u>Additional Services Subtotal</u>	<u>\$310,415.00 - (37% complete, \$195,710.50)</u>
<u>Expenses</u>	<u>\$15,000 - (55% complete, \$6,822.49 remaining)</u>
<u>Total Contract Value</u>	<u>\$2,086,771.44 (74% complete, \$532,834.97 remaining)</u>

3) CHA Consulting Inc. Administration Budget

Design and Bidding	\$30,496.00 - (100% complete)
Construction and Closeout	\$587,856.00 - (32.4% complete, \$397,356 remaining)

Closeout	\$60,883.00
Total Fee	\$679,235.00
Total Fee Earned	\$220,996.00
Previous Amount	\$185,996.00
<u>Current Invoices</u>	
74660-09	\$35,000.00
<u>Outstanding Invoices</u>	
74660-08	\$35,000.00
Total Amount Due	\$70,000.00
Balance to Finish	\$458,239.00

Mr. Hochheimer previewed next invoice for \$479K.

Ms. Weinstein introduced Chris Pimentel as the new FinCom liaison to the SSBC. He will send his email to Ms. Schustek and be added to distribution list.

C. High School Project

1. CM Report -- Project team to discuss latest CM Report including procurement update, latest change orders and overall GMP status.

1) GMP Summary

- a) Preconstruction Amount \$431,885
- b) GMP Amendment #1 Amount \$5,759,799
- c) GMP Amendment #2 Amount \$16,835,409
- d) GMP Amendment #3 Amount (Pending) \$98,517,546
- e) Total GMP Amount \$121,544,639
- f) Approved Change Orders \$3,065,826 (CO 1-45) (2.41%)
- g) Current GMP Amount \$124,062,949

2) Change Orders Not Approved

- a) Tentatively Approved \$0 (Recommended by SSBC Change Com.)
- b) Submitted Changes \$185,177 (Under review by the Team)
- c) Potential Changes \$248,034 (Not yet submitted)
- d) Total Not Approved \$433,211 (sum of b & c)
- e) Total Potential Changes (incl. tent. approved) \$433,211 (sum of a, b & c; 0.039% of GMP)

3) CM Contingency

- a) Beginning Amount \$2,099,210
- b) Amount from Savings from Buyout \$524,800 (Max. Per Contract)
- c) Current Amount \$2,624,010
- d) Requests Against Contingency
 - i) Approved \$1,706,555
 - ii) Tentatively Approved \$0 (Approved by the Team)
 - iii) Pending \$232,757 (Potential & Submitted)
 - iv) Total Transfers \$1,939,312 (92% of Starting Amount)
- e) Current Anticipated Balance \$684,697 (26.1% Remaining)

4) Allowances

f) Beginning Amount	\$2,040,000	
g) Amount from Savings from Buyout	\$1,573,446	(Note \$204,112 to Temp Gen Allowance)
h) Current Amount	\$3,613,446	
i) Requests Against Allowances		
i) Approved	\$837,187	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$15,921	(Potential & Submitted)
iv) Total Transfers	\$853,108	(43% of Starting Amount)
j) Current Anticipated Balance	\$2,760,338	(135% Remaining)

5) Requisitions (thru Req 44 for Nov/Dec 2023)

a) Total Completed to Date	\$119,168,892	(95.7%)
b) Retainage Withheld	\$610,339	(-)
c) Total Due to Date	\$118,558,552	
d) Total Paid to Date	\$117,793,182	
e) Total Current Payment Request	\$765,370	(Req #44)

6) Schedule

- a. Wheelchair lift installation is ongoing.
 - b. Blower Door Test Scheduled for week of 2/19.
 - c. 2/19 Ship date for Cross Walk Pedestals – per CCD 054.
 - d. Concrete cover and WWTP generator likely to be handled over Feb school break as well.
2. Punchlist
- a. 30 Punch List Items
 - i. Remaining Items to be addressed during first week of the planting season

7) Milestone Tracking

<u>MILESTONE</u>	<u>ORIGINAL DATE</u>	<u>ANTICIPATED/ACTUAL</u>	<u>CFB</u>	<u>CFP</u>
Complete Foundations	4/20/2021	4/30/2021	-10	0
Structural Steel Complete	7/20/2021	7/21/2021	-1	0
Building Weathertight	11/1/2021	11/19/2021	-18	0
Substantial Completion (Building)	6/29/2022	8/25/2022	-53	0
Substantial Completion (phase 3)	8/1/2023	8/25/2023	0	0

2. Change Orders and School Requests

- a. School Request: Previously approved by the SSBC was procurement of temperature probes for the science classrooms. The school requested multi-packs of these probes, but singular probes were previously priced. This is a request to order the originally request multi-packs of these probes. = \$20,636 (pending pricing review by Tappe/Stefura). This is out for pricing still, will hopefully have details at next meeting.

Will be onsite during February break to get as many things as possible that would disrupt school activities.

Mr. Gulino noted that the school will essentially be shut down on 2/21. Test is for the entire building. If people are coming and going the test will fail and if the test fails, they will have to start over again. Mentioned to check with Mr. Kopacz regarding disabling card access.

Test to make sure there aren't any air leaks in the building, need to meet a certain pressure requirement. Look for measurement of 0.1 CFM. Members wondered if test failed what is PMA's plan? Chair said a smoke test could be done if it fails. Member asked if they are prepared to do a smoke test on that day if test fails? Mr. Gulino said the team will address these concerns at their meeting next week. Chair said this is a very technical, very specialty thing and he strongly advised having a QAQC in advance so prepared for appropriate follow up that day if blower door or envelope testing fails, have a plan and a backup plan.

The project elected to go with enhanced envelope commissioning from the start per architect. This test is part of the package that was purchased. The test is challenging.

Building had robust sign-off procedure for vapor barrier per Mr. Rudert including bubble testing and caulking efforts. The cause of the failure, if there is a failure, Intertech and Thrive will work to make sure it isn't some low hanging fruit. CC has identified some areas of concern ahead of time. Chair said check everything including any drain traps that have not been used, little things make a difference. Mr. Gulino said Intertech mentioned details that have come up here too.

D. DPW – Water Treatment Project

1. Review final prequalification rubric & RFQ

Management experience broken down into some subsets. Focused on references and pointed questions for such: construction schedule; timeliness; staffing consistencies; change order requests, etc.

Not planning to give anyone any points for legal proceedings, Mr. Rice noted. Ms. Goldberg suggested she adjust it to make a 4 in this category. At a minimum want to qualify the legal proceedings not lien based, want a differentiated, not an on/off switch. Preference to 8 points is 0, 6 points is one, 4 points is 2, and 2 points is zero. Mr. Thibault wondered if anyone has been disqualified and Mr. Rice said whole process is statutory (cut-off is 80). Process cannot be arbitrary and/or capricious.

Capacity to Complete Projects data can be used to different ends; they may be busy with too many projects or small and capable but not a lot of projects. Ms. Goldberg said some of this was prepared for the library project.

Regarding experience, member wondered how specific the water treatment and water were spelled out for this project? Would we lose a sub if they have industrial experience but not water treatment experience? Ms. Golberg was focused on making sure that the electrical had specific exp. We may lose a few of the plumbers and HVAC, but she felt confident that there are plenty out there that will participate in the qualification process.

Discussion regarding the role of the specialized integrator. Hard built infrastructure specifications should be clear. Mr. Grosshandler requested a matrix so this is black and white.

Mr. Thibault wondered would you get more participation by saying drinking water or WWT facilities? Is it really that different for those subs? Mr. Hooper and Ms. Goldberg agreed to add this.

Mr. Hooper said HVAC really important because of moisture in the building. Mr. Rice said that's a design issue, not a load issue. Mr. Hooper agreed with Rick but wants this to be noted that the worker should understand.

Basic prequal is established by DCAMM and what can be changed is minimal.

Ms. Goldberg asked should the rubric be available in an addenda? An addenda will call more attention to it than is warranted, but could be provided as information per member.

Under capacity to complete the projects it asks GC for an audited financial statement for the most recent fiscal year under

RFQ page 11, item 3.a. Ms. Goldberg said they would have to alter the rubric to be able to score the Financials. More reasons, not to include this in the addenda.

Mr. Rice said these are generally scored with point system. Questions relate back to the rubric per Ms. Goldberg. If Ms. Goldberg received references from five different people, would she average responses? She said yes. Mr. Rice would like to have points/values assigned to questionnaire. Ms. Goldberg showed how written response will translate into point system, looking at it through each of the individual lenses, averaging each line.

2. Overall project schedule

- a. 100% design not received as of 01/31 – expect in upcoming days
- b. Independent cost estimator began work on 90% design – expect draft within 4-weeks
- c. Conservation Commission Order of Conditions received on (01/26) This is included in the meeting packet.
- d. Review draft reference check form

Ms. Goldberg said they did receive 100% documents from EP last week. Independent cost estimator working on this. Previously received OOC in January. Minor site plan hearing scheduled for 02/28.

The team moved forward with the 90% design documents. The decision was made by chair to move forward without waiting for the 100% design documents. Ms. Goldberg said there weren't many changes to 100%.

ZBA process will handle some of the abutters' concerns. Intent was that the neighborhood be involved in the decision-making process -- understanding that it really is a SSBC and ZBA process that every project in town goes through. Mr. Hooper had allocated staff to go out and meet with the neighborhood to try to address every concern.

Ms. Goldberg said OOC had nothing onerous, more boilerplate.

RFQ questions deadline is February 15, and responses of the RFQ are due Feb 29.

Fluid schedule at this point due to permitting and funding approvals that need to happen still. A month built in for considering evaluations. Ms. Goldberg would like to set a date to review evaluations at the next SSBC meeting.

ZBA and any other critical path items should be included in critical path milestone schedule per chair.

Proposed Request for Qualifications Schedule -- File sub-bid date requested to be flagged on the schedule so as not to lose sight of that.

Pre-Qual subcommittee from SSBC to include: Rick Rice, Roger Thibault, Matt Grosshandler, Eric Hooper, Adam Kran, and Allie Goldberg.

Mr. Chouinard will be resigning so Mr. Hooper and Rob Terpstra will be available to SSBC moving forward. Mr. Hooper was sorry to see Mr. Chouinard go but wished him well.

Chair asked that a DPW library rep. be placed as well. Likely Mr. OCain per Mr. Hooper.

E. Adjournment

MOTION: absent any objection the chair assumed unanimous consent to adjourn.

The meeting adjourned at 8 PM.

These minutes were approved at the February 20, 2024 SSBC meeting.