

Abington School Building Committee

November 4, 2014
Community Room, Abington Police Headquarters
6:30 p.m.

Committee Members Present: Richard Testa, Mike Franey, Andy Burbine, David Drew, Michael Lyons, Shawn Reilly, Kathy Bailey, Peter Schafer, Felicia Moschella, Jason Linn, Roseanne Kurposka, Jim West, Richard LaFond, Kevin Atkinson, and Jessica Sullivan

Committee Members Absent: George Whiting, Peter Serino, Ron Blanchard, Teresa Sullivan, Jannette Leary, Barbara Cristoforo, and Keri Maquire

Professional Staff: Troy Randall, Scott Dunlap, Craig Olsen, Roger Boddie, and Mary Mahoney

Mr. Testa called the meeting to order at 6:36 p.m.

Mr. Testa began the meeting by offering congratulations to School Building Committee members on achieving MSBA grant and local funding approval for the project and expressed thanks for the dedication and hard work of members on behalf of the Town for the past two years.

A. Approve Minutes for July 29, 2014

Draft meeting minutes for the School Building Committee meeting on July 29, 2014 were considered.

VOTED: on motion of Mr. Reilly, seconded by Mr. Burbine, the members of the Committee voted unanimously to approve the minutes for July 29, 2014.

B. MSBA Update

Ms. Mahoney reported that following the ballot election on October 18, 2014, Mr. LaFond with assistance from Leanne Adams assembled and submitted to MSBA the executed Project Scope and Budget Agreement, record of the Special Town Meeting vote and ballot vote certified by the Town Clerk, and Feasibility Study Agreement Amendment No. 1. On November 3, 2014, MSBA executed and transmitted to the Town the Project Scope and Budget Agreement and Feasibility Agreement Amendment.

Additionally, on October 27, 2014, MSBA transmitted correspondence that include the Department of Elementary and Secondary Education's (DESE) approval of the special education submittal for the Schematic Design package. With DESE's approval and execution of the Project Scope and Budget Agreement, MSBA will initiate and process a Project Funding Agreement confirming the final grant value, project scope, total project budget, schedule, cash flow projections, approved site location, and FF&E schedule for the project. Additionally, with Project Scope and Budget and DESE approval, the Building Committee may proceed with amendments to the Designer Services Agreement and Project Management Service Agreement to incorporate to added scope and fees related to continued project design and development through phases of Design Development, Construction Documents, Bidding, Construction Administration, and Closeout.

C. OPM/Designer Contract Amendments

Ms. Mahoney reported that a Designer Services amendment and a Project Management Services amendment must be executed by the District to incorporate MSBA standardized provision and associated professional fees related to continued services for project design and development through phases of Design Development, Construction Documents, Bidding, Construction Administration, and Closeout. Once the amendments are executed then Design Development phase may begin.

Ai3's Designer Services Amendment No. 3 and KBA's Project Management Services Amendment No. 1 were presented for Committee approval. Each amendment provides a fee breakdown for each phase of project development. The total fee presented in each amendment is under the thresholds set by MSBA.

Mr. Testa requested that representatives of Ai3 and KBA leave the meeting room to allow the Committee time to discuss the contract amendments. Mr. Dunlap, Mr. Randall, Mr. Olsen, Mr. Boddie, and Ms. Mahoney retreated from the Community Room. Committee discussion ensued regarding Ai3's Designer Services Amendment No. 3 and KBA's Project Management Amendment No. 1.

Mr. Testa invited representatives of Ai3 and KBA into the meeting room at which time Committee members posed questions regarding the contract amendments.

- *Are the proposed fees for both the Designer Services Amendment and Project Management Amendment within public construction standards for new construction projects?* – Ms. Mahoney reported that both amendments are within those standards with Ai3's basic services fee under 8% and KBA's project management fee under 3%. While the standards mentioned provide a starting point for fee evaluation, it should be noted that the scope of services for both the designer and project manager on MSBA grant projects requires greater documentation and procedural requirements than locally funded project and typically include higher percentage fee totals.
- *Do the amendments include standardized contract language for services?* – Ms. Mahoney reported that MSBA requires inclusion of its standardized language for professional services for each amendment with separate amendment language for "Design Bid Build" or "CM at Risk". Since Abington's project will be procured following "Design Bid Build" procedures the provisions for those services are incorporated in the amendments.
- *Do the amendments provide for meeting attendance for permitting or other project related needs?* – Mr. Dunlap reported that MSBA's contract provisions identify a standard of care that includes regular project meetings as well as presentations and meeting to support the development, permitting, construction, and owner occupancy of the project.
- *What happens if the project bid comes in over budget?* – Mr. Dunlap reported that MSBA's standard contract includes provisions for design within a project construction budget. If the bid should exceed budget then the Designer is responsible for identifying the variances and must work with the Owner and MSBA to revise the design to meet budget and rebid at no additional fee.

Mr. Testa reported that during earlier meeting discussions, absent the professional team, the Committee voted unanimously to continue services with Ai3 and KBA based on the submitted contract amendments.

D. Design Process and Schedule

Ms. Mahoney reported that based on the local approval votes, approval and execution the Project Scope and Budget Agreement, and contract amendments for the professional team, the project

schedule has been revised and slightly accelerated. The revised schedule for project design and bid is as follows:

- Design Development
 - Completed document to cost estimators on January 16, 2015
 - Submit 100% Design Development with cost estimate to MSBA February 2, 2015
- 60% Construction Documents
 - Completed document to cost estimators on April 24, 2015
 - Submit 60% Construction Documents with cost estimate to MSBA May 18, 2015
- 90% Construction Documents
 - Completed document to cost estimators on July 1, 2015
 - Submit 60% Construction Documents with cost estimate to MSBA July 24, 2015
- 100% Construction Documents – August 31, 2015
- Bid September 2015

Mr. Dunlap reported that based on the revised schedule, site construction is expected to start by December 1, 2015. Committee discussion ensued regarding the revised schedule, MSBA's submission and review process, and considerations regarding winter construction.

E. Budget Update

Ms. Mahoney presented a Total Project Budget that includes commitments and expenditure from Feasibility Study and Schematic Design as well as commitments resulting from Committee approval of Ai3's Designer Services Amendment No. 3 and KBA's Project Management Amendment No. 1. Based on the total project budget approved by the Town and all commitments and expenditures to date the project is on budget.

Mr. Testa asked about the balance remaining from the Feasibility Study/Schematic Design funding appropriation. Ms. Mahoney reported that the Feasibility Study/Schematic Design phase completed with a balancing remaining of \$29,057.

F. Schedule for Future Meetings

Committee discussion ensued regarding future meetings with agreement on the following schedule for meetings:

- Building Committee will meet on Tuesday, December 2, 2014 at 6pm and Thursday, January 8, 2015 at 6pm – meeting location to be determined.
- Working Session Meetings were scheduled Friday, November 14 and 21, 2014, 7:30am, at the North School.

G. Adjournment

VOTED: on motion of Mr. Burbine, seconded by Ms. Bailey, the members of the committee unanimously voted to adjourn the meeting at 8:04 P.M.

Meeting Handouts:
Agenda for November 4, 2014 meeting
Meeting Minutes for July 29, 2014
Total Project Budget dated November 4, 2014