

## JOINT BUILDING COMMITTEE-MAPLE WOOD PROJECT

Date: April 9, 2019

Time: 4:00 p.m. start

Present: Councilor Marty Pepin, Councilor Marty Dumont, School Board Member Mark Richardson, School Board Member Tom McCallion, Superintendent Bob Gadowski, Asst. Superintendent Lori Lane, Business Administrator Katie Krauss, Devin McNelly, Maple Wood Principal, Karl Ingoldsby, Facilities Director, Cris Solomon, Architect from Samyn-D'Elia Architects, Frank Lemay, Brian Gehris and David Baer, all from Milestone Construction, Mike Davey, EEI and Chris Clorite, Control Technologies

Pepin called the meeting to order at 4:00 PM. He asked for a motion to accept the meeting minutes of March 28, 2019. McCallion made a motion seconded by Dumont to accept the minutes from February 28, 2019. VOTE: motion passed, unanimously.

Solomon stated that over the past couple of weeks they have released the construction documents out to bid. He stated that they had subcontractor bidders do a walk through just previous to this meeting. He stated that they had a good turnout and all the trades were represented. Gehris stated those bids were due next Tuesday, April 16. Solomon stated that after that, they would collect the bids, organize them and then have a budget review meeting. He stated that they will have a sit down and review all the alternates and then essentially after that, start construction. He stated that they wanted to discuss a temporary entrance. He stated he would meet with the principal after this meeting to find out his thoughts. He stated that there will be some temporary wiring that will need to happen. He stated that Yeaton is submitting their plans on Monday or Tuesday. He stated that this would be the mechanical scope, the plumbing scope and the electrical scope. He stated that they have all of their drawings, architectural, civil, and construction all out to bid currently. Gehris stated that once he gets the drawings from Yeaton he wants to go out to bid on them immediately. He stated they will price out everything else that they know to date. Solomon stated that bidding is out and they will have a meeting to review the bids and the overall GMP and construction starts after that. He stated that we have the spring phase to the construction, followed by the summer. He stated that we have a schedule to show you that will go through the summer and be complete by the start of school. Baer stated that this is a rebuilt schedule from the original one just because of the way the preconstruction developed. He stated that they had a meeting the prior week internally. He stated that he issued this schedule just this morning so it is actually already outdated because we have come up with some different ideas to help save some time. He stated that this schedule just reflects the front entry and the Administration area. He stated that it does not have the music room path or the mechanical path on it. He stated that he is waiting on some lead times from EEI. He stated that he will build those in as separate tracks on the schedule. He stated that the approach now is to coordinate with the school and come up with a temporary entry, with the goal that whenever we do need to shut down the main entry the disruption is as small as possible. He stated that there will be intermittent shutdowns and we will have the temporary entry all set to use with door access and a camera. He stated that when we shut down the main entry to jump the foundation across and we can get it done in 8 days rather than 10 days, then we can reopen the main entry. He stated that we need to get steel erected before the end of the school year so we will need to close down the main entry again. He stated that the theory is that if we get a temporary entry set up, we can use it when we need

to. Gehris stated that the early start is the integral part of getting done in time so that is why we are pushing on the drawings and bidding. Solomon stated that on the far corner of the school, on the other pod, there is a set of double doors and we can build a temporary wall and create a vestibule and that should provide an entry to keep everyone out of the construction zone. He stated that we will need a camera at that entrance. Gadomski stated that the last day of school is June 14<sup>th</sup> not 13<sup>th</sup> as shown on the schedule. Baer stated that they had left a couple days to set up tent protection in the Administration area. Solomon stated that when this all concludes the end of August we will be doing the final cleaning and finishing up for school to start. Lemay asked what the official first day of school is? Lane stated that the first teacher day back is the 26<sup>th</sup> but the students will return on the 28<sup>th</sup>. Baer stated that he will add on the schedule for August 26 for staff return. Lane stated that she knows that this is a tight frame and that we have talked about pushing it back. Baer stated that the original schedule had them starting this past Monday. He stated that he went in with a clean slate to the computer and the drawings and built in the schedule with a May 1<sup>st</sup> start. Pepin stated that their concern was that the office would not be open for the first day of school. He stated that when they went out to bid for a CM that is what they were expecting. Baer stated that it would have been nice to start this past week but things happen and schedules change. He stated that as long as they get started by May 1<sup>st</sup> they are fine. Richardson stated that his feeling with the temporary entry is that once we start using it, just keep using it throughout the end of the year. Gadomski stated that the alternative entrance will be less disruptive than the office having to be relocated. He stated that as long as the office is functional at the end of the school year an alternative entrance we can handle. Solomon stated that the rooftop units are also in the works. He stated that we need to get those units ordered now because it takes 6-8 weeks to get them in. Baer stated that Lane had given him a letter of intent to release them for a certain amount of money to get them ordered. He stated that with the timing of the drawings and us getting the numbers together we may need to get approval before the site work gets started and before a GMP. He stated that we need to lock down this final schedule and the GMP is the last piece. Lemay stated that the contract they sent out was in two parts. He stated the first part was the contract and the second part was Exhibit A which establishes the GMP. He stated that we really should not put a shovel in the ground until we have a contract because it protects us and it protects you. He stated that there are a lot of things that need to be ordered to be done in time. He stated that when we get to August 28<sup>th</sup> there will probably be a few things that are missing because they got lost in shipment. He stated that everyone who is doing schoolwork is doing it this summer. He stated that minor things will happen but we will have you open for business. Gehris stated that we need to get a building permit. He stated that the concrete was probably the biggest issue but they will figure it out. He stated that a lot of people filled up their summers and they go job to job. He stated that they had 3-4 electricians today and some of them are in your scope and some are our scope and they may be able to have some collaboration between the two. He stated that Ekhardt and Johnson was here. He stated that Martineau was here. He stated that Longchamps and Daniels were both here. He stated that site work, electrical and mechanicals are your hot buttons right now to get ordered. Dumont asked to have the contract explained again. Lane stated that they have to finalize all the language. Lemay stated that he had sent a draft over to Lane. Lane stated that the attorney pushed back so they just need to finalize it. Lemay stated that there is a list of things that you would like to see. He stated that typically 95% of those we would agree to. Lemay stated that he has never had a contract fall apart. He stated that there will be an Exhibit A which lock in the drawings and schedule and price. He stated that Exhibit A lists the GMP which we do not have and the drawings that we just got and the schedule which we are just doing. He stated that the Construction Management process was

designed so that you did not have to wait for everything before you got moving. Lane stated that she was going to set a time with Lemay before he leaves so that the two of them can have a phone conversation to finalize everything. McCallion asked if we could now set up a ground breaking? Lane stated that they had talked about a date but had put everything off because of the concerns everyone had. She stated that if everyone is feeling good and feel we are back on track then we can talk about a date for ground breaking. She asked if we would talk about the budget? Solomon stated that the budget is out to bid. He stated that they have alternatives built into the project. He stated that they did not want to put the drawings out to bid and get a budget and then be over budget so that we could not move ahead. He stated that they have put in enough alternatives so that we can all sit down in 2-3 weeks, accept the alternatives and move ahead on budget with the construction. So we are pricing this up as we go. Gehris stated that in the last round there were a lot of changes to the roof line and many things that were driving up the cost, including steel up through the existing building, which was driving the cost up. He stated that Solomon states that he has some alternatives and a new roof plan. Lemay stated that you may have a list of alternatives that if you have extra funds may decide to put back into the project. Solomon stated that we should be able to sit down in 2-3 weeks, accept some alternates and walk out of that meeting on budget. Gehris stated that they did do a lot with reducing the budget with the roof lines weeded out of the drawings after the last design check. He stated that there were things, as reinforcing steel through the building, that was driving the cost up. Lemay stated that usually what you do is to put the budget together and you will have a contingency in it and then if you are over, you would go to Solomon's list and delete what you cannot do and those items become alternates if you do end up with funds. Dumont asked what the schedule for the JBC Meetings were? Lane stated that she wanted to talk about how the JBC functions as we get close to construction. She stated that with the CTC project, as they got into the construction they met weekly for a while. Gehris stated that when the construction kicks off they will have weekly construction meetings. He stated that you could have your own JBC meetings and we can try to be at them or you could have someone be the point person to attend our weekly meetings and bring the information back to the JBC. He stated that Ingoldsby will probably be at all of our meetings and he could report back to the larger group. He stated that they would be having weekly meetings, on the job site, during the day. Lemay stated that the meetings are held between the hours of 7:00-3:00 so that the subs that are here working, if there is an issue, are able to be at the meetings. Dumont stated that this time element is tight and he would hate to see any delay in waiting for the JBC to meet. He stated that everyone around the table is very creditable and capable. He stated that, as a JBC member, he would feel much more comfortable meeting with Ingoldsby and when Gehris or Baer see the need to be here that would be fine. He stated that Ingoldsby attending the weekly project meetings is the key to bring the information back to the JBC. Lemay stated that he likes that because a lot of the decisions that we are going to have to make will be day to day. He stated that if Ingoldsby can be the point man and help with those. Pepin stated that when he was on the JBC for the Idlehurst project, the times they met were for major change orders. He stated that this is what he would be looking for. He stated that the little day to day things, we do not need to meet, but anything major we would. He stated that what is important to him would be the alternates. He stated that if someone in the public asks him why something was done, he would need to have the answers. Lane stated that Ingoldsby can sit in on the construction meetings. She stated that she wants to be sure that Krauss feels comfortable with the billing. Gehris stated that the first couple of requisition processes takes some explaining back and forth. He stated that Doris in their office is great and they can talk back and forth on the phone if there were questions. He stated that they bill at actual cost so we are not projecting or overbilling.

Solomon stated that they review all the requisitions as well. He stated that usually they sign off on them at the construction meeting. Richardson asked if they should set a dollar amount for a change that the JBC would have to give approval? Dumont stated that they had this on the CTC project. Lane stated she remembered that up to \$5,000 could be spent without having to come back to the JBC. Gehris asked if those were change orders above and beyond the GMP? He stated that typically if you have a contingency we will keep track of what comes out of that on a PCO log. Ingoldsby stated that anything over \$5,000, even if it is being deducted from the contingency, the JBC would want to know that. Lemay stated that it is your money and you want to know where it is being spent. Gehris stated he would typically send out a PCO Log and ask for someone to approve it. He stated he can share that with Ingoldsby who could share it with the JBC. He stated that whatever process works the best. Lane stated the other issue is all the various funding sources for this project. She stated that is something that Krauss is going to have to manage. She stated that they want to be sure that they have a clean process for accounting. She stated that it is a lot of money and someone may come and audit us. Pepin asked when the next meeting should be held. Gehris stated that the sub bids will be in by Tuesday, April 16. Solomon stated that Yeaton is planning on getting their drawings in by Monday, April 15. After discussion, the next **JBC Meeting was set for April 24, at 8:00 AM at the SAU Office.**

**The Ground Breaking Ceremony is scheduled for April 19, at 10:00 AM.**

Dumont made a motion seconded by McCallion to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 4:35 PM.

Melinda Sullivan  
JBC Recording Secretary