

MARSHALL MIDDLE SCHOOL – LYNN, MA	MEETING MINUTES
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School Building Committee (SBC) Meeting No. 16	April 2, 2014
Location:	100 Bennett Street, Room 204 - Staff Development Room
Time:	10:00 AM

Attendees:

Name	Assoc.	Present
Edward Calnan	SBC	Y
Richard Cowdell	SBC/Principal – TMMS	N
Michael Donovan	SBC/ISD/Building Commissioner	Y
John Ford	SBC/School Committee + Rep Steven Walsh	N
Richard Fortucci	SBC/Treasurer/CFO	Y
Thomas P. Iarrobino	SBC/School Committee Secretary	Y
Catherine Latham	SBC/Superintendent	Y
Sue Rowe	SBC/Dir. Curriculum & Instruction	N
Jaye Warry	SBC/Deputy Superintendent	N
Charles E. White	SBC/Purchasing Agent	N
<i>Darren Cyr</i>	<i>Councilor Ward 3</i>	<i>N</i>
<i>Patrick Santerre</i>	<i>TMMS Parent</i>	<i>N</i>
Brant Duncan	Lynn Teachers Union	N
Gene Raymond	Raymond Design Associates (RDA)	Y
Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)	Y
Lynn Stapleton	Joslin, Lesser + Associates (JLA)	Y
Mike Mallet	Walsh Brothers Inc. (WBI)	Y
Brian Bianchi	Walsh Brothers Inc. (WBI)	Y
Mazi Hashemi	Walsh Brothers Inc. (WBI)	N

Superintendent Latham called the meeting to order at 2:12 PM. There was a quorum of the School Building Committee voting members in attendance.

I. Administrative Update

DESE Approval

1. MSBA received a letter from the Department of Elementary and Secondary Education on February 27, 2014 which was forwarded to the District on March 26, 2014 indicating that the DESE approved of the layout of the Life Skills Suite.

Response to MSBA's Design Development Comments

2. Joslin Lesser submitted responses to the MSBA's review comments on the Design Development Submission on March 31, 2014.

II. Design Update

Outline of 60% Construction Documents Requirements

3. Joslin Lesser handed out an outline of the 60% CD requirements. JLA will work with RDA to compile the 60% CD Submission.
4. A Life Cycle Cost Analysis on the water-consuming devices is required for the 60% CD Submission. JLA will provide a sample to GGD.
5. The technology budget is tracking over budget. JLA will provide an example of a technology budget that meets the MSBA's budget cap for 1,170 students for guidance in getting to budget.
6. Joslin Lesser indicated that recent Middle Schools were changing the Library/Media Center's traditional layout and use and changing the name to Learning Commons. JLA will send examples of other schools and some literature on this progressive approach for consideration.
7. The Design Team needs to have several meetings set up for the following;
 - Life Safety Working Session with City ISD, FD, PD and RDA's Code, FP and Electrical Consultants
 - Technology/AV Meeting on Cafetorium requirements
 - Exterior Design Review Meeting to review design options for the exterior of the school. There may need to be a few meetings and the first was set up for April 14, 2014 at 2:00 PM.
 - Color Theory Working Session to determine the interior finishes and colors.

III. Update on Residential Properties

Properties Vacated

8. All the residential properties have been vacated and the City provided confirmation to the MSBA. As a result, the MSBA sent the Project Funding Agreement on March 27, 2014 which is in the process of being executed by the City.

HAZMAT Survey Completed

9. The HAZMAT Survey of the three buildings on site has been completed and RDA is waiting on the HAZMAT Report from Sovereign to provide to the City for their abatement contractor to file notification and schedule abatement.

IV. Early Bid Package No. 1

Trade Contractor Bid Tabulation Sheet

10. Joslin Lesser handed out the Bid Tabulation spreadsheet indicating the bids of the Underslab Plumbing and Electrical Trade Contractors. The lowest Plumbing bidder withdrew their bid and the second low, N.B. Kenney was selected. The lowest Electrical bidder was Wayne J. Griffin Electric.
11. Walsh will be bidding the elevator Trade as only one Trade Contractor submitted an SOQ.

Bid to Budget Control Spreadsheet

12. Walsh provided a Control Budget spreadsheet to show how the budget is tracking with the actual bids.
13. Walsh provided an update on the subcontractor bidding:
 - Elevators – On target with budget

- Concrete – Over Budget; difficulty in getting bidders; issues with detailing
- Steel – On Target with budget; currently 4 bidders responding

Updates on Structural Steel Bid Addendum/Schedule

14. Addendum 5 was issued which completed the structural steel design. Addendum 6 is planned for April 11th to wrap up miscellaneous detailing issues after tomorrow's Design/Bidding Working Session.
15. Subcontractor bids are due to Walsh on April 18, 2014. A De-Scoping Session will be held with all bidders and "Best and Final" bids are due April 25, 2014. These dates will be reviewed after Addendum 6 is issued to make sure there is enough time to incorporate the Addendum 6 scope.

Overall Construction Schedule Update

16. Walsh handed out an updated Construction Schedule and reviewed. The Construction Schedule is targeting the following dates:
 - Abatement - Week of April 28, 2014
 - Mobilization on site – Week of May 5, 2014
 - Start Steel Fabrication – May 9, 2014 target; trying to shave 20 days off steel duration from 100 days to 80 days starting May 9th
 - Site Prep Work – May start; Fence site; erosion control measures, strip site
 - Pre-Pile Survey/Pre-excavation - June
 - Piles – July start; 30 days
 - Concrete – August start
 - Steel – October – December 2014

V. Peer Reviews

17. The Structural and Geotechnical Preliminary Peer Reviews were received on March 25, 2014 and distributed to the Design Team and Walsh. All comments are being responded to by the Team collectively and will be reflected in the upcoming addenda with formal responses by the Engineers back to the Peer Reviewers.
18. As part of the Working Session scheduled for April 3, 2014 the bid documents and comments will be reviewed in depth.

VI. Update on Testing and Inspections Request for Proposals

19. Joslin Lesser has incorporated all comments on the Testing and Inspections Request for Proposals by the Project Team and will issue the RFP next week with proposals due April 29, 2014.
20. The following firms will be invited to submit proposals: Briggs Engineering and Testing; John Turner Consulting; Professional Services Industries; and Terracon Consultants.

VII. Other Business

21. Joslin Lesser will send a list of typical permits and approvals required of projects to RDA and Walsh.

VIII. Meeting Schedule

22. The following meetings have been scheduled:
 - Exterior Design Review Meeting April 14, 2014 Room 205 2:00 PM
 - TMMS Building Committee Meeting April 29, 2014 Room 204 2:00 PM

(Subsequently changed to May 6, 2014, Room 206, 2:00 PM)

Future Working Group Meetings will be scheduled at the conclusion of each meeting on an as needed basis.

IX. Adjourn

Vote to Adjourn

23. The following vote was taken:

Motion: Motion made and moved by Dr. Latham that the Thurgood Marshall Middle School Building Committee vote to adjourn the meeting at 3:16 PM. Seconded by Tom Iarrobino.

Vote: 5 in favor, 0 against. The vote was unanimous and there was no discussion.

Respectfully submitted,

Lynn Stapleton

Joslin, Lesser + Associates, Inc.