

**NORTON PUBLIC SCHOOLS**

Norton, Massachusetts

**NORTON HIGH SCHOOL BUILDING COMMITTEE**

**MINUTES OF MEETING**

August 16, 2011

Norton High School Library

**Attending:**

**CM Selection Committee** - Building Committee Chairman Kevin O'Neil, Mike Yunits (Town Manager), Ray Dewar (Principal NHS), Paul Helmreich (Finance Committee), Tom Golota (School Committee), Mike Flaherty (Finance Committee), Margaret Wood (PCI), Tom O'Neal (PCI), Bruce Kellogg (JCJ Architecture), Greg Smolley (JCJ Architecture)

**Also in attendance -**

Tom Withers (Custodial staff), Mike McCormick (PCI), Deborah Marai (PCI), 4 members of the public were in attendance at various points

*Please note the following correction to the minutes from August 2, 2011 and August 9, 2011: in attendance was John Young (Custodial Staff); Mr. Young was incorrectly identified as John Forde*

**Call to Order:** The meeting was called to order at 5:00 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. First order of business: interviews of the 3 shortlisted firms for Construction Manager at Risk. At the start of each interview, the following occurred:

Kevin O'Neil noted that this is an open meeting

Kevin O'Neil noted that the Selection committee is a Sub-committee of the School Building Committee; the two Building Committee members with construction experience have been excluded to avoid any real or perceived conflict of interest.

Margaret Wood gave a brief introduction, noting that the interview would last one hour and that the firm should insure that their presentation allows time for selection committee questions; a 20-minute presentation was given as a guide in earlier email correspondence to all three firms being interviewed tonight.

The selection committee introduced themselves.

5:00 PM - Consigli Construction Company, Inc.

Jared Lachapelle, Estimator  
Dan Della-Giustina, Safety Director  
Todd McCabe, Project Executive  
Kathleen MacEwan, Sustainability Coordinator/Project Engineering Management  
Rich Scopelliti, Project Manager  
Steve Miers, Superintendent

The Consigli team introduced themselves, made their presentation and participated in a question-and-answer period. The interview concluded at 6:00 PM.

6:15 PM - CTA Construction Company, Inc.

Lyle Coughlin, founder/principal  
Pat Tompkins, founder/principal & preconstruction manager  
Jeff Hazlewood, Project Executive  
Project Manager (on vacation)  
Tim Wheeler, Estimator  
Kevin McGrath, Superintendent

The team from CTA introduced themselves, made their presentation and participated in a question-and-answer period. The interview concluded shortly before 7:15 PM.

7:25 PM – W.T. Rich Company, Inc. (all were agreeable to starting early)

Walter Rich, Senior Technical Advisor  
Tom Burns, Senior Project Manger  
Evan Moore, Assistant Project Manager  
Sunny Mak, Estimator  
John Rich, Superintendent

The team from W.T.Rich introduced themselves, made their presentation and participated in a question-and-answer period. The interview concluded shortly before 8:30 PM.

3. After W.T. Rich and members of the public left, the minutes from the August 9<sup>th</sup> meeting were reviewed and approved.
4. The selection committee met to discuss the interviews; the meeting was kept in open session as the Selection committee, Mike (PCI) and Deborah (PCI) were the only people in attendance.

Comments on Consigli's interview:

- *Consigli's claim of being able to finish ahead of the proposed schedule was questioned. (PH)*
- *Consigli is very polished and had a well-prepared presentation. They did go on for a long time, however, and left little time for questions.*
- *Consigli did a better job in interview than in proposal addressing this particular project, but still spent most of their presentation talking specifically about their company instead of this project.*
- *Consigli visited the school, but late.*
- *Consigli is a well-oiled machine, they certainly have the man-power and expertise to do this job. (MF)*
- *Consigli received some great recommendations. However, when Margaret called for references on the project superintendent, she received some less than glowing remarks, particularly related to his relationships with the subcontractors. (MW)*

Comments on CTA's interview:

- *CTA did not come across in the interview as having done a lot of due diligence although their proposal showed they were familiar with the project]. (MF)*
- *After the 3 interviews, several would rate CTA the lowest. (PF, MY & TO)*
- *Lowest pre-construction and construction personnel fees, general requirement costs and CM construction fee.*
- *Concern was expressed that CTA's low fees for pre-construction may indicate they are cutting things too thin.*
- *CTA has done a lot of public work but not a lot of CM work. It does not mean that they are not a good firm – they had great recommendations, and it does not mean they could not do a good job on this project. (MW)*

Comments on W.T. Rich's interview:

- *W.T. Rich really seems to want this project. (TG)*
- *After the 3 interviews, would rate W.T. Rich the highest. (PF, MY & TO agreed)*
- *W.T. Rich showed a lot of passion, less of a barrier between them and us, came and toured building with custodial staff. (GS)*
- *Liked what W.T. Rich said about doing thorough existing conditions survey. (GS)*
- *Liked W.T. Rich's business plan of 3-5 projects at one time, feel like they will give this project their attention.*
- *Similarly, liked that W.T. Rich said that this project fit into their business plan.*
- *W.T. Rich addressed what they were asked to address; listed up front other pieces of this project that were important, but for the sake of keeping to what was asked of them and keeping within the time limit of the interview would not be able to expand upon.*
- *Participants liked that W.T. Rich appears to have good relationships with subcontractors.*
- *On the other hand, is the reason that W.T. Rich has good relationships with subcontractors because they pay them higher? Maybe not, maybe they just pay them in a timely fashion.*
- *Concern about W.T. Rich possibly becoming unraveled if things got too complicated; not as large a company and less in-house resources than Consigli. (MF)*
- *Concern about W.T. Rich's higher pre-construction and construction personnel fees, general requirement costs and CM construction fee. However, if you take into consideration to what Consigli left out of their fees, and the additional items W.T. Rich included, Consigli's and W.T. Rich's numbers are very similar.*
- *W.T. Rich had great recommendations. Margaret called for references for the listed project superintendents, both to those listed and some not listed as references; John Rich received glowing references. (MW)*

5. The ranking for the 3 CM firms was further discussed. Entering into the interview, WT Rich was top ranked, with Consigli and CTA approximately even. The ranking of the interviews places WT Rich clearly in first place. The Committee agreed to the following ranking: (1) W.T. Rich (2) Consigli and 3) CTA. Pinck & Co. will update the RFP rating sheet to incorporate performance on the interview on behalf of the committee and for the project record.

6. Ray Dewar made a motion to enter into discussions with W.T. Rich regarding the CM at Risk position for the Norton High School project. Tom Golota seconded. The motion was unanimously approved.
7. Laura Carew and Tom Withers, PCI and possibly others will join JCJ on Thursday September 25<sup>th</sup> for a site visit to CT schools to see HVAC systems and carpet.
8. The date of the next Building Committee meeting is to be determined. Next joint Building Committee/Board of Selectmen/School Committee meeting is proposed to be on 9/13/2011 or 9/20/2011. It was confirmed that the Building Committee does not need to seek other approvals to authorize the DD submittal.
9. The upcoming milestones are as follows:
  - Wednesday, August 17<sup>th</sup>: Decision on CM firm and notification
  - Week of August 23<sup>rd</sup>: CM kick-off meeting
  - August 26<sup>th</sup>: JCJ releases DD set for review and estimates
  - Mid-September: MSBA Design Development submittal due
  - September 27, 2011: Proposed joint meeting of the School Committee, Finance Committee and Board of Selectmen.
  - Friday, October 14<sup>th</sup>: Homecoming

**Adjourned:** The meeting was adjourned at 9:00 p.m.

**Next Meeting Date:** Tuesday, August 30<sup>th</sup>, 2011, Norton High School Library.

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.

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