

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL ADDITION & RENOVATIONS PROJECT
JOINT COMMITTEE MEETING
MINUTES OF MEETING
SEPTEMBER 27, 2011
Norton High School Auditorium

Attending:

Kevin O'Neil, Building Committee Chairman
Ray Dewar, Principal NHS, Building Committee
Pat Ansay, Superintendent of Schools, Building Committee
Barry Nectow, NPS Director of Finance & Operations
Mark Powers, Building Committee
Brad Bramwell, Board of Selectmen Chairman
Bob Kimball, Board of Selectmen
Tom Golota, School Committee Chairman
Andrew , School Committee
Beth McManus, School Committee
Deniz Savas, School Committee
Paul Helmreich, Finance Committee Chairman
Representative Jay Barrows
Representative Betty Poirer
State Representative Steven Howitt
Greg Smolley, JCJ Architecture
Tom Burns, Project Manager for WT Rich, Construction Manager
Margaret Wood, Tom O'Neil, Deborah Marai - Pinck & Co., Inc.
4 members of the public

Call to Order: The meeting was called to order at 6:35 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. Kevin thanked everyone for continued support of this project and gave a brief overview of the project milestones to date.
3. Kevin provided an update of recent activities, including selection of the Construction Manager (CM), WT Rich, and the upcoming submission of Design Development (DD) documents to the MSBA.
4. Kevin outlined the agenda for the meeting
 - JCJ: present update on design and documentation
 - Pinck & Co.: review CM at Risk selection process and introduce WT Rich
 - WT Rich: present initial phasing options for the project
 - Questions
5. Greg Smolley from JCJ presentation: how the design developed:
 - DD documents have been submitted to the MSBA, project is now in the Construction Documents (CD) phase

- Floor plans were shown, mostly similar to what has been presented previously; addition on the left side of the existing building with cafeteria on the first floor and science labs on the second floor, library/media center on the far right of the second floor
 - In design development, the building's structural capacity became a major factor
 - First floor of the addition: cafeteria, kitchen, servery, hall from front to back, stair at each end; exposed utilities, sound absorbing panels, currently studying colors and finishes
 - Progress has been made on laying out plan for kitchen & servery, designed for efficiency and to allow students to move through lunch quicker; cafeteria is designed for appropriate social interaction and efficiency, proper number of tables and to meet code for movement & egress
 - The new science labs on second floor of addition have been revised to incorporate new state guidelines: furniture has to be completely movable; must have all utilities to tie into for future if room function changes; current design economizes by sharing fume hoods/share costs
 - The library is broken up into teaching, learning and storage spaces; library/media center has flex labs; more technology rich space; single-use computer labs will be obsolete; spaces could be additional classrooms; library broken up into teaching, learning and storage spaces
6. Greg ended the presentation by showing an example of the design development mechanical plans with mechanical, electrical, technology, plumbing, fire protection, and fire alarm requirements, showing the overlay of the distribution system on the program spaces; a similar level of development has occurred throughout the design
7. Margaret: as JCJ moving along, with big leap happening between Schematic Design and Design Development, Pinck as the OPM has been working with the Town and JCJ to select a CM
- Prior to 2004, that most of public work was Design Bid Build (D/B/B) - lowest bidder gets the job; due to the 2004 Massachusetts construction reform legislation in the State, we now have the ability to competitively select CM; CM comes during DD to help develop budget and work with team; this process reduces the risk for the Town
 - Process begins with application to Office of the Inspector General for permission to use CM at Risk
 - Next step is to advertise and distribute to interested parties a Request for Qualifications (RFQ); we received 8 Statement of Qualifications (SOQ)
 - Team reviews and ranks responses, identifying the 3 or 4 top ranked firms
 - Next step is to issue Request for Proposal (RFP) to the top ranked firms; firms are asked to provide cost proposal and additional information defining the team
 - In our process, Consigli, CTA and WT Rich were asked to submit RFPs; a CM selection committee (sub-committee of the Building Committee) evaluated responses and conducted interviews; WT Rich top ranked in both proposal and interview

8. Margaret indicated that WT Rich has jumped into the phasing and estimating process; she introduced Tom Burns, project manager for WT Rich, to talk about phasing and what we need to do between now and next spring to make sure we are ready for construction
9. Tom Burns reviewed preliminary phasing plan:
 - * 1 = new addition: March 1, 2012 - December, 2012
 - * 1A = new mechanical and electric rooms in existing building: June 27, 2012 – December, 2012
 - * 1B = summer work 2012 - corridor and abatement: June 27, 2012 – September 1, 2012
 - * 2 = existing north east classrooms 1st & 2nd floors (12 total): January 1, 2013 – March 22, 2013 (approx. 10 weeks)
 - * 3 = existing north west side administrative spaces 1st floor and 2nd floor classrooms: April 1, 2012 – June 27, 2013 (approx. 10 weeks)
 - * 4 = summer work 2013 - lockers, south classrooms: June 2013 - late August 2013
 - * 5 = final building areas - auditorium, media lab, old cafeteria space, etc.: June 2013 – December 2013
10. Tom indicated that it is important to:
 - minimize disruption to operations of school
 - make sure corridor flow works, maintain egress
11. Tom discussed the need to release early packages to get subcontractors on board early; identified areas:
 - Ultra-early work: sewer work – start process to get subcontractor on board soon; have to get existing system out of way to new addition
 - Early packages: site and utility, concrete, structural steel, elevator – get documents ready for February for March subcontract award
12. Questions: Kevin O’Neil asked about timing/issues at road for sewer work.
 - Margaret indicated this is being developed and the Board of Selectmen will be updated in November
 - Bob Kimball indicated that work will need to be done on a state highway; suggested that the team reach out to the highway superintendent to help with engaging the State highway department; road was recently paved and we are not supposed to touch it for 5 years; let Representative Barrows know if run into problems, cc: State Representatives on communications
 - Bob Kimball also reminded the team that we need to build system in a way that it can be reversed for future tri-county sewer plant
13. Tom Burns said WT Rich plans to set up construction staging at rear of school and use temporary road; at this point, WT Rich does not believe they need to use right of way
14. Question: Brad Bramwell asked about plans for purchasing furniture
 - Team responded that furniture will most likely be purchased in phases
15. Question: Andrew Mackey asked about the scope of work at auditorium
 - Greg indicated will need to replace curtains if cannot determine if been fire treated; acoustic improvements at rear of auditorium

- Kevin mentioned ramp that runs onto auditorium stage for accessibility
16. Question: Pat Ansay asked if auditorium lighting and audio system will be part of equipment package
- Greg said current design includes new theatrical lighting and public address system
17. Question: Kevin asked JCJ to briefly explain new mechanical system
- Greg explained that existing unit ventilators will be demolished and building converted from electric to gas; ventilators will be taken out phase by phase and replaced with gas hot water system with radiant panels at ceiling for heat distribution along outside edge; new ventilation system throughout, some areas to be cooled; when rooms not occupied, CO2 systems shut off, hot air system shuts off; splitting heating loads
18. Question: Bob Kimball asked about the plans for the capacity of the new emergency generator (could Cafeteria be used as emergency “community room”?) and existing generator
- Greg: currently, new emergency generator shown upsized, but building not designed to be a shelter and generator will not big enough to run the whole building; old generator is functional, DPW has put their claim on it
19. Question: Andrew Mackey asked about special education programs during summer/heat
- Greg: explained current plan for 2nd floor NE classrooms to be year round, maybe AC or maybe ventilated; scope currently call for Media Center with flex labs to be air conditioned
20. Web site: Kevin is going to create page for each section of the building

Adjourned: The meeting was adjourned at 7:25 p.m.

Next Joint Committee Meeting Date: Margaret will schedule report on sewer work to select board in November

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