

HEERY

Project: BRISCOE MIDDLE SCHOOL, BEVERLY, MA
Project No: MSBA Project Number: 20130300305 / Heery Project Number: 1409500
Meeting No: Two (2)
Date: 8 July 2014 DRAFT FOR REVIEW
Recorded By: Tom Ellis
Purpose: Regularly Scheduled Meeting of the School Building Committee
File:

MEETING MINUTES

ATTENDEES

<i>Name</i>	<i>Company</i>	<i>Initials</i>
Michael P. Cahill	City of Beverly / Mayor	
David Gelineau	City of Beverly / Purchasing Agent	DG
Bryant Ayles	City of Beverly / Finance Director	BA
Michael Collins	City of Beverly / Commissioner of Public Services	MC
Robert Fortado	City of Beverly / Facilities Engineer	RF
Denise Deschamps	City of Beverly / Economic Development Planner	DD
Paul Manzo	Beverly School Committee President	PM
David Manzi	Beverly School Committee Member	DM
Dr. Steven Hiersche	Beverly Public Schools (BPS) / Superintendent	SH
Matthew Poska	BPS / Briscoe Middle School Principal	MP
Judy Miller	BPS / Director of Technology	JM
Raymond Bouchard	Chair Planning & Construction Committee	RB
George Binns	School Building Committee Member	GB
Janet Chrisos	School Building Committee Member	JC
Maria Decker	School Building Committee Member	MD
Betsy Desmond	School Building Committee Member	BD
Roy Gelineau	School Building Committee Member	RG
Robert (Bob) Griffin	School Building Committee Member	BG
William Guzowski	School Building Committee Member	WG
Joseph F. Remondi, Jr.	School Building Committee Member	JFR
Todd Surette	School Building Committee Member	TSS
Tom Ellis	Heery / Owner's Project Manager	TE

Additional Distribution

<i>Name</i>	<i>Company</i>	
Stacy Bucyk	BPS / Administrator of Special Education	SB
James Coffey	BPS / Athletic Director	JC
Joanna Murphy Scott	School Building Committee Member	JMS
Thaddeus S. Siemasko	School Building Committee Member	TSS
Stephanie Williams	City of Beverly / Solicitor	SW
Jean Sherburne	BPS / Director of Finance & Operations	JS
Mark Lydon	Heery / Owner's Project Manager	ML
Al Calcagno	Heery / Owner's Project Manager	AC

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OLD BUSINESS

Mtg - Item	Discussion / Action Item	Responsibility	Deadline
001-01	<p><u>Introductions</u></p> <p>The meeting was called to order at 6:45PM. General introductions were made with SBC members identifying their role, special interests and/or skill sets related to the project. The meeting agenda was reviewed (Attachment #1). Item Closed</p>	N/A	N/A
001-02	<p><u>Project Schedule</u></p> <p>Heery reviewed the preliminary project schedule handout (attachment #2) and focused on the designer selections milestones. The Designer Request for Services (RFS) Solicitation is scheduled to be published on July 2, 2104 with submissions due on July 16, 2014. This will allow the City to submit the designer packages to the MSBA in time to be on the Designer Selection Panel (DSP) agenda for their meeting on August 12, 2014. It is expected that there will be a second meeting with the DSP on August 26, 2014, at which time interviews with a short list of firms will occur and a final decision on the selected designer is anticipated.</p> <p>There was one question concerning the anticipated date for completion of the project, which is currently noted on the schedule as "Spring of 2018". The Mayor noted that at one time there was discussion about attempting to move the project along for a fall 2017 occupancy, but that was discussed with the MSBA and deemed too aggressive. The current anticipated date for completion of construction is as shown, Spring of 2018. Item Closed</p>	N/A	N/A
001-03	<p><u>Project Budget</u></p> <p>Heery reviewed their customized budget template (Attachment #3) which is used to record the approved budgets and track the actual project costs. No action required.</p>	N/A	N/A
001-04	<p><u>MSBA OPM Review Panel</u></p> <p>A brief summary of the meeting with the MSBA was discussed. The City received a letter from the MBSA today which approved the selection of Heery as the Owner's Project Manager (OPM) on this project. The City is now approved to execute the OPM Agreement with Heery. <u>City of Beverly (COB) will execute agreement and return to Heery within 5 business days. Contract Executed – Item Closed</u></p>	COB	6/17/2014
001-05	<p><u>Designer Selection Process</u></p> <p>The overall designer selection process and timeline was discussed. Heery noted that the important part of this process is for the City of Beverly to be sure the key elements of their requirements for both performance and selection of the designer are included within the standard MSBA Designer RFS. The City cannot remove any of the RFS requirements, but can certainly establish additional criteria specifically required for this project.</p> <p>The SBC discussed a number of minor edits to the existing draft (Attachments #4 & #5), which Heery will address in the final draft. The SBC discussed and agreed to include the following additional requirements which will be included in the final draft prior to submission to the MBSA for review and approval.</p> <ol style="list-style-type: none"> 1. Experience with successful design and integration of technology on a middle school project of similar size and scope. Provide contact information of technology director for the School District for reference checks. 2. Focus on the actual performance of building systems against the anticipated design requirements and systems actually specified by the design team. Provide contact information of the facility managers for each project for reference checks. 3. Inclusion of Building Information Modeling (BIM) as a project requirement/deliverable under the Contract. <u>Heery will contact the MSBA</u> to see if any other school projects have had contract provisions to include BIM in the MSBA standard form of agreement and to assess how these requirements can be included in the MSBA Standard Form of Agreement for Designer Services. 	Heery	6/12/2014

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OLD BUSINESS

Mtg - Item	Discussion / Action Item	Responsibility	Deadline
	<u>Heery will incorporate all the 'edits and agreed to additions' to the draft RFS by the end of business tomorrow, 11 June 2014</u> for final review prior to submission to the MSBA for review and comment. Item Completed / Closed	Heery	6/11/2014
	<u>Heery will follow up with the MSBA to respond to any review comments to the draft RFS</u> and publish the final Designer RFS with all required attachments (Heery will coordinate with DG). Item Completed / Closed	Heery	7/1/2014
	<u>David Gelineau will prepare the Notice of Advertisement for the Central Register and local newspaper</u> scheduled to be published on July 2, 2014. Item Completed / Closed	COB / DG	6/24/2014
	Heery suggested that the City utilize the electronic project bidding system Projectdog to issue the solicitation and any addenda for the Designer RFS solicitation. The SBC agreed to proceed in that direction. The anticipated cost for this service for the Designer RFS fee is less than \$500. <u>Heery will contact Projectdog and set up the project in their system.</u> Item Completed / Closed	Heery / ML	6/11/2014
001-06	<u>Feasibility Study Process</u> There was no specific discussion on the details of the Feasibility Study process. The SBC members we suggested to read MSBA Module Three, which is on the MSBA website. Once the designer selection is complete, we will review Module Three (3) in more detail at a future SBC meeting. Item Completed / Closed	N/A	N/A
001-07	<u>SBC - Subcommittees</u> <u>Educational Programming & Specifications – Heery will provide a copy of the Beverly High School Educational Program as a reference for this subcommittee.</u> Item Completed / Closed	Heery	6/11/2014
	Alternative Materials / Sustainable Design – On going tours of existing facilities are being scheduled for this subcommittee.	N/A	

NEW BUSINESS

Mtg - Item	Discussion / Action Item	Responsibility	
002-01	<u>Introductions</u> The meeting was called to order at 6:38 PM. The meeting agenda was reviewed (Attachment #1).	N/A	N/A
002-02	<u>Project Schedule</u> The project schedule remains on track with the designer selection process anticipated to be completed by the end of August. The Designer Selection Panel is expected to complete their evaluation and make a recommendation on the Designer at their meeting on August 28, 2014.	N/A	N/A
002-03	<u>Project Budget</u> The project budget summary will be prepared based upon the Feasibility Study Agreement with the MSBA upon selection and negotiation of the Designer Fee. No action required.	N/A	N/A
002-04	<u>Designer Selection Process</u> The overall designer selection process and timeline was discussed. Heery will solicit assistance from specific user groups to perform reference checks. It is anticipated that the reference checks will be a 'peer to peer' system, with School Department staff	N/A	N/A

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contacting School Department staff of other projects and other SBC team members doing the same. Heery will prepare a worksheet for references with the intent to utilize a shared file for the consolidated comments received. There will be a very short time to check references, especially given the time of the year at the end of the summer. Heery will coordinate access to the worksheet with the City of Beverly.

Heery 7/15/14

002-05 SBC – Subcommittee Reports

Alternative Materials / Sustainable Design – Discussion was held on on going tours of existing facilities. See handouts distributed at meeting for overview of discussion.

Rob Fortado discussed the Net Zero building at North Shore Community College. Some glitches in achieving compliance due to geothermal issues. The SBC may look at DOER grants to fund a study for a Net Zero or Net Zero Ready building. Mike Collins will contact DOER for potential funding of study.

COB TBD

The meeting was adjourned at 7:40 PM

Next Meeting:

Tentatively Scheduled for 09/09/2014 (No August Meeting)

6:30 PM

ATTACHMENTS

No.	Item	Dated	Action Required
1.	Meeting Agenda (posted 7/2/2014)	7/8/2014	None
2.	SBC Meeting Sign-In Sheet (3 pages)	7/8/2014	None
3.	Subcommittee Report (Green Bldg/Alt. Energy/Alt.	7/8/2014	None
4.	Construction Materials) – 2 pgs.		
5.			
6.			

END OF MINUTES.

The above summarizes Heery's interpretation of items discussed and decisions reached during this meeting. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.