

HEERY

Project: BRISCOE MIDDLE SCHOOL, BEVERLY, MA
Project No: MSBA Project Number: 20130300305 / Heery Project Number: 1409500
Meeting No: One (1)
Date: 10 June 2014
Recorded By: Al Calcagno / Tom Ellis
Purpose: Initial Meeting of the School Building Committee following selection of the OPM.
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 |
| Stephanie Williams | City of Beverly / Solicitor | SW |
| 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 |
| Jean Sherburne | BPS / Director of Finance and Operations | SS |
| Judy Miller | BPS / Director of Technology | JM |
| Stacy Bucyk | BPS / Administrator of Special Education | SB |
| Jennifer Badershall | School Building Committee Member | JB |
| George Binns | School Building Committee Member | GB |
| Janet Chrisos | School Building Committee Member | JC |
| Betsy Desmond | School Building Committee Member | MD |
| William Guzowski | School Building Committee Member | WG |
| Roy Gelineau | School Building Committee Member | RG |
| Joseph F. Remondi, Jr. | School Building Committee Member | JFR |
| Al Calcagno | Heery / Owner's Project Manager | AC |
| Tom Ellis | Heery / Owner's Project Manager | TE |
| Mark Lydon | Heery / Owner's Project Manager | ML |
| <i>Additional Distribution</i> | | |
| <i>Name</i> | <i>Company</i> | |
| Bryant Ayles | City of Beverly / Finance Director | BA |
| Raymond Bouchard | Chair Planning & Construction Committee | RB |
| Maria Decker | School Building Committee Member | BD |
| Robert (Bob) Griffin | School Building Committee Member | BG |
| Matthew Poska | BPS / Briscoe Middle School Principal | MP |
| Joanna Murphy Scott | School Building Committee Member | JMS |
| Thaddeus S. Siemasko | School Building Committee Member | TSS |
| Todd Surette | School Building Committee Member | TS |

HEERY

NEW BUSINESS

| Mtg - Item | Discussion / Action Item | Responsibility | Deadline |
|------------|---|----------------|-----------|
| 001-01 | <p><u>Introductions</u> 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).</p> | N/A | N/A |
| 001-02 | <p><u>Project Schedule</u> 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 dues 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 2017". The Mayor noted that at one time there was discussion about attempting to move the project along for a fall 2016 occupancy, but that was discussed with the MSBA and deemed too aggressive. The current anticipated date for completion is as shown, Spring of 2017.</p> | N/A | N/A |
| 001-03 | <p><u>Project Budget</u> 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> 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.</u></p> | COB | 6/17/2014 |
| 001-05 | <p><u>Designer Selection Process</u> 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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NEW 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. | 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). | 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. | 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> | Heery / ML | 6/11/2014 |

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|---------|--|-----|-----|
| 001 -06 | Feasibility Study Process 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. | N/A | N/A |
|---------|--|-----|-----|

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|--------|---|-------|-----------|
| 001-07 | SBC - Subcommittees <u>Educational Programming & Specifications – Heery will provide a copy of the Beverly High School Educational Program as a reference for this subcommittee..</u> | Heery | 6/11/2014 |
|--------|---|-------|-----------|

Alternative Materials / Sustainable Design – On going tours of existing facilities are being scheduled for this subcommittee.

The meeting was adjourned at 8:10 PM

Next Meeting: 07/08/2006 6:30 PM

ATTACHMENTS

| No. | Item | Dated | Action Required |
|-----|--|------------|-----------------------|
| 1. | Meeting Agenda (posted 6/6/2014) | 6/10/2014 | None |
| 2. | Beverly Briscoe MS Program Schedule | 05/01/2014 | None |
| 3. | Briscoe Middle School Budget Template (no costs) | 06/10/2014 | None |
| 4. | Request for Designer Services (RFS) Draft 10 pages | No Date | (see mtg. discussion) |
| 5. | RFS Redline Version (13 pgs) | No Date | (see mtg. discussion) |
| 6. | SBC Meeting Sign-In Sheet (3 pages) | 6/10/2014 | None |

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.