

High School Building Committee Meeting Minutes

Meeting date & place: 6:30 pm, December 12, 2017, Pentucket High School Cafeteria

Members Present: Jeff Mulqueen, Laura Costigan, Mark Tocci, Greg Labrecque, Carol McLeod, Michael Stevens, Bill Daley, Jonathan Seymour, Emily Dwyer, Kim Jackson, Andy Murphy, Elisa Grammer. **Members not present:** Bill O’Neil, Dena Trotta, Glenn Kemper, Denise Dembkoski, Wayne Adams, Greg Hadden, Stephanie Seeley, Joseph Torrisi, Joel Breen.

Owner’s Project Manager: Jon Lemieux, Vertex.

Designer: Brad Dore, Jason Boone, Jon Richardson, Dore & Whittier.

Public present: Tom Flaherty, West Newbury Citizen

Minutes

Committee Chairman Seymour presented draft minutes of the School Building Committee’s November 14, 2017 meeting. *The Committee approved the draft minutes unanimously.*

Working Group Update

Jon Richardson of Dore & Whittier, the project’s Designer, explained that existing conditions assessments for both the high school and middle school have been completed. The high school is generally in fair to poor condition. It has issues with such features as fire protection, tech infrastructure, and electric systems. The middle school is slightly better but not good. Among the problem areas are mechanical systems (other than the boiler) in need of replacement, and, as with the high school, tech infrastructure and fire protection. The plan is to share this information with the visioning group tomorrow, to make clear the poor state of high school systems that is a major driver of the effort to build a new high school.

Dore & Whittier’s Jason Boone explained square footage of the current buildings and under Massachusetts School Building Authority (MSBA) guidelines for new buildings. His diagrams showed, space-by-space, which areas in the high and middle schools are over- and under-sized in terms of student population and utilization. Based on construction plans and actual measurements, the high school totals roughly 147K square feet and has some oversized areas and many undersized classrooms. Overall it is undersized—another reason why a new high school is needed. The middle school also has some oversized and undersized areas. Overall, it is oversized under MSBA standards.

Sizing is based on an agreed target student population (605 for grades 9-12 over an average of future years, 130 fewer than today) already set between Pentucket and MSBA.

Superintendent Mulqueen explained that the initial number had been lower and this target was reached after discussions with MSBA.

A new school will likely be smaller than today's. Together the high and middle school total around 263K square feet; a new combined school would likely be 189K square feet—with more efficient utilization. Mr. Boone also explained that MSBA considers utilization of space (classrooms, common areas, etc.) over the school day, setting an 85% goal. Economies of scale result in more efficient usage and less space needed, so that a larger school results in fewer square feet per student. Additionally, the building will be designed to fit the specific usage needs of Pentucket.

The challenge is to build within the square footage standards but also with some capacity for growth. Mr. Dore noted that the design might consider possible additions; Mr. Boone added that it may be possible to reimagine school schedules to use space differently and so accommodate a larger school population.

Board of Selectmen Presentation Update

Mr. Richardson reported that the team met with Boards of Selectmen of all three Pentucket district towns and received positive feedback and understanding that the combined school would be larger and thus cost more. The caveat is the need to secure positive votes in each town, which are essential for the project to go forward.

Mr. Jackson expressed some concern about having to sell voters on a building that net is smaller than the current space. He stressed the need to explain the better utilization and efficiency of a new school. Mr. Dore concurred that the need is for a better, right-sized house—not just a bigger house.

Visioning Sessions Update

Mr. Boone reviewed the second visioning session, which addressed three big topics:

- 1) Grade configuration: those in attendance favored grades 7-12 combined with high level of physical separation
- 2) Building diagramming (what space goes next to other spaces): the group supported a core of arts, cafeteria-type space with high school and middle school wings radiating off on opposite sides.
- 3) Guiding principles for design: these included such points as Partnership with MSBA, Cost effective & Value, Flexibility & Fluidity of Spaces, Collaboration, Outdoor Learning, Respect, Security, Sustainable, Epicenter of the Communities—with the building used by more than just students of the towns

Mr. Richardson added that next steps in the process include looking hard at the options, and then narrowing them from many to one, with consideration of many factors including cost,

disruption to ongoing schooling, etc. This process will funnel down to a single selected option.

In considering options of stand-alone vs. combined high and middle schools, Mr. Tocci queried when is end of time for the middle school and how is that considered in determining whether to select a combined school? Dore & Whittier explained that one could look at the existing conditions report and determine the cost of doing nothing with the middle school. But, said Mr. Dore, if the decision is to solve for the high school only, then MSBA would not be looking at the middle school. The only way to address the middle school at this point is through a combined grade 7-12 solution.

Mr. Jackson observed that the plan is to take a new school proposal to the towns this coming fall and then, if successful, each town would be carrying a 25-50 year bond. The idea of having to come back in ten years to ask for *another* override would be very difficult. Mr. Tocci concurred, adding that combining the schools would result in significant savings, including in annual operating costs.

Another issue that remains unresolved is the Pentucket District administrative offices. The MSBA does not reimburse this cost. Mr. Richardson added that it is likely that the new school complex will be using all the space on this site.

User Group Meetings Update

Dore & Whittier explained that in addition to these meetings and the visioning sessions, meetings have been ongoing with various future users of the school building. This includes such interests as arts & music, public service, safety, STEM Innovation Academy, Movement Science & Athletics; guidance and nurse, administration, foreign language, library/ media, and special education.

Mr. Richardson stressed that the design will be built up on user needs. Mr. Boone added that the next visioning session will be working to put these spaces together in a manner that supports the guiding principles.

Construction Manager At Risk Plans & Procedures

Jon Lemieux, of Vertex, the Owner's Project Manager (OPM), explained the process of securing a Construction Manager at Risk (CM) and eventually other contractors, starting with the application to the state Office of Inspector General (OIG) for a CM. He laid out the following steps:

- 1) Get Office of Inspector General approval to use a CM
- 2) Select a prequalification committee (much like the committee used to select the OPM)
- 3) Issue request for qualifications

- 4) Evaluate qualifications
- 5) Select three candidates to receive requests for proposals
- 6) Proposals content: price & nonprice factors
- 7) Price proposal includes CM fee (markup as % of costs) and general conditions costs—such as a safety supervisor, the construction trailer, on site construct manager, etc.
- 8) Evaluate proposals
- 9) Select CM

In selecting a CM, experience with the MSBA rates high, as does the construction superintendent and cost estimator, with whom the Pentucket team will need to work closely.

Mr. Lemieux continued that the key aspect of using a CM is the Guaranteed Maximum Price (GMP) that the CM will help develop and then own as construction proceeds. The GMP needs to be based on a fairly advanced design for construction.

Trade contractors (such as plastering, plumbing, glazing, etc.) would be addressed like filed sub-bidders—and there will be many proposals to review. Mr. Lemieux summarized the process

- 1) Request qualifications
- 2) Evaluate
- 3) Award trade contacts

He added that with non-trade contracts like drywall, the CM mechanism will provide pricing transparency.

Mr. Lemieux provided each committee member with a document titled “Pentucket Regional MS/JS: OIG Construction Management at Risk Application to Proceed,” which set forth a more detailed statement of the process he had just outlined. In response to Ms. Grammer, Mr. Lemieux stated that the package’s wording reflects governing statutory language.

In response to Mr. Seymour’s inquiry about the timeframe, Mr. Lemieux stated that the hope is to award a contract to the CM in June or earlier. The CM will start with a \$25K contract from the OPM’s funding and then CM costs will be added through change orders. Assuming the committee votes at this meeting to approve the proposed CM procedures to apply to the OIG, as soon as the minutes are approved, the Pentucket team will go straight to the OIG with the CM application.

Mr. Tocci asked whether the GMP will remain unchanged if the CM payments proceed by change order. Mr. Richardson explained that it is a process, based on periodically updated and cross-checked cost estimates. With the CMR on board, an agreed GMP is set. Barring a

materials commodity issue (such as steel cost skyrocketing because of a building boom in China) that cannot be planned for, the GMP should remain valid.

Mr. Dore added that there will be contingency funds built in. The GMP is usually based on a design that is more than 60% complete, and there *will* be mistakes and unanticipated developments. Two contingency funds will be priced into job: 1) under the CM contract a contingency fund is to cover allowances for unforeseen developments, and 2) there will be an owner's contingency (5% below the line).

The Committee voted unanimously to approve the "OIG Construction Manager at Risk Application to Proceed" document for use in applying to the OIG for a CM.

Public Meeting Notices

Mr. Richardson that upon finishing up visioning, the team wants to plan two public meetings to discuss the options and then narrow down the choices. This would not culminate in a vote, but rather be a meeting to give citizens an opportunity to understand and provide input in the process.

The Committee generally agreed to hold the following public meetings:

Week of Jan 15, topic: program & planning—Groveland at Bagnall school

Week of Feb 5, topic: tentative short list of options—Merrimac at Town Hall meeting room

Additional joint meetings with the School Building and School Committees to narrow down alternatives will be planned for the end of January and before the February school vacation.

Preliminary Design Program (PDP) Submission Timelines

The target date for submission of the PDP is March 8, 2018. This allows time for the additional public meetings and further consultation with the Boards of Selectmen.

Adjournment

The Committee voted to adjourn at 7:49 p.m.

Meeting Documents

Dore & Whittier PowerPoint presentation

Pentucket Regional MS/JS: OIG Construction Management at Risk Application to Proceed

Respectfully submitted,

Elisa Grammer
School Building Committee Secretary