

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
December 11, 2020

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:03am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Allison Borchers, Christopher Coleman, Sarah Cronin, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Amanda Phillips. Josepha Jowdy was absent. Ms. Borchers arrived at 8:05am. Mr. Coleman, Mrs. Ferreira, Mrs. Lewis, and Mr. Mullin left the meeting prior to adjournment. John Cianciarulo recorded the minutes.

Mrs. Plotkin recognized the live stream of the meeting which was provided for real-time, public access to the activities of the School Building Committee. Members of the public were able to view a live stream of the meeting via the Internet at www.westwood.k12.ma.us/live. Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Chair, Subcommittee, and Working Group Reports

Community Forum – December 15, 2020

The School Committee will host another community forum on Tuesday, December 15 to provide an update on the building project.

Discussion Items

Mrs. Plotkin reviewed key dates on the building project.

The current schedule is:

- December 14: Select Board, Finance Commission, School Committee joint meeting
- December 15: Community forum
- December 18: School Building Committee vote on schematic design submission to the MSBA with the budget
- December 29: Design Team submits schematic design package to the MSBA
- February 2021: MSBA Board meetings
- May/June 2021: Town Meeting and ballot vote

The proposed schedule is now:

- December 14: Select Board, Finance Commission, School Committee joint meeting
- December 15: Community forum
- January 22: School Building Committee meeting
- February 5: School Building Committee vote on schematic design submission to the MSBA with the budget
- April 2021: MSBA Board Meetings
- May/June 2021: Town Meeting and ballot vote

Mrs. Hyde stated that she would like the Committee to be mindful of important Town dates related to Town Meeting warrant articles.

Mr. Coleman advised that there are steps that need to be taken with regards to a ballot question. Mrs. Plotkin indicated that she would contact Mr. Coleman to schedule a meeting and discuss.

Mr. Mullin asked for an update on when the reimbursement rate from the MSBA would be known. Mrs. Plotkin indicated that we should have a sense of that in early February.

¹ Remote meeting held in accordance with Executive Order of Massachusetts Governor, March 12, 2020.

The Committee agreed that the meeting scheduled for next Friday, December 18 would be cancelled; and that the meeting scheduled for January 8 would be postponed until January 22.

Schematic Design Update

Rob Fitzgerald of Dore and Whittier presented.

Mr. Fitzgerald highlighted an overview rendering of the proposed building and site plan. He highlighted a revision to a continuation of the access road and service drive.

Project Cost Estimates

An overview of construction costs versus project costs and alternates was presented.

Construction cost: Costs associated with construction of site and building

- Drawings and specifications -- issued to a contractor to bid
- Includes elements integrated into infrastructure of the building / site
- Does not include loose furniture and technology

Soft cost: Remaining costs associated with project

- Consultant costs: i.e., architect, engineers, OPM, Cx agent
- Permitting and testing
- Owner contingencies
- Loose furniture and technology (computers, A/V equipment)

Project cost: Sum of both of those combined

- Amount presented to the public for authorization to bond

Alternate: An item desired to be included in project if bids are favorable

- Delineated within the drawings and specifications

An overview of the schematic design project budget and potential cost impacts as discussed at the November 6 meeting were reviewed:

- \$88.1M project cost
 - Item removed: 7v7 soccer field
 - Items that may result in budget increases
 - UV-C for HVAC system
 - Natural gas emergency generator vs. Bio-diesel
 - Radon mitigation
 - Project schedule extended
 - Possible access road connection
 - Ledge removal

Construction cost estimates were reviewed.

Target construction cost--\$70,381,157

Target soft costs--\$17,800,000

Target project cost--\$88,181,157

Cost estimates from two professional cost estimators were reconciled to form one agreed upon cost estimate

Reconciled construction cost estimate--\$71,068,130

Potential savings (three buckets)--\$(2,422,928)

Potential revised base construction cost--\$68,645,202

Possible AC revisions: Future review--TBD

Alternate: Add UV-C System--\$187,274

Items included in the reconciled cost estimate:

- Natural gas emergency generator vs. Bio-diesel
- Radon mitigation
- Project schedule extended
- Possible access road connection
- Ledge removal

\$686,973 above target

Three buckets:

- Accept
- Make into alternate
- Not accepted

Items for review were outlined.

Value Management: Review assignments

Possible savings of \$2,422,928

School Building Committee: Site -- \$601,425

- Reduce trees and plantings by 50%
- Provide sloped grassed landscape in lieu of precast units at amphitheater
- Eliminate planter beds and curbs at entry plaza
- Reduce quantity of granite curbing and replace with precast concrete
- Replace portion of concrete sidewalks with asphalt
- Reduce amount of curbing

Aesthetics Working Group: Exterior Design-related -- \$1,575,991

- Canopy outside library; reduce size or consider as alternate (also being reviewed by Educators' Working Group)
- Change rainscreen system to Terracotta shingles
- Entry walkway canopy: Simplify, reduce size
- Remove or modify sunshades /horizontal element on east, west, and south facades
- Change fieldstone to brick
- Change curtain wall to storefront system

Aesthetics Working Group: Interior Design-related -- \$73,092

- Delete wood trim at storefront systems, use aluminum finish instead (Media Center and Cafeteria)
- Use painted concrete block at stairways in lieu of polished ground face block

Educators Working Group: Functional Use -- \$73,395 + HVAC value TBD

- Canopy outside library; reduce size or consider as alternate (also being reviewed by Aesthetics Working Group; value carried in other group)
- Sliding glass doors at ELA's: Use fixed borrowed light instead
- Change from 100% AC to dehumidification with AC only in specific spaces in the building

Dore and Whittier: Other -- \$99,025

- External grease trap: Consider eliminating due to warming kitchen only
- Eliminate lightning protection

In January, these items will be reviewed and recommendations whether to accept, alternate, or not accept will be made.

Mrs. Plotkin recommended forming a Site Working Group to discuss options that the School Building Committee should consider. The group will consist of Mr. Bayer, Mr. Cummings, Mrs. Ferreira, Mrs. Flanders, Mrs. Hyde, Mr. Mullin, and Mrs. Plotkin.

The Committee discussed the air conditioning and agreed to include all relevant stakeholders in the decision-making process.

Construction Contract Model

Mr. Bonfatti presented on Construction Manager at Risk vs. Traditional Design/Bid/Build

Construction Management (CM) at Risk (Ch. 149A)

- Design phase services
- Start before design is completed
- Qualification-based selection
- Negotiated price -- GMP
- "Open book" accounting

Design/Bid/Build (DBB) (Ch. 149)

- No design phase services
- Completed design
- Lowest responsive bidder (prequalified)
- Lump-sum payment
- Owner has no say in team (except prequalification of FSB's)

Key Difference

With CM at Risk, you are hiring a professional service firm which builds buildings

With DBB, you are purchasing a building in accordance with detailed plans and specifications

- Some projects are sufficiently "simple" that the initial cost savings with DBB outweigh the value-added services provided through CMR
- Inspector General's Report on CMR: Owner's view of CM at Risk is most appropriate for large, complex projects involving phasing, challenging logistics, on occupied campuses and aggressive schedules; DBB is most appropriate for relatively basic new construction on open, clean sites; no time-dependent.

Hanlon School Pros and Cons

- Pro - CMR
 - Significant ledge removal
 - Demanding energy use requirements
 - Super-insulated building envelope
 - Engaged neighborhood
 - Early start, earlier finish
 - Westwood's history with DBB
- Pro - DBB
 - Higher initial cost with CMR
 - Not commensurate education in change orders with CMR
 - Prequalification; better chance at quality builders
 - Will "hyper spec" critical specifications and subs

CMR has an initial cost premium

- Per PMC Cost Estimators
 - About 5%
 - Added CM contingency
 - More expensive generator contractors and requirements
 - More selective trade contractor prequalification
- Per MSBA Report (2016)

- Old report (last project is 2015)
 - Range from 6.5% to 9%
 - Change orders make up some of the difference

If the School Building Committee wishes to strongly pursue CM at Risk, additional cuts would be needed in order to stay within the budget.

Action Items

Vote to Approve Payment of Invoices

Ms. Parks made a motion to approve payment of invoices totaling \$98,796.06 for the period ending November 30, 2020, as recommended by Compass Project Management. Seconded by Mr. Aries.

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Ms. Borchers	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Ferreira	Yes
Mrs. Flanders	Yes
Mrs. Hanscom	Yes
Mrs. Hyde	Yes
Mrs. Jn-baptiste	Yes
Mrs. Miller	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Plotkin	Yes

Vote: 17-0-0

Result: Approved (Unanimous)

Vote to Approve Sustainability Subcommittee meeting minutes of October 22, 2020

By the Sustainability Subcommittee

Mr. Cummings made a motion to approve the Sustainability Subcommittee meeting minutes of October 22, 2020. Seconded by Mr. Aries.

Roll-Call Vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Cummings	Yes
Mrs. Hyde	Yes
Mrs. Plotkin	Yes

Vote: 5-0-0.

Result: Approved

By the Full School Building Committee

Mr. Aries made a motion to accept the Sustainability Subcommittee meeting minutes of October 22, 2020. Seconded by Mr. Cummings.

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Ms. Borchers	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Ferreira	Yes
Mrs. Flanders	Yes
Mrs. Hanscom	Yes
Mrs. Hyde	Yes
Mrs. Jn-baptiste	Yes
Mrs. Miller	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Plotkin	Yes

Vote: 16-0-0

Result: Approved (Unanimous)

Approval of School Building Committee Meeting Minutes

Mrs. Phillips made a motion to approve the School Building Committee meeting minutes of November 6, 2020. Seconded by Mr. Cummings.

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Ms. Borchers	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Ferreira	Yes
Mrs. Flanders	Yes
Mrs. Hanscom	Yes
Mrs. Hyde	Yes
Mrs. Jn-baptiste	Yes
Mrs. Miller	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Plotkin	Yes

Vote: 16-0-0

Result: Approved (Unanimous)

New Business

There was no new business.

Adjournment

Mr. Donahue made a motion to adjourn the meeting. Seconded by Mr. Cummings.

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Ms. Borchers	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Ferreira	Yes
Mrs. Flanders	Yes
Mrs. Hanscom	Yes
Mrs. Hyde	Yes
Mrs. Jn-baptiste	Yes
Mrs. Miller	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Plotkin	Yes

Vote: 16-0-0

Result: Approved (Unanimous)

The meeting adjourned at 9:46am.

List of Documents and Exhibits Used at Meeting:

- Draft Sustainability Subcommittee meeting minutes of October 22, 2020 for the Subcommittee’s review and approval; and the full Committee’s acceptance
- Draft meeting minutes of November 6, 2020 for the Committee’s review and approval
- Slideshow presentation drafted by Dore and Whittier, dated December 11, 2020
- Vendor Invoice Package for period ending November 30, 2020