

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
February 11, 2022

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:03am by Chair Maya Khuri Plotkin. Also present on the video conference were: Ken Aries, Josh Baumer, Brian Bayer, Allison Borchers, Tom Carey, Christopher Coleman, John Cummings, Charles Donahue, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma In-baptiste, Josepha Jowdy, Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks. Pam Dukeman, Amanda Phillips, and Michael Walsh were absent.

Christopher Coleman, Josepha Jowdy, Carol Lewis, and Anthony Mullin left the meeting prior to adjournment.

Tim Bonfatti, Bryan Jarvis, and Chin Lin of Compass Project Management; and Rob Fitzgerald and Don Walter of Dore and Whittier were also in attendance.

John Cianciarulo recorded the minutes.

Chair 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.

A technical error with the live stream occurred during the Call to Order. The meeting was paused until the issue was rectified.

Chair's Report

Permanent Building Committee/ Membership Update

Chair Plotkin reported that the School Building Committee is a requirement of the Massachusetts School Building Authority (MSBA). The makeup of the Committee's members is prescribed by the MSBA. Westwood's Town Charter dictates that all municipal buildings be constructed under the oversight of the Permanent Building Committee. All involved are working with Town Counsel on methods to satisfy the requirements of both the MSBA and the Town Charter.

Members of the Permanent Building Committee (PBC) will join the School Building Committee (SBC) and have joint meetings and minutes for each entity. As the Charter requires that the PBC make decisions related to construction, only voting members of the SBC will be on the PBC. All others will be ex-officio, non-voting members.

The PBC has seven voting members, with Maya Plotkin as a temporary, voting member, only for the Deerfield-Hanlon project. Emily Parks, Brian Bayer, and Michael Powers will be ex-officio, non-voting members.

The role of the PBC is to ensure that the project is completed appropriately, providing budget and construction oversight, while the SBC makes decisions related to design.

Chair Plotkin will confer with members to gauge interest in continuing to serve. A reorganization will take place at the May meeting.

Discussion Item

Review Value Engineering and Alternate Options

Bryan Jarvis of Compass Project Management presented.

¹ Remote meeting held in accordance with an Act relative to extending certain COVID-19 measures adopted during the State of Emergency.

Construction Cost Management

The objectives for the meeting were reviewed:

- To understand, and vote to accept, the proposed value engineering of some base bid items
- To understand, and vote to accept, the conversion of some base bid items to bid alternates
 - Prioritization of agreed upon alternates will be voted at the March School Building Committee (SBC)
- To understand potential “soft cost” budget modifications identified for bid /budget management
 - Decisions are not required until bid results are received

The construction budget is \$70.362M, and does not include HVAC, UV, and landscaping alternates.

There are options for creating a buffer for bid management:

- Value engineer current base bid scope items
- Convert base bid items to alternates
- Reduce contingency and/or soft costs (i.e., furniture, fixtures, and equipment)

Options to value engineer the current base bid scope are easy to implement, requiring a decision on the scope. The estimated cost reduction is calculated per Dore and Whittier’s value engineering list of items dated January 24, 2022, with values from the 60% construction document estimate.

- Minor design adjustments (Estimated cost reduction of \$155,643)
- Reduce excess gym square footage (Estimated cost reduction of \$39,598)
- Eliminate skylight at the second floor corridor “neck” (Estimated cost reduction of \$5,136)
- Remove MCM fins/screens at two west ends, leaving the east end (front) (Estimated cost reduction of \$129,753)
- Gallery 140, interior wood finishes, display panels (Estimated cost reduction of \$19,367)
- Faucets and flush valves, from automatic sensors to manual (Estimated cost reduction of \$34,240)
- Reduce quantity of geo-thermal wells per final design calculations (Estimated cost reduction of \$500,000)

The subtotal for these equals \$883,737.

Rob Fitzgerald reviewed the overall first floor plan as a frame of reference. A scenario to value manage the gym by reducing the square footage was proposed, by moving the southern wall to the north and shortening the length of the gym by 2-feet, 8-inches.

Mary Kate Ferreira expressed concern regarding sufficient seating if the gym were to be used for a high school basketball game. Superintendent Parks responded that varsity games are held in the high school gymnasium. The Deerfield-Hanlon gym may be used for a freshman game where there are not large crowds.

A scenario to value manage the “neck,” a connecting bridge between wings on the second floor, was presented, including a proposal to eliminate the “open to below” floor openings and skylight.

A scenario to remove the west extensions at the Extended Learning Areas, retaining the east end at a savings of \$130k; and removing the west and east extensions at the Extended Learning areas, saving \$195k, were presented.

A rendering of the gallery stair and acoustical panels was shown, presenting a scenario to reconfigure the stair from a “U” shape to an “L” shape; and a concept of reducing the acoustical panels and wood trim were shown.

An option to switch faucets and flush valves from automatic sensors to manual was presented.

The final load calculations for the geothermal wells indicate that the number of wells could be reduced from 80 to 60.

Options to convert base bid items to new alternates, where a decision on scope is required now, were presented:

- Landscape boulders and site furnishings: raised gardens, sand/water tables, benches, picnic tables, etc.
 - Estimated cost reduction of \$102,332
- All smaller playground equipment; two large structures in base
 - Estimated cost reduction of \$170,000
 - Per Dore and Whittier's value engineering list of items dated January 24, 2022 from the 60% construct document estimate. The team is finalizing the estimated value.
- Chain link fencing around field
 - Estimated cost reduction of \$65k

The subtotal of all of these items is a net savings of \$337,332

Previously identified alternates (above the \$70.3M base bid) include:

- Add UV to HVAC: \$93,235
- Add Phase 2 landscape plantings: \$245,456

The subtotal of these two items is \$338,691.

The Committee discussed the options presented, and reached a consensus:

- Reduce the excess gym square footage
- Eliminate skylight at the second floor corridor "neck"
- Remove MCM fins/screens at two west ends, leaving the east end (front)
- Gallery 140 interior wood finishes and display panels
- Faucets and flush valves changed from automatic sensors to manual
- Landscape boulders and site furnishings converted to alternates
- Chain link fencing around field converted to alternates

Options to reduce contingencies and/or soft cost budget line items were presented. Decisions will not be required until bid day.

- Reduce uncommitted funds (OPM fee, design phase testing, permits)
 - Estimated cost reduction of \$125k
- Reduce Furniture, Fixture, and Equipment line from \$950k to \$850k
 - Estimated cost reduction of \$100k
- Reduce Technology line from \$850k to \$750k
 - Estimated cost reduction of \$100k
- Reduce construction contingency from 5% to 4%, leaving \$2.8M (percentage of base construction cost)
 - Estimated cost reduction of \$700k
- Reduce Owner's contingency from 1% to 0.75%, leaving \$527k
 - Estimated cost reduction of \$1,201,000

A total of all options was presented:

- Minor design adjustments: (\$155,643)
- Value engineering to base scope: (\$728,094)
- Convert base bid items to alternates: (\$337,332)
- Reduce contingency and/or soft cost budget line items: (\$1,201,000)

The total projected costs reductions/buffer equal (\$2,422,069), creating a proposed buffer of 3.4%.

Seven Month Look-ahead

- January 21 School Building Committee (SBC): Review 60% construction document cost estimates
- February 11 SBC: Review value engineering and Alternate options and values
- February 28 SBC: Submit for 90% construction design cost estimate
- March 4 SBC: Determine order of Alternates
- March 18: Receive 90% construction document cost estimate results
- April 1 SBC: Determine construction cost management strategy
 - Authorize 90% construction document submission to MSBA
- May 13 Permanent Building Committee (PBC)/SBC: Authorize 100% construction document submission to MSBA and Out to Bid
- May 18: Submit bid set
- June 10 PBC/SBC
- July: Bid opening; PBC awards the contract

Action Items

Vote to Approve Meeting Minutes of January 21, 2022

MOTION made by Emily Parks to approve the meeting minutes of January 21, 2022. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Abstain**
Josh Baumer: **Yes**
Brian Bayer: **Yes**
Allison Borchers: **Yes**
Tom Carey: **Yes**
Christopher Coleman: Absent
John Cummings: **Yes**
Charles Donahue: **Yes**
Pamela Dukeman: Absent
Mary Kate Ferreira: **Yes**
Jennifer Flanders: **Yes**
Abigail Hanscom: **Yes**
Lemma Jn-baptiste: **Yes**
Josepha Jowdy: Absent
Matt Kuklantz: **Yes**
Carol Lewis: Absent
Michelle Miller: **Yes**
Anthony Mullin: Absent
Emily Parks: **Yes**
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 14-0-1 – Approved

Vote to Approve Aesthetics and Design Subcommittee Meeting Minutes of January 19, 2022

Members of the Subcommittee were asked to vote to approve the minutes from their meeting of January 19.

MOTION made by John Cummings to approve the Aesthetics and Design Subcommittee meeting minutes of January 19, 2022. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**

Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
John Cummings: Yes
Mary Kate Ferreira: Yes
Jen Flanders: Yes
Josepha Jowdy: Absent
Carol Lewis: Absent
Anthony Mullin: Absent
Emily Parks: Yes

Result: 9-0-0 – Approved

Vote to Accept the Aesthetics and Design Subcommittee Meeting Minutes of January 19, 2022

MOTION made by Emily Parks to accept the Aesthetics and Design Subcommittee meeting minutes of January 19, 2022. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Christopher Coleman: Absent
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes
Carol Lewis: Absent
Michelle Miller: Yes
Anthony Mullin: Absent
Emily Parks: Yes
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

Vote to Accept the Value Engineering Recommendation

MOTION made by John Cummings to accept the value engineering as discussed today; and accept the \$500,000 recalculation from the geothermal wells. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Christopher Coleman: Absent
John Cummings: Yes
Charles Donahue: Yes

Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes
Carol Lewis: Absent
Michelle Miller: Yes
Anthony Mullin: Absent
Emily Parks: Yes
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

Vote to Accept the Items to be Placed on Alternates

MOTION by made Allison Borchers to accept the items to be placed as alternates, with the exception of the playground equipment. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Christopher Coleman: Absent
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes
Carol Lewis: Absent
Michelle Miller: Yes
Anthony Mullin: Absent
Emily Parks: Yes
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

Vote to Approve Compass Amendment #6

An amendment to Compass' contract is necessary for the construction document phase closeout service for enhanced commissioning and automation consultants. Michelle Miller has reviewed and approved this amendment.

MOTION made by John Cummings to approve Compass' Amendment #6. Motion seconded by Emily Parks.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes

Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Christopher Coleman: Absent
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes
Carol Lewis: Absent
Michelle Miller: Yes
Anthony Mullin: Absent
Emily Parks: Yes
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by John Cummings to approve the payment of invoices totaling \$371,891.13 for the period ending January 31, 2022, as recommended by Compass Project Management. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Christopher Coleman: Absent
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes
Carol Lewis: Absent
Michelle Miller: Yes
Anthony Mullin: Absent
Emily Parks: Yes
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

New Business

Chair Plotkin stated that some members may have received an email regarding materials that Dore and Whittier has requested to be proprietary for this project. The issue is being researched and an update will be provided at the next meeting.

Adjournment

MOTION made by Emily Parks to adjourn the meeting. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Josh Baumer: **Yes**
Brian Bayer: **Yes**
Allison Borchers: **Yes**
Tom Carey: **Yes**
Christopher Coleman: Absent
John Cummings: **Yes**
Charles Donahue: **Yes**
Pamela Dukeman: Absent
Mary Kate Ferreira: **Yes**
Jennifer Flanders: **Yes**
Abigail Hanscom: **Yes**
Lemma Jn-baptiste: **Yes**
Josepha Jowdy: Absent
Matt Kuklantz: **Yes**
Carol Lewis: Absent
Michelle Miller: **Yes**
Anthony Mullin: Absent
Emily Parks: **Yes**
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

The meeting adjourned at 9:32am.

List of Documents and Exhibits Used at Meeting:

- Contract for Project Management Services, Contract #SCH-19-C-001 Amendment No. 6
- Draft Aesthetics and Design Subcommittee meeting minutes of January 19, 2022 for the Subcommittee's review and approval; and the full Committee's acceptance
- Draft meeting minutes of January 21, 2022 for the Committee's review and approval
- Slideshow presentation by Compass Project Management and Dore and Whittier, dated February 11, 2022
- Vendor Invoice Package for financial period ending January 31, 2022