

APPENDIX 6C

MODULE 6 – 90% CONSTRUCTION DOCUMENTS REVIEW COMMENTS

District: Town of Northbridge

School: West Balmer Elementary School

Owner's Project Manager: SMMA

Designer Firm: Dore & Whittier Architects, Inc.

Submittal Received Date: September 6, 2019

Review Date: September 9–27, 2019

Reviewed by: Gienapp Architects, K. Brown, K. Sullivan, R. Hudson

MSBA REVIEW COMMENTS

The following comments¹ on the 90% construction documents submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a 90% construction documents submission in accordance with the MSBA Module 6 Guidelines.

6C.1 Summary Comments

- Basic Project Information.
 - *Enrollment: Grades K-5 with an enrollment of 1,030 students, plus Pre-K (90 students)*
 - *PFA GSF: 167,352*
 - *Project Type: New construction*
 - *Construction Delivery Method: Construction Manager at Risk (Fontaine Brothers Inc.)*
- Budget comments:
 - *The total project budget per the PFA is \$100,968,194, and the information provided in the 90% CD Updated Total Project Budget indicates \$100,968,194.*
 - *The construction cost estimates are \$79,401,426 (CMR's estimate by Fontaine Bros., Inc.) and \$79,181,034 (Designer's estimate by PM&C).*

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

- *The construction budget per the PFA is \$79,492,663, and the information provided in the Updated Total Project Budget confirms that the construction cost of \$79,401,426 is within budget.*
- Additional comments:
 - *The technical attributes of the exterior wall sections and details require additional Designer review. These are noted in the specification and drawing notes below. The concerns are primarily related to potential breaches in the continuity of insulation, the limitations in the workability of materials (e.g. rigid insulation and mineral wool) and the limited construction tolerances accommodated by the details. The details should be reviewed and consideration should be given to a final quality control review and updating of the details before being issued to bid to avoid the necessity to issue revisions during construction.*

RESPONSE: DWA will review the referenced details and revise accordingly as part of the Bid Documents issue or addendum process. See additional comments later in this document.

6C.2 OPM Deliverables: *Unless specifically stated otherwise, the OPM deliverables are included in the submission with no response from MSBA required.*

6C.2.1 Submittal Review & Coordination

- Review Designer submissions; make recommendations to Owner. Address each of the following items individually, and describe how each was evaluated.
- Coordinate design; include written recommendations to the Owner.
 - Technical accuracy, coordination & clarity.
 - Efficiency & cost effectiveness.
 - Operability.
 - Constructability.
 - Phasing.
 - Bid-ability.
 - Site access during construction.
- Coordinate the commissioning consultant's review.
 - Include Cx review & District response.
 - Incorporate Cx recommendations.
- Coordinate the District response to MSBA comments of previous submittal.
 - Include MSBA review & District response.
 - Comments addressed / comment resolution outstanding.

6C.2.2 Project Schedule: All schedules should be presented in calendar days.

Update project schedule: As a minimum, the schedule update should provide the same level of detail as was included in Exhibit C of the Project Funding

Agreement, expanded and updated to include milestones for Design Development, Bidding, Construction, and Closeout. The updated schedule should include proposed critical path and construction milestone information. In addition to the construction milestones, the schedule must also include the following information as listed in MSBA Module 7, Schedule Activities:

- Punch list start and end dates.
- Date of Project Registration with the US Green Building Council ("USGBC") or Collaboration for High Performance Schools ("CHPS").
- Provisional/Design package submittal date to USGBC or CHPS.
- Submittal date of 50% DCAMM Notification and 100% DCAMM Notification.
- General Contractor/Construction Manager request for final payment.
- Commissioning Consultant inspection (substantial completion plus approximately 10 months).
- Submittal date of Final Commissioning Report to MSBA.
- Submittal date of Final Construction package including but not limited to Final Commissioning Report to USGBC or CHPS.
- Anticipated issuance date of final Green School Program Certification letter from USGBC or CHPS.
- Submittal date to MSBA of Commissioning Certificate of Completion
- Submittal date to MSBA of final reimbursement request.
- Indicate submission dates for the following approvals. In addition, provide dates for any other state or federal approval not listed below (the following list is not a comprehensive itemization of required state approvals; other requirements may apply, and some of the items listed below may not be applicable to this project). Indicate "Not Applicable" where appropriate:
 - DESE - Special Education approval by Department of Elementary and Secondary Education.
 - MHC – Project Notification Form and approvals by MA Historical Commission.
 - OIG - Construction Manager at Risk approval by the Office of Inspector General.
 - Executive Office of Energy and Environmental Affairs / EEA:
 - MEPA - MA Environmental Policy Act by Energy & Environmental Affairs:
 - ENF - Environmental Notification Form.
The submission indicates this is not applicable.

- EIR - Environmental Impact Report. *The submission indicates this is not applicable.*
- Article 97 Land Disposition Policy approval by Energy & Environmental Affairs. *The submission indicates this is not applicable.*
- MA DEP - Massachusetts Department of Environmental Protection. *The submission indicates this is not applicable.*
- MA DOT - Massachusetts Department of Transportation. *The submission indicates this is not applicable.*
- MA DPH - Massachusetts Department of Public Health. *The submission indicates this is not applicable.*
- EPA –NPDES National Pollutant Discharge Elimination System Notice of Intent approval by the US Environmental Protection Agency.
- MAAB – Accessibility variances by MA Architectural Access Board. *The submission indicates this is not applicable.*
- Any state reviews or approvals which remain incomplete at the time of the 90% CD submission render the submission out of compliance with Section 4.12 of the PFA, and may result in suspension of reimbursement requests to the District until such time as all required state reviews or approvals are obtained.
- If there are outstanding reviews or approvals, provide revisions to the construction bid schedule.
- The schedule is to be updated and submitted to MSBA as often as is required to reflect any changes, including any changes to milestone dates, but must be submitted with each design submittal (DD, 60% CD, 90% CD).
- The schedule is to incorporate 21 calendar day required duration for MSBA review of each submission, and a minimum of 14 calendar days for project team incorporation of MSBA review comments as well as all others into the project documents prior to the due date of the next submission or finalizing project documents for bidding. 35 calendar days for each submission is the minimum acceptable duration; if the project team believes additional time is required for any or all of the submissions the durations for these activities are to be increased accordingly.

6C.2.3 Scope and Budget

- Update project scope and budget:
 - Reconciled construction cost estimate including Designer/OPM comparison chart:
 - Prepare independent construction cost estimates pursuant to Section 8.1.2.2 of the Contract for Project Management Services, with escalation to the mid-point of construction, for comparison with the Designer's cost estimate, based upon

design development progress documents. *Included, however, the comparison spreadsheet does not include escalation to mid-point of construction. This should be reviewed, updated, and provided with the response to these comments.*

RESPONSE: Escalation to midpoint of construction is included within the estimate itself and does not need to be added

- CMR (if applicable).
 - If Owner has not yet contracted with a Construction Manager (CM), the OPM must develop a construction cost estimate for comparison with the Designer's cost estimate.
 - If the Owner has given the CM a Notice to Proceed, the OPM must review cost estimates provided by the Designer and CM and provide a detailed line by line reconciliation of the Designer's and CM's construction cost estimates.
- Updated project budget in the total project budget format, based on the reconciled construction cost estimate. If the reconciled estimate is not used for the updated project budget, provide an explanation.
- Value Engineering recommendations. *The submission indicates these are not required.*
 - For any Value Engineering recommendations which have been accepted, provide a copy of the Committee vote. *See previous note.*
- Provide a letter confirming that prequalification requirements for the General Contractor and subcontractors have been completed.

6C.3 Designer Deliverables: *Unless specifically stated otherwise, the Designer deliverables are included in the submission with no response from MSBA required.*

6C.3.1 General Requirements

- Submit updated work plan. *The work plan is dated June 18, 2019, so it is unclear whether it is the most current/updated iteration. Clarify in the response to these comments.*

RESPONSE: The workplan is the most up to date edition (8/14/2019); however, the editor neglected to change the date in the header before printing the PDF. The corrected document is attached.

- Updated and expanded Basis of Design narrative description for all disciplines. *Included, however, the majority of narratives do not have dates, making it difficult to verify how current they may be. The Architectural Narrative is dated August 15, 2019, and is labelled "draft." Please clarify if the version provided to MSBA is indeed the most current Basis of Design narrative, and if not, provide the most recent version.*

RESPONSE: The narratives included in the CD90 submission were the most current editions updated by consultants and the Designer in mid-August for the submission. The Architectural narrative/ OPR and the accompanying Table 1 are labeled "Draft 8" to indicate which edition they are so we can keep the record straight with our consultants when we refer to the documents. They are the most up to date OPR and are considered the final edition.

- Updated building code analysis. *Included, however, the code analysis is not dated and thus it is unclear how recent it is. Please clarify if the version provided to MSBA is indeed the most current code analysis, and if not, provide the most recent version.*

RESPONSE: The narratives included in the CD90 submission are the most current editions and were updated by the Designer in mid-August for the submission.

- Provide an final list identifying all proposed proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, -but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the vote of the elected body.
- Updated interior color theory statement describing proposed paint and material selections and colors for typical and special spaces, why they have been selected and how these selections relate to exterior materials and colors. Confirm that color and material selections have been presented to and approved by the District.
- Updated independent structural design review in compliance with the current edition of The Massachusetts State Building Code (an MSBA requirement for all projects with new construction over 10,000 sf). MSBA requires submission of a structural engineering peer review as part of the Final (100%) Construction Documents submission, to include documentation of resolution of any issues identified by the Peer Reviewer. Confirm that scheduling was arranged to allow final structural design drawings and calculations to be submitted to the peer reviewer at the time of completion of the 90% Construction Documents submittal, in order to incorporate structural peer review comments and response action reporting in the final construction documents in order to avoid delays. *The submission indicates that a peer review was completed by RSV Associates on July 16, 2019, and that the review comments were incorporated into the project's Early Release Package #2. Confirm in the response to this review and provide a copy of the peer review as part of the response to these review comments.*

RESPONSE: The Structural Peer Review letter and written responses by the Structural Engineer of Record (SER) are attached.

- Updated quality Control documents demonstrating:
 - Ceiling clearances.
 - Mechanical room and shaft sizes.
 - Coordinate specifications and drawings.
 - Filed sub-bid work.
 - Scheduling.
 - Equipment and power.
 - Existing and new construction.
 - Phasing.

6C.3.2 Space Summary

- Updated space summary and signed certification that reflects the current design. *Based on the space summary provided, the MSBA notes the following:*

<u>Spaces</u>	<u>PFA Space Summary</u>	<u>DD Space Summary</u>	<u>60% CD Space Summary</u>	<u>90% CD Space Summary</u>	<u>Difference to PFA</u>	<u>Comments</u>
Core Academic Spaces	62,850	62,850	62,850	62,850	-	This category has not changed since the PFA.
Special Education	13,530	13,530	13,530	13,530	-	This category has not changed since the PFA.
Art and Music	5,150	5,150	5,150	5,150	-	This category has not changed since the PFA.
Health and Physical Education	6,298	6,298	6,298	6,298	-	This category has not changed since the PFA.
Media Center	5,305	5,305	5,305	5,305	-	This category has not changed since the PFA.
Dining and Food Service	11,955	11,955	11,955	11,955	-	This category has not changed since the PFA.
Medical	810	810	810	810	-	This category has not changed since the PFA.
Administration and Guidance	3,040	3,040	3,040	3,040	-	This category has not changed since the PFA.
Custodial and Maintenance	2,630	2,630	2,630	2,630	-	This category has not changed since the PFA.
Other					-	
Total Building Net	111,568	111,568	111,568	111,568	-	This category has not changed since the PFA.

Non Programmed						
Other Occupied Rooms						
IT Office/Repair	150	150	338	150		This category aligns with the PFA.
Unoccupied MEP/FP	2,125	2,008	1,824	2,006	(119)	This category has decreased by 119 nsf since the PFA.
Unoccupied Closets, Supply Rooms & Storage	641	646	625	629	(12)	This category has decreased by 12 nsf since the PFA.
Toilet Rooms	3,955	3,937	3,943	3,991	36	This category has increased by 36 nsf since the PFA.
Circulation	29,396	31,893	30,580	31,421	2,025	This category has increased by 2,025 nsf since the PFA.
Remaining	19,517	17,150	18,474	17,587	(1,930)	This category has decreased by 1,930 nsf since the PFA.
Total Gross	167,352	167,352	167,352	167,352	-	
Grossing Factor	1.50	1.50	1.50	1.50	-	

- Comparison of the current design with the final educational program, and confirmation that there are no variations. If there are variations, the written summary must address the following:
 - Explanation of deviations within the space summary from the Project Funding Agreement.
 - Regarding DESE approved SPED spaces – *No changes to DESE approved SPED spaces are proposed.*
 - Regarding DESE approved Public Day Education spaces; *Not Applicable per the submission.*
 - Regarding DESE pre-approved Chapter 74 Program spaces; *Not Applicable per the submission.*

6C.3.3 Project Approvals

- Describe the status of the following approvals. In addition, provide the status of any other state or federal approval not listed below (the following list is not a comprehensive itemization of required state approvals; other requirements may apply, and some of the items listed below may not be applicable to this project). Provide a copy of the appropriate application forms and/or approval letters where applicable. Indicate "Not Applicable" where appropriate:
 - DESE - Special Education approval by Department of Elementary and Secondary Education. *The submission indicates that this approval has been obtained. However, no approval letter or application form is included in the submission. This should be provided with the response to these comments.*

RESPONSE: The approval letter from DESE, dated 6/1/2018, which was included in the SD phase submission to the MSBA, is attached again for your convenience.

- MHC – Project Notification Form and approvals by MA Historical Commission. *The submission indicates that this approval has been obtained. However, no approval letter or application form is included in the submission. This should be provided with the response to these comments.*

RESPONSE: The approval letter from the Massachusetts Historical Commission, dated 10/2/2017, which was included in the PDP submission to the MSBA, is attached again for your convenience.

- OIG - Construction Manager at Risk approval by the Office of Inspector General. *The submission indicates that this approval has been obtained. However, no approval letter or application form is included in the submission. This should be provided with the response to these comments.*

RESPONSE: The application for CM services letter to the OIG, dated 12/6/2017 and the approval letter from the OIG, dated 1/17/2018, are attached.

- Executive Office of Energy and Environmental Affairs / EEA:
 - MEPA - MA Environmental Policy Act by Energy & Environmental Affairs:
 - ENF - Environmental Notification Form. *The submission indicates this is not applicable.*
 - EIR - Environmental Impact Report. *The submission indicates this is not applicable.*
 - Article 97 Land Disposition Policy approval by Energy & Environmental Affairs. *The submission indicates this is not applicable.*
- MA DEP - Massachusetts Department of Environmental Protection. *The submission indicates this is not applicable.*
- MA DOT - Massachusetts Department of Transportation. *The submission indicates this is not applicable.*
- MA DPH - Massachusetts Department of Public Health. *The submission indicates this is not applicable.*
- EPA –NPDES National Pollutant Discharge Elimination System Notice of Intent approval by the US Environmental Protection Agency. *The submission indicates that this approval has been obtained. However, no approval letter or application form is included in the submission. This should be provided with the response to these comments.*

RESPONSE: The NOI application of the Civil Engineer, the online project application of the CM's Project Manager, and the emailed project approval from the EPA are attached.

- MAAB - Accessibility variances by MA Architectural Access Board. *The submission indicates this is not applicable.*

RESPONSE: An MAAB variance will be requested to provide accessible sinks at child height in Pre-K and Kindergarten classrooms per the school's request, rather than installing these sinks at adult accessible height per the MAAB rules. This variance application is in process, and has not yet been submitted however we have had discussions with MAAB and they have approved this request on multiple previous projects.

- Confirmation that the Project has undergone review and obtained all necessary approvals by any departments or agencies of the Commonwealth required by law to review the Project, including but not limited to the approvals listed above. Attach such letter of documentation evidencing such reviews and approvals. *Confirmed, however, no documentation letter is provided for relevant reviews and approvals. This should be provided with the response to these comments.*

RESPONSE: It is the Designer's understanding that no other approvals by any other departments or agencies are necessary or required beyond the above list.

- In accordance with Section 4.12 of the Project Funding Agreement (the "PFA"), the District must obtain such reviews or approvals prior to the solicitation of construction bids. Any state reviews or approvals which remain incomplete at the time of the 90% CD submission render the submission out of compliance with Section 4.12 of the PFA, and may result in suspension of reimbursement requests to the District until such time as all required state reviews or approvals are obtained.
- List and target dates for all local zoning approvals, testing and permits.
- Provide a certification that all applicable utility officials have been contacted by the Designer regarding each basic design, and utility connections. *The submission states that the Designer has contacted gas and electric utilities, but no further confirmation is provided. Confirmation that other utilities have been contacted should be provided with the response to these comments.*

RESPONSE: The following utilities have been contacted and have had coordination actions, phone conversations, field visits for coordination, technical review meetings and follow-up actions (letters, emails, phone):

- ***Electrical (National Grid)***
- ***Phone (Tidal Communications/ Verizon)***
- ***Internet Service Provider (Addition Networks/ Charter Communications)***
- ***Natural Gas (Eversource)***
- ***Fuel Oil (CommTank - backup for existing building during construction)***
- ***Water (Whitinsville Water Company)***

○ ***Sewer (Town of Northbridge)***

6C.3.4 Cost Estimate

- Provide a final construction cost estimate, based on the 90% Construction Documents, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items; and allowances expressed as percentage rates for construction contingencies and escalation to the mid-point of the construction period; and other mutually agreed upon contingencies. Prepare the construction cost estimate in the CSI MasterSpec format to Level 3 and M.G.L. c.149, §44F (filed sub-bid) format including a single line outline specification description for each item with the detailed unit rate or item cost buildup provided as a backup in each case. *The Designer's final cost estimate does not include escalation to the mid-point of construction. This should be updated and provided with the response to these comments.*

RESPONSE: Escalation to midpoint of construction is included within the estimate itself and does not need to be added in the summary sheet.

- The date of the estimate should be no earlier than the date of 90% Construction Documents. *The cost estimates are dated prior to the 90% Construction Documents September 4, 2019 date. Confirm the estimate is based on the design as submitted to the MSBA.*

RESPONSE: The 90% CD pricing set was issued prior to the formal MSBA submittal documents, there was no alteration of the design or details that would impact the cost estimates. The content is essentially the same as that submitted to MSBA, with only improvements in coordination and advancement of detailing.

- Provide a summary sheet including the following: *Provide an updated summary sheet that includes the following missing dates:*
 - Date that the estimate was prepared (value date). *Included; however, see comment above.*
 - Anticipated bid date. *Not included.*

RESPONSE: Anticipated Bid Dates are as follows:

Bid Sets Available 10/9/2019;

Trade bids due 11/6/2019;

Non-trade bids due 11/12/2019.

- Project and contract number. *Not included.*

RESPONSE: The MSBA project ID number (201502140001) will be listed on both the title sheet of the drawings and the cover of the Project Manual in the Bid Set.

- Title and location of the project.
- Name of the Designer.

- Name of the Estimator.
- Site cost (including all utilities).
- Building cost (including fixed equipment).
- Estimated construction cost of each Phase of the work, totaled. *Not included.*

RESPONSE: The Construction Manager's buyout of the work will span multiple phases – for instance ERP#1 includes all site work, regardless of which defined phase it falls in. The buyouts for the Early Release Packages and estimates for remaining work to be bid include the following:

Phase 1 – E.R.P. 1: Sitework & Excavation: \$9,437,403.00

Phase 2 – E.R.P. 2: Building Foundations, Steel, Waterproofing, Elevator: \$9,761,781.00

Phase 3 – Remaining work: \$49,920,102.00

- Costs of Item 1 and Item 2 work, as distinguished in the General Contractor's bid forms, individually totaled. *Not included.*

RESPONSE: The references to Item 1 and Item 2 work are related to Chapter 149 GC bid projects and not directly applicable to Chapter 149a CM at Risk projects. Estimated values for trade contracts are attached.

6C.3.5 Drawings (developed to 90% CD progress level)

- Cover sheet showing a list of all drawings, symbols, abbreviations, notes, locations map (the project title should be visible when the drawings are rolled). *The symbols and abbreviations are not included on the cover sheet; however, they are included elsewhere in the set. The legends do not appear to be all inclusive. For example, the material legend on AG0.01 does not include mineral wool insulation. On some details, it is clearly identified; however, it is not clearly identified on others and may be mistaken as rigid insulation. This should be reviewed and clarified and updated, as needed, in the bid documents.*

RESPONSE: A legend symbol for mineral wool insulation will be added to the legend on sheet AG0.01. Notes in details will be reviewed and revised to clarify rigid vs. mineral wool insulation. These revisions will be completed prior to bid set publication and/or by addendum.

- Site drawings showing the following:
 - Layout and location of all proposed work with details.
 - Existing and proposed contours including floor elevations showing drainage away from the building.
 - Bench marks and boring locations.
 - Landscaping and planting.

- All utility service lines, systems and structures for electricity, gas, oil, water, steam, telephone, CATV, fire alarm, sanitary and storm drainage.
- Contract limit line and storage area for construction materials. *The drawings do not identify a construction materials storage area. Please review and update, as needed, in the bid documents.*

RESPONSE: The construction materials storage area have been included on the Phasing Plans in the bid set documents.

- Site survey which includes, but is not limited to, all existing foundations, obstructions and other physical characteristics of the site.
- Coordinate light pole bases, concrete pads & landscape enclosure walls with other disciplines. *There is no light pole bases detail. Please review and update, as needed, in the bid documents.*

RESPONSE: The light pole base details are included on sheet E0.04 of the CD90 set and will remain at that location in the Bid Documents. Coordination of other site features has been ongoing and any clarifications needed will be issued by addendum.

- Verify accessibility compliance at paved areas and building approaches.
- Coordinate landscape patching with civil utility & plumbing work.
- Exterior benches, flag poles, signage. *There are no bench details or flag poles. Please review and update, as needed, in the bid documents.*

RESPONSE: The flag pole is located at the very top of sheet L2.20 (grid X-15 using the sheet margin locator coordinates) and it is located immediately adjacent to a match line. The detail was included on previous sets, but apparently was inadvertently deleted, and has been included on the bid set at Detail 11, L4.20.

Demolition drawings and temporary work required. *There are no existing building demolition drawings. Please address the demolition of the existing building, as needed, in the bid documents.*

RESPONSE: The existing Balmer School will be demolished by general (mass) demolition, with no phasing involved. Available drawings of the existing construction will be issued with the bid set or by addendum. The Demolition specification also instructs Bidders to visit and walk through the building first-hand to inspect the conditions in order to inform the bids.

- Architectural drawings showing the following:
 - Phasing, temporary trailers, storage & fences, gates & parking.
Floor plans of each floor, with dimensions, column locations, floor elevations, door and window designations, partition types, built in furniture and equipment, keyed to other architectural drawings. *The floor elevations are not included in the plans. Please review and update, as needed, in the bid documents.*

RESPONSE: Finish floor elevations appear on the Horizontal Control Plans (A0.10 series drawings) that document the foundations and slabs for the building. The A0.10 drawing also includes a correlation to the civil grade elevation of the building, which is uniform across the entire building footprint (at all entries).

- Large scale floor plans where required. *The Pre-K to grade 3 students accessibility requirements are not included. Please review and update, as needed, in the bid documents.*

RESPONSE: The architectural toilet room elevations do indicate the fixture types that appear in the legend on AG0.01 for mounting heights of the toilets and grab bars and distances to the side walls. The plumbing drawings and specifications do include compliant fixtures where needed. The installation locations will be clarified in the Architectural drawings.

- Knox box & fire alarm control panel locations. *Knox Box and FACP locations have not been identified on the plans. Please review and update, as needed, in the bid documents.*

RESPONSE: The Knox Box location is shown outside the main lobby on Electrical drawing E4.13, along with the fire alarm remote annunciator panel. The FACP location is shown in the electrical drawings at sheet E4.12.

- Roof plans including equipment, coordinated with MEP/FP drawings.
- Roof ladders, hatches, pads, PV support, and lightning protection.
- Coordinate downspout leader locations with civil & plumbing drawings.
- Key plans / overall plans where required.
- Project sign (verify content).
- Building Sections.
- Building elevations. All building elevations, including hidden elevations, fully developed including MEP/FP and security systems, showing context and relation to exterior sloping grade around the building.
- Wall sections indicating dimensions, flashing, anchorage, reinforcing, coursing, cladding, and all other conditions at wall, roof, foundation, interior floors. *Included; however, it does not appear that they are fully coordinated. See comments under Exterior Details below for more information.*

RESPONSE: Wall section and detail coordination is ongoing, and will be addressed prior to bid set and/or by addendum. See also responses to detail comments following.

- Coordinated wall sections with grade elevations. *The finish grades are not included in the wall sections. Please review and update, as needed, in the bid documents.*

RESPONSE: *At most of the building the finished grade will be a few inches below floor level, as the approach to grading has been with a goal of a relatively flat site around the building. An exception is the northeast corner of the building in "B" wing, where the grade will be above floor level. Throughout the design process we attempted to find solutions to mitigate that condition, so specific details of those conditions did not appear until very late in the phase, as an addendum to the ERP #2. The finish grade lines that appear in the sections are not dimensioned since they will vary where the grade slopes at the building.*

- Exterior details, for roofing, flashing and other details showing all conditions. *Included; however, it does not appear that they are fully coordinated.*

The weatherability at the water table transition from the phenolic panel such as shown in detail T22 should be reviewed. This detail is dependent upon an accurate and consistent mitered cut of rigid insulation, a very rigid flashing (which would need to be an extrusion) and very tight tolerances of the location of the precast profile. At a minimum the flashing should be sealed on the underside. The detail is more questionable when the distance from the precast to the backup is increased such as in detail N27/A6.60 Mid-wall Brick to MCM Panel. This detail should be reviewed and updated, as needed, in the bid documents. Please comment in the response to this review.

There are several exterior details, such as G22/A6.60 Mid-wall Storefront Wall that seem to depend on unrealistic craftsmanship and workability of materials. In this detail, rigid insulation is shown to be tightly cut to varying and thin dimensions around blocking. The enlarged detail R18/A8.80 further illustrates the condition and appears to also show an outer bead of sealant that will prevent the storefront from weeping at the subsill and flashing. In addition, there does not appear to be a sound method to attach blocking in this configuration; it may be necessary to provide bolts through the lower blocking.

All exterior details should be reviewed for constructability and updated as needed in the bid documents. Please comment in the response to this review.

RESPONSE: *We have had success using the flashing profile shown in the past, as rigid board insulation is easily cut to any angle or miter with circular or table saws. The flashing profile is not intended to be an extrusion but is required to be sheet metal; it is our opinion that the steeper angle indicated helps to stiffen the profile across the brick cavity – especially in the deeper conditions referenced. A lower angle could be used (almost horizontal, but with positive drainage) however we've found in the past that when a low angle is shown, contractors will often not shape the edge of the insulation, leaving larger gaps in the insulation layer which create thermal bridge*

conditions. The flashing will be shown extended onto the top surface of the precast and set in sealant as part of an addendum.

The wood blocking at the mid-wall storefront conditions will be adjusted by addendum to provide full support and better anchorage and address the insulation "fitting" to the blocking and increase the constructability of the details.

- Interior and exterior expansion joints, control joints, construction joints, and waterstops, detailed and coordinated with structural drawings.
- Doors, windows, entrances, and storefront; schedules and details.
- Vertical circulation plans, sections and details including ramps, stairs, lifts and elevators.
- Elevator venting, hoist beam, thresholds, ladder, sump, wall penetrations, waterproofing.
- Guardrails and handrails including details.
- Interior elevations of all significant and typical spaces.
- Interior details including casework, paneling surfacing and acoustical treatment.
- Flooring & wall material patterns.
- Interior glazing elevations and details. *There are no elevations or details of interior glazing included. Please review and update, as needed, in the bid documents.*

RESPONSE: Documentation of interior glazing has been provided in the documents in the 90% and previous sets. A significant portion of interior glazing is provided in either hollow metal frames, or in interior storefront systems, which are documented with types in the plans and interior elevations, and frame or storefront type elevations which include detail references for the head, jamb, and sill conditions. These are found in the A8 series drawings.

- Reflected ceiling plans coordinated with fire protection, mechanical and electrical drawings.
- Ceiling details.
- Access panels, where required for access, shall be indicated on the drawings and coordinated with the MEP/FP requirements. *Access panels are not included. Please review and update, as needed, in the bid documents.*

RESPONSE: The locations and sizes of access panels are highly dependent on the layout of the various utilities above the ceiling, which can vary significantly from where shown in the documents, since piping and duct paths are not prescriptive. For this reason, we recommend that the contractor(s) determine the locations where access is required, and own the locations

required for their work, as required by the specifications. Each trade is required to coordinate their required locations and sizes with the trade who owns the surface into which access doors will be installed. In specialty ceiling locations, the specification requires the installer of the specialty ceiling to include fabrication of a quantity of access doors in their bid, and that final quantities and financial considerations will be adjusted up or down during/after construction. It is our opinion that showing and stipulating access door locations could lead the contractors into a false sense that the access door locations do not need to be coordinated with above ceiling work, and could expose the owner to claims for additional cost if locations were not coordinated or quantities shown were not correct.

- Schedules (clearly define new or existing):
 - Doors.
 - Equipment, e.g. for services.
 - Partitions.
 - Finishes.
- Structural drawings showing the following:
 - Legend and/or graphical symbols on the first sheet of the structural drawings. *A symbols legend is not included on the first sheet; however, various items are included on different structural sheets. Confirm that this is acceptable.*

RESPONSE: The Designer had confirmed in the previous CD60 submission that this method was acceptable, and continues to find it acceptable.
 - Foundation plans with bottom grades showing layout of all footings, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads for each area. *The bottom grades of the footings are not included in the plans. Please review and update, as needed, in the bid documents.*

RESPONSE: Top of footing grade elevations are covered in Foundation Note #3 on S1.11, etc. and any variations from those general rules are noted on the foundation plan drawings. The bottom of footing elevation is easily computed using the footing schedules and footing thickness found on each foundation sheet. This information was included in the 90% CD MSBA set.
 - Floor and roof plans of structural systems including framing, grades of finished floors and depressed areas, with locations and dimensions for all openings. *The finish floors grades are not included. Please review and update, as needed, in the bid documents.*

RESPONSE: The structural drawings do not typically reference "top of slab" elevations for elevated floor slabs, but do indicate the heights to the underside of deck for each floor level, which has been coordinated based on the desired floor elevation. These elevations are based on the the first finish floor elevation being set at elevation 0'-0", consistent with the architectural drawings which correlate this to the Civil drawings, where FFE 0'-0" = 333.0' This is a consistent convention throughout the set, used so that if the FFE were to change, it minimizes the number of places in the set the numbers would need to be changed, in attempts to minimize errors.

- Complete foundation wall elevation and typical sections, with reinforcing indicating location, dimensions and grades for all footings, steps and wall openings.
- Complete details and section with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items. Coordinate construction and expansion joint details with specified materials including caulking and sealant. *Expansion joints details are not included in the structural drawings. Please review and update, as needed, in the bid documents.*

RESPONSE: Expansion Joint details have been included in the bid set drawings.

- Schedules (with dimensions) for all lintels, beams, joists, and columns. Coordinate dimensions of all elements listed in the schedules with dimensions depicted on the plans. *There are no schedules for the beams and joists; however, this information appears to be provided in other ways. Confirm that this is acceptable for bidding and construction.*

RESPONSE: The system used by the engineer has been utilized on many projects with Dore & Whittier without repercussion. Designer confirms that the documentation methods in the structural drawings are acceptable for bidding and construction.

- All structural supports required for mechanical equipment.

General notes including the following information: class and 28-day strength of concrete for each portion, structural steel and concrete reinforcing design stresses for each type of structural member, concrete cover for each type of structural member, shrinkage and temperature steel requirements, reinforcing laps for main reinforcing and temperature steel; bend point, cutoff, and hook locations for all members, minimum beam and lintel bearing. *The minimum reinforcing laps, and minimum beam bearing are not included in the general notes. Please review and update, as needed, in the bid documents.*

RESPONSE: Refer to note M9 / S0.01 for general note re reinforcing laps at rebar in concrete; additional lap requirements are shown in individual details. As the entire building is steel frame, there are no beams bearing on masonry. Notes at typical

lintel details on S0.04 provide minimum bearing for both masonry and loose steel lintels.

- Fire protection drawings showing the following:
 - Legend and/or graphical symbols on the first sheet of the fire protection drawings.
 - Standpipe systems, sprinkler systems, suppression systems, fire pumps, accessories, and piping.
 - All piping, equipment, fixtures, valves and devices shall be located and sized.
 - Design criteria shall be provided on the drawings in accordance with NFPA requirements.
 - All required access panel locations and sizes coordinated with the architectural drawings. *Access panels are not included. Please review and update, as needed, in the bid documents.*

RESPONSE: Please refer to the response provided relative to access panels in architectural ceiling plans provided above.

- Plumbing drawings showing the following:
 - Legend and/or graphical symbols on the first sheet of the plumbing drawings.
 - All work done by the plumbing subcontractor, which includes all water, gas, air, vacuum, medical gases, sanitary and storm wastes, and accessories.
 - Accessibility requirements for PK- grade 3 fixtures (where required). *The Pre-K to grade 3 students accessibility requirements are not included. Please review and update, as needed, in the bid documents.*

RESPONSE: Plumbing drawings correctly show fixture types by age group, which are coded to the fixture schedule on sheet P0.01 and the specifications where the fixture heights are set by the specified fixture. Plumbing drawings typically do not include dimensions to locate fixtures, which should be included in the architectural plans due to coordination required with toilet partitions, grab bars, and other accessories. Dimensions to locate fixtures do appear in the architectural drawings and legend, however additional dimensions will be provided on the enlarged toilet room plans in addenda to clarify all fixture locations.

- Trapping and venting of all plumbing fixtures including floor drains. Provide location dimensions for floor drains in coordination with the structural plans. *There is no detail showing the floor drains trapping. Please review and update, as needed, in the bid documents.*

RESPONSE: Trap primer piping to floor drains is shown in the bid set documents for most drain locations; those not shown will be addressed by addenda. A detail for the trap primer connection to the drain will be included by addendum.

- Water and gas supply sources, storm and sanitary discharge mains.
- All piping sizes shall be indicated on drawings and riser diagrams. Indicate all directions of flow and pitch on piping. *The flow direction is not included on the pipes. Please review and update, as needed, in the bid documents.*

RESPONSE: Flow direction arrows have been shown on the plumbing piping mains and major branches for the bid set.

- All accessories, valves, fixtures including all drinking fountains and grease traps for kitchen waste.

All piping and connections required for other trades (e.g., kitchen equipment, HVAC make-up water, etc.). *The plumbing plans do not show the make-up lines going to the boilers. Please review and update, as needed, in the bid documents.*

RESPONSE: Coordination of the make up water piping shown between the sub-meter and the boilers is ongoing and will be updated by addendum.

- Acid waste (where required), vents and neutralization systems for laboratories.
- Plumbing riser diagrams.
- Domestic water booster pumps, boiler feed water, meter location, hose bibs. *The boiler feed water is not shown on the plumbing plans. Please review and update, as needed, in the bid documents.*

RESPONSE: Coordination of the boiler feed piping is ongoing and will be addressed by addendum.

- Domestic hot water: storage tanks, piping material, hanger details. *Please review, and update the hanger detail as needed in the bid documents.*

RESPONSE: Hanger details will be reviewed and updated by addendum.

- All required access panel locations and sizes coordinated with the architectural drawings. *There are no access panels included. Please review and update, as needed, in the bid documents.*

RESPONSE: Please refer to the response provided relative to access panels in architectural ceiling plans above.

- Backflow preventers and cleanouts.
- Heating, ventilating and air conditioning drawings showing the following:
 - Legend and/or graphical symbols on the first sheet of the mechanical drawings.

- Large scale plans of all mechanical & electrical spaces showing equipment to scale. *There is no large-scale plan of the electrical rooms in the HVAC drawings. Please review and update, as needed, in the bid documents.*

RESPONSE: Large Scale electrical Room Plans are shown on the Electrical drawings; as the HVAC drawings do not generally address electrical content, the electric room plans have not been included in the HVAC drawings.

- All piping and ductwork systems shall be located and sized. All ductwork shall be shown double line and drawn to scale.
- All systems shall be sized at all reductions and riser diagrams of piping and duct systems shall be indicated.
- All directions of flow and pitch on piping, and direction of flow, volumes for duct systems shall be indicated. *The flow direction has not been included on the pipes. Please review and update, as needed, in the bid documents.*

RESPONSE: HHW Piping flow directions have been included for piping mains in bid set; refrigerant piping often carries refrigerant in both directions depending on the mode of operation and therefore will not include flow direction arrows.

- All equipment shall have sufficient servicing and/or replacement space indicated on drawings. *The replacement space has not been indicated on the drawings. Please review and update, as needed, in the bid documents.*

RESPONSE: Service/ Operational clearances are indicated and identified for HVAC equipment on the enlarged boiler room floor plan on sheet M2.13. It is anticipated that these clearances and remaining open floor areas in front of the exterior doors will be used for replacement lay-down space.

- All equipment, accessories, valves and dampers.
- All required access panel locations and sizes coordinated with the architectural drawings. *Access panels not included. Please review and update, as needed, in the bid documents.*

RESPONSE: Please refer to the response related to access panels in architectural ceiling plans provided above.

- Cooling system pumps, chillers, cooling towers, air handling units, ductwork system and dampers, fan details, temperature control system, air and hydronic balancing equipment, and schedules shall be indicated.
- Cooling tower (where required) shall be indicated on the drawings showing site location, elevations and floor plan of equipment layout and typical flow diagram as related to the total HVAC system. *Not applicable.*
- All fire and smoke dampers.
- Mechanical room designs:

- Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities.
 - In all designs for boiler and refrigeration plants, include a complete floor plan indicating location of all major mechanical equipment and sufficient service space.
 - In designs of new and/or replacement boiler and refrigeration plants, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.
- Electrical Drawings showing the following:
 - Legend and/or graphical symbols on the first sheet of the electrical drawings.

General arrangement: Outline layout of each floor, floor and ceiling heights and elevations, and type construction, including concrete pads shall be indicated. Indicate interface with other systems. Identify any work by general contractor or other trades. *The floor and ceiling heights are not included on the plans. Please review and update, as needed, in the bid documents.*

RESPONSE: Floor and ceiling heights are included in the Architectural drawings, to which the electrical drawings refer. Inclusion of the same information in electrical drawings could introduce the possibility of errata being included in the documents; we recommend not including ceiling height statements in the electrical drawings to avoid this possibility.

- Interior lighting system: Light fixture schedules, circuiting location and mounting heights of all fixtures, receptacle and switch outlets, sizes and types of all lamps, conduits, all other accessories and riser diagrams shall be indicated on drawings. Indicate details and method of supporting electrical fixtures and conduits. Designer shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings and their supporting members. Comply with seismic design criteria. *Fixture mounting heights are not indicated. Please review and update, as needed, in the bid documents.*

RESPONSE: Recessed fixtures are mounted at and constrained to the ceiling height, so heights are not indicated for these fixtures per the previous response. Mounting heights for pendant fixtures are typically set 18" below ceiling per note #8 on all electrical lighting sheets. Mounting heights for fixtures in specialty ceilings are indicated in the electrical lighting plans.

- Power system: Locations, types and method of control for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors and conduits. Indicate riser diagrams. Show details and indicate method of supporting electrical conduit. For larger projects,

thermostats and control wiring are normally covered under the HVAC sub-contract, assure coordination.

- Fire Alarm, Data, Communications, CATV/CCTV Systems: Locations and types of all devices, outlets and equipment, service connections, wiring diagrams, all other essential details.
- Services: Location and details of all services, whether overhead or underground, feeder sizes, plans and elevations of switchgear and transformers, metering and service switchboard arrangements, wiring and ground fault diagram and bus ducts.
- General and sub-stations: Location, size, method of connection and protection of all generators, transformers, exciters, motor generators, switch gear, and associated equipment, current characteristics and equipment capacities. Indicate equipment connections by means of one line and/on wiring diagrams and schedule all major items of equipment and all instruments.
- Underground work: The size and locations of manholes and types of cables, number, size, and location of ducts, locations, sizes and types of cable supports, fireproofing, duct line profile, and one-line diagram of connections.
- Pole line work: Location, length, treatment and class of poles, guying, cross arms, insulators, circuiting, transformers, protective and switching devices, lightning arresters, special structures, diagrams, current characteristics and grounding.
- Exterior lighting: Location, size, and type of transformers, luminary, poles, light standards, cables, ducts, and manholes, details of control equipment and connection diagrams.
- Emergency system (where provided) details including transfer switch, type of fuel.
- One-line diagram indicating load KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major pieces of equipment.
- Riser diagrams for all systems.

6C.3.6 Project Manual (developed to 90% CD progress level)

- The format for the technical specifications shall be CSI Master Format (current version) with separate sections for each of class of work required by M.G.L. c. 149 §44F.
- For each item of material or equipment, the specifications shall provide for a minimum of three named brands of material or equipment and the words "or equal" or a description of material or equipment which can be met by a minimum of three manufacturers or producers, and the words "or equal". Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M; however, when they are specified, proprietary specifications are subject to the "or equal" provisions of c. 30, § 39M. *Some specification sections comply; however, many specification sections do not identify three*

manufacturers. For example, some of these sections, such as 10 2800 Toilet, Bath and Laundry Accessories, describe performance characteristics and identify one manufacturer and state 'or equal'. A full performance specification is required, and the Designer needs to confirm three manufacturers can meet the specification.

Fire Protection 210000, for instance, only identifies one brand for many component parts (e.g. 2.08.E, Upright and pendant sprinkler heads; 2.11.A.4 Fire Department Valve Cabinet) and some do not indicate 'or equal' for many items (e.g. 2.08.L specifies a specific product for flexible sprinkler heads and states no substitution is allowed for this item, however, it does not appear to be approved as a proprietary product).

The Plumbing section 220010 is written similar to Fire Protection and does not provide the required three products or the full description.

All sections should be reviewed and updated as needed to satisfy the requirements before being issued to bid.

RESPONSE: Section 10 28 00 – Toilet Accessories provides a list of acceptable manufacturers at paragraph 2.01-A and states the basis of design, which is cited in the subsequent paragraphs as a standard for quality, function, and comparison for the other listed manufacturers. It is our interpretation that this satisfies the intent of Massachusetts bidding laws. All sections will be reviewed for similar conformance to bidding laws, and revisions needed will be addressed by addendum. The Fire Protection and Plumbing specs were revised before bid to list multiple manufacturers for each product specified. In the Fire Protection specs, a comprehensive list of manufacturers was added as paragraph 2.14. In the Plumbing section, manufacturers were added to each paragraph where products were specified.

- Do not specify that a product or system shall require prequalification for use prior to bidding.
- Include a copy of the geotechnical report, including locations and dates of test boring holes and results of soil investigation, including water levels, allowable solid bearing pressure and bottom grades of footing and slabs.
- List all required filed sub-bids specification sections.

Each filed sub-bid section shall detail all labor and materials required by the particular sub-trade and list, by number, those drawings (and only those drawings) indicating work of that sub-trade. In addition, list drawings indicating work of a particular trade that appears on drawings that are not customarily included in the work of the trade, when applicable. The drawings list is not provided for all sections, (e.g. 040001, Masonry Trade Bid Summary; 080001 Metal Windows Trade Bid Summary). Please review all filed sub-bid sections and update, as needed, in the bid documents.

RESPONSE: Production of documents usually extends right up to the bid set publication. As such D+W waits until the final documents are assembled to create the list of primary drawings for each trade, to assure that all relevant drawing sheets are captured.

The lists of primary drawings for each Filed Sub Bid Summary section were included in the Bid Set issue.

Staging, scaffolding, coring, drilling, cutting, patching, refuse collection and disposal, demolition work and cleaning task, allocation policy and proposed language shall be carefully assigned to avoid duplication or omission, and coordinated with all filed sub-bid sections. *This appears to be generally coordinated and is written to require each trade to perform all cutting and coring required for their work. There are instances, such as 260010 Electrical, 3.12.E that appear to be edited from earlier text/copy that required coring be coordinated or performed by others. As it is left in its edited state it does not appear to be clear, as Part 1 requires all coring by the trade section. This should be reviewed and updated, as needed, in the bid documents.*

RESPONSE: As specified, the filed sub bid summary sections state that the subcontractor owns all coring related to their work "except as specifically indicated in the respective Trade Subcontract sections. Based on 3.12.E, the electrical contractor would still own the cost of work related to coring holes greater than 8", since the trade sections commonly do not have tools to core holes larger than that. As the cost of the work is owned by the respective trade, we do not interpret that this would create a bid ambiguity for the subtrade.

- Describe the extent of the work, the materials and workmanship, and include the work under the proper section. If any portion of the work included in a section of the specifications is to be performed by a trade covered by another section, there shall be clear and distinct cross-referencing between the sections. Merely to state "by others" is not acceptable. *Appears to generally comply. It appears the intent is that concrete paving is provided by 323116 Concrete Paving. However, as 033000 Cast-in-Place Concrete 1.01.A is currently written it also would include exterior concrete paving. Review all sections and update as needed in the bid documents.*

RESPONSE: The intent of the specifications is that Site related concrete paving be governed by Section 32 31 16 and provided by the site contractor, and that all building-related concrete (including slabs) be governed by Section 03 30 00. We note that site related concrete appears to have been bid in ERP #1, and building related concrete was bid previously in ERP #2. We note that the CM could have the discretion of assigning this scope to certain subcontractors (possibly the same). In the Concrete de-scoping meeting with the CM, we understand that all concrete work (both site and building) is owned by the Cast-In-Place Concrete Subcontractor.

Many wall section details, such as those on A6.60, indicate Pre-finished Through-Wall Flashing. Although it is not stated, it appears it is intended this be provided by 076200 Sheet Metal Flashing and Trim. However, a through-wall flashing is not specified in that section (Roof Edge Flashings are specified. There is also a stainless steel sheet material specified but it is not stated any fabrication of this item or its proposed use.). Review

and confirm if this flashing is specified in a section and clarify in the response to these review comments which section is to provide it.

RESPONSE: Through-wall flashings not related to roofing are not intended to be provided by the roofing subcontractor. Flashings built-in to masonry walls are specified in Section 04 20 00. Flashings that are not assigned in the drawings to the roofing subcontractor are not intended to be provided by the roofer. The ownership of flashings will be clarified in an addendum.

Specify work in appropriate sections according to local trade jurisdiction.

- In sections for which filed sub-bids are required, refrain from using such terms as "the contractor," the "heating contractor," or "the plumbing contractor," but where necessary for clarity refer to the "HVAC subcontractor," the "general contractor" and so on.
- Alternates, if approved in writing by the owner, shall be properly described and cross-referenced in the project manual and drawings. An alternate proposal sheet shall be prepared by the Designer for insertion into the contract form. *No alternate section is included in the specification. If any Alternates are intended one needs to be provided. There are spaces on the bid form, which is typical, even if not required. Coordinate as required.*

RESPONSE: No Alternates are required or have been included in the project.

- Allowances are prohibited pursuant to M.G.L. c. 149, § 44G (A).
- Unit price items, if permitted or ordered by the Owner, shall be properly described in the Specifications.
- Indicate goals for compliance with USGBC LEED-s or NE-CHPS standards.
- Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
- Do not duplicate standard requirements that are contained in the contract form.
- Use consistency throughout. The word "will" shall be used to designate what the owner, authority, owner's project manager, or the Designer can be expected to do, and the word "shall" shall be used to designate what is mandatory for the contractor or subcontractors to do.
- Use the same term throughout for the same subject and the term shall be the same as that used on the drawings. *The terms used for fill materials are not consistent between the specifications and drawings. Section 312300 Excavation and Fill for Utilities and Pavement specifies many different materials with specific names. However, the terms used on some of the civil details, such as C7.04 Site Drainage Details are vague (e.g. Setting Bed) that cannot be matched to the specifications. This should be reviewed and coordinated before being issued to bid. In a similar way, the terms used in 312000 Earthmoving cannot be directly related to the structural details, such as on S0.02 Typical Details. Many of the structural details state to refer to the architectural details. Based on the*

details on A6.50 Base of Wall Details and Wall Section Details, it appears this coordination/correction may have been at least somewhat addressed by Revision 5. However, there are additional details, including on A6.51 where there are not materials indicated. Review and confirm the materials are clear; this may have been addressed in early release packages.

RESPONSE: These comments are acknowledged, and further review of the drawings and specifications will be undertaken to review coordination of the bid set. If further revisions prove necessary, a Bulletin to ERP#1 will be issued.

- Do not use the term "etc."
- Avoid such terms as "to the satisfaction of the Designer", "as directed by the Designer", "as approved" and "as required."
- Avoid the use of symbols.
- Do not give numbers both in words and figures. Numbers less than 10 shall be written in words, 10 and higher numbers shall be written in figures. In expressing dimensions, figures such as 2 in., 16 in., 7 ft., 6 in., shall be used.
- Specify materials mined or manufactured in Massachusetts first and the United States of America second whenever possible. *This does not appear to be included in the specifications and should be added before being issued to bid.*

RESPONSE: Section 00 72 00 -The General Conditions of the Contract, at Article V – Materials and Equipment, paragraph 1-B cites MGL c7, section 22 and the preference in the purchase of supplies and materials...first of supplies and materials manufactured and sold within the Commonwealth, and second of supplies and materials manufactured and sold within the United States." As part of the Designer's specifications vetting process, when materials, systems, and components are introduced, their place of manufacture is evaluated as part of the criteria for adoption into the specifications. We do place weight on "Made in USA" and/or "Made in Massachusetts" products, and when available and suitable for the project will specify them.

- *The 321726 Tactile Warning Surfacing footer is incorrect.*

RESPONSE: The footer was corrected prior to issuing the bid set.

6C.3.7 Project Coordination

Verify all details are accurately cross-referenced to the correct plan sheet.
The details are not cross referenced to the plans. Please review and update, as needed, in the bid documents.

RESPONSE: Details will be correctly cross-referenced to plans prior to publishing the bid set and/or by addendum.

- Verify that the structural, mechanical, or other disciplines, do not conflict with architectural plans or specifications.
- Structural dimensions match architectural drawings.

- Column orientation matches architectural drawings.
- Column grid lines match architectural drawings.
- Column and bearing wall locations match architectural drawings.
- Column locations coordinated with all other disciplines.
- Seismic detailing coordinates with architectural drawings. *There are conflicts between the brace frames and doors and windows. Please review and update, as needed, in the bid documents.*

RESPONSE: Coordination of braced frame locations was occurring late in the design phases. In some locations, such as the gym clerestory area, the intent was for the framing to be exposed within the space, to the interior of the continuous windows. A similar intent exists at the windows above the platform proscenium opening, however the design team is considering deleting these windows. A few other conflicts will be addressed by addendum.

- Beams and columns protruding horizontally and vertically into stairwells, and other interior spaces.
- The finish grade elevations coordinated between all disciplines.
- Mechanical equipment power requirements and physical locations, including special information as to who mounts, connects, tests, etc.
- Verification of potential spatial conflicts in mechanical equipment.
- Room wall/floor/ceiling construction coordinated with the finish schedule. *There are walls with ceramic tile in the finish schedule, but there are no partition types with backer board and tile among the partition types. Please review and update, as needed, in the bid documents.*

RESPONSE: The wall types do not dictate the type of gypsum board material to be used and are not intended to be specific to the applied finish. Section 09 21 16 – Gypsum Board Assemblies includes performance language that defines which type of board is applicable to each installation. Trying to define this in wall types would lead to a proliferation of wall types for each board material and might not inform the contractor with clarity where wall surfaces include tile wainscot or other multiple finishes.

- Civil earthwork grading and excavation plans are coordinated with architectural and landscape plans.
- All room numbers are coordinated between all disciplines.
- Equipment plan coordinates with architectural plans.
- All kitchen equipment connected to utility systems.

NORTHBRIDGE BALMER ELEMENTARY SCHOOL				Completion	Jan-18	May-18	Jun-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Schematic Design				6/27/2018																	
4.1 Schematic Design Submittal				5/9/2018																	
4.2 Review and Approval of SD Submittal																					
4.2.1	MSBA Staff review			5/30/2018			*														
	response to district questions			6/13/2019			*														
4.2.2	Facilities Assessment Subcommittee Review			*if required																	
4.2.3	Project Scope and Budget Conference			5/23/2018		*															
4.2.4	MSBA Board Approval			6/27/2018			*														
4.3 Conclusion of Module 4				6/27/2018			*														
Project Funding				12/5/2018																	
5.1	Project Scope and Budget Agreement			6/20/2018			*														
5.2	Local Authorization and Financial Support			11/6/2018			*														
5.3	Project Funding Agreement			12/5/2018			*														
5.4	ProPay System Budget Update																				
5.5	Conclusion of Module 5			12/5/2018			*														
Detailed Design				10/9/2019													*				
6.1	Design Development Documents			4/26/2019										*							
	Coordination with AHJs			ongoing						*		*	*								
	Document Development			3/12/2019								*	*								
	Team Meetings			weekly, ongoing									*								
	List of Proprietary Items			ongoing																	
	Cost Estimating			3/12/2018									*								
	LEED V4 Review			3/5/2019								*									
	Conservation Documents - ANRAD			2/12/2019							*										
	Conservation Documents - NOI			6/5/2019																	
	Northbridge Planning Board			5/14/2019												*					
	Submit Design Development Package to MSBA			4/5/2019								*		*							
	MSBA Response			4/26/2019									*		*						
6.2	60% Documents			6/18/2019																	
	Construction Cost Estimates			6/10/2019																	
	Value Engineering Recommendations			6/11/2019																	
	Projec Budget Update			4/24/2019										*							
	Project Schedule Update			4/16/2019, ongn.									*								
	Work Plan Update			4/16/2019, ongn.								*									
	Permitting Assessment			ongoing																	
	Security Assessment			5/22/2019											*						
	Coordination with AHJs			6/14/2019, ongn.												*					

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July 16, 2019

Tim Cella Mowatt, P.E.
Senior Structural Engineer
Engineer Design Group, Inc.
350 Main Street
Malden, MA 02148

**RE : W.Edward Balmer Elementary School
Northbridge, MA
Independent Structural Engineer Review
RSV # 72 -19**

Dear Tim:

The following is the list of questions and comments. These questions and comments are based on the structural, architectural drawings dated 06/18/2019, and Geotechnical report prepared by Lahlaf Geotechnical Consulting, Inc, dated October 3, 2107.

Drawing No. S0.01 (General Notes)

- Revisited Site Class to D. (See Geotechnical Report).
- Provide design base shear for Zone C.

Drawing No. S1.11 (Level 1 Foundation Plan – Area A)

- Brace frame along Col. Grid line 7.6 and between Column Grid lines " F . 5 " and " G. 3 " is shown as Area A – BF – 10, please clarify,

Drawing S.1.13 (Level 1 Foundation – Area C)

- 8 " CMU Shear wall is shown between Column Grid lines " M. 1 " - " N - 5" and " 12. 2 " - " 13 "
Please clarify,

Drawing No. S1- 21 (Level 2 Framing Plan – Area A)

- Please confirm whether beam to Column moment connection is required at Column – Grid line " F . 7 " - " 5 . 3 " .
- What is the intend of beam to column moment connection at brace frame BF -10, along Column Grid line " 7. 6 " ?

Drawing No. S1.22 (Level 2 Framing Plan B)

- Why Area B Area A.
- Confirm whether beam to column moment connection is required at Column Grid line "G.8 " - " 5. 3 " .

Drawing No. S1.23 (Level 2 Framing Plan – Area C)

- How lateral loads are resolved at Canopy roof to foundation elements ?
- Confirm whether beam to Column moment connection is required at Column Grid lines " 12 " - " H- 5 " .
- Confirm whether beam to Column moment connection is required at Column Grid lines " 12 2 " - " N – 5 " .

DWG S1.43

- WF Size of beams between " W 8 " - " W 6. 1 " along Col. Grid line Z 2.3 " - " Z 2.5 " . and W.8 between Col. Grid line " Z2. 3" - "Z 2.5 " missing.

Drawing No S2.02 (Sections)

- Sections 3, reinforcing for grade beam, not shown.

Additional Questions and Comments

- Provide loads at all diagonal bracings.
- Please confirm whether shear lugs are required at exterior columns at brace frames. base plates.

Please call if you have any questions.

Yours truly,

Victor Verma, P.E., Principal
RSV ASSOCIATES

CC Joel Seeley (SMMA)
CC: VV /DW



Engineers Design Group Inc.

350 Main Street
Malden, MA 02148

Phone: 781-396-9007
Fax: 781-396-9008
www.edginc.com

www.edginc.com

July 18, 2019

Via email only to thengelsberg@DoreandWhittier.com

Tom Hengelsberg, AIA, LEED AP, NCARB, MCPPO

Dore and Whittier Architects, Inc.

212 Battery Street

Burlington, VT 05401

**Re: W. Edward Balmer Elementary School
Northbridge, Massachusetts
EDG Responses – Independent Structural Engineer Review
EDG Project Number: 2017-061**

Dear Tom:

The following are our responses to the questions and comments contained in the July 16, 2019 Independent Structural Engineer Review correspondence from RSV Associates.

Drawing No. S0.01 (General Notes)

- Revisited Site Class to D. (See Geotechnical Report).
EDG Response: See updated drawings for Site Class D.
- Provide design base shear for Zone C.
EDG Response: base shear for Area C is $v=366$ kips and this will be indicated on s0.01.

Drawing No. S1.11 (Level 1 Foundation Plan – Area A)

- Brace frame along Col. Grid line 7.6 and between Column Grid lines "F.5" and "G. 3" is shown as Area A – BF – 10, please clarify.
EDG Response: EDG will rename the braces to coordinate with match line locations

Drawing S.1.13 (Level 1 Foundation – Area C)

- 8" CMU Shear wall is shown between Column Grid lines "M. 1" - "N - 5" and "12. 2" - "13". Please clarify.
EDG Response: This shear wall is not used and will be deleted. This diaphragm is stabilized by the gymnasium shear walls. Moment frames are added to the perimeter as local stabilization.

Drawing No. S1- 21 (Level 2 Framing Plan – Area A)

- Please confirm whether beam to Column moment connection is required at Column – Grid line "F.7" - "5.3".
EDG Response: **There is no moment connection at the intersection of Grid Lines F.7 and 5.3. See updated drawings.**
- What is the intent of beam to column moment connection at brace frame BF -10, along Column Grid line "7.6"?
EDG Response: **The moment connection provides flange-to-column connection to stabilize the column out of plane (north/south).**

Drawing No. S1.22 (Level 2 Framing Plan B)

- Why Area B Area A.
EDG Response: **The areas of the building are designated for clarity. Area A and Area B are one structure and Area C is a second.**
- Confirm whether beam to column moment connection is required at Column Grid line "G.8" - "5.3".
EDG Response: **There is no moment connection at the intersection of Grid Lines G.8 and 5.3. See updated drawings.**

Drawing No. S1.23 (Level 2 Framing Plan – Area C)

- How lateral loads are resolved at Canopy roof to foundation elements?
EDG Response: **The Main Lateral Force Resisting System for the wood canopy is moment frames. Refer to Detail 2 on drawing S3.06 for detail. Note that the wood canopy is not part of the Early Release Package.**
- Confirm whether beam to Column moment connection is required at Column Grid lines "12" - "H-5".
EDG Response: **Moment connection is not required and will be deleted from the drawings.**
- Confirm whether beam to Column moment connection is required at Column Grid lines "12 2" - "N – 5".
EDG Response: **See updated drawings. Moment connections are shown along Grid Line n.5 for local stabilization of the low roof.**

DWG S1.43

- WF Size of beams between "W8" - "W6.1" along Col. Grid line Z2.3" - "Z2.5" and W.8 between Col. Grid line "Z2.3" - "Z2.5" missing.
EDG Response: **These members have been sized. See updated structural drawings.**

Drawing No S2.02 (Sections)

- Sections 3, reinforcing for grade beam, not shown.
EDG Response: **Refer to Section 4 on Drawing S2.02**

Additional Questions and Comments

- Provide loads at all diagonal bracings.

EDG Response: Loads on diagonal braces will be added to the drawings for the 051200 connection engineer.

- Please confirm whether shear lugs are required at exterior columns at brace frames base plates.

EDG Response: Shear lugs are not proposed for exterior columns at brace frames and base plates. Anchor rods are locked to the column via welded washer plates. The shear loads pass from the base plate to the foundations through the anchor bolts and base plate - to - leveling plate friction. Non shrink grout is used between the leveling plate and the top of foundation wall.

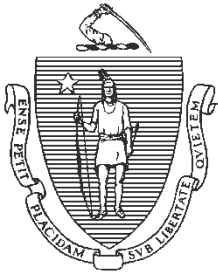
Please forward this correspondence to the OPM and peer review engineer.

Very Truly Yours,

Engineers Design Group, Inc.



Timothy L. Cella-Mowatt, PE, LEED AP



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley
Commissioner

June 1, 2018

Mary Pichetti
Director of Capital Planning
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Dear Ms. Pichetti:

We have reviewed the space summary and accompanying documentation submitted by the Town of Northbridge for a construction project at the W. Edward Balmer Elementary School. We have done so in accordance with M.G.L. chapter 70B, section 6(6), which instructs us to certify "...that adequate provisions have been made in the school project for children with disabilities, as defined in section 1 of chapter 71B...".

We are satisfied with the district's proposed floor plans and believe that their special education plan will provide the community with an opportunity to serve its special education students well. The Massachusetts Department of Elementary and Secondary Education therefore certifies that this school project has been planned to adequately provide appropriate space to serve the programs and school populations referenced in M.G.L. chapter 70B, section 6(6) noted above.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Deninger".

Matthew J. Deninger
ESE designee on the MSBA Board of Directors

Cc: Vani Rastogi-Kelly, Director, Public School Monitoring, ESE
Amy Paulin, Supervisor, Public School Monitoring, ESE
Katie DeCristofaro, Capital Program Manager, MSBA
Katie Loeffler, Capital Program Manager, MSBA
Allison Jones, Project Coordinator, MSBA
Jennifer Flynn, Project Coordinator, MSBA
Fernando Garcia, Project Manager, MSBA



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

October 2, 2017

Dr. Catherine Stickney
Superintendent of Northbridge Public Schools
87 Linwood Avenue
Whitinsville, MA 01588

RE: W. Edward Balmer Elementary School, 21 Crescent Street, Northbridge, MA; MHC# RC.63063

Dear Dr. Stickney:

The Massachusetts Historical Commission (MHC) is in receipt of a Project Notification Form (PNF) for the project referenced above, which was submitted by Dore & Whittier Architects and was received at this office on September 5, 2017. The staff of the MHC have reviewed the information submitted and have the following comments.

The proposed project consists of either the partial demolition and renovation of the existing demolition of the existing W. Edward Balmer Elementary School or the complete demolition of the existing school and the construction of a new school building at 21 Crescent Street in Northbridge. The information provided indicates that the project will use funding from the Massachusetts School Building Authority

Review of MHC's files indicates that the W. Edward Balmer Elementary School is not included in MHC's Inventory of Historic and Archaeological Assets of the Commonwealth, nor listed in the National and State Registers of Historic Places. No further review by the MHC is required for the MSBA-funded project.

These comments are offered to assist in compliance with Massachusetts General Laws, Chapter 9, Sections 26-27C, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00). Please do not hesitate to contact Linda Santoro of my staff, should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Brona Simon".

Brona Simon
State Historic Preservation Officer
Executive Director
Massachusetts Historical Commission

xc: MSBA

December 7, 2017

Mr. Glenn A. Cunha
Inspector General
Massachusetts Office of the Inspector General
One Ashburton Place, Room 1311
Boston, Massachusetts 02108

Re: W. Edward Balmer Elementary School

Whitinsville, Massachusetts

Application to Obtain a Notice to Proceed for the CM at Risk Method of Delivery SMMA No. 17020

Dear Mr. Cunha:

In January of 2009, the Town of Northbridge submitted a Statement of Interest for the W. Edward Balmer Elementary School to the Massachusetts School Building Authority (MSBA). In November 2016, the MSBA Board of Directors invited the Town of Northbridge to undertake a Feasibility Study for the project.

On behalf of the Town of Northbridge, we respectfully submit this application to obtain a Notice to Proceed with the CM at Risk method of delivery for the W. Edward Balmer Elementary School. The new W. Edward Balmer Elementary School will be a phased project, with the new school being constructed adjacent to the existing W. Edward Balmer Elementary School first, followed by the latter's demolition and the construction of the playfields. The CM at Risk method of delivery will allow greater control over access and egress for construction related operations, manpower requirements, hours of operation, and sequencing of disruptive tasks. Greater control will equate to greater levels of safety for the students, teachers, and staff, and allow a less disruptive environment for the neighborhood and the educational learning process.

If the Town is awarded this request, construction would begin during summer of 2019 with the release of early bid packages for construction of temporary access drives, site preparation and foundations. This would allow the project to have the temporary roadways constructed and in place during the summer months. The ability to begin the project early, along with the need for a high level of oversight due to the project size, scope, the adjacent operating school and residential neighborhood traffic, makes this project ideal for the CM at Risk method of delivery.

Town Meeting authorization will take place in late fall 2018. Once authorized, Town Counsel will sign the Certification of Authority to use the Construction Management at Risk Method of Delivery, Attachment B, and submit same along with a record of the Town Meeting Vote.

If you would like to set up a meeting at your convenience to review this application, please let me know. We would like to have the CM in place in March 2018 to be a part of the Schematic Design process.

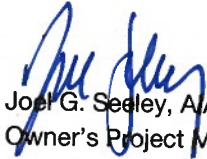
Mr. Glenn A. Cunha

December 7, 2017

Please call 617-520-9403 or email jseeley@smma.com if you have any questions or need any additional information.

Very truly yours,

SMMA

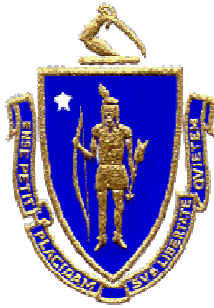


Joel G. Seeley, AIA, LEED AP, MCPPO
Owner's Project Manager

enclosures: Request to Receive a Notice to Proceed to Use Construction Management at Risk Services for the
W. Edward Balmer Elementary School

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com



Office of the Inspector General

Commonwealth of Massachusetts

Glenn A. Cunha
Inspector General

Request to Receive a Notice to Proceed to Use Construction Management at Risk Services

For the

W. Edward Balmer Elementary School
In
Whitinsville, MA

Submitted to:
Glenn A. Cunha, Inspector General
Room 1311
John McCormack State Office Building
One Ashburton Place
Boston, MA 02108

Submitted by:
Town of Northbridge
James R. Marzec
Northbridge Board of Selectmen

December 6, 2017

Application

Part A: General Information

1. Awarding Authority **Town of Northbridge**
 - a. Awarding Authority Person in Charge of Project **James R. Marzec, Northbridge Board of Selectmen**
 - b. Awarding Authority Address **Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588**
 - c. Phone number of Awarding Authority Person in Charge of Project **(508) 234-2095**
 - d. Fax number of Awarding Authority Person in Charge of Project **(508) 234-7640**
 - e. E-mail address of Awarding Authority Person in Charge of Project **james.r.marzec@gmail.com**
2. OPM name **Joel G. Seeley, Symmes Maini & McKee Associates, Inc.**
3. Designer name **Lee P. Dore, Assoc. AIA, Dore & Whittier Architects**
4. Narrative description and brief history of the project:

The project consists of the construction of a new three story PreK-5 School on the site of the existing W. Edward Balmer Elementary School. The project consolidates the two (2) aged existing schools into a single building.

The existing W. Edward Balmer Elementary School was constructed in 1968 and serves grades 2-4. This 71,871 square foot school has drainage, traffic and accessibility issues. The roof, windows and brick are in poor condition and the HVAC, electrical, and plumbing systems are antiquated, inefficient and do not meet code.

The existing Northbridge Elementary School was constructed in 1952 with an addition in 1983, and serves grades PreK-1. This 56,560 square foot school has parking and accessibility issues. The roof, windows and brick are in poor condition and the HVAC, electrical, and plumbing systems are antiquated, inefficient and do not meet code.

On or about March 2015, the Town submitted a Statement of Interest to MSBA to address the aged facilities and the Board of Directors of the MSBA voted to issue an invitation to the Town to conduct a feasibility study.

The School Building Committee (SBC) retained the OPM firm Symmes Maini & McKee Associates, Inc. (SMMA) in February 2017 and then retained the Architectural firm Dore & Whittier Architects (D&W) in June 2017 to conduct a feasibility study to review potential options for addressing the needs of the existing W. Edward Balmer Elementary School and the Northbridge Elementary School.

The SBC evaluated many alternatives, ranging from repairs-only to new construction. After an in-depth analysis, the SBC chose to consolidate both existing schools into a single building on the site of the existing W. Edward

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Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

Balmer Elementary School.

The preferred option is a 171,530 GSF three-story all new construction solution at the rear of the site, behind the existing W. Edward Balmer Elementary School. This concept strives for a compact building footprint while still providing small learning communities as envisioned during the planning stages. The design provides flexibility for multiple organizational concepts, currently as grade-level grouping. The building is clearly and intentionally zoned with public and private areas for safety and security reasons. The site provides adequate parking, fields, separation of cars and buses, and an access road around the building.

Once the new PreK-5 building is complete, the existing W. Edward Balmer Elementary School will be demolished to make way for the playing fields. Other site improvements will include new roadways, parking, walkways, landscaping, and site utilities.

- a. estimated square feet **171,530**
 - b. program type **School**
 - c. building type **New Construction**
5. Project schedule elements, including, but not limited to:
- a. Feasibility study completion date **June 27, 2018**
 - b. Owner's Project Manager contract execution date **April 10, 2017**
 - c. Designer contract execution date **June 26, 2017**
 - d. Projected procurement milestone dates, including but not limited to the following items: Request for prequalification issuance, request for proposals issuance, CM at risk firm contract execution date, other . . .
 - Request for Prequalification Issuance: **January 10, 2018**
 - Request for Proposals Issuance: **February 7, 2018**
 - CM at Risk Firm Contract Execution dates:
 - Preconstruction Services: **March 20, 2018**
 - GMP: **December 16, 2019**
 - e. Projected completion date (use and/or occupancy)
 - New School Occupancy: **August 2022**
 - Project Completion: **December 2022**
6. Submit an estimated total project budget, including but not limited to line items for the following items: **See Attachment A**
- a. Owner's Project Manager contract amount: **\$3,000,000**
 - b. Designer contract amount: **\$8,000,000**

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W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

- c. Estimated construction cost: **\$81,000,000**
- d. Other costs **\$12,000,000**
- e. Identify the source of the estimated project budget and estimated construction costs.

The estimated construction cost is based on the Preferred Schematic Design plans and specifications, as estimated by a professional estimator. Furnishings and Technology costs were based on the educational program and student enrollments. Other soft costs were based project conditions and MSBA project criteria.

- 7. Submit the attached certification form regarding the authorization from the awarding authority's governing body that the awarding authority may enter into a contract with a construction management at risk firm, including the date of authorization. Submit copies of any public vote if applicable. **See Attachment B.**
- 8. Submit the name(s) and title(s) of the individuals authorized to sign the CM at risk contract on behalf of the awarding authority.

James R. Marzec, Board of Selectmen

- 9. Submit written evidence of the approval of the governing body of the project plan and procedures, if applicable. **See Attachment C.**

The SBC evaluated many alternatives, ranging from repairs-only to new construction. The SBC reviewed and discussed the CM@Risk delivery method during several SBC meetings and voted to approve the CM@Risk plan and procedure for the project at their November 21, 2017 meeting.

- 10. Submit the written determination by the awarding authority that the use of CM at risk services is appropriate for the building project and the reasons for the determination.

The SBC reviewed and discussed the CM@Risk procedure during several SBC meetings and voted to approve the CM@Risk procedure for the project at their November 21, 2017 meeting.

The project is the construction of a new 171,530 square foot school project on the site of the existing W. Edward Balmer Elementary School. The existing W. Edward Balmer Elementary School will remain in operation for the duration of construction of the new building. Maintaining the operation of the existing school and not impacting the neighborhood vehicular traffic are several of the key reasons the SBC has chosen the CM@Risk delivery method.

Other key reasons that influenced the decision to utilize CM@Risk are:

- **Coordination and supervision of major construction activities with the ongoing school activities of the existing school for the duration of construction.**
- **CM@Risk pre-construction services such as constructability reviews,**

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Whitinsville, Massachusetts

scheduling and site logistics reviews to minimize construction changes, impacts to schedule and scope.

- **CM@Risk pre-construction services for construction estimating to maximize project scope while reducing uncertainty in meeting the budget.**
- **CM@Risk enables the team to have the option to issue an “early” site package, which may allow the team to reduce the overall schedule of the project and accelerate completion.**
- **Ability to review, pre-qualify and select a qualified, competent Construction Manager to deliver the project on schedule and on budget and to have input on the selection of non-trade contractors which is not an option under D-B-B method.**
- **Ability to utilize the CM@Risk team in Trade-subcontractor process, including definition of scope, pre-qualification and selection.**
- **Ability to define and commence with specific scopes of work in early packages before final GMP.**
- **Ability to negotiate GMP to maximize scope and reduce bid day uncertainty, and cost monitoring in a transparent, open book format.**
- **Ability to create and foster team approach between the SBC, OPM, Architect and CM@Risk firm.**

Part B. Awarding Authority Capacity Information

11. Provide an organizational chart of the project organization showing the roles and responsibilities of each individual or entity participating on the project, including contractors.

See Attachment D.

The organization chart shows the relationship between key members of the Team, including major sub-consultants to the architectural team.

The SBC will oversee the design and construction of the project on behalf of the Town. They will be responsible to ensure that all parties are fulfilling their obligations in designing a school that meets the educational and community goals, is constructed on time and under budget and with the quality that the citizens of Northbridge expect.

The OPM will be the liaison and day to day contact between the Town, MSBA, Designer and CM and will maintain the master project files including all project documents and correspondence from planning through commissioning and closeout. They will develop and maintain the overall project budget, including detailed construction estimates during the design phases and make recommendations as needed to recover any perceived overruns. They will develop and maintain the overall project schedule and make recommendations as needed to recover any perceived delays. They will review and process Designer invoices, FF&E and Town and consultant expenses and review CM payment applications, including review of general conditions expenditures. They

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W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

will provide full time on site construction monitoring and reporting, including daily log of weather, workers, safety, work accomplished, materials used and stored, problems encountered, verbal and written instructions, verification of claims of extra work, CM contingency usage, change orders and scheduling and coordinating of testing and inspections. Review and comment on CM's baseline construction schedule. Attend design and construction progress meetings. Review weekly-certified payroll and quarterly MBE/WBE reports. Prepare and maintain a master change order log to include request for proposal, proposed change order values, change directives and change orders.

The Designer will be responsible for ensuring the building layout, construction, materials and systems meets the SBC requirements. The Designer will solicit input on the design pertaining to education from the School Superintendent and Administration team and input on systems from the School Facilities Director. The Designer will provide construction phase services in accordance with their agreement.

Once on board, the CM will be tasked with reviewing all programming and design information, and Design Documents for constructability and estimate confirmation. They will also offer "Lessons Learned" from previous projects of similar nature and size in helping shape the final design. All CM information and review sessions will be coordinated with the OPM.

The OPM staff at SMMA have been involved in multiple CM@Risk projects in both the public and private sector. The SMMA staff have recently completed Wellesley High School, Quincy High School, Grafton High School, Andover Bancroft School, Winchester High School, and Ayer-Shirley Regional High School, and are currently working on the Holbrook PreK-12 School, all of which are CM@Risk projects. They are very familiar with how CM@Risk projects are managed.

The staff at D&W have been involved in several CM@Risk projects, including Newton North High School, Wilmington High School, North Reading Middle and High School, Greenfield High School, Pine Grove Elementary School, Dedham Public Safety Facility, West Parish Elementary School, MSCBA Projects, and Framingham and Fitchburg State University Campus' projects. D&W is very familiar with the CM@Risk project delivery method.

12. Provide the name, affiliation, and contact information for all key members of the project team. List all relevant qualifications and experience, including any public project experience and any CM at risk experience (public or private) on project(s) of similar size and complexity or on any other projects, for:
 - a. the individual/s within the awarding authority that will make project decisions for the awarding authority and that will supervise the Owner's Project Manager,

Office of the Inspector General
Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

School Building Committee members:

Joseph Strazzulla, School Building Committee Chair

Andrew Chagnon, School Building Committee Vice Chair

Catherine Stickney, Northbridge Public Schools Superintendent

James R. Marzec, Board of Selectmen

Melissa Walker, Northbridge Public Schools Business Manager

Adam Gaudette, Town Manager

Jeffrey Tubbs, Member At Large: Jeffrey Tubbs is a member of the community with engineering experience and has extensive experience with the CM@Risk process.

Peter L'Hommedieu, Member At Large: Peter L'Hommedieu is a member of the community with construction experience and has extensive experience with the CM@Risk process.

Jeff Lundquist, Member At Large: Jeff Lundquist is a member of the community with project management experience and has extensive experience with the CM@Risk process.

Michael LeBrasseur, School Committee Chair

Paul Bedigian, Building, Planning, Construction Committee Representative and has extensive experience with the CM@Risk process.

Spencer Pollock, Parent Representative

Steven Gogolinski, Finance Committee Representative

Steve Von Bargaen, Northbridge Public Schools Facilities Director

Karlene Ross, Principal, W. Edward Balmer Elementary School

Jill Healy, Principal, Northbridge Elementary School

Kathleen Perry, Director of Pupil Personnel Services

- b. the Owner's Project Manager (OPM),¹

Joel Seeley is the project director and is the day to day contact between the SBC, MSBA, Designer, and CM. He is MCPPO certified and has 30 years of experience. He has significant private and public CM@Risk

¹ M.G.L. c. 149A, § 3(a) states that "Before procuring the services of a designer ... and prior to submitting an application to use the construction management at risk delivery method ... the awarding authority shall procure or otherwise employ the services of an owner's project manager pursuant to section 44A 1/2 of chapter 149. The owner's project manager may assist the awarding authority in the procurement of the designer."

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**W. Edward Balmer Elementary School,
Whitinsville, Massachusetts**

experience. Mr. Seeley will oversee all aspects of the project budget and schedule, including all contract oversight. Mr. Seeley will oversee the design phase, ensuring that the Designer has developed the design in accordance with SBC requirements, has engaged with local and state permitting authorities and has successfully completed each submission to MSBA. Mr. Seeley has successfully managed the Wellesley High School and Holbrook PreK-12 School using the CM@Risk project delivery method which came in ahead of schedule and under the budget.

Steve Stafford has over 35 years of experience and is the onsite manager during construction and will provide construction monitoring and reporting, including daily logs, resolution of problems encountered, monitoring of claims of extra work, CM contingency usage, change orders and coordination of testing and inspections. Mr. Stafford has significant CM@Risk experience, both in the public market and private market and has recently completed Holbrook PreK-12 School, a CM@Risk project.

Antone Dias is the assistant onsite manager during construction with over 20 years of experience and will be responsible for schedule review, certified payroll and MBE/WBE monitoring, report development and monitoring of the construction. Mr. Dias has extensive experience with CM@Risk.

- c. the Designer,² and

Lee Dore is a Principal at Dore & Whittier Architects and has over 20 years of experience in the design and construction of large school projects. Dore & Whittier has been recognized at a Top 300 Design Firm by Architectural Record with a significant proportion of its portfolio based on educational projects. Mr. Dore will lead the Northbridge Design Team and will assist them as they seek to pursue the Ch. 149A CM at-risk construction delivery method. He has led both Ch. 149 and 149A projects since the inception of the 2004 Construction Reform Act and under his leadership Dore & Whittier has participated in nine successful CM at-risk projects. He is MCPPO certified, has participated in the pre-qualification of CM firms, and has been on the CM selection committees for many of these projects.

- d. any other members of the project team or special consultants to be used to support the project (e.g., counsel, accountant, financial

² M.G.L. c. 149A, § 3(b) states that "Before submitting an application to use the construction management at risk delivery method ... the awarding authority shall procure the services of a designer for the building project. In procuring the services of a designer, the awarding authority shall do so in a manner consistent with sections 38A ½ to 39O, inclusive, of chapter 7. The designer procured by the awarding authority shall be independent of the owner's project manager and the construction management at risk firm. "

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Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

advisor), if any. **The Town's legal counsel will assist in the RFP/RFQ and contract negotiation process.**

13. Submit a copy of the scope of services portion of the a) OPM contract and b) designer's contract. If the OPM is an employee, submit the individual's title, job description, and scope of work related to the CM at risk project.

See Attachment E.

[Note: You do not need to send in copies of the scopes of services if the project is a school building project receiving assistance from the Massachusetts School Building Authority (MSBA) and the OPM and Designer will be signing the MSBA contracts for CM at risk services in their entirety with no changes. However, submit a copy of the signed signatory pages.]

The OIG reviews the awarding authority's plan and procedures³ for procuring and managing the CM at risk services to ascertain whether the awarding authority has in place procedures, in accordance with M.G.L. c. 149A, to ensure fairness in competition, evaluation and reporting of results at every stage in the procurement process. Therefore, provide information regarding each of the following components of a CM at risk project:

- 14a. The awarding authority's plan and procedures for acquiring appropriate expertise to assist where the team may not have the necessary experience to meet anticipated challenges. **The Town included in the RFS for OPM Services that the OPM have CM@Risk experience and SMMA was selected partially because they are very experienced with the CM@Risk project delivery method. The Town included in the RFS for Architectural Services that the design team have CM@Risk experience and D&W was selected partially because they are very experienced with the CM@Risk project delivery method. Members of the SBC also have experience with the CM@Risk process. This team has extensive experience with both public and private construction projects including CM@Risk. Description of the project team, relevant experience and their roles and responsibilities has been summarized in the prior sections. This team has the experience and depth to manage the new school project effectively.**
- 14b. The awarding authority's plan and procedures for conducting the two-phase selection process for hiring a construction manager at risk firm and the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement.
- Selecting a qualified construction management firm will be completed in accordance with M.G.L. Chapter 149a. The Town will seek Construction**

³ The plan and procedures must be approved by the governing body, where appropriate. [M.G.L. c. 149A, § 4(a)(2)]

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Management Services as outlined below:

Establishment of a prequalification committee comprised of the project designer, the OPM, and two members of the School Building Committee. The prequalification committee will continue as the selection committee through the request for proposal process.

Prepare and Issue a Request for Qualifications (RFQ) for CM@Risk and create a short list of pre-qualified firms as determined by responses to the RFQ. The RFQ will require CM@Risk firms to submit information outlining their qualifications including but not necessarily limited to:

1. **General business information**
2. **Financial Capacity with audited financial statements**
3. **Lawsuits and arbitrations**
4. **Organization, key personnel and consultants**
5. **Ability to provide performance and payment bonds**
6. **Safety record and workers compensation experience modifier**
7. **MBE / WBE compliance record**
8. **Similar building project experience and references**
9. **CM@Risk experience and references**
10. **Projects that the firm failed to complete, was assessed liquidated damages or was terminated.**
11. **DCAM certificate of eligibility showing capacity rating and including update statement.**

The selection committee will prepare and issue a Request for Proposal (RFP) to be forwarded to those on the short list of firms deemed qualified from the evaluation of the submitted qualification packages. The RFP will require the submission of separate price and technical proposals from each firm.

The price submission will be supported by sufficient detail and explanations supporting the basis of all the following:

1. **Proposed fee for pre-construction services**
2. **Proposed fee for construction services**
3. **Estimated costs of general conditions**

The technical component will include:

1. **Detailed project approach including**
 - a. **Pre-construction phase services**
 - b. **Bidding phase services**
 - c. **Construction phase services**
2. **References**
3. **Staffing plan**
4. **Construction management plan**
5. **Prevailing wage compliance affidavit**
6. **Bonding commitment**
7. **Project challenges and solutions plan**

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8. **Bid bond for 5% of estimated construction costs**
9. **List of qualifications and/or exception to the proposed form of contract, general or supplemental conditions (included in the RFP)**
10. **Anticipated project schedule**

Having previously established grading guidelines, the selection committee will evaluate all proposals received and develop a ranking of the CM firms. The selection committee will then interview the three highest ranked CM firms. Based on the proposal evaluations and interviews, the selection committee will enter into negotiations with the highest rank firm. If the selection committee determines negotiations with the highest rank firm will not result in an acceptable contract, they will terminate those negotiations and will begin negotiations with the next highest ranked CM firm. This process will continue until an acceptable contract is agreed upon with one of the pre-qualified CM firms.

- 14c. The awarding authority's plan and procedures for developing the cost-plus not to exceed guaranteed maximum price form of contract. Include information on negotiating the contract, including establishing the general condition items, CM at risk fee, cost of the work, and other contract components. Include information on what level of design development the awarding authority plans on establishing the GMP, contingency, and other components of the final contract amendment.

The Town will execute a contract to a CM firm after negotiations of the selected firm's fee and general conditions costs and terms of contract are completed. This will include submission of acceptable payment and performance bonds, certificates of insurance and other documents required for the execution of the contract. The cost of work portion of the GMP contract will be established through:

1. **Procurement of Filed sub-Trade contractors**
2. **Procurement of Sub-contractors**
3. **Estimates of sub-contract and supplier costs not bid at the time the GMP is established**
4. **CM firm's contingency based on a percentage of cost of work and the level of completion of the construction documents at the time the GMP is established.**

The contract between the CM firm and the Town will outline the process for determining a guaranteed maximum price (GMP) and will include, at a minimum the following:

1. **GMP will be based on design drawings and project specifications of at least 60% completion. It is very likely that the Town will want to negotiate the GMP with documents that are at least 90% complete.**
2. **The work for site preparation, construction of a temporary construction access road, fencing to isolate the existing School**

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from the construction area, construction of building foundations and steel may start in advance of the construction of the full building and prior to the execution of a full GMP. The selected CM and the Town will agree upon any early packages. The Town and CM will execute contract amendments for this work. A detailed scope of work will be developed as the basis for each contract amendment.

3. **The GMP for the full scope of the project work will be agreed to as an amendment to the contract between the Town and the CM firm.**
4. **The GMP amendment will state the total project scope and sum for performing/providing that scope. The GMP will cover the costs of direct work, general conditions, fees and if any a contingencies for the CM firm. All classes of work as required will be procured in accordance with the trade contractor selection procedures.**
5. **If the Town and the CM firm cannot negotiate an acceptable GMP, all agreements for work between the CM firm and trade contractors or trade contractor work for work selected to start under prior amendments will be assigned to the Town or to another CM@Risk firm selected by the Town.**
6. **The GMP amendment will include:**
 - a. **Detailed breakdowns of all costs of work for each trade.**
 - b. **Amount for the CM's contingency.**
 - c. **Amount for the CM's general conditions and fees, including amount of any work selected to start prior to execution of the amendment for the GMP.**
 - d. **A list of all information on which the GMP is based on (drawings, specifications, etc.).**
 - e. **A detailed list of the scope and amounts of any allowances being carried.**
 - f. **The list of assumptions and/or clarifications, which the GMP is based.**
 - g. **A list of project milestone, substantial and final completion dates for each phase and the total project, that the GMP is based.**
 - h. **Detailed scope, costs and unit prices of any alternates that may be included in the project.**
7. **The CM@Risk firm will provide required performance and payment bonds in the full amount of the GMP.**

If the Town and the CM cannot agree to a GMP, the Town will begin negotiations with the next highest ranked CM firm. If an agreement cannot be reached with the next highest ranked CM firm, the procurement process will be terminated and the Town will procure the project in accordance with MGL, Chapter 149.

- 14d. The awarding authority's plan and procedures for conducting the two-phase selection process for obtaining trade contractors and the methods

**W. Edward Balmer Elementary School,
Whitinsville, Massachusetts**

that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement.

Procedures for the selection of trade contractors and subcontractors will be in accordance with MGL, Chapter 149a and will be divided into two parts.

1. **The Town will establish a prequalification committee to administer the selection of trade contractors. The Town will issue a RFQ for each trade contractor category required for the project. The RFQ will require submission of information necessary for the selection committee to evaluate the qualification package submissions and determine if the trade contractor is qualified to perform the work of trade category the contractor is seeking prequalification for on this project. The prequalification committee may include the same members used during the CM selection process.**

The prequalification Committee will establish grading guidelines to be used in evaluating packages received from all trade contractors. Trade contractors submitting qualification packages will be notified of those firms eligible to submit bids for this project. This notification will also include anticipated schedule and timing for the submission for the Request for Bid.

2. **Prequalified trade contractors will be invited to submit a bid. The CM firm will prepare the Request for Bids (RFB). Bids will be submitted in accordance to the requirements outlined in the RFB and will include without limitation all information required by the RFB. Any bids received which are incomplete, conditional, contain modifications or information not required or do not include the bid bond or affidavits required in the RFB will be rejected.**

Bids will be opened publicly by the Town and will be awarded to the lowest prequalified bidder. If fewer than three responsive bidders on any trade are received and the lowest bid exceeds the estimated costs of work for the bid requested, the CM firm will attempt to negotiate an acceptable price with the lowest price bidder. If the CM firm and trade contractor cannot be agree to a price, the CM firm can begin negotiations with the next highest priced bidder. If an agreement cannot be reached with the next highest priced bidder, the CM firm with approval of the Town will solicit additional bids following the procedures for selecting non-trade subcontractors.

- 14e. The awarding authority's plan and procedures for obtaining subcontractors [M.G.L. c. 149A, § 8(j)] and the methods that will be used to ensure fairness in competition, evaluation, and reporting of results at every stage in the procurement.

The CM firm will solicit bids for work of non-trade subcontractors whose

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work is estimated to exceed the thresholds established in MGL, Chapter 149, Section 44F. The CM firm will submit to the Town for approval the qualifications a subcontractor must have to perform work. The CM firm will provide to the Town for approval a list of at least three subcontracting firms which the CM firm believes meets the qualifications. The CM firm will include information outlining how the selection of these firms may enhance the CM firm's ability to comply with MBE/WBE participation goals. In reviewing the list of subcontractors the Town may eliminate firms from the list or in review with the CM firm add firms to the list.

The CM firm will invite each approved subcontractor to submit a bid for the work. Bids will be based on detailed bidding information developed by the CM firm. The CM firm will provide to the Town a list of bids submitted. The CM firm will indicate the subcontracts selected to perform the work including a written explanation as to the reason(s) for award of a subcontract. Award of subcontractors will have no effect on any established GMP.

- 14f. The awarding authority's plan and procedures relative to administering and coordinating the project and maintaining project communications.

As outlined above the Town has developed a project team made up of administration, design, project management, legal and construction professionals with the resource, depth of knowledge and experience to properly monitor, manage and administer the project.

The OPM team will provide the day- to-day coordination of all program support activities during the design, bidding, construction and move-in and start up phases of the project. The OPM shall be responsible for management, on the behalf of the MSBA, of the project and will work at the direction of and report to the School Building Committee and will:

1. Maintain the master project files including all project documents from planning through commissioning and closeout.
2. Develop and maintain an overall project schedule and will advise on the adherence to the project schedule and recommend actions to recover any delay in the project schedule.
3. Develop, update and report on project budget. This is to include all construction and soft cost items and recommendations as need to recover any perceived overruns.
4. Develop, update and report on project cash flow and forecasts of expenditures including requests for payments, invoices, FF&E and Town and consultant expenses.
5. Provide detailed construction cost estimates at stages of design required by the OPM Agreement. These estimates will be used to compare and reconcile with the Designer and selected CM firm to track project costs, budgets and negotiated GMP.
6. Manage all project documentation and correspondence, seek input from appropriate parties, monitor schedules, ensure

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information is flowing to and through all parties.

7. Develop and maintain a bonding and insurance log.
 8. Develop and implement a public communication program including a program to monitor and mitigate the impacts of construction on the students and staff.
 9. Provide full time daily construction monitoring and reporting. This is to include daily log of weather, workers, safety, work accomplished, materials used and stored, problems encountered, verbal and written instructions, verification of claims of extra work, change orders and scheduling and coordinating of testing and inspections.
 10. Monitor and observe contractor performance of work, recommend rejection of non-conforming work, verify unit priced and time & material change order work is documented and accurate.
 11. Review and comment on CM's baseline construction schedule, including sequence and relationships of construction duration of activities and adherence to established milestone and completion dates.
 12. Attend design and construction progress meetings, ensure CM is preparing and distributing meeting minutes identifying significant issues of work, schedule, quality, performance and progress.
 13. Review weekly-certified payroll reports received for the CM firm, trade contractors and other subcontractors.
 14. Review CM firm's draft application for payment. Provide comments on validity of pay requests for completion of requested pay items, storage of materials offsite, vendor requisitions, and invoices for testing services, utility companies, equipment and furniture expenditures.
 15. Prepare and maintain a master change order log to include request for proposal, proposed change order values, change directives and change orders.
 16. Review and evaluate with the Designer and Town documentation for claims for additional time, costs, concealed conditions and errors and omissions in the contract plans and specifications.
- 14g. The awarding authority's plan and procedures relative to monitoring and auditing all project costs.

Plans and procedures for monitoring and auditing all project costs include providing daily, weekly and monthly reports of project activities to the School Building Committee and MSBA outlining all activities, documenting progress, presenting expenditures and project budget and recommendations, highlighting potential problems and recommendations of actions for maintaining control of the project schedule and budget as enumerated in item 14f above.

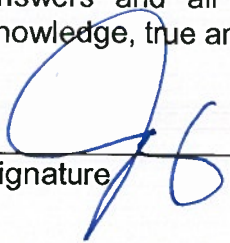
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Do not submit requests for qualifications (RFQs), requests for proposals (RFPs), draft contracts, or other such documents related to the CM at risk delivery method procurement.

Certification

The undersigned hereby certifies under the pains and penalties of perjury that all answers and all information contained in this application is, to the best of my knowledge, true and correct.



Signature

December 6, 2017

Date

James R. Marzec
Name

Northbridge Board of Selectmen
Title

Town of Northbridge
Awarding Authority

Office of the Inspector General
Construction Management at Risk Application to Proceed

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Attachment A: Project Budget

The Total Project Budget, dated December 5, 2017, is attached.

Total Project Budget

**Town of Northbridge W. Edward Balmer Elementary
School - Option C3.1a - PreK-5 New-Back**

School Building Committee Reviewed on:

**Insert Date of SBC
Review Date**

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant¹	Estimated Maximum Total Facilities Grant¹
Feasibility Study Agreement				
OPM Feasibility Study	\$125,000	\$0	\$125,000	
A&E Feasibility Study	\$425,000	\$0	\$425,000	
Environmental & Site	\$150,000	\$0	\$150,000	
Other	\$75,000	\$0	\$75,000	
Feasibility Study Agreement Subtotal	\$775,000	\$0	\$775,000	\$473,603
Administration				
Legal Fees	\$120,000	\$120,000	\$0	\$0
Owner's Project Manager				
Design Development	\$400,000	\$0	\$400,000	
Construction Contract Documents	\$400,000	\$0	\$400,000	
Bidding	\$120,000	\$0	\$120,000	
Construction Contract Administration	\$1,805,862	\$0	\$1,805,862	
Closeout	\$0	\$0	\$0	
Extra Services	\$100,000	\$0	\$100,000	
Reimbursable & Other Services	\$40,000	\$0	\$40,000	
Cost Estimates	\$100,000	\$0	\$100,000	
Advertising	\$20,000	\$0	\$20,000	
Permitting	\$50,000	\$0	\$50,000	
Owner's Insurance	\$120,000	\$0	\$120,000	
Other Administrative Costs	\$100,000	\$0	\$100,000	
Administration Subtotal	\$3,375,862	\$120,000	\$3,255,862	\$1,989,657
Architecture and Engineering				
Basic Services				
Design Development	\$1,500,000	\$0	\$1,500,000	
Construction Contract Documents	\$3,000,000	\$0	\$3,000,000	
Bidding	\$500,000	\$0	\$500,000	
Construction Contract Administration	\$2,720,320	\$0	\$2,720,320	
Closeout	\$0	\$0	\$0	
Other Basic Services	\$0	\$0	\$0	
Basic Services Subtotal	\$7,720,320	\$0	\$7,720,320	
Reimbursable Services				
Construction Testing	\$50,000	\$0	\$50,000	
Printing (over minimum)	\$80,000	\$0	\$80,000	
Other Reimbursable Costs	\$180,000	\$0	\$180,000	
Hazardous Materials	\$140,000	\$0	\$140,000	
Geotech & Geo-Env.	\$180,000	\$0	\$180,000	
Site Survey	\$60,000	\$0	\$60,000	
Wetlands	\$80,000	\$0	\$80,000	
Traffic Studies	\$120,000	\$0	\$120,000	
Architectural/Engineering Subtotal	\$8,610,320	\$0	\$8,610,320	\$5,261,767
CM & Risk Preconstruction Services				
Pre-Construction Services	\$950,000	\$0	\$950,000	\$580,545
Site Acquisition				
Land / Building Purchase	\$0	\$0	\$0	
Appraisal Fees	\$0	\$0	\$0	
Recording fees	\$0	\$0	\$0	
Site Acquisition Subtotal	\$0	\$0	\$0	\$0
Construction Costs				
SUBSTRUCTURE				
Foundations	\$46,512,789	\$0		
Basement Construction		\$0		
SHELL				
SuperStructure	\$0	\$0		
Exterior Closure	\$0	\$0		
Exterior Walls	\$0	\$0		
Exterior Windows	\$0	\$0		
Exterior Doors	\$0	\$0		
Roofing	\$0	\$0		
INTERIORS				
Interior Construction	\$0	\$0		
Staircases	\$0	\$0		
Interior Finishes	\$0	\$0		
SERVICES				
Conveying Systems	\$0	\$0		
Plumbing	\$0	\$0		
HVAC	\$0	\$0		
Fire Protection	\$0	\$0		
Electrical	\$0	\$0		
EQUIPMENT & FURNISHINGS				
Equipment	\$0	\$0		
Furnishings	\$0	\$0		
SPECIAL CONSTRUCTION & DEMOLITION				
Special Construction	\$0	\$0		
Existing Building Demolition	\$431,226	\$0		
In-Bldg. Hazardous Material Abatement	\$1,185,000	\$180,000		
Asbestos Cont'g Floor Mat'l Abatement	\$0	\$0		
Other Hazardous Material Abatement	\$0	\$0		
BUILDING SITEWORK				

Total Project Budget

**Town of Northbridge W. Edward Balmer Elementary
School - Option C3.1a - PreK-5 New-Back**

School Building Committee Reviewed on:

**Insert Date of SBC
Review Date**

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant¹	Estimated Maximum Total Facilities Grant¹
Site Preparation	\$6,935,201	\$3,214,178		
Site Improvements	\$0	\$0		
Site Civil / Mechanical Utilities	\$0	\$0		
Site Electrical Utilities	\$0	\$0		
Other Site Construction	\$0	\$0		
Scope Excluded Site Cost		\$0		
Construction Trades Subtotal	\$55,064,216	\$3,394,178		
Contingencies (Design and Pricing)	\$9,002,999	\$554,948		
D/B/B Sub-Contractor Bonds	\$0	\$0		
GMP Bonds	\$690,230	\$42,546		
GMP General Conditions	\$4,320,000	\$266,286		
GMP General Requirements	\$2,760,920	\$170,184		
GMP Insurance	\$1,207,902	\$74,456		
GMP Fee	\$2,070,690	\$127,638		
GMP Contingency	\$1,380,460	\$85,092		
Escalation to Mid-Point of Construction	\$4,955,779	\$305,476		
Overall Excluded Construction Cost		\$18,389,089		
Construction Budget	\$81,453,196	\$23,409,893	\$58,043,303	\$35,470,262
Alternates				
Ineligible Work Included in the Base Project	\$0	\$0	\$0	
Alternates Included in the Total Project Budget	\$0	\$0	\$0	
Alternates Excluded from the Total Project Budget	\$0		\$0	
Subtotal to be Included in Total Project Budget	\$0	\$0	\$0	\$0
Miscellaneous Project Costs				
Utility Company Fees	\$280,000	\$0	\$280,000	
Testing Services	\$300,000	\$0	\$300,000	
Swing Space / Modulares	\$0	\$0	\$0	
Other Project Costs (Mailing & Moving)	\$200,000	\$200,000	\$0	
Misc. Project Costs Subtotal	\$780,000	\$200,000	\$580,000	\$354,438
Furnishings and Equipment				
Furnishings	\$1,648,000	\$412,000	\$1,236,000	
Equipment	\$1,854,000	\$618,000	\$1,236,000	
Computer Equipment	\$0	\$0	\$0	
FF&E Subtotal	\$3,502,000	\$1,030,000	\$2,472,000	\$1,510,639
Soft Costs that exceed 20% of Construction Cost		\$0		
Project Budget	\$99,446,378	\$24,759,893	\$74,686,485	45640910.87

Board Authorization	
Design Enrollment	1,030
Total Building Gross Floor Area (GSF)	171,530
Total Project Budget (excluding Contingencies)	\$99,446,378
Scope Items Excluded or Otherwise Ineligible	\$24,759,893
Third Party Funding (Ineligible)	\$0
Estimated Basis of Maximum Total Facilities Grant ¹	\$74,686,485
Reimbursement Rate	61.11%
Est. Max. Total Facilities Grant (before recovery) ¹	\$45,640,911
Cost Recovery ²	\$0
Estimated Maximum Total Facilities Grant ¹	\$45,640,911

57.11 Reimbursement Rate Before Incentive Points

4.00 Total Incentive Points

61.11% MSBA Reimbursement Rate

NOTES

This template was prepared by the MSBA as a tool to assist Districts and consultants in understanding MSBA policies and practices regarding potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimates generated by the District using this template.

1. Does not include any potentially eligible contingency funds and is subject to review and audit by the MSBA.

Construction Contingency ³	\$4,072,660
Ineligible Construction Contingency ³	\$3,258,128
"Potentially Eligible" Construction Contingency ³	\$814,532
Owner's Contingency ³	\$1,629,064
Ineligible Owner's Contingency ³	\$0
"Potentially Eligible" Owner's Contingency ³	\$1,629,064
Total Potentially Eligible Contingency ³	\$2,443,596
Reimbursement Rate	61.11%
Potential Additional Contingency Grant Funds ³	\$1,493,281
Maximum Total Facilities Grant	\$47,134,192
Total Project Budget	\$105,148,102

2. The proposed demolition of the ____ School is expected to result in the MSBA recovering a portion of state funds previously paid to the District for the ____ project at the existing facilities completed in _____. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimated cost recovery generated by the District and its consultants using this template.

3. Pursuant to Section 3.20 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

Office of the Inspector General
Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

Attachment B: Authorization

CERTIFICATION OF AUTHORITY TO USE THE CONSTRUCTION
MANAGEMENT AT RISK DELIVERY METHOD

I, _____, [legal counsel for the governing body as identified below] do hereby certify to the Office of the Inspector General of the Commonwealth of Massachusetts, in accordance with M.G.L. c. 149A, § 4(a)(1), regarding using construction management at risk services for the following project **W. Edward Balmer Elementary School** ("Project"), as follows:

(1) That **the Town of Northbridge** is a public agency as defined in M.G.L. c. 149, § 44A(1), is duly organized and existing under the laws of the Commonwealth of Massachusetts, and has received the necessary authority and power from **Northbridge Town Meeting** to enter into a contract with a construction management at risk firm and to perform all its obligations in connection with the Project.

(2) That the public vote of the governing body, attached hereto (if applicable) was duly adopted and is currently in effect.

NOTE: Town Meeting Authorization will take place in November, 2018. Once authorized, Town Counsel will sign this document and submit it along with a record of the Town Meeting Vote.

Signature

Title

Date

[SEAL]

Office of the Inspector General
Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

Attachment C: Approval of Plan and Procedures

The SBC approval of the Plan and Procedure for the CM@Risk delivery method is included in the attached meeting minutes, dated November 21, 2017.

PROJECT MINUTES

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	11/21/2017
Re:	School Building Committee Meeting	Meeting No:	15
Location:	High School Media Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Representative of the Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Chairman, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
✓	Spencer Pollock	Parent Representative	Voting Member
✓	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
✓	Steve Von Bargaen	Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Lee Dore	D & W, Architect	
	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
15.1	Record	Call to Order, 6:37 PM, meeting opened.
15.2	Record	M. LeBrasseur announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
15.3	T. Hengelsberg	T. Hengelsberg will provide direction to the Committee on which three intersections the traffic consultant will be collecting counts at.
15.4	L. Dore	L. Dore will calculate of the energy cost to operate the new facility as compared to the energy cost to operate the existing Balmer and NES in the Schematic Design Phase.
15.5	T. Hengelsberg	T. Hengelsberg to develop a 5 year total cost of ownership to maintain the Balmer and NES as compared to the cost of a new building estimate, for Committee review, at the completion of the PSR Phase.
15.6	T. Hengelsberg	T. Hengelsberg to develop a cost estimate to maintain both Balmer and NES for the additional period between a new building construction duration and a phased renovation construction duration for Committee review, at the completion of the PSR phase.
15.7	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee on the appropriate parent vehicle queue length for the PreK-5 Options recommended by the traffic consultant, based on the parent survey of those parents that drop-off/pick-up at Balmer and NES.
15.8	Committee	Committee members to develop a list of possible outcomes for the disposition of NES should a Grade PreK-5 option be the selected option.
15.9	T. Hengelsberg	T. Hengelsberg to incorporate the key take-aways of the Middle School Capacity Analysis, into the Community Forum No. 5 presentation.
15.10	J. Seeley	J. Seeley distributed and reviewed the list of acronyms and definitions. J. Seeley to post on the Project Website.
15.11	J. Strazzulla J. Seeley	J. Strazzulla and J. Seeley to review the questions from Community Forum Nos. 1-4 that should be added to the FAQ sheet.
15.12	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the structural engineer and D&W would consider prefabricated panel systems.
15.13	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the Fire Alarm Audio message will be through the PA System or the FA speakers.
15.14	C. Stickney L. Dore J. Seeley	J. Seeley distributed and reviewed the MSBA comments to the PDP Submission, dated 11/16/2017, attached. The Response Document is due back to MSBA by 11/30/2017.
15.15	L. Dore Committee	<p>L. Dore presented and reviewed the updated Design Options and Phasing Plans, and distributed and reviewed the Evaluation Matrix and Criteria, attached</p> <ol style="list-style-type: none"> 1. Option B2 – Grade 2-4 New Construction – Back/Side 2. Option C2 – Grade PK-5 Renovation/Addition – Exist CR Wing 3. Option C3.1a – Grade PK-5 New Construction – Back/Side/Overlap 4. Option C3.1b – Grade PK-5 New Construction – Back/Side 5. Option C3.2 – Grade PK-5 New Construction – Back/Side 6. Option C3.3 – Grade PK-5 New Construction – Back/Side 7. Option C5 - Grade PK-5 New Construction - Front

Item #	Action	Discussion
		<p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. T. Hengelsberg to confirm if building height is exempted by the Dover Amendment. 2. S. Pollock asked (prior meeting) if MA Natural Species has been contacted to confirm there are no impacts? <i>T. Hengelsberg indicated the environmental permitting consultant reviewed their on-line documents and found no impacts, but he will confirm that they will contact MA natural Species to confirm the findings.</i> 3. The Educational Working Group provided commentary in support of the Option C3.1 Floor Plan. 4. The Educational Working Group provided commentary in support of the Option C3.1b Site Plan. 5. L. Dore to correct the duration of Option C3.1b to 3 years. 6. M. LeBrasseur asked how far was the building encroaching within the 100 foot wetland buffer? <i>L. Dore indicated the building encroaches to the 50 foot no disturb zone.</i> 7. J. Lundquist asked if the Option C3.1b Floor Plan could be split level at the hillside to reduce the impact of regrading? <i>L. Dore indicated D&W reviewed, but the grade groupings were impacted. D&W will review again of the costs for the regrading are excessive.</i> 8. Committee to fill out the Evaluation Matrix for the next Committee meeting. <p>D&W to develop the cost estimates for the Options for review.</p>
15.16	J. Seeley	<p>J. Seeley summarized the Committee's discussion at the 11/7/2017 meeting relative to the Design-Bid-Build (DBB) and Construction Manager-at-Risk (CMAR) construction delivery method and distributed and reviewed a draft CMAR Selection Schedule to retain the CM by mid-March 2018, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. Bedigian asked if the CM would perform Value Engineering in the SD phase? <i>P. L'Hommedieu indicated they would likely be pricing a set of alternatives in the SD Phase.</i> 2. A. Gaudette asked if the CM cost was included in the budget? <i>J. Seeley indicated the CM cost would be funded out of the Other (Owner's Contingency) Budget and any balance to the Environmental and Site Budget, which have a combined balance of \$147,020.06.</i> <p>A Motion was made by J. Lundquist and seconded by J. Marzec to approve Construction Manager-at-Risk (CMAR) construction delivery method. No discussion, vote passed unanimous.</p> <p>A Motion was made by J. Lundquist and seconded by P. Bedigian to approve draft CMAR Selection Schedule to retain the CM by mid-March 2018. No discussion, vote passed unanimous.</p>

Item #	Action	Discussion
		A Motion was made by J. Marzec and seconded by J. Lundquist to appoint J. Lundquist, P. Bedigian, C. Stickney and A. Chagnon to the CM Prequalification and Selection Subcommittee. No discussion, vote passed unanimous.
15.17	Educational Working Group J. Seeley M. LeBrasseur	<p>J. Seeley distributed and reviewed the draft Community-Wide Survey No. 2 for Committee review, attached. The survey will be released 12/6/2017 and close 12/15/2017.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. M. LeBrasseur asked if Question 3 can have the respondents choose “strongly support”, “somewhat support”, “do not support” in lieu of ranking the options. 2. J. Lundquist asked if a question can be added to have the respondents write in why they chose to support a certain option? 3. Question 2 to be deleted. 4. A. Gaudette asked if a description of each option with pros and cons can be provided for Question 3? <i>The Educational Working Group will provide a description and a listing of the pros and cons.</i> 3. M. LeBrasseur asked if a question could be added to ask respondents if they have “attended a Community Forum”, “viewed a Community Forum on Video”, “viewed a SBC meeting on Video” and “reviewed documents on the Project Website”. <p>J. Seeley to work with M. LeBrasseur to finalize the survey for the 12/5/2017 Committee meeting.</p>
15.18	M. LeBrasseur	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> 1. The Committee presented to the Safety Committee on 11/8/2017. 2. The Committee presented to the Council on Aging on 11/14/2017. 3. J. Strazzulla to review next steps in raising the Seniors Tax Abatement to the maximum level. 4. J. Strazzulla to develop a generic calendar for press release issuances. 5. Census Mailing – M. LeBrasseur to provide direction on what options and costs to show, since the mailer has to be finalized prior to the PSR costs being developed.
15.19	Record	Public Comments - None
15.20	Record	Old or New Business - None
15.21	Record	Next SBC Meeting: December 5, 2017 at 6:30 pm at the High School Media Center.
15.22	Record	A Motion was made by J. Lundquist and seconded by P. Bedigian to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, List of Acronyms and Definitions, MSBA comments to the PDP Submission, Updated Design Options and Phasing Plans, Evaluation Matrix and Criteria, draft CMAR Selection Schedule to retain the CM by mid-March 2018, draft Community-Wide Survey No. 2, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

Office of the Inspector General
Construction Management at Risk Application to Proceed

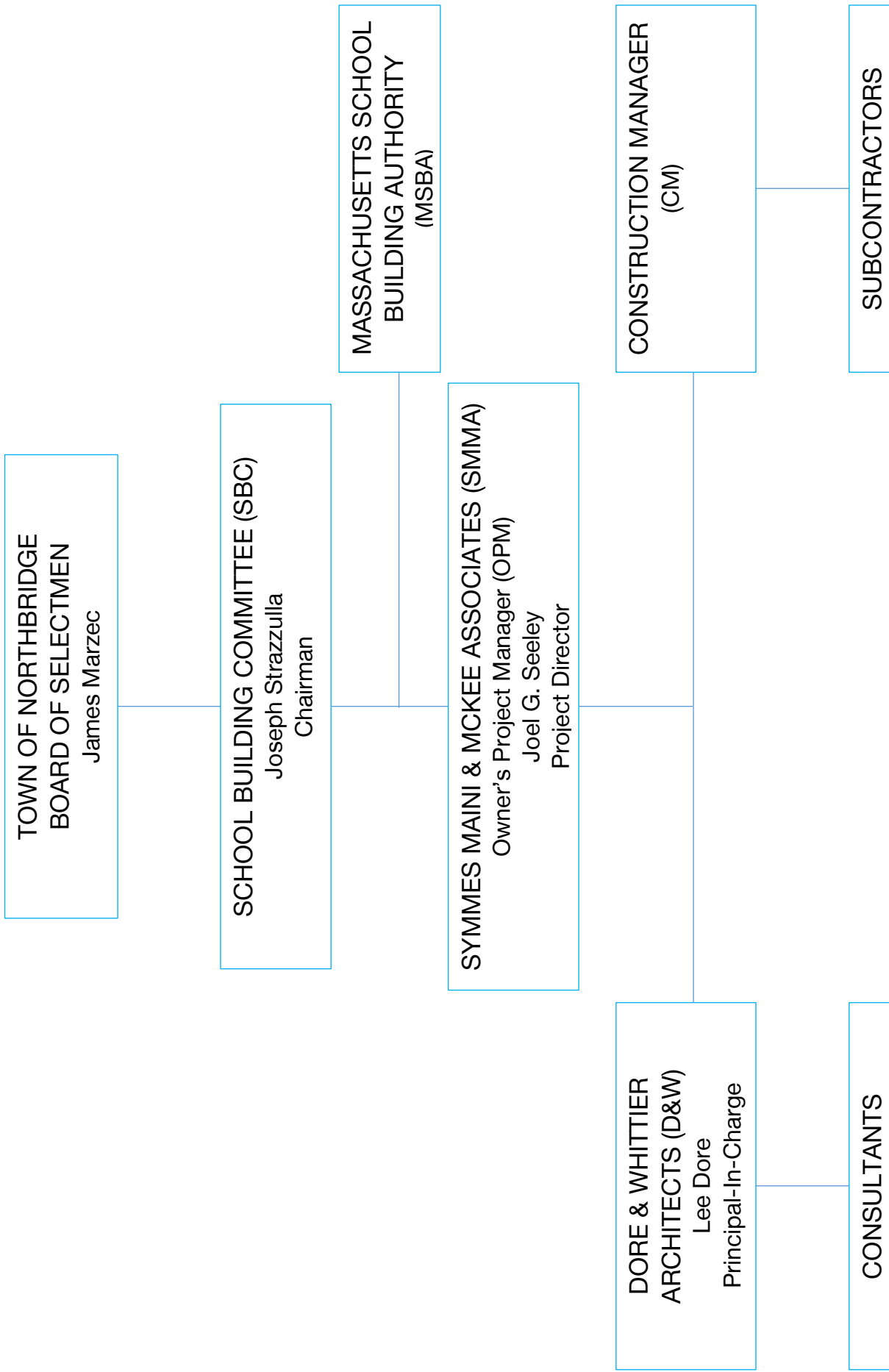
W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

Attachment D: Organizational Chart

The Organizational Chart is attached.

W. EDWARD BALMER ELEMENTARY SCHOOL PROJECT

ORGANIZATIONAL CHART



Office of the Inspector General
Construction Management at Risk Application to Proceed

W. Edward Balmer Elementary School,
Whitinsville, Massachusetts

**Attachment E: OPM and Designer Agreement Signature Pages
(MSBA Standard Contract)**

The signature page of the OPM agreement, dated April 10, 2017 and the signature page of the Designer agreement, dated June 26, 2017 are attached.

11060 Contract MVR
original
Don't Alter

CONTRACT FOR PROJECT MANAGEMENT SERVICES

This Contract is made this 10th day of April in the year Two Thousand Seventeen between
(day) (month) (year)
Northbridge Public Schools, 87 Linwood Avenue, Whitinsville, Massachusetts, 01588 hereinafter called
(Owner) (street) (City) (State) (Zip Code)
"the Owner" and Symmes Maini & McKee Associates, Inc. (SMMA), 1000 Massachusetts Avenue, Cambridge,
(Owner's Project Manager) (street) (city)
Massachusetts, 02138 hereinafter called the "Owner's Project Manager" to provide the Project Management
(State) (Zip Code)
services required to complete the Basic and Extra Services described herein at the W. Edward Balmer Elementary
School, Whitinsville, Massachusetts 01588.
(name/description of Project)

The Owner's Project Manager is authorized to perform the services required by this Contract through the Feasibility Study Phase and, pending receipt of a written Approval to proceed from the Owner, through the Schematic Design Phase. At the Owner's option, the Owner's Project Manager may be authorized to perform services for subsequent design phases and/or the Construction Phases and Completion Phase, at which time a mutually agreed upon amendment to this Contract will be executed between the Owner and the Owner's Project Manager. If the Owner elects to construct the project pursuant to G.L. c. 149, the amendment to this Contract shall include the Authority's Base OPM Contract Amendment for DBB for Basic Services required for the design-bid-build construction delivery method. If the Owner elects to construct the project pursuant to G.L. c. 149A, the amendment to this Contract shall include the insertion of the Authority's Base OPM Contract Amendment for CM at Risk, for Basic Services required for the CM at Risk construction delivery method.

For the performance of the services required under this Contract for the Feasibility Study Phase and the Schematic Design Phase, the Owner's Project Manager shall be compensated by the Owner for Basic Services in accordance with the Payment Schedule included as Attachment A.

IN WITNESS WHEREOF, the Owner and the Owner's Project Manager have caused this Contract to be executed by their respective authorized officers.

OWNER
James Mursec
(print name)
Local Chief Executive Officer
(print title)
By [Signature]
(signature and seal)
Date 3/20/17 [Seal]

OWNER'S PROJECT MANAGER
Joel G. Seeley, AIA
(print name)
Chief Operating Officer | Executive Vice President
(print title)
By [Signature]
(signature)
Date 3/2/17

(Attach Certificate of Vote of Authorization)

Environmental Permitting	FS Engineers, Inc.	Farooq Siddique	MBE
Geotechnical Engineering	Lahlaf Geotechnical Consulting	Madjid Lahlaf	MBE
Hazardous Materials	Universal Environmental Consultants	Ammar Dieb	
Cost Estimating	Project Management & Cost	Peter Bradley	
Kitchen/Food Service Consultant	Crabtree McGrath Associates	John Sousa	
Acoustical Consultant	Accentech	Alicia Larsen	
Specifications Consultant	Dore & Whittier Architects	Marjorie Dickstein	
Library/Media/Audio Visual Consultant	Dore & Whittier Architects	Giovanna Chaisson	
Technology Consultant	EDvance Technology Design Group	Doug Faria	
Sustainable/Green Design/Renewable Energy Consultant	The Green Engineer	Chris Schaffner	
Code Consultant	Dore & Whittier Architects	David Mentzer	
Accessibility Consultant	Dore & Whittier Architects	David Mentzer	
Traffic Consultant	Nitsch Engineering	Nick Havan	
Furniture, Fixtures and Equipment Consultant	Dore & Whittier Architects	Giovanna Chaisson	
Site Surveying	Nitsch Engineering	Denis Seguin	WBE
Security Consultant	Margolis Healy	Dan Pascale	

IN WITNESS WHEREOF, the Owner and the Designer hereby agree to the terms of the Contract and have caused this Contract to be executed by their respective authorized officers or other authorized representatives.

OWNER

James R. Marzec

(print name)

Board of Selectmen

(print title)

By

(signature)

Date

6/26/17

DESIGNER

Lee Dore

(print name)

Principal/Vice President

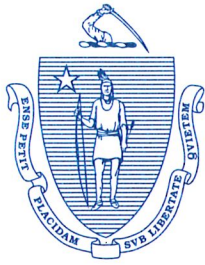
(print title)

By

(signature)

Date

6/26/17



The Commonwealth of Massachusetts
Office of the Inspector General

GLENN A. CUNHA
INSPECTOR GENERAL

JOHN W. McCORMACK
STATE OFFICE BUILDING
ONE ASHBURTON PLACE
ROOM 1311
BOSTON, MA 02108
TEL: (617) 727-9140
FAX: (617) 723-2334

January 17, 2018

Mr. James Marzec
Northbridge Board of Selectmen
Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588

**Re: Application to Use the Construction Management At-Risk Alternative
Delivery Method for the Town of Northbridge W. Edward Balmer
Elementary School Project**

Dear Mr. Marzec:

On December 8, 2017, pursuant to M.G.L. c. 149A and 945 CMR 2.00, the town of Northbridge ("Town") submitted an application to use the construction management at-risk ("CM at-risk") alternative delivery method for its W. Edward Balmer Elementary School construction project.

Based on all the information provided, the Town has met the statutory requirements for using the CM at-risk delivery method. Accordingly, the Office of the Inspector General ("Office") is issuing this notice to proceed to use the CM at-risk delivery method as specified in M.G.L. c. 149A, §§ 1-13, and to use the plan and procedures submitted.

This approval is conditioned on the Town using a CM at-risk firm that the Division of Capital Asset Management and Maintenance ("DCAMM") has certified, as well as DCAMM-certified trade contractors. Therefore, the Town must require each CM at-risk firm to supply both a certificate of eligibility and an update statement during both the prequalification phase and the technical proposal phase of the selection process. In addition, the Town must require each trade contractor to supply a certificate of eligibility and an update statement during the prequalification phase and again at the bidding phase of the selection process. The Town must reject as invalid all contractors' statements of qualifications, proposals and bids that do not include such certificates of eligibility or update statements.

If, during the course of the project, the Town changes its owner's project manager or designer, please submit information about the new project manager or designer to the Office. Also, if the Town decides not to proceed with the CM at-risk delivery method, please notify the Office.

James Marzec
Northbridge Board of Selectmen
January 17, 2018
Page 2 of 2

Please feel free to contact me or Kerri-Anne Hollingshead, Policy Analyst, if you have any questions or concerns.

Sincerely,




Glenn A. Cunha
Inspector General

cc: Joel G. Seeley, Project Director, Symmes Maini & McKee Associates, Inc.

NOTICE OF INTENT REPORT

Under the *Massachusetts Wetland
Protection Act* (MGL c. 131, s. 40) and the
Town of Northbridge Wetlands Bylaw and Regulations
(Section 7-700)

Project Name:	Balmer Elementary School	
Project Location:	21 Crescent Street Northbridge, MA	
Prepared for:	Town of Northbridge	
Nitsch Project #:	12260	
Date Prepared:	April 3, 2019	
<u>ATTACHMENTS</u>		
Attachment A:	DEP Forms WPA Form 3 - Notice of Intent NOI Wetland Fee Transmittal Form	
Attachment B:	Wetlands Information Order of Resource Area Delineation (ORAD)	
Attachment C:	Stormwater Report (Under separate cover) Including the Long-Term Pollution Prevention Plan and Stormwater Operation and Maintenance Plan	
Attachment D:	Abutters Information Abutter Notification Affidavit of Service Certified Abutters List	
Attachment E:	Figures Figure 1 USGS Locus Map Figure 2 Aerial Locus Map Figure 3 Natural Heritage and Endangered Species Program Map Figure 4 FEMA Flood Zones Figure 5 NRCS Soils Map	
Project Overview:	On behalf of the Applicant, Town of Northbridge, Nitsch Engineering is filing a Notice of Intent (NOI) with the Town of Northbridge Conservation Commission (NCC) for the construction of a new elementary school and associated site improvements at the existing Balmer Elementary site. The purpose of this NOI Application is to request an Order of Conditions from the Northbridge Conservation Commission under State and Local Regulations.	

NORTHBRIDGE WETLANDS BYLAW AND REGULATIONS

Project Narrative: Local Bylaw and Regulations

Fee:

The Notice of Intent filing fee shall be 50% of that total fee which is applied under the State NOI filing fees as of October 8, 2004. This fee shall be in addition to that fee for the State filing.

The project is exempt from state fees (municipal owner/applicant).

State and local fee is \$0.

Advertising the Public Hearing

The advertisement will be placed by the Conservation office and the fee shall be paid by the applicant prior to the issuance of a decision by the Commission.

Filing Requirements:

The filing shall at a minimum include **two (2) copies** of the following (3 hard copies and one electronic copy was submitted):

- (1) Form 3 of the Act;
- (2) Such Plans and specifications required of an Applicant under the Act and as specified in the regulations of the Act;
 - a) Limit of construction line shall be shown on plan.
 - b) Area (square footage) of all proposed disturbance within any jurisdictional area shall be called out on design plan.
 - c) The location and details of foundation and storm water management measures.
- (3) A list of Abutters from the most recent tax list of the Town and certified by the Town Assessors;
- (4) A detailed sequence of construction;
- (5) A detailed plan of Wetland replacement or restoration if the project proposes a Wetland Alteration

Notification:

Any Person filing a Notice of Intent under the Bylaw shall also notify, by certified mail or certificate of mailing, all Abutters of the filing of such Notice of Intent. Such Notice shall clearly identify the land on which the Work is to be done and describe the general nature of the Work. Notice shall include the date, place, and time of said public hearing, and where Plans may be reviewed. A list of Persons so notified, and proof of such notification shall be filed with the Commission prior to the opening of the public hearing. If proof of said notification is not presented to the Commission, the public hearing shall not be opened. **Notification of Abutters within 300' of the site per Wetlands Bylaw.**

PDF of Plans: Upon approval of the final plan by the Conservation Commission, the applicant will provide a copy of the final plan in pdf format to the Commission before the release of the Orders of Conditions.

	<p><u>Wetland Setbacks for New Activities</u></p> <p>Required minimum setbacks from the edge of the wetland or vernal pool and the stated structure or activity shall be as follows:</p> <p>a) Crossings and structures necessary for upland access where reasonable alternative access is unavailable: 0 feet</p> <p>b) Wetland-dependent structures (drain outfalls and weirs): 15 feet</p> <p>c) Undisturbed natural vegetation except surrounding vernal pools :35 feet</p> <p>d) Undisturbed natural vegetation to the mean high-water line for <u>vernal pools</u>: 85 feet</p> <p>e) The edge of driveways, roadways, and structures except vernal pools (i.e. no-build) – 50 feet</p> <p>f) The edge of driveways, roadways, and structures for vernal pools (i.e. no-build) – 100 feet</p> <p>g) Underground storage of gasoline, oil or other fuels and hazardous materials – 100 feet</p>																																																	
Distances to Wetland Resources Areas:	<p><u>Table 1: Distances to Wetland Resources Areas</u></p> <table><tr><th>Project Component</th><th>BVW WF#12</th><th>BVW WF#13</th><th>BVW WF#14</th><th>BVW WF#20</th><th>BVW WF#23</th><th>BVW WF#24</th></tr><tr><td>Existing Building</td><td>198'</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Existing Tree Line</td><td>31.4'</td><td>30.8'</td><td>40.5'</td><td>15.4'</td><td>31'</td><td>Over 200'</td></tr><tr><td>Natural Vegetation (min 35')</td><td>31'- 4' restored</td><td>30' – 4' restored</td><td>40'</td><td>15' – 12' restored</td><td>31' – 4' restored</td><td>60'+</td></tr><tr><td>To Retaining Wall</td><td>38'</td><td>n/a</td><td>n/a</td><td>56'</td><td>n/a</td><td>n/a</td></tr><tr><td>New Driveway</td><td>45'</td><td>42'</td><td>54'</td><td>30'</td><td>108'</td><td>n/a</td></tr><tr><td>New School</td><td>n/a</td><td>137'</td><td>n/a</td><td>101'</td><td>n/a</td><td>' n/a</td></tr></table> <p>See Wetland Resources Plan – Sheet C0.03.</p>	Project Component	BVW WF#12	BVW WF#13	BVW WF#14	BVW WF#20	BVW WF#23	BVW WF#24	Existing Building	198'						Existing Tree Line	31.4'	30.8'	40.5'	15.4'	31'	Over 200'	Natural Vegetation (min 35')	31'- 4' restored	30' – 4' restored	40'	15' – 12' restored	31' – 4' restored	60'+	To Retaining Wall	38'	n/a	n/a	56'	n/a	n/a	New Driveway	45'	42'	54'	30'	108'	n/a	New School	n/a	137'	n/a	101'	n/a	' n/a
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Exist and Proposed Work in Resource Areas:	<p><u>Table 2: Existing and Proposed Alterations in Resources Areas and Buffer Zones</u></p> <table><tr><th>Project Component</th><th>Exist. Building – Imp. (sf)</th><th>Exist. Lawn (sf)</th><th>Proposed Work (sf)</th><th>Proposed Restoration</th></tr><tr><td>BVW</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>0-15' Water Dep.</td><td></td><td>340</td><td>0</td><td>340</td></tr><tr><td>15-35' No Disturb</td><td>0</td><td>1,996</td><td>0</td><td>1,996</td></tr><tr><td>35-50' No Structure</td><td>0</td><td>3,206</td><td>2733 (287 Driveway)</td><td>1,934</td></tr><tr><td>50-100' Buffer</td><td>0</td><td>15,776</td><td>19,000</td><td>1,025</td></tr></table>	Project Component	Exist. Building – Imp. (sf)	Exist. Lawn (sf)	Proposed Work (sf)	Proposed Restoration	BVW	0	0	0	0	0-15' Water Dep.		340	0	340	15-35' No Disturb	0	1,996	0	1,996	35-50' No Structure	0	3,206	2733 (287 Driveway)	1,934	50-100' Buffer	0	15,776	19,000	1,025																			
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Waivers:	<p>The Applicant is requesting a waiver for a small portion of the 50' No Structure Setback for the Driveway/Fire Access. Waiver is for from 50' to 41' and 287 sf within 50-foot no build setback. Existing lawn will be restored to natural vegetation adjacent to this area.</p>																																																	

EXISTING CONDITIONS	
Wetland Resources Areas:	The BVW and associated 100-foot buffer zone is located in the northern portion of the property. In addition, a BVW associated with Arcade Pond is located across Crescent Street from the project but a portion of the outer 100-foot buffer crosses the property line. An ORAD, dated January 16, 2019 was issued by the NCC confirming the wetland delineation indicated on the Existing Conditions Plan. See Attachment B.
Soils:	<p>Soils (from NRCS Soils Map) on site include:</p> <ul style="list-style-type: none"> • Udorthents, Smoothed – Hydrological Soil Group A • Canton fine sandy loam – Hydrological Soil Group B • Scituate fine sandy loam – Hydrological Soil Group C • Hinkley loamy sand – Hydrological Soil Group A • Montauk fine sandy loam – Hydrological Soil Group C • Merrimac fine sandy loam - Hydrological Soil Group A <p>See Attachment E - Figure 5 for locations of soil on the site.</p>
FEMA Flood Zone:	There are no flood hazard zones on the project site. FIRM MAP Number 25027C1006E Effective Date July 4, 2011 See Attachment E: Figure 4.
Natural Heritage:	There are no NHESP designated areas on the site. See Attachment E: Figure 3.
TMDL:	Arcade Pond is a category 5 “Impaired or threatened for one or more uses and requiring a TMDL” ID # MA51003_2008 Arcade Pond (5) – Watershed Blackstone – Cause: Flow Alterations, Metals, Nutrients, Low DO, Pathogens, Priority Organics, Suspended Solids, taste, odor, and color, and unknown toxicity
Wetland Resource Area Impacts	
BVW:	NO work is proposed within the BVW.
100-Foot Buffer Zone:	<p>No work is proposed within the Northbridge’s Wetland Bylaw’s 35-foot no disturb buffer except for restoring lawn areas in natural vegetation.</p> <p>Grading, driveways, stormwater facilities, and play areas are proposed within the outer 50 65 feet of the 100-foot buffer. See Table 2 for a break down of proposed work areas.</p>
Proposed Mitigation	
Site Layout:	<p>The site was designed to avoid the BVW and minimize disturbance within the buffer zones. No work is proposed in the BVW.</p> <p>The existing lawn areas immediately adjacent to the BVW will be restored to natural vegetation. See Table 2 above and Sheet C0.03 for greater detail.</p> <p>New Stormwater Management System is proposed for the site and will provide water quality treatment for the stormwater runoff for the entire site.</p>


Stormwater Best Management Practices (BMPs):	<p>The following BMPs are included in the Stormwater Design (See Attachment C for details):</p> <ul style="list-style-type: none"> • <u>Deep Sump Catch Basins</u>: Deep sump and hooded catch basins are proposed to provide pretreatment in the impervious areas of the parking lot and access driveways. • <u>Proprietary hydrodynamic water quality structures</u>: Water quality structure such as Stormceptors remove sediment from runoff resulting in pollutant removal. • <u>Bioretention Basins</u>: Bioretention is a technique that uses soils, plants, and microbes to treat stormwater before it is infiltrated and/or discharged. • <u>Water Quality Swales</u>: Water quality swales are vegetated open channels designed to treat the required water quality volume and to convey runoff from the 10-year storm without causing erosion. • <u>Roof Infiltration Basins</u> are underground infiltration systems sized to infiltrate runoff from portions of the roof to meet recharge standard. • <u>Subsurface Detention Basins</u>: Underground chambers that detained runoff directed into them via the closed drainage system to mitigate the increase in the rate of runoff from the increase in impervious surfaces.
Stormwater:	<p>New stormwater management system that meets DEP Stormwater Standard is proposed. See Attachment C: Stormwater Report for full discussion on the proposed stormwater management improvements, stormwater hydrological and hydraulic calculations, recharge calculations, construction period sediment and erosion control, and long-term pollution prevention measures.</p>
<h3>Conclusion</h3>	
<p>The proposed project provides mitigation measures including careful site design, a stormwater management system that meets or exceeds the MassDEP Stormwater Management Standards, construction period sediment and erosion controls, and long-term pollution prevention measures. This NOI report and associated appendices provide a description of the design details and regulatory compliance in accordance with the pertinent Wetland Statutes and Regulations. The Applicant seeks an Order of Conditions approving the Project as proposed.</p>	

Northbridge Elementary School

Project/Site Name: Northbridge
Elementary School

Operator Name: Fontaine Brothers

My Assigned Permissions: View, Sign,
Manage

NPDES FORM 3510-9		UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460 NOTICE OF INTENT (NOI) FOR THE 2017 NPDES CONSTRUCTION PERMIT	FORM Approved OMB No. 2040-0004
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Submission of this Notice of Intent (NOI) constitutes notice that the operator identified in Section III of this form requests authorization to discharge pursuant to the NPDES Construction General Permit (CGP) permit number identified in Section II of this form. Submission of this NOI also constitutes notice that the operator identified in Section III of this form meets the eligibility requirements of Part 1.1 CGP for the project identified in Section IV of this form. Permit coverage is required prior to commencement of construction activity until you are eligible to terminate coverage as detailed in Part 8 of the CGP. To obtain authorization, you must submit a complete and accurate NOI form. Discharges are not authorized if your NOI is incomplete or inaccurate or if you were never eligible for permit coverage. Refer to the instructions at the end of this form.

Permit Information

NPDES ID: MAR10023A

State where your construction site is located: MA

Is your construction site located on Indian Country Lands? ☐ YES ☒ NO

Are you requesting coverage under this NOI as a "Federal Operator" as defined in Appendix A (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_a_-_definitions_508.pdf)?
☐ YES ☒ NO

Have stormwater discharges from your current construction site been covered previously under an NPDES permit? ☐ YES ☒ NO

Will you use polymers, flocculants, or other treatment chemicals at your construction site? ☐ YES ☒ NO

Has a Stormwater Pollution Prevention Plan (SWPPP) been prepared in advance of filling this NOI, as required? ☒ YES ☐ NO

Are you able to demonstrate that you meet one of the criteria listed in Appendix D (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_d_-_endangered_species_reqs_508.pdf) with respect to protection of threatened or endangered species listed under the Endangered Species Act (ESA) and federally designated critical habitat?
☒ YES ☐ NO

Have you completed the screening process in Appendix E (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_e_-_historic_properties_reqs_508.pdf) relating to the protection of historic properties?
☒ YES ☐ NO

Indicating "Yes" below, I confirm that I understand that CGP only authorized the allowable stormwater discharges in Part 1.2.1 and the allowable non-stormwater discharges listed in Part 1.2.2. Any discharges not expressly authorized in this permit cannot become authorized or shielded from liability under CWA section 402(k) by disclosure to EPA, state or local authorities after issuance of this permit via any means, including the Notice of Intent (NOI) to be covered by the permit, the Stormwater Pollution Prevention Plan (SWPPP), during an inspection, etc. If any discharges requiring NPDES permit coverage other than the allowable stormwater and non-stormwater discharges listed in Parts 1.2.1 and 1.2.2 will be discharged, they must be covered under another NPDES permit.
☒ YES ☐ NO

Operator Information

Operator Information

Operator Name: Fontaine Brothers

Operator Mailing Address:

Address Line 1: 510 Cottage Street

Address Line 2: City: Springfield

ZIP/Postal Code: 01104 State: MA

County or Similar Division: HAMPDEN

Operator Point of Contact Information

First Name, Middle Initial, LastName: Robert Day

Title: Project Manager

Phone: 413-781-2020 Ext.

Project/Site Information

Project/Site Name: Northbridge Elementary School

Project/Site Address

Address Line 1: 21 Crescent Street

Address Line 2:

City: Northbridge

ZIP/Postal Code: 01588

State: MA

County or Similar Division: WORCESTER

Latitude/Longitude: 42.1153°N, 71.6802°W

Latitude/Longitude Data Source: Google Maps

Horizontal Reference Datum: WGS 84

Project Start Date: 2019-06-17

Project End Date: 2021-11-24

Estimated Area to be Disturbed: 17

Types of Construction Sites:

- Institutional

Will there be demolition of any structure built or renovated before January 1, 1980? ☒ YES ☐ NO

Do any of the structures being demolished have at least 10,000 square feet of floor space? ☒ YES ☐ NO

Was the pre-development land use used for agriculture? ☐ YES ☒ NO

Have earth-disturbing activities commenced on your project/site? ☐ YES ☒ NO

Is your project located on a property of religious or cultural significance to an Indian tribe? ☐ YES ☒ NO

Discharge Information

Does your project/site discharge stormwater into a Municipal Separate Storm Sewer System (MS4)? ☐ YES ☒ NO

Are there any waters of the U.S. within 50 feet of your project's earth disturbances? ☐ YES ☒ NO

Are any of the waters of the U.S. to which you discharge designated by the state or tribal authority under its antidegradation policy as a Tier 2 (or Tier 2.5) water (water quality exceeds levels necessary to support propagation of fish, shellfish, and wildlife and recreation in and on the water) or as a Tier 3 water (Outstanding National Resource Water)? See Appendix F (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_f_-_tier_3_tier_2_and_tier_2.5_waters_508.pdf)

☐ YES ☒ NO

001: Arcade Pond

Latitude/Longitude:

Tier Designation: N/A

Is this receiving water impaired (on the CWA 303(d) list)? ☒ YES ☐ NO

Has a TMDL been completed for this receiving waterbody? ☐ YES ☒ NO

Pollutant	Causing Impairment?	TMDL ID	TMDL Name
Algal growth potential	Yes		
Algal, biomass percent	Yes		

Stormwater Pollution Prevention Plan (SWPPP)

First Name, Middle Initial, LastName: Robert Day

Title: Project Manager

Phone: 413-781-2020 Ext.

Endangered Species Protection

Using the Instructions in Appendix D of the CGP, under which criterion listed in Appendix D are you eligible for coverage under this permit? Criterion A

Provide a brief summary of the basis for criterion selection listed above (the necessary content for a supportive basis statement is provided under the criterion you selected.):

There are no federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in your site's "action area" as defined in Appendix A of the CGP.

Historic Preservation

Are you installing any stormwater controls as described in Appendix E (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_e_-_historic_properties_reqs_508.pdf) that require subsurface earth disturbances? (Appendix E (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_e_-_historic_properties_reqs_508.pdf), Step 1)

☒ YES ☐ NO

Have prior surveys or evaluations conducted on the site already determined historic properties do not exist, or that prior disturbances have precluded the existence of historic properties? (Appendix E (https://www.epa.gov/sites/production/files/2017-02/documents/2017_cgp_final_appendix_e_-_historic_properties_reqs_508.pdf), Step 2):

☒ YES ☐ NO

Certification Information

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Certified By: Robert F. Day

Certifier Title: Project Manager

Certifier Email: rday@fontainebros.com

Certified On: 06/03/2019 3:09 PM

Thomas Hengelsberg

From: donotreply@epa.gov
Sent: Monday, June 17, 2019 4:01 PM
To: donotreply@epa.gov
Subject: EPA CGP Coverage Status: Active: Northbridge Elementary School, NPDES ID: MAR10023A
Attachments: cors.zip

2019-06-17

Dear NeT User,

Coverage status has changed for a project / site under the CGP.

NPDES ID	Form Type	Coverage Status	Operator	Project/Site Name	EPA Comment
MAR10023A	NOI	Active	Fontaine Brothers	Northbridge Elementary School	

Your Notice of Intent (NOI) requesting coverage under EPA's Construction General Permit (CGP) has been accepted and authorization to discharge under the CGP became effective on 06/17/2019.

Please note that this email does not represent a determination by EPA regarding the validity of the information you provided in your NOI or LEW. Your eligibility for coverage under this permit is based on the validity of the certification you provided. Your electronic signature on the NOI or LEW form certifies that you have read, understood, and are implementing all of the applicable requirements. An important aspect of this certification requires that you have correctly determined whether you are eligible for coverage under this permit.

If you submitted an NOI, the CGP requires you to have developed a Stormwater Pollution Prevention Plan (SWPPP) prior to submitting your NOI. The CGP also includes specific requirements for erosion and sediment controls, pollution prevention controls, conducting self-inspections, taking corrective actions, and conducting staff training. You must comply with any state, tribal, or territory-specific requirements in Part 9 (see <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#cgp>).

If you have questions about this email or about NeT CGP, please refer to the at [NeT Help Center](#) or e-mail NPDESereporting@epa.gov for assistance.

This is an automated notification; please do not reply to this email.

Trade Values Northbridge - W. Edward Balmer E.S.			
See "X" Below For ALL Trades Subject To Prequalification (at this time)	Section #	Trade Category	Trade Amount
X	40001	Masonry	\$2,690,095
X	50001	Miscellaneous and Ornamental Iron	\$939,871
X	70001	Waterproofing, Dampproofing and Caulking	\$999,980
X	70002	Roofing and Flashing	\$1,908,187
X	80001	Metal Windows	\$2,550,315
X	80002	Glass and Glazing	\$153,458
X	90002	Tile	\$571,402
X	90003	Acoustical Tile	\$942,994
X	90005	Resilient Floors	\$1,101,339
X	90007	Painting	\$473,106
X	140001	Elevators	\$154,125
X	210000	Fire Protection	\$948,766
X	220000	Plumbing	\$2,340,204
X	230000	Heating, Ventilating, and Air Conditioning	\$7,340,318
X	260000	Electrical	\$5,865,300

Total of the above: \$28,979,459