

PROJECT MINUTES

Project:	New W. Edward Balmer Elementary School	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	9/17/19
Re:	School Building Committee Meeting	Meeting No:	51
Location:	High School Media Center	Time:	7:00pm
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
✓	Alicia Cannon	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
✓	Amy McKinstry	Interim Superintendent of Schools	Non-Voting Member
✓	Richard Maglione	Director of Facilities	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
	Theresa Gould	Principal, Northbridge Elementary School	Non-Voting Member
	Gregory Rosenthal	Director of Pupil Personnel Services	Non-Voting Member
	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
	David Fontaine	Fontaine Bros, CM	
✓	David Fontaine, Jr	Fontaine Bros, CM	
	David Barksdale	Fontaine Bros, CM	
	Jim Mauer	Fontaine Bros, CM	
✓	Joel Kent	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
51.1	Record	Call to Order, 7:14 PM, meeting opened.
51.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
51.3	Record	Public Comment - None
51.4	Record	A motion was made by M. LeBrasseur and seconded by S. Gogolinski to approve the 8/26/19 School Building Committee meeting minutes. No Discussion, motion passed unanimous by those attending.
51.5	J. Seeley	<p>J. Seeley distributed and reviewed the Budget Tracking Form thru 8/31/19, attached, for the Total Project Budget.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Lundquist asked if an estimated to complete and a projected final cost column can be added to the Form? <i>J. Seeley indicated yes and will add.</i>
51.6	Record	<p>Warrant No. 31 was reviewed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> P. L'Hommedieu requested only the summary pages for the FBI Payment Requisition be printed for Committee members for each meeting. <i>J. Seeley will continue to email the entire FBI Payment Requisition, but only print the summary pages for each Committee meeting.</i> S. Gogolinski asked why is there sales tax being paid by FBI? <i>P. L'Hommedieu explained that sales tax applies to materials that are not permanent construction.</i> <p>A motion was made by A. Chagnon and seconded by P. Bedigian to approve Warrant No. 31. No discussion, motion passed unanimous.</p>
51.7	Record	<p>Warrant No. 32 was reviewed.</p> <p>A motion was made by M. LeBrasseur and seconded by A. Chagnon to approve Warrant No. 31. No discussion, motion passed unanimous.</p>
51.8	Record	<p>T. Hengelsberg distributed and reviewed Change Order No. 1, dated 9/17/19 in the amount of \$5,091.00, Change Order Description Form and Change Order Contingency Summary Form, all attached.</p> <p>A motion was made by S. Gogolinski and seconded by P. Bedigian to approve Change Order No. 1, dated 9/17/19 in the amount of \$5,091.00 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
51.9	Record	J. Seeley distributed and reviewed the updated Project Schedule and updated 100% Construction Documents Meetings and Agenda Schedule, attached.
51.10	T. Hengelsberg	T. Hengelsberg to provide a response to the CDM Balmer School Sanitary Flow Metering Study.
51.11	J. Strazzulla	J. Strazzulla to review the location of the relocated Vail Memorial with the Trustees of Soldiers Memorials Committee.

Item #	Action	Discussion
51.12	T. Hengelsberg	T. Hengelsberg to issue a formal response to the design review meeting with the Disability Commission held on 7/10/19.
51.13	T. Hengelsberg	T. Hengelsberg will provide direction if the AAON Units were measured at full fan speed or the anticipated fan speed on design degree days and if the acoustical engineers took diversity into account when providing direction on the Mechanical Roof Screens design.
51.14	J. Strazzulla D. Fontaine	<p>T. Hengelsberg provided an update on the actions from the Neighborhood Meeting held on 8/26/19, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. M. LeBrasseur indicated 254 Mason asked if the plantings adjacent to their property could be changed. <i>J. Strazzulla will contact 254 Mason for feedback on their request.</i> 2. J. Strazzulla asked if there would be a cost impact to implement the actions? <i>D. Fontaine will review and provide direction.</i>
51.15	Record	T. Hengelsberg presented a LEED status update, attached. The project is tracking on target.
51.16	Record	<p>T. Hengelsberg presented an update on the Electric Charging Stations.</p> <p>After discussion, the Committee decided to include 6 Electric Charging Stations (3 duplex units) for Private Use.</p>
51.17	Record	<p>D. Fontaine distributed and reviewed Amendment No. 2 to the Owner-Construction Manager Agreement for the Early Concrete and Steel Package, dated 9/17/19 in the amount of \$11,184,238.00.</p> <p>A motion was made by A. Chagnon and seconded by A. Cannon to approve Amendment No. 2 to the Owner-Construction Manager Agreement for the Early Concrete and Steel Package, dated 9/17/19 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
51.18	Record	<p>J. Kent provided a Construction Update. The cutting and rough grading in the building footprint is nearly complete and underground utilities are underway in preparation for binder course paving of the access drive to the new building.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. A. Cannon asked if FBI is abiding by the construction hours in the Town's By-Law? <i>D. Fontaine indicated yes.</i> 2. A. Cannon asked if the generator noise mentioned at the 8/26/19 Neighborhood Meeting was followed up? <i>D. Fontaine indicated yes, it was for a pump in the deep excavations to control the build-up of ground water.</i> 3. A. Chagnon asked what is the procedure for notifying the neighborhood of Saturday work? <i>J. Seeley indicated Saturday work is an agenda item at every weekly construction meeting. If FBI indicates Saturday work is planned, SMMA will post on the project website and send an email to the neighborhood email group.</i>

Project: New W. Edward Balmer Elementary School

Meeting Date: 9/17/19

Meeting No.: 51

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Item #	Action	Discussion
51.19	Record	Committee Questions - none
51.20	Record	Old or New Business - none
51.21	Record	Next SBC Meeting: 10/1/19 at TBD pm at the High School Media Center.
51.22	Record	A Motion was made by M. LeBrasseur and seconded by J. Tubbs to adjourn to Executive Session and not return to Open Session. No discussion, motion passed unanimous.


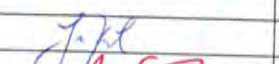


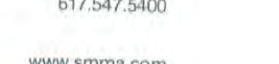
Attachments: Agenda, Budget Tracking Form, Warrant No. 31, Warrant No. 32, Change Order No. 1, Project Schedule, 100% Construction Documents Meetings and Agenda Schedule, Amendment No. 2 to the Owner-Construction Manager Agreement for the Early Concrete and Steel Package, PowerPoint

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

PROJECT MEETING SIGN-IN SHEET

Project: New W. Edward Balmer Elementary School
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Media Center
 427 Linwood Avenue, Whitinsville, MA
 Distribution: Attendees, (MF)

Project No.: 17020
 Meeting Date: 9/17/2019
 Meeting No: 51
 Time: 6:00pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	Alicia Cannon	cannonhome0927@gmail.com	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	plhommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	j_lundquist@charter.net	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Amy McKinstry	amckinstry@nps.org	Superintendent of Schools
	Richard Maglione	rmaglione@nps.org	Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Theresa Gould	tgould@nps.org	Principal, Northbridge Elementary School
	Gregory Rosenthal	groenthal@nps.org	Director of Pupil Personnel Services
	Lee P. Dore	lpdore@DoreandWhittier.com	Dore & Whittier Architects
	Thomas Hengelsberg	thengelsberg@DoreandWhittier.com	Dore & Whittier Architects
	David Fontaine, Jr.	djf@fontainebros.com	Fontaine Bros., Inc.
	David Barksdale	dbarksdale@fontainebros.com	Fontaine Bros., Inc.
	Jim Mauer	jmauer@fontainebros.com	Fontaine Bros., Inc.
	Joel Kent	jkent@fontainebros.com	Fontaine Bros., Inc.
	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project: New W. Edward Balmer Elementary School
Re: School Building Committee Meeting
Meeting Location: High School Media Center
427 Linwood Avenue, Whitinsville, MA
Prepared by: Joel G. Seeley
Distribution: Committee Members (MF)

Project No.: 17020
Meeting Date: 9/17/2019
Meeting Time: 6:30 PM
Meeting No. 51

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1. Call to Order
 2. Public Comments
 3. Approval of Minutes
 4. Approval of Invoices and Commitments
 5. Review Overall Construction Document Phase Schedule
 6. Review 100% Construction Document Schedule
 7. Review Design Refinements
 8. DPW Sanitary Systems Study Review
 9. Award Early Concrete and Steel Package
 10. Construction Update
 - Neighborhood Update
 11. New or Old Business
 12. Committee Questions
 13. Next Meeting: October 1, 2019
 14. Executive Session Not to Return to Open Session
 - M.G.L. c.30A, Sec. 21 #3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the Town.

Symmes Maini & McKee Associates, Inc. (SMMA) Northridge School District Northridge W. Edward Balmer Elementary School BUDGET SUMMARY										
BUDGET TRACKING FORM as of: 8/31/2019										
	Propay code #	Name	Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget A	Contract Amount B	Expended C	(B - C) Remaining Contract Amount D	Additional Projected Amount E	(A - B - E) Budget Balance
		<u>Feasibility Study Agreement</u>								
1	0001-0000	<u>OPM Feasibility Study</u>	105,000.00		105,000.00	105,000.00	105,000.00	-	-	-
2	0002-0000	<u>A&E Feasibility Study</u>	425,000.00		425,000.00	425,000.00	425,000.00	-	-	-
3	0003-0000	<u>Environmental and Site</u>	150,000.00		150,000.00	146,753.50	145,543.50	1,210.00	-	3,246.50
4	0004-0000	<u>Other</u>	95,000.00		95,000.00	51,759.59	51,759.59	-	-	43,240.41
		Feasibility Study Agreement Subtotal	\$ 775,000.00	-	\$ 775,000.00	\$ 728,513.09	\$ 727,303.09	\$ 1,210.00	\$ -	\$ 46,486.91
		<u>Administration</u>								
6	0101-0000	<u>Legal Fees</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
		<u>Owner's Project Manager</u>								
7	0102-0400	> <u>Design Development</u>	180,250.00		180,250.00	180,250.00	180,250.00	-	-	-
8	0102-0500	> <u>Construction Contract Documents</u>	250,025.00		250,025.00	250,025.00	150,015.00	100,010.00	-	-
9	0102-0600	> <u>Bidding</u>	95,050.00		95,050.00	95,050.00	-	95,050.00	-	-
10	0102-0700	> <u>Construction Contract Administration</u>	1,912,599.00		1,912,599.00	1,912,599.00	-	1,912,599.00	-	-
11	0102-0800	> <u>Closeout</u>	120,080.00		120,080.00	120,080.00	-	120,080.00	-	-
12	0102-0900	> <u>Extra Services</u>	100,000.00		100,000.00	-	-	-	-	100,000.00
13	0102-1000	> <u>Reimbursable & Other Services</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
14	0102-1100	> <u>Cost Estimates</u>	-		-	-	-	-	-	-
15	0103-0000	<u>Advertising</u>	20,000.00		20,000.00	856.14	610.14	246.00	-	19,143.86
16	0104-0000	<u>Permitting</u>	50,000.00		50,000.00	7,314.10	6,624.10	690.00	-	42,685.90
17	0105-0000	<u>Owner's Insurance</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
18	0199-0000	<u>Other Administrative Costs</u>	60,000.00		60,000.00	300.00	300.00	-	-	59,700.00
		Administration Subtotal	\$ 2,988,004.00	-	\$ 2,988,004.00	\$ 2,566,474.24	\$ 337,799.24	\$ 2,228,675.00	\$ -	\$ 421,529.76
		<u>Architecture and Engineering</u>								
		<u>Basic Services</u>								
21	0201-0400	> <u>Design Development</u>	1,944,609.00		1,944,609.00	1,944,609.00	1,944,609.00	-	-	-
22	0201-0500	> <u>Construction Contract Documents</u>	2,657,249.00		2,657,249.00	2,657,249.00	1,770,790.72	886,458.28	-	-
23	0201-0600	> <u>Bidding</u>	227,830.00		227,830.00	227,830.00	-	227,830.00	-	-
24	0201-0700	> <u>Construction Contract Administration</u>	2,252,218.00		2,252,218.00	2,252,218.00	-	2,252,218.00	-	-
25	0201-0800	> <u>Closeout</u>	164,136.00		164,136.00	164,136.00	-	164,136.00	-	-
26	0201-9900	> <u>Other Basic Services</u>	-		-	-	-	-	-	-
27		BASIC SERVICES SUBTOTAL	\$ 7,246,042.00	\$ -	\$ 7,246,042.00	\$ 7,246,042.00	\$ 3,715,399.72	\$ 3,530,642.28	\$ -	\$ -
		<u>Reimbursable Services</u>								
28	0203-0100	> <u>Construction Testing</u>	30,000.00		30,000.00	-	-	-	-	30,000.00
29	0203-0200	> <u>Printing (over minimum)</u>	20,000.00		20,000.00	-	-	-	-	20,000.00
30	0203-9900	> <u>Other Reimbursable Costs</u>	100,000.00		100,000.00	40,334.13	16,024.13	24,310.00	-	59,665.87
31	0204-0200	> <u>Hazardous Materials</u>	100,000.00		100,000.00	23,100.00	10,450.00	12,650.00	-	76,900.00
32	0204-0300	> <u>Geotech & Geo-Env.</u>	85,000.00		85,000.00	83,435.00	6,490.00	76,945.00	-	1,565.00
33	0204-0400	> <u>Site Survey</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
34	0204-0500	> <u>Wetlands</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
35	0204-1200	> <u>Traffic Studies</u>	35,000.00		35,000.00	-	-	-	-	35,000.00
		Architectural and Engineering Subtotal	\$ 7,696,042.00	-	\$ 7,696,042.00	\$ 7,392,911.13	\$ 3,748,363.85	\$ 3,644,547.28	\$ -	\$ 303,130.87

Symmes Maini & McKee Associates, Inc. (SMMA) Northbridge School District Northbridge W. Edward Balmer Elementary School BUDGET SUMMARY										BUDGET TRACKING FORM as of: 8/31/2019				(A - B - E) Budget Balance							
CM @ Risk Preconstruction Services										Contract Amount		Expended		(B - C) Remaining Contract Amount		Additional Projected Amount					
Original PS&B Budget 6/20/2018										Current Budget		Budget Revisions									
										\$		\$		\$							
36	0501-0000									\$	250,000.00			\$	210,000.00	\$	145,386.00	\$	-	\$	40,000.00
	0502-0001									\$	79,492,662.00			\$	10,815,408.00	\$	956,148.40	\$	-	\$	68,677,254.00
89	CSI Code																				
89	0502-0010									210,104.85		42,021.35		168,083.50							
89	0502-0020									183,403.20		183,403.20									
89	0502-0030									151,840.40		-		151,840.40							
89	0502-0100									-		123,745.10		(123,745.10)							
89	0502-0100									-		-		-							
89	0502-0100									763,756.30		-		763,756.30							
89	0502-0200									95,000.00		-		95,000.00							
89	0502-0300									-		-		-							
89	0502-0400									-		-		-							
89	0502-0500									-		-		-							
89	0502-0600									-		-		-							
89	0502-0700									-		-		-							
89	0502-0800									-		-		-							
89	0502-0900									-		-		-							
89	0502-1000									-		-		-							
89	0502-1100									-		-		-							
89	0502-1200									-		-		-							
89	0502-1300									-		-		-							
89	0502-1400									-		-		-							
89	0502-2100									-		-		-							
89	0502-2200									23,275.00		-		23,275.00							
89	0502-2300									-		-		-							
89	0502-2500									23,275.00		-		23,275.00							
89	0502-2600									-		-		-							
89	0502-2700									-		-		-							
89	0502-2800									-		-		-							
89	0502-3100									8,823,982.85		606,978.75		8,217,004.10							
89	0502-3200									-		-		-							
89	0502-3300									-		-		-							
89	0502-9900									540,770.40		-		540,770.40							
89	0508-0000									-		-		-							
89	Construction Budget Subtotal								\$	10,815,408.00	\$	956,148.40	\$	9,859,259.60	\$	-	\$	68,677,254.00			
	Alternates																				
90	0506-0000									-		-		-							
90	0506-0000									-		-		-							
	Alternates Subtotal								\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
	Miscellaneous Project Costs																				
94	0601-0000									200,000.00		-		7,250.00						192,750.00	
95	0602-0000									300,000.00		-		-						300,000.00	
96	0603-0000									-		-		-						-	
97	0699-0000									200,000.00		-		-						200,000.00	
	0600-0000									\$	700,000.00	\$	-	\$	7,250.00	\$	-	\$	692,750.00		
	0700-0000									1,648,000.00		-		-						1,648,000.00	
99	0701-0000									1,648,000.00		-		-							
	0702-0000									1,854,000.00		-		-						1,854,000.00	
101	0703-0000									3,502,000.00		-		-		-				3,502,000.00	
103	0507-0000									3,974,633.00		-		-						3,974,633.00	
104	0801-0000									1,589,853.00		-		-						1,589,853.00	
									\$	5,564,486.00	\$	-	\$	-	\$	-	\$	-	\$	5,564,486.00	
	Total Project Budget								\$	100,968,194.00	\$	-	\$	21,720,556.46	\$	5,915,000.58	\$	15,805,555.88	\$	79,247,637.54	

**SCHOOL BUILDING COMMITTEE
W. EDWARD BALMER ELEMENTARY SCHOOL**

All meetings held at the
High School Media Center at 6:30 PM
unless otherwise noted

MEETINGS SCHEDULE AND AGENDAS
July 2, 2019 Updated September 17, 2019

DATE	AGENDA
100% Construction Documents Phase	
September 17, 2019	BUILDING COMMITTEE MEETING
	Review Overall Construction Document Phase Schedule
	Review 100% Construction Document Schedule
	Review Design Refinements
	Award Early Concrete and Steel
September 24, 2019	TRADE CONTRACTOR QUALIFICATION COMMITTEE MEETING - 6:00 PM
	Review of Trade Contractor Statements of Qualifications
October 1, 2019	BUILDING COMMITTEE MEETING
	Vote to Approve Trade Contractor Prequalifications
	Review MSBA 90% Construction Documents Submission Comments
November 19, 2019	BUILDING COMMITTEE MEETING
	Vote to Approve Trade Contractor Bids
	ADDITIONAL MEETINGS TO BE SCHEDULED

ID	Task Name	Duration	Start	Finish	2014		2019	
1	MSBA PREREQUISITES	431 days	3/9/2015	11/9/2016				
4	RETAIN OPM	45 days	1/30/2017	4/3/2017				
10	RETAIN DESIGNER	80 days	3/8/2017	6/27/2017				
20	FEASIBILITY STUDY (FS)	161 days	6/27/2017	2/14/2018				
35	SCHEMATIC DESIGN (SD)	86 days	2/14/2018	6/13/2018				
42	PROJECT SCOPE AND BUDGET	139 days	5/23/2018	12/6/2018				
50	DESIGN DEVELOPMENT	119 days	11/8/2018	4/26/2019				
59	SITE PERMITTING	170 days	11/7/2018	7/8/2019				
89	BUILDING PERMITTING	102 days	6/18/2019	11/8/2019				
94	CONSTRUCTION DOCUMENTS	160 days	3/8/2019	10/21/2019				
95	Incorporate MSBA DD Comments	11 days	4/29/2019	5/13/2019				
96	Develop 60% Contract Documents to Estimator	30 days	4/8/2019	5/17/2019				
97	Early Site Enabling, and Preparation Package No. 1	51 days	3/8/2019	5/17/2019				
98	OPM and Cx Review	13 days	5/17/2019	6/4/2019				
99	60% Construction Documents Cost Estimate	13 days	5/17/2019	6/4/2019				
100	60% Construction Documents Submission to MSBA	0 days	6/18/2019	6/18/2019				
101	MSBA Review of 60% CD Submission	16 days	6/19/2019	7/11/2019				
102	Incorporate MSBA 60% CD Comments	11 days	7/10/2019	7/24/2019				
103	Develop 90% Contract Documents to Estimator	30 days	6/18/2019	7/30/2019				
104	Early Foundation and Structural Package No. 2	30 days	6/18/2019	7/30/2019				
105	Structural Peer Review of Early Foundation and Structural Package	16 days	7/30/2019	8/20/2019				
106	90% Construction Documents Cost Estimate	16 days	7/30/2019	8/20/2019				
107	90% Construction Documents Submission to MSBA	0 days	9/4/2019	9/4/2019				
108	MSBA Review of 90% CD Submission	16 days	9/4/2019	9/25/2019				
109	Incorporate MSBA 90% CD Comments	11 days	9/25/2019	10/9/2019				
110	Construction Documents Complete Package No. 3	0 days	10/9/2019	10/9/2019				
111	LEED-S Design Submission	9 days	10/9/2019	10/21/2019				
112	PROCUREMENT	514 days	12/6/2017	12/9/2019				
113	CM Selection	73 days	12/6/2017	3/21/2018				
114	Submit CM Application to IG Office	1 day	12/6/2017	12/6/2017				
115	IG Approval of CM Application	0 days	1/17/2018	1/17/2018				
116	RFQ/RFP Process	41 days	1/10/2018	3/7/2018				
117	Interview Shortlisted CM Firms	0 days	3/7/2018	3/7/2018				
118	Negotiate and Award	10 days	3/7/2018	3/20/2018				
119	CM Notice to Proceed	0 days	3/21/2018	3/21/2018				
120	Prequalification - Package No. 2 Trade Contractors	53 days	4/22/2019	7/3/2019				
121	Develop Draft RFQs	22 days	4/22/2019	5/21/2019				
122	Submit Advertisement to Central Register and Local Newspaper	0 days	5/21/2019	5/21/2019				
123	Notice in Central Register	0 days	5/29/2019	5/29/2019				
124	Submit SOQs	0 days	6/12/2019	6/12/2019				
125	Review SOQs	15 days	6/12/2019	7/2/2019				
126	Recommend Prequalified Trade Contractors to SBC	0 days	7/2/2019	7/2/2019				
127	Issue Notification Letters to Prequalified Trade Contractors	0 days	7/3/2019	7/3/2019				
128	Prequalification - Package No. 3 Trade Contractors	71 days	6/24/2019	10/2/2019				
129	Develop Draft RFQs	21 days	6/24/2019	7/23/2019				
130	Submit Advertisement to Central Register and Local Newspaper	0 days	7/23/2019	7/23/2019				
131	Notice in Central Register	0 days	7/31/2019	7/31/2019				
132	Submit SOQs	0 days	8/28/2019	8/28/2019				
133	Review SOQs	19 days	8/28/2019	9/24/2019				
134	Recommend Prequalified Trade Contractors to SBC	0 days	10/1/2019	10/1/2019				
135	Issue Notification Letters to Prequalified Trade Contractors	0 days	10/2/2019	10/2/2019				
136	100% Construction Documents Package No. 3	48 days	10/1/2019	12/9/2019				
137	Submit Advertisement to Central Register and Newspaper	0 days	10/1/2019	10/1/2019				
138	Notice in Central Register	0 days	10/9/2019	10/9/2019				
139	Bid Package Issued	0 days	10/9/2019	10/9/2019				
140	Pre-Bid Meeting	0 days	10/16/2019	10/16/2019				
141	Trade Contractor Bids Due	0 days	11/6/2019	11/6/2019				
142	CM Develop GMP	21 days	11/8/2019	12/9/2019				
143	GMP Approval	0 days	12/9/2019	12/9/2019				
144	EARLY PACKAGES PROCUREMENT	85 days	5/17/2019	9/17/2019				
145	Early Site Package No. 1	18 days	5/17/2019	6/12/2019				
146	CM Bid Early Site Enabling and Preparation Package	13 days	5/17/2019	6/4/2019				
147	Develop Early Site Enabling and Preparation Package GMP	6 days	6/4/2019	6/11/2019				
148	Award Early Site Enabling and Preparation Package GMP	0 days	6/12/2019	6/12/2019				
149	Early Foundation, Steel and Elevator Structural Package No. 2	44 days	7/16/2019	9/17/2019				
150	Submit Advertisement to Central Register and Newspaper	0 days	7/16/2019	7/16/2019				
151	Notice in Central Register and Newspaper	0 days	7/24/2019	7/24/2019				
152	Issue Early Concrete, Steel and Elevator Package Bid Documents	0 days	7/30/2019	7/30/2019				
153	Pre-Bid Meeting	0 days	8/6/2019	8/6/2019				
154	Trade Contractor Bids Due	0 days	8/20/2019	8/20/2019				
155	Concrete and Steel Bids Due	0 days	8/20/2019	8/20/2019				
156	Descoping and Development of GMP Amendment	15 days	8/20/2019	9/10/2019				
157	Award Early Concrete, Steel and Elevator Package GMP	0 days	9/17/2019	9/17/2019				
158	CONSTRUCTION	736 days	6/11/2019	4/21/2022				
159	Notice to Proceed	0 days	6/11/2019	6/11/2019				
160	Site Mobilization	0 days	6/18/2019	6/18/2019				
161	Substantial Completion - Phase 1 "Enabling Work"	43 days	6/18/2019	8/16/2019				
162	50% DCAMM Evaluation	0 days	8/15/2020	8/15/2020				
163	Punch List Start	0 days	4/15/2021	4/15/2021				
164	Punch List Complete	0 days	6/15/2021	6/15/2021				
165	Substantial Completion - Phase 2 "Building Construction"	0 days	6/15/2021	6/15/2021				
166	Final Completion, Closeout and Commissioning	34 days	6/15/2021	7/30/2021				
167	FFE/Technology Installation	34 days	6/15/2021	7/30/2021				
168	Teacher/Staff Move-In	21 days	8/2/2021	8/30/2021				
169	Occupancy	0 days	8/30/2021	8/30/2021				
170	Demolish Existing School	66 days	7/3/2021	10/4/2021				
171	Parking Lot and Playfield Construction	55 days	10/4/2021	12/20/2021				
172	CM Request for Final Payment	0 days	12/20/2021	12/20/2021				
173	Substantial Completion - Phase 3 "Demolition and Site Work"	0 days	12/20/2021	12/20/2021				
174	Closeout	46 days	12/20/2021	2/21/2022				
175	Final Completion	46 days	12/20/2021	2/21/2022				
176	100% DCAMM Evaluation	0 days	2/21/2022	2/21/2022				
177	LEED-S Construction Submission	46 days	12/20/2021	2/21/2022				
178	MSBA Final Payment Reimbursement Request	0 days	3/1/2022	3/1/2022				
179	Commissioning Agent 10-month Inspection	0 days	4/15/2022	4/15/2022				
180	Commissioning Agent Final Report Submission to MSBA	0 days	4/15/2022	4/15/2022				
181	Commissioning Agent Submission of Certification	0 days	4/15/2022	4/15/2022				
182	USGBC Issuance of Certification	0 days	4/21/2022	4/21/2022				

NEW W. EDWARD BALMER ELEMENTARY SCHOOL, WHITINSVILLE, MASSACHUSETTS

Change Order Budget Summary

Change Order No.	Change Order Amount	Owner's Contingency Budget	
		\$ 3,974,633.00	Original PFA Budget
1	\$ 5,091.00		PCO-006
2			
3			
4			
5			
6			
7			
8			
9			
10			
Change Order Total		Budget Total	Budget Balance
TOTAL	\$ 5,091.00	\$ 3,974,633.00	\$ 3,969,542.00



MEMORANDUM

September 17, 2019

Mr. Joel Seeley, AIA
 COO, Executive Vice President
 Symmes Maini & McKee Associates
 1000 Massachusetts Avenue
 Cambridge, MA 02138

Project: Balmer Elementary School - 17-0759

Subject: Change Order #01

Dear Joel:

Please find enclosed for the Town of Northbridge's review and approval Change Order No. 01 in the additional amount of \$ 5,091.00. This Change Order includes the following items of necessary adjustment to scope, as follows:

Number	Item	Amount
PCO 006	Added cost to remove additional abutter trees	\$ 5,091.00
Explanation	This item was initiated by the Owner when property abutters approached the OPM with requests to have certain trees adjacent to the east property line removed. Other selected trees on the boundary of the LOW line were also identified for cutting. It was determined after inspection by a certified arborist that these trees represented a potential hazard due to their being exposed to wind by the removal of the tree canopy on the site, or damage to their root system. Tree cutting outside the LOW was not included in the contract and was claimed as an extra cost by the Sitework Subcontractor. The work was performed on a lump sum basis, and all documentation has been reviewed by D&W and verified by SMMA. Fontaine's PCO 006 is fair and reasonable for the necessary additional work. Approval is recommended.	

ARCHITECTS
 PROJECT MANAGERS

260 Merrimac Street Bldg 7
 Newburyport, MA 01950
 978.499.2999 ph
 978.499.2944 fax

212 Battery Street
 Burlington, VT 05401
 802.863.1428 ph
 802.863.6955

www.doreandwhittier.com

In summary, we recommend CO 01 in the amount of \$5,091.00 for one (1) scope change item be approved. Please contact me if you have any questions.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects · Project Managers

A handwritten signature in black ink, appearing to read "Tom Hengelsberg", written in a cursive style.

Thomas E. Hengelsberg, AIA, LEED AP, NCARB, MCPPO
Project Manager

C /File



CHANGE ORDER

Owner	<input checked="" type="checkbox"/>
Architect	<input checked="" type="checkbox"/>
Contractor	<input checked="" type="checkbox"/>
O.P.M.	<input checked="" type="checkbox"/>
Cx Agent	<input checked="" type="checkbox"/>

Civil Eng.	<input checked="" type="checkbox"/>
Landscape	<input checked="" type="checkbox"/>
Geotech	<input checked="" type="checkbox"/>
Structural	<input checked="" type="checkbox"/>
MEP-FP	<input checked="" type="checkbox"/>

FF&E	<input checked="" type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>
Acoustics	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Project: BALMER ELEMENTARY SCHOOL

Change Order No:

01

Owner: Northbridge Public Schools
87 Linwood Avenue
Whitinsville, MA 01588

Date: September 17, 2019

Project No: 17-0759

To: Fontaine Brothers, Inc.
510 Cottage Street
Springfield, MA 01104

Contract For: CM Amendment #1 (re. ERP #1)

Contract Date: June 18, 2019

See attached list of 1 item(s) for a total of \$ 5,091.00

Not valid until signed by both the Owner and Architect.

Signature of the Construction Manager indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was \$ 10,815,408.00

Net change by previously authorized Change Orders \$.00

The Contract Sum prior to this Change Order was \$ 10,815,408.00

The Contract Sum will be **increased** by this Change Order \$ 5,091.00

The new Contract Sum including this Change Order will be \$ 10,820,499.00

The Contract Time will be changed by (0) days

The Date of Substantial Completion as of the date of this Change Order therefore is: Phase I: June 15, 2021

Phase II: November 30, 2021

Authorized:

ARCHITECT:

Dore & Whittier Architects Inc.
260 Merrimac Street, Bldg. 7
Newburyport, MA 01950

OWNER

Northbridge Public Schools
87 Linwood Avenue
Whitinsville, MA 01588

CONSTRUCTION MANAGER:

Fontaine Brothers, Inc.
510 Cottage Street
Springfield, MA 01104

Name: _____

Name: _____

Name: _____

DATE _____

DATE _____

DATE _____

BALMER ELEMENTARY SCHOOL
Dore & Whittier Architects Inc. Project No 17-0759
Change Order #01 Summary

CCD/PR/PCO Number	Description	Amount
PCO 006	Added cost to remove additional abutter trees/ Guigli	\$5,091.00
TOTAL		\$5,091.00

Copies of supporting documentation for each item listed above is attached following.



PROPOSAL WORKSHEET SUMMARY

Project: Northbridge Elementary School
PCO Number: 006
To: Tom Hengelsberg - DWA
From: Joel Kent - Fontaine Bros., Inc.
Re: Abutter Tree Clearing
Date: 9/4/19
Proposal Request Number: N/A
Description of change:

Added cost for labor and equipment to remove additional trees at the abutting properties along the East property line, as directed by the School Building Committee.

SUBCONTRACTORS

1	Guigli	\$	4,803
2			
3			
4			
5			

 Submitted by Joel Kent

 Subcontractors Subtotal: \$ 4,803

 CM OH&P: 5% \$ 240

 CM Bond: 1% \$ 48

 Date: September 4, 2019

 Total: \$ 5,091

An extension of contract time of _____ calendar days is requested



10 Tech Circle
Natick, MA 01760
T: 508.652.9800
F: 508.652.9776
www.guigli.com

HEAVY | HIGHWAY | SITEWORK | CIVIL CONSTRUCTION

REQUEST FOR CHANGE ORDER

RFC #: 4

RE: NES2524

DATE: 08/09/2019

FROM: MIKE BRADY

ATTENTION:

ROB DAY
FONTAINE BROTHERS, INC.
510 COTTAGE STREET
SPRINGFIELD, MA 01104

PROJECT:

BALMER ELEMENTARY
21 CRESCENT STREET
NORTHBRIDGE, MA 01588

NARRATIVE OF CHANGE:

COSTS TO CUT TREES OUTSIDE OF THE LIMIT OF WORK ALONG THE EAST PROPERTY LINE. SEE ATTACHED T&M BREAKDOWN FROM MOOSEHEAD HARVESTING.

DESCRIPTION	QTY	U / M	UNIT PRICE	EXTENDED PRICE
MOOSEHEAD EXTRA COSTS TO CUT ADD'L TREES OUTSIDE OF THE LOW ALONG THE EAST PROPERTY LINE	1.00	LS	\$4,802.95	\$4,802.95

SUBTOTAL	\$4,802.95
OH&P	\$0.00
TOTAL	\$4,802.95

PLEASE NOTE: ITEMS NOT SPECIFICALLY DETAILED ABOVE ARE NOT INCLUDED AND SHOULD NOT BE IMPLIED AS INCLUDED.

Mike Brady

From: Robert Reed Jr. <robreed@mooseheadharvesting.com>
Sent: Monday, July 29, 2019 10:18 AM
To: Mike Brady
Cc: johnviel@mooseheadharvesting.com
Subject: Extras

Follow Up Flag: Follow up
Flag Status: Flagged

Mike,

How would you like to proceed with change orders for the trees outside the limit of disturbance that we cut? We ended up cutting that edge a total of 3 different times. We spent approximately 6 hours between two different days cleaning up that edge.

I did throw a T&M estimate together for the trees... I mean it's trivial money, but on short term projects it adds up. And I'm not trying to get into the processing/grinding costs, as that's too much of a pain to separate. Let me know, thanks.

Machine	Operated Rate (Hourly)	Labor (Hourly)	Hours	Total
Timberpro Buncher	\$ 250.00	\$ 119.01	6	\$ 2,214.06
Hand Felling	\$ 5.00	\$ 88.80	6	\$ 562.80
Skidder	\$ 95.00	\$ 119.01	3	\$ 642.03
Shear	\$ 125.00	\$ 119.01	2	\$ 488.02
Rock Truck	\$ 85.00	\$ 119.01	2	\$ 408.02
Grapple/Thumb	\$ 125.00	\$ 119.01	2	\$ 488.02

Total: \$ 4,802.95

-Rob

Robert E. Reed Jr. | Vice-President
Moosehead Harvesting Inc.
 P.O. Box 159, Lincoln, NH 03251 | www.mooseheadharvesting.com
 (o) 860.668.0059 | (c) 860.803.1616 | (f) 860.668.0509
RobReed@MooseheadHarvesting.com



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THE NEW W. EDWARD BALMER SCHOOL

WHITINSVILLE, MASSACHUSETTS



SCHOOL BUILDING COMMITTEE

SEPTEMBER 17, 2019



NORTHBRIDGE
PUBLIC SCHOOLS



Massachusetts School Building Authority
Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities



FONTAINE BROS., INC.

CONSTRUCTION MANAGERS
GENERAL CONTRACTORS



DORE & WHITTIER
ARCHITECTS, INC.

AGENDA

- Landscaping Updates
- Energy Model Update/ Building Refinements
- LEED Updates
- Project Construction Update



EVERGREEN TREES



JV – Juniper Virginianus
'Emerald Sentinel'
Eastern Red Cedar
7'-8' tall when planted



PG – Picea Glauca
White Spruce
10'-12' tall when planted



TG – Thuja **'Green Giant'**
Arborvitae
10'-12' tall when planted



DECIDUOUS TREES



AR – Acer
Rubrum
Red Maple
‘October Glory’



3”- 3.5” Caliper
when planted



*QR – Quercus
Rubra
Red Oak



2.5” – 3” Caliper
when planted



*NS – Nyssa
Sylvatica
Black Tupelo



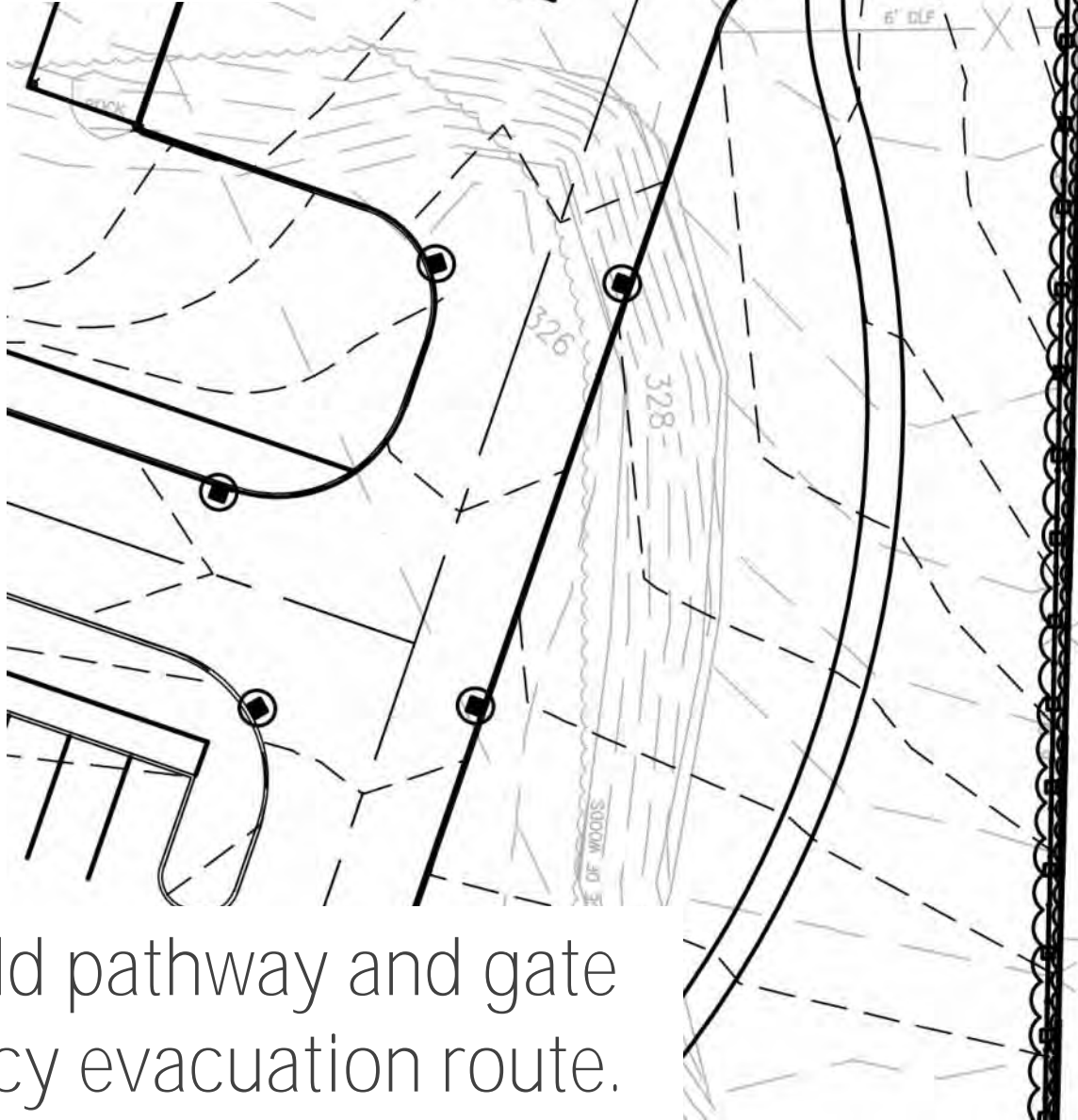
2.5” - 3” Caliper
when planted

* Revised

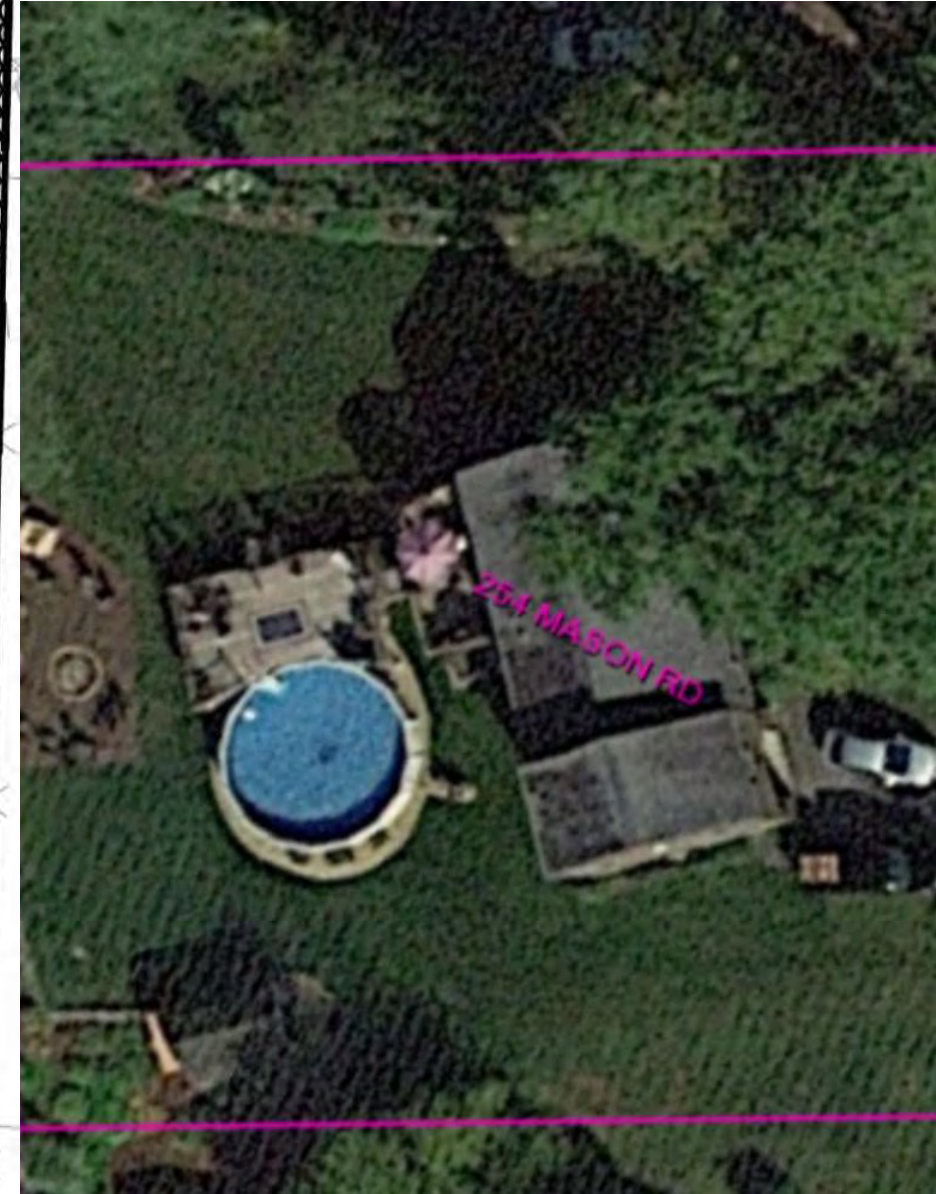


GRADING PLAN

254 MASON ROAD



Request: add pathway and gate for emergency evacuation route.





TG – Thuja 'Green Giant' Arborvitae



NS – Black Tupelo

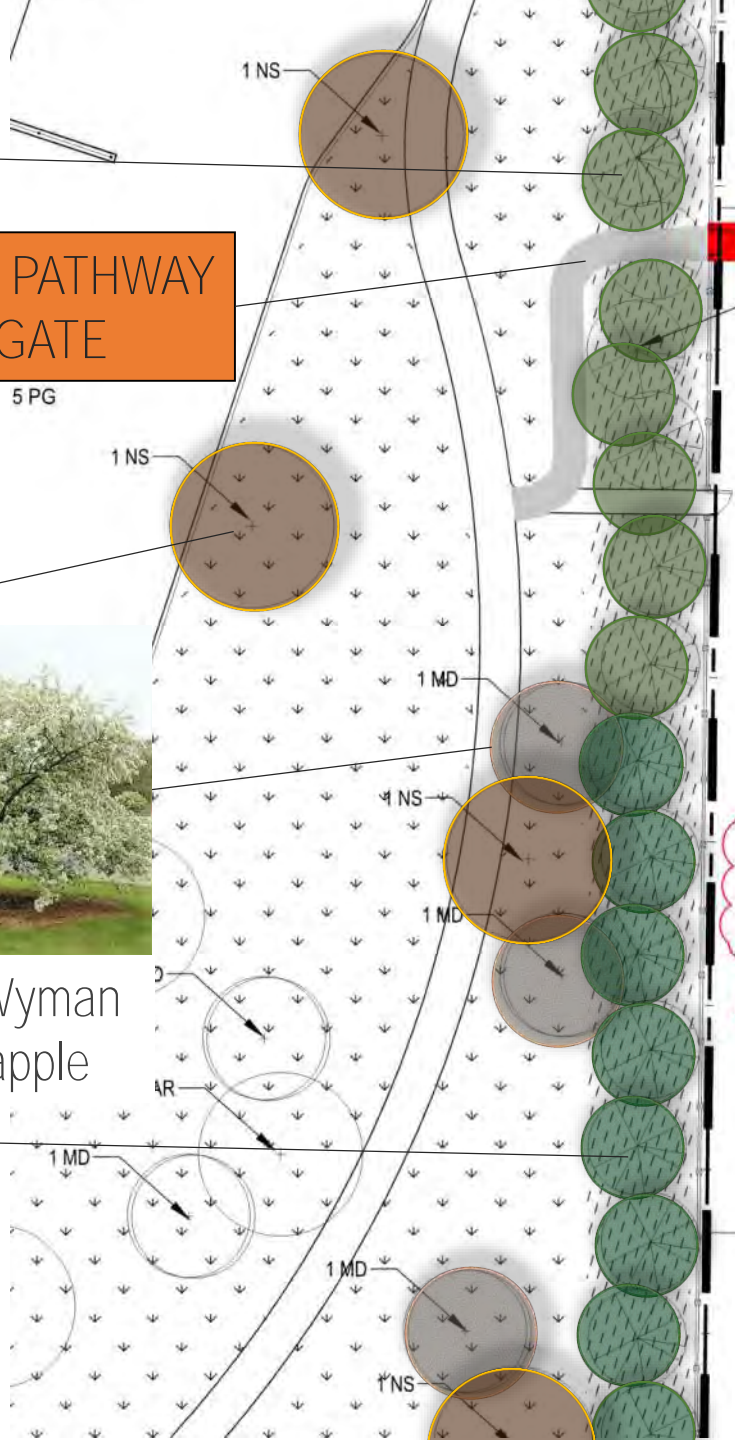


PG – White Pine



MD – Wyman Crabapple

ADDED PATHWAY
& GATE



PROPOSED LANDSCAPING
254 MASON ROAD

GRADING PLAN

244 MASON ROAD



Request: Neighbor is allergic to
pine and spruce trees;
change border to cedar arborvitae.



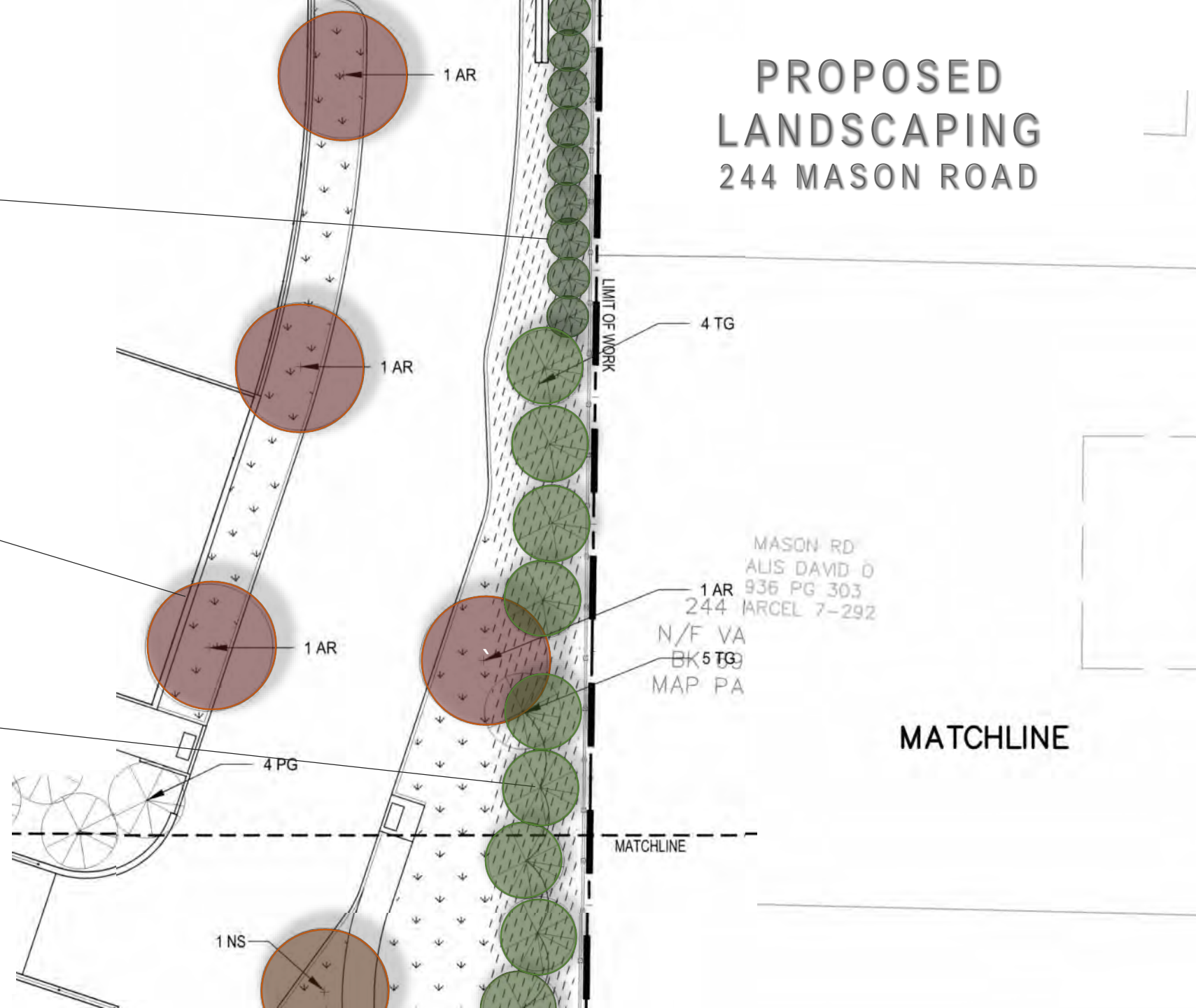
GT – ‘Shademaster
Honey Locust



JV – Eastern Red
Cedar



TG – Thuja ‘Green
Giant’ Arborvitae



GRADING PLAN

216 MASON ROAD



Request: Neighbor requested all cedar arborvitae on their border. We will do so where possible.



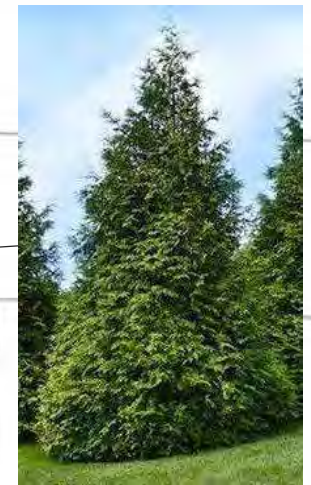
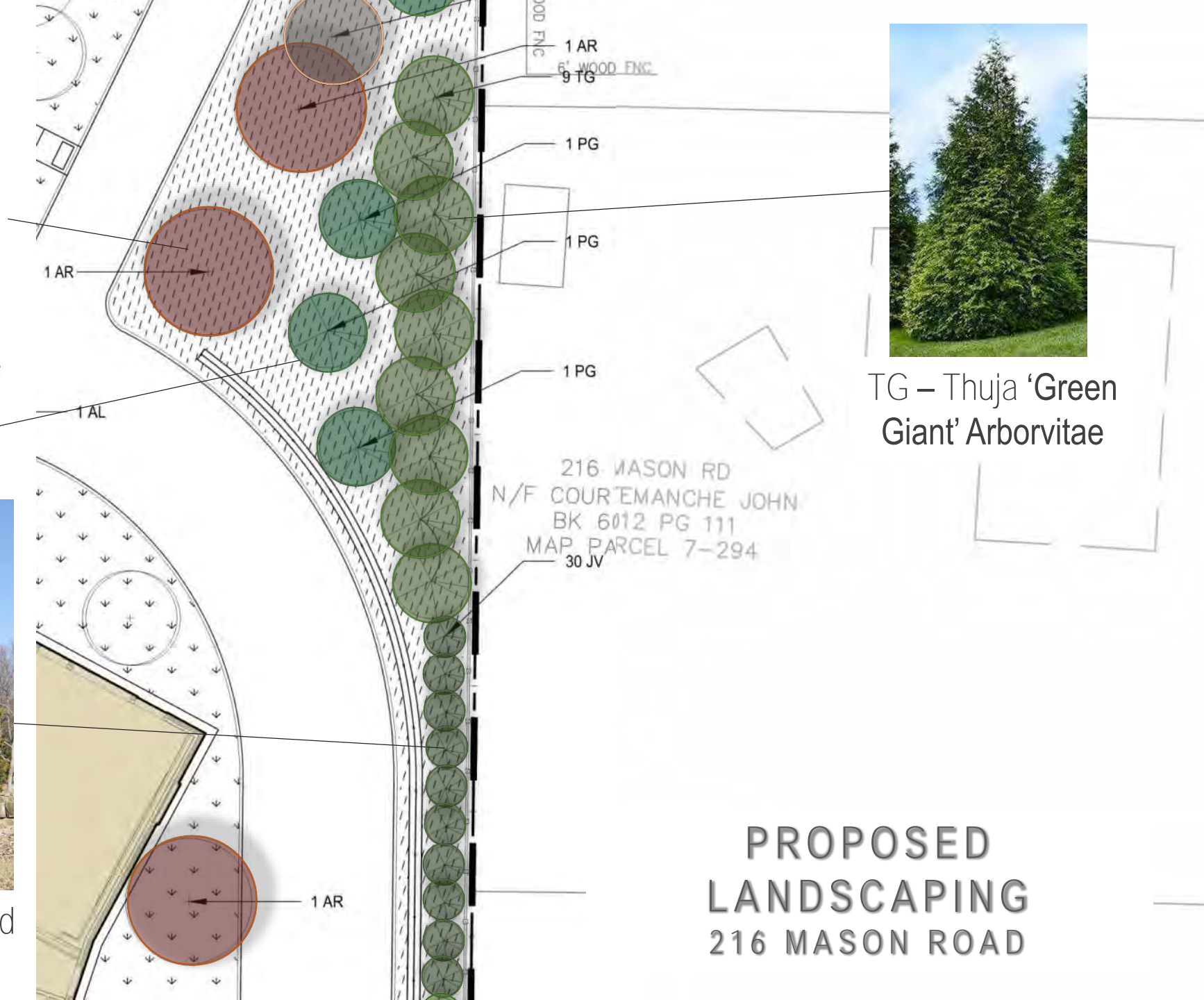
PG – White Pine



AR – Red Maple



JV – Eastern Red Cedar



TG – Thuja 'Green Giant' Arborvitae

**PROPOSED
LANDSCAPING
216 MASON ROAD**

ENERGY MODEL UPDATE

LEED v4 EA Credit Optimize Energy Performance Summary Report

Balmer E.S. - Energy Model
Garcia Galuska DeSousa

09/13/2019
07:44AM

3. EA CREDIT POINTS REFERENCE TABLE

ASHRAE Std 90.1-2010 Appendix G Percentage Improvement

Minimum Energy Cost Savings Percentage for Each Point Threshold

Project Cost Savings: 37.5%

- Final Draft Model Run
- Run without 2" under-slab insulation
- Only reduced savings by 0.2% from 37.7%
- Did not affect LEED points
- \$185,000 VE to take out insulation

Cost Savings			Points		
New Construction	Major Renovations	Core and Shell	Healthcare	Schools	All Others
29%	27%	26%	14	12	12
32%	30%	29%	15	13	13
35%	33%	32%	16	14	14
38%	36%	35%	17	15	15
42%	40%	39%	18	16	16



ENERGY MODEL UPDATE

LEED v4 EA Credit Optimize Energy Performance Summary Report

Balmer E.S. - Energy Model
Garcia Galuska DeSousa

09/13/2019
07:44AM

- Only 0.5% to get next LEED point bracket (38% savings – 15 points)
- **Ran a test model adding 1" of roof insulation: 6" (R-34) → 7" (R-40)**
- Added cost \$1.00/SF X 85,682 SF of roof = \$85,682
- Added savings by 0.2% from 37.5 to 37.7%
- Did not affect savings/ LEED points bracket
- Decided not to do now.





LEED STATUS UPDATE

Yes	M +	M -	No		
47	6	7	50	PROJECT TOTALS (Certification Estimates)	110
Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points					

- The Green Engineer reviewed the 90% CD documents
- Updated LEED checklist
- Some positive movement on point totals!





LEED v4 for Schools Project Scorecard

LEED STATUS UPDATE

Yes M+ M- No									
6	0	0	6		SUSTAINABLE SITES	12	Responsible	Notes & Status	
C	Y				SSp1 Construction Activity Pollution Prevention	Req'd	Nitsch/CM	REQUIRED: SWPPP is required on the project, will comply. 312500 ESC section contained with specs	
D	Y				SSp2 Environmental Site Assessment	Req'd	Owner	REQUIRED: 8.5.19: Tank removed w/ no soil contamination. 1.18.18 - EPA Phase 1 ESA prepared. No contamination identified. NEED Report.	
D	1				SSc1 Site Assessment	1	DWA/Nit/HSL	12.4.18: Drafted version of worksheet resent by Tom H to other team members. Team to draft relevant sections.	
D				2	SSc2 Site Development - Protect or Restore Habitat	1-2		8.8.19: Moved to 'No' per TGE calcs of 90% CDs	
D	1				SSc3 Open Space	1	HSL	8.8.19: Moved to 'Yes' per TGE calcs of 90% CDs - 52% open space of which 26% is vegetated.	
D				3	SSc4 Rainwater Management	2-3		4.11.19: Nitsch assessment is that both v4 & v4.1 requirements can not be met.	
D	2				SSc5 Heat Island Reduction	1-2	HSL	8.8.19: Moved to 'Yes' per TGE calcs of 90% CDs - 52% open space of which 26% is vegetated.	
D	1				SSc6 Light Pollution Reduction	1	GGD	GGD previously confirmed that the exterior lighting will comply with BUG requirements for the corresponding lighting zone (LZ2).	
D				1	SSc7 Site Master Plan	1			
D	1				SSc8 Joint Use of Facilities	1	Owner	Confirmed 3 common areas will be accessible for use by the public with access to restrooms (auditoriums, cafeteria, gym).	

- (3) points from maybe + to yes
- (2) points from maybe - to no





LEED v4 for Schools Project Scorecard

LEED STATUS UPDATE

Yes M+ M- No

Yes	M+	M-	No
19	1	3	8

ENERGY & ATMOSPHERE

31 Responsible

Yes	M+	M-	No
14			2

EAc2 Optimize Energy Performance (RP@8) 1-16 GGD 9.13.19: Per GGD: 37.5% energy cost savings for 14 points

- (1) point from no to yes





LEED v4 for Schools Project Scorecard

LEED STATUS UPDATE

				Yes	M+	M-	No		
				4	2	0	0	INNOVATION IN DESIGN	
								6	Responsible
D	1							INc1.1	Innovation: Low-Mercury Lighting
D	1							INc1.2	Innovation: O+M Starter Kit
D		1						INc1.3	Innovation: MSBA HVAC LCCA
C		1						INc1.4	Innovation: Pending

Notes & Status

Team will work to satisfy a minimum of 3 ID points for Innovation, Exemplary Performance, or Pilot Credit. Options include: O+M Starter Kit (Green Cleaning + IPM), Low-Mercury Lighting, Green Building Education, School as an Educational Tool, Occupant Comfort Survey, Integrative Analysis of Building Materials, etc. Assume 3 innovation credits plus one pilot credit will be achieved.

- (1) point from maybe - to maybe +





LEED v4 for Schools Project Scorecard

LEED STATUS UPDATE

D		1			LTc8	Green Vehicles	1	Owner
---	--	---	--	--	------	----------------	---	-------

Pending owner final decision. Have plans showing potential location for 16 EV stations.

[TGE RECOMMENDS v4.1] Removes preferred parking for green vehicles. Option 1: EVSE for 2% of parking spaces (5); Option 2: Make 6% of spaces (15) EV-ready

- Stations are currently shown in documents
- Isolated Cost: \$160,757
- Decision point?



CONSTRUCTION UPDATE



View looking north at U-10 field area,
across the building pad



CONSTRUCTION UPDATE



View looking south at future parking area,
topsoil relocation and water line installation



CONSTRUCTION UPDATE



View looking north at U-8 fields area,
drainage structures installed



CONSTRUCTION UPDATE



View at new entry drive, beginning water line installation



CONSTRUCTION UPDATE



View of underground detention basin
excavation, south end of site



QUESTION AND ANSWER

