

Strategic Building Solutions, LLC

To: Members of School Building Committee

From: Jon Winikur and Ken Romeo

Date: January 26, 2009

Subject: Building Committee Meeting of January 21, 2009

Summary of Meeting Discussions

Next Meeting: 11th of February at 7:00 pm in the TBD

Meeting Participants (*indicates those not in attendance):

- **Henry V. Boezi***
- **Cheryl Botwick.***
- **Sue Cienki***
- **Maryanne Crawford***
- **Ed Frenette**
- **Mike Gagne**
- **Jay Gowell**
- **Jean Ann Guliano***
- **Mary Jane Jansen**
- **Michael Levine***
- **Steve Lusi***
- **Henry Kates***
- **Alexis Meyer**
- **Charlie Meyers**
- **Wayne Pimental**
- **Michael Podraza**

- **Gregg Rosen**
 - **Ken Romeo**
 - **Bill Sequino***
 - **Jeff Stevens**
 - **Robert Wilmarth***
 - **Mary Ellen Winters**
 - **Wilbur Yoder**
 - **Michael Zajac**
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On the evening of Wednesday January 21 the Building Committee (BC) gathered to review and discuss several major issues, most notable of which were the Charge and Fiscal Management of the BC for the projects, construction delivery method for the Middle and High School projects and Schematic Design estimate reconciliation findings for the Middle and High School projects.

Major discussion points related to the categories previously mentioned can be summarized as follows:

Charge and Fiscal Management

- **Charlie Meyer reviewed a draft BC Charge and Fiscal Management policy document that would set the parameters for oversight and administration of the BC, School Committee and Town Council.**

- **Mr. Meyer summarized the draft document by highlighting that the committee's apply to the open meeting act, bills will be processed by SBS then passed to Maryanne Crawford and himself, and then to the Town Finance Director, monthly financial reports will be provided by SBS to Maryanne Crawford, himself and the BC, and the change order process was reviewed.**

- **After time was taken for all in attendance to read the document, several questions were raised by the BC. Most questions related to the procedure set forth for a change order in excess of \$500,000 to be approved by the School Committee and Town Council.**

- **Discussion regarding the appropriate level of financial approvals for various parties and the general obligations of these entities ensued.**

- **The BC approved the draft documents to be reviewed with the School Committee but requested the last paragraph be explicitly discussed during the review.**

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Construction Delivery Method

- **Jon Winikur presented two options for the construction delivery approach of the High and**

Middle School projects. The two approaches discussed were the use of a General Contractor or a Construction Manager. The terms, purposes, pros, cons and considerations of each approach were discussed at length including a brief overview of the approaches, the general benefits and drawbacks of each, and their potential suitability for the projects at hand.

- A lengthy discussion resulted in the BC unanimously recommending that the Middle and High School projects be constructed utilizing the General Contractor construction delivery methodology.**

Schematic Design Estimate Reconciliation

- Jon Winikur presented the most recent design estimate process and the summary for the Middle and High School projects.**
- A background of the process was given reminding the committee that the last formal estimates were completed in the fall of 2007. At that time the projects were significantly different from that approved by the Town and therefore a real need exists to receive current input to protect against unexpected cost overruns at the time of bidding.**
- Two professional estimating firms – Daedalus and C2E - were**

engaged to provide

independent estimates of the construction costs. These estimates were received on January

9th. On January 13th a face to face meeting was held with both estimating firms, SBS, and the

entire SMMA design team including all major engineering divisions.

• At this reconciliation meeting discussions and debates occurred to ensure all parties were

interpreting and estimating the same scope of work in each specification division. The result

was a reconciled cost for each project which may or may not match one or both estimator's

costs.

• The Middle School was reconciled to a variance to the budget of \$3,426,000 over the budget

for this portion of the work. Therefore, many varying options were identified to reduce this

cost and ultimately several of the best of these options for reducing costs the project were

recommended to the BC. Eight options were approved by the BC to reduce the total variance

to budget to less than 1% over budget (\$252,000). The options approved including the

utilization of a general contractor, the relocation of portable classrooms during the first phase

of construction, and the use of alternative materials in selected areas.

All parties agreed that

these changes were prudent and would in way adversely impact the project and voted

unanimously to move forward with the selected options.

- The High School was reconciled to a variance to the budget of \$206,000 over budget.**

However, the decision by the BC to utilize a general contractor provided savings of \$293,000

reducing the total variance to the budget to \$87,000 under budget. All parties agreed that the

project estimated to be just under budget the project should continue to move forward.

- The BC unanimously approved the financial strategies and Schematic Design for the Middle School and High School projects allowing the process to proceed.**