



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Superintendent's Conference Room
Meeting Date: **Monday, April 20, 2009**
Meeting Time: **5:30 pm**

MEETING # 66

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations was called to order on Monday, April 20, 2009 at 5:35 p.m. at the Superintendent's office conference room.
- B. ROLL CALL:** Present were, Catherine Cheney, Karen Weston, Doris Grady, Carolyn Mebert, Mark Geuther and Ray Bardwell. Also present were Laurie Verville, Business Administrator; John Urdi, Dennis Mires Architects, and Mal Forsman, Horne Street Principal

Ray Bardwell moved, Doris Grady seconded, moving Item IV on the agenda to first item. An oral **VOTE PASSED 6/0.**

IV. Horne Street School Construction Management Company Interviews:

Each firm, Hutter Construction and Martini each will be given 15 minutes for their presentation with questions being asked by committee members after their presentations.

It was requested that questions asked be consistent with each company so that responses could be compared easily.

Eckman Construction

- ◆ Introductions were made with brief background statements offered.
- ◆ Their top priority is safety of the students.
- ◆ Eckman has never been late with an end date or the date to begin a phase.
- ◆ Two years ago, Eckman worked on 8 school projects with similar end dates. All were done on schedule.
- ◆ Eckman Construction has worked on 10 projects with Dennis Mires, Architectural Firm, although that project manager hasn't worked with them to date.
- ◆ They feel that Eckman is "True Construction Managers." They are involved in pre-construction to making sure a budget is met by the owner.
- ◆ All sub-contractors are bid out. They have some "Jacks of all Trades" on staff in the event that they jump in. Two workers would be allocated to each project.
- ◆ They will probably receive 14-15 bids on each trade and try to give work to locals.
- ◆ In this economy, some contractors will do a job for less than cost to keep their workers employed.
- ◆ All bids are posted to the website which saves subcontractors money.
- ◆ The owner would get commentary on each bid and their input is used in selecting sub contractors.
- ◆ Eckman employs four full time estimators. The project managers are also involved in the estimating. Estimates are obtained with use of schematic drawings, design development and construction documents.
- ◆ Value Engineering is used to allow Eckman an alternate way of doing something that will cost less.
- ◆ Eckman also offers Green Technologies.



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- ◆ The HSS project must be completed in phases. They would work around vacations as much as possible when relocating students.
- ◆ They have walked the school and think that it is in good shape for its age. Many time features including the Boiler.
- ◆ Approximate cost per square foot \$150-\$175 for new construction and \$100 or less for renovations. It's difficult to give an accurate number since there are so many unknowns. For example, asbestos could be found. No two projects are the same.
- ◆ Contingency fund would be approximately 7% for renovations and 5% for new construction. They don't want to make it too low, in case some sub contractors don't make it to the end of the project and another needs to be found. All unused contingency money is returned to the JBC.
- ◆ Will meet with the principal once a week or every two weeks depending on phase of the project. The Project Supt might meet with the principal on a daily basis if needed.
- ◆ They have a Curriculum Enhancement Program that teaches children about the different facets of the construction project.
- ◆ Air quality testing is done for safety of workers and students.
- ◆ Their priorities are the safety of students, minimizing disruption, and finishing project on time and under budget.
- ◆ 13 month estimation for this project. Probably wouldn't start until August or September since drawings aren't complete. They are able to start sooner if necessary.
- ◆ Approximate cost per month is \$21,370.

Ms. Grady asked if ample time would be given for choices in tiles, carpets, etc. Eckman responded that the JBC would be dealing with Dennis Mires when the time came to make choices, but he assured her there would be plenty of time.

Bonnette, Page and Stone

- ◆ BPS has been in existence for 40 years. Recently completed the WPS renovation and additions for the Dover School District. They have worked with many school districts, including Pinkerton Academy which they have done all projects in the past 25 years.
- ◆ They feel that a 12-14 month timeline is realistic.
- ◆ Contingency would be approximately 5% for new construction and 10% for renovations. If there are not a lot of structural changes and there are no surprises, it could be less.
- ◆ Costs per square foot could be approximately \$150 for new constructions. Renovations could be higher. Numbers should be close to the ones used for WPS.
- ◆ The principal will have daily communication with the site superintendent. There will be a phase plan to allow for ample scheduling and to minimize disruption. Meetings will be held weekly also to give more updated information to the principal.
- ◆ The philosophy of BPS is that 90% of decisions are made in 10% of the time.
- ◆ BPS recently acquired a new reporting system that will keep customers apprised up the situation much more quickly. This is something that wasn't available for WPS project.



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- ◆ Would like to move in lien wavers because of current market conditions. Finances are critical in this market
- ◆ The priorities of BPS include maintaining academics, maintaining communication, phasing, try not to cause too much pain to HSS, and monitor safety routes.
- ◆ Safety and security are obviously high on the list also. They realize that the principal is “Captain of the Ship”
- ◆ BPS has worked with this JBC so there is no learning curve
- ◆ They felt the kids at WPS were well adjusted during the renovation.
- ◆ Will sub-contract most of the work. They will do less self-work on this project. There shouldn't be a problem getting bidders in this market. They have carpenters on staff to fill in the gaps, if needed.
- ◆ BPS has worked with Dennis Mires Architectural Firm.

Ms. Grady asked what they had learned from the WPS project. Mr. McBey responded that he would complete each phase, including the punch list before moving on to the next phase. It made it more difficult at the end of the project to return to earlier phases and complete the punch lists. Mr. Geuther asked how the JBC would be informed of the bids. BPS responded that they would be using Bid Tabulation sheets. It is an extra step, but not a lot of work for the information it gives. BPS admitted they have no reason not to be prepared if awarded this project since they have worked with this JBC before. Mr. Geuther stated that the JBC was not informed of BPS doing the brick work at WPS as opposed to sub contracting the work. BPS responded that the JBC would be informed of all sub contract work on this project.

After the interview was finished, Ms. Cheney stated that solid work was done at WPS by BPS and familiarity can be a good thing. On a separate matter, Mr. Bardwell mentioned that he and Mr. McBey toured WPS for a final punch list.

North Branch Construction, Inc.

- ◆ North Branch was founded 50 years ago. There is a small group of partners that has changed. The company is based in Concord and will travel up to 60 miles for a project.
- ◆ They have completed projects including churches, small schools, libraries, institutional buildings, and multi-unit housing.
- ◆ The philosophy of the company is that a owner or president is directly responsible for each project. They do this because an owner can make a decision based on a different outlook.
- ◆ They are successful on all projects and 80% of their business is repeat.
- ◆ The role of the project estimator/manager is to deliver a high quality project on time and safely, without major disruption to the school.
- ◆ They have computer software that allows them to monitor the project in real-time at all times either through schedule or financially.
- ◆ They have a written formal quality and safety program.



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- ◆ The project superintendent has extensive experience with schools. He would work with the Clerk of the Works, principal and others to come up with an innovative schedule.
- ◆ They would provide daily communication with the principal and meet weekly for the two week look-ahead schedule.
- ◆ They believe there would need to be compromise on both sides, but would try to accommodate us in every way.
- ◆ North Branch has a reputation for being creative and not building cookie-cutter type projects.
- ◆ They believe that communication eliminates 99.9% of the problems.
- ◆ North Branch tries to hire local sub contractors. They put all of their bids online.
- ◆ With their system, three groups have veto power: owner, Construction Management Co., and Sub Contractor.
- ◆ They don't self perform any of the work, although they have carpenters on staff, as needed.
- ◆ Their current backlog is approximately \$15 million. It's a little lighter than normal. Typically, it is \$25-60 million.
- ◆ There are 4 owners and there are usually 5 or 6 projects going at the same time. They will complete 8-12 projects each year in order to make sure they are completed at a high level of success.
- ◆ The contingency fund for the renovation would be 5-6% and for the addition would be 3-4%. The money is returned to the School District if not used.
- ◆ In 50 years of business, they have never failed to meet a contracted deadline.

Ms. Weston asked what the timeline would be for this project. They responded that a typical time would be 6-9 months. They haven't received scope of work. This date could change when more information is received about the project,

Interview Discussion:

The three interviews for construction management companies were discussed. Overall it was agreed that Bonnette, Page and Stone, was the more organized and made the best presentation. They worked well with the JBC throughout the WPS project and can continue the relationship. Mr. Urdi has worked with all firms and thinks all will provide a good product.

It was assumed that the project would not be able to begin by July 1. Schematics need to be completed and decision made before any work by the construction management company can begin.

Ms. Cheney questioned if the JBC could vote on this without knowing the final cost. Mr. Geuther said that preconstruction services are complete first, then the GMP (Guaranteed Maximum Price) and the Part 2 is signed with the final cost. Mr. Urdi recommended a pre-construction service cost of 0. Sign Part 1 of the construction agreement. Part 2 signed after a GMP has been established.

Ms. Verville will give document with stipulations subject to solidifying general conditions per month, GMP, fee, term of project. She will confirm and fee will be locked in at time of GMP. Ms. Verville will generate a draft and have Mr. Urdi review.



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Mark Geuther moved, Carolyn Mebert second the JBC to authorized the Business Administrator to enter into negotiations with Bonnette, Page, and Stone. A roll call **VOTE PASSED: 6/0.**

II. Review Documents and Award Bid to Architectural Firm: Mark Geuther moved, Ray Bardwell seconded confirmation of a memo dated November 18, 2008 to Dover School Board authorizing the Business Administrator to enter into negotiations with Dennis Mires, Dennis Mires Architects as Architect of record. A roll call **VOTE PASSED: 6/0.**

Ms. Verville will return to the JBC with final approval.

III. Accept Recommendation from Interview Group for Clerk of the Works: Carolyn Mebert moved, Ray Bardwell seconded, Michael Bliss be recommended as Clerk of the Works for the Horne Street School Renovation and Addition project. A roll call **VOTE PASSED: 6/0.**

Mr. Bliss will sign an employment contract and be an employee of the Dover School District.

C. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, April 23, 2009 at 5:30 p.m. at Horne Street School.

D. Adjournment: Mark Geuther moved, Carolyn Mebert seconded to adjourn at 9:10 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Catherine Cheney/rl

Catherine Cheney, Joint Building Committee Chair
Joint Building Committee
CC/rl