



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, April 16, 2009
Meeting Time:	5:30 pm

MEETING # 65

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations was called to order on Thursday, April 16, 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

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.

Hutter Construction

- ◆ Resumes were distributed and introductions were made. Hutter's background consists of approximately 100 school projects. They realize the main purpose of an elementary school is to educate children and their goal is to keep a clean, safe and segregated work site.
- ◆ Projects have included Measured Progress, Children's Museum, York Hospital
- ◆ Daily updates would be given to HSS Principal or designee. Weekly meetings.
- ◆ Work with integrity
- ◆ Has a great deal of experience working with occupied spaces.
- ◆ Realistic timetable would be a 13 month schedule beginning July 1, 2009. The addition would be complete by Christmas, move during Christmas break, and complete project by beginning of 2010-2011 school year.
- ◆ Hutter would work with JBC and Architect to determine best location for addition. Their goal would be to try and make it the most efficient as possible.
- ◆ This summer might be a good time to do window replacement, ventilation system.
- ◆ Approximately \$18,000 per month in fixed costs.
- ◆ Builder's Risk insurance should be purchased by the School District. since it would be cheaper.
- ◆ Would need some construction fencing, temporary lift to unload materials-these items would not be included in the cost.
- ◆ Costs might be \$150/sq foot for the 8,000 addition and approximately \$120/sq ft for the 37,000 sq ft renovation.
- ◆ GMP would be determined prior to July 1.
- ◆ Contingency amount would be 3-5% for addition and 10% for renovation and returned to the School District if not used.
- ◆ None of the project would be self performed. Better rates if subcontract everything out.
- ◆ They keep carpenters employed for certain projects if needed.
- ◆ Most projects are renovations, not new construction.



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- ◆ Would bring bids to the JBC with spreadsheet outlining all details.

Ms. Weston reminded Hutter Construction that it is important to stay under budget. The JBC would like to return money to the City Council. They assured the committee that it was the right time to build. Prices have lowered and they felt that could offer a quality project at a reasonable price. They would try to offset unforeseen expenses by working with the Architect. Ms. Mebert asked why no school was listed on the Project Manager's resume. He stated that the timing hadn't been right, but he has worked on many highly complicated projects. The job site superintendent had worked on school projects previously. Mr. Forsman asked how communication would take place and the site superintendent would give his cell number. Ms. Grady asked how tiles, carpets, colors would be selected. They responded that the Architect would bring this info to the JBC. Enough time would be given for decisions to be made. Ms. Cheney asked for a detailed description of a past school project and Hutter detailed Merrimack High School, a \$6 million project, for the committee. Mr. Bardwell asked how much work they have with solar panels. They responded that they had done quite a bit of work with solar hot water systems. They ended their interview by saying that if an architect can design it, Hutter can build it.

Martini Construction Company

- ◆ Martini Construction Company was found 50 years ago. Martini Northern was founded in 1999. They have done several projects in Dover including McConnell Center.
- ◆ They feel that this summer would be a good time to work on the gym, windows, and mechanical issues. If these projects are done in the winter, boilers would need to be shut down.
- ◆ They will work with architect to get a schematic design and will try to get an estimate from the preliminary design.
- ◆ They will create a swing space with the addition to get all the renovation done.
- ◆ Expected completion time is 10 months.
- ◆ Martini made some assumptions about the addition causing them to believe that the project would be done in 3 phases. They would like to jumpstart in the summer with the foundation and shell work for the addition.
- ◆ Their greatest challenge is that it is an occupied work site and they will need to work around the students.
- ◆ They will be looking for a seamless transition.
- ◆ Site work at the beginning of the project will take care of any drainage issues that Horne Street currently has.
- ◆ Elementary school experience includes Chester Academy renovation and addition.
- ◆ The Project Superintendent has 25 years experience working with many different kinds of projects including schools, hospitals, etc.
- ◆ Martini uses a bid tab system to organize bids. This is a simple excel sheet that shows all bids. The bid might not always go to the low bidder
- ◆ They try not to self-perform any work, although they have the ability to do carpentry.



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- ◆ Martini looks at the project as ongoing. One project was not able to add air conditioning initially because of the cost. After a few months, it was apparent that money would be saved, so they were able to add air conditioning to the project.
- ◆ They use value engineering to save money when possible.
- ◆ They will have weekly meetings with the principal to determine a 2 week ahead schedule.
- ◆ There will never be a truck delivering on site unless scheduled in advance.
- ◆ Full time safety officer will visit school two times per month. All work will be isolated from the students.
- ◆ Almost every project is below budget. Change orders are minimal.
- ◆ The GMP should be available in 3-4 weeks and can start project within a week of that date.
- ◆ Typical sq footage cost would be approximately \$115-\$150.
- ◆ Contingency fund on new construction is 3% and 5% on renovation with all money not used being sent back to customer.

Mr. Geuther questioned what the Inventory Control Manager's role was in Martini. The response was that this person helped the Project Manager. His hours typically don't exceed 2 hours per month. Mr. Geuther questioned why this wasn't part of the office staff. Martini responded that his duties and time would be well documented.

Mr. Geuther also asked about their bidding process. They responded that they would get at least 3 bids and probably many more. Ms. Grady asked Martini's thoughts on involving the HSS student's in the process. They view this experience as an educational opportunity for the students. They are all given hard hats and exposed to the process. They even view it as a recruitment tool. Many of these students will be future workers. Ms. Mebert asked how much knowledge they have of the Building Codes in Dover. Martini responded that they are fairly well informed of the Dover codes and try to preemptively look for what an inspector wants. Ms. Cheney asked if bids are done locally. They responded that they would give a list of bidders to the JBC and add any that we want and removed others that are not wanted. Ms. Weston questioned their current work schedule and availability and was assured that Martini would be available when the JBC was.

C. Schedule next JBC Meeting: The next JBC meeting is scheduled for Monday, April 20, 2009 at 5:30 p.m. at the Superintendent's office conference room.

D. Adjournment: Carolyn Mebert moved, Karen Weston seconded to adjourn to non-public session at 7:50 p.m.. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/rl

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