



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER - MINUTES (DRAFT)

Meeting Type: Regular Meeting
Meeting Location: City Hall, 2nd Floor Conference Room, 288 Central Ave.,
Dover, NH
Meeting Date: **Tuesday, June 15, 2010**
Meeting Time: **6:00 p.m.**

Members Present: Dean Trefethen, Kirt Schuman, Aviva Grasso, Sarah Fisher Fuller, Audra Lurvey

Members absent: Parks Christenbury

Others Attending: Media Access Coordinator Mike Gillis, City Manager J. Michael Joyal, Superintendent John O'Connor, Jim Pereira and Peter Stimmel of Martini Northern

1. Call to Order

Audra Lurvey called the meeting to order at 6:05 p.m.

2. Interview with vendor about construction and renovation RFP for the School District Media Access Center at the McConnell Center

Following introductions around the table, the JBC was introduced and briefed on the bid proposal from Martini Northern for the design and construction of the School District Media Access Center at the McConnell Center. Pereira talked briefly about Martini Northern and the people who helped draft the bid proposal, including Stimmel. Pereira went on to say Martini Northern selected subcontractors for the proposal who were familiar with the McConnell Center, having worked on the original renovation. He said Martini Northern wanted to use the best people possible for the access center work. City Manager Joyal asked Pereira to discuss the company's familiarity with the plan. Pereira talked about the RFP and how they approached the proposal, based on the RFP. He said they understood the scope of the work. He said they did change the layout of one room, which is to be carved up into three rooms, based on the layout of windows and distribution of HVAC.

Stimmel continued to discuss in greater detail how the proposal was put together. He also explained why the larger room has a 3-ton heating unit, while the smaller meeting room has a 4-ton unit. Stimmel said that was based on the idea that the second room will also be used as a studio. He said that may change in the design process. Following a question of carpet, Stimmel said the estimate for the cost of carpet was accurate and that the carpet would be high grade. He also discussed other components of the proposal. The exclusion of cable drops in the proposal were discussed. Martini Northern said they can be added. He said they had looked to see if cable is in the building. Joyal asked if sheet rock, paint, carpeting was all of the same caliber as the original project. Stimmel said it would be and that Martini Northern's proposal took all of that into consideration. Following a question



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about asbestos, Stimmel said it appeared there was no asbestos remaining in the building, but can never be sure. Pereira added the proposal includes a hazardous materials exclusion. Superintendent O'Connor asked about the exits and floors. Stimmel said the proposal calls to patch some of the floors but it would be looked at. O'Connor asked about the load capacity of the large meeting room. Pereira said he will consult with a contractor to investigate, should the bid be awarded. Pereira said it's possible the cost could increase based on that assessment, but Pereira said he assumes the load would not be what it is upstairs in the SAU, which required additional load bearing. Stimmel said if there is an issue, he doesn't anticipate the need for additional shoring up would be significant.

There was also discussion about the option of preserving the brick in the large meeting room as opposed to sheet rocking it over. Stimmel said it was discussed and can certainly be looked at. The difference in cost should be minimal, Stimmel said. Joyal asked about staging and disruptions in the building. Stimmel and Pereira said disruptions would be minimal and that the project would "live within our space". Stimmel said most of the materials would be stored in the space and the largest item would likely be the carpet. Some materials will be brought in through the windows. Stimmel said carpets outside will be covered. O'Connor said cutting through the brick for a door in the large meeting room. Joyal asked about night or weekend coverage. Stimmel said they did not propose such coverage.

Stimmel said the process would begin with a meeting with the architect and the end users to lay out and spec out the specific details. He said changing the layout is not an issue, at no cost, to make sure the layout is what the JBC wants.

Stimmel and Pereira said not a lot of design will be needed. Decisions about doors, equipment demands and other details would be worked out initially. Stimmel said other details about construction in the building could be worked out in tandem with the design process.

Joyal asked if Martini Northern is comfortable with the process of a JBC, the necessity for communications and meetings. Martini Northern said they are communicative, but would not want a meeting schedule to slow down the process. Grasso said since the JBC had already discussed the possibility of making some decisions via e-mail, they would not need to meet on all issues that arise.



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Grasso asked about the doors for the larger meeting room, as opposed to double doors. Martini Northern felt the design already accounted for City safety code.

Joyal asked about regular updates. Pereira said updates are typically weekly, on a regular basis, and questions can be answer regularly with Gillis on site or nearby.

Stimmel and Pereira said the length of the construction is expected to be about four weeks on site. Stimmel said Martini Northern stands by its price and made sure it reflected the quality that's required.

Martini Northern left and the board commenced discussion about the proposal.

Joyal explained the options before the JBC, including follow-up, starting the bid process over and rebidding, or awarding the contract to Martini Northern.

Gillis and Lurvey talked about conversations with references for Martini Northern, including Director of Planning Director Chris Parker and SAU Business Administrator Laurie Verville, who both spoke highly of Martini Northern.

Grasso said it seems some of the additional costs may be the load bearing issue and cable drops.

There was discussion about the original use of the building and its history.

O'Connor said Martini is good company, but the JBC has to make sure they get what they want. O'Connor said he is comfortable moving ahead with Martini Northern in the interest of moving ahead.

Grasso moved, Lurvey seconded, a motion to approve the bid award to Martini Northern. Passed unanimously.

Joyal said a draft contract will be prepared for the work for Martini Northern to review within the next week or two. That would mean an initial meeting about design could be scheduled the second week in July.

Responding to a question about the contract by Grasso, Joyal explained how the master contract works, and how change orders will work and come before the JBC. Small changes could be handled by the project manager, who would be Gillis.



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Joyal said once the contract is signed, the JBC and Martini Northern can meet for the initial design meeting. There was discussion about dates and it was decided that either July 6 or July 8 would work, pending the final contract.

3. Other Business

a. Other topics of interest

There was no other business to discuss.

4. Set Next Meeting

The next meeting, to be determined, would be scheduled for July 6 or 8.

5. Adjourn

O'Connor made a motion to adjourn. Fuller seconded. Unanimous. The meeting adjourned at 7 p.m.