DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	**Regular Meeting**
Meeting Location:	**Superintendent's Conference Room, McConnell Center**
Meeting Date:	**Tuesday, February 27, 2018**
Meeting Time:	**4:30 P.M.**

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Approval of Minutes of February 13, 2018
5. Manifest Approval
6. Approval of Change Orders
7. Approve Letters of Recommendation and/or RFP's
8. Harriman/Harvey Update
9. Committee Financial Report
10. Sand Castle Update
11. FFE Committee Update
12. DRED Update
13. Review Action Items and Build Agenda for next meeting
14. Matters of Interest
15. Adjournment

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Garrison School Library
Meeting Date:	**Tuesday, February 13, 2018**
Meeting Time:	**4:30 p.m.**

I. **CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, February 13, 2018 at 4:50 p.m. in the Garrison School Library by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Steve Haight, Jan Nedelka and Keith Holt. Carolyn Mebert arrived at 5:00 pm. Also, in attendance were Superintendent Bill Harbron, Business Administrator Libby Simmons, Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, GES Principal Beth Dunton, Jeff White, Clerk of the Works Mike Brooks and DHS Dean of Students Tom Waldron.

II. **CITIZENS' FORUM:** No one addressed the JBC.

III. **APPROVAL OF AGENDA:** Jan Nedelka moved, Keith Holt seconded to approve the agenda. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR JANUARY 30, 2018**:
Keith Holt moved, Karen Weston seconded to approve meeting minutes of January 30, 2018 with change below:

- On page 2, next to last paragraph, change to read, "He discussed the process of using a chemical to remove the asbestos mastic and may have to go to grinding unless…"

An oral **VOTE PASSED 5/0.**

V. **MANIFEST APPROVAL:** Jan Nedelka moved, Karen Weston seconded to approve manifest CIPM#GES23 to Harvey Construction in the amount of $5,744.00. A roll call **VOTE PASSED 5/0**.

VI. **APPROVAL OF CHANGE ORDERS:**

a. **Change Order #1:** Jan Nedelka moved, Karen Weston seconded to approve Change Order #1 to include Alternate 6 (Air Conditioning) in the amount of $393,319. A roll call **VOTE PASSED 5/0.** This number is $1,558 less than the original amount quoted.
b. **Change Order #2:** Karen Weston moved, Steve Haight seconded to approve Change Order #2 to include Ceramic Tile in the amount of $0.00. Back up will be provided and archived with minutes. A roll call **VOTE PASSED 6/0.**
c. **Change Order #3:** Jan Nedelka moved, Karen Weston seconded to approve Change Order #3 to include Asbestos Removal in the amount of $25,846.00. A roll call **VOTE PASSED 6/0.** The funding comes from construction contingency and there is no change to the GMP.

VII. **APPROVE LETTERS OF RECOMMENDATION AND/OR RFP'S:** There were none for approval at this meeting.

VIII. **HARVEY/HARRIMAN UPDATE INCLUDING HARRIMAN CONTRACT AMENDMENT:**

Mr. Bisson summarized Harriman's Amendment to the Professional Services Agreement. This is adding $225,586 to the original contract for a total of $720,586 which is based on a percentage of the Harvey Construction contract.

There is a $30,000 discrepancy between the contract amendment and the committee financial report which is believed to be permitting fees.

Jan Nedelka moved, Karen Weston seconded to table the Amendment to the Professional Services Agreement until the next meeting pending verification of numbers. An oral **VOTE PASSED 5/0.**

Mr. Reynolds provided an update on the project stating that the temporary classrooms are progressing well and will be ready for the students after winter recess. The temporary occupancy permit should be in next week. He reviewed the purchasing summary and stated smaller items will be brought to the committee within the next few meetings. Eversource has approved temporary service.

Mr. Bisson stated the FF& E committee met and he provided a timeline for FF&E. Ms. Dunton is still accepting new members on this committee. Staff are inventorying the entire building and furniture, making notes if it is personal or school owned and their condition. This will help to make decisions about purchasing furniture for the project. Student needs are top priority. FF&E items will need 12 weeks for delivery.

IX. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report stating she has separated contingency and miscellaneous costs. Alternative 6 is not included since it hadn't been approved at the time of the report. Reimbursables will be included on a separate line when reported. Mr. Holt confirmed contingency and technology figures. Potential savings remain listed in the report.

Mr. Haight clarified if everything is spent in the budget, there is a balance of $347,150.36. Ms. Simmons confirmed, with the exclusion of Alternative 6.

X. **FINANCIAL AND STATUS UPDATE:**
Karen Weston moved, Jan Nedelka seconded to nominate Mike Brooks as the Clerk of the Works for the project. An oral **VOTE PASSED 6/0.**

Keith Holt moved, Karen Weston seconded to approve the financial and status update with the change of Carolyn Mebert as Vice Chair and removal of Keith Holt. An oral **VOTE PASSED 6/0.**

XI. **SAND CASTLE COMMITTEE UPDATE**: Ms. Dunton commented that she is working with teachers to get ready to move 8 teachers from their classrooms. She is coordinating with Mike Brooks, Facilities and teachers to make a smooth transition. 4th grade will move Wednesday night and the 3rd grade will move Thursday night, so they will be ready to go after winter break.

XII. FFE COMMITTEE UPDATE: Discussed earlier in agenda.

XIII. DRED UPDATE: There is no update on the DRED situation. Mr. Parker contacted DRED but hasn't heard.

XIV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: The next meeting will be February 27 at 4:30 p.m. at the Superintendent's Conference Room in the McConnell Center. Agenda items include DRED update, letters of recommendation, financials, manifest, change orders, FFE committee. Mr. Nedelka asked for agenda items to be included in packets emailed prior to the meeting.

XV. MATTERS OF INTEREST: The committee toured the temporary classrooms.

XVI. ADJOURNMENT: Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:53 pm.

MAN. NO. CIPM#GES25
DATE: 2/27/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 2/27/2018	Harriman 46 Harriman Drive Auburn, ME 04210				
	4008.1.600.46900.4725.07103.08.000.000.700	201611093	***COMPLETE***	$ (1,000.00)	Fee
				$ (1,000.00)	Inv#1801105
	Professional Services from 1/1/2018-1/31/2018 for Facilities Study (credit to Energy Analysis) **FINAL BILLING**				
2. 2/27/2018	Harriman 46 Harriman Drive Auburn, ME 04210				
Line #1	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 9,900.00	Fee
Line #2	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 2,794.71	Reimb
				$ 12,694.71	Inv#1801105
	Professional Services from 1/1/2018-1/31/2018 for Phase 1 Design (Construction Administration) and Reimbursables				
TOTALS				**$11,694.71**	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE AGGREGATE TO: 11,694.71

Superintendent of Schools or Business Administrator ***Date***

Dennis Ciotti, City Councilor, JBC Chair ***Date***

HARRIMAN

46 Harriman Drive
Auburn, ME 04210
207.784.5100 telephone
INVOICE

Ms. Elaine Arbour
Superintendent of Schools
Dover School District
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

January 31, 2018
Project No: 15618
Invoice No: 1801105

Project 15618 Dover School District, Garrison Elementary School Facilities Study

Professional Services from January 1, 2018 to January 31, 2018

Phase 00 Base Fees

NOTE Final Billing on this Preliminary Study Phase

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Data Gathering	4,000.00	100.00	4,000.00	4,000.00	0.00
Demographic Analysis	4,500.00	100.00	4,500.00	4,500.00	0.00
Educational Program Analysis	8,000.00	100.00	8,000.00	8,000.00	0.00
Facilities and Site Analysis	12,000.00	100.00	12,000.00	12,000.00	0.00
Preliminary Options & Estimates	8,000.00	100.00	8,000.00	8,000.00	0.00
Energy Analysis	4,000.00	0.00	0.00	1,000.00	-1,000.00
Concept Design	9,000.00	100.00	9,000.00	9,000.00	0.00
Financial Model & Estimate	4,000.00	100.00	4,000.00	4,000.00	0.00
Total Fee	53,500.00		49,500.00	50,500.00	-1,000.00

Total Fee -1,000.00

Total this Phase -$1,000.00

Phase 00A Base Fees - Phase 1 Design

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Schematic Design	74,250.00	100.00	74,250.00	74,250.00	0.00
Design Development	99,000.00	100.00	99,000.00	99,000.00	0.00
Construction Documents	198,000.00	100.00	198,000.00	198,000.00	0.00
Bidding	24,750.00	100.00	24,750.00	24,750.00	0.00
Construction Administration	99,000.00	25.00	24,750.00	14,850.00	9,900.00
Total Fee	495,000.00		420,750.00	410,850.00	9,900.00

Total Fee 9,900.00

		Total this Phase		$9,900.00

Phase ZEXP Expenses

Reimbursable Expenses

Rmb Reproduction				
1/16/2018	Infinite Imaging	Photo Boards , Prints Color	22.32	
Rmb Travel				
1/3/2018	Bordas, Nery	JBC Meeting Color Presentation - Mileage	11.77	
1/12/2018	Bordas, Nery	Admin Reno Review - Mileage	11.45	
1/16/2018	Bordas, Nery	JBC Meeting Color Presentation - Mileage	11.77	
	Total Reimbursables	1.1 times	57.31	63.04

Unit Billing

11x17 Black & White				
10/18/2017	Addendum # 1 Documents	16.0 Copies @ 0.20	3.20	
10/24/2017	Adddendum # 2 Documents	20.0 Copies @ 0.20	4.00	
10/30/2017	Adddendum # 3	4.0 Copies @ 0.20	.80	
11/27/2017	Permitting Set	10.0 Copies @ 0.20	2.00	
8x11 Black & White				
10/6/2017	Construction Documents	4,832.0 Copies @ 0.10	483.20	
10/18/2017	Addendum # 1 Documents	424.0 Copies @ 0.10	42.40	
10/24/2017	Adddendum # 2 Documents	192.0 Copies @ 0.10	19.20	
10/30/2017	Addendum # 3	16.0 Copies @ 0.10	1.60	
11/27/2017	Permitting Set	1,366.0 Copies @ 0.10	136.60	
8x11 Color				
11/27/2017	Permitting Set	4.0 Copies @ 0.75	3.00	
Bond Dwgs				
7/27/2017	Design Development Drawings	1,824.0 sf Dwgs @ 0.30	547.20	
8/31/2017	75% Review Drawings	570.6 sf Dwgs @ 0.30	171.18	
10/6/2017	Construction Documents	2,258.55 sf Dwgs @ 0.30	677.57	
10/18/2017	Addendum # 1 Documents	645.3 sf Dwgs @ 0.30	193.59	
10/24/2017	Adddendum # 2 Documents	172.08 sf Dwgs @ 0.30	51.62	
10/30/2017	Addendum # 3	43.02 sf Dwgs @ 0.30	12.91	
11/27/2017	Permitting Set	1,272.0 sf Dwgs @ 0.30	381.60	
	Total Units		2,731.67	2,731.67
		Total this Phase		$2,794.71
		Total this Invoice		$11,694.71

TERMS: Net 30 Days1.5% Interest (18% Annually) will be charged on accounts over 30 days past due.

MAN. NO. CIPM#GES26
DATE: 2/27/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 2/27/2018	Horizon Engineering Associates, LLP 800 Veterans Memorial Highway, Suite 301 Hauppauge, NY 11788-2948				
	4017.1.600.46900.4725.07103.17.000.000.700	201806242		$ 325.00	Invoice#1
				$ 325.00	
	Commissioning Services provided 1/1/2018 - 2/2/2018				
TOTALS				$325.00	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE AGGREGATE TO: 325.00

Superintendent of Schools or Business Administrator *Date*

Dennis Ciotti, City Councilor, JBC Chair *Date*

Invoice

Horizon Engineering Associates LLP

800 Veterans Memorial Highway
Suite 301
Hauppauge, NY 11788-2948

Robin LaFleur
Dover School District
61 Locust Street
Suite 409
Dover, NH 03820

February 02, 2018
Project No: R2018Z-166
Invoice No: 1

Project R2018Z-166 Garrison Elementary School Renovations -

Professional Services from January 01, 2018 to February 02, 2018

Fee

Total Fee	33,900.00			
Percent Complete	0.9587	Total Earned	325.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	325.00	
		Total Fee		**325.00**

	Current	Prior	Billed-to-Date
Total Billings	325.00	0.00	325.00
Total Contract Amount			33,900.00
Contract Remaining			33,575.00

Total this Invoice **$325.00**

Remit to: Horizon Engineering Associates, 800 Veteran's Highway, Ste. 301, Hauppauge, NY 11788

Monthly Invoice Description
Invoice # 1

Invoice Period: **January, 2018**
Cx Authority: **Horizon Engineering Associates, LLP**
Amount: **$325**

Garrison Elementary School:

- Construction phase commissioning plan and equipment is being developed.
- Internal project kick off meeting was conducted.

Prime Contract Change Order

Detailed, Grouped by Each Number

Garrison Elementary School | **Project # 2017-006** | **Harvey Construction Corp.**
50 Garrison Rd, Dover NH 03820 | Tel: Fax:

Date: 2/23/2018

To Contractor:
Harvey Construction Corp.
10 Harvey Road
Bedford, NH 03110

Architect's Project No:
Contract Date: 2/15/2018
Contract Number: 2017006
Change Order Number: 004

The Contract is hereby revised by the following items:

Contingency _ misc electrical items

COR #	Description	Amount
004	Contingency _ misc electrical items	$0.00

The original Contract Value was	$6,148,800.00
Sum of changes by prior Prime Contract Change Orders	$393,319.00
The Contract Value prior to this Prime Contract Change Order was	$6,542,119.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of	$0.00
The new Contract Value including this Prime Contract Change Order will be	**$6,542,119.00**
The Contract duration will be changed by	0 days
The revised Substantial Completion date as of this Prime Contract Change Order is	

Harriman	Harvey Construction Corp.	
ARCHITECT	CONTRACTOR	OWNER
46 Harriman Drive	10 Harvey Road Bedford, NH 03110	
Address	Address	Address
BY Daniel Bisson	BY Adam Reynolds	BY Dennis Ciotti
SIGNATURE	SIGNATURE	SIGNATURE
DATE	DATE	DATE

HARVEY

Change Order Request

2/23/2018

COR #004

Daniel Bisson
Harriman

Re: Garrison Elementary School

Project # 2017-006

Dear Daniel,

We are submitting herewith our change estimate for Contingency _ misc electrical items as follows:

Electrical - Time and Material to provide temporary power for abatement grinder equipment. Reference Liberty Electrical COR 3 dated 2/16/18.	$493.00
Electrical - Cost associated with temporary telephone poles for Harvey Construction Trailer. Reference Liberty Electrical COR 1 dated 215/18.	$3,064.00
Contingency	$(3,557.00)
Total	$0.00

Notes:

Please call with any questions.

Sincerely,

Adam Reynolds
Project Manager

The above proposal is accepted:

Date

CHANGE ORDER

Liberty Electric, Inc.
50B Northwestern Dr., #1
Salem, NH 03079
Tel. (603) 898-6023
Fax. (603) 898-6202

February 15, 2018

Harvey Construction Corporation
10 Harvey Road
Bedford, NH 03110

Attn: Adam Reynolds
Phone: 603-624-4600
Pages: 1

Change order No. 1
Garrison School

(LE Job No. 18-660)

Cost to install temporary telephone poles for Harvey construction trailer

NOTE : This Change Order becomes part of and in conformance with the existing contract.

USA invoice		$2,653.00
Labor $80.00 Per MH	0	$0.00
OH @ 10%		$265.30
Profit @~~10%~~ 5%		~~$291.83~~ 146
TOTAL		~~**$3,210.13**~~

We Agree hereby to make the change(s) specified above at this price $3,064

Authorized Signature: Jack Comeau
Jack Comeau (President)

Authorized Signature:

Date of agreement:

Accepted- The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

UTILITY SERVICE & ASSISTANCE, INC.
117 LONDONDERRY TURNPIKE
HOOKSETT, NH 03106
PH: (603) 625-4503
FAX: (603) 624-1131

Invoice

Date	Invoice #
1/18/2018	20203

Customer Name
Liberty Electric, Inc. Mr. Jack Comeau 50 Northwestern Drive Salem, NH 03079

660

Unit #	P.O. No.	Terms	Due Date
		net 30	2/17/2018

Hrs. / Qty.	Item	Description	Rate	Amount
		1-11-18		
		RE: Dover School		
		Supply and install 2-35' poles.		
7	Digger w/co...	Digger Derrick with Compressor - USA 15	45.00	315.00
7	Foreman Di...	Foreman Digger - Andy Lang	78.81	551.67
7	Lineman II	Lineman II - Jason Miller	72.03	504.21
2	Materials	2- 35/2 Poles	450.00	900.00
1	Materials	1 Ground rod	25.00	25.00
3	Materials	3 Anchors	112.00	336.00
30	Materials	30' of #6 Copper ground wire	0.70	21.00

Thank You

Total $2,652.88

CHANGE ORDER

Liberty Electric, Inc.
50B Northwestern Dr., #1
Salem, NH 03079
Tel. (603) 898-6023
Fax. (603) 898-6202

February 16, 2018

Harvey Construction Corporation
10 Harvey Road
Bedford, NH 03110

Attn: Adam Reynolds
Phone: 603-624-4600
Pages: 1

Change order No. 3 **(LE Job No. 18-660)**
Garrison School

Time and material to wire abatement grinder equipment.

NOTE : This Change Order becomes part of and in conformance with the existing contract.

Material		$187.00	
Labor $80.00 Per MH	3	$240.00	
OH @ 10%		$42.70	
Profit ~~@ 10%~~ 5%		~~$46.97~~	23
TOTAL		**~~$516.67~~** $493	

We Agree hereby to make the change(s) specified above at this price

Authorized Signature: Jack Comeau
Jack Comeau (President)

Authorized Signature:

Date of agreement:

Accepted- The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

JOB MATERIAL and LABOR RECORD

DATE

JOB NAME: Garrison Elementary School
JOB NUMBER: 660
ADDRESS: Dover NH
PHONE:

DESCRIPTION OF WORK:

☐ DAY WORK
☐ CONTRACT
☐ EXTRA

QTY.	MATERIAL	PRICE	AMOUNT	QTY.	MATERIAL	PRICE	AMOUNT
1	250V 3Pole 60Amp Disconnect		97.00		3 Workers to install		
3	60 Amp 250V Fuses	8.00	24.00		Wire, & test 60Amp		
2	1" two Screw Connectors	1.65	3.30		Disconnect for Abatement		
2	1" Plastic Bushing	.60	1.20		Grinder		
1	1¼ two Screw Connectors	2.00	2.00				
1	1¼ Plastic Bushing	.90	.90				
1	#6 Ground Lug	3.85	3.85		total Workers 3 hrs		
Misc	Anchors, Screws, tywraps	10.00	10.00				
20'	3conductor #2 SER plus Ground	2.25'	45.00				

M Hallett

TIME AND LABOR RECORD

WORKER	DATE	IN	OUT	IN	OUT	HOURS	RATE	AMOUNT
							TOTAL	

SIGNATURE

MISCELLANEOUS JOB EXPENSES

DESCRIPTION	AMOUNT
TOTAL	

TOTAL MATERIAL	# 187.25
TOTAL LABOR	
MISC. EXPENSES	
TOTAL	

HARVEY

10 Harvey Road
Bedford, NH 03110
P: (603) 624-4600
F: (603) 668-0389

harveyconstruction

02/23/18

Dennis Ciotti
Dover School District
288 Central Ave
Dover, NH 03820

RE: Recommendation of Award – Air Vapor Barrier
Dover Garrison Elementary School
Dover, NH

Dear Dennis,

Harvey Construction is seeking approval to award the **Air Vapor Barrier** Work for subject project to Associated Concrete Coatings for the total amount of **Thirty Seven Thousand Five Hundred Dollars ($37,500.00)**

This value is for the **Base Bid and alternate Numbers 2, 3, 4, 5, 7. This value excludes alternates No. 1 and No. 6.**

This award is based on the attached detailed scope of work bid tabulation spreadsheet.

Sincerely,

Adam Reynolds
Project Manager

I hereby authorize Harvey Construction to enter into a contract agreement with the aforementioned subcontractor/supplier on behalf of the Dover School District for the amount stated above.

____ _______________
Dennis Ciotti Date

Harvey Construction | Bid Tabulation Sheet | EXHIBIT D

Job: Garrison Dover Elem School

Date: 2/23/2018

Trade: **Air Vapor Barrier**	GMP BUDGET	Co. **Associated**	Co. **Streamline**
		Contact:	Contact:
Spec. Sections:		Phone:	Phone:
Includes 07 but not limited to			
Base Price	$ 37,500.00	$ 37,500.00	$ 39,500.00
General Scope Items:			
1 Addendum #1,2,3		INCLUDED	INCLUDED
2 Drawings and specifications dated 10/6/17		INCLUDED	INCLUDED
3 Attendance at weekly job meeting or as required.		INCLUDED	INCLUDED
4 This is an occupied building. This contractor includes coordination of their work with Harvey and the Garrison School District		INCLUDED	INCLUDED
5 Work hours 7am - 3:30pm Monday - Friday		INCLUDED	INCLUDED
6 OSHA compliant safety plan		INCLUDED	INCLUDED
7 Phased construction included. Mobilizations as required. Reference 10/10/17 phasing plan.		INCLUDED	INCLUDED
8 Provide temporary protection for your own work at the end of each shift.		INCLUDED	INCLUDED
9 Daily cleanup of materials and debris to a Harvey provided dumpster.		INCLUDED	INCLUDED
10 All permits as required for this scope of work included.		INCLUDED	INCLUDED
11 UL Listed firestopping for your own work to match fire rating of assembly.		INCLUDED	INCLUDED
12 **All materials and equipment per drawings and specifications without substitution.**		INCLUDED	INCLUDED
13 Attended walk though		INCLUDED	INCLUDED
14 Daily cleanup to a Dumpster provided by Harvey		INCLUDED	INCLUDED
15 Submittals per specification section		INCLUDED	INCLUDED
16 Includes Alterante No. 2, 3, 4, 5, and 7		INCLUDED	INCLUDED
17 CORI Checks per addendum		INCLUDED	INCLUDED
18 Harvey Site Specific safety plan		INCLUDED	INCLUDED
19 Provide = furnish and install		INCLUDED	INCLUDED
PHASE I - Temporary Classrooms - Jan 15, 2018 - Feb 21, 2018			
20 No Masonry work this phase			
Phase II - Wing 20 - Feb 22, 2018 - July 13, 2018			
21 Install specified Air Vapor Barrier behind new veneer		INCLUDED	INCLUDED
22 Install transition membranes around all openings		INCLUDED	INCLUDED
23 Install transition membranes where veneer meets existing condition		INCLUDED	INCLUDED
24 Coordination with other trades included		INCLUDED	INCLUDED
PHASE III - Wing 10 - July 2, 2018 - Jan 2, 2019			
25 Install specified Air Vapor Barrier behind new veneer		INCLUDED	INCLUDED
26 Install transition membranes around all openings		INCLUDED	INCLUDED
27 Install transition membranes where veneer meets existing condition		INCLUDED	INCLUDED
28 Coordination with other trades included		INCLUDED	INCLUDED
PHASE V - Wing 30 - January 21, 2019 - May 15 2019			
29 Install specified Air Vapor Barrier around all new openings at existing walls		INCLUDED	INCLUDED
30 Coordination with other trades included		INCLUDED	INCLUDED
Phase V1 - Restore Gym - May 20, 2019 - June 14, 2019			
31 No Masonry work this phase			
Total Contract Value	$ 37,500.00	$ 37,500.00	$ 39,500.00
Over / Under	$ -		

Contractors Invited to Bid:

Standard Waterproofing
Intercoastal Concrete
New England WP
ACC
Streamline
The Bolton Co.

AIA® Document G802™ – 2007

Amendment to the Professional Services Agreement

Amendment Number: 002

TO: William R. Harbron, Ed. D., Superintendent of Schools
(Owner or Owner's Representative)

In accordance with the Agreement dated: September 7, 2016

BETWEEN the Owner:
(Name and address)
Garrison Joint Building Committee
Dover School District, SAU #11»
«61 Locust Street, Suite 409»
«Dover, New Hampshire 03820

and the Architect:
(Name and address)
Harriman Associates»
«46 Harriman Drive»
«Auburn, Maine 04210

for the Project:
(Name and address)
Dover Garrison Elementary School Renovation and Addition
50 Garrison Road
Dover, New Hampshire 03820

Authorization is requested
☒ to proceed with Additional Services.
☒ to incur additional Reimbursable Expenses.

As follows:
B201, Standard Form of Architects Services: Design and Construction Contract Administration

Article 3, Section 3.1.27 Furniture, Furnishings, and Equipment Design Services will be provided as an additional service per Harriman letter Proposal dated January 30, 2018 attached to this document. Compensation for this additional services is Thirteen Thousand Four Hundred dollars ($13,400).

Article 6, Section 6.1: Compensation for Architect's Basic Services under Article 2, the Owner shall compensate the Architect as follows: Seven Hundred Twenty Thousand, Five Hundred Eighty-Six dollars ($720,586).

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
See above.

Time:
As stipulated in the Standard Form of Architect's Services: Design and Construction Contract Administration B201.

SUBMITTED BY:

(Signature)

Mark D. Lee, Principal
(Printed name and title)

February 7, 2018
(Date)

AGREED TO:

(Signature)
William R. Harbron, Ed. D., **Superintendent of Schools**
(Printed name and title)

(Signature)
Dennis Ciotti, JBC Chair
(Printed name and title)

(Date)

HARRIMAN

January 30, 2018

William R. Harbron, Ed.D. W.Harbron@dover.k12.nh.us
Superintendent of Schools
Dover School District
School Administrative Unit #11
61 Locust Street, Suite 409
Dover, NH 03820-4132

Re: Dover School District
Garrison Elementary School
Additional Services
Dover, NH
No. 15618
Proposal Agreement – Furniture, Furnishings, and Equipment Design

Dear Mr. Harbron and the Garrison Elementary School Joint Building Committee:

We are pleased to submit our proposal for additional services for Furniture, Furnishings, and Equipment (FF&E) Design and Procurement Documents for the Phase I Renovations to the Garrison Elementary School. If approved, we will amend our current agreement with you accordingly.

SCOPE OF WORK & SERVICES

The work consists of the following items as the Project Budget permits:

Design

- A kick-off meeting will be scheduled with principal, Beth Dunton and Superintendent, William Harbron to review and understand the FF&E design goals, bidding process and delivery/installation procedures and schedule of FF&E.
- We recommend teachers, staff to be selected to from a FF&E subcommittee who will make recommendations on what FF&E may be needed. We believe it would also be helpful to have a JBC member on the committee. Harriman will work with the subcommittee to establish a draft list of required FFE items.
- After the inventory of FFE items has been compiled, Harriman will contact interested vendors to compare product, availability and styles. Harriman will coordinate with the intended technology used by the school to provide adequate FF&E for students and staff.
- Harriman will develop FFE specifications. Harriman will work with the approved interior color scheme to create cohesive teaching environments.

Procurement

- Harriman recommends the School District solicit bidders with a history and experience with school FF&E. The bid procedures will follow the School District's procurement policies.
- Bidders will be required to provided unit costs for each specified item.

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0055

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

www.harriman.com

- Shortlisted bidders will be invited to provide a "show-and-try" with the subcommittee to see physical samples of bid FF&E items such as student desk, chairs, tables, office furniture, file storage, student storage units, etc. We encourage teachers, students and maintenance staff to try the furniture and make comments and recommendations to the subcommittee.
- Bidder(s) will be selected based on relevant criteria including responsiveness to bid, price and value in accordance with the School District's procurement policies.
- Harriman will work on behalf of the School District to verify upon delivery at the facility our spread sheets help the owner's clerk of the works to receive and direct the distribution of FF&E.

Bid Package Contents:
- Invitation to Bid
- Contractor Vendor Proposal
- Schedule of Furnishings Base Bid Form
- Specifications
- Furnishings Schedule
- Furnishings plans and misc. details

BUDGET

248
We understand the total FF&E budget is currently established at $184,428 including design fees.

PERSONNEL

We plan on the following key personnel to complete this project. Other staff members may be included in the project work as needed to complete administrative and CAD drafting needs.

Name	Role
Mark Lee, AIA, LEED AP	Principal-in-Charge
Daniel A. Bisson, AIA	Project Manager
Nery Bordas, CODIA	Architectural Designer

Daniel Bisson, Project Manager, will be the primary point of contact.

FEE

Our proposal for Furniture, Furnishings, and Equipment (FF&E) Design Services for the project as identified above is a lump sum fee of $13,400.

Normal reimbursable expenses such as travel mileage, plan and document reproduction, postage, permits by regulatory agencies and consultants will be billed separately at a 1.1 multiplier and are not included in the lump sum fee. We recommend budgeting approximately $2,000 for these reimbursable expenses. These expenses are in addition to the lump sum professional services fees listed above. To reduce the cost of reimbursable expenses, all documents, sketches, letters, written correspondence, and bid documents will be sent electronically to the School District unless directed by School District. We will invoice our services monthly based on the percentage of completion of our work.

The quoted fees are based on our current knowledge of the scope of work required for FF&E Services. If this project becomes greater in scope than we currently understand or FF&E project budget increases significantly, we reserve the right to negotiate a fair increase in fee. Increase from the original scope of work and the respective fee change must be described in writing and be accepted prior to the respective additional work commencing. Increased scope will be billed at our current hourly rates (see attached hourly rates).

If this proposal is satisfactory and acceptable, please signify your acceptance by signing below and returning to us. Upon receipt we will incorporate this proposal as part of our agreement between Harriman and the Dover School District.

Thank you for considering Harriman. We are very pleased to have the opportunity to continue our collaboration with you. If you have any questions or need additional information, please contact either of us at the respective telephone numbers below.

Sincerely,
Harriman

Mark D. Lee, AIA
Principal
mlee@harriman.com
207-784-5100

Sincerely,
Harriman

Daniel A. Bisson, AIA
Associate, Project Manager
dbisson@harriman.com
603-626-1242

Accepted By:

Dover School District

2/8/2018
Date

APPROVED 1/30/2018 JBC

pjm

Enclosure: Hourly Rates

Cc: Robin LaFleur, SAU Administrative Support/HR Manager, R.LaFleur@dover.k12.nh.us

HARRIMAN

2017 HOURLY RATES

Principal	$ 175
Architecture & Interior Design	
Senior Architect	120
Architect/Senior Interior Designer	105
Senior Architectural Designer	90
Architectural Designer/Interior Designer	75
Urban Planning & Landscape Architecture	
Senior Landscape Architect/Senior Urban Designer	130
Senior Urban Planner	120
Landscape Architect/Urban Designer	105
Urban Planner	100
Assistant Urban Designer	80
Landscape Designer	75
Assistant Urban Planner	70
Engineering	
Senior Engineer	130
Engineer	105
Senior Engineering Designer	90
Engineering Designer	75
Interdepartmental Services	
Senior Project Manager	130
Construction Administrator	100
QA/QC Specialist	100
Graphic Designer	95
Commissioning Agent	90
Administrative Support	60

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GARRISON ELEMENTARY SCHOOL - COMMITTEE FINANCIAL REPORT

		Budget	Actual Contract Amount	Net Amount	
Construction Costs					
	Harvey Construction, Preconstruction	$30,744.00	$30,744.00		Adjusted based on current construction budget
	Harvey Construction, GMP (Original Contract Sum)	$6,148,800.00	$6,148,800.00		Per contract dated 11/21/2017, pending addendum to contract to add Alt 6
	Harvey Construction, Change Order 001 (Alternate 6, HVAC)	$393,319.00	$393,319.00		Per JBC approval 2/13/2018
	Subtotal	***$6,572,863.00***	***$6,572,863.00***	***$0.00***	
Architect / Engineer Services					
	Harriman Architects, Facilities Study	$55,400.00	$55,400.00		Per contract dated 5/26/2016
	Harriman Architects, Phase I Design (Lump Sum)	$495,000.00	$495,000.00		Per JBC approval 1/31/2017
	Harriman Architects, Phase I Design (Reimbursables)	$30,000.00	$30,000.00		Per JBC approval 1/31/2017
	Harriman Architects, A/E Basic Services	$195,586.00	$195,586.00		per approved 6/26/17 budget, pending addendum to contract
	Subtotal	***$775,986.00***	***$775,986.00***	***$0.00***	
Survey & Soils					
	John Turner Consulting, Geotechnical Investigation	$7,000.00	$7,000.00		Per JBC approval 3/28/2017
	Titcomb Associates, Topographical/Boundary Field Survey	$9,100.00	$9,100.00		Per JBC approval 2/14/2017
	Titcomb Associates, Wetland Delineation	$2,000.00	$2,000.00		Per JBC approval 4/13/2017
	Balance remaining in estimated budget	$36,900.00	$0.00		
	Subtotal	***$55,000.00***	***$18,100.00***	***$36,900.00***	
Construction Testing					
	Desmarais Environmental, Industrial Hygiene	$2,000.00	$2,000.00		Per 8/23/2017 proposal
	S.W. Cole, Construction Materials Testing	$3,200.00	$3,200.00		Per JBC approval 1/3/2018
	John L. Carter Sprinkler, MIC Testing	$2,370.00	$2,370.00		Per JBC approval 8/15/2017
	Desmarais Environmental, Abatement	$13,000.00	$13,000.00		Per JBC approval 12/19/2017
	Moisture Testing, concrete floors (conducted by ACC for HCC)	$2,200.00	$2,200.00		Invoice(s) pending
	Balance remaining in estimated budget	$17,230.00	$0.00		
	Subtotal	***$40,000.00***	***$22,770.00***	***$17,230.00***	
Commissioning Agent Services					
	Horizon Engineering Associates	$50,000.00	$37,180.00		Per JBC approval 1/12/2018
	Subtotal	***$50,000.00***	***$37,180.00***	***$12,820.00***	
Clerk of Works					
	Michael Brooks	$35,000.00	$35,000.00		Budget Only
	Subtotal	***$35,000.00***	***$35,000.00***	***$0.00***	
Contingency & Miscellaneous Costs					
	Project Contingency	$316,560.00	$316,560.00		Budget Only
	Adjustment for Harvey Construction, Change Order 001	-$83,118.64	-$83,118.64		
	Subtotal	***$233,441.36***	***$233,441.36***	$0.00	
	Moveable Equipment (FFE)				
	Harriman - FFE Design Fees	$13,400.00	$13,400.00		Per JBC approval 1/30/2018
	Balance Remaining in estimated budget	$170,848.00	$170,848.00		Budget Only
	Subtotal	***$184,248.00***	***$184,248.00***	***$0.00***	
	Technology	$184,248.00	$184,248.00		Budget Only
	Subtotal	***$184,248.00***	***$184,248.00***	***$0.00***	
	Advertising / Legal	$55,000.00	$55,000.00		Budget Only
	Subtotal	***$55,000.00***	***$55,000.00***	***$0.00***	
	Permitting Fees as recommended by Harriman	$75,000.00	$75,000.00		Budget Only, Per JBC approval 1/31/2017
	Subtotal	***$75,000.00***	***$75,000.00***	***$0.00***	
	Total Project, as of date of this report	**$8,260,786.36**	**$8,193,836.36**	**$66,950.00**	
	Total Approved Appropriation	$8,260,786.36	$8,260,786.36		
	Remaining Balance	***$0.00***	***$66,950.00***		

2/16/2018