

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:
Co-Chairs: School Board Chairman Kent LaPage
City Councilor Joanne Grasso
City Council Members: Laura Pantelakos and William St. Laurent
School Board Members: Nancy Novelline Clayburgh and Carvel Tefft
Citizen Member: Robert lafolla
Ex Officio: W. Peter Torrey, Business Administrator
Also: John Bohenko, City Manager
David Holden, City Planning Department

FROM: W. Peter Torrey, Clerk for the Committee

DATE: May 22, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on May 22, 2002 at 7:30 a.m. Attending were: School Board Chairman Kent LaPage, City Council members Joanne Grasso, Laura Pantelakos and William St. Laurent, School Board members Nancy Novelline Clayburgh and Carvel Tefft, and School Business Administrator W. Peter Torrey. Excused: Robert lafolla.

Also attending were Rick Gremlitz, Principal PHS, Bill DiBartolomeo, Clerk of the Works, City Attorney Robert Sullivan, Wes Bonney, Dan Bisson and Daniel Bragg of Team Design, Gary Bertram and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Role Call

Co-Chair LaPage called the meeting to order at 7:40 a.m.

2. Approval of Minutes

Motion: With respect to the GMP motion of May 1, 2002, Co-Chair LaPage called for a motion and a roll call vote to approve the minutes of the May 1, 2002 meeting. Mr. St. Laurent moved. Mrs. Pantelakos seconded. A roll call vote was taken and the motion was unanimously voted.

3. Clerk of the Works

Mr. Torrey introduced Mr. William DiBartolomeo, Clerk of the Works for the PHS project. Mr. Torrey further introduced the Joint Building Committee members, as well as those in attendance, to Mr. DiBartolomeo. Mr. Torrey explained that Mr. DiBartolomeo is already actively working at PHS and has been updated on the NF project as well. Mr. DiBartolomeo expressed his appreciation to the JBC for hiring him to work for the Portsmouth School Department and the JBC on this project. Mr. DiBartolomeo further indicated that he has a good working relationship with Team Design having worked with them on the Dover Middle School project. Mr. DiBartolomeo further stated that he will perform his duties to the best of his abilities and will keep the School Department and the JBC informed of the status of the project. Mr. Torrey invited Mr. DiBartolomeo to attend all of the JBC meetings.

4. Project Status Reports

- a. New Franklin – Mr. Bragg reported that the NF project is going along smoothly and that the sub-contractors are working very hard and are getting to the point of needing the electrical and duct work inspections. Mr. Blais informed the committee that the construction is on schedule with a projected completion date of August 15, 2002. Mr. Blais stated that the exterior is basically completed with work currently being done on the inside of the building. Mr. DiBartolomeo stated that the sprinkler contractor has started and that a mechanical inspection is needed prior to the ceiling grid system being installed.

Co-Chair LaPage stated that he had concerns about the area where the two roofs meet. He stated that he spoke with Scott from Hutter Construction regarding the different roof levels and any possible leakage. He was informed that a gutter system will be installed and that there shouldn't be any leakage at all. Mr. Bisson stated that there is a 15-year roof warranty with a 3-year warranty on the installer. Mr. Bisson stated that the roofing manufacturer would come on site and provide a certificate of warranty. Mr. Blais stated that a copy of this certification would be provided in the owner's manual. Mr. Bonney stated that the workmanship is the key to a well-installed roof and feels that we will not have any problems with the NF roof. Mr. Blais stated that the windows should be delivered soon and will be installed within the next week or so.

Co-Chair LaPage expressed how pleased he is with the progress made so far and how great the addition is looking.

b. PHS – Mr. Torrey stated that a significant motion was passed at the last JBC meeting and that Mr. Sullivan was in attendance today to clarify this motion and help the JBC develop an agreement to come to a final GMP. Mr. Sullivan stated that the PHS contract, which was voted on May 1, 2002 to complete the PHS project at a construction cost of no more than \$31,791,628 with deductions that would reduce the construction cost to no more than \$30,000,000, was approved by the JBC contingent upon review by Team Design for accuracy and completeness of the Scope of Work. A meeting was held on May 13, 2002 with all parties in attendance at the City Attorney's office. Mr. Sullivan stated that Team Design explained that the JBC did not have clear numbers to produce an accurate Scope of the Work. Mr. Sullivan explained that after a lengthy discussion everyone agreed that a smarter move would be to *not* sign a \$31,791,628 budget, but to begin construction with a "bridge" agreement, bring the budget down to \$30M, and then sign. Mr. Sullivan explained that this was a way construction could get going as soon as possible. Mr. Bertram stated that he was in agreement with this approach and that it could put the committee at risk if we signed now with a \$31,791,628 budget. Co-Chair Grasso stated that work could progress as scheduled and work slated for this summer would not be delayed because of cost reduction discussions. Mr. Sullivan stated that Hutter will assist with the preliminary design at no cost and will work to come to a GMP that can be acceptable. Mr. Tefft stated that the process of reviewing bids for savings, any impact on the educational narrative, and making changes to accommodate a \$30M construction budget would take a lot of discussion. Mr. Torrey stated that the School Board would need to help make alternate decisions. Mrs. Clayburgh stated that she is opposed to any program reductions and that items such as landscaping and paving should be put on hold in order to meet all program needs first. Co-Chair Grasso stressed that the JBC is charged with making sure that the construction is solid and worthwhile. Co-Chair Grasso further stated that we do not want to jeopardize the project by allowing lesser construction quality to save on the construction budget and that the City would pay in the long run if this were to happen. Mr. Blais stated that the completion date of the renovations is projected as August 2004 with the new construction projected as November 2003. Mr. Bonney stated that with any alternate changes to the construction there could possibly be modifications or redesigns to the documents and drawings.

Co-Chair LaPage stated that the original project number came in at \$42M and with the hard work and efforts of the School Board, the JBC, Team Design, and Hutter, this number was lowered to \$36M (\$30M for the construction budget and \$6M for the soft costs).

Motion: Co-Chair LaPage called for a motion that the vote of the JBC on May 1, 2002 is modified to the extent that administration is authorized to execute whatever short-term agreements necessary with the expectation that on or about June 30, 2002 a GMP of \$30M will be acceptable. Co-Chair

Grasso moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey stated that with the above motion preliminary work can now begin at PHS. Mr. Blais distributed to the members a copy of the timeline and an outline of work and bidders selected. Mr. Blais stated that the tree removal would begin on Thursday, May 23, 2002 with the drilling and blasting to begin as soon as the trees are down. Mr. Blais explained that with the sensitivity of the project and close proximity of the trees to the building, a high quality bidder needed to be chosen for the tree removal. Mr. Blais noted that one bidder, Brown Company, bid \$12,000 for tree removal (which is under budget). Mr. Blais stated that all permits are in place for the tree removal and the blasting. Co-Chair Grasso reminded Hutter Construction that PHS graduation will take place on June 7, 2002 and caution would need to be heeded regarding pedestrians, parking and access to the gymnasium. Mr. Blais stated that blasting would begin on Monday, June 10, 2002. Mr. Blais stated that there were two bidders, *ME Drilling and Blasting* and *Drill and Rock*. City Manager John Bohenko expressed his concern regarding the City pool and highly recommended *ME Drilling and Blasting* for their previous work throughout the City. *Drill and Rock's* bid was too high. The blasting bid of \$172,500 (which is under budget) was awarded to *ME Drilling and Blasting*. Hutter Construction will be performing blasting support for \$45,000. Mr. Blais stated that the Athletic Building is scheduled for demolition on Monday, June 10, 2002. Mr. Torrey indicated that the building would be turned over to Scott Lawson on Tuesday, May 28, 2002 for asbestos abatement. Mr. Blais stated that the onsite water system work would take place when the school is empty.

Motion: Co-Chair LaPage called for a motion to accept Hutter Construction's time line. Mrs. Pantelakos moved, Co-Chair Grasso seconded. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to accept the tree cutting and blasting bids and bid process. Mrs. Pantelakos moved, Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Co-Chair LaPage indicated that the Project Adventure poles (seven total) are of the highest quality and will be offered to the City for their use. Co-Chair LaPage stated that the new field house should be built as soon as possible to accommodate the storage of some of the Athletic Building equipment. Mr. Blais stated that construction is to begin by June 1, 2002. A discussion took place by the JBC regarding the name of the new field house.

Motion: Co-Chair LaPage called for a motion to call the new field house the *Community Field Building*. Co-Chair Grasso moved. Mrs. Clayburgh seconded. The motion was unanimously voted.

A discussion took place regarding the actual bid process being used. Mr. Torrey stated that because the construction manager is running the bid process a formal public notification process is not required. It was the decision of the JBC that local vendors may be interested in bidding and should be given the opportunity to do so.

Motion: Co-Chair LaPage called for a motion to approve a bid process of advertising in the two local newspapers as well as on the City's web page to be sure that all are notified. Mr. St. Laurent moved, Mr. Tefft seconded. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to approve the bid process for the construction of the Community Field Building. Mr. Tefft moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

Mr. Bonney wanted to know the process for choosing the colors for exterior finishes, flooring and walls. Co-Chair LaPage stated that the School Board would ultimately be responsible for the color scheme. Mr. Bonney stated that the lockers have been planned in a burgundy/gray scheme. Mr. Bonney stated that they would bring an exterior visual impact facsimile in color to the School Board meeting on June 5, 2002 for their recommendations.

c. Dondero School

Mr. Bisson stated that a meeting with Ms. Jill LeMay and Mr. Torrey was held on April 29, 2002 to review the structural engineering findings. Mr. Bisson stated that they are clear on what items can be done over the summer and what they cannot accomplish within the budget. Mr. Bisson further stated that it is the decision of the structural engineers that the six classrooms cannot be divided at this time. Mr. Bisson further stated that there would be a clearer definition of the budget and costs associated with this renovation by June 5, 2002.

5. PHS Groundbreaking

Co-Chair LaPage reported that a groundbreaking program for PHS has been scheduled for Thursday, June 13, 2002 at 6:00 p.m. After a brief discussion, it was decided to move the time back to 5:15 p.m. to accommodate a public forum taking place that evening at City Hall.

6. Other

Mr. Bonney stated that he is in need of the value engineering information for PHS as soon as it is available from Hutter. Mr. Bertram stated that he is working on it and will have something next Tuesday or Wednesday.

Mr. Torrey stated that the NF furnishings and equipment bids have gone out to four vendors with one vendor bidding on all items. Mr. Torrey reported that the bids are coming in under budget and the bid will be awarded by June 1, 2002.

7. Financial

Mr. Torrey submitted manifest #26 (NF) for approval in the amount of \$11,263.89. This manifest represents two payments to Team Design, \$3,240.00 for a progress payment as per contract and \$609.39 for reimbursable expenses per contract; and a payment to R.W. Gillespie & Associates in the amount of \$7,414.50 for constructional material testing and a technical assistant.

Motion: Co-chair LaPage called for a motion to approve manifest #26 in the amount of \$11,263.89. Co-chair Grasso moved after properly vouched. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #27 (PHS) for approval in the amount of \$159,496.12. This manifest represents three payments to Team Design; \$634.00 for reimbursable expenses per base contract, \$149,400.00 for progress payment per base contract, and \$1,772.12 for additional services – permitting; one payment of \$7,656.03 to Project Adventure for final payment; and one payment to the Portsmouth School Department for \$34.00 for reimbursement for the clerk of the works criminal records check State fee.

Motion: Co-chair LaPage called for a motion to approve manifest #27 in the amount of \$159,496.12. Co-chair Grasso moved after properly vouched. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

8. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, June 5, 2002 in the Little Harbour School Board Room at 7:30 a.m.

9. Adjournment

Motion: Co-chair LaPage called for a motion that the meeting be adjourned. Mr. Tefft moved, Mr. St.Laurent seconded. The motion was unanimously voted. The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

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