



## MEETING MINUTES

Project: Peabody Welch Elementary School  
 Subject: School Building Committee Meeting  
 Location: Zoom Conference Call  
 Distribution: Attendees, Project File

Project No: MP17-114  
 Meeting Date: 5/6/2021  
 Time: 9:30 AM  
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
	Edward Bettencourt*	Mayor	✓	Mike Burton	DWMP
✓	Joseph Scanlon*	Business Manager	✓	Christina Dell Angelo	DWMP
✓	Beverley Ann Dunne*	SBC Chair	✓	Mike Cox	DWMP
✓	Josh Vadala*	Superintendent	✓	Terry Hartford	DWMP
✓	Jarrold Hochman*	SBC Member	✓	Rachel Donner	DWMP
✓	James Hafey*	SBC Member	✓	Donna DiNisco	DiNisco
✓	Peter McGinn*	SBC Member		Ken DiNisco	DiNisco
✓	Ryan Melville*	SBC Member	✓	Vivian Low	DiNisco
✓	Michelle Massa*	Welch Principal	✓	Jeff Oxsalida	DiNisco
	Kara Migliozi*	SBC Member		Jim Shuttlesworth	DiNisco
	Michael Gingras	SBC Member			
✓	Edward Colbert*	SBC Member			
	Albert Talarico	SBC Member			
✓	Jillian Gonzalez*	SBC Member			
✓	Jenn Dort*	SBC Member			
✓	Elizabeth McGivern*	SBC Member			
✓	KerriAnne Wheeler*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
✓	Christopher Lord	SBC Member			

\* SBC Voting Member

Item No.	Description	Action
14.1	<b>Call to Order:</b> 9:32 am meeting was called to order by SBC Chair B. Dunne with 13 of 15 voting members in attendance.	Record
14.2	<b>Previous Topics &amp; Approval of March 25, 2021 Meeting Minutes:</b> A motion to approve the 3/25/2021 meeting minutes as submitted made by E. Colbert and seconded by E. McGivern. Discussion: None. Abstentions: J. Scanlon, J. Vadala. All in favor: Motion passes, minutes approved.	Record
14.3	<p><b>Design Update:</b></p> <ul style="list-style-type: none"> <li>➤ J. Oxsalida shares a brief schematic design updates, upcoming tasks and building floor plans.           <ul style="list-style-type: none"> <li>○ We are 50% of the way through development of the drawings for schematic design. Over the past month, our primary focus has been meeting with the school department to discuss each individual rooms in the building, including all the furniture, equipment, and technology. In those meetings, we have included the school Principal, Dr. Vadala, along with the appropriate school and district wide staff. This exercise is necessary to validate the location and size of each room. These rooms also need meet the needs of the academic program and it is also required by the MSBA. The room data sheets come out of these meetings. It also allows us to sharpen our pencils at the next step and develop our initial furniture budget and our technology budget. We will be concentrating on those over the next few weeks.</li> <li>○ J. Oxsalida mentions from a technical standpoint, the structural engineer has completed his initial layout of the renovated core of the building and the MEP engineers have made their initial equipment selections for items like the air handling units, hot water systems, sprinkler system and electrical system. We began to work on the sizing of all the distribution and routing of the new services throughout the building. The CM is now on board and can assist us with some of the more technical needs such as scanning above the ceilings and below the floors. On the exterior of the building, the landscape architect and civil engineer have completed initial grading plans. This will help us bring all of the walkways in the parking lots and playground space into compliance.</li> <li>○ J. Oxsalida shows the first floor plans and shares we are now at a point where we can show a greater level of detail including all the windows, doors, wall thicknesses and plumbing fixtures. The second floor remains generally unchanged. The special education spaces are located centrally to serve the students easily. The new media center space provides flexibility.</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ J. Oxsalida shares over the next few weeks, we will be shifting our concentration from the interior of the building to the exterior of the building. Later in May, we have those series of meetings with the city agencies, including the school department, Police department, Fire Department and the Building Commissioner to discuss the site design.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ B. Dunne comments I wanted to say how excited we are here at the Welch. The staff is really, really gung-ho about this project and we cannot wait to see it. C. Dell Angelo responds we are really excited as well. working group meeting invites have or will be sent out shortly. We are working on scheduling them.</li> </ul>	
14.4	<p><b>CM Procurement Update:</b></p> <p><u>Procurement Milestones:</u></p> <ul style="list-style-type: none"> <li>➤ 3/23/21-CM Site Visit/Walkthrough</li> <li>➤ 4/8/21-CM Proposals Due (Addendum 1-3)</li> <li>➤ 4/9/21-Prequal Committee review evaluation ranking sheet</li> <li>➤ 4/14/21-Prequal Committee review rankings and scores</li> <li>➤ 4/28-4/29-Interview CM Firms</li> <li>➤ 5/6/21-Prequal Committee Recommendation to SBC</li> <li>➤ 5/4-5/10-Negotiate Contract and Award CM Firm</li> </ul> <p><u>CM Interviews:</u></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares we received proposals in April and interviewed 4 firms who submitted for the project.             <ul style="list-style-type: none"> <li>○ Commodore Builders</li> <li>○ Consigli Construction</li> <li>○ Daniel O’Connell</li> <li>○ Turner Construction</li> </ul> </li> </ul> <p><u>City of Peabody CM Core Focus:</u></p> <ul style="list-style-type: none"> <li>➤ MSBA experience</li> <li>➤ Massachusetts K-12 experience</li> <li>➤ Occupied renovation project experience.</li> </ul> <p><u>Overall Evaluation Rank:</u></p> <ul style="list-style-type: none"> <li>➤ 1. Consigli – Based on the Non-Price review and interview, Consigli was most advantageous.</li> <li>➤ 2. Daniel O’Connell</li> <li>➤ 3. Commodore</li> <li>➤ 4. Turner</li> </ul> <p><u>Discussion:</u></p>	Record

- B. Dunne shares the process was intense. There was a lot of work that went into this. Members of the subcommittee read through responses to the RFP and ranked them. Then we ended up requesting all CMs interview. Each firm interviewed for 1hr ½. It was surprising to see the different presentations and their ideas on how they would phase the project. We kept going back to the overall requirement of MSBA experience because it is a complicated project. This is also an occupied building, so they have to plan around our day-to-day operations and be mindful of safety. We made sure there was expertise and experience. This came down to two discussions. One was held after the interviews and the other on the following Monday. Consigli came out on top since they have done numerous MSBA and K-12 projects. We feel confident bringing this recommendation to you. We are asking for a vote from the SBC that the mayor will enter into contract with Consigli construction.
- M. Burton mentions all SBC members should have access to the RFQ and RFP information provided. Price proposals, non-price proposals and interview presentations. We were fortunate that we had 4 good firms. Any one of the firms could do the project but at the end of the day we got a good CM and we are excited to get to the next phase.
- C. Dell Angelo will resend the files to all members.
- P. McGinn asks is there a quick way to review pricing? B. Dunne explains each CM had different terminology on their contracts. This decision was based upon being able to come in on Peabody's budget. M. Burton comments we are just locking in to the CMs fee for now. Essentially at this phase of the game, we are hiring the CM to help us build the schedule, and the phasing and logistics so the end cost is unknown, but we do know at this point the CM's fee and their rates. They were all competitive. Consigli was higher as it relates to fee and rates. However, they also had a schedule that was shorter in duration.
- D. Doucette comments one thing to keep in mind is that this is the first construction management contract that the city has done. It is a learning experience for us, but not the OPM. What the process gave us, as opposed to design bid build, is the ability to look at these companies and see who are well qualified. When we enter into what is called the guaranteed maximum price or the GMP contract, it will lock us in. What I want to point out, is that the other thing that we learned was several different approaches to phasing from well qualified companies. We have the ability now, based on those ideas, to put those into the mix as we talk about it with the school and the team.

Vote:

- A motion was made by B. Dunne and seconded by E. Colbert to accept the CM section committees' rankings of most advantageous being Consigli #1, DOC #2, Commodore #3, and Turner #4. The SBC votes to approve this ranking and requests that the Mayor enters into final

	<p>negotiations. Discussion: None. Abstentions: None. All in favor, motion passes.</p> <p><u>OAC Meetings:</u></p> <ul style="list-style-type: none"> <li>➤ M. Burton notes now that we have a CM on board, we will have OAC meetings weekly. It would be good to form a core team that will attend. Typically, it would include superintendent, facilities, principal etc. Our kick-off meeting is May 19<sup>th</sup>.</li> <li>➤ Core Team Members – M. Massa, J. Vadala, J. Hafey, B. Dunne, D. Doucette.</li> </ul>	
14.5	<p><b>Schedule Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares a schedule update with milestone dates.</li> </ul> <p><u>Upcoming Working Group Meetings:</u></p> <ul style="list-style-type: none"> <li>➤ Exterior Elevations &amp; Finishes-5/13</li> <li>➤ Foodservice Meeting/Plan &amp; Equipment Review-5/20</li> <li>➤ Plumbing Review-5/20</li> <li>➤ Drawing Review w/ FD&amp;PD/Preliminary Phasing &amp; Logistics-5/20</li> <li>➤ Interior Finishes Review-5/27</li> <li>➤ Building Security &amp; Site Review including Playground-5/27</li> <li>➤ Phasing and Logistics Review with CM/FD&amp;PD-6/3-6/10</li> <li>➤ Weekly OAC Meetings (Owner, Architect, CM)</li> <li>➤ Beverley, Michelle, Jim, Josh</li> </ul> <p><u>Module 4-Schematic Design Milestone Schedule:</u></p> <ul style="list-style-type: none"> <li>➤ SD Submission Development-2/25-7/9</li> <li>➤ Community Meeting #3-Week of 6/14</li> <li>➤ SD Cost Estimate-7/12-7/28</li> <li>➤ SBC/SC Vote to Approve SD-8/5-8/12</li> <li>➤ Submit SD to MSBA-8/13</li> <li>➤ Community Meeting #4-Week of 8/23</li> <li>➤ MSBA BOD Vote to Approve SD-10/27</li> <li>➤ MSBA PS&amp;B Agreement-10/28</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ D. Doucette comments I would like A. Talerico to be consulted on who he would like involved in these preliminary meetings. A. Talerico is on the committee but also there are some things that if we catch them early with our inspectors, it is a very helpful thing down the line. C. Dell Angelo responds I will share our work plan with A. Talerico.</li> <li>➤ V. Low shares the plumbing review is specifically scheduled to sit down with the plumbing Inspector. We will walk him through the building plans as it is important to have the whole building inspectional services department understand what is going on now, rather than later down</li> </ul>	Record

	<p>the line. We will also review phasing and logistics with the building commissioner, fire and police. We need to make sure they are comfortable with egress as well as overall phasing. We will find our A. Talarico’s availability and make sure he is participating.</p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo mentions we will be working through schematic design through the beginning of July. We will possibly need two meeting in to approve the schematic design before submitting to the MSBA on August 13<sup>th</sup>.</li> <li>➤ Community Meetings – The project team will work with the Mayor and the Core group as far as availability the weeks we would like to have our community meetings.</li> <li>➤ B. Dunne also shares in April our committee appeared before the MSBA for the approval of our preferred schematic report so that we could move into schematic design.</li> </ul>	
14.6	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
14.7	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
14.8	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC 15 – June 3, 2021 @ 9:30</li> </ul>	Record
14.9	<p><b>Adjourn:</b> 10:25 am A motion was made by E. Colbert and seconded by M. Massa to adjourn the meeting, Discussion: None.</p>	Record

Sincerely,  
**DORE + WHITTIER**  
 Rachel Donner  
 Assistant Project Manager  
 Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.