

## JOINT BUILDING COMMITTEE-MAPLE WOOD PROJECT

Date: October 29, 2018

Time: 4:00 p.m. start

Present: Councilor Marty Pepin, Councilor Marty Dumont, School Board Member Mark Richardson, Superintendent Robert Gadomski, Asst. Superintendent Lori Lane, Business Administrator Katie Krauss, Devin McNelly, Maple Wood Principal, Karl Ingoldsby, Facilities Director, Cris Solomon, Architect from Samyn-D'Elia Architects, P.A. Absent: School Board Member Tom McCallion

Lane stated that Karl Ingoldsby was with us today and he is the new Facility Director for the Somersworth School District. Each person introduced themselves around the table.

**Election of a Chair:** Lane stated that the group needed to elect a chair to facilitate the meetings. Dumont made a motion seconded by Richardson to nominate Pepin as Chair of the JBC. Dumont stated that they needed one vote from the secretary. Lane stated that Sullivan was the official minute taker. Sullivan cast a vote for Pepin. Krauss stated that she had made up a contact sheet that would be passed around for everyone to check that their information is correct.

**Project Review to Date:** Solomon stated that the previous week he had met with McNelly and his staff at Maple Wood. He stated that he had distributed a report to all JBC member's that would be sent over to the State. He stated in this there was a full construction estimate and full itemized breakdown of the project. He stated that the Building Aide Application would be sent to Amy Clark with some responses to a question she had, along with the minutes from a meeting at the Maple Wood meeting last week with McNelly and his staff, and the full construction estimate and itemized breakdown of costs, along with the operating costs and savings. He stated that the State wanted to know what they will be doing for new items and what would be additions. He stated that the State was looking for the allocation funding. He stated that he broke out all of the soft costs which came in around a million, and then the improvements such as the new roof, the music room addition, the HVAC improvements which will be included in the State funding if it is approved, which will be 3.5 million. He stated that he was not exactly sure of the amount of the funding on the secure entry. Krauss stated it was \$720,00.00. Solomon stated that this breakdown shows what Somersworth is looking at in payments and the breakdown if the State approved the full amount for the project. He stated this would be in addition to the funding for the secure entry. Gadomski asked if the 60% comes off the total project costs. Solomon stated that they had to take out the amount for the secure entry. He stated that the district still had to pay 20% of the main entry. He stated that the mechanical, the membrane roof, the music room addition would all be part of the 60% reimbursement. McNelly stated that they had funded \$720,000.00 and the total was going to be \$900,000.00. Solomon stated that the secure entry was at 80% reimbursement. Solomon stated that the items in E also enter into the total for the secure entrance. It actually totals about a million for the entry. Richardson stated that this was why they would start with the secure entry and wait to hear on the remaining project.

Solomon stated that we should know by the middle of January if we are on the list or not and in the spring, whether or not the State will even put money into Building Aid. He stated that there are two hurdles before they even start developing that project. McNelly stated that we already have funding for Items A, B, C and D on the list. He stated that Phase 1 is A, B and C and Phase 2 is D. Solomon stated that Phase 2 is contingent on the Building Aid. Krauss stated the roof should not be included in D. McNelly stated that the roof is part of Phase 1. Dumont stated that the City approved the 460,000.00 for the roof plus \$900,000.00 for Phase 1. He stated that the roof becomes part of the project as the City said they would back it up and we are just dealing with a \$900,000.00 grant at this point. Richardson stated that the HVAC is included in the second phase. Solomon stated they will be doing the HVAC no matter what. Pepin stated that he wanted to clarify. He asked we will not have to go back to the City to ask for any additional money, will we? He stated that what we have appropriated will cover it. Solomon stated that was correct. Gadomski stated that the figure was originally 4.1 million. Solomon stated he will revise the breakdown. Richardson stated that the roof was part of the original project. Gadomski stated that the figures were higher than he had told the City. Solomon stated he would revise it. He stated with the \$460,000.00 coming out of item D it would bring it right down to the 1.3 in additional improvement which we had talked about. See revised breakdown of the project attached. Solomon stated that the HVAC and roof, if we do get the Building Aid, cannot start until July. He stated that it can be fully engineered and designed but not started until after July 1. He stated if we start any earlier than that, it will not qualify for Building Aid. He stated that they look at this also in any projects that are underway, you cannot apply for Building aid. Gadomski stated that there will be enough secure entry work to get the project to July 1. Solomon stated that the music room is a stand-alone building which can be completed at a later date.

Solomon stated that in terms to his meeting the prior week with McNelly and staff, they wanted to get into the designs. He stated that at the main entrance you will enter a new vestibule. He stated that there will be a reception desk that will staff two staff members facing outwards. He stated that there will be two security cameras up on the wall above the seating that will be there waiting for people to come into the inner office. He stated there will be two work stations for students in the office area so that the principal can see them. He stated that in the principal's office there will be a lot of case work for storage and books, a desk and a small table to meet with people and a couch. He stated that they provided the space for the couch because if you sit people at a table it leads to one type of conversation but if you have them sitting on the couch, it makes for a different type of conversation. He stated that this is all new construction. He stated that one of the concerns during the meeting they had was the size of the conference room and that it was rather constricting. He stated they reworked the space and now have a much larger conference room to seat 10 people with plenty of room to move around the table. He stated that there will be a display wall with a T.V. or projector. He stated that there will lots of glass into that space with curtains or blinds. He stated the other offices in this area would be the Assistant Principal, Guidance and Literacy Leader. He stated they originally had a second Guidance Office but it seemed it was not needed. He stated that you then have a teacher workspace with two adult restrooms, a closet for a washer and dryer, lots of built in casework and countertops that are 30 inches deep so that a printer or laminator



will fit. He stated there is a rolling cart in the middle that they can use and we will look at a new one of these. He stated that this is how the plans have been refigured since the first set of designs. McNelly stated that the conference room was a real concern when he first looked at the original design. He stated that he loves the location of it and in getting rid of the hallway piece it saves a ton of room and gives more room for the conference and office space. He stated that the offices in the original design were pretty small, with an additional office, and they would not have been able to fit tables in them. He stated that Guidance and Asst. Principals meet with kids all the time. Solomon stated that if Guidance grows you can have two workstations in that office. Richardson stated that he wondered if the Assistant Principal needed a window out into the hallway. Solomon stated that there would not be much traffic over in that area. Gadomski stated that when you add windows it reduces your confidentiality in the office. Solomon stated that at the entrance into the office area from the vestibule they were thinking full glass doors for transparency. He stated that the glass would come down about 75% and then leave enough meat at the bottom for stability. He stated that the Principal's office would have two large windows for good oversight. He stated that they were concerned with the Secretary's work flow to the copy room and the majority of their printing will be on their small table top printers. He stated that just outside the conference room there is a staff work counter on one side and 5 file cabinets on the other side. Krauss stated that if the secretaries would be using the file cabinets you might want to switch them so when she was filing she would have visual access if someone was to come into the vestibule. Richardson stated that he keeps looking at the existing foyer. He stated what would prevent someone from holding the door for someone else to come in. He stated that there are cameras on the existing foyer. McNelly stated that he has pretty good coverage with a rotational camera. He stated that there would need to be some reconfiguring with the construction and even perhaps get an additional camera. He stated that one is focused on a location that he would not need anymore. He stated that he thinks it might be good to have a camera pointed at the front of the building to catch people leaving. Gadomski stated that a lot of this is just educating students and staff that when doors are shut the flow goes through the office. McNelly stated that if he and Diane Johnson can see the front entrance we can catch it. He stated that right now they cannot catch it the way things are unless we are looking at the camera. Gadomski stated that during the day you can get into the vestibule. Solomon stated that you would lock two of the sets of doors so that the visitors were entering right in front of the secretaries. Krauss asked if the locked doors could be used for egress from the building. Solomon stated they were. He stated there would be three sets of single doors coming out of the existing building. McNelly stated that you would need a handicap entrance with a button from outside but not necessarily into the office. Solomon stated that because it is an existing building you did not have to have a handicap entrance. He stated that you could make the door in front of the secretaries a handicap door and it would cost about \$1,000.00. McNelly stated that he would like to get rid of the green button. Lane stated that the green button would be gone. Solomon stated he did not know why you would need the green button because once you came into the vestibule you would be able to get out of any door. He stated that right now it releases when the fire alarm goes off but if not going off the door does not open. Ingoldsby asked if it was a magnet that needs to be hit to release the door. Pepin stated that when he was on the fire department and was told you had to hit a button to exit the

building and he could not understand this. Gadomski stated that we have to rework those doors anyways. Solomon stated that he did not know how this would ever pass with the code. Ingoldsby asked if the staff lock the doors. McNelly stated that they lock the doors. Ingoldsby stated that at his last job he controlled all the doors as to opening and closing. He stated that you have the ability to log who is coming in the building, it takes a picture of your badge as you are walking in. Solomon stated that the right side door would be the entrance door and the others would be automatic locking. He stated that once you were in the vestibule you had to be buzzed through into the office area. Gadomski stated that if there was someone who looked sketchy you did not have to buzz them in any further than that. McNelly stated that at Idlehurst to get to talk to anyone on the interior you get buzzed in. He stated that you slide open a window to talk to them and there is supposed to be a drop down metal sheet in the case of an emergency. He stated that he likes simple "talk through" technology. Gadomski stated that if you have the teller window with the bullet proof glass and the slide underneath you are set. Solomon stated this would be laminated glass and you would not be able to swing a baseball bat through it. He stated that we could go full bullet proof glass. Dumont stated that he would like to see the statistics on this. He stated that when it is on the news it is AKs being used. Ingoldsby asked if the doors were going to be reinforced with half glass, half metal. Solomon stated that they were not but we did the laminate. Gadomski stated to keep in mind that the entry and vestibule would be the most secure area of the building. He stated that if you walk around the building it is all windows. He stated that most of the school shootings are people that are familiar with your building. He stated that the deterrent is what is important. Ingoldsby stated that there has never been an instance of someone shooting into a building through windows. Solomon asked if it was a speaker in the window. McNelly stated that it is a hole with a big metal piece with grates on it and a second piece over the hole so you can be heard through it. Solomon stated that McNelly could take the design and go over it with his staff. Gadomski asked if we gained 30 feet in the offices. Solomon stated they had. Gadomski stated that you can always use a conference room. He stated that you always need that space. Solomon stated it would have been nice to get it on an outside area but the more important rooms are on the outside. Gadomski asked if it would make sense to move the wall back in the Literacy Leader Room and lose some space in the print/copy room. He stated he does not know if you need that much room in the print/copy room. He stated that it is something to think about. Solomon stated they can make the Literacy Room the same size as the Guidance Office and Vice Principal's office. He asked if they could get rid of the island and do a wraparound counter in the print/copy room. McNelly stated if you do wraparound counter you can have more cabinets for storage. Dumont asked how much the teachers do in there? He asked if there would be correlating to do. He stated that he is looking to validate the island. He stated that if you have to stack papers on an outside wall it does not give access from one side to the other. Richardson asked if the washer/dryer could be a part of the nurse's office rather than where it is and then you do not need the doorway space in the print/copy room. He asked who uses the washer/dryer. McNelly stated that they would use it if they needed to clean children's clothing. He asked if that could be technically done as the nurse's office is not part of the security. Solomon stated that it had better stay as it is because we had originally talked about working on the nurse's office and we were told we couldn't. He stated that they would take another stab at that space and see what they could do for other

options. Pepin asked if it could go in one of the bathrooms. He stated if it overflowed there would be drains in the floor. Solomon stated that you still have the issue with the clearance for the doors. McNelly stated that he is fine with it as it is in the print/copy room. He stated if you look at my staff room now this is like Christmas. Richardson asked if they would need the rolling island in there. McNelly stated that Dumont is correct that staff do tend to line papers up around it when collating. Solomon stated with it on wheels, you could move it to a corner when you weren't using it. He stated that the next step for them was to meet with Ingoldsby and go over all the mechanicals with the engineers.

**Review RFP Drafts for Construction Manager and Clerk of the Works:** Lane stated that she did not have the actual draft with her. She stated that there is a template from the last project which is probably 90% of what we need for this one. She stated that the dates need to change along with the description of the project. She stated that we need to make some decisions on how broad we want this to be. She stated that before they get into discussion about a timeframe we can review what I have put together. She stated that we need to decide if we want to open this up to the masses or do we want to short list it. She stated that there are pros and cons either way. She stated that assuming some decisions are made tonight, we'll finalize the RFP. She stated that if you want it to come to you for review before it goes out, we can figure out how that happens. She stated she could send it by email or we could have another meeting to review the document. She stated that we could look at November 5<sup>th</sup> to distribute it. She stated that there would be a required walk through and we set a tentative date of November 15<sup>th</sup> to do that. She stated that we would then expect the applications back November 30<sup>th</sup> at 2:00. She stated the week of December 3<sup>rd</sup> the JBC can review the applications and make a selection. She stated she had discussed this with Don Austin as she was not sure if it was the Board that chose the Construction Manager. She stated that he thought that it could be done by the JBC. She stated that we would inform the Board at the December 11<sup>th</sup> meeting who had been chosen. She stated that she did not know if the Board would have to do an approval. She stated that she would expect the JBC to meet the week of December 3<sup>rd</sup> and perhaps once before that. Solomon stated he was concerned if it was enough time between November 30<sup>th</sup> and the following week to review the applications and notify those selected and get them in for an interview. He stated that you would have to review them over that weekend so that we could notify them on Monday regarding interviews. Dumont stated that his assumption is that the response will be minimal. Solomon stated he thinks there will be lots. Dumont stated that he sees everyone so busy out there. Solomon stated he thinks that they will have a good showing as there seems to be a very large bubble in construction. He stated that from what they have heard, people are starting to look. He stated that it's the fourth quarter and elections are coming up so we should get people responding to this. Dumont stated that from November 30<sup>th</sup> to December 3<sup>rd</sup> is a short period of time. Solomon stated that JBC members would have to pick up the books on Friday and spend the weekend reading them and make a selection early in the week so we can notify the ones chosen or do we push the interviews back to the following week so you'll have some extra days. Pepin stated it depends on how many submit for the job. He stated that if we go with a short list it will not be that big of a deal but if we go with a long list, it would be a big deal. He asked how we weed out the applicants. He stated that

he feels that we should wait until Wednesday December 5<sup>th</sup> to make a selection. Richardson stated that Sundays are not good for him. Lane stated that perhaps the question is whether we want to send this RFP out to the general public or select a certain number of contractors to send it to. Solomon stated that if we pick 4 or 5 firms and send them the RFP, they have to respond by November 30<sup>th</sup> and then we just interview all of them the following Friday. He stated that gives you a whole week to read the applications and formulate your questions. Gadomski stated that we could set a meeting for the afternoon of December 3<sup>rd</sup> and then still do interviews that Friday. He stated that we would need to call them on the 3<sup>rd</sup> to give them time to schedule for an interview that Friday. Dumont stated that you should be able to cull out some with the RFP and the specs because we want quality contractors that have some work experience. Solomon stated that narrowing it down to those three or four should be pretty clear. Lane stated that she remembers a checklist of things to look for in the application that Marie D'Agostino had put together. She stated this would help us to evaluate each firm. She stated that the RFP is very specific and if you respond to the RFP the way we have laid it out it makes it much easier. She stated that there are some that will give us what they want, not what we asked for. She stated that if we stick with this timeline, we put a meeting in for December 3<sup>rd</sup>. She stated that we could put the interview date in the RFP. Dumont made a motion seconded by Richardson to follow the timeline as set forth. VOTE: motion passed, unanimously. Gadomski stated we needed to set a time to meet on December 3<sup>rd</sup>. Dumont suggested 1:00. Lane stated that this meeting was for a discussion of the candidates who submitted a book and narrow down the top three or four candidates that we want to bring in that Friday. She stated we should allow about 45 minutes a piece for interviews. Gadomski suggested to start at 9:00 AM for the interviews on December 7<sup>th</sup>.

**Establish Meeting Schedule:** Lane stated that as far as upcoming meetings go, she did not know what Solomon needs from the group. Solomon stated that there will be further development of the flat design into a 3D design. He stated that getting together with Ingoldsby was next to go over the mechanicals with the engineers. Lane asked if this group needed to come back together before the end of November for anything Solomon might need. Pepin stated that he did not see a need to until they meet to discuss the Construction Manager applications. Solomon stated that once the Construction Manager is on board, he can do the next round of pricing. Pepin stated that the other issue is that we still need a Clerk of the Works. Lane stated that when she and Solomon write the description of the project, we will include the two phases. She stated that there is still the elevator at the Middle School that needs to be replaced. Solomon stated that including the elevator under the umbrella of the Construction Manager is that you do not have to pay for General Conditions twice. He stated that the Construction Manager will be on site, the foreman, all the porta-potties and trailers will be here. He stated that it would be a savings of about 200,000.00. Pepin stated that he is in favor of including this while doing the Maple Wood Project. He stated that he hopes that the RFP will include both phases of the Maple Wood Project so that we will not have to go out looking for another Construction Manager again for Phase 2. Lane stated that they could word it in a way to include Phase 2 and the elevator. She stated that they have been told by the elevator company that they need to redo the complete thing. She stated we should keep the RFP broad and then could



scale it back if they can. Solomon stated that if it is included, we can tap into the Construction Manager's estimating services. Pepin stated that this is a separate project at the Middle School so the funds will have to come from the school budget or an appropriation from the City Council. Gadomski stated that they have already had conversations about building this into the budget and as the year progresses and if there is any unexpended money it might be the chance to use that. Dumont stated that he feels that it is more than just replacing an elevator. He stated that they get dated and then they don't comply. He stated he likes the idea of getting the numbers on this. Lane asked if we are doing an open invitation on the RFP or a short list. Richardson stated that he prefers a short list. Dumont agreed to go with the short list. Richardson stated that this could reveal a new entrepreneur out there that is just dying to get in and do this kind of stuff. He asked Solomon if he knew anyone who fit that description because the short list precludes us from moving in that direction. Solomon stated that the short list is a sure thing and you know you will get somebody who will perform and do a great job. He stated that going out to bid, we are always looking for the next great company to work with and that's exciting. Pepin stated that you are rolling the dice at that point. Dumont stated that we want this project done and ready for the opening of school. Solomon stated that Phase 1 will be starting while school is still in session so you want somebody who knows how to manage that. Pepin asked if we need a Clerk of the Works or not. Dumont stated you would have to get a derrick to move him off getting one. He stated that the last renovation has jumped up and bit us. He stated that having that additional person is priceless. Pepin stated he was on the JBC for Idlehurst and he thinks it is very important. Dumont made a motion seconded by Richardson that they hire a Clerk of the Works. VOTE: motion passed, unanimously. Pepin asked when we work on that RFP. Lane stated that they have the one from the CTC renovation and the one from Idlehurst. Pepin asked when we need to have him aboard. Ingoldsby stated that he knows they need the Construction Manager on board as soon as possible. He stated that the Clerk of the Works are more to oversee the construction part of the project and not the pre-construction. He stated the more involved he is with it, the more on board he'll be with it. Solomon stated that the Clerk of the Works will not be making decisions on the building for you. He stated that he would help educate the JBC on any decisions. He stated that the Construction Manager is part of the team and they will be here at the table making decisions. He stated that the Clerk of the Works is just to account for all of those decisions and the bookkeeping. Pepin stated that with Idlehurst it was not a full time job. Solomon stated that this project will not need 40 hours a week. Pepin asked what the timeline should be to put the RFP out for this. Lane stated that they should have selected a Construction Manager on December 7<sup>th</sup>. Solomon stated that it would be nice to get the Construction Manager on board and get the first estimate from him and start moving ahead with the construction documents and then we can get the Clerk of the Works on. Lane stated that the JBC could wait until January to do that.

Dumont made a motion seconded by Richardson to adjourn. VOTE: motion passed, unanimously. The meeting ended at 5:35.

Melinda Sullivan  
Board Secretary

**SAMYN - D'ELIA**  
ARCHITECTS, P.A.

**Somersworth - Maple Wood Elementary Secure Main Entry Renovations**

Concept Budget for Preliminary Funding Application

October 29, 2018

A. Security Main Entry	Total SF	Total Cost		
Secure Main Entry & Administration	2,585 Sq. Ft.	\$ 881,285.00		
			<b>Security</b>	
			<b>Sub Total:</b>	<b>\$ 881,285.00</b>

B. HVAC Improvements				
Boiler Replacement		\$250,000		
Removal of Existing Fuel Oil Tank		\$25,000		
Replacement of Existing Pumps - New Variable Speed		\$20,000		
Unit Ventilators Replacement		\$250,000		
Replacement of Existing Exhaust Fans		\$30,000		
Building Automation HVAC Control System		\$185,000		
			<b>HVAC</b>	
			<b>Sub Total:</b>	<b>\$760,000.00</b>

C. Membrane Roof Replacement				
Membrane & Coverboard removal & Disposal		\$80,000		
New Adhered membrane & coverboard		\$140,000		
PT roof blocking-cant-curb demo & disposal & new		\$33,000		
Edge drip-trim-flash		\$24,000		
Markups 59%		\$163,000		
			<b>Roof Replacement</b>	
			<b>Sub Total:</b>	<b>\$440,000.00</b>

D. Music, Library & ADA Restrooms	Total SF	Total Cost		
Music Room, Loading Dock & Restrooms	2,650 Sq. Ft.	\$878,070		
Library Renovations		\$203,630		
Restroom Renovations		\$214,000		
			<b>Security</b>	
			<b>Sub Total:</b>	<b>\$1,295,700.00</b>

E. A/E, Furnishings & Contingency				
Architectural & Engineering	8.00%	\$270,159		
Civil Engineering	Allowance	\$10,000		
Furnishings & Fixtures	Allowance	\$50,000		
Owner Contingency	12%	\$392,057		
			<b>Soft Costs</b>	
			<b>Sub Total:</b>	<b>\$722,216.06</b>

**MAPLE WOOD IMPROVEMENTS TOTAL: \$4,099,201.06**

ALLOCATION OF FUNDING	Project Cost	Somersworth SAU	Security Funding	Department of Education
Secure Main Entry	\$1,039,787.00	\$319,787.00	\$720,000.00	
Improvements B, C & D	\$3,059,414.06	\$1,223,765.62		\$1,835,648.43
<b>Total Project Costs</b>	<b>\$4,099,201.06</b>	<b>\$1,543,552.62</b>	<b>\$720,000.00</b>	<b>\$1,835,648.43</b>