

## JOINT BUILDING COMMITTEE-MAPLE WOOD PROJECT

Date: October 17, 2018

Time: 3:00 p.m. start

Present: Councilor Marty Pepin, School Board Member Mark Richardson, Superintendent Robert Gadomski, Asst. Superintendent Lori Lane, Business Administrator Katie Krauss, Chris Solomon, Architect from Samyn-D'Elia Architects, P.A. Absent: School Board Member Tom McCallion, Councilor Marty Dumont

Lane stated that with McCallion and Dumont missing there was not a quorum for the meeting. She stated that we can still discuss some things but will not be able to make any decisions today.

Chris Solomon stated that his agenda for this meeting was to focus on the schedule and look at the action items. He stated that we will await updates from the Department of Education on funding and grants. He stated that this will make a difference for the other part of the project, the Music Room, and when we can do what so as not to jeopardize funding. He stated that he had done a walk through at Maple Wood with Amy Clark from the DOE the prior week along with Krauss, Lane and Gadomski.

Lane stated that they were going to talk about a chair for the JBC but since everyone was not present we would hold off on this. She stated that in this meeting she wanted to bring everyone back up to speed as to this project. She stated they needed to set another date for the next meeting and when everyone is all present we can discuss more of a regular meeting schedule.

Solomon stated that they have applied for a Grant for additional funding for the Music Room which will be through School Building Aid. He stated we should know if that funding will come through in early January and then it will not be available until July.

Gadomski stated that this upcoming Tuesday night he is going to present this to the Board for conditional approval, pending final approval of the Building Aid, of the 4.2 million dollars. He stated that Amy Clark, from the DOE, told him that if they do not get conditional approval from the School Board, we will not even be in the running. He stated if it passes on Wednesday night, he will immediately send it out to Amy Clark so we can make sure that we are in the mix for the January 15<sup>th</sup> decision.

Solomon stated that they had sent Amy Clark the plans of the project this past week, after the walk through of Maple Wood School. He stated that there were a few more items they need to follow up on with her. He stated that in speaking with her today he wanted clarification on what they can do in terms of construction and engineering and have it not compromise the overall project. He stated that we cannot apply for money for anything they start in terms of construction before the money is approved by the State. He stated

that we presented this as a total project. He stated that the dollar amount had to be great enough in order to qualify for the money in terms of the whole project. He stated that the main entry can be started over April break. He stated that the mechanical update part of the project could not be started until July 1, because we are applying for funding for that. He stated if we did start before that date, we would not qualify for funding. He stated that the Music Room would not be able to begin until summer. He stated that we should have a pretty good idea by January as far as the approvals and then throughout the spring we'll know from the local legislators if the money will be in the budget.

Gadomski asked when we would get final word on whether we would receive funding or not. Solomon stated that we will know if the DOE will recommend funding by January 15<sup>th</sup>. He stated that there is no actual money. Gadomski stated that it's a "congratulations, we think this is a good project". Solomon stated that we will know by April or May if it is a realistic goal. He stated that if in January we find out there's no money, we can start whenever on the small things. He stated that all of the other parts of the project will be funded by the 60% and will probably not start until July. Gadomski stated that we can still do the schematics. He stated that it is only the physical project we cannot start. Solomon stated that we could have everything engineered and costed out. Krauss stated that this is dependent on us getting funding from the City Council. Gadomski stated that with this project we are getting more for less so he would be surprised if they did not approve it. Lane stated that we need to be sure that the Council understands what this funding means. Pepin stated that it would be a good idea when we have the Joint School Board/City Council Meeting on November 7<sup>th</sup> to have a good conversation about this so that if the Council members have any questions it's the chance to ask and clarify things. Lane stated that that meeting will be a goal setting session and when you are setting goals it would seem like the CIP will be a part of that. Pepin stated that he did not believe that the Music Room was part of the original proposal. He stated that there are dollar amounts that the Council will be questioning. He stated that they are pretty limited with funds right now without making a big increase on the tax rate. Gadomski stated that the important piece of this is, if the funding goes through, the Building Aid comes back, and you do all the math out, we will be getting a 4.2-million-dollar project for \$800,000.00. He stated that after you take out the \$720,000.00 in infrastructure money and you get 60% reimbursement we are actually getting the whole project for less than how much has already been approved. Pepin stated that you need to have the Council understand that. Lane stated that they want this all to be transparent. She stated that when we brought Solomon down last spring we were throwing this whole thing out on the table and tried to identify all the needs. She stated when she had filled out the Building Aid Application she had listed five of the needs that they wanted to address. She stated that Phase One was the security issues and Phase Two was the Music Room and Library, bathrooms and storage. She stated when they went to Council they had not mentioned Phase Two as we did not want to complicate the conversation. She stated that all they were asking for was the security upgrade and HVAC systems. Krauss stated that we will not qualify unless Phase Two is lumped in with Phase One. Richardson stated that if you start in April, and the other part of the project won't start until the money is there, is there going to be any interruption or down time between the projects. Solomon stated they will start the main entrance first. He stated we will wait until July to start the mechanicals. He stated that the

main entrance part will take them right through the summer. He stated that we will know the actual schedule by the middle of January and whether or not we should be considering the State Aid or not. He stated the scope of the project would be too small to apply for funds the following year if they do not get it this year. He stated that Amy Clark wants them to go to Concord in November and do a presentation to the legislature for funding. He stated that in terms of the schedule they prepared they have taken blocks of time. He stated that this may change once a Construction Manager comes on board. He stated that October/November they will be pulling together the schematic design and meeting with staff at Maple Wood. He stated that the Construction Manager RFP will go out around November 5<sup>th</sup> and at that time we will have a set of plans to go with it. Pepin asked if, when they put out the RFP, are we including the project of the Music Room since we do not know if this will be a go or not. Solomon stated it will depend on how the JBC wants to develop the qualifications for selection. He feels that we should look for someone who is qualified for this project rather than how much it is going to cost. He stated that we could write into the RFP the pending project. He stated that the Construction Manager's scope will increase if the rest of the project is approved. He stated that they need to know that there is some phasing to this project. He stated that November through December, they will be working on design development. He stated that around November 15 they will plan on a Construction Manager Site visit. He stated that proposals will be due at the end of November. He stated beginning of December the JBC will pull together the CM short list to interview and the following week hold interviews. He stated that the middle of December the design development cost will begin. He stated that right after the new year, we can see if everything is on track and we start working on construction documents. He stated that we will go out to bid in March and start the Phase One project, the main entry, on April 22<sup>nd</sup> which is spring break. He stated that the CM will come in and set up the temporary walls, site set up and get staged for construction. He stated that this would continue right through August. He stated that when school gets out the mechanical part of the project will start and continue right through the summer also. He stated that if the DOE money is approved in January 2019 for the Music Room, Library, restrooms and storage we will then know in June if the State Budget will fund the project. He stated that we do not want to start the design of the Music Room until we know we have the funding. Therefore, the design development would run for about three weeks in July with cost estimation through the beginning of August. The construction documents would be developed in August with bidding and negotiations starting in early September. He stated they would expect to start the construction the end of September. He stated that they would be able to work on the Music Room without disturbing the rest of the school. He stated that the big driver on this is to get the foundations in and weather tight before winter. Richardson asked what would be done about parking with all the construction vehicles and materials. He stated he sees a potential impact. Solomon stated that in the winter there could be an issue with snow removal also. Gadomski stated that they will have to look at other arrangements, perhaps around the outside of the circle. Richardson stated that perhaps we could open up the area between the Middle School and Maple Wood by cutting some trees down. Gadomski stated that in the final phase there were going to be renovations done to the library. He stated that he did not see how that could be done during the school year as the library would have to be closed for a period of time. Solomon stated that if we have a good sense

that this will be funded, we can get that design done early and it can be done first, in July and August. Gadomski stated that the Music Room is isolated and it does not matter how long that takes. Solomon stated with the Construction Manager on board it will help with the phasing and fast-track some of this.

Solomon stated for them it is important to meet with the principal and his staff to get into the details on design. He stated that they also want to meet with the new facility director and have a meeting with him and the mechanical engineers, to review this project as he has not seen this yet. Lane stated that she could work with Solomon with a schedule to get together with Devin and the crew at Maple Wood. Solomon stated that he does need a copy of the updated budget to send to Amy Clark.

Lane stated that she had talked with Solomon about the replacement of the elevator at the Middle School. Pepin stated that he thought it was a CIP item and it may need to be pushed up. Lane stated that there was a thought if that project would move forward this summer if you have a CM already here to do the Maple Wood project, could we fold the elevator project into that as well. Solomon stated you would save on the job trailer and the demo crew. Pepin stated that it makes sense. Gadomski stated that the Board has already approved the CIP so the assumption is that it will have to be built into the budget. He stated he thinks it should be rolled into the Maple wood project. He stated that the big thing with the elevator is that it is failing.

Lane stated that the RFP draft should be something that is brought back to the JBC. She stated that it needs to outline qualifications. She stated that she could probably adjust the one she did for the CTC remodel. She stated that another decision that will have to be made is if we hire a Clerk of the Works. She stated they didn't with the CTC but wonder if things would be different now if they had, what with the floor issues they are having. Solomon stated that this may be something to discuss with the new facilities director as some like to do it themselves. Krauss stated that he had experience in this. Gadomski stated that he thinks we need a Clerk of the Works because of the time involved in it. Solomon stated it could be a position for just a couple hours a week. He stated that the Construction Managers are pretty sophisticated now. He stated there is all the bookkeeping and accounting that the Clerk of the Works handles. He stated that if that is something you want you will need to prepare an RFP for that also. Lane stated that she had done one for the CTC and they interviewed and then decided they did not want to have one. Gadomski stated that this is a decision for the JBC whether they want a Clerk of the Works or not. Solomon stated that you will need to make a decision if you will short list firms to receive the RFP for Construction Manager or will you send it out and then pare down the responses you get. Gadomski stated that we could put it out and then have the JBC pare the numbers down.

Lane asked when the JBC needs to meet again. Solomon stated that there needs to be enough time to get the RFP out there and give the Construction Managers time to review the project and put together their response. Gadomski stated that perhaps the end of next week or beginning of the following week. He stated that meeting sooner rather than later would be better. He stated that we should meet October 29<sup>th</sup> and time would be 4:00.

Krauss stated that we should probably invite Karl, the new facilities director. Solomon stated that he can meet with the Maple Wood staff next week. He stated we will have a week between the meeting and the RFP going out to make revisions if needed. Lane stated that they usually send it to the attorney to review.

Solomon stated that Amy Clark had mentioned that you should have your attorney read the law governing this financing to see what constraints there are. Gadomski stated that this could wait until after January 15<sup>th</sup>. He stated that he would be surprised if anyone gets any money. Lane stated that they have not had Building Aid in 10 years. Solomon stated that they have just put a whole lot of cash into the security of schools. Gadomski stated that his prediction is they will put more in it too.

The meeting ended at 3:55.

Melinda Sullivan  
Board Secretary

## **Somersworth Maple Wood School**

Project Schedule

**Maple Wood School - Somersworth, NH / 1808**

**Date:** October 17, 2018

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### **Secure Entry & Mechanical Renovations Project Schedule:**

- October 17 – November 2<sup>nd</sup>  
Schematic Design – Plan development, exterior design & Revisions
- November 5<sup>th</sup>  
Construction Manager RFP Release
- November 5<sup>th</sup> - December 17<sup>th</sup>  
Design Development
- November 15<sup>th</sup> / 16<sup>th</sup>  
Construction Manager Site Walk
- November 29<sup>th</sup> / 30<sup>th</sup>  
Construction Manager Proposals Due
- December 3<sup>rd</sup> – December 7<sup>th</sup>  
Construction Manager short list for Interviews
- December 10<sup>th</sup> – December 14<sup>th</sup>  
Construction Manager Interviews & Selection
- December 17<sup>th</sup> – January 11<sup>th</sup>  
Design Development Cost Estimate
- January 11<sup>th</sup> – February 22<sup>th</sup>  
Construction Documents
- March 4<sup>th</sup> – March 29<sup>th</sup>  
Bidding & Negotiations
- April 22<sup>th</sup> – June 17<sup>th</sup>  
Construction Phase I
- June 17<sup>th</sup> – August 23<sup>rd</sup>  
Construction Phase II

## **Music Room, Library & Restrooms**

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- January 2019  
DOE Project Funding Approval
- June 2019  
NH State Budget Project Funding
- July 1<sup>st</sup> – July 19<sup>th</sup>  
Design Development
- July 22<sup>th</sup> – August 2<sup>nd</sup>  
Cost Estimating
- August 5<sup>th</sup> – August 30<sup>th</sup>  
Construction Documents
- September 2<sup>nd</sup> – September 20<sup>th</sup>  
Bidding & Negotiations
- September 30<sup>th</sup> – March 2020  
Construction Phase III