

MEETING MINUTES:                    LINCOLN SCHOOL BUILDING COMMITTEE

Meeting No.:                                7  
 Date / Location:                        03/22/18 @ 6:30 p.m. / Lincoln High School Exhibition Room 1  
 Project:                                        Lincoln High School  
 Prepared by:                                Charlie Roberts  
 Distribution:                                Building Committee, Other Attendees, Project File

#	Discussion	Status	Due Date	Action by...
7.1	<b>Call to Order.</b> – Co-chair Arthur Russo called the meeting to order at 6:40 p.m.	Record		
7.2	<b>Pledge of Allegiance.</b> – Co-chairs Russo & Zito led the attendees in reciting the Pledge of Allegiance.	Record		
7.3	<b>Approval of Meeting Minutes</b>	Record		
	At the request of co-chair Zito, a motion was made by Mary Anne Roll, seconded by Kevin McNamara and approved unanimously by those in attendance to accept and approve the Minutes of the 02/08/18, 02/22/18 and 03/08/18 Meetings as submitted.			
7.4	<b>Construction Manager Qualifications Committee Report</b>	Record		
	<p><b>a. Results of Construction Manager Qualifications Ratings</b>            Colliers and SMMA provided an overview of the process used by the Qualifications Committee to evaluate each CM based upon information submitted by each in response to the Request for Qualifications. An evaluation form was developed for each CM to summarize information extracted from the submissions along with the results of project and credit reference checks. Copies of the evaluation forms for each of the five (5) CM respondents were distributed as handouts and the results were summarized on the handout titled <u>LHS Construction Manager Qualifications Tabulation</u>.</p> <p><b>b. Interview Recommendations</b>            The joint recommendation of Colliers and SMMA was that the Committee proceed with interviewing the top three-rated Construction Managers and that the Finance Director open only the sealed Fee Proposals of those firms.</p> <p><b>c. Opening of Sealed Construction Manager Proposals</b>            Finance Director John Ward then proceeded to open the previously sealed fee proposals for Bacon Construction, Dimeo and Gilbane. The proposals from Bond Brothers and Shawmut Design &amp; Construction were not opened. Mr. Ward read the summary values for the various categories which were posted on the overhead projector screen.</p> <p><b>d. Vote to Confirm Construction Managers Selected for Interviews.</b></p> <p><b>e. Vote to Confirm Interview Format, Date &amp; Schedule.</b>            After discussion, and upon the joint recommendations of SMMA and Colliers, a motion was made by Co-Chair Julie Zito, seconded by Mary Anne Roll and approved by the full Committee to:</p> <ul style="list-style-type: none"> <li>• Schedule interviews for Bacon, Dimeo and Gilbane on 03/29/18, at 5:30, 6:30 &amp; 7:30 in alphabetical order.</li> <li>• The interview duration was set at 45 minutes, as follows:               <ul style="list-style-type: none"> <li>○ 15 minutes – Project Team introduction.</li> <li>○ 20 minutes – Project Schedule Compression.</li> <li>○ 10 minutes – Building Committee Questions.</li> </ul> </li> </ul> <p>John Ward will notify those to be interviewed along with the two</p>			

	firms which were not selected.			
<b>7.5</b>	<b>Project Budget Report</b>	<b>Open</b>		<b>Colliers</b>
	Colliers initial review of the Project Budget showed that several categories were missing. An updated Project Budget will be presented at a future meeting.			
<b>7.6</b>	<b>Update on Gym Annex Alternative</b>	<b>Open</b>		<b>As Noted</b>
	An initial layout for a potential freestanding Gym Annex, based upon a reduced version of the Johnston Recreation Center, was presented. Unlike the Johnston Center with a floor plan encompassing three full-sized basket ball courts, the proposed gym annex would be sized for two courts. Principal McNamara urged that an expanded footprint be considered that could accommodate a perimeter running track and indoor throwing area. Kevin offered to forward desired dimensions for both. SMMA will review how the overall size of the building might be impacted by these requests.			
<b>7.7</b>	<b>Review of NESDEC Enrollment Projections</b>	<b>Open</b>		
	There was a brief discussion of how new NESDEC enrollment projections might impact the future capacity of the High School. While the Town is largely developed in terms of potential residential housing sites, future growth is projected to come from existing homes presently occupied by older residents that eventually turnover to younger families with school-age children.			
<b>7.8</b>	<b>Design Development Update</b>	<b>Open</b>		<b>SMMA</b>
	Anne Fontaine provided an update on Design Development activities. Some random overview notes from her presentation: <ul style="list-style-type: none"> <li>• SMMA met Principal McNamara last week. SMMA is taking another look at the Administrative area.</li> <li>• Using a PowerPoint presentation, Anne illustrated some of the potential interior &amp; exterior finishes being considered.</li> <li>• SMMA is working with existing exterior brick palette and flooring in the '96 wing. New colors will be introduced in new areas that compliment the existing finishes. Overall a neutral palette with one accent walls per room is under consideration.</li> <li>• Furniture will be flexible and tall storage cabinets will be added to classrooms.</li> <li>• Typical Science classrooms will feature lighter wood tones, neutral colors, lots of cabinetry resulting in a clean and bright interior space.</li> <li>• The new Wood and Auto Shops will have a more industrial appearance with sealed concrete floors and exposed structural structure.</li> <li>• The new Media Center will feature flexible furniture, views to the exterior, an interior ramp, and small group rooms in the corner with full-height interior glass walls. The latter will be used for various functions including small group meetings/instruction and college visits. The ceiling concept will include floating clouds at various elevations with hanging, circular light fixtures below.</li> <li>• The Dining Commons will include the school's core values featured on the wall and a display rail mounted on the brick demising wall shared with the Auditorium.</li> <li>• Further site investigation has found an abandoned oil tank located behind the building in the general area between the drop-off oval and the Gym. It is presently unknown whether the tank contains any contents.</li> </ul>			
<b>7.9</b>	<b>Public Comment.</b>			
	No public comment requests were submitted for this meeting.	Record		
<b>7.10</b>	<b>Vote to Adjourn</b>			
	There being no further business to discuss, a motion was made, seconded, and approved by all, to adjourn the meeting.	Record		

**Meeting Handouts:** *(either distributed electronically prior to and/or resulting from the meeting)*

- 03/22/18 Lincoln School Building Committee Agenda.
- Bacon-LHS Construction Manager Qualifications Evaluation Form Template.
- Bond-LHS Construction Manager Qualifications Evaluation Form Template.
- Dimeo-LHS Construction Manager Qualifications Evaluation Form Template.
- Gilbane-LHS Construction Manager Qualifications Evaluation Form Template.
- Shawmut-LHS Construction Manager Qualifications Evaluation Form Template.
- LHS Construction Manager Qualifications Tabulation.
- Proposal Form-Bacon Construction.
- Proposal Form-Dimeo
- Proposal Form-Gilbane
- CM General Conditions Summary.

*These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to Charles.Roberts@colliers.com.*