

March 23, 2010, 3:30 PM, Meeting held at the Searles Building, 2nd Floor Conference Room

MEETING NOTES

Committee Members Present: See attached sign-in sheet

Guests Present:

Nancy Goodwin	NG	Finegold Alexander and Associates (FA+A)
Jim Alexander	JA	Finegold Alexander and Associates (FA+A)
David Breen	DBre	KBA/Trident - OPM
Mary Mahoney	MM	KBA/Trident - OPM
Gino Baroni	GB	KBA/Trident - OPM
Dan Bradford	DBra	KBA/Trident - OPM

Item No.	Item	Description
1.	Call to Order	The meeting was called to order at 3:35 PM by the Chair, Suzanne Lamoureux. (SL)
2.	Approval of meeting notes from 3/9/10	Motion made by Robert Vogler (RV) to accept the meeting notes issued for March 9, 2010, seconded by Arthur Nicholson (AN). Unanimous vote in favor.
3.	Schematic Design – MSBA Facilities Subcommittee Report	DB reports that the project preferred scheme was presented to MSBA's Facility Subcommittee on March 10, 2010. Their reception to the presentation was phenomenal and based on comments it was clear that the subcommittee had reviewed previously submitted project design information. Following FA+A's presentation there were limited questions from the subcommittee regarding design features/aspects of corridor light wells, exterior elevations, class size, and technology integration. Additionally, Katherine Craven, MSBA Executive Director, indicated that she was very impressed with the work performed to date and with the direction of project design to improve the building.
4.	Schematic Design – DESE	SL reports that the MA Department of Elementary and Secondary Education (DESE) forwarded a letter in early March approving the special education program proposed for the project and certifying the project as appropriate to serve programs and school populations.
5.	Schematic Design Progress – MSBA Board submission	NG reports work continues on schematic design with track towards submitting all schematic design documentation to MSBA on April 9, except for cost estimate and room data sheets. Cost estimate and room data sheets will be submitted as a packaged supplement on April 23. Since MSBA indicated that a supplemental package would be accept on or before April 23, the professional team agrees that this time should be used to reconcile the final schematic estimate prior to submission for record. Additionally, the added time will allow for greater focus on room data sheet documentation. NG reminds committee that MSBA Board meeting/review of project is scheduled May 26.
6.	Schematic Design Progress – Design Update	NG presents progress plans that include preliminary furniture program/layouts which were developed based on staff response to design questionnaires and meetings with users/dept. heads. NG reports that meetings with admin./dept. heads will continue this week to further refine FF&E program and confirm user needs. NG reports exterior building elevations are also progressing with further refinement of design features. Robert Vogler (RV) questions technology design progress and in particular decisions on desktop hardware, proprietary request for Apple versus other manufacturers. NG responds that the technology program has not developed to that point of specificity. William Manzi (WM) notes that product choice will need to be considered with a global approach to city wide compatibility.

Item No.	Item	Description
7.	Variance	GB reports on meetings with Building Commissioner and separately with FA+A and their code consultant. Documentation required for Building Commissioner action has been confirmed by designers and once received, action will be taken by Building Commissioner. FA+A reports that information will be issued ASAP.
8.	Project Delivery Methods	<p>GB provides a very brief summary of procurement options (Ch. 149 v. Ch. 149A) previously presented to Committee on March 9, 2010.</p> <p>SL opens item for Committee discussion and question/answer.</p> <p>JC requests clarification on prequalification requirements/process for each procurement option.</p> <p>DB explains Ch 149A (CM @ Risk) provides for a two part procurement process for GCs including prequalification/qualitative analysis and price/quantitative analysis consideration for award. Additionally, GC and Filed Sub-bid trades are prequalified in separate processes. Ch. 149 provides for a single prequalification process for GCs and Filed Sub-bid trades and price only award criteria for prequalified contractors.</p> <p>GB notes CM @ Risk benefit to project, particularly phased renovations, is inclusion of GC in design phase of project with a greater ownership responsibility for the contractor with the final design product.</p> <p>RV notes city experience with subcontractor payment claims on previous school projects.</p> <p>GB/MM note that although GC earlier involvement in design phase should help for all parties to better understand ownership responsibilities for portions of work, the statutory provisions for subcontractor payments are the same for both Ch 149 and Ch 149A.</p> <p>SL notes that if there are no further questions, then the committee is asked to consider the options for project procurement/delivery methods with target to vote on preferred action at their next meeting, so that MSBA Board review and future MSBA Project Finding Agreement may include delivery method with associated reimbursement incentive points.</p>
9.	Other Business	Next meeting: April 13, 2010 at 3:30.
10.	Adjourn	Motion made by Arthur Nicholson (AN) to adjourn, seconded by Stephen Zanni (SZ). Unanimous vote in favor to adjourn at 4:03 PM.

To the best of my knowledge, these notes are a fair representation of the issues and items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer.

Submitted by: Mary Mahoney