

Wahconah Building Meeting Minutes

May 5, 2009

Meeting called to order by Jim Huebner at 7:00.

Present: Jim Huebner (chair), John Bantjes, Susan Carroll-Lombardi, Billie Henderson, Jim Chivers, Rita Furlong, George Desmarais, Marge Foster and Jim Drawe.

Motion made by member Chivers and seconded by member Desmarais

- To approve the minutes of the April 21, 2009 meeting, with corrections to the meeting times.

Motion passed with one abstention.

Motion made by member Huebner and seconded by member Chivers

- To approve the expenditure of \$80.95 for the dedication plaque in the science lab.

Motion passed unanimously.

High Speed Data Link

- Jim Huebner reported that he had contacted Rick White about going forward with the approved hardware purchase for this project. Rick had said that the prices probably would not go lower than they are currently.

Interview with Project Design Candidate

- George Desmarais had been collecting and consolidating questions from committee members for Reinhardt Associates. The building committee had been given a written proposal at the April 21 Meeting from Reinhardt to review.
- **George distributed a list of the following 11 questions:** *A brief answer to the questions that were answered during the 30 minute Q & A session are written below in italics.*
 1. **Why should we hire your firm?** *Reinhardt Associates is an experienced, practical firm and has done many renovation projects like Wahconah's in their 52 years in the design business. They feel that they are the right size firm for our projects.*
 2. **Who will our day-to-day (and backup) contact be? What % of time could we expect? Match the people listed in the proposal with the projects. Will there be an onsite person?** *My-Ron Hatchett, former building inspector & clerk of the works, would be the principal contact for the projects. Reinhardt Associates employs engineers and architects from all of the construction disciplines.*

3. **Briefly describe your change control process and the % of initial cost we should expect from changes.** *Contingency will be included in every bid initially. Change orders will be issued by a written request from the contractor, agreement by the architect and approval by the building committee.*
 4. **What is your estimate of the time it will take to complete all projects except the bus lanes? Which projects have the longest lead time? Which projects can be done in parallel/ must be done serially; can be combined?** *They anticipate 2 months for the design/ specifications phase and then another 2 months to hire the contractors before the construction phase begins. The construction phase could take up to 6 months. Large lead times are not anticipated for any of the projects, and bundling some of the projects (electrical especially) may prove to be the most efficient use of time and money.*
 5. **What measures would you take to ensure the safety of the students and staff during construction?** *Contractors who bid the projects will be required to provide a safety plan, and safety information will be included in all of the original bid documentation. Contractors will work closely with administration to ensure the safety of staff and students during the construction phase.*
 6. **Describe your communication plan and how it will reduce errors, misunderstandings, and overruns.**
 7. **Can you offer a single price inclusive of expenses/T&L and contingency?**
 8. **What have you learned from past failures and what did you change to avoid them in the future?** *Managing the process with the contractor is very important to the success of a project.*
 9. **Describe in your own words the goals of the WBC and the work outlines in the RFS.**
 10. **What difficulties are typical in school rehabs? Which projects do you expect of present the most difficulty?** *The exterior doors project is not difficult, but coordinating the timing with the security system install may be somewhat challenging. Routing the wiring for all of the electrical projects with the splined tile ceiling and across ball fields for the high speed data link may also be a challenge.*
 11. **Explain how you balance orderly process with the desire for quick completion.** *Weekly construction meetings, designers reviewing their own shop drawings and being vigilant about adhering to designer specifications will ensure quality work and product.*
- Having had a lot of experience with school renovations when school is in session, **Jim Conro had questions about how Reinhardt would manage the logistics of the construction phase with students and staff in the building.**
 - **How realistic are our cost estimates?** *Reinhardt Associates felt that many of our estimates were "right on", but that bundling some of the projects might*

same 5 -10%, which could be applied to any of the projects we may have underestimated.

- **Jim Drawe asked if they would recommend a “clerk of the works” for our projects.** Reinhardt Associates said that they would be available every day during construction if necessary. They don’t rely on voicemail to communicate, but the building committee will have to decide if a “clerk of the works” is necessary for these projects.
- Reinhardt Associates gave a 30 minute presentation of their proposal before the 30 minute Q & A session. Several of the issues presented in the questions were addressed during the presentation.
- **Action item:** Jim Huebner will contact My-Ron Hatchett to let Reinhardt Associates know that they have been selected as the building committee’s first choice to be project designers for the 14 projects at Wahconah.
- **Action item:** Marge Foster will contact Reinhardt Associates to set a date for fee negotiations.

Science Lab

- The Open House was a big success and the committee thanked Shawn Therrian for organizing such a nice event.
- **Action item:** Billie Henderson will contact Shawn and/or The Berkshire Eagle to issue a possible press release about the Science Lab Open House.
- Marge Foster reported that the latest chemical disposal estimate from the Berkshire County Collaborative was around \$1,900.

Gym Floor, Track Repairs and Lockers

- Marge Foster reported that 2 companies participated in the site visit for refinishing the gym floor, and that she had received 1 bid so far. Bids are due later this week, at which time all bids will be opened and reviewed.
- The specifications for the track repairs have been posted.
- Six companies came to the site visit for the hall locker replacement project.
- The committee decided that either a powder coat or baked enamel finish would be acceptable.
- The committee also recommended that the company provide, but not affix, ADA logos to the handicap accessible lockers.
- Locker specifications and installation requirements were discussed. George Desmarais had a copy of the original construction drawings for the current lockers, which Marge Foster will attach as an addendum to the bid specifications.
- Companies will be bidding on removal and disposal of the old lockers, as well as installation of the new.
- **Action item:** Jim Conro will ask Mike Daniels to remove one of the original lockers from the wall to get a more detailed idea of space behind the lockers. There was discussion about ventilation and where to anchor the new lockers.

Motion made by member Bantjes and seconded by member Huebner

- To adjourn the meeting at 8:45PM

Motion passed unanimously.

Meeting Adjourned.

Next Meeting – Wahconah Building Committee –May 19, 2009– WRHS Library 7:00-9:00 PM