

Tisbury School Building Committee – Design/Construction Phase

Monday, December 13, 2021, 3:30 pm

by Zoom Cloud Conference due to COVID-19 Restrictions

TSBC Members Present: Chair: Harold Chapdelaine, Connie Alexander, John Custer, Sean DeBettencourt, Reade Milne, Rita Jeffers, Jim Rogers, Mike Watts, Sarah York

Others: Recorder – Alice Robinson

CHA/Daedalus Projects – Christina Opper, Amanda Sawyer, Aditya Modi, Mike Owen

Tappé Architects – Chris Blessen, Toby Zaltsman

1. Call To Order & Virtual Meeting Reminders

Tisbury School Building Committee Design/Construction Phase (TSBC) meeting was called to order at 3:37 PM by Mr. Chapdelaine.

(Recorder's note: Discussions are summarized and grouped for clarity and brevity.)

2. Attendance - was called. All members present.

3. Review and approval of minutes

Vote on minutes from meetings on November 15, 2021, and November 22, 2021, postponed until next meeting

4. Architect's Update

Mr. Chris Blessen of Tappé Architects reported that they continue to work through design process. Details of note:

24. Extensive time has been devoted to planning the temporary school.

25. His team has been very focused on the design drawing and scope/budgets for the addition/renovation

26. Working groups have not started meeting yet, with the exception of the financial working group. Schedules of meetings in early January should be out to group members this week. Groups should be reporting back to the full committee in February 2022.

27. The solar planning team has been working on the net-zero plan for infrastructure to be in place for future solar installation which includes panels over the parking area.

28. Updated drawings should be coming to committee members soon.

29. Ms Rita Jeffers, who is on the Interiors Systems working group, has brought an issue to the architect's attention and shared this with the committee. Mr. Blessen advises that the Interiors working group should have in-depth discussion of the issue and report

back to the full committee.

5. OPM Update

Ms Amanda Sawyer led the presentation for the CHA team. Mike Owen was introduced as a new project manager who has recently joined the team. (see Documents on Record below)

Cost Estimate Review

- CHA and Tappé have done Design Development project estimates and have met to discuss the differences between the amounts. Tappé's estimate is the estimate of record for the project.
- Given that construction costs are very volatile and "island factors" are challenging, the estimate changes are well within industry norms.
- There was discussion to clarify the Contingencies line item.
- There was discussion to clarify Furniture, Fixtures and Equipment line items.
- Tappé has a dedicated technology specialist who has been working with the school's technology specialist.

CM at Risk Update

- Contract Negotiations underway with the first ranked Construction Manager firm.
- Information about the selected and awarded Construction Manager at Risk will be released once the contract is finalized. We anticipate having a fully executed contract by December 17, 2021.

Temporary classrooms

- CHA is working with the Town of Tisbury and the School Committee to finalize the procurement of the modular buildings.
- Tappé is completing the design documents for the temporary school.

Commissioning (Cx) Services

- Proposals for Mechanical, Electrical, and Plumbing (MEP) Commissioning are due on December 15th.

Move Management

- CHA is coordinating with the School on move management consultation and coordination.

Construction Documents Phase

60% CD's due: February 02, 2022

90% CD's due: April 22, 2022

Milestones –Prequalification & Bidding

- Commissioning Agent services for MEP: Proposals due December 15, 2021
Commissioning consultation for design, construction/installation, and start-up/operations testing
- Temporary Classrooms: April 2022 – August 2022
Preparing buildings for relocation, site preparation, moving/transport, construction
- Prequalification of Filed Trade Subcontractors: January 2022 – March 2022
Advertising, submissions, review and scoring, notification of prequalification
- Bidding of Filed Trade Subcontractors: May 2022 – June 2022
Advertising, submissions, verification and DCAMM file review, notification of award

Invoice review process

- The Finance working group (Ms Sarah York and Ms Reade Milne), with Ms Sawyer, has been discussing the invoice review/vetting and approval process from the working group to the Building Committee, to the School Committee and then to the Town treasurer. The TSBC discussed ways to streamline the process, while maintaining fiduciary responsibility. One process may be set up for most invoices, and a second one for invoices with change requests which are grouped in change orders. When the Construction Manager (CM) is hired, the CM will also be included in the process. The TSBC will be kept informed of all change requests and change orders.

- **ON A MOTION DULY MADE BY MS SARAH YORK, BUT NOT SECONDED BY ANY COMMITTEE MEMBER: *THE TISBURY SCHOOL BUILDING COMMITTEE - DESIGN/CONSTRUCTION PHASE ENDORSES APPROVALS BY THE WORKING GROUP AS RELATED TO APPROVALS OF PAYMENT REQUESTS CONTRACTUALLY AND PAYMENT REQUESTS ON CHANGE ORDERS.***

The motion was not passed.

• ON A MOTION DULY MADE BY MR. JIM ROGERS, AND SECONDED BY MS SARAH YORK: *THE TISBURY SCHOOL BUILDING COMMITTEE - DESIGN/CONSTRUCTION PHASE TO AUTHORIZE THE FINANCIAL WORKING GROUP TO VALIDATE PAYMENT OF INVOICES WITH MONTHLY REPORTS TO THE ENTIRE COMMITTEE*: 7 AYES, 0 NAY, 1 ABSTENTION: MS. ALEXANDER AYE, PRIN. CUSTER AYE, MS. JEFFERS—AYE, MS MILNE—AYE, MR. ROGERS—AYE, MR. WATTS—AYE, MS. YORK—AYE, MR. DEBETTENCOURT – ABSTAIN.

• ON A MOTION DULY MADE BY MR. JIM ROGERS, AND SECONDED BY MS SARAH YORK: *THE TISBURY SCHOOL BUILDING COMMITTEE - DESIGN/CONSTRUCTION PHASE THAT THE FINANCIAL WORKING GROUP BE AUTHORIZED TO HOLD ANY CHANGE REQUESTS AT \$50,000 OR GREATER AND GET THE INPUT FROM THE ENTIRE COMMITTEE AT THE FINANCE WORKING GROUP'S DISCRETION*: 8 AYES, 0 NAY, 0 ABSTENTIONS: MS. ALEXANDER—AYE, MR. DEBETTENCOURT – AYE MS. JEFFERS—AYE, MR. ROGERS—AYE, PRIN. CUSTER—AYE, MR. WATTS—AYE, MS. YORK—AYE

6. Public comment: None

7. Other topics not reasonably anticipated by the Chair within 48 hours of the meeting

With regret and acknowledgment of the many people who have encouraged and supported his involvement with the Tisbury School building committees, Mr. Chapdelaine tendered his resignation from the committee due to health reasons, effective immediately.

8. Adjournment

• ON A MOTION DULY MADE BY MR. JOHN CUSTER AND SECONDED BY MR. SEAN DEBETTENCOURT: *THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:34 PM*: 8 AYES, 0 NAYS, 0 ABSTENTIONS: MS ALEXANDER—AYE, PRIN. CUSTER—AYE, MR. DEBETTENCOURT—AYE, MS. JEFFERS—AYE, MS MILNE – AYE, MR. ROGERS—AYE, MR. WATTS—AYE, MS. YORK—AYE.

Appendix A: Meetings/Events: Date may be subject to change.

School Building Committee: January 17, 2022.

School Building Committee: February 14, 2022

School Building Committee: March 14, 2022

School Building Committee: April 11, 2022

School Committee: December 14, 2021

School Committee: January 17, 2022.

Appendix B: Actions:

Appendix C: Documents on File: (Available at: <http://www.tisbury.mvyps.org>/click on Tisbury School Project & Official archive hard copies on file at Tisbury School)

- Agenda 12/13/21
- Presentation slides from CHA

Minutes respectfully submitted by Alice Robinson.

Alice Robinson – Recorder

Date

Harold Chapdelaine – TSBC Chair/
Through Acting Chair – Michael Watts

Date

Accepted 4/25/22