



## THE GLOUCESTER PUBLIC SCHOOLS

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**REVISED**

### East Gloucester/Veterans' Memorial Elementary School Building Committee

THURSDAY, June 11, 2020

5:00 pm

Link to join Webinar: <https://us02web.zoom.us/j/83169372812>

Or iPhone one-tap :

US: +13126266799,,83169372812# or +19292056099,,83169372812#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or  
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Webinar ID: 831 6937 2812

International numbers available: <https://us02web.zoom.us/j/83169372812>

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and  
guidance on how to join a remote meeting

### AGENDA

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#### I. CALL TO ORDER

#### II. APPROVAL OF MINUTES

- A. Vote to Approve East Gloucester/Veterans' Project Meeting Minutes of May 19, 2020

#### III. REPORTS/DELIBERATIONS/DISCUSSION/NEW BUSINESS/ACTION

- A. Review/Approval of Project Invoices  
B. Schematic Design Schedule Update  
C. CMR Selection/Introduction of W.T. Rich Team

#### IV. REVIEW OF CONSTRUCTION COST ESTIMATES

- A. Comparison of Schematic Design Construction Cost Estimates
- Economic Escalation Assumptions
  - Timeline for Construction
  - Design Contingency
- B. Review of PSR (Preferred Schematic Report) Construction Budget  
C. Changes in the Scope of Work since PSR Submission  
D. Review Potential Value Management/Scope Change Options

#### V. FF&E/TECHNOLOGY BUDGET DISCUSSION

- A. MSBA Baseline Allocation @ \$2,400/student

#### VII. ADJOURNMENT

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Project: **EAST GLOUCESTER ELEMENTARY SCHOOL**

Project No: HII - 1809300

Meeting No: 26

Location: Virtual Zoom Meeting

Date: May 19, 2020 @ 4 PM

Recorded By: Chris Tremblay

Purpose: School Building Committee Meeting

File: 1809300 – A02-00

## MEETING MINUTES

### ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>SBC Member Designation</i>
<b>Jonathan Pope, Co-Chair</b>	<b>JP</b>	<b>School Committee Member*</b>
<b>Richard Safier, Vice Chair</b>	<b>RS</b>	<b>Superintendent GPS *</b>
<b>Gregg Cademartori</b>	<b>GC</b>	<b>Planning Director, City of Gloucester*</b>
<b>Kathleen Clancy</b>	<b>KC</b>	<b>School Committee Member *</b>
<b>Donna Compton</b>	<b>DC</b>	<b>Purchasing Agent, City of Gloucester *</b>
<b>John Dunn</b>	<b>JD</b>	<b>Chief Financial Officer, City of Gloucester *</b>
<b>Gary Frisch</b>	<b>GF</b>	<b>Director of Finance GPS*</b>
<b>Matthew Fusco</b>	<b>MF</b>	<b>Principal, Veterans ES *</b>
<b>Grant Harris</b>	<b>GH</b>	<b>IT Director, GPS*</b>
<b>Joseph Lucido</b>	<b>JL</b>	<b>Operations Mgr. City of Gloucester *</b>
<b>Amy Pasquarello</b>	<b>AP</b>	<b>Principal, EGES *</b>

\* School Building Committee Members

<i>Additional Attendees</i>		<i>Company</i>
Brad Dore	BD	Dore + Whittier
Michele Rogers	MR	Dore + Whittier
Tom Ellis	TE	CBRE   Heery
Bill Booth	BB	CBRE   Heery
Chris Tremblay	CT	CBRE   Heery

### Additional Distribution

Jason Rogers, Co-Chair	JR	Veterans ES Parent *
Ryan Marques	RM	Engineering/Construction Experience*
Sefatia Romeo-Theken	SRT	Mayor, City of Gloucester *
Jennifer Pennell	JP	Dore + Whittier

## **CALL TO ORDER**

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### Call to Order

The meeting was called to order at 4:00 PM by SBC Co-Chair Jonathan Pope.

### Roll Call Attendance

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Joseph Lucido  
Amy Pasquarello

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## **MEETING DISCUSSIONS**

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*Mtg – Item*

*Discussion / Action Item*

26 - 01

### **Approval of Minutes**

A motion was made by Kathy Clancy seconded by John Dunn to approve the April 22, 2020 SBC minutes, as submitted for review. The motion was passed unanimously 11 to 0, with no abstentions.

### Roll Call Vote for to Approve the Meeting Minutes

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Greg Cademartori  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Joseph Lucido  
Amy Pasquarello

26 – 02

### **Budget Update / Invoice Approval**

A motion was made by Kathy Clancy seconded by John Dunn to approve invoice #00016 Dore & Whittier for \$54,960.40, as submitted for review. The motion was passed unanimously 11 to 0, with no abstentions

### Roll Call Vote for to Approve the D+W Invoice

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Greg Cademartori  
Kathleen Clancy  
Donna Compton  
John Dunn

**MEETING DISCUSSIONS**

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Mtg – Item

*Discussion / Action Item*

Gary Frisch  
 Matthew Fusco  
 Grant Harris  
 Joseph Lucido  
 Amy Pasquarello

CBRE Heery (TE) provided an update on SD schedule as identified on the attached packet. This includes CMR selection, cost estimating, working groups, school building committee meetings, & MSBA submission of SD Package.

The CMR selection sub-committee has completed the process of ranking the CMR contractors following the evaluation and interview phase. A discussion occurred regarding the authorizing a vote to proceed with the contract negotiations with the number one ranked CM. The evaluation score sheet narrative will be recorded by the Purchasing Agent and posted in accordance with procurement requirements.

Overall Rankings of the CMR Selection Committee

1. WT Rich Company
2. Shawmut Design & Construction
3. Commodore Builders

Motion made by Jonathan “That the SBC approve of the ranking as presented, and asked the city administrators to proceed with negotiating with the top ranked CMR firm, WT Rich, subject to receipt of the OIG Notice to proceed. The motion was passed unanimously 11 to 0, with no abstentions

Roll Call Vote

Jonathan Pope, Co-Chair  
 Richard Safier, Vice Chair  
 Greg Cademartori  
 Kathleen Clancy  
 Donna Compton  
 John Dunn  
 Gary Frisch  
 Matthew Fusco  
 Grant Harris  
 Joseph Lucido  
 Amy Pasquarello

26 – 03

**Reports/Deliberations/Discussion/New Business/Action**Furniture, Fixtures & Equipment (FF&E) / Technology

Discussion occurred regarding the establishing the FF&E and technology budget in preparation for completing the MSBA Total Project Budget in June. A more detailed discussion and evaluation will occur at a working group meeting.

MSBA Reimbursement for FF&E and Technology is currently established at \$2,400 per student. Historical data shall be gathered to present based on other projects of similar scope. West Parish was close to budget, other historical data from other projects may be difficult to compare because some may have been able to transfer recently purchased furniture and technology to be moved to the new school.

Schematic Design: MSBA Submission

Discussion on the deliverables required by MSBA for SD Submission. The submission is similar to previous submissions. Examples are updating of all public meeting, Enrollment projections.

**MEETING DISCUSSIONS**

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Mtg – Item

Discussion / Action Item

The list of MSBA requirements will be issued to prepare the committee/project team for anticipated submissions.

26-04

**Adjournment**

A motion was made by Kathy Clancy seconded by John Dunn for the meeting to adjourn. The motion passed unanimously at 4:48 pm.

Roll Call Vote to Adjourn the Meeting

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Joseph Lucido  
Amy Pasquarello

Next Meeting:

**Thursday June 04, 2020 (Tentative)****ATTACHMENTS**

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No.

Item

Dated

Action Required

Approved SBC Meeting Minutes  
Agenda  
D+W Invoice  
SD Milestone Schedule

**END OF MINUTES.**

*The above summary is the interpretation of items discussed and decisions reached during this meeting by CBRE Heery. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.*



80 Blanchard Road, Suite 108  
Burlington, Massachusetts 01803

+1 781 494 9000 Tel  
www.heery.com

June 9, 2020

Mr. Kenny Costa  
City Auditor  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

**Re: East Gloucester Elementary School**  
**MSBA Cost Code: 0002-0000**  
**Dore & Whittier Architects, Inc. Invoice # 00017**  
**Invoice Period: May 01, 2020 to May 31, 2020**

Dear Mr. Costa:

Please find attached an invoice from Dore & Whittier related to Basic Services for the period mentioned above.

We have reviewed this invoice and acknowledge Dore & Whittier performed basic services related to the Schematic Design Phase. We therefore are submitting this invoice for your review, consideration and payment in the amount of Fifty-Five Thousand One Hundred Forty Dollars and Eighty Cents (\$55,140.80) as itemized on the attached invoice.

Should there be any questions please feel free to call me at 781-494-9000.

Sincerely,

**CBRE Heery, Inc.**

Jolene Bettencourt for Thomas E. Ellis, Jr.  
Project Administrator

CC: Jonathan Pope, Co-Chair East Gloucester / Veterans Memorial School Building Committee  
Jonathan Dunn, Chief Financial Officer  
Gary Frisch, School Director of Finance & Operations, GPS



**DORE + WHITTIER**  
 Dore & Whittier Architects, Inc.  
 212 Battery Street  
 Burlington, VT 05401

City of Gloucester School Department  
 John Dunn  
 2 Blackburn Circle  
 Gloucester, MA 01930

Invoice number 00017  
 Date 05/31/2020

Project 18-0781 East Gloucester Elementary School

For Date Range: May 1 to May 31, 2020

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	284,296.00	100.00	284,296.00	0.00	0.00
Schematic Design	275,704.00	80.00	165,422.40	55,140.80	55,140.80
Subtotal	560,000.00	90.15	449,718.40	55,140.80	55,140.80
<b>ADDITIONAL SERVICES</b>					
Environmental Survey - ASR-1	6,050.00	100.00	6,050.00	0.00	0.00
Geotechnical Exploration - FS/SD - ASR-2	32,835.00	79.06	25,960.00	0.00	6,875.00
Hazardous Material Sampling - ASR-3	3,850.00	0.00	0.00	0.00	3,850.00
Property Survey - ASR-4	63,976.00	100.00	63,976.00	0.00	0.00
Traffic Study - ASR-5	8,800.00	80.00	7,040.00	0.00	1,760.00
Wetlands Delineation - ASR-6	4,620.00	56.36	2,603.97	0.00	2,016.03
Monitoring Wells - ASR-7	13,145.00	22.59	2,970.00	0.00	10,175.00
Traffic Impact Study - ASR-8	23,230.00	85.47	19,855.00	0.00	3,375.00
Subtotal	156,506.00	82.08	128,454.97	0.00	28,051.03
Total	716,506.00	88.39	578,173.37	55,140.80	83,191.83

Invoice total 55,140.80

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00015	03/31/2020	27,570.40			27,570.40		
00016	04/30/2020	54,960.40		54,960.40			
00017	05/31/2020	55,140.80	55,140.80				
	Total	137,671.60	55,140.80	54,960.40	27,570.40	0.00	0.00

June 9, 2020

Mr. John Dunn  
City of Gloucester Treasurer  
9 Dale Avenue  
Gloucester, MA 01930



**Project:** East Gloucester School Building Project  
**Subject:** Designer Fees for work completed to date

Dear Mr. Dunn and School Building Committee,

Please find attached **Invoice 00017 dated May 31, 2020** from Dore & Whittier Architects, Inc. for services completed to date for the above noted project. These services include Basic Services as outlined in our contract and work completed between **May 1, 2020 to May 31, 2020**. Total invoice amount is **\$55,140.80** and includes services noted below.

Basic Services performed this billing period include but are not limited to:

- Compiling the SD documents for cost estimates
- Continued development of the SD package for the MSBA

Additional Services: Include

- No additional services have been included

Should you have any questions please do not hesitate to contact me.

Sincerely,

**DORE + WHITTIER**

A handwritten signature in blue ink, appearing to read 'Michele Barbaro-Rogers', is written over a light blue background.

Michele Barbaro-Rogers  
Project Manager

Cc: File, BD, DG, & T. Ellis- CBRE | Heery,





**East Gloucester Elementary School Project Budget**  
As of 06/09/20

a	b	c	d	e	f	g	h	i	j
	Cost Category	Base Contract Descriptions	Budget	Committed Funds	Un-Committed Budget		Approved Invoices To Date	Balance Remaining	Comments
1	0000-0000	Feasibility Study Agreement							
2									
3	0001-0000	OPM - Feasibility Study	\$ 285,102.00	\$ 285,102.00	\$ -		\$163,136.77	\$ 121,965.23	
4		CBRE   Heery Invoice PJIN0012523					\$15,585.00		08-01-18 through 08-31-18
5		CBRE   Heery Invoice PJIN0012835					\$13,845.00		09-05-18 through 09-28-18
6		CBRE   Heery Invoice PJIN0013213					\$20,257.50		10-01-18 through 11-16-18
7		CBRE   Heery Invoice PJIN0013597					\$8,650.00		11-19-18 through 12-14-18
8		CBRE   Heery Invoice PJIN0014059					\$7,597.65		12-18-18 through 01-17-19
9		CBRE   Heery Invoice PJIN0014595					\$6,398.88		02-07-19 through 03-21-19
10		CBRE   Heery Invoice PJIN0015577					\$7,091.58		03-18-19 through 05-31-19
11		CBRE   Heery Invoice PJIN0016451					\$17,291.21		06-03-19 through 08-09-19
12		CBRE   Heery Invoice PJIN0017143					\$24,488.37		08-12-19 through 10-11-19
13		CBRE   Heery Invoice PJIN0017783					\$16,284.46		10-14-19 through 11-27-19
14		CBRE   Heery Invoice PJIN0018344					\$8,312.15		12-02-19 through 12-31-19
15		CBRE   Heery Invoice PJIN0018655					\$17,334.97		01-01-20 through 01-31-20
16									
17	0002-0000	A&E Feasibility Study	\$ 560,000.00	\$ 560,000.00	\$ -		\$504,859.20	\$ 55,140.80	Feasibility = \$284,296.00, SD = \$275,704.00
18		D&W Invoice 00001					\$28,429.60		01-01-19 through 01-31-19
19		D&W Invoice 00002					\$28,429.60		02-01-19 through 02-28-19
20		D&W Invoice 00003					\$28,429.60		03-01-19 through 03-31-19
21		D&W Invoice 00004					\$14,214.80		04-01-19 through 04-30-19
22		D&W Invoice 00005					\$14,227.71		05-01-19 through 05-31-19
23		D&W Invoice 00006					\$28,429.60		06-01-19 through 06-30-19
24		D&W Invoice 00007					\$28,429.60		07-01-19 through 07-31-19
25		D&W Invoice 00008					\$28,429.60		08-01-19 through 08-31-19
26		D&W Invoice 00009					\$28,429.60		09-01-19 through 09-30-19
27		D&W Invoice 00010					\$28,429.60		10-01-19 through 10-31-19
28		D&W Invoice 00011					\$14,214.80		11-01-19 through 11-30-19
29		D&W Invoice 00012					\$14,201.89		12-01-19 through 12-31-19
30		D&W Invoice 00013					\$82,711.20		01-01-20 through 01-31-20
31		D&W Invoice 00014R					\$27,570.40		02-01-20 through 02-29-20
32		D&W Invoice 00015					\$27,570.40		03-01-20 through 03-31-20
33		D&W Invoice 00016					\$27,570.40		04-01-20 through 04-30-20
34		D&W Invoice 00017					\$55,140.80		05-01-20 through 05-31-20
35									
36	0003-0000	Environmental & Site	\$ 154,898.00	\$ 154,898.00	\$ -		\$128,454.97	\$ 26,443.03	
37									
38		* ASR-01 : Environmental Survey		\$ 6,050.00			\$6,050.00	\$ -	
39		D&W Invoice 00004					\$6,050.00		Apr-19
40									
41		ASR-02 : Geotechnical Investigation (3 Sites)		\$ 32,835.00			\$ 25,960.00	\$ 6,875.00	
42		D&W Invoice 00010					\$ 15,345.00		Oct-19
43		D&W Invoice 00012					\$ 8,965.00		Dec-19
44		D&W Invoice 00014R					\$ 1,650.00		Feb-20
45									
46		ASR-03 : Hazardous Material Sampling (2 Sites)		\$ 3,850.00			\$ -	\$ 3,850.00	
47									
48									
49		ASR-04 : Property Survey (3 Sites)		\$ 63,976.00			\$ 63,976.00	\$ -	
50		D&W Invoice 00010					\$ 41,038.80		Oct-19
51		D&W Invoice 00011					\$ 15,633.20		Nov-19
52		D&W Invoice 00012					\$ 7,304.00		Dec-19



East Gloucester Elementary School Project Budget  
As of 06/09/20

a	b	c	d	e	f	g	h	i	j
	Cost Category	Base Contract Descriptions	Budget	Committed Funds	Un-Committed Budget	Approved Invoices To Date	Balance Remaining	Comments	
54		* ASR-05 : Traffic Study (3 Sites)		\$ 7,294.00		\$ 7,040.00	\$ 254.00		
55		D&W Invoice 00010				\$ 1,760.00		Oct-19	
56		D&W Invoice 00016				\$ 5,280.00		Apr-20	
57									
58		ASR-06 : Wetlands Delineation		\$ 4,620.00		\$ 2,603.97	\$ 2,016.03		
59		D&W Invoice 00011				\$ 2,418.35		Nov-19	
60		D&W Invoice 00012				\$ 185.62		Dec-19	
61									
62		ASR-07 : Monitoring Wells		\$ 13,145.00		\$ 2,970.00	\$ 10,175.00		
63		D&W Invoice 00014R				\$ 715.00		Feb-20	
64		D&W Invoice 00016				\$ 2,255.00		Apr-20	
65									
66		* ASR-08 : Traffic Impact Study		\$ 23,128.00		\$ 19,855.00	\$ 3,273.00		
67		D&W Invoice 00016				\$ 19,855.00		Apr-20	
68						\$ -			
69		( * = value adjusted based on 02/13/20 vote for ASR#08 )							
70	0004-0000	Other	\$ -		\$ -	\$ -	\$ -		
71									
72									
73		<b>Feasibility Study Agreement - TOTAL</b>	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 796,450.94	\$ 203,549.06		

ID	Task Name	Finish	2020													
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	<b>Schematic Design Phase (SD)</b>															
2	▶ <b>MSBA Board Approval to Enter Into Schematic Design</b>	12/11/19														
3	School Building Committee Meeting	12/16/19														
4	Working Group Meeting	1/7/20														
5	Working Group Meeting	1/13/20														
6	School Building Committee Meeting	1/16/20														
7	Working Group Meeting	1/21/20														
8	Working Group Meeting - Interior	2/4/20														
9	School Building Committee Meeting	2/13/20														
10	School Committee Presentation - Design Update	2/26/20														
11	School Building Committee Meeting	2/27/20														
12	Working Group Meeting	3/10/20														
13	Public Safety Meeting	3/12/20														
14	School Building Committee Meeting	3/12/20														
15	Working Group Meeting	3/17/20														
16	City Council Meeting (Virtual B+F / CC)	3/24/20														
17	Public Safety Meeting	3/26/20														
18	AHJ Meeting	3/26/20														
19	DPW Meeting	3/26/20														
20	School Building Committee Meeting (Virtual)	4/3/20														
21	Working Group	4/13/20														
22	City Council Meeting	4/14/20														
23	School Committee Meeting	4/15/20														
24	School Building Committee Meeting (Virtual)	4/22/20														
25	D+W to Deliver SD Documents to Estimators	4/29/20														
26	CMR Proposals Due	5/8/20														
27	CMR Interviews (Tentative)	5/15/20														
28	CMR Selection Committee Recommendation	5/18/20														
29	School Building Committee Meeting (Virtual) - CMR Recommendation	5/19/20														
30	CMR Tentative Award - by Awarding Authority	5/20/20														
31	Receive Designer & OPM Cost Estimates	5/20/20														
32	CMR Cost Estimate Received	5/22/20														
33	Reconcile Cost Estimates - CBRE Heery/D+W/CMR	5/27/20														
34	Working Group - Construction Cost Review	6/8/20														
35	School Building Committee Meeting (Virtual)	6/11/20														
36	School Building Committee Meeting (Virtual) - Review MSBA SD Package Scope	6/18/20														
37	Working Group - Total MSBA Project Budget Review	6/19/20														
38	School Building Committee Meeting (Virtual) - Approve SD Pkg + 4C Budget	6/23/20														
39	School Committee - Vote on MSBA SD Package Submission	6/24/20														
40	▶ <b>Submit MSBA Appendix 4C Budget</b>	6/25/20														
41	D+W Deliver MSBA SD Submission to OPM	7/1/20														
42	▶ <b>MSBA SD Package Electronic Submission Due</b>	7/8/20														
43	▶ <b>MSBA - Project Scope &amp; Budget Conference (Virtual)</b>	8/19/20														
44	▶ <b>MSBA Board Meeting - Project Scope &amp; Budget Approval (Virtual)</b>	8/26/20														