

## **Sutton School Building Committee**

Regular Scheduled Mtg., Wednesday, 3/23/11, 7:00 PM  
Town Hall Mtg. Rm.

**Present:** W. Mead, K. Stuart, R. Raymond, G. Coulter, T. Harrison, D. Davis, T. Friend, M. Bailey, M. Hopkins, R. Weaver.

**Absent:** M. Jerz, J. Smith

**Guests:** D. McClelland (Flansburgh Assoc.), V. Dubé (Flansburgh Assoc.), J. Winikur (SBS), A. Minkus (SBS)

- I. Minutes of previous meeting. Motion to approve by Tim Harrison, second by Roger Raymond. Vote to approve: 9-0-0
  
- II. Modular Structure: Alan Minkus gave an update. Bids were received from six (6) companies. The review was done in two stages. Initial was to confirm that the submittals were complete – one was found to be lacking information. A detailed technical review was then done and proposals rated as “highly advantageous” (2), “advantageous” (3) and “unacceptable” (1). An evaluation summary was submitted. All submittals were listed rank according to bid price, and showing the rating given to each proposal based on the detailed technical review.

Vanguard of Danvers, MA submitted the low bid of \$1,898,107 and their proposal was rated “highly advantageous”. Wendy Mead inquired about experience with this company. Both Duncan McClelland and Jon Winikur referred to past experiences which were positive.

Jon commented that the budgeted amount was \$1,833,000 meaning the actual bid cost is reasonably close to the estimates. He also commented that the residual value of the structure could be as much as 50% of cost.

The cost includes manufacturing and installation – including site work. It does not include furniture. Existing furniture from the Middle School and, later, from the High School will be used.

Donna Davis inquired about rental cost. Alan responded that a rental cost of \$50,000/mo had been received which, over the length of the project, would exceed the purchase cost and would offer no residual value.

Motion by Ted Friend to award to contract to Vanguard, second by Mark Bailey. Vote: 10-0-0

- III. Cost Estimate: Jon Winikur presented the CD90 cost estimate analysis (based on 90% completed construction documents). Some categories increased as more design details were available, with a corresponding decrease in the contingency category. The values given by the two estimators are closer and the average reconciled estimate is within the total budget.

As the documents are now out for bid, the actual costs will be known soon.

IV. Bids:

The document package (specifications and plans) was issued 3-15-11.  
Pre-bid meeting date is 3-30-11  
Filed sub-bids are due 4-27-11  
Bids from General Contractors are due 5-12-11.

Jon commented that the bid activity on similar projects is being watched. The bid due dates may be delayed if thought to be more advantageous for getting more submittals from qualified contractors and sub-contractors.

Two specific requests for services (RFS) have been prepared and issued:

- A. Testing services Issued 3-21-11  
Due 4-4-11
- B. Moving services Issued 3-28-11  
Pre-bid meeting 4-4-11  
Due 4-18-11

Alan commented that the moving services would be provided in phases over the term of the project. Several 10' x 40' containers would be placed on the existing ball field. At the end of the academic year, furniture from the Middle School would be moved to those and, subsequently from those to the modular structure. Similarly, furniture from the High School would be moved when the project reaches that phase.

A temporary structure consisting of containers placed facing, with a roof between, will be provided for storage of site maintenance equipment and a "shop" area. The temporary structure will have electrical power for lights and equipment.

- V. Interior Design: Mark Bailey provided some general information on designs being considered for the entrance to the auditorium that would be visible from the courtyard. Banners could be installed at the entrance. On the brick wall area to the right of the entrance, a frieze with music-art-performance themes is being considered. Materials could be sandstone or fiberglass reinforced plastic. Students would be actively involved in the design. Cost estimates for various components and designs will be obtained.

Wendy commented that these would be presented as add alternates for the committee to consider as the budget allows. Martin Hopkins inquired if contributions from the community could be accepted for such enhancements to the project. Wendy stated that contributions could be accepted if there is full disclosure of the source and intent and with the approval of MSBA.

VI. New Business/Old Business

Wendy expressed the wishes of the committee members to Jim Smith for quick and complete recovery. We look forward to Jim's return.

Wendy also reminded all of the vacancy on the committee. Interested members of the community are requested to contact the Board of Selectmen.

Tim Harrison commented on a request from MSBA to be notified of the date of the ground breaking ceremony to schedule a member of the authority to be present. Jon noted that technically, the "ground breaking" could start in April with the start of site preparation for the modular structure. However, a more logical date would be in June at the end of the academic year and prior to the demolition of the existing Middle School. The consensus of the committee was to do the ground breaking in June with the specific date determined after the contracts have been awarded.

Ken Stuart commented on a community gathering on April 2 in the old High School gym to see friends, talk about "old times" and say farewell to the facilities. Jon clarified that the old High School would not be razed until later in the project. Ken commented that the timing was intended to avoid any conflict with the work schedule.

VII. Motion to adjourn made by Ken Stuart, second by Martin Hopkins. Motion passes unanimously. 7:27 PM.

The next meeting is scheduled for Wednesday, April 6, 2011, 7:00 PM.

Ross Weaver, Recording Secretary