

# Somerville High School Building Committee Info Session Notes

**PROJECT:** Somerville HS Project

**MEETING DATE:** May 15, 2018

**LOCATION:** Library

**ATTENDEES:** *(Absent in Italics)*

- |                    |   |   |  |   |
|--------------------|---|---|--|---|
| <u>Bldg. Cmte:</u> | <input type="checkbox"/> Mayor Curtatone (JC)       | <input type="checkbox"/> Tony Pierantozzi (TP)  | <input type="checkbox"/> Tony Ciccariello (TC) | <input type="checkbox"/> Rob King (RK)  |
|                    | <input type="checkbox"/> Mary Skipper (MS)          | <input type="checkbox"/> Stan Koty (SK)         | <input type="checkbox"/> Max Nadeau(MN)        | <input type="checkbox"/> Ed Bean (EB)   |
|                    | <input type="checkbox"/> Alumdena Abeyta (AA)       | <input type="checkbox"/> Tom Bent (TB)          | <input type="checkbox"/> Nelia Braga (NB)      |   |
|                    | <input type="checkbox"/> Adda Santos(AS)            | <input type="checkbox"/> Mary-Jo Rossetti (MJR) | <input type="checkbox"/> Leo DeSimone (LD)     |   |
|                    | <input type="checkbox"/> Sebastian LaGambina (SL)   | <input type="checkbox"/> Carrie Normand (CN)    |  |   |
| <u>PMA:</u>        | <input type="checkbox"/> Anthony Lopresti           | <input type="checkbox"/> Chad Crittenden        | <input type="checkbox"/> Sean Burke            | <input type="checkbox"/> Walter Hartley |
| <u>SMMA:</u>       | <input type="checkbox"/> Alex Pitkin                | <input type="checkbox"/> Lorraine Finnegan      | <input type="checkbox"/> Matt Rice             | <input type="checkbox"/> Erin Prestileo |
|                    | <input type="checkbox"/> Tony Iacovino              | <input type="checkbox"/> Peter Lukaic           |  |   |
| <u>Suffolk:</u>    | <input type="checkbox"/> Chris Walenton             | <input type="checkbox"/> Doreen Crowley         | <input type="checkbox"/> Ted Butler            |   |
| <u>Others:</u>     | <input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET |   |  |   |

Meeting called to order by Chair Tony Pierantozzi at 4:35 PM.

Motion to approve minutes of the April 23, 2018 meeting **M:SK S:RK D:None V:9-0-0**

**General**

Item	Responsible	Due	Notes
9/09:01	SBC		<b>General Update:</b> TP gave an overview of the meeting agenda. The team has been attending ResiStat meetings and providing project updates. The will attend all upcoming meetings.
9/09:01	SBC		<b>Design/Permit Update:</b>  <b>100% Drawings:</b> drawings have been submitted to the MSBA. Addendum #1 was issued 5/11, Addendum #2 will be issued 5/23.  Permitting is complete, thanks to RK for help pushing the permit through.
	SCCI		<b>Construction Update– SCCI:</b> The third and fourth has been abated, The first and second floor should be complete this week. Building C demo will start once school is out.  LD: There is an issues monitoring the students as the move between the modular trailers school building. There has been a request mad to add an additional security person. SL will also look at teachers with non-teaching duties but they do not have many available.  TP: We have less than 30 days of school, they should be able to find or hire someone. The BC Chair would be happy to discuss with the superintendent if requested. Also suggested hiring graduated students  TC: suggested hiring substitute teachers.  PMA: reminded the committee that next year, the C wing link will be gone and students will be walking outside around the library.

**Cost / Schedule**

Item	Responsible	Due	Notes
09:11	PMA		<b>Project Schedule:</b> No changed.
1/06:01	PMA		<b>Project Budget:</b> No changes to the project budget. Steel and Demo is bought out.
3/14:06	City		<b>Historic Process: NO UPDATE</b>
1/22:04	TP		<b>Future BC Meeting Dates:</b> 5/15 – 4:30 <b>TP:</b> asked that committee members bring calendars to next meeting to suggest future dates.
2/15:01	TC		<b>Plaques and Memorials – TC:</b> The committee will have, on July 1, a full recommendation to the on what to do with the plaques.  MJR: There is a tree dedicated to Josh Elmis in front of the school, what is happening to this memorial? LD: Found a connection and is in contact with the family.
2/15:02	City		<b>Community Meeting:</b> MJR commented that the other presentations were 20+ min, the high school presentation was 9 min. She asked that the project team make sure they ask for questions at the end of the presentation. RK: noted that the communications asked us to keep the presentation brief.
2/15:03	ALL		<b>Public Comment: None</b>
3/26:02	ALL		<b>GLX:</b> No update, the team will continue to meet.
3/26:03	PMA		<b>Process:</b> PMA outlined a process for Change order review. Essential/required change orders will be reviewed by the project team only. Betterment changes requested in excess of \$10K will be sent to the committee via email. The committee will have 24hours to request discussion at a committee meeting. PMA will formalize the process and send to the committee for review.  M:MJR S: TB - Approve the Change Order Review process as presented. 9-0-1
			<b>Upcoming Meetings :</b> <b>6/25 – HS MODS- 4:30</b> <b>7/16 – HS MODS – 4:30</b> <b>8/13 – HS MODS – 4:30</b> <b>9/24 – TBD – 4:30</b> <b>10/22 – TBD – 4:30</b> <b>11/14 – TBD – 4:30</b> <b>12/10 – TBD – 4:30</b>
			<b>New Business:</b>

Meeting Adjourned: Motion to Adjourn M:SK; S:TB All For 5:20PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**Prepared By: Sean Burke, PMA Consultants**

**Signed: Sean Burke**


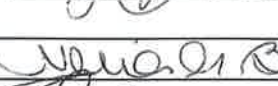
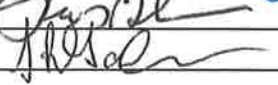
**Date: 5/28/18;**

# Somerville High School Building Committee

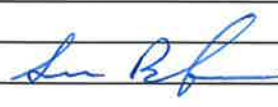
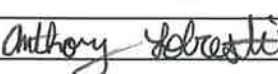
Meeting Sign in Sheet

PROJECT: Somerville HS  
LOCATION: Somerville HS  
MEETING DATE: April 23, 2018

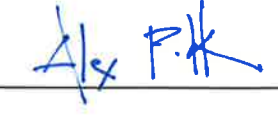
## Building Committee

	Signature
Mayor J. Curtatone	
Chair T. Pierantozzi	
Adda Santos	
Ed Bean	
Mary Skipper	
Mary-Jo Rossetti	
Max Nadeau	
Nelia Braga	
Rob King	
Stan Koty	
Tom Bent	
Tony Ciccariello	
Carrie Normand	
Leo DeSimone	
Sebastian Lagambina	
Almudena Abeyta	

## OPM: PMA Consultants

Chris Carroll	
Chad Crittenden	
Sean Burke	
Walter Hartley	
Anthony Lopresti	

## Architect: SMMA

Alex Pitkin	
Lorraine Finnegan	
Matt Rice	
Erin Prestileo	

## CM: Suffolk

Chris Walenten	
Doreen Crowley	
TED BUTLER	

## Guests (please print):

Ed Nuzzo	
	



## PMA Consultants

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Braintree, MA 02184  
Tel: 781.794.1404  
Fax: 781.794.1405

### MEMORANDUM

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**To:** Tony Pierantozzi, Somerville HS Building Committee Chair

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**From:** Chad Crittenden, Owner's Project Manager, PMA Consultants

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**Re:** Somerville HS Project – Change Authorization Protocol

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**Date:** 4/27/2018

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**CC:** SMMA, Suffolk Construction

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SBC Chair Tony Pierantozzi,

As you are well aware, the fast paced nature of construction requires an Owner to provide timely Contract interpretations and decisions on a daily basis in order to mitigate additional unnecessary cost or time impacts which might otherwise jeopardize the overall success of a project. With this in mind, PMA is recommending the following change authorization protocol for consideration and vote of approval by the Somerville HS School Building Committee:

- Suffolk Construction (CM) shall provide advance notification of potential changes in the work as required by Contract. Immediately upon receipt of Change Order pricing from subcontractors, Suffolk will submit a Pending Change Order (PCO) for review by SMMA (Designer) and PMA (Owner's PM).
- PMA will maintain a "real-time" log of all PCOs on the project. PCOs which propose to increase the Contract sum will be classified by PMA as either "**discretionary**" or "**necessary.**" SMMA and PMA will independently review each PCO received and provide a recommendation to Somerville's Capital Projects Department as to whether or not the change is warranted and priced appropriately.
- PCOs which have been classified as "**necessary**" will be reviewed and signed by Suffolk, SMMA and PMA before they are forwarded to Capital Projects for final review and acceptance. Final acceptance of any PCO by Capital Projects shall constitute full and final authorization to proceed with the work in question.
- PCOs which have been classified as "**discretionary,**" and are **\$10,000 or less** in cost, will undergo an identical review and signature process to the "necessary" PCO's as outlined immediately above.
- PCOs which have been classified as "**discretionary**" and are for an amount exceeding **\$10,000** will also be reviewed and signed by Suffolk, SMMA and PMA. However, an e-mail to the School Building Committee will be issued along with a copy of the proposed PCO, an explanation of the change, and a request for SBC members to notify PMA, at SomervilleHS@pmaconsultats.com, within 24 hours if they wish to place a "**hold**" on the authorization pending discussion and vote by the full School Building Committee at the next meeting. If no "hold" is requested by a member of the SBC within 24 hours, Capital Projects shall have full authority to either approve or reject the PCO. Committee Members are reminded that when responding, they shall only respond to PMA and not copy other members of the committee.