

**MINUTES**  
**SHERWOOD MIDDLE SCHOOL BUILDING COMMITTEE**  
**March 19, 2013**

Present: Mr. Fitzgerald, Dr. Sawyer, Mr. Cox, Ms. Nash, Ms. Canzano, Mr. Morgado

Also: Mr. Queeney, Ms. Crockett, Mr. Kincaid

Call to order at 7:05 PM in the Conference Room of the new Sherwood Middle School.

On a motion by Ms. Canzano, Second by Ms. Nash, the minutes of February 19, 2013, were accepted.

On a motion by Ms. Canzano, Second by Ms. Nash, the following bill schedule was approved:

Gilbane	\$656,448.36
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Mr. Queeney reported that progress on the project remains excellent with the former building being readied for demolition by first removing all hazardous materials per set protocols.

Mr. Queeney presented and reviewed his summary of expenditures of contingencies and allowances dated March 20, 2013. After discussion and on a motion by Mr. Cox, second by Dr. Sawyer, the Committee voted to approve an AEA totaling \$1,260, BEA's totaling \$4,274.00 and CCA's totaling \$11,803.00.

Mr. Queeney reviewed a proposal to re-allocate the OPM's fee (\$214,009) for the remainder of the project. This proposal was outlined in his February 25, 2013, email with attachments. After review and discussion, the Committee on a motion by Ms. Nash, second by Ms. Canzano approved the proposal.

The Committee viewed the administrative suite lobby area to determine if the costs to locate a spare monitor were necessary. This issue was placed on hold while Dr. Sawyer looked into the matter.

Ms. Crockett advised that an issue was discovered by the FF&E consultant relative to the desk tops that was an aesthetic issue not a performance or durability issue. The vendor is offering a credit of \$3,430 and a lifetime warranty (current is 20 years). After review and discussion, the Committee voted on a motion by Ms. Nash, second by Ms. Canzano to accept this offer. Ms. Crockett advised that there was an issue with some of the chairs that was far more serious that still needed to be worked out. A report will be made at the next meeting.

The field grading/soil issue was still being worked on. Ms. Crockett will make a call to Ms. Snell to update her on the matter. Work on the leak at the loading dock continues.

Mr. Kincaid presented and reviewed the Gilbane report dated March 20, 2013. April 8<sup>th</sup> is the projected start date for demolition with site work starting back up on May 1<sup>st</sup>.

The meeting adjourned at 7:55 PM.

Respectfully submitted,

Daniel J. Morgado  
Town Manager

Materials Referenced

Meeting notice with attachments dated March 13, 2013

Bill schedules as noted

Summary of Expenditures of Contingencies and Allowances dated March 20, 2013

Email dated February 25, 2013, with attachments from PMA

Report prepared by Gilbane dated February 19, 2013



## Town of Shrewsbury

MASSACHUSETTS 01545-5398

March 13, 2013

To: Sherwood Middle School Building Committee  
From: Daniel J. Morgado  
Re: Next Meeting

The next meeting of the Committee will be **Tuesday, March 19, 2013, at 7:05 PM in the the conference room of the new Sherwood Middle School** to consider the following agenda:

### AGENDA

1. Call to Order
2. Accept minutes of February 19, 2013
3. Act on bill schedule(s) – As Necessary
4. Report from PMA Consultants - Owner's Project Manager
  - a. Fee Structure
5. Report from Lamoureux Pagano Associates
6. Report from Gilbane Building Company (GBC) - CM at Risk Firm
7. Building Committee action as necessary
  - a. Act on Bid Awards on Bid Packages (as necessary)
  - b. Act on Construction Change Authorizations (as necessary)
  - c. Act on Budget Expense Authorizations (as necessary)
  - d. Act on Allowance Expense Authorizations (as necessary)
  - e. Act on Contingency Expense Authorizations (as necessary)
8. Other business (Tour of Building)
9. Adjourn

### Reference materials

Minutes of February 19, 2013  
Bill schedules as available  
Materials relative to OPM fee structure

Cc Sherwood Middle School Project Email Distribution List

**MINUTES**  
**SHERWOOD MIDDLE SCHOOL BUILDING COMMITTEE**  
**February 19, 2013**

Present: Mr. Fitzgerald, Dr. Sawyer, Mr. Cox, Mr. Wolohan, Mr. Morgado

Also: Mr. Queeney, Ms. Crockett, Ms. Crafford

Call to order at 7:05 PM in the Conference Room of the new Sherwood Middle School.

On a motion by Dr. Sawyer, Second by Mr. Cox, the minutes of January 15, 2013, were accepted.

On a motion by Mr. Wolohan, second by Mr. Cox, the following bill schedules were approved:

Gilbane	\$342,477.88
Gilbane	\$139,182.92
LPA	\$7,800.00
Worcester Telegram	\$196.65
Various – FF&E	\$220,821.23
Various – FF&E	\$451,233.32
Various – FF&E	\$183,455.05
Various – FF&E	\$252,037.00
Various – FF&E	\$17,387.16
	\$1,125,130.41

Mr. Queeney presented his letter of February 13, 2013, seeking authorization to expend up to \$48,983 for LSP services. He explained this is a budgeted expense. After discussion and on a motion by Mr. Cox, second by Dr. Sawyer this amount was authorized.

Mr. Queeney presented and reviewed his summary of expenditures of contingencies and allowances dated February 19, 2013. After discussion and on a motion by Mr. Cox, second by Mr. Wolohan, the Committee voted to approve AEA's totaling \$8,965.80., BEA's totaling \$11,057.00 and CCA's totaling \$44,348 which also took the form of Change Order #9 (\$44,238.00).

Ms. Crockett advised that to avoid moving soil off the site and pay for disposal, that the baseball field elevation will be raised. The soil contains naturally occurring arsenic that requires special disposal. The leak at the loading dock continues to be pursued. Also a list of issues and deficiencies reported by the staff has been compiled and is being worked on. There is nothing extraordinary and the issues are typical of moving into a new building.

Ms. Crafford presented and reviewed the Gilbane report dated February 19, 2013. The demolition should be completed within (10) weeks total for both abatement and for the

demolition work to conclude. Mr. Morgado asked about rodent/critter control during the demolition process as it is possible that wildlife may be disturbed with the building coming down particularly with the modular units. There was an extended discussion on the demolition portion of the project. Mr. Fitzgerald also raised the matter of visibility of the Stop Sign at Orchard & Hutchins (northbound). Also the matter of parking on Orchard Street causing issues at the point where pavement ends and lawn areas begin.

The meeting adjourned at 8:10 PM.

Respectfully submitted,

Daniel J. Morgado  
Town Manager

Materials Referenced

Meeting notice with attachments dated February 15 2013

Bill schedules as noted

Letter dated February 13, 2013, with attachments from PMA

Summary of Expenditures of Contingencies and Allowances dated February 19, 2013

Change Order #9

Report prepared by Gilbane dated February 19, 2013



Town of Shrewsbury, Massachusetts  
 Sherwood Middle School Project

**SHERWOOD MIDDLE SCHOOL  
 Summary of Expenditures of  
 Contingencies and Allowances**

March 20, 2013



PMA Construction Services  
 Owner's Project Manager

**Allowance Expenditures (AEAs)**

\$ 2,761,615.00	Total Value of various categories as of establishment of GMP
\$ 1,769,062.31	Expenditures Previously Accepted by Building Committee
<b>\$ 1,260.00</b>	<b>AEAs Reviewed and Presented This Month for Building Committee ratification</b>
<hr/>	
\$ 991,292.69	Value of Allowance balances remaining
64%	Percentage Consumed

This Month:

<u>AEA #</u>	<u>Description</u>	<u>Amount</u>
10008c	Concrete @ site sign: sandblast CIP base	\$ 1,260.00
<b>TOTAL \$</b>		<b>1,260.00</b>

**CM Contingency Expenditures (BEAs)**

\$ 1,030,485.00	Value of category as of establishment of GMP
\$ 271,442.73	Expenditures Previously Accepted by Building Committee
<b>\$ 4,274.00</b>	<b>BEAs Reviewed and Presented This Month for Building Committee ratification</b>
<hr/>	
\$ 754,768.27	Value of CM Contingency balance remaining
27%	Percentage Consumed (including requested issues)
92%	Percentage Complete (as of GBCo Feb 2013 Req, adj. for unspent CM conting & Allowances)

This Month:

<u>BEA #</u>	<u>Description</u>	<u>Amount</u>
ATP 138	Touch-up Painting, general	\$ 3,683.00
ATP 144	Touch-up Painting on Stair Stringer	\$ 591.00
<b>TOTAL \$</b>		<b>4,274.00</b>

**Owners Construction Contingency Expenditures**

\$ 1,851,268.00	Value of Category as of establishment of GMP
\$ 693,711	Executed Change Orders Authorized by Building Committee
<b>\$ 11,803.00</b>	<b>Authorized Expenditures Not Yet Compiled into Change Order (see below)</b>
<hr/>	
\$ 1,145,754.00	Value of Owner Construction Contingency balance remaining
38%	Percentage Consumed
92%	Percentage Complete (as of GBCo Feb 2013 Req, adj. for unspent CM conting & Allowances)

This Month:

<u>CCA #</u>	<u>Description</u>	<u>Amount</u>
ATP 140	Damage to Column Cover by Plow	\$ 3,455.00
ATP 141	Misc. Carpentry: Time-Out Area and swing in OTPT; Installation of FF&E appliances; Blocking for exercise equipment,	\$ 8,348.00
<b>TOTAL \$</b>		<b>11,803.00</b>

**Owners Soft Cost Contingency Expenditures**

\$ 762,741.00	Total Value of various categories as of establishment of GMP
\$19,560.00	Expenditures Previously Approved
\$ -	Consultant Requests for Amendment Presented This Month for Bldg Comm. ratification
<hr/>	
\$ 743,181.00	Value of CM Contingency balance remaining
3%	Percentage Consumed
92%	Percentage Complete (as of GBCo Feb 2013 Req, adj. for unspent CM conting & Allowances)

**Daniel J Morgado**

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**From:** Paul Queeney <pqueeney@pmaconsultants.com>  
**Sent:** Monday, February 25, 2013 12:46 PM  
**To:** Daniel J Morgado  
**Subject:** Sherwood Middle School, Proposed Adjustment to OPM Fee Schedule  
**Attachments:** Exh A PMA OPM FEE - DD-CD-Constr PHASES April 2010.pdf; SMS PMA Manhours Projection and Proposed Change to OPM Fee Schedule.xlsx

Dan:

As I mentioned to you last week, PMA has reviewed the OPM fee schedule that is detailed in PMA's OPM contract with the Town of Shrewsbury. The fee schedule in PMA's contract with the Town has the peak monthly billing amount of \$42,267/month extended through the month of March 2013, and then tapering down in the subsequent months of the project, with the last month of billing being July 2013. Given the good position that the project is in at this point, PMA proposes to start the tapering down of the fee effective January 2013 rather than April 2013, and PMA further proposes to distribute the remainder of the OPM fee through September of 2013, the month when final landscaping and close-out documentation are expected to be complete.

Month	Contract Fee	Proposed Fee
Jan	\$42,267	\$30,000
Feb	\$42,267	\$30,000
Mar	\$42,267	\$30,000
Apr	\$31,000	\$26,000
May	\$21,000	\$26,000
Jun	\$20,000	\$22,000
July	\$15,208	\$17,000
Aug	\$0	\$17,000
Sep	\$0	\$16,009
===	=====	=====
Total:	\$214,009	\$214,009

The advantage of switching from the contractual fee schedule to the proposed fee schedule is that the proposed fee schedule closely corresponds to the anticipated level of effort going forward and avoids putting the Town in the position where the cumulative fee paid to PMA temporarily gets ahead of PMA's cumulative level of effort.

The attached Excel spreadsheet details the anticipated month-by-month OPM level of effort and calculates the OPM expenditures corresponding to the proposed fee schedule. I have also attached a PDF file with Attachment A to Amendment # 1 to the Shrewsbury-PMA OPM Contract; Attachment A lists the contractual distribution of OPM fee that PMA is proposing to adjust.

Please advise if you accept PMA's proposed adjustment to the OPM fee schedule, from January 2013 to the end of the project in September 2013 – Also, please let me know if you have any questions with what I have proposed.

Thanks,

Paul Queeney  
PMA Consultants, LLC  
857-233-8198

**ATTACHMENT A**

**Shrewsbury - Sherwood Middle School Project**

PMA CONSULTANTS - OWNER'S PROJECT MANAGER/ASST. PROJECT MANAGERS

**MONTHLY LUMP-SUM FEE SCHEDULE**

	2010										2011							
	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11
	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<b>OPM ONLY FEE - DD/CD/PROCUREMENT/CONSTRUCTION/CLOSEOUT</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000
	DD Phase					CD & Proc Phase					Constr & Demo & Closeout							
	\$ 75,000					\$ 127,000					\$ 914,208							
<b>SITE - Assitant Project Manager (24 months during Construction)</b>												\$ -	\$ -	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267
<b>CUMULATIVE MONTHLY CASH-FLOW - OPM &amp; APMS - DD/CD/Proc/Constr/Closeout</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267
<b>CUMULATIVE TOTAL CASH-FLOW - OPM &amp; APMS</b>	\$ 15,000	\$ 30,000	\$ 45,000	\$ 60,000	\$ 75,000	\$ 90,000	\$ 105,000	\$ 120,000	\$ 140,000	\$ 171,000	\$ 202,000	\$ 233,000	\$ 264,000	\$ 306,267	\$ 348,534	\$ 390,800	\$ 433,067	\$ 475,334

**ATTACHMENT A**

**Shrewsbury - Sherwood Middle School Project**  
**PMA CONSULTANTS - OWNER'S PROJECT MANAGER/ASST. PROJ. MGR.**  
**MONTHLY LUMP-SUM FEE SCHEDULE**

	2012																	
	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
<b>OPM ONLY FEE - DD/CD/PROCUREMENT/CONSTRUCTION/CLOSEOUT</b>	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
<b>SITE - Assitant Project Manager (24 months during Construction)</b>	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267	\$ 11,267
<b>CUMULATIVE MONTHLY CASH-FLOW - OPM &amp; APMs - DD/CD/Proc/Constr/Closeout</b>	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267	\$ 42,267
<b>CUMULATIVE TOTAL CASH-FLOW - OPM &amp; APMs</b>	\$ 517,600	\$ 559,867	\$ 602,134	\$ 644,400	\$ 686,667	\$ 728,934	\$ 771,200	\$ 813,467	\$ 855,734	\$ 898,000	\$ 940,267	\$ 982,534	\$ 1,024,800	\$ 1,067,067	\$ 1,109,334	\$ 1,151,600	\$ 1,193,867	\$ 1,236,134

**ATTACHMENT A**

4/1/2010

**Shrewsbury - Sherwood Middle School Project**  
**PMA CONSULTANTS - OWNER'S PROJECT MANAGER/ASST. PROJ.**  
**MONTHLY LUMP-SUM FEE SCHEDULE**

REV 0

	2013										Totals
	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	
	36	37	38	39	40	41	42	43	44	45	
<b>OPM ONLY FEE - DD/CD/PROCUREMENT/CONSTRUCTION/CLOSEOUT</b>	\$31,000	\$31,000	\$21,000	\$21,000	\$20,000	\$15,208	\$0	\$0	\$0	\$0	<b>\$ 1,116,208</b>
<b>SITE - Assitant Project Manager (24 months during Construction)</b>	\$ 11,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 270,400</b>
<b>CUMULATIVE MONTHLY CASH-FLOW - OPM &amp; APMs - DD/CD/Proc/Constr/Closeout</b>	\$ 42,267	\$ 31,000	\$ 21,000	\$ 21,000	\$ 20,000	\$ 15,208	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,386,608</b>
<b>CUMULATIVE TOTAL CASH-FLOW - OPM &amp; APMs</b>	\$ 1,278,400	\$ 1,309,400	\$ 1,330,400	\$ 1,351,400	\$ 1,371,400	\$ 1,386,608	\$ 1,386,608	\$ 1,386,608	\$ 1,386,608	\$ 1,386,608	<b>\$ 1,386,608</b>

**Town of Shrewsbury, Sherwood Middle School, OPM Services by PMA Consultants, PMA Recommendation to Adjust Billing Schedule, January through September 2013**

Forecasted To-Go Level of Effort, Billing Rates & Hours by Personnel	rate	January		February		March		April		May		June		July		August		September		Forecasted To-Go TOTAL
		Jan hrs/wk	Jan Fee	Feb hrs/wk	Feb Fee	Mar hrs/wk	Mar Fee	Apr hrs/wk	Apr Fee	May hrs/wk	May Fee	Jun hrs/wk	Jun Fee	Jul hrs/wk	Jul Fee	Aug hrs/wk	Aug Fee	Sep hrs/wk	Sept Fee	
PM (Paul Queoney)	\$ 146.50	12	\$ 7,032	12	\$ 7,032	12	\$ 7,032	10	\$ 5,860	10	\$ 5,860	10	\$ 5,860	8	\$ 4,688	8	\$ 4,688	8	\$ 4,688	\$ 52,740
APM (Tony Oliva)	\$ 124.80	36	\$ 17,971	36	\$ 17,971	36	\$ 17,971	32	\$ 15,974	32	\$ 15,974	32	\$ 15,974	24	\$ 11,981	24	\$ 11,981	24	\$ 11,981	\$ 137,779
Field Asst. PM, Clerk (Jon Pope)	\$ 49.50	20	\$ 3,960	20	\$ 3,960	20	\$ 3,960	20	\$ 3,960	20	\$ 3,960	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 19,800
Proj Exec (Chris Carroll)	\$ 208.00	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	0.50	\$ 416	\$ 3,744
<b>Total Projected Cost</b>			\$ 29,379		\$ 29,379		\$ 29,379		\$ 26,210		\$ 26,210		\$ 22,250		\$ 17,085		\$ 17,085		\$ 17,085	\$ 214,063
<b>Proposed Revised Fee Structure</b>			\$ 30,000		\$ 30,000		\$ 30,000		\$ 26,000		\$ 26,000		\$ 22,000		\$ 17,000		\$ 17,000		\$ 16,000	\$ 214,000
<b>Current Contract Fee Structure</b>																				
OPM / APM	\$ 31,000		\$ 31,000		\$ 31,000		\$ 31,000		\$ 31,000		\$ 21,000		\$ 20,000		\$ 15,208					
Asst PM	\$ 11,267		\$ 11,267		\$ 11,267		\$ 11,267													
<b>TOTAL</b>	\$ 42,267		\$ 42,267		\$ 42,267		\$ 42,267		\$ 31,000		\$ 21,000		\$ 20,000		\$ 15,208		\$ -		\$ -	\$ 214,009

Approx Basis for \$42,267 Peak Monthly Billing			
PM	\$ 164.50	21	\$ 13,818
APM	\$ 93.00	40	\$ 14,880
Proj Exec	\$ 207.50	3	\$ 2,490
			\$ 31,188
Field Asst. PM, Clerk	\$ 70.00	40	\$ 11,200
<b>Total:</b>			\$ 42,388

# Memorandum

Sherwood Middle School  
GBC Project #: 5074

To: **Sherwood Middle School Building Committee**  
From: **Walt Kincaid – Project Manager**  
CC: **Jim Driscoll – Project Executive**  
Date: **March 19, 2013**  
Re: **CM Report**

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## **Construction Activity this Period**

- Completed commissioning systems (pending deferred summer)
- Completed remaining interior, exterior and roof punch list (site pending)
- Established site fence work zone for demolition
- Completed removal of remaining furniture
- Completed interior Abatement on 2<sup>nd</sup> and 3<sup>rd</sup> floor (including gym)
- Started selective demolition of 3<sup>rd</sup> floor

## **Key Dates/Upcoming Activities**

- Demolition of Modular Building to start tomorrow (3/20)
- Continue window/brick/pcb caulk removal
- Demolition of main building forecasted to start April 8<sup>th</sup>
- Site work to resume May 1<sup>st</sup>.

## **Other Business:**

- Construction Payment Application #25 (period ending February) : \$ 656,488.36



02/22/2013 14:45



03/05/2013 15:19



03/19/2013 11:58



02/22/2013 14:45



03/05/2013 15:19



02/22/2013 14:45



03/05/2013 15:21



03/19/2013 11:58



03/14/2013 07:40

BLASTRAC



03/19/2013 11:58



03/18/2013 09:35

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