

**PROJECT LABOR AGREEMENT COVERING CONSTRUCTION WORK PERFORMED ON  
BEHALF OF THE GENERAL CONTRACTOR REGARDING CONSTRUCTION OF THE  
TOWN OF BRAINTREE'S NEW SOUTH MIDDLE SCHOOL**

This is a Project Labor Agreement ("Agreement") entered into this \_\_\_ day of \_\_\_\_\_, 2021, by and between \_\_\_\_\_ (hereinafter "General Contractor") and its successors and assigns, for the construction work under Contract with the Town of Braintree for construction of the New South Middle School, and by the Quincy & South Shore Building Trades, AFL-CIO, on behalf of itself and its affiliated Local Union members; and the signatory Local Unions on behalf of themselves and their members.

**ARTICLE I-PREAMBLE**

WHEREAS, the General Contractor on behalf of itself, desires to provide for the efficient, safe, quality, and timely completion of construction for the Town of Braintree New South Middle School (the "Project"), in a manner designed to afford the lowest reasonable costs and the advancement of public policy objectives;

WHEREAS, this Project Labor Agreement will foster the achievement of these goals, inter alia, by:

1. avoiding the costly delays of potential strikes, slowdowns, walkouts, picketing and other disruptions arising from work disputes and promote labor peace for the duration of the Project;
2. standardizing the terms and conditions governing the employment of labor on the Project;
3. permitting wide flexibility in work scheduling and shift hours and times;
4. receiving negotiated adjustments as to work rules and staffing requirements from those which otherwise might obtain;
5. providing comprehensive and standardized mechanisms for the settlement of work disputes, including those relating to jurisdiction;
6. ensuring a reliable source of skilled and experienced labor;
7. furthering public policy objectives as to improved employment opportunities for minorities, women, and the economically disadvantaged in the construction industry;
8. minimizing potential losses of revenues;
9. recognizing the particular challenges faced by the Braintree Public Schools due to the ongoing pandemic, this agreement will expedite the construction process, and otherwise minimize the inconvenience to the Citizens of the Town of Braintree; and

WHEREAS, the parties desire to maximize Project safety conditions for both the workers and the public;

NOW, THEREFORE, the Parties enter into this Agreement;

## **SECTION 1: PARTIES TO THE AGREEMENT, APPLICABILITY**

All notices shall be made to:

For the General Contractor:

For the Quincy & South Shore Building Trades, AFL-CIO:

This Agreement applies to any and all contractors and subcontractors working under and/or pursuant to the Agreement. It also applies to their respective transferees, successors and/or assigns. If a contractor or subcontractor sells or transfers- its business or that part of its business working under and/or pursuant to this Agreement, contractor and/or subcontractor shall nevertheless continue to be liable for complete performance of this Agreement until the transferee, successor or assigns execute the Agreement and the applicable Schedule A agreements.

This Agreement also applies to the General Contractor and its respective transferees, successors and/or assigns. If the General Contractor sells or transfers its business or that part of its business working and/or pursuant to this Agreement, the General Contractor shall nevertheless continue to perform the scope of work under the terms of this Agreement until the transferees, successors or assigns actually execute the Agreement.

## **ARTICLE 2- GENERAL CONDITIONS**

### **SECTION 1: DEFINITIONS**

Throughout this Agreement, the Union parties and the signatory Local Unions and the Council are referred to singularly and collectively as "Union(s)." Where specific reference is made to "Local Unions" that phrase is sometimes used; the term "subcontractor(s)" shall include all signatory subcontractors, and their sub--subcontractors of whatever tier, engaged in on-site Project construction work within the scope of this Agreement as defined in Article 3; the Quincy & South Shore Building Trades, AFL-CIO is referred as the "Council," and the work covered by this Agreement (as defined in Article 3) is referred to as the "Project."

### **SECTION 2: CONDITIONS FOR AGREEMENT TO BECOME EFFECTIVE**

This Agreement shall not become effective unless each of the following conditions is met: (1) The Agreement is signed by the Council, and the Local Unions having jurisdiction over the Project work; (2) the Agreement is signed by the General Contractor; and (3) the Agreement is signed by the Town of Braintree.

### **SECTION 3: ENTITIES BOUND & ADMINISTRATION OF AGREEMENT**

This Agreement shall be binding on all signatory Unions and the General Contractor and all subcontractors performing on-site Project Work, including site preparation, as defined in Article 3. The General Contractor and the subcontractors shall include in any subcontract that they let, for performance during the term of this Agreement, a requirement that their sub subcontractors, of whatever tier, become

signatory to a Letter of Assent and are bound by this Agreement with respect to subcontracted work performed within the scope of Article 3. This Agreement shall be administered by the General Contractor on behalf of all subcontractors.

#### **SECTION 4: SUPREMACY CLAUSE**

This Agreement, together with the local Collective Bargaining Agreements appended hereto as Schedule A, represents the complete understanding of all signatories and supersedes any national agreement, local agreement or other collective bargaining agreement of any type which would otherwise apply to this Project, in whole or in part. Where a subject covered by the provisions, explicit or implicit, of this Agreement is also covered by a Schedule A, the provisions of this Agreement shall prevail. It is further understood that the General Contractor and the subcontractors shall not be required to sign any other agreement, as referenced above, as a condition of performing work on this Project. No practice, understanding or agreement between or a subcontractor and a Local Union which is not explicitly set forth in this Agreement shall be binding on this Project unless endorsed in writing by the General Contractor.

#### **SECTION 5: BID SPECIFICATIONS**

The bid specifications for all work within the scope of Article 3 shall require that all successful bidders, and their sub-subcontractors of whatever tier, become bound by, and signatory to, this Agreement. It is understood that nothing in this Agreement shall be construed as limiting the sole discretion of the General Contractor in determining which subcontractors shall be awarded contracts for Project Work. It is further understood that the General Contractor has sole discretion at any time to terminate, delay or suspend the work, in whole or in part, on this Project

#### **SECTION 6: AVAILABILITY & APPLICABILITY TO ALL SUCCESSFUL BIDDERS**

The Unions agree that this Agreement will be made available to, and will fully apply to any successful bidder for Project Work who becomes signatory thereto, without regard to whether that successful bidder performs work at other sites on either a union or non-union basis and without regard to whether employees of such successful bidder are, or are not members of any union. This Agreement shall not apply to the work of or any subcontractor which is performed at any location other than the Project site, as defined in Article 3, Section 1.

### **ARTICLE 3 - SCOPE OF THIS AGREEMENT**

The Project Work covered by this Agreement shall be as defined and limited by the following sections of this Article.

#### **SECTION 1: THE PROJECT WORK**

This Agreement shall only apply to on-site construction work performed at the Project site under Contract with the Town of Braintree for the construction of the new South Middle School including any amendments or modifications thereto (the "Contract" or "Contract Documents"). "On site" construction work in connection with the above shall mean Project Work, including site preparation, as provided in the applicable local Collective Bargaining Agreement.

## **SECTION 2: TIME LIMITATIONS**

This Agreement shall be further limited to Project Work performed under the Contract and will expire either upon termination of the Project Work or upon Final Completion, as defined in the Contract Documents, whichever is earlier.

## **SECTION 3: EXCLUDED EMPLOYEES**

The following persons (including drivers) are not subject to the provisions of this Agreement, even though performing work on the Project:

1. Superintendents, supervisors (excluding general superintendents and forepersons specifically covered by a craft's Schedule A), engineers, inspectors and testers, quality control/assurance personnel; timekeepers, mail carriers, clerks, office workers, messengers, guards, technicians, non-manual employees, and all professional, architectural, engineering, administrative and management persons;
2. Employees of the Town of Braintree or of any State agency, authority or entity or employees of any municipality or other public employer,
3. Employees and entities engaged in off-site manufacture, modifications, repair, maintenance, assembly, painting, handling or fabrication of project components, materials, equipment or machinery or involved in deliveries to and from the Project site;
4. Employees engaged in on-site equipment warranty work of a specialized nature for the manufacturer of the equipment;
5. Employees engaged in laboratory or specialty testing or inspections;
6. Employees of companies engaged in ancillary Project Work performed by third parties such as electric utilities, gas utilities, telephone operating companies, and railroads;
7. Employees involved in the pick-up and removal of trash from the Project site, delivery and pick-up of temporary toilet facilities, the delivery or pick-up of any dirt or fill hauled off the Project site;
8. Employees engaged in off-site maintenance of leased equipment;
9. Employees engaged in off-site warranty functions and warranty work; and
10. Exploratory geo-physical testing and boring on the Project site, except where expressly covered by a current Collective Bargaining Agreement which forms the basis for Schedule A.

## **SECTION 4: NON-APPLICATION TO CERTAIN ENTITIES**

This Agreement shall not apply to the parents, affiliates, subsidiaries, or other joint or sole ventures of the General Contractor or a subcontractor which do not perform work at this Project. It is agreed, for the purposes of this Agreement only, that this Agreement does not have the effect of creating any joint employment, single employer or alter ego status among and/or any subcontractor. The Agreement shall further not, apply to the Town of Braintree or any state agency, authority, or other municipal or public entity and nothing contained herein shall be construed to prohibit or restrict the Town of Braintree or its employees or any other state authority, agency or entity and its employees from performing on or off-site work related to the Project. As the subcontracts which comprise the Project Work are completed and accepted by the Town of Braintree, the Agreement shall not have further force or effect on such items or areas except where inspections, additions, repairs, modifications, check-out and/or warranty work are assigned in writing (copy to Local Union involved) by the General Contractor for performance under the terms of this Agreement.

## **ARTICLE 4 – UNION RECOGNITION AND EMPLOYMENT**

### **SECTION 1: PRE-HIRE RECOGNITION**

The General Contractor and subcontractors recognize the signatory Unions as the sole and exclusive bargaining representatives of all craft employees who are performing on-site Project work within the scope of this Agreement as defined in Article 3. The parties stipulate that this Agreement and all Collective Bargaining Agreements governed herein are “pre-hire” agreements as defined by Section 8(f) of the National Labor Relations Act.

### **SECTION 2: UNION REFERRAL**

The General Contractor recognizes the Union as the sole and exclusive bargaining representative of all craft employees working within the scope of this Agreement. The General Contractor shall give the Union first preference to refer qualified employees subject to the provisions of the "Union's Job Referral System" and/or hiring halls currently in the Collective Bargaining Agreement of any of the Local Unions identified in Schedule A of this Agreement. However, once notified, if a Local Union is unable to fill any requisition for employees within a forty-eight (48) hour period after such requisition is made by the General Contractor or subcontractors (Saturdays, Sundays and Holidays excepted unless the request is for work on any of those days) the General Contractor or subcontractors may employ applicants from any other source.

Notwithstanding the above provision, the General Contractor and subcontractors shall have the sole right to determine the competency of all referrals; the number of employees required; the selection of employees to be laid off (except as provided in Article 5, Section 3); and the sole right to reject any applicant referred by a Local Union, subject to the show-up payments required in the applicable Schedule A.

### **SECTION 3: NON DISCRIMINATION IN REFERRALS**

The Local Unions represent that their hiring halls and referral systems will be operated in a non-discriminatory manner and in full compliance with all applicable federal, state and local laws and regulations which require equal employment opportunities. Referrals shall not be affected in any way by the rules, regulations, bylaws, constitutional provisions or any other aspects or obligations of union membership, policies or requirements and shall be subject to such other conditions as are established in

this Article. No employment applicant shall be discriminated against by any referral system or hiring hall because of the applicant's union membership, or lack thereof.

#### **SECTION 4: MINORITY AND FEMALE REFERRALS**

Each Local Union must refer qualified minority or female applicants in percentages equaling the Workforce Participation Goals set forth in G.L. c. 149 §44A(2)(G).

#### **SECTION 5: CROSS AND QUALIFIED REFERRALS**

The Local Union shall not knowingly refer to the General Contractor or a subcontractor an employee then employed by another subcontractor working under this Agreement. The Local Unions will exert their utmost efforts to recruit sufficient numbers of skilled and qualified craft employees to fulfill the requirements of the General Contractor and each subcontractor.

#### **SECTION 6: UNION DUES**

All employees covered by this Agreement shall be subject to the union security provisions contained in the applicable Schedule A local agreements, as amended from time to time, but only for the period of time during which they are performing on-site Project work and only to the extent of rendering payment of the applicable monthly union dues uniformly required for union membership in the Local Union, signatory to this Agreement, which represents the craft in which the employees is performing Project work. No employee shall be discriminated against at the Project site because of the employees union membership or lack thereof. In the case of unaffiliated employees, the dues payment will be received by the Unions as an agency shop fee.

#### **SECTION 7: CRAFT FOREPERSONS AND GENERAL FOREPERSONS**

The selection of craft forepersons and/or general forepersons and the number of forepersons required shall be solely the responsibility of the General Contractor and each subcontractor except where otherwise provided by specific provisions of an applicable Schedule A. All forepersons shall take orders exclusively from the General Contractor or the designated subcontractor representatives. Craft forepersons shall be designated as working forepersons at the request of or the subcontractor, except when an existing local Collective Bargaining Agreement prohibits a foreperson from working when the craftpersons he is leading exceed a specified number. The General Contractor and subcontractor shall give primary consideration to qualified individuals within the jurisdiction of the Local Unions identified in Schedule A. After such consideration, the General Contractor may select individuals from other geographic jurisdictions if mutually agreed upon.

### **ARTICLE 5- UNION REPRESENTATION**

#### **SECTION 1: LOCAL UNION REPRESENTATIVE**

Each Local Union representing on-site Project employees shall be entitled to designate in writing (copy to the General Contractor and the subcontractor involved) a representative, and/or the Business Manager, who shall be afforded access to the Project, provided they do not impede the work of employees and that they fully comply with the posted visitor, security and safety rules.

## **SECTION 2: STEWARDS**

A. Each Local Union shall have the right to designate a working journeyman as a steward ("Steward") and an alternate, and shall notify the subcontractor and of the identity of the designated Steward (and alternate) prior to the assumption of such duties. Stewards shall not exercise supervisory functions and will receive the regular rate of pay for their craft classifications. There will be no non-working Stewards on the Project as per Schedule A.

B. In addition to their work as an employee, the Steward shall have the right to receive complaints or grievances and to discuss and assist in their adjustment with the General Contractor or the subcontractors appropriate supervisor. Each Steward shall be concerned with the employees of the Steward's subcontractor, and, if applicable, sub-subcontractors of that subcontractor, but not with the employees of or any other subcontractor and the subcontractors will not discriminate against the Steward in the proper performance of Union duties.

C. The Stewards shall not have the right to determine when overtime shall be worked, or who shall work overtime except pursuant to a Schedule A provision providing procedures for the equitable distribution of overtime.

## **SECTION 3: LAYOFF OF A STEWARD**

The General Contractor and/or the subcontractor agree to notify the appropriate Union 48 hours prior to the layoff of a Steward, except in cases of discipline or discharge for just cause. If a Steward is protected against lay off by Schedule A, such provisions shall be recognized to the extent the Steward possesses the necessary qualifications to perform the work required. In any case in which a Steward is discharged or disciplined for just cause, the Local Union involved shall be notified immediately by the General Contractor or the subcontractor.

## **ARTICLE 6- MANAGEMENT'S RIGHTS**

### **SECTION 1: RESERVATION OF RIGHTS**

Except as expressly limited by a specific provision of this Agreement, the General Contractor and each subcontractor retain full and exclusive authority for the management of their Project operations including, but not limited to: the right to direct the work force, including determination as to the number to be hired and the qualifications therefore; the promotion, transfer, layoff of its employees; the discipline or discharge for just cause of its employees; the selection of foremen; the assignment and schedule of work; the promulgation of reasonable Project work rates; and, the requirement, timing and number of employees to be utilized for overtime work. No rules, customs or practices which limit or restrict productivity or efficiency of the individual, as determined by the General Contractor or any subcontractor and/or joint working efforts with other employees shall be permitted or observed, except as they are specifically established in this Agreement or in the Collective Bargaining Agreements of the Local who is identified in Schedule A.

### **SECTION 2: MATERIALS, METHODS & EQUIPMENT**

There shall be no limitation or restriction, unless specified in the Contract Documents, upon the General Contractor or any subcontractor's choice of materials, techniques, methods, technology or design, or regardless of source or location upon the use and installation of equipment, machinery, package units, pre-cast pre-fabricated, pre-finished, or pre-assembled materials tools or other labor saving devices. The

General Contractor and any subcontractor may, without restriction, install or use materials, supplies or equipment regardless of their source. The on-site installation or application of such items shall be performed by the craft having jurisdiction over such work; provided; however, it is recognized that other personnel having special qualifications may participate, in a supervisory capacity, in the installation, check-off or testing of specialized or unusual equipment or facilities as designated by the General Contractor or the subcontractor. There shall be no restrictions as to work which is performed off-site per the Project as per Schedule A

## **ARTICLE 7 - WORK STOPPAGES AND LOCKOUTS**

### **SECTION 1: NO STRIKES- NO LOCKOUTS**

There shall be no strikes, sympathy strikes, picketing, work stoppages, slowdowns, hand billing, demonstrations or other disruptive activity at the Project for any reason by any Union or employee against the General Contractor or any subcontractor or employer while performing work at the Project for any reason including disputes relating to the negotiations or renegotiation of any Local Collective Bargaining Agreements or the Unions participating in this Agreement and identified in Schedule A. There shall be no other Union, or concerted or employee activity which disrupts or interferes with the operation of the General Contractor any subcontractor or the Town of Braintree. Failure of any Union or employee to cross any picket line established by any union, signatory or non-signatory to this Agreement, or the picket or demonstration line of any other organization, at or in proximity to the Project site is a violation of this Article. There shall be no lockout at the Project by the General Contractor or any signatory subcontractor. The General Contractor subcontractors and Unions shall take all steps necessary to ensure compliance with this Section 1 and to ensure uninterrupted construction for the duration of this Agreement.

Disputes between the signatory unions and any tenant, concessionaire, renter or other person or business carrying out its/their normal functions within the boundaries of the Project shall be so handled as not to interfere with the operation of the Project, or the work being performed under this Agreement, or the business of any tenant lessees, concessionaire, or business not a party to such disputes. No picketing or other concerted or disruptive activity against anyone or more of the tenants, lessees, concessionaires, persons or business operating within the bounds of the Project shall be conducted at the Project, or near or around the entrance(s) or exit(s) of the Project which adversely affects or disrupts the work being performed under this Agreement, nor shall such activity by any organization not a party to this Agreement which disrupts the work being performed under this Agreement, be recognized or observed by the parties to this Agreement, their members, and any employees whom they represent.

### **SECTION 2: DISCHARGE FOR VIOLATION**

Any employee violating Section 1 above shall be notified by the employer that his/her actions are in violation of the terms of his/her employment per this Agreement and that failure to return to work at the commencement of the next standard work day will result in disciplinary action, which could include dismissal, being taken against him/her. The notice shall be sent to the employee's last known address. A copy of the notice shall be sent to the Local Union representing the individual and the Union shall advise the individual to return to work.

The General Contractor or a subcontractor may discharge any employee violating Section 1, above, and any such employee will not be eligible thereafter for referral under this Agreement for a period of 100 days.



### **SECTION 3: NOTIFICATION**

If the General Contractor or a subcontractor contends that any Union has violated this Article, it will notify the Council advising of such fact, with copies of the notification to the Local Union. The Council shall instruct order and otherwise use its best efforts to cause the employees, and/or the Local Unions to immediately cease and desist from any violation of this Article. The Council, complying with these obligations shall not be liable for the unauthorized acts of a Local Union or its members.

### **SECTION 4: EXPEDITED ARBITRATION**

The General Contractor and the Council designate \_\_\_\_\_ or \_\_\_\_\_ as arbitrators under this Agreement (hereinafter "Arbitrator" means- one or the other or both). The General Contractor or any subcontractor or Union alleging a violation of Section 1 of this Article may utilize the expedited procedure set forth below (in lieu of, or in addition to, any actions at law or equity) that may be brought.

1. A party invoking this procedure shall notify the Arbitrator (selection under this procedure shall alternate) under this expedited arbitration procedure. Copies of such notification will be simultaneously sent to the alleged violator and, if a Local Union is alleged to be in violation, its International Union, the Council, the subcontractor involved and the General Contractor.
2. The Arbitrator shall thereupon, after notice as to time and place to the subcontractor involved, the Local Union involved, the Council, and the General Contractor, hold a hearing within 48 hours of receipt of the notice invoking the procedure if it is contended that the violation still exists. The hearing will not, however, be scheduled for less than 24 hours after the notice to the Council required by Section 3, above.
3. All notices pursuant to this Article may be by telephone, electronic mail, hand delivery, or fax, confirmed by overnight delivery, to the arbitrator, the General Contractor, the subcontractor involved and the Union involved.

The hearing may be held on any day including Saturdays or Sundays. The hearing shall be completed in one session, which shall not exceed 8 hours duration (no more than 4 hours being allowed to either side to present their case, and conduct their cross examination) unless otherwise agreed. A failure of any Union or subcontractor to attend the hearing shall not delay the hearing of evidence by those present or the issuance of an award by the Arbitrator.

4. The sole issue at the hearing shall be whether a violation of Section 1, above, occurred. If a violation is found to have occurred, the Arbitrator shall issue a Cease and Desist Award restraining such violation and serve copies on the General Contractor, the subcontractor involved and the Union involved. The Arbitrator shall have no authority to consider any matter in justification, explanation, or mitigation of such violation or to award damages, which issue is reserved solely for court proceedings, if any. The Award shall be issued in writing within 3 hours after the close of the hearing, and may be issued without an Opinion. If any involved party desires an Opinion, one shall be issued within 15 calendar days, but its issuance shall not delay compliance with, or enforcement of, the Award.

5. An Award issued under this procedure may be enforced by any court of competent jurisdiction upon the filing of this Agreement together with the Award. Notice of the filing of such enforcement proceedings shall be given to the General Contractor and the Union or subcontractor involved. In any court proceeding to obtain a temporary or preliminary order enforcing the arbitrator's award as issued under this expedited procedure, the involved Union and the General Contractor or subcontractor waive their right to a hearing and agree that such proceedings may be ex parte, provided notice is given to opposing counsel. Such agreement does not waive any party's right to participate in a hearing for a final court order of enforcement or in any contempt proceeding.

6. Any rights created by statute or law governing arbitration proceedings which are inconsistent with the procedure set forth in this Article, or which interfere with compliance thereto, are hereby waived by the General Contractor, the subcontractors and Unions to whom they accrue.

7. The fees and expenses of the Arbitrator shall be equally divided between the General Contractor or the involved subcontractor and Local Union.

## **SECTION 5: ARBITRATION OF DISCHARGES FOR VIOLATION**

Procedures contained in Article 8 shall not be applicable to any alleged violation of this Article, with the single exception that an employee discharged for violation of Section 1, above, may have recourse to the procedures of Article 8 to determine only if the employee did, in fact, participate in the violation of the provisions of Section I of this Article; but not for the purpose of modifying the discipline imposed where a violation is found to have occurred.

## **ARTICLE 8- GRIEVANCE & ARBITRATION PROCEDURE**

### **SECTION: PROCEDURE FOR RESOLUTION OF GRIEVANCES**

Any question, dispute or claim arising out of, or involving the interpretation or application of this Agreement (other than jurisdictional disputes or alleged violations of Article 7, Section 1) shall be considered a grievance and shall be resolved pursuant to the exclusive procedure of the steps described below; provided, in all cases, that the question, dispute or claim arose during the term of this Agreement. Failure of the grieving party to adhere to the time limits set forth in this Article shall render the grievance null and void. These time limits may be extended only by written consent of the General Contractor, the involved subcontractor and involved Local Union at the particular step where the extension is agreed upon. The Arbitrator shall have authority to make decisions only on the issue presented to him and shall not have the authority to change, add to, delete or modify and provision of this Agreement.

#### **STEP 1:**

A. When any employee covered by this Agreement claims to be aggrieved by a claimed violation of this Agreement, the employee shall, through the Local Union business representative or job steward give notice of the claimed violation to the work site representative of the General Contractor or the involved subcontractor. To be timely, such notice of the grievance must be given within 5 work days after the act, occurrence or event giving rise to the grievance. The business representative of the Local Union or the job steward and the work site representative of the General Contractor or the involved subcontractor shall meet and endeavor to adjust the matter within 48 hours after a timely notice has been given. If they fail to resolve the matter within the prescribed period, the grieving party, may, within 48

hours thereafter, pursue Step 2 of the grievance procedure by serving the involved subcontractor and the General Contractor with written copies of the grievance occurred, and the provisions of the Agreement alleged to have been violated. Grievances and disputes settled at Step I are non-precedential except as to the specific Local Union, employee and the General Contractor or the subcontractor directly involved unless the settlement is accepted in writing by all parties as creating a precedent.

B. Should any signatory to this Agreement have a dispute (excepting jurisdictional disputes or alleged violations of Article 7, Section 1) with any other signatory to this Agreement and, after conferring, a settlement is not reached within 5 work days, the dispute shall be reduced to writing and proceed to Step 2 in the same manner as outlined in subparagraph (a) for the adjustment of employee grievances.

**STEP 2:**

The Business Manager or designee of the involved Local Union, together with representatives of the Council, the involved subcontractor, and the General Contractor shall meet in Step 2 within 5 workdays of service of the written grievance to arrive at a satisfactory settlement.

**STEP 3:**

If the grievance shall have been submitted but not resolved in Step 2, any of the participating Step 2 entities may, within 7 calendar days after the initial Step 2 meeting, submit the grievance in writing (with copies to other participants) to the Arbitrator (selection of the Arbitrator shall alternate) under this procedure. The Arbitrator shall conduct the arbitration hearing, at which all Step 2 participants shall be parties. The decision of the Arbitrator shall be final and binding on the involved subcontractor, Local Union and employees, and the fees and expenses of such arbitration shall become equally by the involved subcontractor and Local Union.

**SECTION 2: LIMITATION AS TO RETROACTIVITY**

No arbitration decision or award may provide retroactivity of any kind exceeding 60 calendar days prior to the date of service of the written grievance on the the General Contractor and the involved subcontractor or Local Union.

**SECTION 3: PARTICIPATION BY GENERAL CONTRACTOR**

The General Contractor shall be notified by the involved subcontractor of all actions at Steps 2 and 3 and, at its election, may participate in full all proceedings at these Steps, including Step 3 arbitration.

**ARTICLE 9 - JURISDICTIONAL DISPUTES**

**SECTION 1: NO DISRUPTIONS**

There will be no strikes, sympathy strikes, work stoppages, slowdowns, picketing or other disruptive activity of any kind arising out of any jurisdictional dispute. Pending the resolution of the dispute, the work shall continue uninterrupted and as assigned by the General Contractor or the subcontractor. No jurisdictional dispute shall excuse a violation of Article 7.

## **SECTION 2: ASSIGNMENT**

The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be in accordance with local practices and the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan.

## **SECTION 3: PROCEDURE FOR SETTLEMENT OF JURISDICTIONAL DISPUTES**

A. Any Union having a jurisdictional dispute with respect to Project work assigned to another Union will submit the dispute in writing to the Administrator of the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry ("the Plan") or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department within 72 hours of the action giving rise to the dispute and shall send a copy of the letter to the other Union involved, the subcontractor involved, and the General Contractor. Upon receipt of a dispute letter from any union, the Administrator will invoke the procedures set forth in the plan to resolve the jurisdictional dispute. The jurisdictional dispute letter shall contain the information described in Article IV of the Plan.

B. Within 5 calendar days of receipt of the dispute letter, there shall be a meeting of the subcontractor involved, the Local Unions involved and designees of the Council involved for the purpose of resolving the jurisdictional dispute.

C. If the dispute remains unresolved after this meeting, the parties will proceed to final and binding arbitration in accordance with the principles and procedures set forth in the rules of the Plan.

D. The arbitrator selected under the Plan will render a short-form decision within 5 days of the hearing based upon the evidence submitted at the hearing, with a written decision to follow within 30 days of the close of the hearing.

E. This Jurisdictional Dispute Resolution Procedure will only apply to work performed by Local Unions at the Project.

F. Any Local Union involved in a jurisdictional dispute on this Project shall continue working in accordance with Section 2 above and without disruption of any kind.

G. Where the parties are not bound by the same dispute resolution procedure described above, or where the dispute involves a difference among the parties over the appropriate body with jurisdiction to decide such dispute or in any other situation not covered in paragraphs A-F of this Section, and if the dispute is not resolved among the parties within five (5) calendar days, it shall be referred by any one of the Unions with the involved Contractor, within five (5) days thereafter, to the International Unions with which the disputing Unions are affiliated. The International Unions and involved Contractor shall meet promptly to resolve the dispute. Any resolution shall be reduced to writing and signed by representatives of the involved Contractor and the International Union.

In the event that the respective International Unions of the disputing Locals and the involved Contractor are unable to resolve the dispute within thirty (30) days from the date of referral, the dispute shall be referred by any of the interested parties to the an agreed-upon neutral arbitrator, who the parties agree shall be the permanent arbitrator under this Article to hear and decide issues arising from the work assignment which is the basis for the dispute. The parties agree that the said arbitrator shall, within twenty (20) days of such referral, conduct a hearing and render a determination of the dispute. The fee and expenses of such hearing shall be shared equally by each Union and the involved Contractor.

In such hearing, if the arbitrator determines an agreed-upon method exists, to which all parties are bound, he shall refer the dispute to that procedure for resolution. In all other cases, the arbitrator shall proceed to resolve the dispute on the merits.

#### **SECTION 4: AWARD**

Any jurisdictional award pursuant to Section 3 shall be final and binding on the disputing Local Unions and the General Contractor or the involved subcontractor on this Project only, and may be enforced in any court of competent jurisdiction. Such award or resolution shall not establish a precedent on any other construction work not covered by this Agreement. In all disputes under this Article, the General Contractor and the involved subcontractors shall be considered parties in interest.

#### **SECTION 5: LIMITATIONS**

The arbitrator selected under the Plan shall have no authority to assign work to a double crew, that is, to more employees than the minimum required by the General Contractor or the subcontractor to perform the work involved; nor to assign the work to employees who are not qualified to perform work involved; nor to assign work being performed by excluded employees as defined in Article 3, Section 3 to union employees. This does not prohibit the establishment, with the agreement of the General Contractor and the involved subcontractor, of composite crews where more than one (1) employee is needed for the job. The aforesaid determinations shall decide only to whom the disputed work belongs.

#### **SECTION 6: NO INTERFERENCE WITH WORK**

There shall be no interference or interruption of any kind with the work of the Project while any jurisdictional dispute is being resolved. The work shall proceed as assigned by the General Contractor or the subcontractor until finally resolved under the applicable procedure of this Article.

The award shall be confirmed in writing to the involved parties. There shall be no strike, work stoppage, or interruption in protest of any such award.

### **ARTICLE 10- WAGES AND BENEFITS**

#### **SECTION 1: CLASSIFICATION AND BASE HOURLY RATE**

Attached to this Project Agreement and incorporated into the Agreement are the various Local Union or craft agreements in place as of March \_\_\_, 2021. The wages paid and the fringe benefits provided to employees employed under this Project Agreement are those set out in the attached Schedule A agreements and future negotiated agreements.

All employees covered by this Agreement shall be classified in accordance with the work performed and paid the base hourly wage rates for those classifications as specified in the State Wage Rates included in the contract specifications, as amended during this Agreement Recognizing, however, that special conditions may exist or occur on the Project, the parties, by mutual agreement may establish rates and/or hours for one or more classifications which may be higher than the State Wage Rates. If the rate in any Collective Bargaining Agreement differs from the State Wage Rate, the higher rate shall prevail.

## **SECTION 2: EMPLOYEE BENEFIT FUNDS**

A. The General Contractor and the subcontractors agree to pay contributions on behalf of all employees covered by this Agreement to the established employee benefit funds in the amount designated in the appropriate Schedule A; provided, however, that the General Contractor and the subcontractors and the Union agree that only such bona fide employee benefits as are explicitly required under the collective bargaining agreements which comprise Schedule A shall be included in this requirement and paid by the General Contractor and the subcontractors on this Project. Bona fide jointly trusted fringe benefit plans established or negotiated through collective bargaining during the life of this Agreement may be added. The General Contractor and the subcontractors shall not be required to contribute to non-bona-fide employee benefits, trusts or plans.

B. The General Contractor and the subcontractors agree to be bound by the written terms of the legally established Trust Agreements specifying the detailed basis on which payments are to be paid into, and benefits paid out of, such Trust Funds but only with regard to work done on this Project and only for those employees to whom this Agreement requires such benefit payments.

C. It is the obligation of the General Contractor upon timely notice from the Union or the Trustees of the Funds identified in Article 10, Section B of this Agreement, to withhold, in an appropriate amount, any funds due and owing to a Contractor who is delinquent in his payments required under this section for work performed by him on the Project. To the extent possible, the General Contractor shall not release such withholding until the Contractor is in compliance. It is also the obligation of all Contractors who subcontract work, upon timely notice from the Union or the Trustees of a recognized Fund to withhold, in an appropriate amount, any funds due and owing to a subcontractor who is delinquent in his payments required under this section.

D. Upon notice of the Unions of a contractor's delinquency in payments of wages and benefits owed under this Agreement, the General Contractor agrees to work with the Unions to find and implement a mutually agreed upon remedy prior to making any periodic payments to the contractor in question. Further, prior to the General Contractor's closing out of payments to a contractor for work performed under this Agreement, the General Contractor will contact the designed representative of the Council for confirmation that payment in full has been made for all wages and benefits owed for employees who have worked under this Agreement.

E. The Unions agree that they, their agents and bargaining unit members will not engage in any strikes, picketing, work stoppages, slowdowns or other disruptive activity affecting work covered by this Agreement.

## **ARTICLE 11- HOURS OF WORK, PREMIUM PAYMENTS, SHIFTS AND HOLIDAYS**

### **SECTION 1: WORK WEEK AND WORKDAY**

A. The standard work week shall consist of 40 hours of work at straight time rates of the following schedule: Five-Day Work Week: Monday-Friday; 5 days at 8 hours per day plus ½ hour unpaid lunch period each day.

B. The Day shift shall commence between the hours of 6:00 a.m. and 8:00 am. and shall end between the hours of 2:00 p.m. and 7:30 p.m. Starting and quitting times shall occur at the staging areas as may be designated by the General Contractor or the subcontractor.

C. The General Contractor or the subcontractors shall provide not less than 5 days prior notice to the Local Union involved as to the work week and work hours schedules to be worked or such lesser notice as may be mutually agreed upon.

## **SECTION 2: OVERTIME**

Overtime pay for hours outside of the standard work week and work day, described in paragraph A above, shall be paid in accordance with the applicable Schedule A. There will be no restriction upon or the subcontractor's scheduling of overtime or the non-discriminatory designation of employees who shall work. There shall be no pyramiding of overtime pay under any circumstances. The General Contractor and each subcontractor shall have the right to schedule work so as to minimize overtime. Further, notwithstanding any provision of a collective bargaining agreement contained in Schedule A, there shall be no "me too" provision, such that if any Schedule A agreement requires a signatory employer to pay double time if any other trade on the Project is being paid double time, such provision shall be of no effect on this Project.

## **SECTION 3: SHIFTS**

A. Flexible Schedules. Scheduling of shift work shall remain flexible in order to meet Project schedules and existing Project conditions including the minimization of interference with traffic and the operation of the school. It is not necessary to work a day shift in order to schedule a second shift. Shifts must be worked a minimum of five consecutive work days, must have prior approval of the General Contractor, and must be scheduled with not less than five work days notice to the Local Union.

B. Second Shift. The second shift (starting between 2 p.m. and 8 p.m.) shall consist of 8 hours work for an equal number of hours pay at the straight time rate.

C. Flexible Starting Times. Shift starting times will be adjusted by or the subcontractor as necessary to fulfill Project requirements subject to the notice requirements of paragraph A.

## **SECTION 4: HOLIDAYS**

A. Schedule. There shall be 10 recognized holidays on the Project: New Year's Day; President's Day; Patriot's Day; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day

All said holidays shall be observed on the dates designated by Massachusetts State Law. In the absence of such designation they all be observed on the calendar date except those holidays which occur on Sunday shall be observed on the following Monday.

B. Payment. Regular holiday pay, if any, and/or premium pay for work performed on such a recognized holiday shall be in accordance with the applicable Schedule A

C. Exclusivity. No holidays other than those listed in Section 4-A above shall be recognized nor observed.

## **SECTION 5: REPORTING PAY**

A Employees who report to the work location pursuant to the regular schedule who are not provided with work or whose work is terminated early by the General Contractor or a subcontractor, for whatever reason, shall receive minimum, reporting pay in accordance with the applicable Schedule A.

B. When an employee, who has completed their scheduled shift and left the Project site, is "called out" to perform special work of a casual, incidental or irregular nature, the employee shall receive pay for actual hours worked with a minimum guarantee, as may be required by the applicable Schedule A, at the employee's straight time rate.

C. When an employee leaves the job or work location of their own volition or is discharged for cause or is not working as a result of the General Contractor or the subcontractor's invocation of Section 7 below, they shall be paid only for the actual time worked.

D. Except as specifically set forth in this Article, there shall be no premiums, bonuses, hazardous duty, high time or other special payment of any kind.

E. There shall be no pay for time not actually worked except as specifically set forth in this Article and except where an applicable Schedule A requires a full weeks' pay for forepersons.

F. If an employee reports to work in a condition unable to work, he will not be eligible for reporting pay.

#### **SECTION 6: PAYMENT OF WAGES**

A. Payday: Payment shall be made by check, drawn on a bank with branches located within commuting distance of the Project site. Paychecks shall be consistently issued by the General Contractor and the subcontractor at the Project site by a set time and day of the week. In the event that the normal payday is a bank holiday, paychecks shall be issued on the day prior to the usual payday of that week. Paycheck stubs shall contain the name and business address of the General Contractor or the subcontractor together with an itemization of deductions from gross wages,

B. Termination: Employees who are laid off or discharged for cause shall be paid in full for that which is due them at the time of termination. The General Contractor or the subcontractor shall also provide the employee with a written statement setting forth the date of lay off or discharge.

#### **SECTION 7: EMERGENCY WORK SUSPENSION**

The General Contractor or any subcontractor may, if considered necessary for the protection of life and/or safety of employees or others, suspend all or a portion of Project work. In such instances, employees will be paid for actual time worked; provided, however, that when the General Contractor or a subcontractor requests that employees remain at the job site available for work, employees shall be paid for "stand by" time at their hourly rate of pay they were receiving at the time the work was suspended.

#### **SECTION 8: INJURY/DISABILITY**

An employee who, after commencing work, suffers a work-related injury or disability while performing work duties, shall receive no less than 8 hours wages for that day. Further, the employee shall be rehired at such time as able to return to duties provided there is still work available on the Project for which the employee is qualified and able to perform.

#### **SECTION 9: TIME KEEPING**

The General Contractor or a subcontractor may utilize systems to check employees in and out. Each employee must check in and out. The General Contractor or the subcontractor will provide adequate



facilities for checking in and out in an expeditious manner.

#### **SECTION 10: MEAL PERIOD**

The General Contractor or a subcontractor shall schedule an unpaid period of not more than 1/2 hour duration at the work location between the 3rd and 5th hour of the scheduled shift. A subcontractor may, for efficiency of operation establish a schedule which coordinates the meal periods of two or more crafts. If an employee is required to work through the meal period; the employee shall be compensated in a manner established in the applicable Schedule A.

#### **SECTION 11: BREAK PERIODS**

There will be no rest periods, organized coffee breaks or other non-working time established during working hours as per Schedule A. Individual coffee containers will be permitted at the employee's work location.

### **ARTICLE 12- APPRENTICES**

#### **SECTION 1: UTILIZATION**

Recognizing the need to maintain continuing supportive programs designed to develop adequate numbers of competent workers in the construction industry and to provide craft entry opportunities for minorities, women and economically disadvantaged non-minority males, and the subcontractors will employ apprentices in their respective crafts to perform such work as is within their capabilities and which is customarily performed by the craft in which they are indentured. The general contractor and the subcontractors may utilize apprentices and such other appropriate classifications as are contained in the applicable Collective Bargaining Agreement of the Local Union identified in this Agreement, or any other training program established by mutual agreement of the parties and governmental agencies that provide for training of individuals defined as minorities under applicable Massachusetts General Laws. Union signatories will cooperate with employers to permit utilization of the maximum number of apprentices permitted by applicable law.

### **ARTICLE 13 - SAFETY PROTECTION OF PERSON AND PROPERTY**

#### **SECTION 1: SAFETY REQUIREMENTS**

The General Contractor and each subcontractor will ensure that applicable OSHA requirements are at all times maintained on the Project and the employees and Unions agree to cooperate fully with these efforts. Employees must performed their work at all times in a safe manner and protect themselves and the property of the Town of Braintree, the General Contractor, and the subcontractors from injury or harm. Failure to do so may be grounds for discipline, including discharge. .

#### **SECTION 2: CONTRACTOR RULES**

Employees covered by this Agreement shall at all times be bound by the reasonable safety, security, and visitor rules as established by the General Contractor and the subcontractors for this Project. Such rules will be published and posted in conspicuous places throughout the Project.

### **SECTION 3: INSPECTIONS**

The General Contractor and the subcontractors retain the right to inspect incoming shipments of equipment, apparatus; machinery and construction materials of every kind.

## **ARTICLE 14- NO DISCRIMINATION**

### **SECTION 1: COOPERATIVE EFFORTS**

The General Contractor and the subcontractors and Unions agree that they will not discriminate against any employee or applicant for employment because of any unlawful basis, including but not limited to race, color, religion, sex, national origin, sexual orientation, disability, or age in any manner prohibited by law or regulation. All complaints regarding the application of this provision shall be brought to the immediate attention of the General Contractor and the involved subcontractor and/or Union for consideration and resolution.

### **SECTION 2: LANGUAGE OF AGREEMENT**

The use of the masculine or feminine gender in this Agreement shall be construed as including both genders.

## **ARTICLE 15 - GENERAL TERMS**

### **SECTION 1: PROJECT RULES**

The General Contractor and the subcontractors shall establish such reasonable Project rules, as are appropriate for the good order of the Project. These rules will be explained at the pre-job conference and posted at the Project site and may be amended thereafter as necessary. Failure of an employee to observe these rules and regulations may be grounds for discipline, including discharge. The fact that no order was posted prohibiting a certain type of misconduct shall not be a defense to an employee disciplined or discharged for such misconduct when the action taken is for cause.

### **SECTION 2: TOOLS OF THE TRADE**

A craft that has been given a job assignment by the General Contractor or a subcontractor may use any tool, device, or method of application, such as the welding/cutting torch and chain fall, necessary to complete that assignment provided that the assigned employee(s) can safely use the tools and/or equipment involved and that they possess the proper certification needed for operation of those tools and/or equipment.

### **SECTION 3: SUPERVISION**

Employees shall work under the supervision of the craft foreperson or general foreperson

### **SECTION 4: TRAVEL ALLOWANCES**

There shall be no payments for travel expenses, travel time, subsistence allowance or other such reimbursements or special pay except as expressly set forth in this Agreement.

## **SECTION 5: FULL WORK DAY**

Employees shall be at their staging area at the starting time established by the General Contractor or the subcontractor and shall be returned to their staging area by quitting time after performing their assigned functions under the supervision of or the subcontractor. The signatories reaffirm their policy of a fair day's work for a fair day's wage.

## **ARTICLE 16- SAVINGS AND SEVERABILITY**

### **SECTION 1: THIS AGREEMENT**

In the event that the application of any provision of this Agreement is enjoined, on either an interlocutory or permanent basis, or otherwise found in violation of law, the provision involved shall be rendered, temporarily or permanently, null and void but the remainder of the Agreement shall remain in full force and effect. In such event, the Agreement shall remain in effect for contracts already bid and awarded or in construction where the General Contractor and the subcontractors voluntarily accept the Agreement. The parties to this Agreement will enter into negotiations for a substitute provision in conformity with the law.

### **SECTION 2: THE BID SPECIFICATIONS**

In the event that the Town of Braintree's bid specifications to contractors enforcing this Agreement are held invalid, then the Local Unions shall have the right to declare this Agreement null and void because of lack of consideration. If any or all provisions of this Agreement or any enabling specifications are finally held or determined to be illegal or void by a court of competent jurisdiction, the parties agree that they will promptly, but in no instance later than forty-eight (48) hours from the decision of the Court, enter into negotiations concerning the substance affected by such decision for the purpose of achieving conformity with the court action.

### **SECTION 3: NON-LIABILITY**

In the event of an occurrence referenced in Section 1 or Section 2 of this Article, neither or any subcontractor, or any signatory Union shall be liable, directly or indirectly, for any action taken, or not taken, to comply with any court order, injunction or determination. Project bid specifications will be issued in conformance with court orders then in effect and no retroactive payments or other action will be required if the original court determination is ultimately reversed.

## **ARTICLE 17 - FUTURE CHANGES IN SCHEDULE A AREA CONTRACTS**

### **SECTION 1: CHANGES TO AREA CONTRACTS**

A Schedules A to this Agreement shall continue in full force and effect Until the Employer/Contractor and Union parties to the Area Collective Bargaining Agreements which are the basis for Schedule A notify (the General Contractor) in writing of the mutually agreed upon changes in provisions of such agreements which are applicable to the Project, and their effective dates.

B. Any disagreement between signatories to this Agreement over the incorporation into Schedules A of provisions agreed upon in the renegotiation of Area Collective Bargaining Agreements shall be resolved in accordance with the procedure set forth in Article 9 of this Agreement.

**SECTION 2: LABOR DISPUTES DURING AREA CONTRACT NEGOTIATIONS**

The Unions agree that there will be no strikes, work stoppages, sympathy actions, picketing, slowdowns or other disruptive activity or other violations of Article 7 affecting the Project by any Local Union involved in the renegotiation of Area Collective Bargaining Agreements nor shall there be any lock-out on this Project affecting a Local Union during the course of such renegotiations.

**ARTICLE 18 - COMMUNICATION AND CONFERENCES**

**SECTION 1: NOTICE OF AWARD**

To the extent possible, it is agreed that prior to the final award of a contract or subcontract to any contractor, for work covered by this Agreement, the General Contractor shall notify the President of the Quincy and South Shore Building Trades Council, AFL-CIO or equivalent as to the name of the contractor selected, the scope of work to be performed under the contract, and which crafts are anticipated to be involved in the performance of the scope of work. The General Contractor or the subcontractor will hold a pre-job conference with the Council two weeks prior to the start of any work, It shall be the responsibility of the Council to notify the respective Local Unions of the pending award and the pre-job conference.

**SECTION 2: PERIODIC CONFERENCES**

Periodic conferences shall be held by the parties approximately every six (6) week for the purpose of discussing matters of mutual interest.

IN WITNESS WHEREOF the parties have caused the Agreement to be executed and effective on this day of , 2021.

## Huff, Crystal

---

**From:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Sent:** Friday, January 29, 2021 2:53 PM  
**To:** Taub, Nicole  
**Cc:** 'Hackett, Frank'; Carroll, Mike; Will Spears; Nereyda Rodriguez; Mahoney, Mary  
**Subject:** Braintree South MS - Bid Preparations  
**Attachments:** Contract for Construction Services-Template 1.29.21.doc; MA-OIG Workforce Participation Goal Public Funded Projects.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Nicole,

This may seem early but time usually flies once we proceed into Construction Document design phase. I want to review several administrative/contract related issues with you to ensure we stay on track.

The schedule provides for 60% CD submission to MSBA on March 29, 2021 and contractor prequalification (GC & filed sub-bidders) to begin in April. As we approach April, I will follow up with you regarding requirements for contractor prequalification including establishment of the prequalification committee as prescribed in 810 CMR 9.00 & 10.00.

The project bid documents will require several Owner supplied documents, including:

- Contract for Construction Services (we cannot use East MS as it is a CM@Risk contract)
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- Information on any local Noise Ordinances
- Confirmation of insurance limits and coverage
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- Goals for Minority Business Enterprises and Women Business Enterprises per July 2020 MA-SDO Bulletin (<https://www.mass.gov/doc/amp-2020-program-changes/download>)
- An Appendix that provides **Goals for Work Force Participation For Minorities and Women and procedures for tracking** (Per D. Anderson of MA AG: Awarding authorities should ask their local counsel to draft sample language to include in bid documents and contracts consistent with Massachusetts law and municipal ordinances. )

The last item is a new requirement from MSBA for all projects bidding after December 2020.

I have attached a Contract for Construction Services template that I used on prior MSBA school projects and a document issued by the MA OIG regarding the new workforce requirements.

I ask that you review the documents listed above and advise on steps/process to complete these documents required for GC bid and contract.

Please contact me should you have any questions.

Regards,

**Mary Mahoney**

Project Manager

Hill International, Inc.

75 Second Avenue, Suite 300  
Needham, MA 02494  
(617) 512-6397  
[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)



**Hill International**

## Huff, Crystal

---

**From:** Hackett, Frank <frank.hackett@braintreeschools.org>  
**Sent:** Monday, April 26, 2021 8:15 AM  
**To:** Mahoney, Mary  
**Cc:** Carroll, Mike; Jim Lee  
**Subject:** Re: Braintree South MS - Bid Preparations

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Hi Mary,

Did you get a response to this?

Frank

**Dr. Frank Hackett, Superintendent of Schools**

Braintree Public Schools | Achieving • Creative • Inclusive

Office of the Superintendent | 348 Pond Street, Braintree, MA 02184

P 781-380-0130 | F 781-380-0146 | [www.braintreeschools.org](http://www.braintreeschools.org) | @BraintreeEDU

On Wed, Apr 21, 2021 at 3:33 PM Mahoney, Mary <[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)> wrote:

Good Afternoon Nicole and Frank,

I am following up on the email below regarding a Contract for Construction Services and other Owner supplied documentation that will be needed for the South MS GC bid document.

On April 19, 2021, MSBA issued its review comments for the 60%CD documentation and among the MSBA's comments was:

- Confirmation that the contract meets the applicable requirements of M.G.L. c. 149, § 44A (2)(g) and contains workforce participation goals for minorities and women. Confirm that the contract includes the processes and procedures to ensure compliance with the workforce participation goals, including reporting and enforcement provisions.- Workforce participation goals for minorities and women, processes and procedures to ensure compliance, and reporting and enforcement provisions are not included in the Project Manual (refer to recent MSBA Project Advisories for additional information). Please include this information in the response to this review and confirm that it will be included in the next submission. Draft response: – The Town of Braintree is reviewing requirements of M.G.L c. 149, § 44A (2) (g) and is developing goals, processes and procedures to ensure compliance with local workforce participation goals as those goals are developed. The Town of Braintree is developing a Contract for Construction Services and Supplemental General Condition. The Contract for Construction Services and Supplemental General Condition documents will include Commonwealth of Massachusetts,

Supplemental Equal Employment Opportunity, non-Discrimination and Affirmative Action *Program Supplement* and is attached as *Exhibit F* to this response.

- Confirmation that the contract meets the applicable requirements of M.G.L. c 7c, §6 and M.G.L. c. 7, §61(l), and contains Annual Program Goals for Minority Business Enterprise (“MBE”) and Women Business Enterprise (“WBE”) Participation and includes the processes and procedures to ensure compliance with the Minority and Women Business Goals, including reporting and enforcement provisions. - MBE/WBE participation goals, processes and procedures to ensure compliance and reporting and enforcement provisions are not included in the Project Manual (refer to recent MSBA Project Advisories for additional information). Please include this information in the response to this review and confirm that it will be included in the next submission. Draft response - The Town of Braintree is developing a Contract for Construction Services and Supplemental General Condition. The Contract for Construction Services and Supplemental General Condition documents will include MA Supplier Diversity Office Affirmative Marketing Program 2020 documentation with MBE Participation Goal stated as 4.2% and WBE Participation Goal stated as 8.8%. MA Supplier Diversity Office Affirmative Marketing Program 2020 document is attached as *Exhibit G* to this response.

For the 90%CD submission, MSBA will expect to see the Contract for Construction Services including provisions to address the two questions above and the PLA. The other items identified below need to be included to establish controls and insurance requirements for the project. 90% CD documentation is scheduled to be submitted to MSBA on or before June 28, 2021.

I know this is a very busy time due to Town budget process so I hope that the needed documentation can be forward over the next 6-8 weeks for inclusion in the 90%CD submission to MSBA.

Regards,

Mary Mahoney

Project Manager



**Hill International**

**From:** Mahoney, Mary <MaryMahoney@hillintl.com>

**Sent:** Friday, January 29, 2021 2:53 PM

**To:** Taub, Nicole <ntaub@braintreema.gov>

**Cc:** 'Hackett, Frank' <frank.hackett@braintreeschools.org>; Carroll, Mike <MikeCarroll@hillintl.com>; Will Spears <wspears@mds-bos.com>; Nereyda Rodriguez <nrodriguez@mds-bos.com>; Mahoney, Mary <MaryMahoney@hillintl.com>

**Subject:** Braintree South MS - Bid Preparations

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[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)



**Hill International**

## Huff, Crystal

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**From:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Sent:** Wednesday, April 21, 2021 3:33 PM  
**To:** Taub, Nicole; 'Hackett, Frank'  
**Cc:** Carroll, Mike; Will Spears; Nereyda Rodriguez; Mahoney, Mary; See, Lorraine; Huff, Crystal  
**Subject:** RE: Braintree South MS - Bid Preparations  
**Attachments:** Contract for Construction Services-Template 1.29.21.doc; MA-OIG Workforce Participation Goal Public Funded Projects.pdf; EXHIBIT F-MA Supplemental Equal Opportunity- Affirmative Action Program.doc; EXHIBIT G-SDO-MBE.WBE\_AMP\_Goals-July 1, 2020.doc

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Project Manager



## Hill International

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**Sent:** Friday, January 29, 2021 2:53 PM

**To:** Taub, Nicole <ntaub@braintreema.gov>

**Cc:** 'Hackett, Frank' <frank.hackett@braintreeschools.org>; Carroll, Mike <MikeCarroll@hillintl.com>; Will Spears <wspears@mds-bos.com>; Nereyda Rodriguez <nrodriguez@mds-bos.com>; Mahoney, Mary <MaryMahoney@hillintl.com>

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- Provisions for a Project Labor Agreement
- Goals for Minority Business Enterprises and Women Business Enterprises per July 2020 MA-SDO Bulletin (<https://www.mass.gov/doc/amp-2020-program-changes/download>)
- An Appendix that provides **Goals for Work Force Participation For Minorities and Women and procedures for tracking** (Per D. Anderson of MA AG: Awarding authorities should ask their local counsel to draft sample language to include in bid documents and contracts consistent with Massachusetts law and municipal ordinances. )

The last item is a new requirement from MSBA for all projects bidding after December 2020.

I have attached a Contract for Construction Services template that I used on prior MSBA school projects and a document issued by the MA OIG regarding the new workforce requirements.

I ask that you review the documents listed above and advise on steps/process to complete these documents required for GC bid and contract.

Please contact me should you have any questions.

Regards,  
**Mary Mahoney**  
Project Manager  
Hill International, Inc.  
75 Second Avenue, Suite 300  
Needham, MA 02494  
(617) 512-6397  
[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)



**Hill International**

Town of Braintree  
Improvements to South Middle School

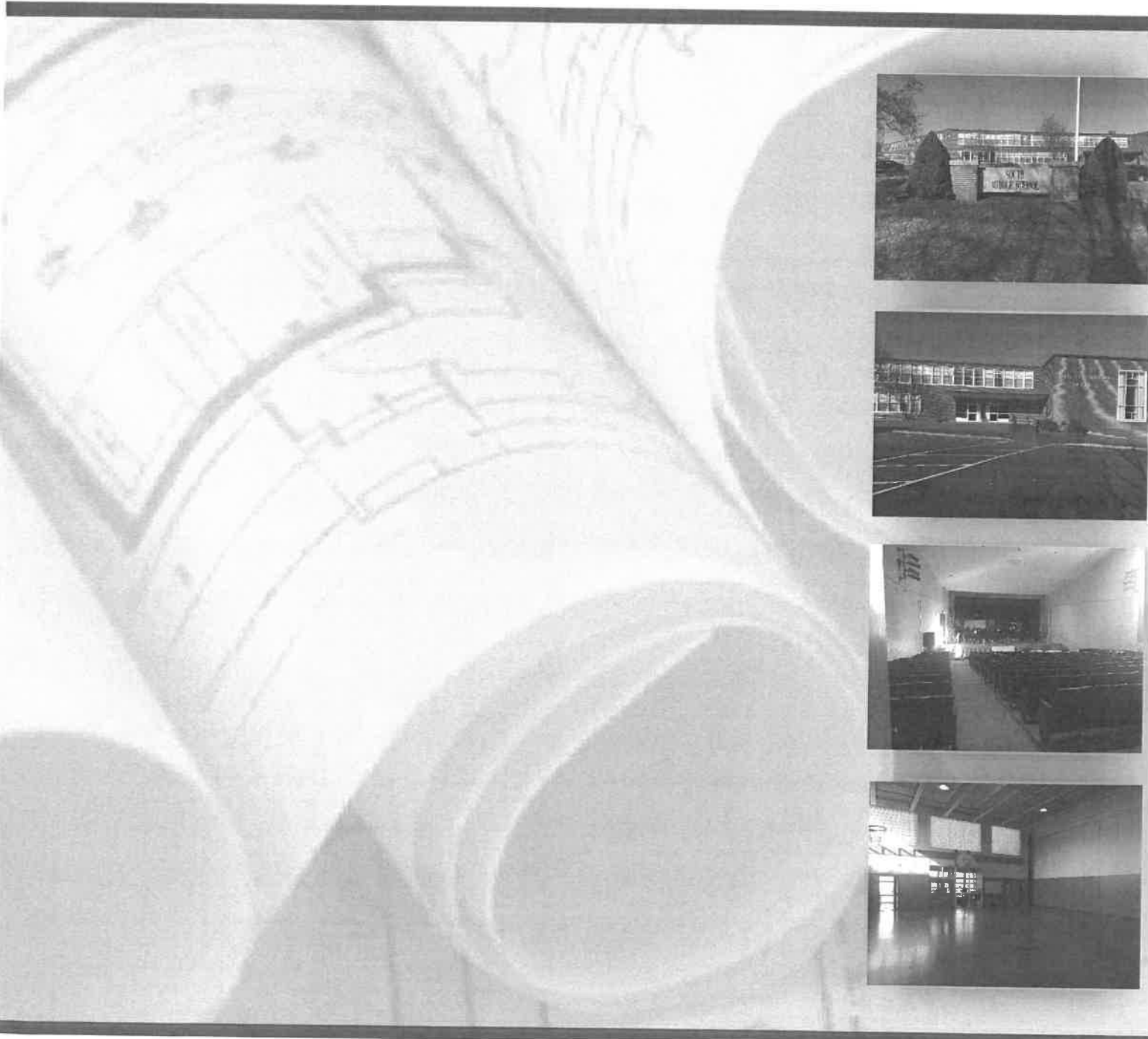


Project Monthly Report

September 2020

**HILL**

**Hill International**





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- a. Total Project Budget, October 8, 2020

### **4. DOCUMENTATION**

- a. School Building Committee Agenda for Meeting September 14, and September 30, 2020
- b. Approved School Building Committee Minutes for Meeting September 14 and September 30 , 2020
- c. Town of Braintree, Office of the Town Clerk, certified results for the Local Special Election of September 26, 2020



# 1. Executive Summary

## Executive Summary

This Project Manager's Report for the Town of Braintree's South Middle School (MS) Project, MSBA Project No. 201600400310, submitted by **Hill International (Hill)**, covers activities for the month of September 2020.

During the month of September 2020, Hill provided MSBA and the Town with progress updates for local funding process and provided total project budget, grant payment information, and schedule updates for community outreach and public information meetings conducted in advance of the Local Special Election scheduled September 26, 2020.

On July 15, 2020, Braintree's Town Council unanimously approved the request of the Town Clerk to call a Local Special Election on September 26, 2020. The Local Special Election will include four individual ballot questions for vote by Town residents who are qualified to vote in the state primary election. The ballot will include: **Question 1: Funding for the New South Middle School Project**, **Question 2: Replacements of School Roofs**, **Question 3: Braintree High School Feasibility Study**, and **Question 4: Enhancing School Security Measures**.

During the month of September, Town and School Department officials conducted additional community meetings to inform the public of the Local Special Election, scheduled September 26, 2020, and answer questions regarding each of the questions included on the ballot and local tax implications of funding approval(s).

On September 8, 2020, the Braintree School Building Committee convened a meeting to discuss the East Middle School Project work performance, schedule, and financials. The South Middle School project was not included as an agenda item nor was the project discussed at the meeting.

On September 9, 2020, Hill submitted its August 2020 MSBA online monthly report with attachments including progress schedule, cash flow update, and change order log.





On September 14, 2020, the School Building Committee convened to discuss preparations for re-starting the South Middle School Project should the results of the Local Special Election approve funding for the project and consider including a Project Labor Agreement in the project's contract for construction services. Following discussions, the Committee voted unanimously to include a Project Labor Agreement in the South Middle School construction bid documents.

On September 26, 2020, Braintree held a Local Special Election with the ballot including the following items: **Question 1: Funding for the New South Middle School Project**, **Question 2: Replacements of School Roofs**, **Question 3: Braintree High School Feasibility Study**, and **Question 4: Enhancing School Security Measures**.

On September 27, 2020, Town representatives provided and Hill forwarded, to MSBA, the result of a Local Special Election, conducted September 26, 2020, specifically the vote count for **Question 1: Will voters support a \$55.6 million debt exclusion to build a new South Middle School?** - Yes: 5,544, - No: 1,887.

On September 30, 2020, the Office of the Town Clerk, Braintree MA, provided a document that, "...certified that at a duly posted meeting of the Board of Registrars, members certified results of the September 26, 2020 Local Special Election as follows:"

Question 1 – South Middle School

Yes – 5,586

No – 1,897

Blanks – 39

Question 2 – School Roofs

Yes – 5,796

No – 1,682

Blanks – 44

Question 3 – BHS Feasibility Study

Yes – 5,286

No – 2,193

Blanks – 43

Questions 4 – School Security

Yes – 5,404

No – 2,076



Blanks - 42

On September 30, 2020, the School Building Committee convened and discussed the results of the Local Special Election and next steps for the South Middle School Project. Hill reported on notifications to MSBA regarding the South Middle School Project local funding approval vote, reviewed the status of the project including that Design Development Phase was completed March 2020 and that further development efforts suspended pending the funding vote, schedule adjustments due to funding vote postponement to September 2020 and process and documentation related to MSBA's Project Funding Agreement.

On September 30, 2020, Hill contacted MSBA to inquire as to the status of MSBA's approval of South Middle School's Design Development documentation based on the District's response to MSBA review comments March 10, 2020 and Department of Elementary and Secondary Education (DESE) letter, dated April 13, 2020 indicating adequate provisions are included in the South Middle School Project for children with disabilities, as defined in section 1 of chapter 71B." At the end of the month, MSBA response was pending.

During the month, Hill produced project progress reports for work performed and milestones achieved in the month of September, provided project schedule and financial information, and submitted monthly progress reports to MSBA and the Braintree Public Schools for the month of August 2020. Hill Invoice #PBO-02284.00-0000028 was processed for payment.

**Progress and Milestones Achieved**

The following milestones were achieved during the month of September 2020:

- The Town of Braintree conducted a Local Special Election, September 26, 2020, with vote resulting in local funding approval for the South Middle School Project.
- Submit certified vote results to MSBA and initiate process and documentation for a Project Funding Agreement.



- Initiate action to amend profession services contracts with Hill, as project owner's project manager, and Miller Design Spears, Inc., as designer.

**Upcoming tasks include:**

**October 2020:**

- Execute contract amendments for Hill International, Inc., Owner's Project Manager, and Miller Dyers Spears, Inc., designer, to continue professional services for the South Middle School Project.
- Review Design Development Cost Estimates and update to project schedule adjustment, market, and inclusion of a Project Labor Agreement in the bid documents. Reconcile updated cost estimates to approved project scope and budget.
- Initiate Construction Document design phase.

**Financials**

The South Middle School current total project budget is **\$2,726,360** that includes a contract with Hill International for Owner Project Management services, inclusive of Amendment No. 01, and Miller Dyer Spears Designer Service Contract, inclusive of Amendment No. 01 and 02. Total commitments to date equal **\$2,726,167**. Based on all commitments and expenditures through Design Development Phase the project is under budget.

On August 28, 2019, MSBA Board of Directors approved a school construction grant for up to \$30,997,288 for a New South MS Project based on a **Total Project Budget of \$86,585,919**.

On September 26, 2020, the voters of Braintree approved partially fund the project. The Town will review options for bonding the project.

**Schedule**

The next milestones for the South Middle School project are:

- Execute contract amendments for Hill International, Inc., Owner's Project Manager, and Miller Dyers Spears, Inc.,



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designer, to continue professional services for the South Middle School Project.

- Initiate Construction Document design phase.
- Initiate bond procurement for the South Middle School Project.

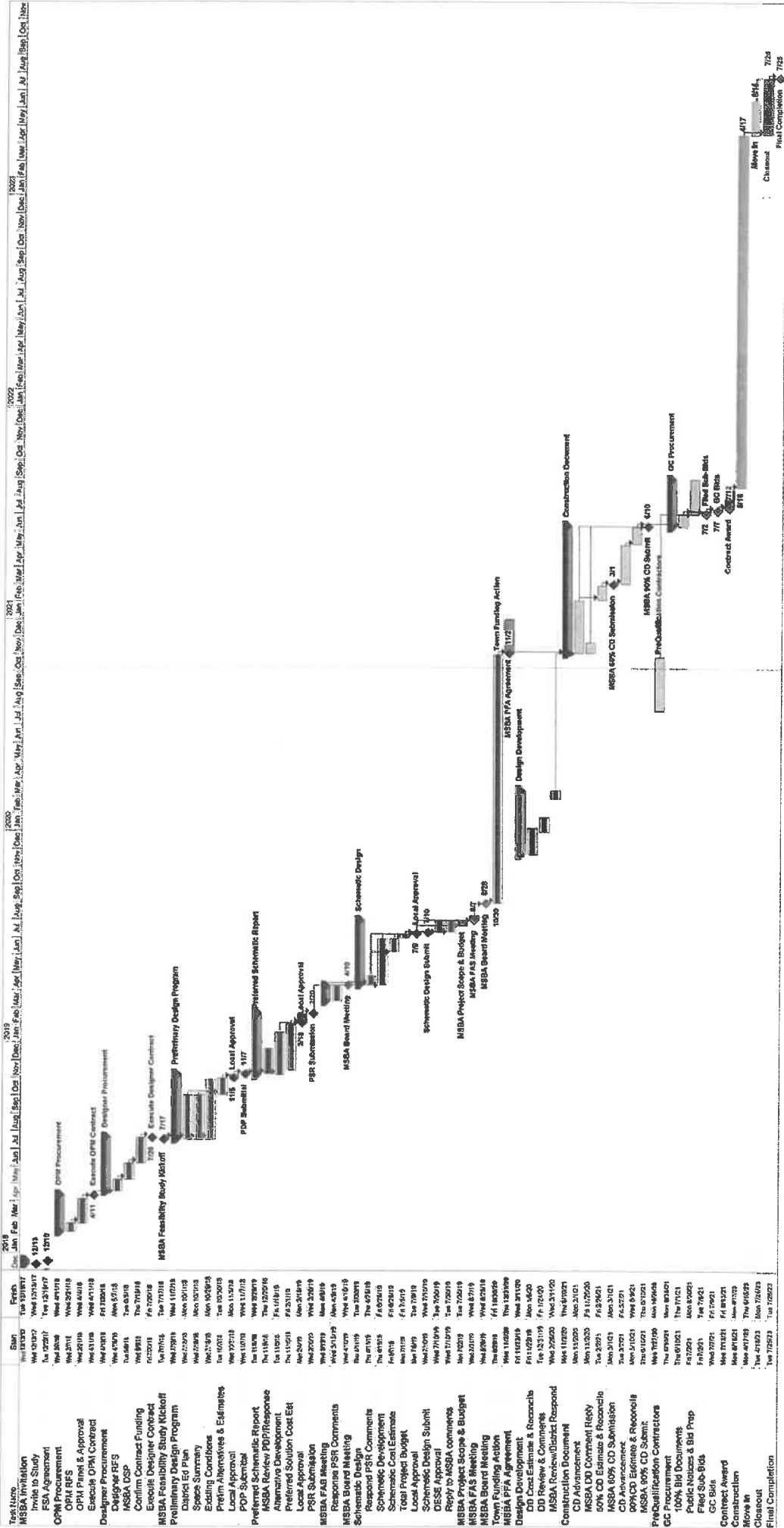


## 2. Schedule

- a. Project Schedule, dated October 8, 2020

**Town of Braintree  
South Middle School**

**PROJECT WORK PLAN SCHEDULE**





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## 3. Financials

- a. Total Project Budget, dated  
October 8, 2020

Project Budget and Cost Summary

Description	FSA Budget	BUDGET		COST		CASH FLOW		Hill Codes	ProPay Code
		Baseline Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Total Project Costs		
<b>20 Construction</b>									
Pre-Construction Construction Budget		\$0	\$0	\$0	\$0	\$0	\$0		0501-0000
Change Orders		\$69,181,416	\$0	\$69,181,416	\$0	\$0	\$69,181,416		0502-0001
<b>Subtotal</b>	<b>\$0</b>	<b>\$69,181,416</b>	<b>\$0</b>	<b>\$69,181,416</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,181,416</b>		0508-0000
<b>30 Architectural &amp; Engineering</b>									
A&E Feasibility Study/Schem Design	\$625,278	\$625,278	\$0	\$625,278	\$625,278	\$0	\$625,278		0002-0000
Environmental & Site	\$55,000	\$14,785	\$14,785	\$69,785	\$69,785	\$0	\$67,160		0003-0000
Other Feasibility Study	\$57,384	\$14,785	-\$14,785	\$42,599	\$42,599	\$0	\$36,068		0004-0000
Design Development	\$1,345,334	\$0	\$0	\$1,345,334	\$1,345,334	\$0	\$1,345,334		0201-0400
Construction Documents	\$2,280,979	\$0	\$0	\$2,280,979	\$2,280,979	\$0	\$2,280,979		0201-0500
Bid	\$240,912	\$0	\$0	\$240,912	\$240,912	\$0	\$0		0201-0600
Construction Administration	\$1,734,984	\$0	\$0	\$1,734,984	\$1,734,984	\$0	\$1,734,984		0201-0700
Closeout	\$124,342	\$0	\$0	\$124,342	\$124,342	\$0	\$0		0201-0800
Other Basic Services	\$150,000	\$0	\$0	\$150,000	\$150,000	\$0	\$0		0203-0100
A&E - Printing (over min)	\$50,000	\$0	\$0	\$50,000	\$50,000	\$0	\$0		0203-0200
Other Services - Reimbursable Costs	\$150,000	\$0	\$0	\$150,000	\$150,000	\$0	\$0		0204-0200
Hazardous Materials	\$25,000	\$0	\$0	\$25,000	\$25,000	\$0	\$0		0204-0300
Geotechnical Engineering	\$250,000	\$0	\$0	\$250,000	\$250,000	\$0	\$0		0204-0400
Site Survey	\$50,000	\$0	\$0	\$50,000	\$50,000	\$0	\$0		0204-0500
Wetlands	\$25,000	\$0	\$0	\$25,000	\$25,000	\$0	\$0		0204-1200
Traffic Studies	\$50,000	\$0	\$0	\$50,000	\$50,000	\$0	\$0		
<b>Subtotal</b>	<b>\$737,662</b>	<b>\$7,364,213</b>	<b>\$0</b>	<b>\$7,364,213</b>	<b>\$2,184,022</b>	<b>\$5,155,191</b>	<b>\$7,347,413</b>		
<b>40 Administrative Costs</b>									
OPM Basic Services									
OPM Feasibility Study	\$261,338	\$0	\$0	\$261,338	\$261,338	\$0	\$0		0102-0000
Other Feasibility Study	\$1,000	\$0	\$0	\$1,000	\$807	\$193	\$260,472		0001-0000
OPM Design Development	\$250,000	\$0	\$0	\$250,000	\$250,000	\$0	\$807		0004-0000
OPM Construction Documents	\$320,000	\$0	\$0	\$320,000	\$0	\$320,000	\$82,103		0102-0400
OPM Bidding	\$75,000	\$0	\$0	\$75,000	\$0	\$75,000	\$0		0102-0500
OPM Construction Contract Admin	\$1,310,662	\$0	\$0	\$1,310,662	\$0	\$1,310,662	\$0		0102-0600
OPM Closeout	\$200,000	\$0	\$0	\$200,000	\$0	\$200,000	\$0		0102-0700
OPM - Extra Services	\$75,000	\$0	\$0	\$75,000	\$0	\$75,000	\$0		0102-0800
OPM Reimbursables & Other Services	\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	\$0		0102-0900
OPM: Cost Estimates	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	\$0		0102-1000
OPM - Other Costs	\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	\$0		0102-1100
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0		0102-9900
Commissioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0		0103-0000
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0		---
Utility Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0		0101-0000
Testing Services	\$250,000	\$0	\$0	\$250,000	\$0	\$250,000	\$0		0601-0000
Swing Space / Move	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000	\$0		0602-0000
Other Project Costs	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000	\$0		0603-0000
<b>Subtotal</b>	<b>\$262,338</b>	<b>\$3,243,000</b>	<b>\$0</b>	<b>\$3,243,000</b>	<b>\$542,145</b>	<b>\$2,700,855</b>	<b>\$3,243,000</b>		0699-0000
<b>50 Furniture, Fixtures and Equipment</b>									
Furniture, Fixtures and Equipment	\$960,000	\$0	\$0	\$960,000	\$0	\$960,000	\$0		0701-0000
Technology	\$960,000	\$0	\$0	\$960,000	\$0	\$960,000	\$0		0703-0000
<b>Subtotal</b>	<b>\$0</b>	<b>\$1,920,000</b>	<b>\$0</b>	<b>\$1,920,000</b>	<b>\$0</b>	<b>\$1,920,000</b>	<b>\$1,920,000</b>		
<b>70 Project Contingency</b>									
Construct Contingency		\$3,113,164	\$0	\$3,113,164	\$3,113,164	\$0	\$3,113,164		0507-0000
Owner's Contingency		\$1,764,126	\$0	\$1,764,126	\$1,764,126	\$0	\$1,755,926		0801-0000
<b>Subtotal</b>	<b>\$0</b>	<b>\$4,877,290</b>	<b>\$0</b>	<b>\$4,877,290</b>	<b>\$4,877,290</b>	<b>\$4,869,090</b>	<b>\$4,869,090</b>		
<b>Project Total</b>	<b>\$1,000,000</b>	<b>\$86,585,919</b>	<b>\$0</b>	<b>\$86,585,919</b>	<b>\$2,726,167</b>	<b>\$83,834,752</b>	<b>\$86,560,919</b>	<b>\$2,533,217</b>	<b>\$84,027,702</b>





**Hill International**

## **4. Documentation**

- a. School Building Committee Agenda for Meeting September 14, and September 30, 2020
- b. Approved School Building Committee Minutes for Meeting September 14, and September 30, 2020
- c. Town of Braintree, Office of the Town Clerk, certified results for the Local Special Election of September 26, 2020



## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, September 14, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/82944640486>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82944640486>

Or iPhone one-tap :

US: +16465588656,,82944640486# or +13017158592,,82944640486#

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 829 4464 0486 International numbers available: <https://us02web.zoom.us/j/82944640486>

### AGENDA

1. Call to Order
2. Approval of Minutes, August 3, 2020
3. South Middle School
  - a. Vote happening 09/26/20
  - b. Potential Schedule
  - c. PLA
  - d. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. FF&E
    - iii. Open Items
    - iv. Punch list
  - b. Financial Update
    - i. Contractor Requisition
    - ii. OCO 23
    - iii. OBT 025
  - c. Next Steps
5. Next Meeting September 28, 2020, time TBD.
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

#### **Braintree School Building Committee**

Leon Auvil, Architect*	Ed Cronin, Director of Finance & Operations
Tom Devin, School Committee Chairperson*	Jim Lee, Assistant Superintendent of Schools
Dr. Frank Hackett, Superintendent of Schools*	Tim MacDonald, Hollis Elementary School Principal
Shannon Hume, Town Council President*	John Sheehan, East Middle School Principal
Charles Kokoros, Mayor*	Damon Rainie, South Middle School Principal
Ed Spellman, Finance Director*	Karla Psaros, School Committee
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

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Date & Time: 5:00 PM on September 14, 2020

Location: Zoom Remote Meeting

Attendees

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Karla Psaros, SBC member (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang

**Shawmut Design and Construction (SDC):**

Tony Orrino  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the September 14, 2020 Braintree School Building Committee at 5:04 PM.

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 8/03/2020. Tom Devin made a motion to approve the August 03 minutes, the motion was second by Ed Spellman. Motion carried unanimously, Leon Auvil abstained.

**Overview - South Middle School Project**

Mike Carroll (Hill) provided an update on South Middle School noting the project local funding vote is scheduled September 26, 2020. Hill has contacted Miller Dyer Spears, designer, and discussed getting ready to ramp up design



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

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efforts if the project funding is approved and work moves forward. Hill provided a brief updated on the project schedule with opening date of Fall 2023.

Ms. Taub requested a motion to further discuss a Project Labor Agreement (PLA) for the South Middle School project noting the Committee had initial discussion on the subject at its March 9, 2020 meeting. Shannon Hume motioned to enter discussions on a Project Labor Agreement (PLA) for the South Middle School project. Seconded by Mayor Kokoros, motion carried unanimously.

Ms. Taub and Mayor reported on the value and benefits associated with implementing a project labor agreement (PLA) as part of the South Middle School project construction phase. A PLA is effectively a pre-hire collective bargaining agreement that gets negotiated between the Town, as the project owner, and building trade organizations (unions). A PLA is good for a project of this size, duration, timing, and complexity to ensure timely completion to meet the enrollment needs of the schools, furthered statutory goals for school construction, and help increase workforce diversity. The Town of Braintree used a PLA, in the past, on a South Middle School repair and renovation project that finished on time and within budget.

Mayor Kokoros added one of the main reasons for considering a PLA is the insurance to progress and schedule provided by in agreement by building trades to continued work without delay due to labor stoppage. The schedule for South Middle School has a direct impact to correcting school overcrowding within the district. There is also considerations of parity for with 5<sup>th</sup> graders at Liberty and Highland until a new South Middle School is built and the technology advantages of East Middle School as compared to South, Liberty and Highland schools. The time constraints are significant and the PLA allows the Town to get the project built on time. A PLA will support more diverse work force. The South Middle School project is suited for a project labor agreement and benefits the town greatly to go into that direction. COVID-19 events have pushed this to the forefront and made it the best choice to get the project built on time and on budget.

Shannon Hume recorded her support of a PLA. Ms. Hume was a member of the School Building Committee for the South Middle School repair/renovation project which had a PLA. Ms. Hume reported that in her opinion that the project was on time and on budget because of the PLA. Given the size, scope, schedule, and cost of the South Middle School project, any scheduling or weather delays, will impact the outcome of the project. The unions have the resources to bring in more trained people for all trades to correct delays and there impacts and the Town will know the cost of a completed on time project up front.

Shannon Hume motions to include a Project Labor Agreement in the South Middle School bid documents if the project funding vote were approved and project to move forward. Seconded by Tom Devin, motion carried unanimously.

***Overview - East Middle School Project***

David Billings (Hill) provided a project update noting the building is ready for school to start. School furnishings and equipment are installed. There is a color fading issue with student chairs and Hill is working with Point Line Space to install new chairs. Commissioning is on-going but functioning. Shawmut Design and Construction (SDC) finalizing the punch list and worklist and coordinating with the school when there are no students so they do not interfere with the program. SDC is continuing Covid 19 protocols.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

Danyul Cho of Miller Dyer Spears (MDS) provided an update on punch list noting over 350 items have been completed and closed. MDS will be looking to get interior items closed before students come back and if they are back, back punch will happen on Wednesdays or after school hours. David Billings noted photovoltaic panels are installed and are in the process of being commissioned. There are grading issues concerning ADA and SDC is looking to get the exterior survey completed in the next couple weeks.

Tony Orrino of Shawmut Design and Construction (SDC) noted 42 items remain on punch list and about 50 items are disputed or undefined at this moment. Hill noted SDC can work afterhours when students are out of school. Nicole Taub bought up last meeting punch list was to be complete by mid-august. Nicole Taub asked for a realistic schedule when it is completed. Tony Orrino noted issues with some trouble subcontractors and in the next two weeks, most of the items will be done. Flooring and insect screens have a longer lead time. The items in dispute need further description. Ms. Hume asked if any of the items prevent receiving the occupancy permit. SDC noted no major concerns.

Hill has received May requisition in the amount of about \$1.3M which is currently being reviewed. Once reviewed, it will be sent to MDS to certify the amount. Hill noted the base construction budget is \$66M and about \$2M have been authorized in change orders. The budget shows a risk of \$1.5M for claims from Shawmut and Hill rejected \$1.2M. Hill is looking for acknowledgement to execute change order 23 in the amount of \$53,929.

Mr. Carroll presented Owner Change Order 21 to the committee. Shannon Hume motions to acknowledge Owner Change Order 23 in the amount of \$53,929. Motion was seconded by Leon Auvil. Motion carried unanimously.

Mr. Carroll presented Owner Budget Transfer 25 to the committee. Shannon Hume motions to acknowledge Owner Budget Transfer 25. Motion was seconded by Leon Auvil. Motion carried unanimously.

The next meeting school building committee meeting date Wednesday, September 30 at 5 PM.

At 5:50 pm, a motion to adjourn was made by Tom Devin and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of September 14, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Monday, September 30, 2020 at 5:00 PM. Zoom Remote Meeting.

***The meeting was adjourned at 5:50 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***



## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Wednesday, September 30, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/85284206430>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85284206430>

Or iPhone one-tap :

US: +13017158592,,85284206430# or +13126266799,,85284206430#

Or Telephone:

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

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 852 8420 6430 International numbers available: <https://us02web.zoom.us/j/85284206430>

### AGENDA

1. Call to Order
2. Approval of Minutes, September 14, 2020
3. South Middle School
  - a. Vote Results 09/26/20
  - b. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. Open Items
    - iii. Punch list
  - b. Financial Update
    - i. Contractor Requisition
  - c. Next Steps
5. Next Meeting
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Karla Psaros, School Committee*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Finance & Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director*	Damon Rainie, South Middle School Principal
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #63*

---

Date & Time: 5:00 PM on September 30, 2020

Location: Zoom Remote Meeting

Attendees

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Karla Psaros, SBC member (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the September 30, 2020 Braintree School Building Committee at 5:04 PM.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #63*

---

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 9/14/2020, and noted there are some adjustments that need to be made. Tom Devin made a motion to table the August 03 minutes to the next meeting, the motion was second by Leon Auvil. Motion carried unanimously.

***Overview - South Middle School Project***

Ms. Taub provided an update on the results of the special election held on September 26, 2020, reporting that town residents voted yes to all four questions on the ballot approving debt exclusions for project funding.

Mike Carroll, Hill International, presented South Middle School's project team members attending the meeting including for Hill International: himself as Project Executive, Mary Mahoney as Senior Project Manager and Alex Crowley as Assistant Project Manager, and for Miller Dyer Spears (MDS), Will Spears, Principle in Charge, Margaret Clarke, Project Manager, and Nereyda Rodrigues, Lead Architect.

Mary Mahoney reported that following notification of voter approval to fund the South Middle School project, Hill reached out to MDS to talk about restart of design efforts. For the Town, next steps for the South Middle School project include providing MSBA with an original certification of the vote results from Braintree's Town Clerk. MSBA has reported that the vote certification will need to be submitted on or before executing a Project Funding Agreement.

Ms. Mahoney review the progress of project design prior to the funding vote including completion of Design Development (DD) documentation and approval of the design documentation by the MA Department of Elementary and Secondary Education (DESE). MSBA provided review comments for the Design Development documentation with project team response to those comments forwarded to MSBA in March 2020. Following the Special Election, Hill contacted MSBA to ask if MSBA was satisfied with all Design Development documentation and review comment response. MSBA response is pending. If Design Development documentation is accepted by MSBA, then the next phase of design development is Construction Document phase. The professional team is also working with project cost estimators to calculate the impacts of the vote delay to schedule, COVID-19 industry impacts, and market change to ensure design scope is to budget.

Hill reviewed the updated project schedule based on COVID 19 delay to funding vote. South Middle School new construction is scheduled to start August 2021 with initial owner occupancy and furniture/technology installations scheduled in April 2023. Hill noted that to build the new school primary access road the existing modular classrooms will need to be removed. If the modular classrooms are needed to meet the school enrollment and program then the access road will be constructed once the modular can be removed.

Kristen Zechello asked if they modulars are being demolished or relocated. Ed Cronin noted the two older modular classrooms are leased, so the lease company will be responsible for those units, and two newer modular classrooms are owned by the town with discussion on re-use.

***Overview - East Middle School Project***

David Billings (Hill) provided a project update noting Covid 19 safety and protocols are still in effect. A few open items were noted including additional drainage in the front patio area, gap at the bottom of the granite steps, and auditorium ceiling.





**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #63*

---

Nicole Taub asked for an update on the punch list. David Billings noted about 86 open items and about 47 items needed to be back punched. Nicole Taub asked again for a reasonable timeline when all items can be closed with a few exceptions. Tony Orrino of Shawmut noted 50% of the items will be completed by October 7 with other items being procurement delays.

Shannon Hume brought up a concern about no lighting at the backside of gym. Mike Carroll noted Hill will confirm if the access is an emergency egress and if it needs lighting. This concern will be addressed in the next meeting.

Next item, contractor requisition, Hill noted May requisition 25 had been reviewed and certified by Miller Dyer Spears and Hill plans to recommend approval to Ed Cronin and drop off copies tomorrow.

The next meeting school building committee meeting date Tuesday, October 13 at 5 PM.

At 5:45 pm, a motion to adjourn was made by Dr. Frank Hackett and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of September 14, 2020 meeting will be approved at the next meeting.

Minutes of September 30, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Tuesday, October 13, 2020 at 5:00 PM. Zoom Remote Meeting.

***The meeting was adjourned at 5:45 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

**James M. Casey**  
Town Clerk  
jmcasey@braintree.ma.gov  
(781) 794-8202



**Debra J. Starr**  
Assistant Town Clerk  
dhebig@braintree.ma.gov  
(781) 794-8244

## OFFICE OF THE TOWN CLERK

September 30, 2020

I, James M. Casey, the undersigned, hereby certify that I hold the office of Town Clerk of the Town of Braintree, in the County of Norfolk and Commonwealth of Massachusetts; and certify the following to be true:

On this date, at a duly posted meeting of the Board of Registrars, members certified results of the September 26, 2020 Local Special Election as follows:

**Question 1 – South Middle School**

Yes – 5,586  
No – 1,897  
Blanks - 39

**Question 3 – BHS FEASIBILITY STUDY**

Yes – 5,286  
No – 2,193  
Blanks - 43

**Question 2 – School Roofs**

Yes – 5,796  
No – 1,682  
Blanks - 44

**Question 4 – SCHOOL SECURITY**

Yes – 5,404  
No – 2,076  
Blanks - 42

Total voter turnout was 7,522. Copy of certified results attached.

Sincerely,

A handwritten signature in cursive script, appearing to read "James M. Casey".

James M. Casey  
Town Clerk

Attachment

Dated this 30<sup>th</sup> day of September, 2020

RECEIVED TOWN CLERK  
BRAintree, MA  
2020 SEP 30 AM 9:37

**SEPTEMBER 26, 2020 - LOCAL SPECIAL ELECTION  
CERTIFIED OFFICIAL RESULTS**

Precincts	Total	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
Registered Voters	27,290	2,313	2,217	2,334	2,296	2,032	2,147	2,077	2,243	2,239	2,488	2,539	2,365
Voter Turnout	7,522	658	573	719	608	466	454	448	490	568	788	808	942
Percent Voter Turnout	27.6	28.4	25.8	30.8	26.5	22.9	21.1	21.6	21.8	25.4	31.7	31.8	39.8

**QUESTION 1 - SOUTH MIDDLE SCHOOL**

	Total	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
YES	5,586	503	443	527	463	315	312	301	369	422	590	609	732
NO	1,897	153	128	186	143	148	141	144	120	138	192	198	206
Blanks	39	2	2	6	2	3	1	3	1	8	6	1	4

**QUESTION 2 - SCHOOL ROOFS**

	Total	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
YES	5,796	519	457	545	487	347	333	314	376	438	611	624	745
NO	1,682	132	114	165	115	116	120	131	114	127	175	183	190
Blanks	44	7	2	9	6	3	1	3	0	3	2	1	7

**QUESTION 3 - BHS Feasibility Study**

	Total	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
YES	5,286	476	436	498	445	310	296	288	345	392	559	563	678
NO	2,193	177	136	213	159	153	157	158	143	173	222	243	259
Blanks	43	5	1	8	4	3	1	2	2	3	7	2	5

**QUESTION 4 - SCHOOL SECURITY**

	Total	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
YES	5,404	487	430	512	454	322	289	301	346	388	572	601	702
NO	2,076	165	139	201	150	142	164	147	143	176	211	204	234
Blanks	42	6	4	6	4	2	1	0	1	4	5	3	6

**Huff, Crystal**

---

**From:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Sent:** Monday, February 15, 2021 1:46 PM  
**To:** Hackett, Frank; Nicole Taub  
**Cc:** Cronin, Ed; Carroll, Mike; Crowley, Alex; Mahoney, Mary; Cuddahy, Mary Ann  
**Subject:** Braintree South MS - Hill OPM Monthly Report Jan. 2021  
**Attachments:** Monthly Report - Jan. 2021.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Frank, Nicole,

Please find attached Hill's OPM monthly report for January 2021. This report supplements the web-based MSBA OPM Report previously upload to its system on February 1, 2021.

Please contact me should you have any questions.

Regards,

**Mary Mahoney**

Project Manager

Hill International, Inc.

75 Second Avenue, Suite 300

Needham, MA 02494

(617) 778-0937

[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)



**Hill International**

Town of Braintree  
New South Middle School

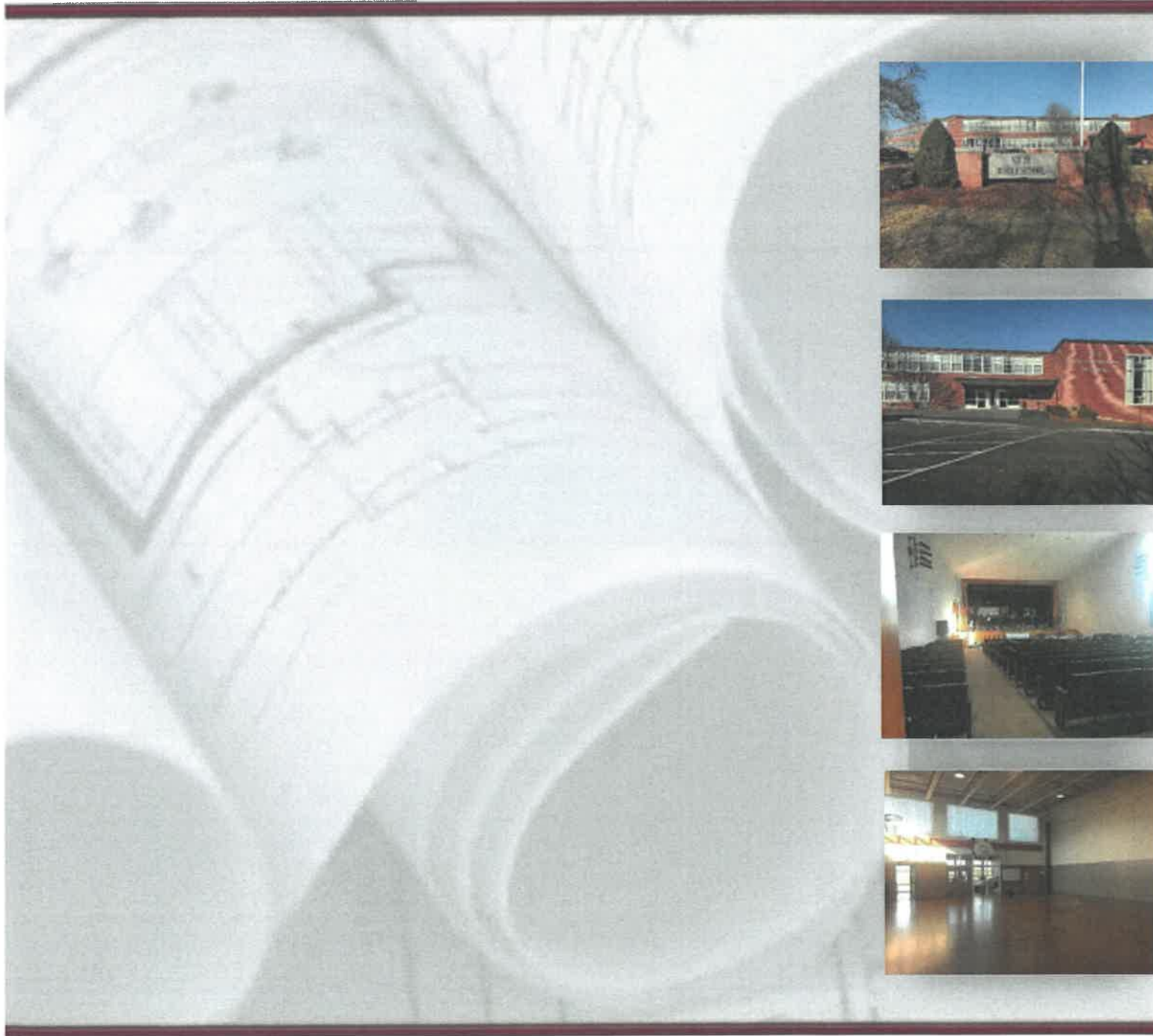


# Project Monthly Report

January 2021

**HILL**

**Hill International**





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- a. Meeting Minutes for Design Working Group Meetings:
  - i. January 7, 2021
  - ii. January 21, 2021
  - iii. January 26, 2021
- b. Meeting Minutes for MSBA Design Progress Meeting conducted on January 26, 2021
- c. School Building Committee Agenda for Meeting January 19, 2021  
2020
- d. School Building Committee Minutes for Meeting December 7,  
2020



# 1. Executive Summary

## Executive Summary

This Project Manager's Report for the Town of Braintree's New South Middle School (MS) Project, MSBA Project No. 201600400310, submitted by **Hill International (Hill)**, covers activities for the month of January 2021.

During the month of January 2021, Hill provided MSBA and the Town with progress updates for Construction Document design advancement, Braintree Planning Board Grading Permit Application and supporting documentation, total project budget including all project commitments and expenditures, ProPay grant reimbursement process, and schedule update.

On December 7, 2020, the School Building Committee convened and voted to authorize proceeding with Construction Document design phase with a not to exceed construction budget of \$72,401,896.

On November 11, 2020, Miller Dyer Spear transmitted Design Development documentation to RFS Engineering, MSBA's Project Commissioning agent, for its review and comment. On December 14, 2020, RFS Engineering transmitted commissioning review comments for the Design Development documentation. The comments were forwarded to MDS for review and response. On January 12, 2021, MDS transmitted and Hill forwarded to RSF Engineering line by line response to commissioning agent Design Development review comments. RFS Engineering subsequently accepted the response to close out Design Development phase documentation.

On January 7, 2021, representatives for MDS, Hill and Braintree conferenced to review the project schedule with amended milestone dates and 60% Construction Document (60%CD) documentation delivery date, classroom casework and technology requirements, cafeteria/stage layout and performance systems, and pricing alternates to be carried for the 60%CD cost estimate.



On January 8, 2021, representatives for Hill and MSBA conferenced to reviewed an amended and expanded project schedule for the South Middle School project and discussed adjustment to the project design phase schedule based on cost and value engineering work needed to reconcile the Design Development cost estimate. The schedule amends the date for 90% Construction Document submission to MSBA to June 28, 2021 while maintaining a projected construction start in October 2021. Hill also reviewed added milestone information provided in response to MSBA Design Development document reviewed comments.

On January 19, 2021, representatives for MDS, Samiotes Engineering, civil engineer, Traverse, landscape architect, and Hill conferenced to review documentation requirements for a Braintree Planning Department Grading Permit Application.

On January 19, 2021, the School Building Committee convened and were provided a progress report on 60%CD design advancement, schedule update with review of upcoming milestones, report on a conference with MSBA to review the updated and amended project schedule, plan to meet with Planning Board representatives to review documentation required for its grading permit application, and plans for user meetings to solicit design input from staff.

On January 20, 2021, the Town of Braintree initiated action to create an address for the new South Middle School since the existing school building at 232 Peach St. will not be demolished and the building may be re-purposed following the occupancy of the new South Middle School.

On January 21, 2021, representatives for MDS, Samiotes Engineering, Traverse, Hill, and Braintree conferenced to review and seek comment on site plan advancement, construction area boundary, construction access, site controls, and documentation required for Braintree Planning Department Grading Permit Application.

On January 25, 2021, representatives for MDS, Samiotes Engineering, Traverse, Hill, and Braintree Planning Department conferenced to review site plan advancement and documentation





required for Braintree Planning Department Grading Permit Application.

On January 26, 2021, representatives for MDS, Hill, Braintree, and MSBA conferenced to review design advancement, design scope adjustments since Design Development Phase, work on site controls, U.S. Green Building Council LEED goals, project budget and schedule, project permitting, MSBA documentation requirements for its grant program Modules 6-Detailed Design, Module 7-Construction, and Module 8-Closeout, and MSBA Project Advisory 64, timely submission of contractor schedule of values, and Advisory 66, application of project work force requirements.

Also on January 26, 2021, representatives for MDS, Garcia Galuska, Desousa, technology designer, Hill, Braintree, and Braintree Public Schools (BPS) Technology Department conferenced to review and seek comment on IT infrastructure and systems, local area network set up, and classroom technology needs and layout, and review BPS Information Technology Requests and Specifications document.

On January 28, 2021, MDS, Hill and Braintree conferenced to review response to design meeting action items, review and solicit comments on proposed site access and controls during construction, and review and solicit comment on design advancement and finishes proposed for the Gym entry and corridor.

During the month, Hill produced project progress reports for work performed and milestones achieved in the month of January 2021, provided project schedule and financial information, and submitted monthly progress reports to MSBA and the Braintree Public Schools for the month of December 2020. Hill Invoice #PBO-02284.00-000033 and MDS Invoices 68017 were processed for payment.

### **Progress and Milestones Achieved**

The following milestones were achieved during the month of January 2021:



- Design team response to Rist Frost-Shumway Engineering (RFS) commissioning review comments for Design Development documentation. With response Design Development documentation was completed.
- MSBA design review meeting and authorization to continue Construction Document design phase advancement.

**Upcoming tasks include:**

**February 2021:**

- Perform Construction Document design phase services and design advancement.
- Prepare, execute, and submit, to the Braintree Planning Board, a Grading Permit application for the new South Middle School.
- Prepare project documentation for 60%CD independent cost estimates.

**Financials**

The South Middle School current total project budget is **\$86,585,919**. Total commitments to date equal **\$9,230,853**. Expenditures through February 1, 2020 total **\$2,840,845**. Based on all commitments and expenditures to date the project is under budget.

**Schedule**

The next milestones for the South Middle School project are:

- Prepare, execute, and submit, to the Braintree Planning Board, a Grading Permit application for the new South Middle School and secure a permit hearing date.
- Submit 60% Construction Document design phase documents for independent cost estimates.
- Submit 60% Construction Documents to RFS Engineering, Commissioning agent, for review and comment.
- Reconcile 60% Construction Document cost estimates to budget.
- Prepare 60% Construction Document documentation and certifications for MSBA submission.



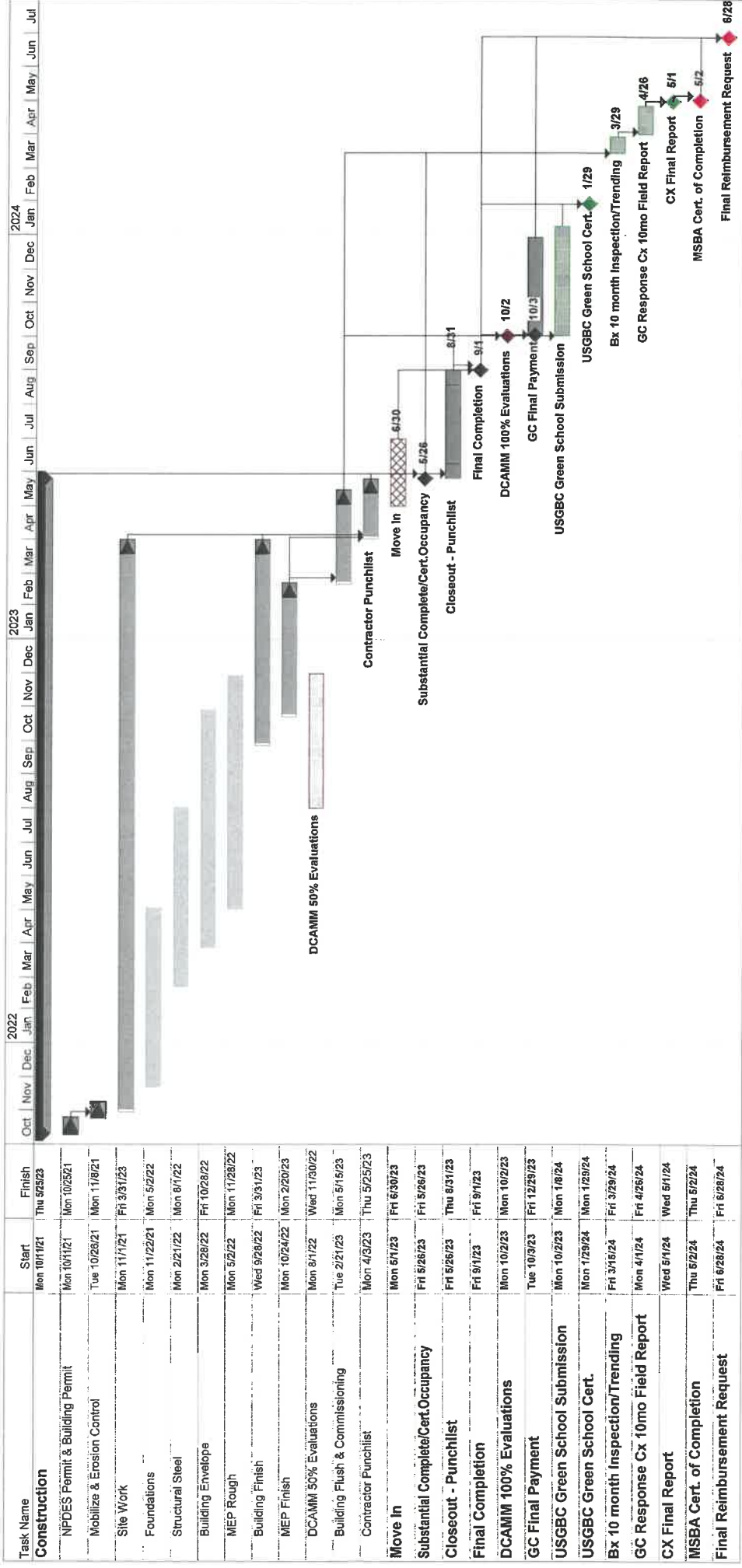
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## 2. Schedule

- a. Project Schedule, dated February 1, 2021







◆ Milestone  
▬ Summary  
▬ Progress  
▬ Split  
▬ External Milestone  
▬ External Tasks  
▬ Project Summary  
▬ Deadline

February 1, 2021  
 Project Schedule



## **3. Financials**

- a. Total Project Budget, dated  
February 1, 2021

Project Budget and Cost Summary

Description	FSA Budget	BUDGET		COST		CASH FLOW		Hill Codes	ProPay Code
		Baseline Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Total Project Costs		
<b>20 Construction</b>									
PreConstruction		\$0	\$0	\$0	\$0	\$0	\$0		0501-0000
Construction Budget		\$69,181,416	\$0	\$69,181,416	\$69,181,416	\$69,181,416	\$69,181,416		0502-0001
Change Orders		\$0	\$0	\$0	\$0	\$0	\$0		0508-0000
Subtotal		\$69,181,416	\$0	\$69,181,416	\$69,181,416	\$69,181,416	\$69,181,416		
<b>30 Architectural &amp; Engineering</b>									
A&E Feasibility Study/Schem Design	\$625,278	\$625,278	\$0	\$625,278	\$625,278	\$625,278	\$625,278		0002-0000
Environmental & Site	\$55,000	\$14,785	\$69,785	\$69,785	\$0	\$69,785	\$67,160		0003-0000
Other Feasibility Study	\$57,384	-\$14,785	\$42,599	\$42,599	\$69	\$42,599	\$36,068		0004-0000
Design Development	\$1,345,334	\$0	\$1,345,334	\$1,345,334	\$0	\$1,345,334	\$1,345,334		0201-0400
Construction Documents	\$2,280,979	\$0	\$2,280,979	\$2,280,979	\$0	\$2,280,979	\$239,503		0201-0500
Bid	\$240,912	\$0	\$240,912	\$240,912	\$0	\$240,912	\$0		0201-0600
Construction Administration	\$1,734,984	\$0	\$1,734,984	\$1,734,984	\$0	\$1,734,984	\$0		0201-0700
Closeout	\$124,342	\$0	\$124,342	\$124,342	\$0	\$124,342	\$0		0201-0800
Other Basic Services	\$150,000	\$0	\$150,000	\$150,000	\$61,593	\$150,000	\$18,712		0201-9900
A&E - Construction Testing	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0		0203-0100
A&E - Printing (lower min)	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0		0203-0200
Other Services - Reimbursable Costs	\$25,000	\$0	\$25,000	\$25,000	\$81,600	\$150,000	\$6,150		0203-9900
Hazardous Materials	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$53,945		0204-0200
Geotechnical Engineering	\$50,000	\$0	\$50,000	\$50,000	\$58,145	\$191,855	\$20,250		0204-0300
Site Survey	\$25,000	\$0	\$25,000	\$25,000	\$20,750	\$29,250	\$0		0204-0400
Wetlands	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0		0204-0500
Traffic Studies	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0		0204-1200
Subtotal	\$737,662	\$7,364,213	\$0	\$7,364,213	\$6,713,046	\$6,511,671	\$2,412,900	\$4,951,313	
<b>40 Administrative Costs</b>									
OPM Feasibility Study	\$261,338	\$261,338	\$0	\$261,338	\$261,338	\$261,338	\$260,472	\$866	0001-0000
Other Feasibility Study	\$1,000	\$0	\$1,000	\$1,000	\$193	\$1,000	\$807	\$193	0004-0000
OPM Design Development	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$137,666	\$112,334	0102-0400
OPM Construction Documents	\$320,000	\$0	\$320,000	\$320,000	\$0	\$320,000	\$0	\$320,000	0102-0500
OPM Bidding	\$75,000	\$0	\$75,000	\$75,000	\$0	\$75,000	\$0	\$75,000	0102-0600
OPM Construction Contract Admin	\$1,310,662	\$0	\$1,310,662	\$1,310,662	\$0	\$1,310,662	\$0	\$1,310,662	0102-0700
OPM Closeout	\$200,000	\$0	\$200,000	\$200,000	\$0	\$200,000	\$0	\$200,000	0102-0800
OPM - Extra Services	\$75,000	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$0	\$75,000	0102-0900
OPM Reimbursables & Other Services	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	0102-1000
OPM Cost Estimates	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$29,000	\$71,000	0102-1100
OPM - Other Costs	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	0102-9900
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0103-0000
Commissioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	----
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0101-0000
Utility Fees	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$0	\$250,000	0601-0000
Testing Services	\$150,000	\$0	\$150,000	\$150,000	\$0	\$150,000	\$0	\$150,000	0602-0000
Swing Space / Move	\$150,000	\$0	\$150,000	\$150,000	\$0	\$150,000	\$0	\$150,000	0603-0000
Other Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0699-0000
Subtotal	\$262,338	\$3,243,000	\$0	\$3,243,000	\$2,517,807	\$725,193	\$427,946	\$2,815,054	
<b>50 Furniture, Fixtures and Equipment</b>									
Furniture, Fixtures and Equipment	\$960,000	\$0	\$960,000	\$960,000	\$0	\$960,000	\$0	\$960,000	0701-0000
Technology	\$960,000	\$0	\$960,000	\$960,000	\$0	\$960,000	\$0	\$960,000	0703-0000
Subtotal	\$0	\$1,920,000	\$0	\$1,920,000	\$1,920,000	\$1,920,000	\$0	\$1,920,000	
<b>70 Project Contingency</b>									
Construct Contingency	\$3,113,164	\$0	\$3,113,164	\$3,113,164	\$3,113,164	\$3,113,164	\$3,113,164	\$3,113,164	0507-0000
Owner's Contingency	\$1,764,126	\$0	\$1,764,126	\$1,764,126	\$1,764,126	\$1,764,126	\$1,764,126	\$1,764,126	0801-0000
Subtotal	\$0	\$4,877,290	\$0	\$4,877,290	\$4,877,290	\$4,877,290	\$4,877,290	\$4,877,290	
<b>Project Total</b>	\$1,000,000	\$86,585,919	\$0	\$86,585,919	\$9,230,853	\$77,355,066	\$2,840,845	\$83,745,074	

Remaining Contingency  
 \$3,113,164  
 \$1,764,126  
 \$4,877,290



## **4. Documentation**

- a. Meeting Minutes for Design Working Group Meetings:
  - i. January 7, 2021
  - ii. January 21, 2021
  - iii. January 26, 2021
- b. Meeting Minutes for MSBA Design Progress Meeting conducted on January 26, 2021
- c. School Building Committee Agenda for Meeting January 19, 2021 2020
- d. School Building Committee Minutes for Meeting December 7, 2020



## Hill International

### Braintree South Middle School Project

#### Construction Documents – Meeting #1

January 7, 2021, 1:00pm

#### Attendees:

Frank Hackett, Matt Sawtelle, Damon Rainie – Braintree Public Schools (BPS)  
Nicole Taub – Town of Braintree, School Building Committee (SBC)  
Margaret Clark, Brendon Duffy, Nereyda Rodriguez, – Miller Dyer Spears (MDS)  
Brain Pace, Will Spears, Amy MacKrell  
Ron Kuszmar, Quentin Stockwell – Port Lighting (Port)  
Mary Mahoney, Alex Crowley, Mike Carroll – Hill Intl (Hill)

---

#### Overview

Meeting was scheduled to review the update project schedule and construction document delivery dates, cafetorium performance systems, and cafetorium interior layout and finishes. Items in **bold** indicate follow up or response is required.

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#### Items Discussed:

1. Introductions
2. Schedule Update:
  - a. MDS/Hill reported on schedule adjustments implemented to account for design development cost estimate update and value engineering exercises performed October/November 2020 and Building Committee authorization to proceed with Construction Documents Phase (CD) December 2020.
  - b. Adjustment to schedule includes 60%CD completed for cost estimate early March 2021 with submission to MSBA March 29, 2021 and 90%CD completed for cost estimate early June 2021 with submission to MSBA June 28, 2021. The adjustment do not change the date scheduled for general contractor bid opening, construction start date, or owner move in date.
  - c. MDS reported that Samiotes, civil engineer, is preparing Planning Board filing documentation for submission to the Board February 2021 so to ensure an April 2021 review/hearing. A preliminary review meeting with representatives of the Braintree Planning Board is planned for January 2021 to review filing requirements and confirm required documentation.
3. Classroom layout and technology:
  - a. MDS presented a sample classroom floor plan and reported on layout adjustments since Design Development phase including casework changes accepted during the November 2020 VE exercises.
  - b. With added open space resulting from the casework reduction, the technology podium was move away from the classroom entry door to the left side of the projector whiteboard.



## Hill International

- i. MDS is reviewing whether the podium needs to be hard wired or can use wireless communication to classroom audio/visual systems. - **MDS to confirm if hard wire connection for podium is needed.**
      - ii. Hill reported that School IT Department will be procuring short-throw projectors using wireless communication technology for the South MS project.
      - iii. Discussion ensued regarding the podium and whether it should be a casework component or furniture/equipment item (tech rack) and whether the installation should be through the general contractor or furniture vendors.
      - iv. Hill noted that if the podium is located at the end of the projector whiteboard then it should be 12"-18" away from the edge of the whiteboard to avoid interference with and sight lines to the projected image.
    - c. MDS reviewed the new case work arrangement at the back of the classroom based on November 2020 VE exercises.
      - i. BPS suggested that the tack board located adjacent to the case work be extended to fill the wall area provided from the deleted case work piece.
      - ii. Discussion ensued regarding whether the work station counter should be case work or furniture. – **MDS to review/advise on assemblies.**
4. Library Offices – Open to Structure or Ceiling
  - a. MDS presented room elevations and discussed option to leave the Library Offices open to the vaulted structure above or provide a ceiling for each office built with light gauge metal framing and plywood roof.
    - i. Discussion ensued regarding the 12 month work period for the Library office assigned to the IT Director, impacts to HVAC systems with each arrangement, and staff privacy.
    - ii. **BPS indicated its preference to provide ceiling system for the two Library offices.**
5. Dining/Cafetorium layout and projector/screen needs without motorized folding partition – Folding partition eliminated during November 2020 VE exercises.
  - a. MDS reviewed the location of (2) projectors/screens included in the Design Development design package: first at the stage area and second at the previous location of the moveable partition. The second projector/screen assembly was to provide a second presentation area should the partition be closed and provide projected stage views for the back audience.
    - i. Discussion ensued regarding the second mid-room projector/screen; best location for stage performance projection and audience viewing, whether a TV monitor would be a cost effective alternative, added feature of message board offered by a video monitor, and screen/monitor damage if used in the dining area during the school day.
    - ii. Port reviewed the location of the second screen and reported that at its present location only the last 10-12ft of audience will be provided a correct viewing angle. Audience closer to the screen will have an acute viewing angle. Relocation of the screen should be considered if it is to be used for stage performance projection.
    - iii. MDS reported that the distance from the front of stage to the opposite wall is 108 ft. and to the café table storage area 82ft.



## Hill International

- iv. If a video monitor(s) were used then location and mounting should consider the durability/safe needs for a Dining Room placement.
    - v. BPS reported that in a typical school year, the middle school conducts (8) concerts, (1) play over a long weekend, and (1) graduation.
  - b. **Port/MDS to review projector/screen and video monitors for second AV display including most cost effective approach, viewing location, and durability consideration within the Dining Area.**
- 6. Cafetorium – Theatrical System design
  - a. Port reported the design development phase system included a combination of LED lights and incandescent lights similar to that installed at East MS. LED technology has improved and is more reliable. LED technology eliminates the need for dimming system for theatrical lights and eliminates need to change gels as the fixtures allow remote color adjustment.
  - b. Port reported that the light rigs are presently motorized but can be changed to dead-hung if LED lights are used. Port reported light rig mounts are approximately 14ft-16ft above finished floor elevation at the stage and curtain line is 12ft above finished floor elevation at the stage. – **BPS confirmed that the front of house rig should be motorized but that all other lighting, curtain, and traveler rigs may be dead-hung and that use of LED lights is acceptable.**
  - c. Port confirmed the scope for rigging change to include: (3) dead-hung electric rigs with LED lights, dead-hung curtains, and dead-hung traveler. Elimination of dimming system/rack for stage lights and dimming controls for audience lights.
  - d. Port reported that theater lighting and audio controls will be the same as East MS but that based on the need to secure the equipment during non-performance times will be installed in (2) mobile/rolling carts with lockable tops.
    - i. Lighting and sound consoles can be plugged in at any AV network location in the Cafetorium. This network is independent and isolated from the school network.
    - ii. Day to day use of the lighting and audio systems will be control through touch screen controllers with (1) controller located at the stage and (1) portable. Touch screens will include internet based applications to allow control connection through personal devices or peripheral equipment. 25ft network cable & Edison connection will also support access flexibility.
    - iii. (2) Mobile carts will provide theatrical lighting and audio controls with some set up and break down with CPU connection needed.
  - e. MDS reported that there are no acoustic clouds included in the theater design.
  - f. **MDS/Port to submit a formal design package on theatrical lighting, audio, and rigging for Town review/sign off. Document to include information components (screen/projector or monitor) for stage performance projection.**
- 7. Potential Alternates to carry within the 60%CD cost estimate:
  - a. Motorize Folding Partition Cafetorium:
    - i. Options to consider for pricing:
      - 1. Include the partition and all supporting infrastructure (structure/electric)
      - 2. Include only infrastructure (structure/electric) for future BPS purchase and installation



## Hill International

3. Eliminate all associated work
  - ii. ***BPS confirms folding partition is to be completely eliminated from design scope.***
  - b. MDS reviewed the interior glazing adjustments to the cafetorium that were accepted during the Nov. 2020 VE exercises and opportunity to add back glazing based on removal of the folding partition infrastructure. Discussions ensued regarding options for added glass, sight lines, and security considerations – ***BPS accepted option 2 to add interior glazing to the wall between the main lobby and cafetorium with privacy film at doors and up to 7ft at windows. Motorized shades to be provided for window area above the 7ft datum. MDS to review use of gradient film and present options for BPS consideration. Film use to also be studied for the Library interior windows along the main lobby.***
  - c. Classroom windows east and west triple glazed – ***BPS approves carrying scope as an alternate for 60% CD cost estimate.***
  - d. Brick type B2 & B8 carry as twisted soldier- ***BPS approves carrying scope as an alternate for 60% CD cost estimate.***
  - e. Classroom modular move vs. demolition – Hill noted concern with move and need to have units re-certified for the current building code. ***Additional investigation need to determine if move/re-use is a viable option.***
8. Next Steps:
  - a. ***Schedule a meeting with BPS IT to discuss:***
    - i. ***Classroom podium configuration and network connection method***
    - ii. ***Review IT component upgrades requested by BPS – MDS/GGD to review equipment and cost implication to budget and advise prior to meeting***
    - iii. ***Review location of the District head end room location (from High School to middle school)***
  - b. ***Schedule pre-application meeting with Braintree Planning Board.***
9. Next CD Meeting(s):
  - a. January 28, 2021, 1:00pm conference call to review Construction Document advancement and Planning Board process.
  - b. February 16, 2021, 1:00pm conference call to review Construction Document advancement.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 1/11/21



## Hill International

### Braintree South Middle School Project

Site Access Review – Meeting  
January 21, 2021 1:30pm

Attendees: Damon Rainie, Jim Lee - Town of Braintree  
Margaret Clark, Will Spears, Nereyda Rodriguez, – Miller Dyer Spears (MDS)  
Brian Pace  
Mike Carroll, Mary Mahoney, Alex Crowley – Hill Intl (Hill)

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#### Overview

Meeting was scheduled to review site layout and construction access and controls. Items in **bold** indicate response is required.

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#### Items Discussed:

1. Review of site plan including existing school and new school site layout and construction vehicle access:
  - a. Review Design Development construction access plan connecting the construction access to Peach St through the bus loop and concern with buses, public parking and construction traffic sharing the loop for site entry and exit.
  - b. Based on existing soils and ledge needing to be removed and import of new structural fill required at the new building and asphalt area, there maybe 40 trucks entering and exiting the site per day.
  - c. Access restrictions will be included in the contract, however deliveries can often arrive without notice. Having a separate construction site access will allow the trucks to be pulled off Peach St and minimize disruption to student arrival and departure.
  - d. Kenmore Rd provides a second access to the construction site but directing construction deliveries there will be disruptive to the neighborhood and may impact student arrival and departure at the Liberty School. Kenmore Rd will be designated as a construction site emergency access.
  - e. The updated site plan includes a temporary construction access road with direct connection to Peach St located west of the bus loop exit lane. The plan also includes construction fence line to delineate school use areas and contractor areas to ensure student safety.
    - i. **MDS to confirm the turn swing for trucks entering and leaving the construction road to Peach St.**
2. Bus Routes during Construction: Kenmore Rd will have limited use and access during early site development due to the location of Infiltration System #1 and associated underground drainage assemblies. Buses will need to use the Peach St loop for morning drop off and afternoon pick up and some staff parking will need to be eliminated along the East boundary. The service area will remain within school use area.



## Hill International

- a. MDS reported that the layout of Infiltration System #1 is being reviewed with Samiotes to develop a configuration of chambers that meet storm water control requirements while minimizing the impacts to school site use.
  - b. BPS reported typically 20 buses are employed for both student arrival and departure with the buses arriving at staggered times.
  - c. BPS raised concern that changing the morning bus route from Kenmore Rd to the Peach St loop will cause congestion with buses and parents competing for space.
  - d. For afternoon pick up buses currently queue in the Peach St bus loop.
3. School Parking Needs:
- a. BPS reported that the East parking area currently fills with parking, staff and public, to approximately where the infiltration system hash marks are on the drawing.
  - b. BPS anticipates a decrease in parking need as enrollment is forecasted to drop with East Middle School grade configuration and space at the elementary schools. Also, parking at the service area can be done more efficiently.
    - i. South MS enrollment next school year is anticipated to be ~600-610 students.
    - ii. South MS enrollment will decrease the following year by approximately 40 students as Hollis students will be leaving South Middle School this may provide an opportunity to remove a classroom modular unit.
  - c. BPS estimates 125 cars/day use the existing parking areas.
  - d. BPS raised concern about the future parking constraints. Discussion ensued regarding possible use of St. Claire's church lots for remote parking and parent drop off/pick up.
  - e. BPS asked if added temporary school parking could be created along the East parking lot or within the Peach St. loop. Topography and ledge will make adding parking very difficult.
  - f. **BPS to contact St. Claire's church management regarding lot use.**
  - g. **MDS to review construction fence line at Kenmore Rd to see if a pathway to school can be created.**
4. School buffers and outdoor spaces needs:
- a. BPS indicated the existing basketball court is not a required space for ABLES as the program could use other space for its program. BPS would like the court made available for school parking.
  - b. BPS will continue outdoor recess and physical education classes so an area with flat topography and adjacency to the locker rooms and cafeteria is needed. The recreation space should include some buffer from the construction area. **-MDS to review adjustment to the construction perimeter fence to create outdoor recreation space for school use.**
5. Emergency Egress for existing school:
- a. Review egress pathways for the two modular classroom units:
    - i. The east classroom modular exits the modular east then walk south towards the front of the building.
    - ii. The north classroom modular exits west to the field, where approximately half of the school assembles during emergency drills/events.







## Hill International

### Braintree South Middle School Project

Construction Documents – Meeting #2 Technology Review  
January 26, 2021, 2:00pm

Attendees:

Frank Hackett, Jim Lee, Damon Rainie – Braintree Public Schools (BPS)  
Ed Cronin, Rebecca Kidwell, Andrew Marron,  
Sean Daley (servers, switches, WAPs),  
John Brace (tech manager)  
Kourtney Kresel, Nereyda Rodriguez, – Miller Dyer Spears (MDS)  
Brian Pace, Margaret Clark  
David Pereira – Garcia, Galuska DeSousa (GGD)  
Mary Mahoney, Alex Crowley, Mike Carroll – Hill Intl (Hill)

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#### Overview

Meeting was scheduled to review current IT infrastructure, classroom technology set up, and review BPS Information Technology Requests & Specifications. Items in **bold** indicate follow up or response is required.

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#### Items Discussed:

1. Introductions
2. MDS/GGD provided an information technology design progress overview.
  - a. Structured cabling and data closet design is complete and will include patch panels within the scope of data cabling. - **BPS requested modular patch panels.**
  - b. Interactive Displays in learning spaces:
    - i. A typical classroom will include a wall mounted short throw projector.
      1. **BPS notes that projectors should be hard cabled/wired with a wireless option.**
    - ii. Certain Special Education rooms shall be provided with an interactive (monitor) panel in lieu of a projector. –
      1. **MDS to forward floor plans to BPS to mark locations for interactive panels.**
      2. **BPS to mark up floor plans with locations for interactive panels.**
  - c. Typical Classroom will include:
    - i. A fixed podium/cabinet for routing data cable and projector cables to a docking station.
    - ii. Telephone jack at teacher desk/podium and a wall telephone jack near the entry door.
    - iii. Telephone and data jacks located at the back of the classroom were eliminated during November 2020 value engineering exercises.



## Hill International

1. MDS/Hill reviewed budget issues following funding vote that required added value engineering (VE) exercises to reconcile budget overage. The cabling/jacks at the back of the classroom were one of numerous VE items accepted by the School Building Committee in December 2020.

*Discussions ensued regarding technology scope adjustments included in a VE list that was accepted by the School Building Committee in December 2020. Items included:*

- *Eliminate (1) voice and (2) data jacks and associated cabling at the back of classrooms.*
- *Eliminate fiber connection between WAPs use Cat6a cable.*
- *Eliminate copper back bone between IDF closets. Copper lines were maintained for the Main Office, Nurse Office, and Elevators.*

d. Structured cabling included

- i. Cat6 (1GB) for everything but wireless access points (WAPs) system.
- ii. Cat6A (10GB) for WAPs system.
- iii. Discussion ensued regarding upgrading all structured cabling to Cat6a and the added costs for the cable change. – **GGD/MDS to include alternate pricing for the 60%Construction Document (CD) cost estimate to upgrade all cabling to Cat6a.**

3. BPS reviewed its BPS Information Technology Requests & Specifications (see attached) document:

a. Network:

- i. Switches – Aruba IoT Ready and Cloud Manageable Access Switch – 48 port minimum.
- ii. Access Points – Aruba 510/530 Series or similar that are integrated with Aruba Central. This is a change from the Ruckus units specified for East MS.
- iii. Network Access:Security/Policy Management – Ruckus Cloudpath

b. Printing:

- i. BPS reported that South MS will shift to Network Printing.
  1. Printer jack at the back a classroom will not be universally required.
- ii. Network Printer Standard – Konica Minolta (BPS Vendor:Conway Technology Group)
- iii. Papercut: Managed/Centralized Printing licenses with Printer ID Badge Readers.
- iv. MDS reported the building design includes (2) Duplicating Rooms – (1) room per floor.
  1. Each Duplicating Room includes space and elect/data services for: (1) network printer and (2) copiers.
- v. BPSreported that the Special Education Office Suite and Administration Office Suite will use existing copier/printers.
- vi. Discussion ensued regarding the travel distance from some classrooms to the Duplicating Rooms located at the south east corner of the building and whether additional duplicating rooms/space can be created at the north side of the academic wing (both floors).



## Hill International

- vii. Special Education local printing needs were discussed.
- viii. Action items:
  - 1. **MDS to forward floor plans to BPS**
  - 2. **BPS to mark locations for local printer/jack for classrooms and special education spaces.**
  - 3. **MDS to advise if the opportunity exists for carving out duplicating space at the north end of the academic wings, both floors.**
- 4. Access Control – Kantech Enrapass (current East MS system)
  - a. HID Readers/Access Cards
  - b. Integrate with ExacqVision Cameras
- 5. Security Cameras – ExacqVision Enterprise Software (current East MS system)
  - a. Cameras: Hanwha Techwin (Samsung) Cameras preferred. **Indoor and outdoors camera specs are provided in the attached “BPS Information Technology Requests & Specifications”**
  - b. MDS reported that currently security cameras are not on the list of proprietary items for Town approval. GGD recommended that Pam Perini, security consultant, be consulted regarding the preferred security camera and pros/cons of a proprietary bid versus open bid on units. – **MDS to contact Pam Perini and advise.**
  - c. Discussion ensued regarding the interchangeable of camera manufacturers and the bidding advantages of specifying more than one vendor. Discussion included option to specify two proprietary cameras or other compatible cameras to obtain best practices.
- 6. Building Communications:
  - a. Simplex Building Communications System 5100 Series currently at East MS
    - i. GGD asked if the District intended to have multi-campus public announcements because if they are then a proprietary system to East MS should be specified. However, if this is not a need then an open specification will provide better pricing since there are several quality public address system available.
    - ii. BPS responded that ease of maintenance/supplies and user familiarity with the systems at each middle school is the motivation for a proprietary system.
    - iii. **E. Cronin reported that a proprietary specification for the building communication system is not needed.**
  - b. Cellular Small Cell Network (cell signal repeater) – **BPS requests add to project scope.**
    - i. BPS discussed its investigation of an in-building solution for cell signal network such as SpiderCloud Enterprise RAN and the limitation of the system.
    - ii. GGD reported that bi-directional antenna type systems are often specified, such as the Wilson Pro Bi-Directional Antenna. Hill/GGD report on the costs of such a system at approximately \$1/sf. The building is 165,000 sf = \$165,000. Hill voiced concern with the impact to the currently constricted construction budget.
    - iii. BPS reported that cellular coverage in the area of South MS is poor and spotty. GGD reported that for a repeater system to function properly it must have a strong signal to repeat in the building so that South MS may not be a good candidate for the system.



## Hill International

- iv. **GGD to contact a vendor to verify cellular signal strength and investigate refined system costs and report back.**

### 7. Classroom Hardware:

- a. Short throw projectors shall be interactive with laser preferred. Epson Bright models preferred to provide compatibility with Epsom projectors installed District wide. Actual model of Epsom open as the technology continues to evolve but should be an Epsom that is interactive and laser.
- b. IP Telephone, Laptops, Chromebooks, docking stations, desktops and monitors, document cameras, and Mobile Touch/Interactive Screens **specs are provided in the attached "BPS Information Technology Requests & Specifications"**. Items to be included in the technology procurement so some model numbers may changed due to evolution of technology.

### 8. Innovation Lab Hardware:

- a. Classroom Kits, Laser Cutter, Large Format Printer and 3D Printer manufacturers, models and unit counts are **provided in the attached "BPS Information Technology Requests & Specifications"**
- b. 3D Printer locations need to be identified on lab floor plan so that HVAC equipment (exhaust) can be correctly positioned.
  - i. **MDS to forward floor plans to BPS**
  - ii. **BPS to mark locations for 3D printer in the (2) innovation labs.**
- c. Compatibility with East MS equipment preferred. – **MDS/GGD: Manufacturers and model numbers to be re-examined prior to bid.**

### 9. Vendor Requirements:

- a. Communication: It is critical to provide BPS tech. services progress updates and notice of any project deployment related to initiation, planning, installation, monitoring or closing.
- b. Review and hand-over: Vendors should be required to provide an in-person or virtual meeting wit BPS tech services, a punch list based on the bid and any change orders and complete documentation of all configurations, credentials, manuals, and proof of completion.
- c. **MDS to investigate inclusion of a commissioning specification for technology systems performed under the GC contract.**

### 10. BPS IT Network Head End Room: BPS requested locating the District's primary or back up IT head end room at South MS.

- a. MDS reported that the added network equipment will need to fit within the existing MDF closet as space cannot be added to the building at this point.
- b. BPS notes that some added space is needed for equipment, electric supply from the generator, room for UPS equipment and remote console to monitor UPS by network interface card.
- c. Hill noted HVAC upgrade may also be needed.
- d. **MDS/GGD to review current floor plans and advise if the existing MDF room can fit added equipment for a District wide head end room.**
- e. **BPS reported that it is also investigating an option to locate the District head end room at BELD's IT Dept. BPS to advise on this option.**



## Hill International

### 11. Classroom IT cabinet/podium:

- a. BPS requires a fixed lockable cabinet to provide cable route and equipment to supply teacher docking station within classrooms. Cable and equipment need to be protected and access has been a problem at East MS.
- b. MDS suggests a casework cabinet installed as part of the construction contract. Cabinet would need to meet MAAB access standards with height no more than 34"
- c. MDS notes constraints in the cabinet location in certain classrooms due to the location of registers for the HVAC displaced air system.
- d. BPS stated the countertop for the cabinet needs to be at least 36" x 24" in size to fit a lap top and document camera.
- e. Location of the cabinet and adjacency to white board/projector in typical classrooms and science labs was discussed – **BPS stated white board space is a priority.**
- f. **MDS to review options for cabinet and work station positioning and provide update a the next IT meeting.**

### 12. Next Steps:

- a. **Respond to action items above.**
- b. **Schedule a follow up meeting Feb 2021 to:**
  - i. **Review responses to action items identified above.**
  - ii. **Review classroom tech cabinet/podium arrangement with teacher work station.**
  - iii. **Review location of the District head end room location (from High School to middle school)**

### 13. Next CD Meeting(s):

- a. January 28, 2021, 1:00pm conference call to review Construction Document advancement, Site Use Plan, and Planning Board process.
- b. February 16, 2021, 1:00pm conference call to review Construction Document advancement.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 1/27/21



## **South Middle School - Building Project**

### BPS Information Technology - Requests & Specifications

#### **I. Network**

##### **A. Switches**

1. Aruba JL357A#ABA HPE IoT Ready and Cloud Manageable Access Switch - 48 Ports or updated

##### **B. Access Points**

1. [Aruba 510/530 Series](#) (802.11x) or similar
2. Integrated w/Aruba Central

##### **C. Network Access - Security/Policy Management**

1. Ruckus Cloudpath

#### **II. Printing**

##### **A. Konica Minolta Printers (BPS Vendor: Conway Technology Group)**

##### **B. PaperCut: Managed / Centralized Printing licenses w/Printer ID Badge Readers**

#### **III. Access Control**

##### **A. Kantech Entrapass (current East System)**

1. HID Readers / Access Cards
2. Integrate with ExacqVision Cameras

#### **IV. Security Cameras**

##### **A. ExacqVision Enterprise Software (Current East System)**

##### **B. Hanwha Techwin (Samsung) Cameras**

###### **1. Outdoor**

- a) QNV-8010R - **Wisenet Q network outdoor vandal dome camera**, 5MP @ 30fps, 2.8mm fixed focal lens (104°)
- b) XNP-6550RH - **Wisenet X powered by Wisenet 5 network outdoor PTZ camera**, 2MP, Full HD(1080p) @ 60fps, 55X optical zoom lens (4.75mm ~ 261.4mm) (58.6 ~ 1.23), Pan: 360 endless

###### **2. Indoor**

- a) QND-8080R - **Wisenet Q network indoor dome camera**, 5MP @ 30fps, motorized vari-focal lens 3.1x (3.2 ~ 10.0mm) (100°~31°)
- b) Fixed focus alternative

#### **V. Building Communications**

##### **A. Simplex Building Communications systems**

1. 5100 Series (Current East Spec)

##### **B. Cellular Small Cell Network**

1. Research possibility for an in-building solution, such as [SpiderCloud Enterprise RAN](#)

2. Possible carrier agnostic solution? Or BPS will need to commit to one carrier?

## **VI. Classroom hardware**

- A. Short Throw Projectors - For consideration and price point determination:  
<https://epson.com/brightlink-interactive-displays-whiteboard-projectors>. Interactive, laser preferred.
- B. ShoreTel Phones - 420 (classroom), 480 (office), and 655 (conference) or updated
- C. Laptops / Chromebooks - approx 75 laptops (Dell 5310 2-in-1 or 5510 or updated), 120-200 CBs Dell 3100 or updated)
- D. Laptop docks, desktop monitors - Dell
- E. Desktops - Dell Optiplex 3070 or updated
- F. Document Cameras - Hovercam brand, Solo 8 or Spark or updated
- G. Mobile Touch/Interactive Screens (Promethean ActivPanel Titanium on cart)

## **VII. Innovation Lab Hardware**

- A. Makey Makey Stem Pack Classroom Innovation Kit or updated - six items
- B. Sphero SPRK+ or updated - 24 items
- C. Lego MindStorm EV3 31313 or updated - ten items
- D. Laser Cutter - Dremel LC40 or updated - one item
- E. Large Format Printer - HP DesignJet T525 or updated, plus ink and paper - one item
- F. 3D printers - Dremel 3D40 Flex or updated - two items

## **VIII. Vendor Requirements**

- A. Communication
  1. Updates to BPS Tech Services relating to any project deployment related to initiation, planning, installation, monitoring or closing.
- B. Review and Hand-over:
  1. Vendors required to provide during an in-person or virtual meeting with BPS Tech, a punch list based on the bid/any change orders and complete documentation of all configurations, credentials, manuals, and proof of completion (heat map, cables tested, etc.)



## Hill International

### Braintree South Middle School Project

MSBA Design Progress Meeting  
January 26, 2021, 9:00am

Attendees:

Jessica Simpson, Mina Morkos, Chizoba Ezeigwe – Mass. School Building Authority (MSBA)  
Katie DeCristofaro, Allison Sullivan  
Frank Hackett– Braintree Public Schools (BPS)  
Margaret Clark, Will Spears, Nereyda Rodriguez, – Miller Dyer Spears (MDS)  
Mary Mahoney, Alex Crowley, Mike Carroll – Hill Intl (Hill)

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#### Overview

Meeting was scheduled to review design document progress, project schedule, and MSBA Program Modules 6, 7, & 8. Items in **bold** indicate follow up or response is required.

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#### Items Discussed:

1. Introductions and review of meeting agenda.
2. MDS Design Progress Report:
  - a. Design Development design advancement was completed January 2020.
  - b. Since the local funding vote, the project team has worked on preparing for construction document advancement with start of Construction Document advancement December 2020.
  - c. General overview of the building and site design, including presentation of the site layout plan, rendering of the building main entry/patio, and floor plans. MDS reported no change to design scope since Design Development Phase.
  - d. Site Design not changed since Schematic Design documentation. MDS reviewed vehicular and pedestrian access to the site from Peach St, Kenmore Rd, and Richards Rd.
    - i. Parent drop off/pick up will be along drive to main entry from Peach St with parking available in area for staff and visitors. Service/deliveries access will be from the main entry drive to a connecting drive to the service/deliver area.
    - ii. Bus site access will be from Kenmore St to a bus loop located at the gymnasium wing entry. Bus loop will be used for bus only student drop off/pick up. Along the west side of the site adjacent to the bus loop and extending to Peach St will be staff/visitor parking.
    - iii. An emergency access point will be developed from Richard Rd. to the west side of the building.
  - e. Site plan includes a large green space between the existing school, new school and west parking areas to provide outdoor physical education and recreation space. Plan includes a play area for the ABLES Program and a courtyard also provides green space.





## Hill International

- f. Main Entry to school building includes an extended canopy leading from the Parent pick up/drop patio to the building's main entrance. The main entry area includes several rain gardens to support storm water management and provide a nature based security buffer for the main entry and cafetorium south elevation.
  - g. A courtyard is centered within the academic areas with adjacency and connection to the Media Commons and Academic Commons (learning labs) with a low maintenance nature landscape designed to provide large gathering and flexible learning space(s).
  - h. Media Commons is located off of the main entry lobby/corridor, "Main Street", along with the main office and cafetorium. The Media Commons is designed as a large naturally lighted space with a flexible design to allow for various set-up and environments for learning.
3. Budget Update:
- a. Hill reviewed adjustments to the project schedule since schematic design/MSBA Board Project Scope and Budget (PS&B) approval resulting in an approximately 1-year delay to the project. The delay was due to a change by the Town to pursue a local funding vote and COVID-19 delays to the vote. Additionally, the Town approved inclusion of a Project Labor Agreement (PLA) requirement for the New South Middle School construction requirements. Based on the project delay and PLA requirement and following the local vote, the Design Development (DD) cost estimate was updated to account for the added time and PLA. The updated DD construction estimate totaled \$73.7mil, which is \$4.5mil over the PS&B budget. Value engineering exercises were performed with District representatives during October and November with a final list of recommended value engineering items presented and accepted by the School Building Committee in December 2020. The accepted value engineering list included savings totaling \$1.3mil and the Committee approved a new not to exceed construction budget of \$72,401,896. The projected costs above the PS&B value will be funded locally.
  - b. Hill further reviewed the value engineering exercises. The scope of the value engineering was to achieve full reconciliation to the PS&B construction budget. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval and thus further delay the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.
  - c. MDS presented and provided an overview of the accepted value engineering items.
4. Floor Plans:
- a. MDS presented and provided an overview of the building floor plans identifying the location of the Main Office/Admin suite, student dining, media commons, academic commons and academic wing on the main level, academic wing and administration suite on the second level, and physical education (PE), adaptive PE, therapy, and support space on the lower level. Elevator locations were highlighted.
  - b. Academic wings are set up in academies: 1. Grades 5 & 6, 2. Grades 7 & 8 with science labs and art classrooms shared within each academy.



## Hill International

5. Design Adjustments since Design Development Phase:
  - a. Motorized Moveable Partition was removed from Student Dining. The partition was decided not a need for the educational program. Also, because the partition would need to be partially open to allow access to food pick up and tray drop off, during student dining, the cost for the assembly and associated infrastructure is not warranted. MDS presented and reviewed the design for student dining both with performance set-up and student dining set-up.
  - b. Chemical Neutralization at Science Classrooms. The project team met with representatives of Braintree's Inspectional Services Department to review Braintree's middle school science program, its chemical use protocols and for Inspectional Services to review state plumbing code requirements for science lab chemical use and disposal. Braintree Public Schools provided a list of chemicals being used in the middle school program and information on handling, neutralization, and disposal protocols. Inspectional Services approved a change to the neutralization system design for South Middle School that allows installation of a local chip (neutralization) tank at one sink per science classroom and one in the chemical storage room provided the School Department submits, prior to occupancy, updated documentation on chemical handling and disposal.
6. Permitting Update:
  - a. MDS reported that the project team conducted a pre-application grading permit meeting with representatives of the Braintree Planning Board.
  - b. MDS reviewed the site plan and items of discussion at the pre-application grading permit meeting including:
    - i. Site layout and limits of work.
    - ii. Drainage system overview. System to included two underground infiltration systems to meet the control and discharge requirements of Barintree's Planning Board.
    - iii. Basic grading plan.
    - iv. Schedule for grading permit application including application submission February 2021, hearing April 2021 and permit issue June 2021 so that the permit is inplace prior to start of construction.
7. Construction Access and Controls. During the past month the project team has reviewed the site documents to develop a plan for construction site access and use while providing separation and safety buffers for the existing occupied school.
  - a. Construction site boundares are set to allow continued use of the existing school while maintaining student safety buffers and educational environment.
  - b. A separate temporary access road for contractor entry fom Peach St to avoid conflict with the existing school main entry/bus loop.
  - c. Contractor access, delivery, and departure restriction periods during student arrival and departure.
  - d. Phasing and construction buffer to allow for continued use of the existing modular classrooms until the new building is available for occupancy.
  - e. Designating and creating construction buffer for school outdoor recess and physical education space.



## Hill International

### 8. LEED Goals:

- a. MDS reported the project is striving for LEED Silver based on USGBC LEED 4.0 and is working on credits and associated calculations.
- b. As previously confirmed with MSBA (prior meeting), the energy performance goal for the project is 20% better than code based on IECC 2015.

### Questions and Discussions:

- *MSBA - Will there will be an early site package procurement?* – Hill responded that an early site package procurement was discussed during Design Development phase to determine if a separate package would accelerate the overall schedule and offer costs savings. Based on the analysis of schedule impact and cost, the early site procurement was not accepted.
  - *MSBA – Note that DESE approved the proposed South Middle School special education delivery plan based prior to PS&B then with updated plans approved April 2020. Has design advancement maintain parameters of DESE's April 2020 approval?* – MDS responded that there has been not change to the design approved by DESE.
  - *MSBA asked if the elimination of the moveable partition in the Student Dining space impacts the program?* – MDS/Hill responded that the change does not impact program and that interior finishes will be utilized to provide space use indicators for grade use and assignment.
  - *MSBA noted that an item on the full December value engineering list included reducing the gym size – MDS/Hill reported that this item was considered to fully reconcile the construction budget to PS&B but that the value engineering item was not accepted based on deleterious impacts to the educational program.*
9. MSBA Review of its Modules 6 “Detailed Design”:
- a. Schedule review and confirmation of deliverables dates during Construction Document(CD) Phase:
    - i. 60%CD submission confirmed March 29, 2021.
    - ii. 90%CD submission confirmed June 28, 2021
    - iii. MSBA review/comment period 21 days and District response 14 days = 35 days acknowledged in the updated South Middle School schedule.
  - b. Any changes to the schedule for the project should be reviewed with MSBA.
  - c. Any change to the DESE documentation should be submitted prior to or at 60%CD to allow time for review and approval to avoid impact to bid schedule.
  - d. Module 6 - Recommend Hill/DS review MSBA’s updated documentation templates for 60%CD and 90%CD to ensure compliance with all required documentation. (see pages 8 & 19)
10. MSBA Review of its Modules 7 “Construction”
- a. Process for Budget Revision Requests (BRR) was reviewed including need to submit a BRR following bid opening and ProPay upload of the awarded contractor schedule of values within 60 days of the start of construction and MSBA cost comparison form for the awarded bid.
  - b. Contractor Bid, Schedule of Values and adjustments to actual construction contract values to ensure accurate ProPay reimbursement.



## Hill International

- c. Following start of construction, MSBA will perform a site visits on a regular basis every couple of months, unless unforeseen issues require additional visits.
  - d. Documentation required during construction includes:
    - i. GC Change Orders – Reviewed on a quarterly basis
    - ii. BRR throughout project with note that the change order contingency to change order account transfer BRR should occur upon the execution of the final GC change order.
    - iii. LEED scorecard update and sustainable design certificate requirements.
    - iv. DCAMM Contractor Evaluations submitted to DCAMM and MSBA at 50% completion and 100% completion.
11. MSBA Review of its Module 8 “Closeout”:
- a. Ensure the District is aware of MSBA’s grant reimbursement process so to ensure cash flow expectation, including reimbursement of eligible costs up to 95% of the grant with the remaining 5% of eligible costs contingent on Final Audit reconciliation.
12. MSBA Project Advisories – Recommended review
- i. Project Advisory 66 regarding application of project workforce requirements’
  - ii. Project Advisory 64 regarding timely submission of GC Schedule of Values.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 1/27/21



## **Hill International**

### **Massachusetts School Building Authority**

### **Braintree South MS: Design Status Meeting**

**January 26, 2021, 9:00 AM**

#### **Agenda:**

1. Introductions
2. Designer presentation of Design Development, including changes since Schematic Design
3. Discussion of presentation
4. Overview of Module 6
5. Review of the 60% Construction Documents and 90% Construction Documents submission schedule
6. Preview of Module 7 and Module 8
7. Questions and Comments



## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Tuesday, January 19, 2021**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/85053778069>

### AGENDA

You are invited to a Zoom webinar.

When: Jan 19, 2021 05:00 PM Eastern Time (US and Canada)

Topic: School Building Committee Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85053778069>

Or iPhone one-tap :

US: +16465588656,,85053778069# or +13017158592,,85053778069#

Or Telephone:

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 850 5377 8069

International numbers available: <https://us02web.zoom.us/j/kcKDeXo9hU>

1. Call to Order
2. Approval of Minutes: 12/07/2020
3. MSBA Accelerated Repair Program; Highlands and Liberty Elementary Schools
4. South Middle School
  - a. Project Update
  - b. Construction Document Progress
  - c. MSBA Design Review Meeting
5. East Middle School
  - a. Close Out Agreement
  - b. Project Update
  - c. Schedule
  - d. Next Steps
6. Next Meeting
7. Community Questions
8. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Cyril Chafe, School Committee*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Financial and Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director*	Damon Rainie, South Middle School Principal
Nicole Taub, Chief of Staff*	
Kristen Zechello, Parent*	

\*Voting Member



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to the this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's



**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #66*

recent construction cost response, it appears to be some flexibility in the construction budget moving forward without impacting our agreement with MSBA.

Nicole Taub asked Hill if there is any action required by the BSBC in regards to South.

Ms. Mahoney reported that MSBA's standard designer services contract requires the project be designed to the established construction budget. If, during the course of the project, the project design exceeds budget, typically indicated at bid opening, then the designer must correct the documents to a design that meets budget at its own cost. For South Middle School, MDS has direction to design to a construction budget of \$69,181,416. Based on recent cost estimate and accepted value engineering, the current estimated construction cost is \$72,401,896.

Hill International Inc. request the BSBC consider authorizing MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896.

Mayor Charles Kokoros made a motion to authorize MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896. The motion was seconded by Tom Devin. Motion carried unanimously.

***Overview - East Middle School Project***

David Billings, Hill International Inc., opened with updates to the punchlist. He stated the kickwall is now complete. 2 out of 3 floor tiles have been replaced due to color fading and the crew is waiting for the delivery of more tile to complete. Shawmut has replaced areas where moldings along the base of the wall exposed some unsightly masonry and that has been removed and replaced which cleaned up the walls significantly. Punchlist commissioning is ongoing. Testing systems is ongoing and should be complete over the next week. Training of the building management system and the HVAC is ongoing. Hill has not gotten a requisition, but we do have the draft of Requisition 26 and Hill still has that under review. Today the Team executed just over \$2 million in change orders so construction costs at this time is at \$68,466,893 of which the Town has paid \$60,332,545. The project is still invoicing FF&E which all furniture is in. Hill expended \$1,669,868 for the FF&E contracts, there is still some invoicing that is outstanding and we still have about \$563,000 left in the budget. Hill is tracking the contingency, as previously mentioned, and about \$2 million has been executed in hard cost and with \$671,000 in soft cost contingencies. So of the \$3.5 million we had in contingency, we expended \$2.7 million leaving about \$866,073 left in contingency. Hill is still tracking a number of claims by Shawmut. The forecast still has a potential \$1.6 million in exposure. Hill is working with Shawmut to see if there can be a resolution on that.

Michael Carroll, Hill International Inc., expanded on the two items. First is on the requisition previously mentioned. Hill has received a draft requisition from Shawmut for June, July, August, and September. Shawmut did provide a requisition that included a change order that has not been approved yet, so the change order either needs to be resolved or removed first before moving forward, Hill is waiting for a response from Shawmut. Michael Carroll also mentioned in relation to the change orders, we have had eleven change orders in the current Proposed Change Orders (PCO) that need to be rolled up into a change order to keep the process moving.

Tom Devin asked if we have a completion date and if it has been discussed. Mike Carroll explained that the original suspected completion date for this project was June 30<sup>th</sup>. Shawmut has requested an extension of seven days in relation to COVID but the costs associated was rejected and suggested the seven days is more than reasonable.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

Once Hill gets that ratification from Shawmut, we can bring it before the BSBC. This would mean a substantial completion date of around July 7<sup>th</sup>. This means the project should have final completion of about 60 days after that, which is September 7<sup>th</sup>. Mike explained that there are several items on the punchlist being worked through such as the replacement of some floor tiles that David previously mentioned which will not be delivered until January. There is also some items in relation to the auditorium ceiling and alike.

Margaret Clark of Miller Dyer Spears explained the potential completion date will be the actual use of all the photovoltaic arrays. Training did not occur until late November but MDS does not know if the town got beneficial use prior. For the requisition you're supposed to be at 1% or less work remaining but with Requisition 26, we are at 2% to complete but that is mainly allowances and holds so we are actually at approximate 1% to be completed at this point based on dollar value. MDS noted they are trying to nail down the exact date of when they got power from the units and be able to issue substantial completion certificate for that date.

Tom Devin clarified his question is, when is final completion. Mike Carrol explained that at this time we do not have a certain exact date but Hill is working with Shawmut Senior Leadership in hopes to get more direction from them. Tom Devin noted Hill and MDS has a good working relationship with the Town but had frustrations with the construction managers with getting scheduling and how they have done business with the Town.

***Community Questions***

Town Councilor, Meredith Boericke, spoke on the record on behalf of constituent Mark Dellascio, 24 Kenmore Road.

"Kenmore road residents respectfully ask the School Building Committee look at alternate bus routes. For reasons I've mentioned before about public safety, as well as traffic, when the gate is open cars fly down the street at the cut through to Peach Street or to quickly access the parking lot. Also, when Liberty School gets out, it is difficult for cars to get down the street. It not only causes congestion on Kenmore road, but also Amherst Rd. Parents also park on both sides of Kenmore to pick up kids from South Middle School and when this happens it is just not wide enough for two way traffic. We believe school bus access in and out of peach tree with a crossing guard nearby is a better and much safer alternative than having oversized vehicles on already busy side streets during drop off and pick up hours. And the road was blocked off for many good reasons years ago and we are asking for that to be implemented again. Make no mistake about it. Kenmore residents are all for the building of a new South Middle School. Just ask the School Building Committee take a look at an alternative bus access by utilizing a main road instead of a side street."

Meredith Boericke received the record within the last couple days and will forward it to Nicole Taub.

Meredith Boericke also expressed and echoed an idea from a constituent, wondering if there is going to be a forum for residents to submit ideas and what is the timeline?

Mayor Charles Kokoros explained we are in the early phases of putting together the finalized plans and bidding process and we haven't started the construction yet. So at this point, it would be a little bit too early for us to start to discuss what the future is with the Old South. And if we wait until a later date, we will be clearer on what the Town needs in the future and Braintree intends to utilize the old school for whatever is the best purpose. And the Mayor confirmed that the School requires continued educational use, given the prior MSBA partnership and will be taken into consideration when discussing repurposing the location.



**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

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**From:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Sent:** Wednesday, January 13, 2021 11:07 AM  
**To:** Hackett, Frank; Nicole Taub; Edward Cronin  
**Cc:** Cuddahy, Mary Ann; Carroll, Mike; Crowley, Alex  
**Subject:** Braintree South MS - OPM Monthly Report  
**Attachments:** Braintree SMS-Report Dec 2020.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

For your consideration.

Please contact me should you have any questions.

Regards,

**Mary Mahoney**

Project Manager

Hill International, Inc.

75 Second Avenue, Suite 300

Needham, MA 02494

(617) 778-0937

[MaryMahoney@hillintl.com](mailto:MaryMahoney@hillintl.com)



**Hill International**

**Town of Braintree  
Improvements to South Middle School**

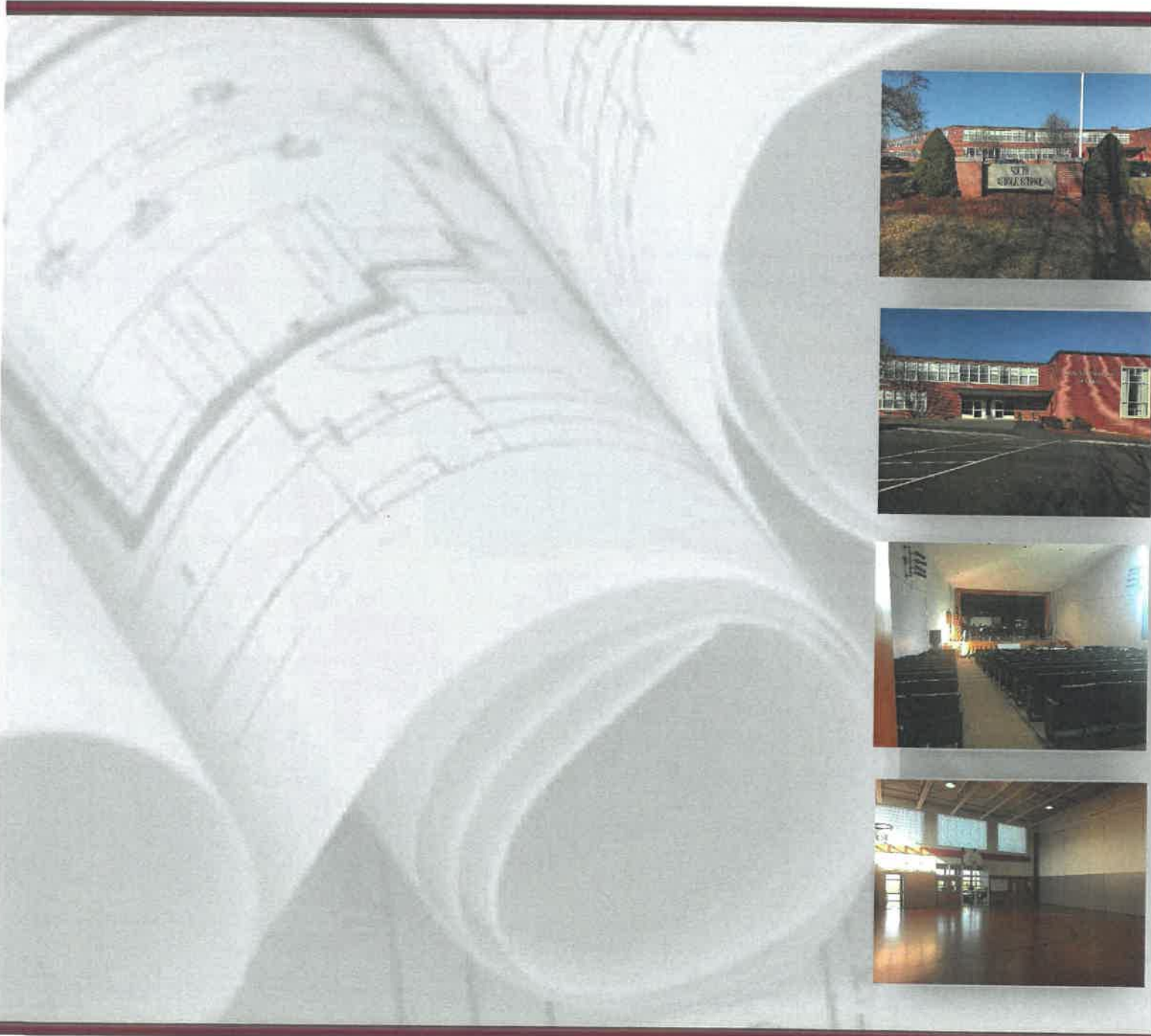


**Project Monthly Report**

**December 2020**



**Hill International**





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- 2. SCHEDULE**
  - a. Project Schedule, dated January 8, 2020
  
- 3. FINANCIALS**
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- 4. DOCUMENTATION**
  - a. School Building Committee Agenda for Meeting December 7, 2020
  - b. School Building Committee Minutes for Meeting November 9, 2020



# 1. Executive Summary

## Executive Summary

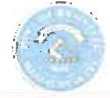
This Project Manager's Report for the Town of Braintree's South Middle School (MS) Project, MSBA Project No. 201600400310, submitted by **Hill International (Hill)**, covers activities for the month of December 2020.

During the month of December 2020, Hill provided MSBA and the Town with progress updates for the MSBA school grant Project Funding Agreement, Total Project Budget and ProPay budget upload, professional team contract amendments, review, update and supplemental value engineering exercise for the Design Development cost estimate, and provided total project budget, grant payment information, and schedule updates.

On October 16, 2020, the Braintree Public Schools submitted a School Building Committee membership form that reported the addition of Cyril Chafe as a representative of the School Committee and a voting member of the School Building Committee. On December 3, 2020, MSBA issued its approval of the School Building Committee membership change.

On November 3, 2020, Miller Dyer Spears (MDS) submitted an amended Design Development Construction Cost Estimate that updated construction costs and escalation to account for the delayed local project funding vote that caused the project bid to be postponed approximately 1-year and addressed addition of a proposed project labor agreement. The projected construction costs were confirmed through independent scope review by Hill's independent cost estimator. The amended Design Development Construction Cost Estimate totaled \$73,748,295.

Throughout the month of November and early December, MDS, Hill and Town representatives conducted multiple value engineering/scope reduction exercises in an attempt to reconcile the updated Design Development Cost Estimate to the construction budget of \$69,181,419, while not changing the scope, building program, or educational program application, or impact the building function, operation, and durability. A list of value engineering items was created and grouped into three



categories; 1. Items that would not negatively impact the project and gain savings, 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues and 3. Items to achieve full reconciliation of \$4.5mil estimated construction coverage but not recommended, because the scope adjustment would cause change to the building program and require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operation, or impact the building durability and life span to achieve MSBA required 50-year life.

The categorized list of value engineering items was reviewed with the School Building Committee Chair and Braintree Public Schools Superintendent and a final list of recommended value engineering (VE) items was created. The recommended VE list provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

On December 1, 2020, representatives for MDS, Hill, School Building Committee, and Braintree Municipal Licenses and Inspections Department met to review the chemical use policies of the Braintree Public Schools for its middle school science classrooms and discuss systematic control and safe disposal for chemical waste system at the new South Middle School. Information discussed regarding chemical use and disposal protocols will be adopted by the School Department for the new South Middle School and science classroom plumbing systems and chemical waste neutralization will be adjusted and refined to standards agreed to by the Braintree Municipal Licenses and Inspections Department.

On December 1, 2020, the total project budget included in the MSBA School Grant Project Funding Agreement was uploaded to MSBA's ProPay System. On December 2, 2020, executed Contract Amendment #03 for MDS and Contract Amendment #02 for Hill were transmitted to MSBA for record. On December 7, 2020, MSBA ProPay Reimbursement Request #5 was submitted for outstanding payments made for by the Town of Braintree for Design Development phase services.





On December 3, 2020, representatives of Hill and MDS conferenced with MSBA's Project Manager and provided an update on progress, a report on the updated construction cost projection of \$72,401,896, value engineering performed to achieve this updated design development cost projections and construction budget, and process for continuing design advancement and bid a construction budget higher than presented in the Project Funding Agreement.

On December 7, 2020, the School Building Committee convened and received a progress report from Hill regarding MSBA processing of a School Building Committee membership change submitted October 2020 and design phase progress. The design phase progress report included design development cost estimate update and supplemental value engineering/scope reduction exercises to reconcile the updated Design Development cost estimate to the construction budget for the project, while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The Committee was advised that a list of value engineering items was created and grouped into three categories; 1. Items that would not negatively impact the project and gain savings, 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues and 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the scope adjustment would change to the building program and require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operation, or impact the building durability and life span to achieve MSBA required 50-year life. A final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a new projected construction cost of \$72,401,896. The difference between the construction budget and updated November 2020 Design Development estimate with all recommended value engineering items is \$3,220,480. The Committee was advised that acceptance of any further listed value engineering item would impact the program, schedule, or function and durability of the building. The Committee voted to authorize proceeding with Construction Document design phase with a not to exceed construction budget of \$72,401,896.



On November 11, 2020, Miller Dyer Spear transmitted Design Development documentation to RFS for its review and comment. On December 14, 2020, RFS Engineering transmitted commissioning review comments for the Design Development documentation. The comments were forwarded to MDS for review and itemized written response.

Throughout the month, MDS and Hill reviewed Design Development documentation, performed value engineering exercises, coordinate schedule milestones to project restart, and began documentation process for 60% Construction Document documentation.

During the month, Hill produced project progress reports for work performed and milestones achieved in the month of December, provided project schedule and financial information, and submitted monthly progress reports to MSBA and the Braintree Public Schools for the month of November 2020. Hill Invoice #PBO-02284.00-000032 and MDS Invoices 67973 and 67987 were processed for payment.

### **Progress and Milestones Achieved**

The following milestones were achieved during the month of December 2020:

- Total project budget upload to MSBA's ProPay System and submission of Design Development invoices for reimbursement.
- Rist Frost-Shumway Engineering (RFS) commissioning review of Design Development documentation completed.
- Reconciliation of Design Development updated cost estimate and construction budget.
- Authorization to proceed with Construction Document design phase with a not to exceed construction budget of \$72,401,896.



**Upcoming tasks include:**

**January 2021:**

- Perform Construction Document design phase services and design advancement.
- Prepare environmental permit applications and conduct a preliminary review meeting with the Braintree Planning Board.
- Confirm project schedule and design phase milestone dates with independent cost estimators and MSBA.

**Financials**

The South Middle School current total project budget is **\$86,585,919**. Total commitments to date equal **\$9,231,853**. Expenditures through January 8, 2020 total **\$2,547,790**. Based on all commitments and expenditures to date the project is under budget.

**Schedule**

The next milestones for the South Middle School project are:

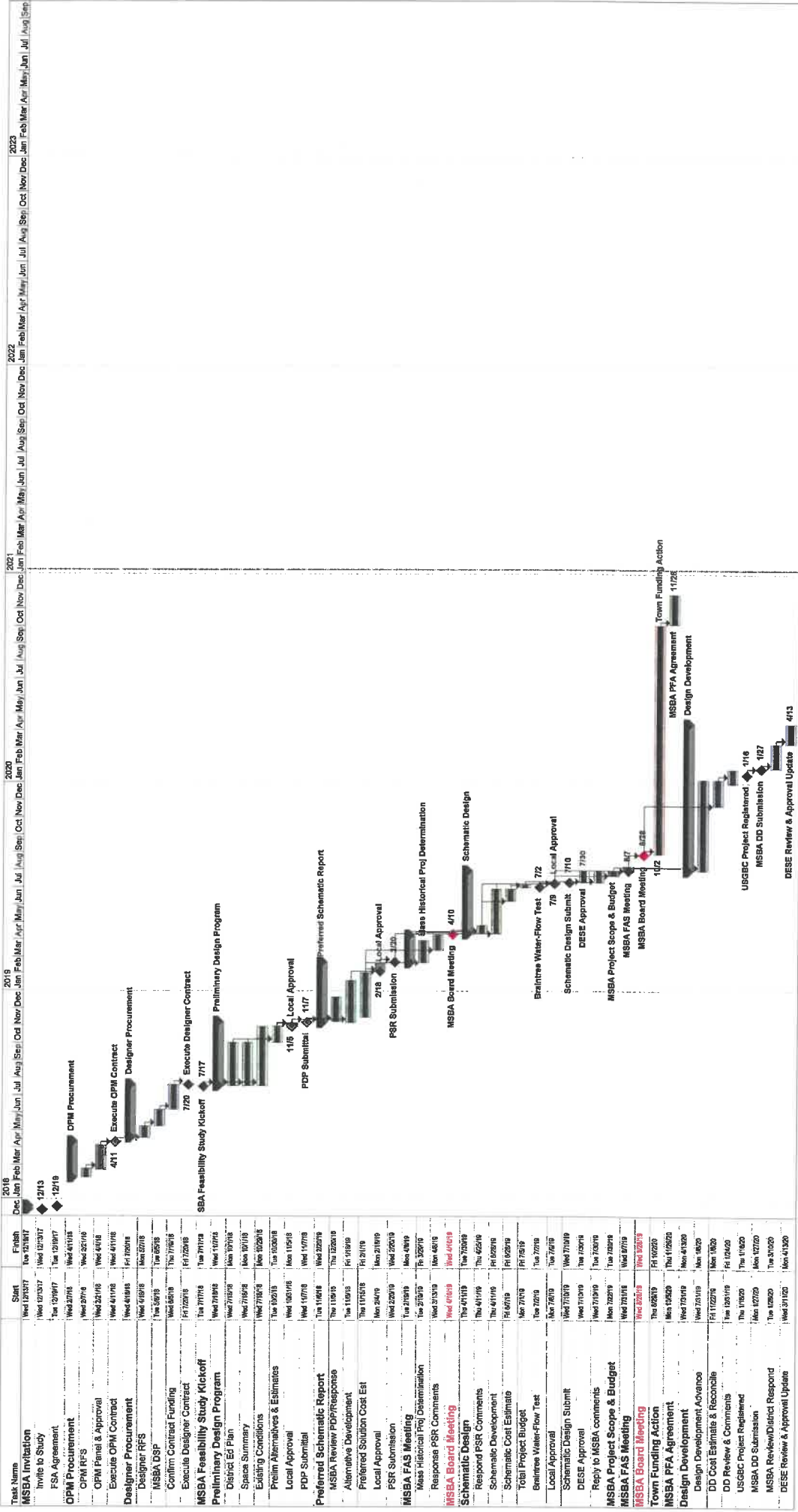
- Advance Construction Document design phase documents.
- Once received, respond to RFS, commissioning agent, Design Development document review comments.

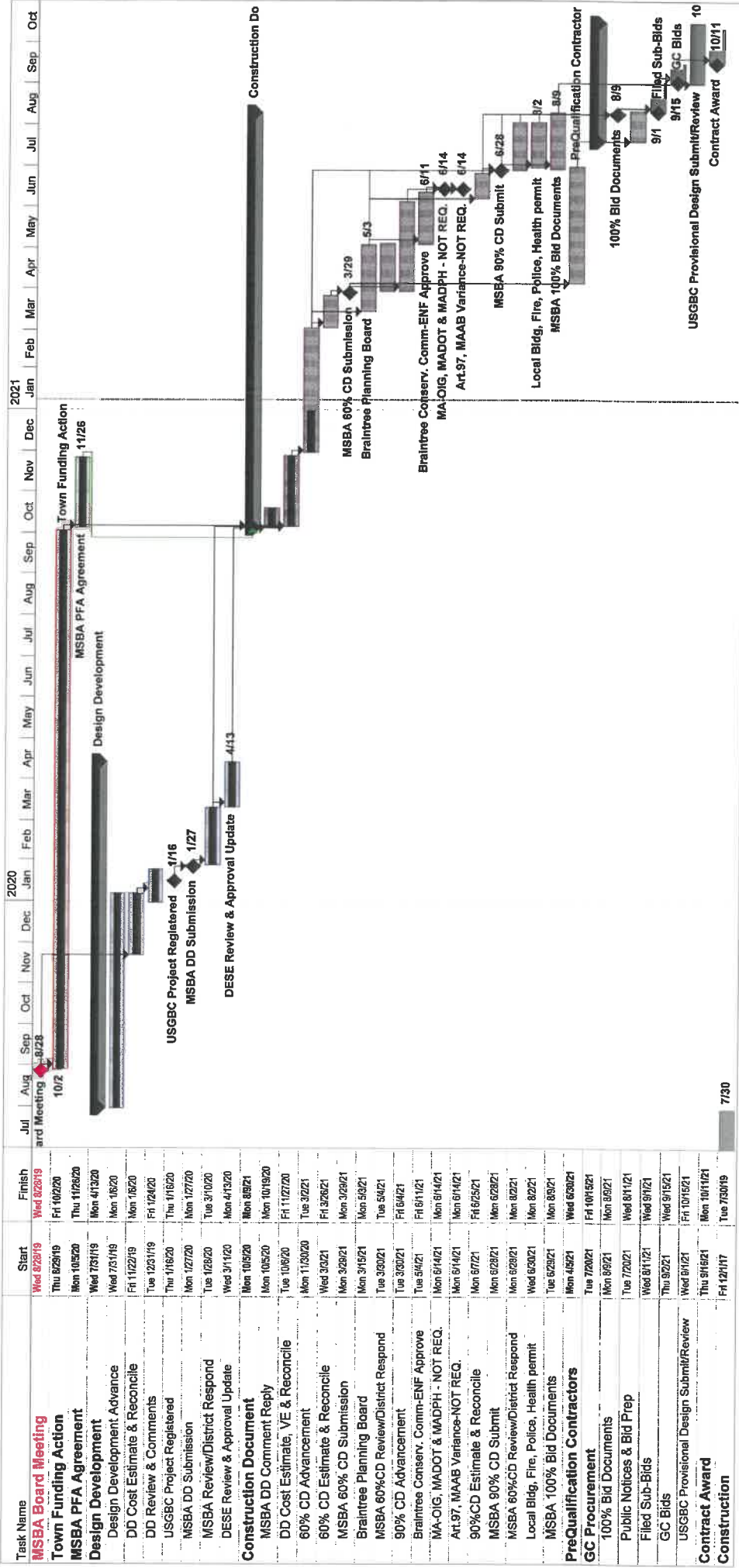


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## 2. Schedule

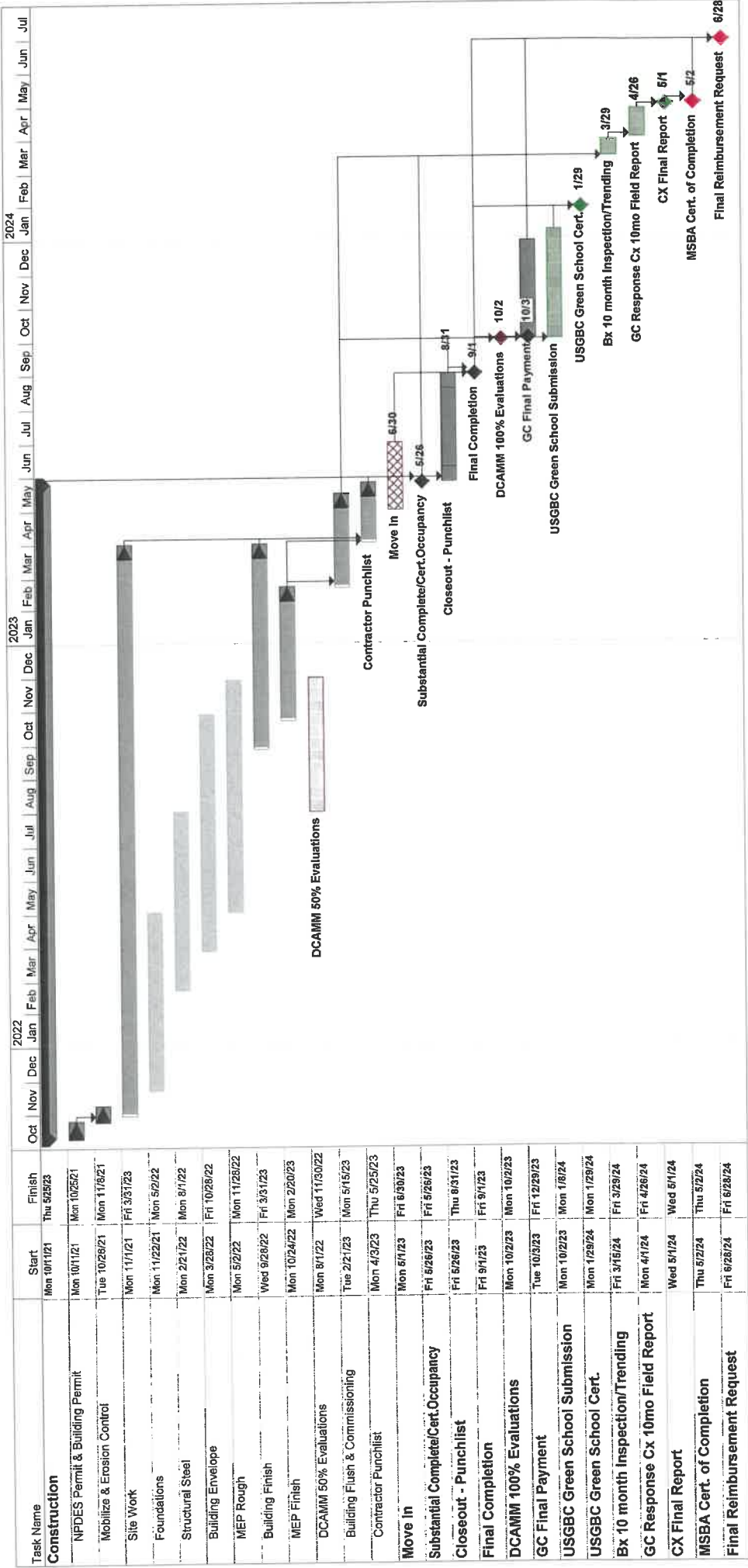
- a. Project Schedule, dated January 8, 2021





◆ Milestone  
▬ Summary  
▬ Progress  
▬ Split  
◆ External Milestone  
▬ Project Summary  
▬ External Tasks  
▬ Deadline  
▬ Milestone

January 8, 2021  
 Project Schedule



◆ Milestone  
▬ Summary  
▬ Progress  
▬ Split  
▬ Project Summary  
▬ External Tasks  
◆ External Milestone  
▬ Deadline



## **3. Financials**

- a. Total Project Budget, dated  
January 8, 2021



**Project Budget and Cost Summary**

Description	FSA Budget	BUDGET		COST		CASH FLOW		Hill ProPay Code	
		Baseline Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Total Project Costs		Expenditures to Date
<b>20 Construction</b>									
PreConstruction		\$0	\$0	\$0	\$0	\$0	\$0	0501-0000	20-000
Construction Budget		\$69,181,416	\$0	\$69,181,416	\$0	\$69,181,416	\$0	0502-0001	20-302
Change Orders		\$0	\$0	\$0	\$0	\$0	\$0	0508-0000	20-800
Subtotal	\$0	\$69,181,416	\$0	\$69,181,416	\$0	\$69,181,416	\$0		
<b>30 Architectural &amp; Engineering</b>									
A&E Feasibility Study/Schem Design	\$625,278	\$625,278	\$0	\$625,278	\$0	\$625,278	\$0	0002-0000	30-290
Environmental & Site	\$55,000	\$14,785	\$69,785	\$69,785	\$0	\$69,785	\$67,160	0003-0000	30-280
Other Feasibility Study	\$57,384	-\$14,785	\$42,599	\$42,599	\$69	\$42,599	\$36,068	0004-0000	30-270
Design Development		\$1,345,334	\$0	\$1,345,334	\$0	\$1,345,334	\$0	0201-0400	30-120
Construction Documents		\$2,280,979	\$0	\$2,280,979	\$0	\$2,280,979	\$0	0201-0500	30-130
Bid		\$240,912	\$0	\$240,912	\$0	\$240,912	\$0	0201-0600	30-140
Construction Administration		\$1,734,984	\$0	\$1,734,984	\$0	\$1,734,984	\$0	0201-0700	30-150
Closeout		\$124,342	\$0	\$124,342	\$0	\$124,342	\$0	0201-0800	30-160
Other Basic Services		\$150,000	\$0	\$150,000	\$61,593	\$150,000	\$15,580	0201-9900	30-200
A&E - Construction Testing		\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	0203-0100	30-250
A&E - Printing (over min)		\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	0203-0200	30-210
Other Services - Reimbursable Costs		\$150,000	\$0	\$150,000	\$68,400	\$150,000	\$6,150	0203-9900	30-110
Hazardous Materials		\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	0204-0200	30-240
Geotechnical Engineering		\$50,000	\$0	\$50,000	\$58,145	\$50,000	\$53,945	0204-0300	30-220
Site Survey		\$50,000	\$0	\$50,000	\$191,935	\$250,000	\$196,055	0204-0400	30-230
Wetlands		\$25,000	\$0	\$25,000	\$21,750	\$25,000	\$20,750	0204-0500	30-235
Traffic Studies		\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	0204-1200	30-260
Subtotal	\$737,662	\$7,364,213	\$0	\$7,364,213	\$650,167	\$7,364,213	\$2,170,265		
<b>40 Administrative Costs</b>									
OPM Feasibility Study	\$261,338	\$261,338	\$0	\$261,338	\$0	\$261,338	\$260,472	0001-0000	40-010
Other Feasibility Study	\$1,000	\$0	\$1,000	\$1,000	\$193	\$1,000	\$807	0004-0000	40-110
OPM Design Development		\$250,000	\$0	\$250,000	\$0	\$250,000	\$114,245	0102-0400	40-020
OPM Construction Documents		\$320,000	\$0	\$320,000	\$0	\$320,000	\$0	0102-0500	40-030
OPM Bidding		\$75,000	\$0	\$75,000	\$0	\$75,000	\$0	0102-0600	40-040
OPM Construction Contract Admin		\$1,310,662	\$0	\$1,310,662	\$0	\$1,310,662	\$0	0102-0700	40-050
OPM Closeout		\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	0102-0800	40-060
OPM - Extra Services		\$75,000	\$0	\$75,000	\$75,000	\$75,000	\$0	0102-0900	40-111
OPM Reimbursables & Other Services		\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	0102-1000	40-160
OPM Cost Estimates		\$100,000	\$0	\$100,000	\$0	\$100,000	\$29,000	0102-1100	40-100
OPM - Other Costs		\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	0102-9900	40-112
Advertising		\$0	\$0	\$0	\$0	\$0	\$0	0103-0000	40-200
Commissioning		\$0	\$0	\$0	\$0	\$0	\$0	---	---
Legal		\$0	\$0	\$0	\$0	\$0	\$0	0101-0000	40-300
Utility Fees		\$250,000	\$0	\$250,000	\$0	\$250,000	\$0	0601-0000	40-520
Testing Services		\$150,000	\$0	\$150,000	\$150,000	\$150,000	\$0	0602-0000	40-500
Swing Space / Move		\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	0603-0000	40-530
Other Project Costs		\$0	\$0	\$0	\$0	\$0	\$0	0699-0000	40-540
Subtotal	\$262,338	\$3,243,000	\$0	\$3,243,000	\$725,193	\$3,243,000	\$404,524		
<b>50 Furniture, Fixtures and Equipment</b>									
Furniture, Fixtures and Equipment		\$960,000	\$0	\$960,000	\$0	\$960,000	\$0	0701-0000	50-000
Technology		\$960,000	\$0	\$960,000	\$0	\$960,000	\$0	0703-0000	50-200
Subtotal	\$0	\$1,920,000	\$0	\$1,920,000	\$1,920,000	\$1,920,000	\$0		
<b>70 Project Contingency</b>									
Construct Contingency		\$3,113,164	\$0	\$3,113,164	\$3,113,164	\$3,113,164	\$0	0807-0000	70-000
Owner's Contingency		\$1,764,126	\$0	\$1,764,126	\$1,764,126	\$1,764,126	\$0	0801-0000	70-500
Subtotal	\$0	\$4,877,290	\$0	\$4,877,290	\$4,877,290	\$4,877,290	\$0		
<b>Project Total</b>	\$1,000,000	\$86,585,919	\$0	\$86,585,919	\$77,354,066	\$86,585,919	\$2,574,790	\$84,011,129	



## **3. Financials**

- a. Total Project Budget, dated  
January 8, 2021



## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, December 7, 2020**  
**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/89578431711>

### AGENDA

You are invited to a Zoom webinar.

When: Dec 7, 2020 05:00 PM Eastern Time (US and Canada)

Topic: SCHOOL BUILDING COMMITTEE

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89578431711>

Or iPhone one-tap : US: +13017158592,,89578431711# or +13126266799,,89578431711#

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 895 7843 1711 International numbers available: <https://us02web.zoom.us/j/89578431711>

1. Call to Order
2. Approval of Minutes, November 9, 2020
3. South Middle School
  - a. Project Update
    - i. MSBA Project Funding Agreement (PFA)
    - ii. Design Development Cost Update & Reconciliation
  - b. Authorization to Proceed to Construction Documents
4. East Middle School
  - a. Project Update
  - b. Financial Update
  - c. Next Steps
5. Next Meeting
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### Braintree School Building Committee

Leon Auvil, Architect*	Cyril Chafe, School Committee*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Financial and Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director	Damon Rainie, South Middle School Principal
Nicole Taub, Chief of Staff*	
Kristen Zechello, Parent*	

\*Voting Member



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #65*

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Date & Time: 5:00 PM on November 09, 2020

Location: Zoom Remote Meeting

Attendees

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\* (not present)  
Damon Rainie, South Middle School Principal (not present)  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings (not present)  
Mary Mahoney  
Duclinh Hoang (not present)  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the November 09, 2020, Braintree School Building Committee at 5:03 pm.

Mayor Charles Kokoros made a motion to approve the October 13, 2020 minutes, the motion was seconded by Dr. Frank Hackett. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #65*

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***Overview - South Middle School Project***

Mary Mahoney, Hill International Inc., reported that the Project Funding Agreement (PFA), the grant agreement between the Town and MSBA for South MS, was executed by Town representatives and transmitted to MSBA's legal department on October 27, 2020. The legal department responded and requested a supplemental vote certification that included more specific language of regarding the project funding vote for the Special Election. This request was fulfilled and sent on November 5 2020. The PFA and supporting documents were submitted to the MSBA and is now undergoing further review and processing by their legal team, they are hoping to get it out in the near future. Due to COVID and limited office hours, the MSBA warned it may take a little longer than usual.

Ms. Mahoney further reported, that MSBA's within its project grant, includes providing a Commissioning Agent to the project. The Commissioning Agent is typically hired during design phase so that documents can be reviewed and comments regarding provided prior to bid to ensure building envelope and mechanical electrical systems meet MSBA standards. MSBA appoints a firm from its pre-approved pool of commissioning agents. Rist-Frost-Shumway (RFS) Engineering was chosen for the South Middle School project and recently received a scope of work and submitted a proposal to MSBA. MSBA contract and authorization to proceed are pending.

Hill International Inc. and Miller Dyer Spears (MDS) has been reviewing South Middle School's Design Development phase documents and MSBA review comments and District response to review comments in preparation for the start of Construction Documents phase. Contract Amendments for MDS and Hill to continue services through Construction Documents, Bidding, Construction Administration and Closeout have been signed by both companies and submitted to the Town for execution. Both amendments meet scope requirements of MSBA and reconcile to the budget that was included in the Project Funding Agreement. The MDS amendment also includes some extra services for furniture and equipment bidding and construction administration and additional services for geotechnical work needed for the site package.

Mayor Charles Kokoros made a motion to approve a contract amendment for Miller Dyers Spears for continued designer services and a contract amendment for Hill International, Inc. for continued OPM services for project phases: Construction Documents, Bid, Construction and Closeout. The motion was seconded by Dr. Frank Hackett. Motion carried unanimously.

***Overview - East Middle School Project***

Mike Carroll, Hill International Inc., stated there is continued to monitoring of the project and safety protocols around COVID-19. As the project goes further into closeout, less people are onsite as well. There have been no COVID related issues onsite.

Hill delivered an email to Ed Cronin earlier in the day to discuss the previous approved changes that occurred due to COVID and if there is any considerations for funding to offset that. Shawmut has also submitted a fifth PCO (CV19S) for an extension of 7 days in relation to COVID-19. This delay was primarily related to delays in carpentry, when the Carpenter's Union pulled off the project for about ten days, Hill found the request reasonable and is recommending approval. Shannon Hume asked if the extension was an added cost as well or just a schedule extension. Mike Carroll explained there were four previous COVID PCOs, two were already approved and the others are for the next Change Order. The approved PCOs have not become approved COs. These do include added costs for items such as extra cleaning stations, a period of time when there was a nurse onsite, extra bathrooms, and additional cleaning. For the extension, there has been a request for added cost, but the contract doesn't allow for



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #65*

it so it will be returned approving the extension of time, but not cost. Shannon Hume also asked if the Town accrues all the COVID added costs, is there a grant the Town can apply for assistance with the expenses and how significant are the costs. Nicole Taub explained for the reimbursement portion, the Town looked at potential funds from the CARES Act, the requirements for the CARES Act is that it is unbudgeted expenditures and at the time they were considered within the budget therefore ineligible. The email Mike Carroll sent Ed Cronin has been forwarded to Nicole Taub, Ed Spellman and Loraine See to see if they can recoup some of that funding.

In relation to FFE, the team is still coordinating issues related to the teacher podiums and have a potential solution, working on the final design changes to prepare for implementation during Christmas break. Some technological issues have occurred with some of the overhead projectors and PA systems and the team has been able to address these issues.

Kyle McKenna, Shawmut Design and Construction (SDC), provided an update on the punchlist; 26 total items remaining. 13 are related to change orders and are in some state of review and approval. 4 are related to the replacement of the MCT flooring, the first portion has been completed in one of the classrooms. 3 items are related to landscaping that have been reviewed by the design team and pending final approval to be closed out. And there are a few remaining other items such as the soccer kickwall, trim on the skylights of the gym, a few HVAC controls that the mechanical contractor has been working on for the past few weeks.

Nicole Taub asked for an update on the auditorium ceiling. Mike Carroll stated the team has received from Shawmut, a report done by an outside vendor hired by Shawmut. The report stated three contributing factors, which were three of the four factors the design team previously identified which are needed to be addressed with the remaining factor being the two layers of paint. Shawmut earlier in the afternoon sent a letter stating they will be requesting a change order, Hill is working with the design team to respond because the design team has twice previously stated in writing that the three items in the Shawmut report, as well as the fourth item not addressed were owned under contract. Hill plans to get that work scheduled and the four items to be addressed.

Mike Carroll stated the last Owner Change Orders were OCO 23 and Owner Budget Transfer 25 those were done prior to the submission of requisition 25 (May 2020). OBT 26 has been sent to Hill in draft form and Hill has made comments a few weeks ago and now has received an update. The budget transfer is moving money within the GMP so it is a net zero. Hill will bring it to Ed Cronin for approval when ready and for acknowledgement, likely at the next meeting. This will be a part of the next requisition, Requisition 26 which is for June, July, August and September. Hill MDS and Shawmut has had several internal meetings coordinating the upcoming pencil requisition to correlate with the markups made in May, Hill and Shawmut plan to review a draft next week of one or two samples of subs. Shawmut is pushing to get the complete submission sent by Thursday. Hill will then plan to review for a approximately two weeks.

Hill met with the Town's ADA Director a week and a half ago to follow-up on proposed solutions onsite. Solutions such as updated striping in the parking lot and some work on the walkways in the back of the building that Shawmut is working on, some corrective measures. Hill will send an update to the Town in writing.

***Next Meeting***

The next School Building Committee meeting date Monday, December 07 at 5 pm.

At 5:25 pm, a motion to adjourn was made by Charles Kokoros and

**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #65*

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- Seconded by Shannon Hume
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of November 09, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Tuesday, December 07, 2020 at 5:00 pm. Zoom Remote Meeting.

***The meeting was adjourned at 5:25 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, September 11, 2020 10:51 AM  
**To:** ckokoros@braintreema.gov; Cyril Chafe; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting 9-14-2020  
**Attachments:** 2020 08 03 BSBC Minutes 61 draft.docx; BEMS - OBT025 REV cover 09.10.2020.pdf; BEMS - OCO023 cover 08.31.20.pdf; AGENDA - Braintree School Building Committee 9.14.2020.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good morning,

Attached please find the agenda and supporting materials for the Monday, September 14, 2020 School Building Committee meeting. Please note that this is a Zoom meeting.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, September 14, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/82944640486>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82944640486>

Or iPhone one-tap :

US: +16465588656,,82944640486# or +13017158592,,82944640486#

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 829 4464 0486 International numbers available: <https://us02web.zoom.us/j/82944640486>

### AGENDA

1. Call to Order
2. Approval of Minutes, August 3, 2020
3. South Middle School
  - a. Vote happening 09/26/20
  - b. Potential Schedule
  - c. PLA
  - d. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. FF&E
    - iii. Open Items
    - iv. Punch list
  - b. Financial Update
    - i. Contractor Requisition
    - ii. OCO 23
    - iii. OBT 025
  - c. Next Steps
5. Next Meeting September 28, 2020, time TBD.
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

#### **Braintree School Building Committee**

Leon Auvil, Architect*	Ed Cronin, Director of Finance & Operations
Tom Devin, School Committee Chairperson*	Jim Lee, Assistant Superintendent of Schools
Dr. Frank Hackett, Superintendent of Schools*	Tim MacDonald, Hollis Elementary School Principal
Shannon Hume, Town Council President*	John Sheehan, East Middle School Principal
Charles Kokoros, Mayor*	Damon Rainie, South Middle School Principal
Ed Spellman, Finance Director*	Karla Psaros, School Committee
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Tuesday, January 12, 2021 3:34 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears; Andrew Marron  
**Subject:** School Building Committee Agenda 1-19-2021  
**Attachments:** AGENDA - Braintree School Building Committee 1.19.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the School Building Committee agenda and minutes scheduled for Tuesday, January 19, 2021 @ 5:00 p.m.

Thanks.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to Superintendent

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

---

Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

**\*Voting members**

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to the this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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recent construction cost response, it appears to be some flexibility in the construction budget moving forward without impacting our agreement with MSBA.

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Hill International Inc. request the BSBC consider authorizing MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896.

Mayor Charles Kokoros made a motion to authorize MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896. The motion was seconded by Tom Devin. Motion carried unanimously.

***Overview - East Middle School Project***

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Tuesday, January 12, 2021 3:34 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears; Andrew Marron  
**Subject:** School Building Committee Agenda 1-19-2021  
**Attachments:** AGENDA - Braintree School Building Committee 1.19.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the School Building Committee agenda and minutes scheduled for Tuesday, January 19, 2021 @ 5:00 p.m.

Thanks.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to Superintendent

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

**\*Voting members**

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Town of Braintree  
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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #66*

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Location: Zoom Remote Meeting

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Town of Braintree  
Repair and Renovation of East Middle School**

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**Town of Braintree  
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*Braintree School Building Committee Meeting Minutes #66*

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Margaret Clark of Miller Dyer Spears explained the potential completion date will be the actual use of all the photovoltaic arrays. Training did not occur until late November but MDS does not know if the town got beneficial use prior. For the requisition you're supposed to be at 1% or less work remaining but with Requisition 26, we are at 2% to complete but that is mainly allowances and holds so we are actually at approximate 1% to be completed at this point based on dollar value. MDS noted they are trying to nail down the exact date of when they got power from the units and be able to issue substantial completion certificate for that date.

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***Community Questions***

Town Councilor, Meredith Boericke, spoke on the record on behalf of constituent Mark Dellascio, 24 Kenmore Road.

"Kenmore road residents respectfully ask the School Building Committee look at alternate bus routes. For reasons I've mentioned before about public safety, as well as traffic, when the gate is open cars fly down the street at the cut through to Peach Street or to quickly access the parking lot. Also, when Liberty School gets out, it is difficult for cars to get down the street. It not only causes congestion on Kenmore road, but also Amherst Rd. Parents also park on both sides of Kenmore to pick up kids from South Middle School and when this happens it is just not wide enough for two way traffic. We believe school bus access in and out of peach tree with a crossing guard nearby is a better and much safer alternative than having oversized vehicles on already busy side streets during drop off and pick up hours. And the road was blocked off for many good reasons years ago and we are asking for that to be implemented again. Make no mistake about it. Kenmore residents are all for the building of a new South Middle School. Just ask the School Building Committee take a look at an alternative bus access by utilizing a main road instead of a side street."

Meredith Boericke received the record within the last couple days and will forward it to Nicole Taub.

Meredith Boericke also expressed and echoed an idea from a constituent, wondering if there is going to be a forum for residents to submit ideas and what is the timeline?

Mayor Charles Kokoros explained we are in the early phases of putting together the finalized plans and bidding process and we haven't started the construction yet. So at this point, it would be a little bit too early for us to start to discuss what the future is with the Old South. And if we wait until a later date, we will be clearer on what the Town needs in the future and Braintree intends to utilize the old school for whatever is the best purpose. And the Mayor confirmed that the School requires continued educational use, given the prior MSBA partnership and will be taken into consideration when discussing repurposing the location.



**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \*  
These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Tuesday, January 12, 2021 3:34 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears; Andrew Marron  
**Subject:** School Building Committee Agenda 1-19-2021  
**Attachments:** AGENDA - Braintree School Building Committee 1.19.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the School Building Committee agenda and minutes scheduled for Tuesday, January 19, 2021 @ 5:00 p.m.

Thanks.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to Superintendent

348 Pond Street, Braintree, MA 02184 | Achieving • Creative • Inclusive |

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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recent construction cost response, it appears to be some flexibility in the construction budget moving forward without impacting our agreement with MSBA.

Nicole Taub asked Hill if there is any action required by the BSBC in regards to South.

Ms. Mahoney reported that MSBA's standard designer services contract requires the project be designed to the established construction budget. If, during the course of the project, the project design exceeds budget, typically indicated at bid opening, then the designer must correct the documents to a design that meets budget at its own cost. For South Middle School, MDS has direction to design to a construction budget of \$69,181,416. Based on recent cost estimate and accepted value engineering, the current estimated construction cost is \$72,401,896.

Hill International Inc. request the BSBC consider authorizing MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896.

Mayor Charles Kokoros made a motion to authorize MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896. The motion was seconded by Tom Devin. Motion carried unanimously.

***Overview - East Middle School Project***

David Billings, Hill International Inc., opened with updates to the punchlist. He stated the kickwall is now complete. 2 out of 3 floor tiles have been replaced due to color fading and the crew is waiting for the delivery of more tile to complete. Shawmut has replaced areas where moldings along the base of the wall exposed some unsightly masonry and that has been removed and replaced which cleaned up the walls significantly. Punchlist commissioning is ongoing. Testing systems is ongoing and should be complete over the next week. Training of the building management system and the HVAC is ongoing. Hill has not gotten a requisition, but we do have the draft of Requisition 26 and Hill still has that under review. Today the Team executed just over \$2 million in change orders so construction costs at this time is at \$68,466,893 of which the Town has paid \$60,332,545. The project is still invoicing FF&E which all furniture is in. Hill expended \$1,669,868 for the FF&E contracts, there is still some invoicing that is outstanding and we still have about \$563,000 left in the budget. Hill is tracking the contingency, as previously mentioned, and about \$2 million has been executed in hard cost and with \$671,000 in soft cost contingencies. So of the \$3.5 million we had in contingency, we expended \$2.7 million leaving about \$866,073 left in contingency. Hill is still tracking a number of claims by Shawmut. The forecast still has a potential \$1.6 million in exposure. Hill is working with Shawmut to see if there can be a resolution on that.

Michael Carroll, Hill International Inc., expanded on the two items. First is on the requisition previously mentioned. Hill has received a draft requisition from Shawmut for June, July, August, and September. Shawmut did provide a requisition that included a change order that has not been approved yet, so the change order either needs to be resolved or removed first before moving forward, Hill is waiting for a response from Shawmut. Michael Carroll also mentioned in relation to the change orders, we have had eleven change orders in the current Proposed Change Orders (PCO) that need to be rolled up into a change order to keep the process moving.

Tom Devin asked if we have a completion date and if it has been discussed. Mike Carroll explained that the original suspected completion date for this project was June 30<sup>th</sup>. Shawmut has requested an extension of seven days in relation to COVID but the costs associated was rejected and suggested the seven days is more than reasonable.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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Meredith Boericke received the record within the last couple days and will forward it to Nicole Taub.

Meredith Boericke also expressed and echoed an idea from a constituent, wondering if there is going to be a forum for residents to submit ideas and what is the timeline?

Mayor Charles Kokoros explained we are in the early phases of putting together the finalized plans and bidding process and we haven't started the construction yet. So at this point, it would be a little bit too early for us to start to discuss what the future is with the Old South. And if we wait until a later date, we will be clearer on what the Town needs in the future and Braintree intends to utilize the old school for whatever is the best purpose. And the Mayor confirmed that the School requires continued educational use, given the prior MSBA partnership and will be taken into consideration when discussing repurposing the location.





**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

---

***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Wednesday, January 6, 2021 2:21 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** Agenda for January 11, 2021 School Building Committee Meeting  
**Attachments:** AGENDA - Braintree School Building Committee 1.11.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the agenda for the January 11, 2021 School Building Committee meeting. Also attached please find the minutes from 12/7/2020 for consideration of approval.

Thanks,

Mary Ann

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

Attendees

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
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Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
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Duclinh Hoang  
Peter Martini (not present)  
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**Miller Dyer Spears (MDS):**

Danyul Cho  
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Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

---

**Overview - South Middle School Project**

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**Town of Braintree**  
**Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Overview - East Middle School Project***

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #66*

---

***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

**Huff, Crystal**

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Thursday, March 5, 2020 3:48 PM  
**To:** ckokoros@braintreema.gov; Damon Rainie; Danyul - MDS Cho; David - Hill Int'l; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Shee Naughton; Kristen Zechello; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Banak (Shawmut); Stephen Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Speer School Building Committee Meeting - Monday, March 9th @ 5:30 p.m.  
**Subject:** AGENDA - Braintree School Building Committee 03.09.2020.pdf; BEMS - OCO014 (1).pdf; BEMS - OCO015\_cover (1).pdf; BEMS - OBT017 Final\_cover.pdf; BEMS - OBT017 Final\_cover.pdf; 2020 02 10 BSBC Minutes #57.docx  
**Attachments:**

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Attached please find the agenda for the School Building Committee meeting scheduled for Monday, March 9th at 5:30 p.m. at the Colbert Administration Building. Also attached are the draft minutes from 2.10.2020, OBT 14 & 15, and OBT 16 & 17.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, March 9, 2020**  
**COLBERT ADMINISTRATION BUILDING**  
**5:30 PM**  
**AGENDA**

1. Call to Order
2. Approval of Minutes: 2.10.2020
3. South Middle School Project
  - a. Project Status Report
  - b. PLA (Project Labor Agreement) Discussion
  - c. Next Steps
4. East Middle School Project
  - a. Project Update
    - i. Financial Update
    - ii. Review/Approval of OCO14 & 15 and OBT16 & 17
  - b. Schedule
  - c. Next Steps
5. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Kristen Zechello, Parent*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Finance & Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director*	Damon Rainie, South Middle School Principal
Nicole Taub, Interim Chief of Staff*	

\*Voting Member

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Thursday, March 5, 2020 3:48 PM  
**To:** ckokoros@braintreema.gov; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Banak (Shawmut); Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting - Monday, March 9th @ 5:30 p.m.  
**Attachments:** AGENDA - Braintree School Building Committee 03.09.2020.pdf; BEMS - OCO014\_cover (1).pdf; BEMS - OCO015\_cover (1).pdf; BEMS - OBT017 Final\_cover.pdf; BEMS - OBT016 Final\_cover.pdf; 2020 02 10 BSBC Minutes #57.docx

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Attached please find the agenda for the School Building Committee meeting scheduled for Monday, March 9th at 5:30 p.m. at the Colbert Administration Building. Also attached are the draft minutes from 2.10.2020, OCO 14 & 15, and OBT 16 & 17.

Thank you.

**Mary Ann Cuddahy**

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, March 9, 2020**  
**COLBERT ADMINISTRATION BUILDING**  
**5:30 PM**  
**AGENDA**

1. Call to Order
2. Approval of Minutes: 2.10.2020
3. South Middle School Project
  - a. Project Status Report
  - b. PLA (Project Labor Agreement) Discussion
  - c. Next Steps
4. East Middle School Project
  - a. Project Update
    - i. Financial Update
    - ii. Review/Approval of OCO14 & 15 and OBT16 & 17
  - b. Schedule
  - c. Next Steps
5. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Kristen Zechello, Parent*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Finance & Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director*	Damon Rainie, South Middle School Principal
Nicole Taub, Interim Chief of Staff*	

\*Voting Member

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, September 11, 2020 10:51 AM  
**To:** ckokoros@braintreema.gov; Cyril Chafe; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting 9-14-2020  
**Attachments:** 2020 08 03 BSBC Minutes 61 draft.docx; BEMS - OBT025 REV cover 09.10.2020.pdf; BEMS - OCO023 cover 08.31.20.pdf; AGENDA - Braintree School Building Committee 9.14.2020.pdf

---

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good morning,

Attached please find the agenda and supporting materials for the Monday, September 14, 2020 School Building Committee meeting. Please note that this is a Zoom meeting.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, September 14, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/82944640486>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82944640486>

Or iPhone one-tap :

US: +16465588656,,82944640486# or +13017158592,,82944640486#

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 829 4464 0486 International numbers available: <https://us02web.zoom.us/j/82944640486>

### AGENDA

1. Call to Order
2. Approval of Minutes, August 3, 2020
3. South Middle School
  - a. Vote happening 09/26/20
  - b. Potential Schedule
  - c. PLA
  - d. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. FF&E
    - iii. Open Items
    - iv. Punch list
  - b. Financial Update
    - i. Contractor Requisition
    - ii. OCO 23
    - iii. OBT 025
  - c. Next Steps
5. Next Meeting September 28, 2020, time TBD.
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

#### **Braintree School Building Committee**

Leon Auvil, Architect*	Ed Cronin, Director of Finance & Operations
Tom Devin, School Committee Chairperson*	Jim Lee, Assistant Superintendent of Schools
Dr. Frank Hackett, Superintendent of Schools*	Tim MacDonald, Hollis Elementary School Principal
Shannon Hume, Town Council President*	John Sheehan, East Middle School Principal
Charles Kokoros, Mayor*	Damon Rainie, South Middle School Principal
Ed Spellman, Finance Director*	Karla Psaros, School Committee
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Thursday, October 8, 2020 3:02 PM  
**To:** ckokoros@braintreema.gov; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting October 13, 2020  
**Attachments:** AGENDA - Braintree School Building Committee 10.13.2020.pdf; 2020 09 30 BSBC Minutes 63 draft.docx; 2020 9 14 Braintree SBC Meeting Minutes #62(Rev).pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the agenda for the School Building Committee meeting scheduled for Tuesday, October 13, 2020 at 5:00 p.m. Also attached please find minutes for approval from 9/14/2020 and 9/30/2020.

Thank you.

Mary Ann

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #63*

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Date & Time: 5:00 PM on September 30, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Karla Psaros, SBC member (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the September 30, 2020 Braintree School Building Committee at 5:04 PM.

**Town of Braintree  
Repair and Renovation of East Middle School***Braintree School Building Committee Meeting Minutes #63*

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 9/14/2020, and noted there are some adjustments that need to be made. Tom Devin made a motion to table the August 03 minutes to the next meeting, the motion was second by Leon Auvil. Motion carried unanimously.

**Overview - South Middle School Project**

Ms. Taub provided an update on the results of the special election held on September 26, 2020, reporting that town residents voted yes to all four questions on the ballot approving debt exclusions for project funding.

Mike Carroll, Hill International, presented South Middle School's project team members attending the meeting including for Hill International: himself as Project Executive, Mary Mahoney as Senior Project Manager and Alex Crowley as Assistant Project Manager, and for Miller Dyer Spears (MDS), Will Spears, Principle in Charge, Margaret Clarke, Project Manager, and Nereyda Rodrigues, Lead Architect.

Mary Mahoney reported that following notification of voter approval to fund the South Middle School project, Hill reached out to MDS to talk about restart of design efforts. For the Town, next steps for the South Middle School project include providing MSBA with an original certification of the vote results from Braintree's Town Clerk. MSBA has reported that the vote certification will need to be submitted on or before executing a Project Funding Agreement.

Ms. Mahoney review the progress of project design prior to the funding vote including completion of Design Development (DD) documentation and approval of the design documentation by the MA Department of Elementary and Secondary Education (DESE). MSBA provided review comments for the Design Development documentation with project team response to those comments forwarded to MSBA in March 2020. Following the Special Election, Hill contacted MSBA to ask if MSBA was satisfied with all Design Development documentation and review comment response. MSBA response is pending. If Design Development documentation is accepted by MSBA, then the next phase of design development is Construction Document phase. The professional team is also working with project cost estimators to calculate the impacts of the vote delay to schedule, COVID-19 industry impacts, and market change to ensure design scope is to budget.

Hill reviewed the updated project schedule based on COVID 19 delay to funding vote. South Middle School new construction is scheduled to start August 2021 with initial owner occupancy and furniture/technology installations scheduled in April 2023. Hill noted that to build the new school primary access road the existing modular classrooms will need to be removed. If the modular classrooms are needed to meet the school enrollment and program then the access road will be constructed once the modular can be removed.

Kristen Zechello asked if they modulars are being demolished or relocated. Ed Cronin noted the two older modular classrooms are leased, so the lease company will be responsible for those units, and two newer modular classrooms are owned by the town with discussion on re-use.

**Overview - East Middle School Project**

David Billings (Hill) provided a project update noting Covid 19 safety and protocols are still in effect. A few open items were noted including additional drainage in the front patio area, gap at the bottom of the granite steps, and auditorium ceiling.



**Town of Braintree  
Repair and Renovation of East Middle School***Braintree School Building Committee Meeting Minutes #63*

Nicole Taub asked for an update on the punch list. David Billings noted about 86 open items and about 47 items needed to be back punched. Nicole Taub asked again for a reasonable timeline when all items can be closed with a few exceptions. Tony Orrino of Shawmut noted 50% of the items will be completed by October 7 with other items being procurement delays.

Shannon Hume brought up a concern about no lighting at the backside of gym. Mike Carroll noted Hill will confirm if the access is an emergency egress and if it needs lighting. This concern will be addressed in the next meeting.

Next item, contractor requisition, Hill noted May requisition 25 had been reviewed and certified by Miller Dyer Spears and Hill plans to recommend approval to Ed Cronin and drop off copies tomorrow.

The next meeting school building committee meeting date Tuesday, October 13 at 5 PM.

At 5:45 pm, a motion to adjourn was made by Dr. Frank Hackett and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of September 14, 2020 meeting will be approved at the next meeting.

Minutes of September 30, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Tuesday, October 13, 2020 at 5:00 PM. Zoom Remote Meeting.

***The meeting was adjourned at 5:45 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

---

Date & Time: 5:00 PM on September 14, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Karla Psaros, SBC member (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang

**Shawmut Design and Construction (SDC):**

Tony Orrino  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

---

Chairperson Nicole Taub commenced the September 14, 2020 Braintree School Building Committee at 5:04 PM.

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 8/03/2020. Tom Devin made a motion to approve the August 03 minutes, the motion was second by Ed Spellman. Motion carried unanimously, Leon Auvil abstained.

**Overview - South Middle School Project**

Mike Carroll (Hill) provided an update on South Middle School noting the project local funding vote is scheduled September 26, 2020. Hill has contacted Miller Dyer Spears, designer, and discussed getting ready to ramp up



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

design efforts if the project funding is approved and work moves forward. Hill provided a brief updated on the project schedule with opening date of Fall 2023.

Ms. Taub requested a motion to further discuss a Project Labor Agreement (PLA) for the South Middle School project noting the Committee had initial discussion on the subject at its March 9, 2020 meeting. Shannon Hume motioned to enter discussions on a Project Labor Agreement (PLA) for the South Middle School project. Seconded by Mayor Kokoros, motion carried unanimously.

Ms. Taub and Mayor reported on the value and benefits associated with implementing a project labor agreement (PLA) as part of the South Middle School project construction phase. A PLA is effectively a pre-hire collective bargaining agreement that gets negotiated between the Town, as the project owner, and building trade organizations (unions). A PLA is good for a project of this size, duration, timing, and complexity to ensure timely completion to meet the enrollment needs of the schools, furthered statutory goals for school construction, and help increase workforce diversity. The Town of Braintree used a PLA, in the past, on a South Middle School repair and renovation project that finished on time and within budget.

Mayor Kokoros added one of the main reasons for considering a PLA is the insurance to progress and schedule provided by in agreement by building trades to continued work without delay due to labor stoppage. The schedule for South Middle School has a direct impact to correcting school overcrowding within the district. There is also considerations of parity for with 5<sup>th</sup> graders at Liberty and Highland until a new South Middle School is built and the technology advantages of East Middle School as compared to South, Liberty and Highland schools. The time constraints are significant and the PLA allows the Town to get the project built on time. A PLA will support more diverse work force. The South Middle School project is suited for a project labor agreement and benefits the town greatly to go into that direction. COVID-19 events have pushed this to the forefront and made it the best choice to get the project built on time and on budget.

Shannon Hume recorded her support of a PLA. Ms. Hume was a member of the School Building Committee for the South Middle School repair/renovation project which had a PLA. Ms. Hume reported that in her opinion that the project was on time and on budget because of the PLA. Given the size, scope, schedule, and cost of the South Middle School project, any scheduling or weather delays, will impact the outcome of the project. The unions have the resources to bring in more trained people for all trades to correct delays and there impacts and the Town will know the cost of a completed on time project up front.

Shannon Hume motions to include a Project Labor Agreement in the South Middle School bid documents if the project funding vote were approved and project to move forward. Seconded by Tom Devin, motion carried unanimously.

***Overview - East Middle School Project***

David Billings (Hill) provided a project update noting the building is ready for school to start. School furnishings and equipment are installed. There is a color fading issue with student chairs and Hill is working with Point Line Space to install new chairs. Commissioning is on-going but functioning. Shawmut Design and Construction (SDC) finalizing the punch list and worklist and coordinating with the school when there are no students so they do not interfere with the program. SDC is continuing Covid 19 protocols.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

Danyul Cho of Miller Dyer Spears (MDS) provided an update on punch list noting over 350 items have been completed and closed. MDS will be looking to get interior items closed before students come back and if they are back, back punch will happen on Wednesdays or after school hours. David Billings noted photovoltaic panels are installed and are in the process of being commissioned. There are grading issues concerning ADA and SDC is looking to get the exterior survey completed in the next couple weeks.

Tony Orrino of Shawmut Design and Construction (SDC) noted 42 items remain on punch list and about 50 items are disputed or undefined at this moment. Hill noted SDC can work afterhours when students are out of school. Nicole Taub bought up last meeting punch list was to be complete by mid-august. Nicole Taub asked for a realistic schedule when it is completed. Tony Orrino noted issues with some trouble subcontractors and in the next two weeks, most of the items will be done. Flooring and insect screens have a longer lead time. The items in dispute need further description. Ms. Hume asked if any of the items prevent receiving the occupancy permit. SDC noted no major concerns.

Hill has received May requisition in the amount of about \$1.3M which is currently being reviewed. Once reviewed, it will be sent to MDS to certify the amount. Hill noted the base construction budget is \$66M and about \$2M have been authorized in change orders. The budget shows a risk of \$1.5M for claims from Shawmut and Hill rejected \$1.2M. Hill is looking for acknowledgement to execute change order 23 in the amount of \$53,929.

Mr. Carroll presented Owner Change Order 21 to the committee. Shannon Hume motions to acknowledge Owner Change Order 23 in the amount of \$53,929. Motion was seconded by Leon Auvil. Motion carried unanimously.

Mr. Carroll presented Owner Budget Transfer 25 to the committee. Shannon Hume motions to acknowledge Owner Budget Transfer 25. Motion was seconded by Leon Auvil. Motion carried unanimously.

The next meeting school building committee meeting date Wednesday, September 30 at 5 PM.

At 5:50 pm, a motion to adjourn was made by Tom Devin and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of September 14, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Monday, September 30, 2020 at 5:00 PM. Zoom Remote Meeting.

***The meeting was adjourned at 5:50 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Tuesday, January 12, 2021 3:34 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears; Andrew Marron  
**Subject:** School Building Committee Agenda 1-19-2021  
**Attachments:** AGENDA - Braintree School Building Committee 1.19.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the School Building Committee agenda and minutes scheduled for Tuesday, January 19, 2021 @ 5:00 p.m.

Thanks.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to Superintendent

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

---

Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

---

Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to the this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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recent construction cost response, it appears to be some flexibility in the construction budget moving forward without impacting our agreement with MSBA.

Nicole Taub asked Hill if there is any action required by the BSBC in regards to South.

Ms. Mahoney reported that MSBA's standard designer services contract requires the project be designed to the established construction budget. If, during the course of the project, the project design exceeds budget, typically indicated at bid opening, then the designer must correct the documents to a design that meets budget at its own cost. For South Middle School, MDS has direction to design to a construction budget of \$69,181,416. Based on recent cost estimate and accepted value engineering, the current estimated construction cost is \$72,401,896.

Hill International Inc. request the BSBC consider authorizing MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896.

Mayor Charles Kokoros made a motion to authorize MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896. The motion was seconded by Tom Devin. Motion carried unanimously.

***Overview - East Middle School Project***

David Billings, Hill International Inc., opened with updates to the punchlist. He stated the kickwall is now complete. 2 out of 3 floor tiles have been replaced due to color fading and the crew is waiting for the delivery of more tile to complete. Shawmut has replaced areas where moldings along the base of the wall exposed some unsightly masonry and that has been removed and replaced which cleaned up the walls significantly. Punchlist commissioning is ongoing. Testing systems is ongoing and should be complete over the next week. Training of the building management system and the HVAC is ongoing. Hill has not gotten a requisition, but we do have the draft of Requisition 26 and Hill still has that under review. Today the Team executed just over \$2 million in change orders so construction costs at this time is at \$68,466,893 of which the Town has paid \$60,332,545. The project is still invoicing FF&E which all furniture is in. Hill expended \$1,669,868 for the FF&E contracts, there is still some invoicing that is outstanding and we still have about \$563,000 left in the budget. Hill is tracking the contingency, as previously mentioned, and about \$2 million has been executed in hard cost and with \$671,000 in soft cost contingencies. So of the \$3.5 million we had in contingency, we expended \$2.7 million leaving about \$866,073 left in contingency. Hill is still tracking a number of claims by Shawmut. The forecast still has a potential \$1.6 million in exposure. Hill is working with Shawmut to see if there can be a resolution on that.

Michael Carroll, Hill International Inc., expanded on the two items. First is on the requisition previously mentioned. Hill has received a draft requisition from Shawmut for June, July, August, and September. Shawmut did provide a requisition that included a change order that has not been approved yet, so the change order either needs to be resolved or removed first before moving forward, Hill is waiting for a response from Shawmut. Michael Carroll also mentioned in relation to the change orders, we have had eleven change orders in the current Proposed Change Orders (PCO) that need to be rolled up into a change order to keep the process moving.

Tom Devin asked if we have a completion date and if it has been discussed. Mike Carroll explained that the original suspected completion date for this project was June 30<sup>th</sup>. Shawmut has requested an extension of seven days in relation to COVID but the costs associated was rejected and suggested the seven days is more than reasonable.





**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

Once Hill gets that ratification from Shawmut, we can bring it before the BSBC. This would mean a substantial completion date of around July 7<sup>th</sup>. This means the project should have final completion of about 60 days after that, which is September 7<sup>th</sup>. Mike explained that there are several items on the punchlist being worked through such as the replacement of some floor tiles that David previously mentioned which will not be delivered until January. There is also some items in relation to the auditorium ceiling and alike.

Margaret Clark of Miller Dyer Spears explained the potential completion date will be the actual use of all the photovoltaic arrays. Training did not occur until late November but MDS does not know if the town got beneficial use prior. For the requisition you're supposed to be at 1% or less work remaining but with Requisition 26, we are at 2% to complete but that is mainly allowances and holds so we are actually at approximate 1% to be completed at this point based on dollar value. MDS noted they are trying to nail down the exact date of when they got power from the units and be able to issue substantial completion certificate for that date.

Tom Devin clarified his question is, when is final completion. Mike Carrol explained that at this time we do not have a certain exact date but Hill is working with Shawmut Senior Leadership in hopes to get more direction from them. Tom Devin noted Hill and MDS has a good working relationship with the Town but had frustrations with the construction managers with getting scheduling and how they have done business with the Town.

***Community Questions***

Town Councilor, Meredith Boericke, spoke on the record on behalf of constituent Mark Dellascio, 24 Kenmore Road.

"Kenmore road residents respectfully ask the School Building Committee look at alternate bus routes. For reasons I've mentioned before about public safety, as well as traffic, when the gate is open cars fly down the street at the cut through to Peach Street or to quickly access the parking lot. Also, when Liberty School gets out, it is difficult for cars to get down the street. It not only causes congestion on Kenmore road, but also Amherst Rd. Parents also park on both sides of Kenmore to pick up kids from South Middle School and when this happens it is just not wide enough for two way traffic. We believe school bus access in and out of peach tree with a crossing guard nearby is a better and much safer alternative than having oversized vehicles on already busy side streets during drop off and pick up hours. And the road was blocked off for many good reasons years ago and we are asking for that to be implemented again. Make no mistake about it. Kenmore residents are all for the building of a new South Middle School. Just ask the School Building Committee take a look at an alternative bus access by utilizing a main road instead of a side street."

Meredith Boericke received the record within the last couple days and will forward it to Nicole Taub.

Meredith Boericke also expressed and echoed an idea from a constituent, wondering if there is going to be a forum for residents to submit ideas and what is the timeline?

Mayor Charles Kokoros explained we are in the early phases of putting together the finalized plans and bidding process and we haven't started the construction yet. So at this point, it would be a little bit too early for us to start to discuss what the future is with the Old South. And if we wait until a later date, we will be clearer on what the Town needs in the future and Braintree intends to utilize the old school for whatever is the best purpose. And the Mayor confirmed that the School requires continued educational use, given the prior MSBA partnership and will be taken into consideration when discussing repurposing the location.



**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Wednesday, January 6, 2021 2:21 PM  
**To:** ckokoros@braintreema.gov; Alex Crowley; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** Agenda for January 11, 2021 School Building Committee Meeting  
**Attachments:** AGENDA - Braintree School Building Committee 1.11.2021.pdf; 2020 12 07 BSBC Minutes 66 draftR1.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good afternoon,

Attached please find the agenda for the January 11, 2021 School Building Committee meeting. Also attached please find the minutes from 12/7/2020 for consideration of approval.

Thanks,

Mary Ann

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #66*

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Date & Time: 5:00 PM on December 07, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Cyril Chafe, School Committee member\* (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang  
Peter Martini (not present)  
Alex Crowley

**Miller Dyer Spears (MDS):**

Danyul Cho  
Margaret Clark  
Will Spears (not present)  
Nereyda Rodriguez

**Shawmut Design and Construction (SDC):**

Tony Orrino (not present)  
Kyle McKenna (not present)

**\*Voting members**

The purpose of the meeting is to provide a project update for the South and East Middle School project.

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Chairperson Nicole Taub commenced the December 07, 2020, Braintree School Building Committee at 5:05 pm.

Tom Devin made a motion to approve the November 09, 2020 minutes, the motion was seconded by Leon Auvil. Motion carried unanimously.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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**Overview - South Middle School Project**

Mary Mahoney, Hill International Inc., reported that a fully executed Project Funding Agreement (PFA), with Total Project Budget, was forwarded to the Town and School District on November 24, 2020. The PFA is now finalized and the Town is authorized to upload the budget onto MSBA's ProPay reimbursement system. The budget was uploaded to the ProPay system earlier last week. The District is now able to request MSBA eligible cost reimbursement for Design Development phase services and other project costs going forward.

As reported at the November School Building Committee (SBC) meeting, Miller Dyer Spears (MDS) and Hill International (Hill) had both independent cost estimators update the Design Development phase estimates to confirm projected construction costs based on approximately 1-year delay to construction start due to funding vote timing and inclusion of a project labor agreement. Both estimators independently came to the same conclusion on projected costs, with an increase in the construction estimate of approximately \$4.5 million. During the past month, MDS and Hill, working with MDS's independent cost estimator, performed several value engineering exercises in an attempt to reconcile the revised estimated construction costs to the budget while not changing the scope, building program, or educational program application, or impact to building function, operation, and durability. The list of value engineering items was grouped into three categories: 1. Items that would not negatively impact the project and gain savings. 2. Items thought to cause impact either due to time for redesign, LEED certification, building operations, building function and other issues. 3. Items to achieve full reconciliation of \$4.5mil estimated construction overage but not recommended, because the item would create a change to the building program that would require MSBA and possibly DESE approval further delaying the project, impact the building functionality and operations, or impact the building durability and life span to achieve MSBA required 50-year life.

The list of value engineering items was reviewed with Nicole Taub and Dr. Hackett and through several meetings a final list of recommended value engineering items was created that provides a total cost reduction of \$1,346,339 and a total construction cost of \$72,401,896. The original construction budget was \$69,181,416. The difference between the construction budget and updated November 2020 Design Development estimate with all accepted value engineering items is \$3,220,480.

Nicole Taub asked Hill to expand further on the items that may require flexibility to adjust as the project goes forward, depending on the actual expenditures.

In advance to this SBC meeting, Ms. Mahoney contacted MSBA to find out if the projected added construction costs, if funded locally, would require MSBA's Board to approve the new construction budget projected at \$72,401,896. The South Middle School Project Manager for MSBA checked with senior managers and reported that because the project funding agreement is executed, the next step in its project budget process is for the Town to submit a construction bid amendment following receipt of general contractor bids. The bid amendment adjusts the grant agreement to actual values for construction based on bid results. Therefore, the project design may continue with advancement of design documents with current projection of higher costs, then adjust the PFA budget based on the bid opening results while providing documentation on how the Town will fund any added costs over the MSBA current PFA construction budget of \$69,181,416.

Mary Mahoney noted that cost estimates for the project are based on the midpoint of bids to provide a conservative approach for budgeting purposes. Based on this estimating approach and the bidding environment we are in, there is hope that our low general contractor bid will be less than the cost estimates. Based on MSBA's

**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #66*

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Ms. Mahoney reported that MSBA's standard designer services contract requires the project be designed to the established construction budget. If, during the course of the project, the project design exceeds budget, typically indicated at bid opening, then the designer must correct the documents to a design that meets budget at its own cost. For South Middle School, MDS has direction to design to a construction budget of \$69,181,416. Based on recent cost estimate and accepted value engineering, the current estimated construction cost is \$72,401,896.

Hill International Inc. request the BSBC consider authorizing MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896.

Mayor Charles Kokoros made a motion to authorize MDS to proceed to Construction Document design phase services with a construction budget of \$72,401,896. The motion was seconded by Tom Devin. Motion carried unanimously.

***Overview - East Middle School Project***

David Billings, Hill International Inc., opened with updates to the punchlist. He stated the kickwall is now complete. 2 out of 3 floor tiles have been replaced due to color fading and the crew is waiting for the delivery of more tile to complete. Shawmut has replaced areas where moldings along the base of the wall exposed some unsightly masonry and that has been removed and replaced which cleaned up the walls significantly. Punchlist commissioning is ongoing. Testing systems is ongoing and should be complete over the next week. Training of the building management system and the HVAC is ongoing. Hill has not gotten a requisition, but we do have the draft of Requisition 26 and Hill still has that under review. Today the Team executed just over \$2 million in change orders so construction costs at this time is at \$68,466,893 of which the Town has paid \$60,332,545. The project is still invoicing FF&E which all furniture is in. Hill expended \$1,669,868 for the FF&E contracts, there is still some invoicing that is outstanding and we still have about \$563,000 left in the budget. Hill is tracking the contingency, as previously mentioned, and about \$2 million has been executed in hard cost and with \$671,000 in soft cost contingencies. So of the \$3.5 million we had in contingency, we expended \$2.7 million leaving about \$866,073 left in contingency. Hill is still tracking a number of claims by Shawmut. The forecast still has a potential \$1.6 million in exposure. Hill is working with Shawmut to see if there can be a resolution on that.

Michael Carroll, Hill International Inc., expanded on the two items. First is on the requisition previously mentioned. Hill has received a draft requisition from Shawmut for June, July, August, and September. Shawmut did provide a requisition that included a change order that has not been approved yet, so the change order either needs to be resolved or removed first before moving forward, Hill is waiting for a response from Shawmut. Michael Carroll also mentioned in relation to the change orders, we have had eleven change orders in the current Proposed Change Orders (PCO) that need to be rolled up into a change order to keep the process moving.

Tom Devin asked if we have a completion date and if it has been discussed. Mike Carroll explained that the original suspected completion date for this project was June 30<sup>th</sup>. Shawmut has requested an extension of seven days in relation to COVID but the costs associated was rejected and suggested the seven days is more than reasonable.



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

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***Community Questions***

Town Councilor, Meredith Boericke, spoke on the record on behalf of constituent Mark Dellascio, 24 Kenmore Road.

"Kenmore road residents respectfully ask the School Building Committee look at alternate bus routes. For reasons I've mentioned before about public safety, as well as traffic, when the gate is open cars fly down the street at the cut through to Peach Street or to quickly access the parking lot. Also, when Liberty School gets out, it is difficult for cars to get down the street. It not only causes congestion on Kenmore road, but also Amherst Rd. Parents also park on both sides of Kenmore to pick up kids from South Middle School and when this happens it is just not wide enough for two way traffic. We believe school bus access in and out of peach tree with a crossing guard nearby is a better and much safer alternative than having oversized vehicles on already busy side streets during drop off and pick up hours. And the road was blocked off for many good reasons years ago and we are asking for that to be implemented again. Make no mistake about it. Kenmore residents are all for the building of a new South Middle School. Just ask the School Building Committee take a look at an alternative bus access by utilizing a main road instead of a side street."

Meredith Boericke received the record within the last couple days and will forward it to Nicole Taub.

Meredith Boericke also expressed and echoed an idea from a constituent, wondering if there is going to be a forum for residents to submit ideas and what is the timeline?

Mayor Charles Kokoros explained we are in the early phases of putting together the finalized plans and bidding process and we haven't started the construction yet. So at this point, it would be a little bit too early for us to start to discuss what the future is with the Old South. And if we wait until a later date, we will be clearer on what the Town needs in the future and Braintree intends to utilize the old school for whatever is the best purpose. And the Mayor confirmed that the School requires continued educational use, given the prior MSBA partnership and will be taken into consideration when discussing repurposing the location.



**Hill International**

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #66*

---

***Meeting Minutes:***

Minutes of December 07, 2020 meeting will be approved at the next meeting.

***Next Meeting***

The next School Building Committee meeting date Monday, January 11 at 5 pm Zoom Remote Meeting.

***The meeting was adjourned at 5:36 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***



## Huff, Crystal

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**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, March 27, 2020 2:23 PM  
**To:** ckokoros@braintreema.gov; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Banak (Shawmut); Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting Tuesday, March 31st  
**Attachments:** AGENDA - Braintree School Building Committee 03.31.2020.pdf; 2020 03 09 BSBC Minutes 58 draftR1.docx; BEMS - OBT019\_cover pages.pdf; BEMS - OBT018\_cover pages.pdf; BEMS - OBT020\_cover pages.pdf; BEMS - OCO018\_cover pages.pdf; BEMS - OCO017\_cover pages.pdf; BEMS - OCO016\_cover pages.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Attached please the agenda for the Tuesday, March 31st School Building Committee remote meeting. Also, attached please find the March 9th draft minutes for approval, as well as change orders for approval.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #58*

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Date & Time: 5:30 PM on March 9, 2020  
Location: Colbert Administration Building  
348 Pond Street  
Braintree, MA 02184

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\* (not present)  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Interim Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator

**Hill International (Hill):**

Michael Carroll  
Duclinh Hoang  
Mary Mahoney

**Shawmut Design and Construction (SDC):**

Anthony Orrino  
Michael Wheeler

**\*Voting members**

The purpose of the meeting is to provide an update on the various school roof statement of interest (SOI), East Middle School and South Middle School projects.

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Chairperson Nicole Taub commenced the March 9, 2020 Braintree School Building Committee at 5:36 PM.

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 2/10/2020. Tom Devin made a motion to approve the February 10 minutes, the motion was second by Leon Auvil. Motion carried unanimously, Shannon Hume and Kristen Zechello abstained.

**Overview - East Middle School Project and New South Middle School Project**

**Town of Braintree  
Repair and Renovation of East Middle School***Braintree School Building Committee Meeting Minutes #58*

Mary Mahoney of Hill International (Hill) provided an update on the south middle school project. Mary Mahoney noted the design development submission was on January 30, 2020. On February 26th, the Massachusetts School Building Authority (MSBA) issued its comments to the Town while noting that the submitted design development documentation was further along than expected. The project team working with the School Department has generated written response to MSBA's review comments, including an amended Department of Elementary and Secondary Education (DESE) submittal. The response includes supporting information on the project space summary, reconciled cost estimates, schedule, and DESE submittal. The project is currently on budget and the updated schedule includes the debt exclusion vote.

Tom Devin made a motion to approve and authorize the Owner's Project Manager to submit materials responding to MSBA's Design Development review comments, including DESE documentation, to the MSBA for its consideration. The motion was seconded by Dr. Hackett. Motion carried unanimously.

Next topic, Ms. Taub would like to start having discussions on project labor agreement (PLA) for the south middle school. Ms. Taub asks Hill how a PLA could be incorporated in the project. Mr. Carroll noted a PLA could be added if the district chose to do so. Mr. Carroll noted with or without a PLA, there is a prequalification process for the General Contractors and Subcontractors for a project of this size. Mr. Carroll noted that a PLA does not mean Union only; it would mean that there would be additional requirement within the prequalification process. Mr. Carroll noted that this could reduce the overall pool of eligible subcontractors, which ultimately could affect the cost of the project. Mr. Carroll mentioned the previous administration had considered using a PLA for the East project. Ultimately, the decision was to not use a PLA. Without a PLA East ultimately prequalified four (4) Construction Managers (CMs), three (3) CMs were signatory with the carpenters and laborer and the 4<sup>th</sup> was only signatory with the carpenters. Ultimately, approximately 65% of the Labor on the East project was performed with Union Labor. Shannon Hume motions to table the PLA topic and be revisited next meeting. Motion seconded by Edward Spellman. Motion carried.

Michael Carroll (Hill) provided an update on the East Middle School.

Mr. Carroll asked Shawmut Design and Construction to provide a project update. Michael Wheeler of Shawmut Design and Construction (SDC) noted construction is on-going in the academic wing and existing gym with mechanical, electrical and plumbing (MEP) finishes, skylights in the old gym has been installed and the existing café is being used as a laydown area with rough MEP on-going. East parking lot sidewalk preparation and granite curb installation will be happening this week. West parking lot to follow. Anthony Orrino (SDC) added punch list for phase 1, 2A, 3 and 3A is almost complete with the remaining work to be completed during April break.

Mr. Carroll presented the project dashboard and there was no comments. Mr. Carroll noted the owner change order 14 and 15 and owner budget transfer 16 and 17 were reviewed by Hill and MDS. Hill would like approval from the School Building committee on Owner Change Order 14.

Shannon Hume motions to approve Owner Change Order 14 in the amount of \$143,382.00. Motion was seconded by Leon Auvil. Motion carried unanimously.

Shannon Hume motions to acknowledge Owner Change Order 15 in the amount of \$45,153.00. Motion was seconded by Dr. Hackett. Motion carried unanimously.

**Town of Braintree**  
**Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #58*

Shannon Hume motions to acknowledge Owner Budget Transfer 16. Motion was seconded by Ed Spellman. Motion carried unanimously.

Shannon Hume motions to acknowledge Owner Budget Transfer 17. Motion was seconded by Dr. Hackett. Motion carried unanimously.

The next meeting school building committee meeting date is March 30, 2020.

At 6:20 pm, a motion to adjourn was made by Dr. Hackett and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of March 9, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Monday, March 30, 2020 at 5:30 PM at the Colbert Building.

***The meeting was adjourned at 6:20 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, March 27, 2020 2:23 PM  
**To:** ckokoros@braintreema.gov; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Banak (Shawmut); Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting Tuesday, March 31st  
**Attachments:** AGENDA - Braintree School Building Committee 03.31.2020.pdf; 2020 03 09 BSBC Minutes 58 draftR1.docx; BEMS - OBT019\_cover pages.pdf; BEMS - OBT018\_cover pages.pdf; BEMS - OBT020\_cover pages.pdf; BEMS - OCO018\_cover pages.pdf; BEMS - OCO017\_cover pages.pdf; BEMS - OCO016\_cover pages.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Attached please the agenda for the Tuesday, March 31st School Building Committee remote meeting. Also, attached please find the March 9th draft minutes for approval, as well as change orders for approval.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #58*

---

Date & Time: 5:30 PM on March 9, 2020  
Location: Colbert Administration Building  
348 Pond Street  
Braintree, MA 02184

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\* (not present)  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Interim Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator

**Hill International (Hill):**

Michael Carroll  
Duclinh Hoang  
Mary Mahoney

**Shawmut Design and Construction (SDC):**

Anthony Orrino  
Michael Wheeler

\*Voting members

The purpose of the meeting is to provide an update on the various school roof statement of interest (SOI), East Middle School and South Middle School projects.

---

Chairperson Nicole Taub commenced the March 9, 2020 Braintree School Building Committee at 5:36 PM.

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 2/10/2020. Tom Devin made a motion to approve the February 10 minutes, the motion was second by Leon Auvil. Motion carried unanimously, Shannon Hume and Kristen Zechello abstained.

**Overview - East Middle School Project and New South Middle School Project**

**Town of Braintree**  
**Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #58*

Mary Mahoney of Hill International (Hill) provided an update on the south middle school project. Mary Mahoney noted the design development submission was on January 30, 2020. On February 26th, the Massachusetts School Building Authority (MSBA) issued its comments to the Town while noting that the submitted design development documentation was further along than expected. The project team working with the School Department has generated written response to MSBA's review comments, including an amended Department of Elementary and Secondary Education (DESE) submittal. The response includes supporting information on the project space summary, reconciled cost estimates, schedule, and DESE submittal. The project is currently on budget and the updated schedule includes the debt exclusion vote.

Tom Devin made a motion to approve and authorize the Owner's Project Manager to submit materials responding to MSBA's Design Development review comments, including DESE documentation, to the MSBA for its consideration. The motion was seconded by Dr. Hackett. Motion carried unanimously.

Next topic, Ms. Taub would like to start having discussions on project labor agreement (PLA) for the south middle school. Ms. Taub asks Hill how a PLA could be incorporated in the project. Mr. Carroll noted a PLA could be added if the district chose to do so. Mr. Carroll noted with or without a PLA, there is a prequalification process for the General Contractors and Subcontractors for a project of this size. Mr. Carroll noted that a PLA does not mean Union only; it would mean that there would be additional requirement within the prequalification process. Mr. Carroll noted that this could reduce the overall pool of eligible subcontractors, which ultimately could affect the cost of the project. Mr. Carroll mentioned the previous administration had considered using a PLA for the East project. Ultimately, the decision was to not use a PLA. Without a PLA East ultimately prequalified four (4) Construction Managers (CMs), three (3) CMs were signatory with the carpenters and laborer and the 4<sup>th</sup> was only signatory with the carpenters. Ultimately, approximately 65% of the Labor on the East project was performed with Union Labor. Shannon Hume motions to table the PLA topic and be revisited next meeting. Motion seconded by Edward Spellman. Motion carried.

Michael Carroll (Hill) provided an update on the East Middle School.

Mr. Carroll asked Shawmut Design and Construction to provide a project update. Michael Wheeler of Shawmut Design and Construction (SDC) noted construction is on-going in the academic wing and existing gym with mechanical, electrical and plumbing (MEP) finishes, skylights in the old gym has been installed and the existing café is being used as a laydown area with rough MEP on-going. East parking lot sidewalk preparation and granite curb installation will be happening this week. West parking lot to follow. Anthony Orrino (SDC) added punch list for phase 1, 2A, 3 and 3A is almost complete with the remaining work to be completed during April break.

Mr. Carroll presented the project dashboard and there was no comments. Mr. Carroll noted the owner change order 14 and 15 and owner budget transfer 16 and 17 were reviewed by Hill and MDS. Hill would like approval from the School Building committee on Owner Change Order 14.

Shannon Hume motions to approve Owner Change Order 14 in the amount of \$143,382.00. Motion was seconded by Leon Auvil. Motion carried unanimously.

Shannon Hume motions to acknowledge Owner Change Order 15 in the amount of \$45,153.00. Motion was seconded by Dr. Hackett. Motion carried unanimously.

**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #58*

---

Shannon Hume motions to acknowledge Owner Budget Transfer 16. Motion was seconded by Ed Spellman. Motion carried unanimously.

Shannon Hume motions to acknowledge Owner Budget Transfer 17. Motion was seconded by Dr. Hackett. Motion carried unanimously.

The next meeting school building committee meeting date is March 30, 2020.

At 6:20 pm, a motion to adjourn was made by Dr. Hackett and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of March 9, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Monday, March 30, 2020 at 5:30 PM at the Colbert Building.

***The meeting was adjourned at 6:20 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***



## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Thursday, October 8, 2020 3:02 PM  
**To:** ckokoros@braintreema.gov; Cyril Chafe - SC; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting October 13, 2020  
**Attachments:** AGENDA - Braintree School Building Committee 10.13.2020.pdf; 2020 09 30 BSBC Minutes 63 draft.docx; 2020 9 14 Braintree SBC Meeting Minutes #62(Rev).pdf

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Good afternoon,

Attached please find the agenda for the School Building Committee meeting scheduled for Tuesday, October 13, 2020 at 5:00 p.m. Also attached please find minutes for approval from 9/14/2020 and 9/30/2020.

Thank you.

Mary Ann

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #62*

---

Date & Time: 5:00 PM on September 14, 2020

Location: Zoom Remote Meeting

**Attendees**

**School Building Committee (SBC):**

Honorable Charles Kokoros, Mayor of Town of Braintree\*  
Dr. Frank Hackett, Superintendent of Braintree Public Schools\*  
Shannon Hume, SBC Vice Chair, Town Council President\*  
Kristen Zechello, Parent, SBC member\*  
Leon Auvil, Architect, SBC member\*  
John Sheehan, East Middle Principal  
James Lee, Assistant Superintendent of Braintree Public Schools  
Ed Spellman, Finance Director Town of Braintree, SBC member\*  
Ed Cronin, Business Manager Braintree Public Schools  
Thomas Devin, School Committee Chair\*  
Damon Rainie, South Middle School Principal  
Tim MacDonald, Hollis School Principal  
Nicole Taub, Chief of Staff and Operations, SBC Chair\*  
Lorraine See, Contract Administrator (not present)  
Karla Psaros, SBC member (not present)

**Hill International (Hill):**

Michael Carroll  
David Billings  
Mary Mahoney  
Duclinh Hoang

**Shawmut Design and Construction (SDC):**

Tony Orrino  
Kyle McKenna

\*Voting members

The purpose of the meeting is to provide a project update for the South and East Middle School project.

---

Chairperson Nicole Taub commenced the September 14, 2020 Braintree School Building Committee at 5:04 PM.

Ms. Taub reviewed the minutes of the previous BSBC meetings, dated 8/03/2020. Tom Devin made a motion to approve the August 03 minutes, the motion was second by Ed Spellman. Motion carried unanimously, Leon Auvil abstained.

**Overview - South Middle School Project**

Mike Carroll (Hill) provided an update on South Middle School noting the project local funding vote is scheduled September 26, 2020. Hill has contacted Miller Dyer Spears, designer, and discussed getting ready to ramp up



**Town of Braintree  
Repair and Renovation of East Middle School**

*Braintree School Building Committee Meeting Minutes #62*

design efforts if the project funding is approved and work moves forward. Hill provided a brief updated on the project schedule with opening date of Fall 2023.

Ms. Taub requested a motion to further discuss a Project Labor Agreement (PLA) for the South Middle School project noting the Committee had initial discussion on the subject at its March 9, 2020 meeting. Shannon Hume motioned to enter discussions on a Project Labor Agreement (PLA) for the South Middle School project. Seconded by Mayor Kokoros, motion carried unanimously.

Ms. Taub and Mayor reported on the value and benefits associated with implementing a project labor agreement (PLA) as part of the South Middle School project construction phase. A PLA is effectively a pre-hire collective bargaining agreement that gets negotiated between the Town, as the project owner, and building trade organizations (unions). A PLA is good for a project of this size, duration, timing, and complexity to ensure timely completion to meet the enrollment needs of the schools, furthered statutory goals for school construction, and help increase workforce diversity. The Town of Braintree used a PLA, in the past, on a South Middle School repair and renovation project that finished on time and within budget.

Mayor Kokoros added one of the main reasons for considering a PLA is the insurance to progress and schedule provided by in agreement by building trades to continued work without delay due to labor stoppage. The schedule for South Middle School has a direct impact to correcting school overcrowding within the district. There is also considerations of parity for with 5<sup>th</sup> graders at Liberty and Highland until a new South Middle School is built and the technology advantages of East Middle School as compared to South, Liberty and Highland schools. The time constraints are significant and the PLA allows the Town to get the project built on time. A PLA will support more diverse work force. The South Middle School project is suited for a project labor agreement and benefits the town greatly to go into that direction. COVID-19 events have pushed this to the forefront and made it the best choice to get the project built on time and on budget.

Shannon Hume recorded her support of a PLA. Ms. Hume was a member of the School Building Committee for the South Middle School repair/renovation project which had a PLA. Ms. Hume reported that in her opinion that the project was on time and on budget because of the PLA. Given the size, scope, schedule, and cost of the South Middle School project, any scheduling or weather delays, will impact the outcome of the project. The unions have the resources to bring in more trained people for all trades to correct delays and there impacts and the Town will know the cost of a completed on time project up front.

Shannon Hume motions to include a Project Labor Agreement in the South Middle School bid documents if the project funding vote were approved and project to move forward. Seconded by Tom Devin, motion carried unanimously.

***Overview - East Middle School Project***

David Billings (Hill) provided a project update noting the building is ready for school to start. School furnishings and equipment are installed. There is a color fading issue with student chairs and Hill is working with Point Line Space to install new chairs. Commissioning is on-going but functioning. Shawmut Design and Construction (SDC) finalizing the punch list and worklist and coordinating with the school when there are no students so they do not interfere with the program. SDC is continuing Covid 19 protocols.

**Town of Braintree  
Repair and Renovation of East Middle School**



*Braintree School Building Committee Meeting Minutes #62*

Danyul Cho of Miller Dyer Spears (MDS) provided an update on punch list noting over 350 items have been completed and closed. MDS will be looking to get interior items closed before students come back and if they are back, back punch will happen on Wednesdays or after school hours. David Billings noted photovoltaic panels are installed and are in the process of being commissioned. There are grading issues concerning ADA and SDC is looking to get the exterior survey completed in the next couple weeks.

Tony Orrino of Shawmut Design and Construction (SDC) noted 42 items remain on punch list and about 50 items are disputed or undefined at this moment. Hill noted SDC can work afterhours when students are out of school. Nicole Taub bought up last meeting punch list was to be complete by mid-august. Nicole Taub asked for a realistic schedule when it is completed. Tony Orrino noted issues with some trouble subcontractors and in the next two weeks, most of the items will be done. Flooring and insect screens have a longer lead time. The items in dispute need further description. Ms. Hume asked if any of the items prevent receiving the occupancy permit. SDC noted no major concerns.

Hill has received May requisition in the amount of about \$1.3M which is currently being reviewed. Once reviewed, it will be sent to MDS to certify the amount. Hill noted the base construction budget is \$66M and about \$2M have been authorized in change orders. The budget shows a risk of \$1.5M for claims from Shawmut and Hill rejected \$1.2M. Hill is looking for acknowledgement to execute change order 23 in the amount of \$53,929.

Mr. Carroll presented Owner Change Order 21 to the committee. Shannon Hume motions to acknowledge Owner Change Order 23 in the amount of \$53,929. Motion was seconded by Leon Auvil. Motion carried unanimously.

Mr. Carroll presented Owner Budget Transfer 25 to the committee. Shannon Hume motions to acknowledge Owner Budget Transfer 25. Motion was seconded by Leon Auvil. Motion carried unanimously.

The next meeting school building committee meeting date Wednesday, September 30 at 5 PM.

At 5:50 pm, a motion to adjourn was made by Tom Devin and

- Seconded by Shannon Hume.
- Motion carried and the meeting was adjourned.

***Meeting Minutes:***

Minutes of September 14, 2020 meeting will be approved at the next meeting.

***Next Meeting:***

Monday, September 30, 2020 at 5:00 PM. Zoom Remote Meeting.

***The meeting was adjourned at 5:50 pm.***

***Voting Members are indicated by asterisk \****

***These notes will become part of the project record as written upon approval by the Braintree School Building Committee.***

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Thursday, March 5, 2020 3:48 PM  
**To:** ckokoros@braintreema.gov; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Kate Naughton; Kristen Zechello; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Banak (Shawmut); Steve Leary; Thomas Devin; Timothy MacDonald; Tom Devin; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting - Monday, March 9th @ 5:30 p.m.  
**Attachments:** AGENDA - Braintree School Building Committee 03.09.2020.pdf; BEMS - OCO014\_cover (1).pdf; BEMS - OCO015\_cover (1).pdf; BEMS - OBT017 Final\_cover.pdf; BEMS - OBT016 Final\_cover.pdf; 2020 02 10 BSBC Minutes #57.docx

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Good afternoon,

Attached please find the agenda for the School Building Committee meeting scheduled for Monday, March 9th at 5:30 p.m. at the Colbert Administration Building. Also attached are the draft minutes from 2.10.2020, OCO 14 & 15, and OBT 16 & 17.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, March 9, 2020**  
**COLBERT ADMINISTRATION BUILDING**  
**5:30 PM**  
**AGENDA**

1. Call to Order
2. Approval of Minutes: 2.10.2020
3. South Middle School Project
  - a. Project Status Report
  - b. PLA (Project Labor Agreement) Discussion
  - c. Next Steps
4. East Middle School Project
  - a. Project Update
    - i. Financial Update
    - ii. Review/Approval of OCO14 & 15 and OBT16 & 17
  - b. Schedule
  - c. Next Steps
5. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Kristen Zechello, Parent*
Tom Devin, School Committee Chairperson*	Ed Cronin, Director of Finance & Operations
Dr. Frank Hackett, Superintendent of Schools*	Jim Lee, Assistant Superintendent of Schools
Shannon Hume, Town Council President*	Tim MacDonald, Hollis Elementary School Principal
Charles Kokoros, Mayor*	John Sheehan, East Middle School Principal
Ed Spellman, Finance Director*	Damon Rainie, South Middle School Principal
Nicole Taub, Interim Chief of Staff*	

\*Voting Member

## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, September 11, 2020 10:51 AM  
**To:** ckokoros@braintreema.gov; Cyril Chafe; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting 9-14-2020  
**Attachments:** 2020 08 03 BSBC Minutes 61 draft.docx; BEMS - OBT025 REV cover 09.10.2020.pdf; BEMS - OCO023 cover 08.31.20.pdf; AGENDA - Braintree School Building Committee 9.14.2020.pdf

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Good morning,

Attached please find the agenda and supporting materials for the Monday, September 14, 2020 School Building Committee meeting. Please note that this is a Zoom meeting.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, September 14, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/82944640486>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82944640486>

Or iPhone one-tap :

US: +16465588656,,82944640486# or +13017158592,,82944640486#

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 829 4464 0486 International numbers available: <https://us02web.zoom.us/j/82944640486>

### AGENDA

1. Call to Order
2. Approval of Minutes, August 3, 2020
3. South Middle School
  - a. Vote happening 09/26/20
  - b. Potential Schedule
  - c. PLA
  - d. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. FF&E
    - iii. Open Items
    - iv. Punch list
  - b. Financial Update
    - i. Contractor Requisition
    - ii. OCO 23
    - iii. OBT 025
  - c. Next Steps
5. Next Meeting September 28, 2020, time TBD.
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

#### **Braintree School Building Committee**

Leon Auvil, Architect*	Ed Cronin, Director of Finance & Operations
Tom Devin, School Committee Chairperson*	Jim Lee, Assistant Superintendent of Schools
Dr. Frank Hackett, Superintendent of Schools*	Tim MacDonald, Hollis Elementary School Principal
Shannon Hume, Town Council President*	John Sheehan, East Middle School Principal
Charles Kokoros, Mayor*	Damon Rainie, South Middle School Principal
Ed Spellman, Finance Director*	Karla Psaros, School Committee
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member



## Huff, Crystal

---

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Friday, September 11, 2020 10:51 AM  
**To:** ckokoros@braintreema.gov; Cyril Chafe; Damon Rainie; Danyul - MDS Cho; David - Hill Intl Billings; Duclinh Hoang; Ed Spellman; Edward Cronin; Frank Hackett; Jim Lee; John Sheehan; Karla Psaros; Kate Naughton; Kristen Zechello; Kyle McKenna; Leon Auvil; Margaret Clark - MDS; Mary Ann Cuddahy; Mary Mahoney; Matthew Patenaude; Mike - Hill Intl Carroll; Nereyda Rodriguez; Nicole Taub; SBC Member; Shannon Hume; Shannon Hume; Steve Leary; Thomas Devin; Timothy MacDonald; Tony Orrino; William Spears  
**Subject:** School Building Committee Meeting 9-14-2020  
**Attachments:** 2020 08 03 BSBC Minutes 61 draft.docx; BEMS - OBT025 REV cover 09.10.2020.pdf; BEMS - OCO023 cover 08.31.20.pdf; AGENDA - Braintree School Building Committee 9.14.2020.pdf

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Good morning,

Attached please find the agenda and supporting materials for the Monday, September 14, 2020 School Building Committee meeting. Please note that this is a Zoom meeting.

Thank you.

**Mary Ann Cuddahy**

Braintree Public Schools | Administrative Assistant to the Superintendent of Schools |

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## Braintree School Building Committee

Nicole Taub, Chairperson  
Shannon Hume, Vice-Chairperson

**Monday, September 14, 2020**

**5:00 p.m.**

**REMOTE PARTICIPATION:** <https://us02web.zoom.us/j/82944640486>

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82944640486>

Or iPhone one-tap :

US: +16465588656,,82944640486# or +13017158592,,82944640486#

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

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 829 4464 0486 International numbers available: <https://us02web.zoom.us/j/82944640486>

### AGENDA

1. Call to Order
2. Approval of Minutes, August 3, 2020
3. South Middle School
  - a. Vote happening 09/26/20
  - b. Potential Schedule
  - c. PLA
  - d. Next Steps
4. East Middle School
  - a. Project Update
    - i. Covid 19 - Safety and Protocol
    - ii. FF&E
    - iii. Open Items
    - iv. Punch list
  - b. Financial Update
    - i. Contractor Requisition
    - ii. OCO 23
    - iii. OBT 025
  - c. Next Steps
5. Next Meeting September 28, 2020, time TBD.
6. Community Questions
7. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

### **Braintree School Building Committee**

Leon Auvil, Architect*	Ed Cronin, Director of Finance & Operations
Tom Devin, School Committee Chairperson*	Jim Lee, Assistant Superintendent of Schools
Dr. Frank Hackett, Superintendent of Schools*	Tim MacDonald, Hollis Elementary School Principal
Shannon Hume, Town Council President*	John Sheehan, East Middle School Principal
Charles Kokoros, Mayor*	Damon Rainie, South Middle School Principal
Ed Spellman, Finance Director*	Karla Psaros, School Committee
Nicole Taub, Interim Chief of Staff*	Cyril Chafe, School Committee
Kristen Zechello, Parent*	

\*Voting Member

## Huff, Crystal

---

**From:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Sent:** Wednesday, November 18, 2020 3:46 PM  
**To:** Cuddahy, Mary Ann  
**Cc:** Hackett, Frank; Nicole Taub; Nereyda Rodriguez; Will Spears; Margaret Clark; Carroll, Mike; Crowley, Alex  
**Subject:** RE: Braintree South MS - Construction Cost & Added VE

CAUTION: This email was sent from an external source. Please be extra vigilant when replying, opening attachments or clicking links.

Nicole & MDS are you all available on Monday between 9am-2pm?

Please advise.

**From:** Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
**Sent:** Wednesday, November 18, 2020 3:39 PM  
**To:** Mahoney, Mary <MaryMahoney@hillintl.com>  
**Cc:** Hackett, Frank <frank.hackett@braintreeschools.org>; Nicole Taub <ntaub@braintreema.gov>; Nereyda Rodriguez <nrodriguez@mds-bos.com>; Will Spears <wspears@mds-bos.com>; Margaret Clark <mclark@mds-bos.com>; Carroll, Mike <MikeCarroll@hillintl.com>; Crowley, Alex <AlexCrowley@hillintl.com>  
**Subject:** Re: Braintree South MS - Construction Cost & Added VE

Good afternoon Mary,

As a follow-up to your email, Dr. Hackett would be available to meet on Monday prior to 2:00 p.m.

Thanks.

Mary Ann

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**Cc:** Nereyda Rodriguez <nrodriguez@mds-bos.com>; Will Spears <wspears@mds-bos.com>; Margaret Clark <mclark@mds-bos.com>; Carroll, Mike <MikeCarroll@hillintl.com>; Mahoney, Mary <MaryMahoney@hillintl.com>; Crowley, Alex <AlexCrowley@hillintl.com>; Cuddahy, Mary Ann <maryann.cuddahy@braintreeschools.org>  
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**Sent:** Wednesday, November 18, 2020 3:46 PM  
**To:** Cuddahy, MaryAnn <[maryann.cuddahy@braintreeschools.org](mailto:maryann.cuddahy@braintreeschools.org)>  
**Cc:** Hackett, Frank <[frank.hackett@braintreeschools.org](mailto:frank.hackett@braintreeschools.org)>; Taub, Nicole <[ntaub@braintreema.gov](mailto:ntaub@braintreema.gov)>; Nereyda Rodriguez <[nrodriguez@mds-bos.com](mailto:nrodriguez@mds-bos.com)>; Will Spears <[wspears@mds-bos.com](mailto:wspears@mds-bos.com)>; Margaret Clark <[mclark@mds-bos.com](mailto:mclark@mds-bos.com)>; Carroll, Mike <[MikeCarroll@hillintl.com](mailto:MikeCarroll@hillintl.com)>; Crowley, Alex <[AlexCrowley@hillintl.com](mailto:AlexCrowley@hillintl.com)>  
**Subject:** RE: Braintree South MS - Construction Cost & Added VE

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Nicole & MDS are you all available on Monday between 9am-2pm?

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**Attachments:** BSMS-DD Cost Analysis 11.3.20.pdf

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**Hill International**



# Braintree South Middle School

Design Development - Construction Budget Analysis



Hill International

MDS | architecture  
planning  
interiors

*New Building - N1 Option 6  
DESIGN DEVELOPMENT  
ESTIMATE Jan 2020*

*New Building - N1 Option 6  
DESIGN DEVELOPMENT  
ESTIMATE UPDATE Oct 2020*

## PROGRAM

<b>Enrollment</b>	<b>800</b>	<b>800</b>
<b>Total Area of New Construction</b>	<b>145,846</b>	<b>145,846</b>
<b>Construction Start</b>	<b>Fall 2020</b>	<b>Fall 2021</b>
<b>Construction Duration</b>	<b>20 months</b>	<b>20 months</b>
<b>Completion</b>	<b>Late Spring 2022</b>	<b>Late Spring 2023</b>

## CONSTRUCTION COSTS ESTIMATE

New Construction	\$48,215,439	\$52,934,659
Building Demolition	\$100,000	\$100,000
Site Work Costs	\$7,233,078	\$8,426,750
Haz Mat Allowance	\$0	\$0
General Conditions	\$4,707,110	\$5,059,816
Bonds, Insur., OH & Profit	\$2,685,999	\$2,863,310
Design Contingency	\$4,150,330	\$3,073,070
Escalation - based on construction start stated above	\$2,089,460	\$1,290,690
<b>Total Cost</b>	<b>\$69,181,416</b>	<b>\$73,748,295</b>
<b>Cost per Square Foot</b>	<b>\$474.35</b>	<b>\$505.66</b>

## COST INCREASE Since Jan 2020

Escalation	\$0	\$1,500,000
Project Labor Agreement (PLA)	\$0	\$3,000,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$4,500,000</b>

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**Braintree South Middle School**  
*Design Development - Construction Budget Analysis*



*New Building - N1 Option 6*  
**DESIGN DEVELOPMENT**  
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**To:** Taub, Nicole <[ntaub@braintreema.gov](mailto:ntaub@braintreema.gov)>; Cuddahy, MaryAnn <[maryann.cuddahy@braintreeschools.org](mailto:maryann.cuddahy@braintreeschools.org)>  
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How about Tuesday - I have a 8:30 meeting but will move it if that time works for everyone else.

Please advise.

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Mary,

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Nicole I. Taub, Esq.  
Chief of Staff and Operations  
Town Solicitor  
Town of Braintree  
One JFK Memorial Drive  
Braintree, MA 02184  
Office: (781) 794-8153

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