

Greater Fall River Vocational School District
MSBA School Building Committee Minutes
251 Stonehaven Road
Fall River, MA 02723
July 12, 2023

In attendance:

Paul Beaudoin	Donald DiBiasio, Chair	Joan Menard
Tina Bell (remote)	Ed Hill	Debbie Pacheco
Glenn Benevides	Paul Jennings, Vice Chair	Andrew Rebello (remote)
Myles Brilhante	Deborah Kenney (remote)	Carl Sawejko
Rebecca Collins	Paul Kitchen	Maria Torres
Lisa Desrosiers (remote)	Decio Matos (remote)	Katie Warren

Also in attendance:

Tim Alix, Colliers	Greg Joynt, KBA
Kristen Hodges, Colliers	Erin Kenney, Suffolk
Charles Roberts, Colliers	Gregory Brilhante, District Legal Counsel

Absent:

Neil Arruda	Kathryn Dufour	Tracy Priestner
Brian Bentley	Steven Kitchin	Aaron Soares
Emanuel Botelho	Thomas Librera	

***BOLD –Voting Member**

Mr. DiBiasio called the meeting to order at 5:38 pm

Mr. DiBiasio called for a roll call.

Mr. DiBiasio called for a motion to approve the June 12, 2023 meeting minutes as presented.

It was moved by Mr. Jennings, seconded by Mr. Benevides and voted unanimously on a roll call to dispense with the reading of the June 12, 2023 minutes and approve them, as recorded.

14 in favor/0 opposed/0 abstention. Motion Carries

Mr. Alix provided a summary of the School Readiness Construction Package EBP 001 which includes the temporary parking lot. The construction Team has reviewed the packages submitted and is ready to make a recommendation to award. Typically sub-contractor awards are presented to a smaller group for approval in order to get contractors on board as quickly as possible. Mr. Alix stated that the smaller group is usually made up of the school committee chair, school building committee chair, the superintendent and the director of finance.

Mr. Jennings asked if there's a need to establish another group. The Oversight Committee was established for the purpose of assisting the School Building Committee. Mr. DiBiasio stated that the Oversight Committee was put in place to address any issues with the project and feels the smaller group is needed to approve project change orders in order to keep the work going as many contractors will be needed. A meeting with a smaller group would be easier to schedule. Mr. Jennings stated that the Oversight Committee is made up of seven members, two of which possess knowledge of construction and the building and can schedule a meeting just as easily. Mr. Kitchen stated that the four individuals named for the smaller group would constitute a quorum of the Oversight Committee.

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The discussion continued on how to proceed, either create a smaller group or continue with the Oversight Committee. Attorney Brilhante stated that Open Meeting Law requirements still apply to either group and a quorum is necessary. Examples of how other committees have handled the change order process were provided. Some members felt that a smaller group was okay as long as big financial decisions were brought before the SBC for final approval. Other members felt that the Oversight Committee is already in place and can perform the duties as needed.

Mr. Joynt stated that any authorization to award a sub-contract has to be within budget, documented and awarded to the lowest responsible contractor. If there's an opportunity to get MEB & WEB points within a reasonable differential cost, a contract may be awarded to a slightly higher bidder. It's a straight forward process in which the team has pre-qualified and vetted financial and legal requirements for the sub-contractor. That information is then summarized in the RTA document and presented for approval to award.

Mrs. Kenney expressed concern with creating another committee. She questioned the transparency of the process as documents were sometimes not received ahead of time to make informed decisions prior to voting. Ultimately, the School Building Committee is responsible for making any project decisions.

It was moved by Mr. Sawejko, seconded by Dr. Warren and voted unanimously on a roll call to reaffirm the Oversight Committee and its members as Brian Bentley, Superintendent-Director, Paul Kitchen, Director of Finance and Operations, Paul Jennings, School Committee Chair, Donald DiBiasio, School Building Committee Chair, Fr. Jay Mello, School Committee Member, Glenn Benevides, Supervisor of Building and Grounds and Rebecca Collins, School Building Committee Member.

14 in favor/0 opposed/0 abstention. Motion Carries

Attorney Brilhante made the recommendation for a motion to allow Mr. Bentley and Mr. Kitchen to sign off on emergency change orders and put a dollar amount cap. Mr. Kitchen asked what the dollar amount cap would be. Mr. Alix stated that usually larger change orders take some time and can be presented to the full committee for approval. Smaller change orders typically come with an immediate need but don't have a large dollar amount to them and recommended setting the change order dollar amount cap to \$50,000.

It was moved by Mr. Jennings, seconded by Mrs. Torres to allow the Superintendent-Director and the Director of Finance and Operations to approve change orders up to \$50,000.

Mr. DiBiasio called for a discussion. Mr. Matos asked if the change order amount is independent of the dollar amount set by the School Committee's policy which requires a full vote. Mr. DiBiasio stated that the policy does not apply. Mr. Hill asked if the \$50,000 cap is enough. Mr. Alix stated that it is sufficient. The change order dollar cap can be amended at a later date if needed. Mr. Joynt stated that the \$50,000 cap will meet the needs of the change orders and if there is an occurrence that requires an immediate vote, a special meeting of the SBC can be scheduled to approve the larger amounts.

Mr. DiBiasio called for a roll call to affirm the motion moved by Mr. Jennings, seconded by Mrs. Torres to allow the Superintendent-Director and the Director of Finance and Operations to approve change orders up to \$50,000.

13 in favor/1 opposed/0 abstention. Motion Carries

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Mr. Alix stated that the first Request to Award (RTA) is on the agenda and requires a vote. The RTA document was emailed to all the members for review. Ms. Kenney explained the RTA process. A similar cover letter to the one submitted will be used throughout the project that lists a financial summary, alternates, holds and allowances. Ms. Kenney explained that after bids are received for a particular scope, de-scope meetings are held to go through the exhibit, the scope, make sure the contract and project needs are understood and answer any questions. Holds and allowances are not scope driven as they are not on the drawings but needed to get the job done. Ms. Kenney stated that a police detail is an example of an allowance. A hold is a set value and an allowance is earmarked money that can go over or under. Add alternates is when a better product is found or a cheaper way of doing something is determined. Ms. Kenney further stated that typically for bigger projects Colliers, KBA and Suffolk will hold de-scope meetings to make sure that everything is aligned.

Ms. Kenney stated that there was a really good turnout for the School Readiness bid package which is a positive indication that sub-contractors are looking at the bigger job. The recommendation is to award to KR Rezendes.

Mrs. Torres asked for clarification on the total bid amount. Ms. Kenney stated that the base amount is \$272,400. The amount for the scope of work is \$312,900 once holds and allowances are added in.

Mr. Benevides asked if the ramp from the construction road is being built during this phase. Ms. Kenney stated that the ramp will come in the earth package as part of phase II. The intent of phase one is to set a traffic pattern that will be in place before the start of the school year and remain as is throughout the project.

Mr. DiBiasio requested a motion to approve agenda item #4 - Request to Award (RTA) Subcontractors, Related to School Readiness Construction Package EBP 001.

It was moved by Mr. Jennings, seconded by Mr. Hill to approve the Request to Award (RTA) Subcontractors, Related to School Readiness Construction Package EBP 001.

Ms. Bell asked if the vote is for KR Rezendes to do the job or the work they are doing. Ms. Bell informed members that her brother works for KR Rezendes and asked if she needs to abstain from the vote. Attorney Brillhante recommended that Ms. Bell abstain so that there is no appearance of impropriety.

A roll call was made to affirm the motion moved by Mr. Jennings, seconded by Mr. Hill to approve the Request to Award (RTA) Subcontractors, Related to School Readiness Construction Package EBP 001. *Ms. Bell abstained.*

13 in favor/0 opposed/1 abstention. Motion Carries

Mr. Joynt provided an overview of the iGMP #1 which is taking the value of the KR Rezendes scope and placing it into Suffolk's contract and changing the contract's value. This process will be used every time there is an approval of RTAs.

It was moved by Mr. Jennings, seconded by Ms. Menard and voted unanimously on a roll call to approve Suffolk Contract Amendment 001 to increase Suffolk's Contract for the School Readiness Construction Package EBP 001.

14 in favor/0 opposed/0 abstention. Motion Carries

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Mr. Alix provided the Colliers project update. The 60% construction document package has been submitted to MSBA and comments have been received. The response to MSBA's comments will be submitted within the next week or so. The next milestone is the 90% construction document package which will be sent to the estimators, reconciled and submitted to MSBA. Pre-qualification process for certain filed sub-bidders is currently underway. About 100 packages have been received and will be reviewed using DCAMM's specific review process.

Mr. Kitchen asked if Suffolk will be doing any self-perform work. Ms. Kenney stated that it is not their intention unless it is in the general requirements.

Mr. Alix stated that there is a pre-qualifications committee that will go through the scoring and reviews all documents for compliance. A list of approved sub-contractors will be published.

Mr. Joynt provided the KBA project update. The design team is currently working on the response to MSBA's comments and will be going through another round of document reviews to get ready for the 90% submission. Mr. Joynt provided an update on the Conservation Commission meeting. It went well but the hearing didn't close because a DEP file number is need. It's mostly procedural and it is expected to be close at the next meeting with no issues.

Ms. Kenney provided the Suffolk project update. A meeting with the building inspector was held last week and filed for a building permit which is expected next week. Permitting processes for early earthwork were filed with EPA. K. R. Rezendes is expected to start work later next week but if not they will be onsite July 24th. The first work to be done will be the temporary parking lot followed by the student driveway. A pave date has been locked in for the second week of August. Work continues on the scopes of work for the bigger jobs. August 1st is the targeted date for steel, concrete and earthwork packages.

Mr. Kitchen asked when the 90% construction documents set will be completed. Mr. Joynt stated that they are targeted for the end of August or beginning of September. Ms. Kenney stated that there will be early packages for steel, concrete and earthwork. Mr. Joynt stated that there will be additional early packages for the pre-purchase of generators and switch gear. Mr. Kitchen asked what the lead time on this type of equipment is. Ms. Kenney stated that currently there is an 80 week lead time for switch gear.

The next meeting will be scheduled by Mr. DiBiasio and an email will be sent.

It was moved by Ms. Menard, seconded by Mrs. Torres and voted unanimously on a roll call to adjourn the meeting at 6:43 PM.

Respectfully submitted,
Helena S. Neves
Helena S. Neves, Executive Secretary

Materials:
June 12, 2023 minutes
iGMP Amendment #1
School Readiness Construction Package EBP001