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TOWN OF LUDLOW

Building Committee Meeting Minutes

August 23, 2018

WELCOME: Fred called meeting to order at 5:50 PM at Town Hall in Superintendent's Conf. Rm.

PLEDGE OF ALLEGIANCE

Fred spoke with committee members regarding process for interviewing candidates.

- A. 10-15 minute presentation
- B. Same 7 questions asked of each candidate (each committee member assigned question to ask)
- C. Complete interview 40 minutes

ROLL CALL

- In attendance: Fred Lafayette, Richard Moskal, William Rooney, Mike Szlosek, Jodi Zepke
- Excused Absence: Matt Gonzalves, Steve Santos

CANDIDATE 1 INTERVIEW: COLLIER (6:00 PM)

- Represented by Jon Winikur, Ken Guyette, Bill Callano
- Past projects include Rivermill Council on Aging, Hadley Senior Center, West Boylston and Hadley Senior Center (coming soon)
- Sited expertise, site procurement, testing development
- History of being on time, on budget and successful
- With respect to Ludlow Senior Center:
 - A. Focus on cost, quality and schedule
 - B. Little change in square footage (20,000-23,000 sq.')
 - C. \$900,000 + is a challenge
- Expertise with many architects
- Keep deficiency log, do on site monitoring, keep monthly timeline and schedule

ANSWERS TO QUESTIONS: COLLIER

- Question 1: A concern would be to come up with comprehensive program in a timely manner. We need to sit with building committee to communicate and assess important criteria.
- Question 2: We would communicate by breaking things down into layman's terms. This would be regularly through e-mails, phone calls and meetings. Tech reports would be set up along with an agenda. A 1 page summary, in layman's terms, would be accessible to inform building committee what we are working on.
- Question 3: All budgets have come in on time and under budget. We make sure project is comprehensive and realistic. If funding for project is not adequate, go to initial budget exercise. Square footage could be cut or you could go for additional funding. Final decision is up to building committee.
- Question 4: Our most successful project is a 3-5 school on Nantucket. It was logistically and financially challenging. We came in on target for budget and project was done 5 months early. High School in Worcester was also successful project. It was on other side of existing school. Low velocity blasting all year long during school hours.
- Question 5: Difficult situation answered in previous questions.
- Question 6: With regard to metrics, we are proactive with scheduling that's realistic and design team agrees with it. Schedule is on agenda every week. We're on top of things and make budget.
- Question 7: Proactive in actions to minimize change orders. Track change of order requests. Come up with plans without increasing \$\$\$\$. Advocates of owner. We are always tracking and asking how can we make it work without being detrimental to the project.

CANDIDATE 2 INTERVIEW: CMS (6:45PM)

- Represented by Craig Dunlop, Neil Joyce, (Scott Luber absent due to emergency)
- Completed 55 projects in 43 communities within Commonwealth.
- 15 projects completed in last 8-10 years
- Project planning, scheduling, cost control
- Solely do project management
- Hands on approach with attention to details
- Do own in house cost estimate-find loopholes
- Do not have high turnover rate
- Very easy to understand updates (thorough, comprehensive, on top of every element)
- On time, on budget, high level of quality

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ANSWERS TO QUESTIONS: CMS

- Question 1: A concern is risk of price. It's nearly impossible to predict. Take advantage of out of market contractors. We could get favorable cost from CT.
- Question 2: We keep communication open. Daily reports are provided as well as coordination with contractor. We're on site when contractor is to make sure everything is done. We break down details so the everyday person can understand.
- Question 3: You always have projects that come over budget . We've had ½ dozen over 20 year period. (Ex. Elevator) Couldn't predict it. We like to handle things beforehand. Once project goes to bid, you have to certify you have sufficient funds when you open bid. Architect and OPM compliment each other.
- Question 4: Our most successful project was 2 ½ years ago in Hudson, MA. It was very competitive pricing. Cost was \$30 million. The reason it was successful is we developed good relationships with many contractors and gave them best bang for buck.
- Question 5: We had a difficult situation at the end of an elementary school project in Stowe, MA. Project went well for 14 months and then lost 40% of contractors. We worked 16 hour days for 90 days. School opened on time.
- Question 6: In order to determine if a project is progressing, the architect provides the schedule of work. At the beginning of the project, the project manager reviews budget and schedules man hrs. to complete project.
- Question 7: To minimize change orders, design documents are clear and complete with tight bids. In order to determine merit, we go into the document to see if a claim can be made. Contractor must explain. At risk process has its place. It costs more money and the process is longer. We would not use it on this project.

CANDIDATE 3 INTERVIEW: P3 (7:30 PM)

- Represented by Dan Habeeb, Mike Delvekio
- 6 projects in Westfield, 3 in Greenfield, 3 in Kingston
- Will be involved in land process or whatever you want
- Always on site
- Ludlow Senior Center going to be tough since construction costs are up
- \$380/sq. ' Optimistic to get it down
- Schedule is set day after hired
- Keep track of budget, every penny and every receipt
- Have never gone back to Town Meeting due to budget
- Public outreach: clear understanding between design team, client and community

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ANSWERS TO QUESTIONS: P3

- Question 1: A concern is that time is a little short. We need to set Timeline, Budget and Design
- Question 2: We convert jargon and acronyms that are used on a daily basis so you understand. We communicate verbally, through emails and newsletter. We visit site up to 40 hrs. per week. Hours on site vary daily depending on stage of construction.
- Question 3: We have never been over budget on a project. If funding is not adequate, we find a way to make it happen. With regard to change orders, we average 0-2%.
- Question 4: The most successful project was Westfield City Hall renovations. We had a short timeline and 4 different contractors. They let us plan the project to move it to 3 buildings. We had a Plan B if necessary.
- Question 5: Rockland Senior Center was a difficult situation. Couldn't afford air conditioning. Suppose to cost \$500,000. Came in at \$800,000. Should be \$300,000. There was a clause in contract to re-design.
- Question 6: To determine if a project is on track, the contractor generates an overall schedule. Once he sees the schedule of values, he can set timeframe to do work. We don't start construction until we have a schedule. Project manager watches out for quality control.
- Question 7: We don't get change orders. We eliminate unknowns. It's already flushed out. With regard to at risk, we don't agree with it. We're not a fan of it for a new building.

Fred made a motion to adjourn at 8:26 with 2nd by Jodi. All in favor. Motion carries.

Minutes submitted by Diane Brouillard

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