

Russell Street Elementary School Littleton, Massachusetts

**Project Team:**

Architect

Drummey Roseane Anderson, Inc.

Owner's Project Manager

Daedalus Projects, Inc.

Monthly Progress Report
June 12, 2009



Daedalus Projects Incorporated
112 South Street / Boston, MA 02111
617-451-2717 / phone
617-451-2679 / fax

June 12, 2009

RUSSELL ST.SCHOOL PROJECT
LITTLETON, MA.

MONTHLY PROGRESS REPORT #2
CONSTRUCTION DOCUMENTS/BIDDING PHASE

TASKS COMPLETED AND UNDERWAY:

The Feasibility Study/Schematic Design has been completed and was approved at the March 25, 2009 Board Meeting. It was agreed to bypass the FSBA and move right to the Project Scope and Budget Agreement which was issued by MSBA on or about May 19, 2009. The District has reviewed it and it was approved by the selectmen on June 1, 2009. Documents will be returned fully executed to MSBA this week.

All parties agreed to divide the project into three phases of construction document development and bidding in order to take advantage of a) Town Meeting dates, b) Summer vacation 2009 for abatement, c) Design time requirements to develop the final construction documents and d) Available funding for design from previous Town Meeting. Last minute availability of five classrooms in the adjacent Middle School for the 5th grade greatly enhanced the economics of this process by saving the cost of temporary portable classrooms and multiple moves.

Phase 1 Abatement bids were received May 21, 2009. A contract has been awarded to the low bidder, RM Technologies, and the first construction meeting was held June 9, 2009. Work is scheduled to begin June 25, 2009 and to be completed by August 14, 2009. Moving bids were received May 24, 2009. A contract has been awarded to the low bidder, Diamond Relocation. Teachers and staff are in the process of packing and labeling. The move will occur between June 24 -29, 2009 to permit abatement to begin on schedule. (copy of schedules enclosed). The current budget includes adjustments for both actual contract amounts (copy of budget enclosed).

Construction documents are out to bid for Phase 2 which involves preparatory work following the abatement to barrier off the Phase 3 work zones and to provide temporary classrooms and student passageways during Phase 3. Filed sub-bids are due June 18, 2009 and GC bids are due June 25, 2009.

Design development meetings continue to be held for Phase 3 document development (copies of meeting minutes enclosed). 65% documents will be issued this week for pricing by the Designer and OPM. We will forward a reconciled cost estimate to MSBA in 2 weeks+/-.

Sidni Bragg from DPI has completed the MSBA PROPAY training. District reps are currently scheduling to attend.

Negotiations for additional Designer services have been completed. A copy of the executed document has been forwarded to MSBA. Negotiations with the OPM for additional services have been completed. A copy of the executed document has been forwarded to MSBA.

UPCOMING MEETINGS:

See attached master schedule

ATTACHED DOCUMENTS:

Budget updated June 10, 2009

Schedule updated June 10, 2009

Contractor's schedule of values

Contractor's schedule

Design meeting minutes #1-4

Building Committee meeting minutes for May meetings

Russell St. School
Littleton, MA
MSBA "Repair" of MEP's,ADA Issues,Windows,Abatement

Project Budget

12-Jun-09

Project budget

CONSTRUCTION		
Phase 1 Abatement	RM Technologies	\$358,169
	Construction Cost (incl. GC's,Bonds,Ins.,OH&P)	\$9,158,583
	Construction Contingency 8%	\$761,340
SUBTOTAL: Construction		\$10,278,092
FURNISHINGS		
	Technology	\$0
	Fixtures, Furnishings & Equipment	\$0
	Signage (other than ADA)	\$0
SUBTOTAL: Furnishings		\$0
PROJECT EXPENSES		
	Builders Risk Policy	with GC
	Bond Issuance Cost/Interest Expense	\$0
	DPI Feasibility Study	\$45,000
	DPI Basic Services	\$372,900
	Materials Testing	\$35,000
	Commissioning Agent	\$50,000
	Utility Company Backcharges	\$30,000
	Moving	\$50,000
	Site survey	\$10,000
	Printing & Copying	\$50,000
	Legal	\$10,000
	Technology Consultant	\$10,000
	Geotechnical Investigation/Consultant	\$0
	Structural Peer Review	\$0
	Advertising	\$0
	Environmental Consultant	\$35,000
SUBTOTAL: Project Expenses		\$697,900
PROFESSIONAL FEES		
	DRA Feasibility Study	\$67,500
	DRA Basic Services	\$1,120,000
	Printing /Reimbursables	\$35,000
SUBTOTAL: Professional Fees		\$1,222,500
CONTINGENCY		
	Design & Reserve Contingency 15%	\$1,206,299
SUBTOTAL: Contingency		\$1,206,299
ESCALATION		
	Escalation of Hard Costs (4% hard costs/year to mid-point construction)	\$428,922
SUBTOTAL: Contingency		\$428,922
LESS TOWN FUNDING FOR FEASIBILITY STUDY		(\$500,000)
TOTAL PROJECT COST		\$13,333,713

R.M. TECHNOLOGIES, INC.

ID	Task Name	Duration	Start	Finish	June					July					August						
					5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26	8/2	8/9	8/16	8/23			
1	PROJECT START-UP	17 days	Tue 6/2/09	Wed 6/24/09	6/2						6/24										
2	Contract	1 day	Tue 6/2/09	Tue 6/2/09	6/2	6/2															
3	Pre-Con Meeting	1 day	Tue 6/2/09	Tue 6/2/09	6/2	6/2															
4	Administrative Submittal	1 day	Tue 6/9/09	Tue 6/9/09		6/9	6/9														
5	Mobilize on Site	1 day	Thu 6/25/09	Thu 6/25/09				6/25	6/25												
6	Temporary Protection	1 day	Thu 6/25/09	Thu 6/25/09				6/25	6/25												
7	ASBESTOS ABATEMENT	29 days	Thu 6/25/09	Tue 8/4/09				6/25						8/4							
8	AREA "A" 2 ND FL	12 days	Thu 6/25/09	Fri 7/10/09				6/25						7/10							
9	AREA "A" 1ST FL	10 days	Mon 7/13/09	Fri 7/24/09					7/13						7/24						
10	AREA "B" 2ND FL	12 days	Thu 6/25/09	Fri 7/10/09				6/25						7/10							
11	AREA "B" 1ST FL	10 days	Mon 7/13/09	Fri 7/24/09					7/13						7/24						
12	AREA "B" 1ST FL Early Completion (3)	4 days	Thu 6/25/09	Tue 6/30/09				6/25						6/30							
13	AREA "C" 1ST FL	7 days	Mon 7/27/09	Tue 8/4/09						7/27						8/4					
14	AREA "C" 1ST FL Early Completion (4)	4 days	Thu 6/25/09	Tue 6/30/09				6/25						6/30							
15	End of Abatement	0 days	Tue 8/4/09	Tue 8/4/09												8/4					
16	ACCOUSTICAL CEILING	20 days	Mon 7/13/09	Fri 8/7/09					7/13						8/7						
17	AREA "A" 2 ND FL	5 days	Mon 7/13/09	Fri 7/17/09					7/13						7/17						
18	AREA "A" 1ST FL	5 days	Mon 7/20/09	Fri 7/24/09						7/20						7/24					
19	AREA "B" 2ND FL	5 days	Mon 7/13/09	Fri 7/17/09					7/13						7/17						
20	AREA "B" 1ST FL	5 days	Mon 7/27/09	Fri 7/31/09						7/27						7/31					
21	AREA "C" 1ST FL	3 days	Wed 8/5/09	Fri 8/7/09											8/5	8/7					
22	Accoustical Complete	0 days	Fri 8/7/09	Fri 8/7/09													8/7				
23	RESILIENT FLOORING	25 days	Mon 7/20/09	Fri 8/21/09						7/20						8/21					
24	AREA "A" 2 ND FL	10 days	Mon 7/20/09	Fri 7/31/09						7/20						7/31					
25	AREA "A" 1ST FL	10 days	Mon 7/27/09	Fri 8/7/09							7/27						8/7				
26	AREA "B" 2ND FL	10 days	Mon 7/20/09	Fri 7/31/09						7/20						7/31					
27	AREA "B" 1ST FL	10 days	Mon 7/27/09	Fri 8/7/09							7/27						8/7				
28	AREA "C" 1ST FL	10 days	Mon 8/10/09	Fri 8/21/09											8/10			8/21			
29	Resilient Flooring Complete	0 days	Fri 8/21/09	Fri 8/21/09														8/21			

Project: Russell St Elementary School Date: Fri 6/12/09	Task		Rolled Up Task		External Tasks	
	Progress		Rolled Up Milestone		Project Summary	
	Milestone		Rolled Up Progress		Group By Summary	
	Summary		Split		Deadline	

Russell Street School Key Dates

1. June 3 Pre-con with IT
2. June 3 Pre-con with moving company and teachers/staff
3. June 3 Bid docs available for Phase 2
4. June 9 Weekly Construction meeting #1 with all parties
5. June 9 Central Register ad for Phase 3 GC/FSB pre-quals
6. June 11 Littleton Building Committee
7. June 16 Weekly Construction meeting #2
8. June 17 Phase 2 FSB's
9. June 23 Weekly Construction meeting #3
10. June 24 Last day of school
11. June 24 Phase 2 GC bids
12. June 24 Littleton Building Committee
13. June 29 Littleton Board of Selectmen
14. June 30 NTP to Phase 2 GC
15. June 30 Weekly Construction meeting #4
16. June 30 Pre-qual RFQ's
17. July 6 Pre-qual committee meeting
18. July 7 Pre-qual results published
19. July 7 Weekly Construction meeting #5
20. July 8 Littleton Building Committee
21. July 14 Weekly Construction meeting #6
22. July 15 Phase 3 bid docs available
23. July 21 Weekly Construction meeting #7
24. July 22 Littleton Building Committee
25. July 28 Weekly Construction meeting #8
26. Aug 4 Weekly Construction meeting #9
27. Aug 6 Phase 3 FSB's
28. Aug 11 Weekly Construction meeting #10
29. Aug 18 Weekly Construction meeting #11
30. Aug 20 Phase 3 GC bids
31. Aug 24 Littleton Building Committee
32. Aug 24 Littleton Board of Selectmen
33. Aug 25 NTP Phase 3 GC
34. Aug 27 School Committee
35. Sept 8 Staff returns
36. Sept 9 Students return

From: Keith Bergman [mailto:KBergman@littletonma.org]
Sent: Tuesday, June 02, 2009 2:47 PM
Subject: RE: Russell Street School Repair Project

Here's the complete list of actions
<http://www.littletonma.org/content/3465/4429/5567.aspx>

5A. Russell Street School Repair Project - MSBA Project Scope & Budget Agreement - vote pursuant to Article 4 of the May 4, 2009 Special Town Meeting and Question 1 of the May 9, 2009 Annual Town Election, and as chief executive official and "eligible applicant" under 963 CMR 2.02, to execute the Project Scope and Budget Agreement with the Massachusetts School Building Authority (MSBA) for [repairs to the Russell Street Elementary School](#). [5-0].

5B1. RSS Asbestos Removal contract award - vote pursuant to Article 4 of the May 4, 2009 Special Town Meeting, and as chief executive official and "eligible applicant" under 963 CMR 2.02, to accept the May 27, 2009 recommendation of the School Building Committee and award and authorize execution of a contract in the amount of \$358,169 with low bidder RM Technologies of Lawrence, MA for asbestos abatement and related work at the Russell Street Elementary School [5-0]

5B2. RSS Moving - vote pursuant to Article 4 of the May 4, 2009 Special Town Meeting, and as chief executive official and "eligible applicant" under 963 CMR 2.02, to accept the May 27, 2009 recommendation of the School Building Committee and award and authorize execution of a contract in the amount of \$20,460 with low proposer Diamond Relocation of Wakefield, MA for moving and related work for the Russell Street Elementary School project [5-0]

5C. RSS Owners Project Manager contract extension - vote as chief executive official and "eligible applicant" under 963 CMR 2.02, to accept the May 27, 2009 recommendation of the School Building Committee and authorize execution of a contract in the total amount of \$417,900 with Daedalus Projects, Inc. (DPI) of Boston, MA as Owner's Project Manager (OPM) for the Russell Street School repair project, with \$354,200 of which to be charged to Article 4 of the May 4, 2009 Special Town Meeting; \$63,700 having already been previously approved and charged to Article 6 of the May 5, 2008 Special Town Meeting [5-0]

Thanks!
kb

Keith A. Bergman
Town Administrator
Town of Littleton, MA
bergman@littletonma.org



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112 South Street / Boston, MA 02111
617-451-2717 / phone
617-451-2679 / fax

RUSSELL ST. SCHOOL
ABATEMENT CONTRACT
PRE-CONSTRUCTION MEETING
June 2, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Jane Hall, Rich Crowley, Glenn Nelson, Rafael Guzman, Alexandra Santos, Karl Gutsche, Hans Gabriel

Pre- construction meeting held this date to review procedures and schedules. The following was discussed:

1. Introductions made. RM Technologies had both filed subs present, West flooring and Cheviot Corp.
2. Reviewed major milestones as follows:
 - 6/24 last day of school
 - 6/29 moving complete
 - 6/29 start abatement
 - 7/20 early completion of old assembly area and gym
 - 8/4 abatement complete
 - 7/13 early start acoustical ceilings
 - 7/20 early start vinyl flooring
 - 8/21 contract complete, ready for movers
3. Weekly job meetings will be on Tuesdays 9:00 AM starting next Tuesday.
4. Coordinate with movers at next job meeting.
5. Spec calls for floors to be skimmed 100% and acceptable to the flooring sub. GC will shot blast floors.
6. GC to decide if he wants to remove/replace a window for access. If so, coordinate with Phase 2 location.
7. GC may start mobilizing the same day as the movers and follow them out with prep and containments.
8. GC will run a 2nd shift at his cost if schedule slips.

9. GC is in process of obtaining all permits and notices.
10. GC will not take a long July 4th weekend.
11. GC will provide submittals by next meeting.
12. GC will submit schedule by next meeting.
13. GC will provide schedule of values by next meeting. Reqs- need (9) copies.
14. VCT colors, patterns- meeting with School dept. today.
15. Discussion re: ceiling tile spec. DRA to revisit and be open to spec change to save costs overall. Cheviot to submit on spec tile and suggested alternate tile with costs.
16. All submittals to go through DRA, except abatement package to go direct to S&W with copy to DRA.
17. Walked site and determined contractor's staging area at bus loop. DPI requested a proposal to add a fenced enclosure with gates.
18. GC will bring in his electrician to tie in temp. panels. GC pays for all power consumption. Water is free if not abused.



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RUSSELL ST. SCHOOL
ABATEMENT CONTRACT
CONSTRUCTION MEETING # 1
June 9, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Rich Crowley, Steve Mark, Diane Bemis, John Overlish, Bill Meagher, Scott Howard, Rafael Guzman, Alexandra Santos, Hans Gabriel

Construction meeting held this date to review status and schedules. The following was discussed:

- 1.01 Introductions and sign-in.
- 1.02 RMT has signed and returned contracts with bonds and insurances. Selectmen have signed contracts, but will not return until proper insurance certificates are provided. RMT committed to replace the certificates this week.
- 1.03 RMT reported that all notices and permits were in progress. DEP notice is for 6/25.
- 1.04 Site use was discussed. RMT confirmed that they will use the portion of the bus loop adjacent to the front of the school for all trailers, equipment, dumpsters, etc. RMT will erect a temp. fence to square the area off to the building with locked gates. Keys will be available for emergency access. School dept. will provide a set of keys and unlock any rogue locks for RMT.
- 1.05 School dept. will shut off boiler alarm for the summer.
- 1.06 Bill Meagher cell phone is 978-490-7230. Everyone is to submit emergency contact info to RMT who will provide an emergency contact list to be posted and distributed.
- 1.07 RMT submitted requisition #1 with schedule of values. DPI and DRA to review and present to Building Committee this week.
- 1.08 RMT submitted the abatement package today. S&W will expedite review.
- 1.09 RMT will make ACT and VCT submittals by next week. Cheviot hand delivered samples of the alternate tile for DRA to review. Tegular vs. square edge and field layout, if mixed, for pricing from DRA by next meeting.

- 1.10 Since there is no abatement to be done in the kitchen, it was agreed that all equipment could remain or be placed in the coolers and RMT will seal the area off from his work areas. School dept. will remove all food for use this summer.
- 1.11 Library books and portable shelves can be placed in corner of Library and covered during abatement. RMT will seal and protect during abatement. Credits from movers.
- 1.12 Computers will be stored in boxes in the Gym and covered.
- 1.13 Copiers will be stored in the Gym and covered.
- 1.14 RMT submitted draft construction schedule. Schedule was reviewed by all parties and RMT will make some minor adjustments and resubmit for record as their baseline schedule.
- 1.15 School dept. to provide brand name of floor wax/sealer used for West Flooring to use. (6) coats of wax are specified. RMT needs to adjust schedule to accommodate this.
- 1.16 Movers missed this meeting, but will attend next week for review of schedule and scope adjustments.
- 1.17 VCT patterns are set. Colors are on hold pending submittal of West Flooring's proposed manufacturer. Phone call today to expedite?
- 1.18 Work hours will be 7:00AM-3:30PM.
- 1.19 RMT will use unit price slips to be signed off by S&W if items run over.
- 1.20 Building walk through followed meeting.
- 1.21 Next meeting June 16, 2009 9:00AM.

These minutes reflect the authors best recollection of the items discussed. If you disagree with any entry, please notify the author within (5) days or the minutes will stand as the project record.

CC. All attendees, Building Department, Sean Fennell, file



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RUSSELL ST. SCHOOL
DESIGN MEETING #1
April 21, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Rich Crowley, Steve Mark, Bill Meagher, Brian Wetzel, Steve Collins

1. HVAC systems overview presented by school department. Discussed pros and cons of Unit Vent system and AHU/ducted system. The AHU system presented too many conflicts with existing headroom, added soffits, added shafts in classrooms, lower corridor ceilings, and initial cost. It was agreed to replace the existing unit vent system with new 4 pipe system including boiler plant. Further review needed for a/c system and individual DX setups in specific areas. Bottom line, entire existing HVAC system including controls will be eliminated in phases and replaced all new.
2. Reviewed current ATC systems and town-wide monitoring setup. Further on site inspections to follow today to verify equipment, etc. School department provided names of vendor and maintenance contractor to consultants.
3. FA/Security/Paging/Tel-Data systems to be reviewed at a separate meeting with different consultant.
4. Plumbing overview presented by school department. Wall mounted fixtures are preferred, battery operated flushometers and faucets are preferred, underslab piping has plugged spots and breaks which need to be camera'd asap by school department, check with local inspectors re: grease trap replacement vs. reuse existing (location?), existing gas fired water heater feeds kitchen and domestic HW will be replaced at proper size (circ pumps due to distances?), kitchen equipment is all electric and s/b upgraded to meet latest energy incentives, existing emer. Gen. runs on propane s/b switched to piped gas or diesel, check for diesel storage permit.
5. Fire Protection- no sprinklers in building, need street pressure test asap. Consultant to coordinate with town water department.
6. Drywells/exterior drain system needs to be checked out by civil consultant asap.
7. Water treatment required?



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RUSSELL ST. SCHOOL
DESIGN MEETING #2
May 22, 2009

Location: Russell St. School

Attendees: Bob White, Jim Barrett, Jane Hall

1. This was a follow up meeting to review and finalize the layout for the new rooms being created in the old assembly area. Several options were presented but none finalized pending further review by Jane Hall with the Librarian. 2nd floor layouts will be impacted by the final location of the new elevator.



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RUSSELL ST. SCHOOL
DESIGN MEETING #3
June 2, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Jane Hall, Rich Crowley, Steve Mark

Meeting held this date to discuss ongoing coordination issues, clarify scope in each phase and tour building for more data gathering. The following was discussed:

1. Kitchen Staff and Tiger's Den toilet rooms will not be brought up to ADA code as it is unnecessary due to proximity to new ADA compliant toilet rooms. Fixtures, trim, paint will be new. Tile will remain.
2. Tiger's Den toilet does not require modifications to meet kindergarten requirements.
3. (12) classrooms will be needed after the winter break, only (11) show.
4. Temp.Nurse's Station will need water/sink. Move back into Admin after winter break?
5. Staff Workroom will be available next spring.
6. Temp. intercom system will be required for temp. offices.
7. FA panel to remain where it is until final phase over of new system.
8. Option "A" layout approved for temp. office layout in old assembly area.
9. Relocate server room? Look into using old science prep room. Review in more detail with IT people at tomorrow's meeting.
10. Preferred option "D" approved for future layout in old assembly area. Need to coordinate elevator with 2nd floor rooms, servers.
11. Clock/program system does not function, will not need to be temp. moved over and back.

12. Pump station panel is dead and can be removed.
13. Telephone racks to remain where they are and protected until final phase over.
14. There is no existing security system.
15. Folding partition at front desk-what is design of this new space? Grillage ok?
16. Rework front desk to meet ADA or demo and design new?
17. Existing wheelchair lift will be removed and lobby area at stair will be redesigned to meet ADA issues. All handrails will be removed and replaced with code compliant design.
18. Reconfigure front entry/vestibule area to meet ADA/Energy codes.
19. ? Auto door operator at certain rooms to meet ADA jamb-side distance requirement in lieu of demo/rebuild of door opening?
20. Underslab piping repairs scope- need videos from school department. Last of videos to be done next week.
21. ? Existing abandoned hot water heater 1st floor? Asbestos?
22. Lockers to be repaired and electrostatically painted.
23. New signage package to meet ADA will be designed.
24. GC staging area to be at rear of school, fence off parking lot , coordinate any major school deliveries.
25. New window profile will replicate existing profile but in different material, one piece. Patch aluminum fascias after install.
26. Exterior door egress- code will require misc. grading, paving revisions, and concrete pads.

27. Curb cuts and repaving of sidewalks at entrance/drop off area will be required.
28. Front entry canopy structure will require modification to meet code for drop off use. Existing columns are too close together.
29. Eliminate temp. canopy sidewalls for Phase 2 bids.
30. School department can relocate dumpster and storage trailer from loading dock area out near gates to track during construction.
31. Propane tank-coordinate fill ups with GC. Permanent design- gas or diesel? Tank location?
32. Musical instrument storage cabinets will be demo'd.
33. Modify existing bleachers to meet ADA or replace new?
34. There will be a HP lift at the stage.
35. Serving line door swings will be reversed. Doors vs. grillage for security?
36. Existing corridor electrical panels- are closets needed?
37. Schedule follow up meetings with Building Official, Fire Dept., Police Dept., Health Dept. to review design progress.
38. 65% DD's will be available next week for pricing.
39. DPI to advertise for Commissioning Agent.



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RUSSELL ST. SCHOOL
DESIGN MEETING #4
June 3, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Jane Hall, Steve Mark, Bill Meagher, Mike McEachern, Chad _____, Mike DiBeri, Aaron DiBeri

Meeting held this date to discuss ongoing coordination issues, clarify scope in each phase and tour building for more data gathering with respect to all low voltage systems. The following was discussed:

1. Run cat5E for temp. offices up to computer room, add any switches, ports, hubs as necessary. Mike to tour with school dept. for specifics today.
2. (1) data drop at each desk location. Will not be able to design for a "typical" classroom layout here. Each classroom needs to be viewed for layout, teaching wall, etc.
3. Existing Dukane PA system has to be relocated to temp. offices and then back (?) until final phase over. Cables need to be marked and extended, protected.
4. Telephone system- maintain existing closet and protect during construction. Run temp.lines to temp. offices and rooms. Data lines also.
5. Need to decide on final headend room location and IDF closets. These must be done in Phase 1. These rooms will need DX cooling.
6. Nurse relocates to 2nd floor temp. space. Will need phone/data.
7. Clock system- does not operate, will not to run temp.
8. Case Study rooms onto stage- will need phone/data. Office is ok. Can be run from a switch in the Tiger's Den.
9. Find 12th classroom for Jane!
10. All systems will be going back on in phases. GC will need to coordinate cut overs, etc. GC will be required to protect and maintain existing systems during construction.

11. Security system-school dept. has ONSSI CCTV system throughout. **Will need building committee vote for proprietary spec. on this.** Consultant to draft memo with school IT people to present to building committee asap. AXIS and IQI cameras are in use. Nashoba Security has been handling all upgrades, maintenance.
12. Front entry access buttons need to be temp. relocated to temp. offices. Existing entry/vestibule must remain during construction. GC to coordinate phase over with new entrances.
13. Tiger's Den has a separate console for door access release. Keep local or bring back to office?
14. Tech upgrades for infrastructure not identified in budget. Need cost input to evaluate vs. approved budget. VOIP phone system \$60,000, Computer switches \$60,000, Sound system, A/V system..... (based on 20 classrooms).
15. Switches s/b HP or Cisco for long term replacement/maintenance considerations. Size appropriately for the school due to costs.
16. VOIP system? AVIA/Carousel in process with other town buildings. Schools not on VOIP now, all different systems. **School dept. needs to weigh in on this asap.** Alan Brown at Light Co. is the IT guy heading up VOIP program. "Tenant system" set up? Fiber already here? Ballpark \$35,000 for digital system (69 phones complete), \$55,000 VOIP with AVIA premium.
17. "Typicals" for Admin are: 2 data drops/1 phone, if VOIP then 2 phone
Classrooms: teacher outlet on primary teaching wall for projection screen, smartboard, teacher computer -2 back boxes for voice/data/video and an empty for OH projector, 1 back box for smartboard. Drops for future OH projectors, 2nd drop for wireless.
Corridors: wireless drops for future w/ metal access panel
Large venue rooms: local sound system, infrastructure for video tied into sound system, typ. For Gym, Café. Gym has a sound system now. There is 1 mobile setup now.



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RUSSELL ST. SCHOOL
DESIGN MEETING #5
June 9, 2009

Location: Russell St. School

Attendees: Bob White, Scot Woodin, Jane Hall, Steve Mark, Bill Meagher, Diane Bemis, Rich Crowley, Jim Barrett

Meeting held this date to discuss ongoing programming and space use issues, clarify scope in the final phase and tour building for more data gathering with respect to cabinetry, sinks and shelving. The following was discussed:

1. Staff room sink/cabinets-remove for abatement? Demo and replace new?
2. Storage room off Staff Room-sink required? Demo cabinetry for abatement?
3. Do a room-by-room inventory today of all sinks, cabinets, shelves to determine how many need to remain or can be demo'd.
4. Metal cabinets in classrooms, various locations are fastened to walls. School dept. to clean these out completely for move, unfasten and leave in the room and take a credit? Or have abatement sub do this and move them as needed to perform abatement?
5. Existing shelving along exterior walls-bid docs say to remove, abate under them and replace. Consider demo and replace with new between abatement operations and unit vent modifications?
6. Note: roof leak in Gym corridor which will stain new tiles. Investigate for cause.
7. Gym Storage Rooms- move up to early completion priority with abatement. Equipment can be stored in Gym. Get credits from movers/trailers.
8. Gym can be used for storage if a 4' pathway is left along the walls for abatement access. This will save on moving and storage costs.
9. Folding partition in Gym- damaged, test for asbestos. Replace with "walk-draw" net?
10. Layout for Stage area re-use now that storage cabinets are going. School dept. to demo these cabinets.

11. Computer headend room- School Dept. will demo old science prep cabinets/counters.
12. Demo (2) science prep rooms no longer in use under abatement?
13. Storage under Stage- retain? Code upgrades implications/cost? Or just seal up?
14. Bleachers in Gym not ADA- demo and replace?
15. School dept. to furnish technology program to spec out equipment needed.
16. Possible smartboard locations to be confirmed: Library, computer lab, cafeteria, new multi-purpose room.
17. Coat hooks on corridor walls at Tiger's Den to stay as is.
18. Gym drinking fountains-demo, do not work or meet code. Relocate one fountain out to corridor ADA spec for fountain and building code for enclosure.
19. Lobby display cases to be incorporated in Lobby redesign.
20. No Gym a/c. Consultants need to assess condition of existing ceiling fans.
21. Wash room accessories provided by School dept. (paper towel dispensers/disposals, toilet paper holders, soap dispensers. Bill M. to get specs on accessories.
22. Old assembly area has (2) exits to exterior, not needed in final program. Delete doors and add windows.
23. Locker count? 391 kids now, guess 425 lockers. School dept. to get actual count. Several will be deleted to accommodate FE's, to get door clearances, to access roof drain cleanouts, HP access, etc. If count is light, then add lockers to bid docs along with repairs and repainting.
24. Front canopy redesign to meet code for drop off area?
25. Stage risers-replace with new to meet code?

**RUSSELL STREET
SCHOOL BUILDING COMMITTEE
MINUTES**

Tuesday May 19, 2009

6:00p.m.

LELWD Conference Room

Present: Rich Crowley
Diane Bemis
Steve Mark
Steve Venuti
Paul Avella
Ron Catella
Mark Mizzoni
Jane Hall
Joe Collentro
Bob White (DPI)
Jim Barrett (DRA)

Absent: Keith Bergman
Jef Feehan
Scot Woodin

- A. Chairman Crowley called the meeting to order at 6:06PM.
- B. On a motion by Paul Avella and seconded by Steve Venuti it was voted to approve the minutes of April 29, 2009. (AYE: Unanimous)
- C. On a motion by Steve Mark and seconded by Paul Avella it was voted to approve the following invoices: Rooter Man \$1360, Daedalus \$8000 (AYE: Unanimous)
- D. Following a discussion re: which plumbing lines have been video'd it was agreed to have Steve Mark check if the (2) exterior sewer lines have ever been done and to have them done if not.
- E. DRA presented an update on the Phase 1 Abatement work. Filed sub bids were received on May 18th. Only one ceiling bid was received and will be rejected because it was over the budget and will be rebid with the scope clarified. Two flooring bids were received; the apparent low bidder was within the budget. The GC bids are due Friday May 22nd at 2:00pm. With due diligence and committee approval of a recommended bidder next week, a Notice to Proceed could be issued by May 29th and maintain the schedule.
- F. Joe Collentro requested DPI to update the project budget once the GC is selected. Adjustments will also be made for the final Designer and OPM fees.
- G. DRA presented an overall schedule update for Phases 2 & 3. Bid documents for Phase 2 will be available by May 29th, advertising needs to be done. Phase 3 bid documents will be available June 26th.

- H. Steve Mark presented an update on the moving phase. He will be receiving bids on May 25th and will make a recommendation at the next meeting for an award. On a motion by Paul Avella and seconded by Jane Hall, Steve was authorized to receive breakout prices from the moving companies and buy reusable boxes, as needed, immediately in order to facilitate packing prior to end of school (AYE: Unanimous)
- I. Ron Hall offered to meet with Triumph Leasing re: possible donated or discounted storage trailer rentals for stored materials.
- J. Rich Crowley will take DRA's approved Amendment #2 to town hall for signing. He will also investigate whether or not contracts, purchase orders, amendments need approval by other than the Building Committee.
- K. OPM proposal for additional fees tabled until next meeting.
- L. Steve Mark reported that he has received the "Project Scope and Budget Agreement" from MSBA and will distribute for signing.
- M. On a motion by Jane Hall and seconded by Joe Collentro the meeting was adjourned at 7:20 pm.
- N. Next meeting: Wednesday May 27th 6:00pm at LELWD.

- K. On a motion by Steve Mark and seconded by Steve Venuti it was voted to adjourn at 8:00pm. (AYE: Unanimous).

**RUSSELL STREET
SCHOOL BUILDING COMMITTEE
MINUTES**

Wednesday May 27, 2009

6:00p.m.

LELWD Conference Room

Present: Rich Crowley

Diane Bemis

Steve Mark

Steve Venuti

Keith Bergman

Mark Mizzoni

Jane Hall

Joe Collentro

Ron Catella

Jef Feehan

Scot Woodin

Bob White (DPI)

Jim Barrett (DRA)

Absent: Paul Avella

- A. Chairman Crowley called the meeting to order at 6:02PM.
- B. On a motion by Mark Mizzoni and seconded by Jane Hall it was voted to approve the minutes of May 19, 2009 as amended to correct "Ron Hall" to "Ron Catella" under item I. (AYE: Unanimous)
- C. On a motion by Jane Hall and seconded by Steve Venuti it was voted to approve the following invoices: Myers&Harrington \$339, DRA \$53,000, DRA \$982.22 (AYE: Unanimous)
- D. Steve Marks reported that he is scheduling to meet with Steve Venuti and Bonnie Holston to set up the budget and allocate costs to date in anticipation of the PSFA being signed and reimbursement requisitions to MSBA beginning.
- E. DPI inquired as to the status of the PSFA. Keith Bergman reported that it is on the June 1st selectmen's agenda. It was also noted that this document must be executed by June 25th or the 120 day signing period promulgated by MSBA expires. Keith Bergman will return the executed documents to MSBA and circulate copies to: Town Counsel, Board of Selectmen, Steve Mark (for further distribution internally to Steve Venuti and Bonnie Holston), DPI, DRA, and Chairman of the Building Committee. **Note that this is the established protocol for all prime documents going forward.**
- F. Rich Crowley reported that under the current wording of the agreements with MSBA, the selectmen must sign off on all prime documents as they are defined as "the District" in the agreements. Rich Crowley to pursue obtaining authorization from the selectmen to assign this responsibility to the Building Committee for efficiency.

- G. Rich Crowley requested that DPI produce a comprehensive master meeting schedule for all future meetings through the summer. This will also identify for Keith Bergman any selectmen's meetings required for approvals this summer.
- H. Rich Crowley requested that DPI provide a written change order protocol for submission to the selectmen for approval. Protocol should include recommended maximum limits for Building Committee level authorization (\$5-10,000?). DPI and DRA will customize the standard AIA change order form to include all necessary signature lines.
- I. DPI reported on the bids received for the Phase 1 Abatement project. DPI recommended approval of RM Technologies, Inc in the amount of \$358,169 which includes filed sub-bidders for acoustical ceiling tiles and vinyl composite tiles and a \$600 adjustment for the delta between the acoustical ceiling tile allowance of \$32,000 and the actual filed sub-bid of \$31,400. On a motion by Joe Collentro and seconded by Steve Mark it was voted to recommend to the selectmen to award the contract. (AYE: Unanimous)
- J. DRA presented an update on Phase 2 and 3 bid documents. Phase 2 Temp. Classrooms will be available for bidders early next week. The filed sub-bids are due June 18th, the GC bids are due June 25th. The Building Committee meeting scheduled for June 24th will have to be changed to June 25th to recommend an award to the selectmen on June 29th. Phase 3 bid documents are advancing with programming and design meetings continuing. The pre-qualification notice and RFQ packages will be available June 10th with RFQ's due June 30th. The pre-qualification sub-committee will meet on Monday July 6th to review and score the applicants for publication July 7th.
- K. Steve Mark reported on the moving company bids received on May 25th. Steve Mark recommended approval of Diamond Relocation in the amount of \$20,460 which does not include the winter move and is priced based on non-prevailing wage rates (Town counsel advised that wages for this work were not required to be prevailing wages). A pre-move meeting with the mover and staff is scheduled for next week. Ron Catella will further his discussions with Triumph Leasing for trailer rental rates and trailer moves. Boxes have already been provided to the teachers and staff for packing. On a motion by _____ and seconded by _____ it was voted to recommend to the selectmen to award the contract. (AYE: Unanimous)
- L. On a motion by Jane Hall and seconded by Steve Venuti it was voted to recommend approval to the selectmen for DPI's revised fee proposal in the amount of \$417,900 which deletes (2) cost estimates. (AYE: 6, OPPOSED: 4)
- M. On a motion by Joe Collentro and seconded by Steve Venuti it was voted to adjourn at 7:25PM. (AYE: Unanimous)

Next Meeting: June 11, 2009 at Town Offices room 307

LITTLETON PUBLIC SCHOOLS

Littleton, Massachusetts

Office of the Superintendent

SCHOOL BUILDING COMMITTEE MEETINGS

Thursday	June 11, 2009 <i>(moved from June 10)</i>	6:00 PM	Town Offices, Room 307
Wednesday	June 24, 2009	6:00 PM	LELWD Conf. Room
Wednesday	July 8, 2009	6:00 PM	LELWD Conf. Room
Wednesday	July 22, 2009	6:00 PM	LELWD Conf. Room
Wednesday	August 12, 2009	6:00 PM	LELWD Conf. Room
Monday	August 24, 2009	6:00 PM	Town Offices, Room 307

Revised
6/5/09