

## Project Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 2/8/2021  
 Re: CM Prequalification and Selection Committee Meeting Time: 6:00pm  
 Location: Remote Participation Meeting No: 5  
 Distribution: Attendees (MF)

### Attendees:

PRESENT	NAME	AFFILIATION
✓	Douglas Gove	Co-Chair, CM Prequalification and Selection Committee, Community Member with Engineering Experience
✓	Stephen O'Neill	Co-Chair, CM Prequalification and Selection Committee, Community Member with Engineering Experience
✓	Marie Christie	Co-Chair, School Building Committee
✓	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience
✓	Jeanne Craigie	Town Moderator
✓	Paul Ryder	Community Member with Construction Experience
	Kevin Yianacopolus	Local Official responsible for Building Maintenance
✓	Dennis Sheehan	Town Administrator / MCPPO Certified
✓	Brian McNeil	Facilities Director
✓	April Lanni	Town Procurement Officer
✓	Brooke Trivas	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
5.1	Record	Call to Order, 6:00 PM, meeting opened by roll call.
5.2	Record	A motion was made by M. Christie and seconded by P. Ryder to approve the 2/1/21 CM Prequalification and Selection Committee meeting minutes. No discussion, motion passed unanimous by roll call vote.
5.3	Record	J. Seeley reviewed the Correspondence to CMs, attached.
5.4	Record	J. Seeley reviewed the CM Reference Checks, attached.
5.5	Record	J. Seeley reviewed the CM Schedule Review, attached.
5.6	Record	J. Seeley reviewed the CM Price Proposal Analysis, attached.
5.7	Record	Some of the Committee members reviewed their findings on each submitted proposal.

Item #	Action	Discussion
5.8	Record	J. Seeley reviewed the CM interview format.
5.9	Record	<b>Next Meeting: February 10, 2021 at 4:00 pm.</b>
5.10	Record	A Motion was made by J. Craigie and seconded by M. Christie to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, Correspondence to CMs, CM Reference Checks, CM Schedule Review, CM Price Proposal Analysis

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## Agenda

Project: Stoneham High School Feasibility Study  
Re: CM at Risk Selection Committee Meeting  
Prepared by: Joel Seeley  
Location: Remote Participation  
Distribution: Attendees (MF)

Project No.: 20033  
Meeting Date: 2/8/2021  
Meeting Time: 6:00 PM

- 
1. Call to Order
  2. Approval of Minutes
  3. Correspondence to CMs
  4. Review CM Proposals
  5. Next Meeting: February 10, 2021
  6. Adjourn

**Join GoToMeeting:**

<https://global.gotomeeting.com/join/653742445>

**Dial-In: [+1 \(224\) 501-3412](tel:+12245013412)**

**Access Code: [653-742-445](tel:653742445)**

February 2, 2021

Christian Riordan  
Project Executive  
Consigli Construction Company, Inc.  
72 Sumner Street  
Milford, Massachusetts 01757

Via Email to: [criordan@consigli.com](mailto:criordan@consigli.com)

**Re: Stoneham High School**

**Stoneham, Massachusetts**

*Interviews for Construction Management at Risk Services*

*SMMA No. 20033*

Dear Mr. Riordan:

On behalf of the Town of Stoneham and the Construction Management at Risk Selection Committee, we are looking forward to your presentation to the Construction Management at Risk Selection Committee on February 10, 2021 at 6:00 pm.

The GoToMeeting link for the interview is: <https://global.gotomeeting.com/join/460213037>  
and the dial-in number is: (669) 224-3412, access code 460-213-037.

In addition to the topics you believe best elaborate on your response to the Request for Proposal (RFP), the RFP included specific questions to respond to in your presentation, which have been updated as follows:

- Based on your initial review of the Preferred Schematic Report (PSR) identify three major challenges you see in the proposed project and your approach to helping the project team to successfully manage these challenges.
- Discuss how you will add value in promoting the project to the community prior to the Town vote?
- Describe in detail your proposed construction schedule, including projected building and fields turnover dates for each phase of construction. Tell us what you think would be opportunities for schedule and/or cost savings?

Out of professional courtesy, we request members of your firm and team not join in the remote interview of another firm.

Very truly yours,

**SMMA**



Joel G. Seeley  
Project Director

February 2, 2021

Walter Kincaid  
Project Executive  
Gilbane Building Company  
10 Channel Center, Suite 100  
Boston, Massachusetts 02210

Via Email to: [wkincaid@gilbaneco.com](mailto:wkincaid@gilbaneco.com)

**Re: Stoneham High School**

**Stoneham, Massachusetts**

*Interviews for Construction Management at Risk Services*

*SMMA No. 20033*

Dear Mr. Kincaid:

On behalf of the Town of Stoneham and the Construction Management at Risk Selection Committee, we are looking forward to your presentation to the Construction Management at Risk Selection Committee on February 10, 2021 at 5:00 pm.

The GoToMeeting link for the interview is: <https://global.gotomeeting.com/join/460213037>  
and the dial-in number is: (669) 224-3412, access code 460-213-037.

In addition to the topics you believe best elaborate on your response to the Request for Proposal (RFP), the RFP included specific questions to respond to in your presentation, which have been updated as follows:

- Based on your initial review of the Preferred Schematic Report (PSR) identify three major challenges you see in the proposed project and your approach to helping the project team to successfully manage these challenges.
- Discuss how you will add value in promoting the project to the community prior to the Town vote?
- Describe in detail your proposed construction schedule, including projected building and fields turnover dates for each phase of construction. Tell us what you think would be opportunities for schedule and/or cost savings?

Out of professional courtesy, we request members of your firm and team not join in the remote interview of another firm.

Very truly yours,

**SMMA**



Joel G. Seeley  
Project Director

February 2, 2021

Tim Hurdelbrink  
Project Executive  
Shawmut Design & Construction  
560 Harrison Avenue  
Boston, Massachusetts 02118

Via Email to: [thurdelbrink@shawmut.com](mailto:thurdelbrink@shawmut.com)

**Re: Stoneham High School**

**Stoneham, Massachusetts**

*Interviews for Construction Management at Risk Services*

*SMMA No. 20033*

Dear Mr. Hurdelbrink:

On behalf of the Town of Stoneham and the Construction Management at Risk Selection Committee, we are looking forward to your presentation to the Construction Management at Risk Selection Committee on February 10, 2021 at 4:00 pm.

The GoToMeeting link for the interview is: <https://global.gotomeeting.com/join/460213037>  
and the dial-in number is: (669) 224-3412, access code 460-213-037.

In addition to the topics you believe best elaborate on your response to the Request for Proposal (RFP), the RFP included specific questions to respond to in your presentation, which have been updated as follows:

- Based on your initial review of the Preferred Schematic Report (PSR) identify three major challenges you see in the proposed project and your approach to helping the project team to successfully manage these challenges.
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Out of professional courtesy, we request members of your firm and team not join in the remote interview of another firm.

Very truly yours,

**SMMA**



Joel G. Seeley  
Project Director

## Reference Checks Project Manager and Superintendent

### Consigli Construction Co.

#### Steve Banak – Senior Project Manager

*Buckner Creel, PE, SFO Administrator for Business and Finance, Lincoln Public Schools, Revitalization of the Lincoln School Project*

Steve did a great job at buying out the trades. Good at being attentive to cost control and does not just accept contracts at face value. He is also very good at communicating with all involved on the project especially during this time of COVID-19. Very good at implementing CM operating policies

*Jennifer Soucy, Architect, SMMA – Revitalization of the Lincoln School Project*

Steve has been a great project manager. He is a real team player, proactive, excellent communicator. Steve has a lot of experience and it has been a very good experience working with him.

#### Matt Guimond – Senior Superintendent

*Buckner Creel, PE, SFO Administrator for Business and Finance, Lincoln Public Schools, Revitalization of the Lincoln School Project*

Matt is great, active and always walking the site making on the spot corrections as they happen. The project has strict specifications for the all-electric Net Zero building and quality control is key to meeting our goals. He is experienced, although relatively young, is proactive and has a great grasp of the schedule. Proactive and looks ahead of the schedule.

*Jennifer Soucy, Architect, SMMA – Revitalization of the Lincoln School Project*

Matt is fantastic, organized, responsible, easy to work with, positive can-do attitude and very good managing the schedule and all the subs. Been great to work with.

*Mark Roberts, Senior Project Manager, Harvard University, Gore Hall Complex, Cambridge*

Matt is a great superintendent and I have worked with him on a few projects with Consigli in the past. He is young yet experienced and brings energy and a great attitude to resolving the day-to-day onsite activities that arise. He is an excellent communicator with all parties involved. Very capable member of the team that is always respectful and working towards positive outcomes.

## Reference Checks Project Manager and Superintendent

### **Gilbane Building Company**

#### **Henry “Tripp” McElroy – Senior Project Manager**

*Ford Spalding, Chair School Building Committee – Minuteman Regional Vocational School*

Tripp was involved in all aspects of the project, attended all SBC meetings, presented to the community, attended public hearings and all construction meetings, excellent communicator, problem solver, the strength of the Gilbane team.

*Larry Trim, Principal – Kaestle Boos Associates – Minuteman Regional Vocational School*

Great to work with, very helpful in preparing for all SBC and community meetings, approachable, problem solver, excellent communicator, big picture focus.

*David Saindon, OPM – Leftfield – Eldredge Gerry Elementary School*

Excellent communicator, planned out the work, represented the Town well in community meetings, attended all SBC meetings and construction meetings.

#### **John Roche – Senior General Superintendent**

*Larry Trim, Principal – Kaestle Boos Associates – Minuteman Regional Vocational School*

John is great at planning the work and follow-thru with the subcontractors, excellent communicator, proactive in resolving issues with design team, monitored the schedule, engaged with all the building officials really well.

*David Saindon, OPM – Leftfield – Eldredge Gerry Elementary School*

Doing an amazing job, coordination, work planning, oversight of the subcontractors, very high marks.

## Reference Checks Project Manager and Superintendent

### Shawmut Design & Construction

#### Bob Joubert – Senior Project Manager

*Tim Piwowar, BPS Superintendent – Billerica High School*

Bob was fantastic to work with, a problem solver, excellent communication skills, attended all SBC meetings, involved with community outreach, instrumental in Shawmut's participation in Trebuchet Day at the high school.

*Doug Roberts, Principal – JCJ Architecture - Caleb Dustin Hunking School in Haverhill*

A very positive relationship, forward thinking, stressed teamwork between all parties, was a constant presence throughout the life of the project, very collaborative.

#### Matt Frongillo – Senior Superintendent

*Joe Ettl, Architect, Elkus Manfredi – Citizens Bank Corporate Campus*

Matt is hands-on, proactive, works really well with the design team in solving issues, knowledgeable in all aspects of a building, plans the work, communicates clearly with the subcontractors.

*Tripp Elmore, OPM – Dore & Whittier – HCID Parking Garage in Lowell*

One of the best superintendents has worked with, organized, really good vision on issues, planned the job, exceptional follow through.

**Proposed Construction Schedules Review**  
**RFP Submission**  
**2/4/2021**

The following key milestone dates are from the Construction Schedules and Phasing Diagrams submitted by each CM

**Consigli Construction Co.**

Mobilize on Site	6/18/2022
<b>Building Complete</b>	<b>6/14/2024</b>
Demo and Abatement	12/16/2024
Soccer NW Complete	10/25/2023
Tennis/Pickleball Complete	7/2/2024
Soccer Complete	10/23/2024
Baseball Complete	10/23/2024
Softball Complete	4/11/2025
Football Field Complete	4/11/2025

**Gilbane Building Company**

Mobilize on Site	6/20/2022
<b>Building Complete</b>	<b>6/14/2024</b>
Demo and Abatement	9/30/2024
Soccer NW Complete	9/3/2024
Tennis/Pickleball Complete	9/17/2024
Baseball Complete	9/24/2024
Soccer Complete	9/30/2024
Softball Complete	12/19/2024
Football Field Complete	12/20/2024

**Shawmut Design & Construction**

Mobilize on Site	6/20/2022
<b>Building Complete</b>	<b>6/14/2024</b>
Demo and Abatement	9/30/2024
Soccer NW Complete	10/29/2024
Softball Complete	12/12/2024
Tennis/Pickleball Complete	3/12/2025
Baseball Complete	3/12/2025
Soccer Complete	4/9/2025
Football Field Complete	6/12/2025

CM AT RISK PROPOSAL EVALUATION  
 STONEHAM HIGH SCHOOL, STONEHAM, MASSACHUSETTS

PROJECT MANAGEMENT



1/26/2021

CM Price Proposal Analysis - Summary

		PSR Budget	Consigli	Gilbane	Shawmut
<b>Pre-Construction Services</b>	<b>Code</b>				
Initial Pre-Construction			\$ 25,000	\$ 25,000	\$ 25,000
Pre-Construction Services	B.1		\$ 258,528	\$ 264,000	\$ 225,000
<b>Sub-total</b>		<b>\$ 400,000</b>	<b>\$ 283,528</b>	<b>\$ 289,000</b>	<b>\$ 250,000</b>
<b>Construction</b>					
Project Management Labor	C.1	below	\$ 2,721,604	\$ 3,300,074	\$ 3,529,162
Field Supervisory Labor	C.2	below	\$ 2,356,860	\$ 2,472,985	\$ 2,902,522
<b>Sub-total</b>		<b>\$ 5,280,000</b>	<b>\$ 5,078,464</b>	<b>\$ 5,773,059</b>	<b>\$ 6,431,684</b>
Consultant Labor	C.3		\$ -	\$ -	\$ -
P&P Bonds	C.4	\$ 1,209,620	\$ 784,000	\$ 894,450	\$ 910,000
Insurance	C.4	\$ 1,693,468	\$ 1,760,000	\$ 1,612,140	\$ 2,030,000
<b>Sub-total</b>		<b>\$ 2,903,088</b>	<b>\$ 2,544,000</b>	<b>\$ 2,506,590</b>	<b>\$ 2,940,000</b>
Trailers, Supplies etc.	C.5	above	\$ 411,660	\$ 672,910	\$ 445,300
Additional Costs	C.6	above	\$ -	\$ -	\$ -
<b>Sub-total</b>			<b>\$ 411,660</b>	<b>\$ 672,910</b>	<b>\$ 445,300</b>
Cost of Work Items	C.7		\$ -	\$ -	\$ -
<b>Sub-total</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>C.8</b>	<b>\$ 8,183,088</b>	<b>\$ 8,034,124</b>	<b>\$ 8,952,559</b>	<b>\$ 9,816,984</b>
<b>CM Fee</b>					
CM Fee			\$ 2,730,000	\$ 2,650,000	\$ 2,100,000
<b>Sub-total</b>		<b>\$ 3,024,050</b>	<b>\$ 2,730,000</b>	<b>\$ 2,650,000</b>	<b>\$ 2,100,000</b>
<b>Total</b>		<b>\$ 11,607,138</b>	<b>\$ 11,047,652</b>	<b>\$ 11,891,559</b>	<b>\$ 12,166,984</b>

Notes

1. Consigli Consultant Labor, \$57,862, moved to Project Management Labor
2. Gilbane Consultant Labor, \$99,299, moved to Project Management Labor

1/26/2021

CM Price Proposal Analysis - Construction Labor

		Consigli	Gilbane	Shawmut
<b>Construction</b>				
<b>Project Management Labor</b>		<b>C.1</b>		
Principal in Charge		included		
Project Executive		\$ 133,020	\$ 294,073	\$ 195,000
Senior Project Manager		\$ 358,784	\$ 693,844	\$ 1,045,902
Project Manager		\$ 844,560		\$ 779,400
Project Manager				\$ 389,720
Asst. Project Manager			\$ 551,793	\$ 471,580
Senior Project Engineer			\$ 463,656	
Project Engineer		\$ 475,000	\$ 265,113	
Project Engineer		\$ 412,680		
Regional Manager of Engineering			\$ 30,230	
Quality/Change Management Engineer			\$ 238,681	
Regional Quality Manager			\$ 4,716	
Cost Control Engineer		By PM		
Project Accountant		\$ 33,880	\$ 243,394	\$ 269,880
Purchasing Agent		\$ 145,200	\$ 44,288	\$ 84,000
Cost Controller			\$ 58,818	
Accounts Payable			\$ 5,535	
Office Engineer			\$ 162,330	
Administrative Assistant		\$ 29,716		\$ 191,470
LEED Coordinator		\$ 39,906		
CORI Management/Badge Coordinator		by Assist Super		
Scheduler		\$ 79,812	\$ 86,304	\$ 57,000
BIM		\$ 63,888	\$ 109,499	\$ 45,210
BIM Manager			\$ 35,272	
Information Technology		included		
Lean Coordinator		\$ 47,296		
Diversity/Community Outreach Manager		\$ 42,862	\$ 12,528	
Energy Consultant		\$ 15,000		
<b>Sub-total</b>		<b>\$ 2,721,604</b>	<b>\$ 3,300,074</b>	<b>\$ 3,529,162</b>
<b>Field Supervisory Labor</b>				
		<b>C.2</b>		
General Superintendent		\$ 133,020	\$ 726,840	\$ 106,880
Senior Superintendent				\$ 897,869
Superintendent		\$ 899,700	\$ 454,420	\$ 651,255
Superintendent			\$ 242,472	\$ 177,615
Asst. Superintendent		\$ 729,792		\$ 541,125
Asst. Superintendent				
Punch List Superintendent			\$ 110,818	
MEP Coordinator / Commissioning Assistant		\$ 375,408	\$ 495,460	\$ 152,460
Field Engineer				\$ 41,598
Safety Engineer		\$ 88,620	\$ 386,723	\$ 333,720
Regional Safety Manager			\$ 36,770	
Environmental Solutions			\$ 19,482	
CORI Implementation		by Assist Super		
Quality Manager		\$ 130,320		
Labor Foreman		\$ -		
<b>Sub-total</b>		<b>\$ 2,356,860</b>	<b>\$ 2,472,985</b>	<b>\$ 2,902,522</b>
<b>Total</b>		<b>\$ 5,078,464</b>	<b>\$ 5,773,059</b>	<b>\$ 6,431,684</b>

Notes

1. Consigli Consultant Labor, \$57,862, moved to Project Management Labor
2. Gilbane Consultant Labor, \$99,299, moved to Project Management Labor

Full Time Staff (FTS) Comparisons

Consigli - ave FTS rate - \$116/hr  
Building - June '22 - Sept '24 - 5 FTS  
Demo/Site - Oct '24 - April '25 - 2 FTS

Gilbane - ave FTS rate - \$113/hr  
Building - June '22 - June '24 - 9 FTS  
Demo/Site - July '24 - Dec '24 - 4 FTS  
Site - Jan '25 - March '25 - 2 FTS

Shawmut - ave FTS rate - \$125/hr  
Building - June '22 - Aug '24 - 7 FTS  
Demo/Site - Sept '24 - July '25 - 4 FTS

1/26/2021

CM Price Proposal Analysis - Additional General Conditions

		Consigli	Gilbane	Shawmut
<b>Construction</b>				
<b>Trailers, Supplies Etc.</b>				
<b>C.5</b>				
Town of Stoneham, OPM and Architect Temporary Office Trailers (minimum 12x60 with working toilet)		\$ 40,600	\$ 50,500	\$ 18,500
Town of Stoneham, OPM and Architect Telephone, high speed internet line and wireless internet connection and Usage Charges (including long distance)		\$ 17,000	\$ 9,000	\$ 11,100
Town of Stoneham, OPM and Architect Office Furniture		\$ 6,000	\$ 32,450	\$ 18,500
Cleaning of Town of Stoneham, OPM and Architect Trailers		cost of work	\$ 7,500	\$ 7,400
CM Temporary Office Trailers		\$ 133,600	\$ 127,250	\$ 44,400
CM Telephone and Internet Service, Equipment and Usage Charges (including long distance)		\$ 97,750	\$ 48,270	\$ 44,400
CM Office Furniture		\$ 18,000	\$ 47,400	\$ 44,400
Cleaning of CM Trailers		cost of work	\$ 15,000	\$ 22,200
Travel, Meals, etc...		included	\$ 51,000	\$ 18,500
LEED Supervision and Assistance Implementation (Field)		included	\$ -	included
Information Technology (I.T.) Time (Field Office)		\$ 5,950	\$ -	\$ 14,800
Computers & Software		\$ 16,760	\$ 147,790	\$ 37,000
Field Office Supplies		\$ 27,200	\$ 22,500	\$ 18,500
Site Security Services		NA	\$ 45,000	\$ 37,000
On-Site Storage Containers		cost of work	\$ 5,000	\$ 18,500
Small Tools		\$ -	\$ 24,000	\$ 18,500
Safety Materials (Safety Kit)		\$ 5,100	\$ 16,750	\$ 3,700
Photos		\$ 5,100	\$ -	\$ 3,700
Reprographics		\$ 10,200	\$ 7,500	\$ 37,000
Postage, Shipping, Courier Services, etc...		\$ 3,400	\$ 6,000	\$ 9,250
Management of Plans, Specifications, etc...		included	\$ -	\$ 9,250
Record Drawings		included	\$ 5,000	\$ 5,000
Punch List		included	\$ -	included
Photo ID Badge Machine		included	\$ 5,000	\$ 3,700
Other		\$ 25,000	\$ -	\$ -
<b>Sub-total</b>		<b>\$ 411,660</b>	<b>\$ 672,910</b>	<b>\$ 445,300</b>
<b>Additional General Conditions</b>				
<b>C.6</b>				
		\$ -	\$ -	\$ -
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 411,660</b>	<b>\$ 672,910</b>	<b>\$ 445,300</b>