

<b>DRISCOLL ELEMENTARY SCHOOL – BROOKLINE, MA</b>	<b>MEETING MINUTES APPROVED 8/20/20</b>
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<b>DRISCOLL SCHOOL BUILDING ADVISORY COMMITTEE</b>		<b>July 23, 2020</b>
Location:		Online GoToMeeting
Time:		7:30 AM
<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
Susan Wolf Ditkoff	Town of Brookline, Co-Chair SBS, PSB	Y
Heather Hamilton	Town of Brookline, Co-Chair SBC, TOB Board of Selectmen	Y
Karen Breslawski	Building Commission	Y
Ken Kaplan	Town of Brookline, Building Commission	Y
David Leschier	Advisory Committee	Y
Ali Tali	Transportation Board	N
Nancy O'Connor	Parks and Recreation Commission	Y
Dan Deutsch	Community Representative	Y
Victor Kusmin	Community Representative	Y
Linda Monach	Community Representative / Special Education Parent Advisory Council	Y
Arjun Mande	Community Representative	Y
Lakia Rutherford	Parent Representative / METCO	Y
Sara Stoutland	Community Representative	N
Mel Kleckner	Town Administrator	Y
Dr. Nicole Gittens	Deputy Superintendent of Schools for Teaching and Learning	N
Dr. Jim Marini	Interim Superintendent of Schools	N
Matt Gillis	Director of Operations	Y
MaryEllen Normen	Deputy Superintendent for Administration and Finance	N
David Youkilis	Interim Driscoll School Principal	Y
Helen Charlupski	School Committee	Y
Tony Guigli	Project Manager, Town of Brookline	Y
Dan Bennett	Building Commissioner	N
Charlie Simmons	Director of Public Buildings	N
Jim Rogers	LEFTFIELD	Y
Lynn Stapleton	LEFTFIELD	Y
Jen Carlson	LEFTFIELD	Y
Matt Casey	LEFTFIELD	Y
Adam Keane	LEFTFIELD	Y
Jonathan Levi	Jonathan Levi Architects	Y
Philip Gray	Jonathan Levi Architects	Y
Carol Harris	Jonathan Levi Architects	Y
Eduardo Vivanco	Jonathan Levi Architects	Y
Walt Kincaid	Gilbane Building Company	Y
Lynda Callahan	Gilbane Building Company	N
Robert Braga	Gilbane Building Company	Y
Joe McCoy	Gilbane Building Company	Y
Sam Ditzion	Community Member	Y
Werner Lohe	Conservation Commission, Climate Action Committee	Y
Leonard Wholey	Community Member	N

The meeting was called to order at 7:30 AM.

Leftfield presented the results of the three 100% DD estimates noting that the process to reconcile the estimates is still ongoing. Estimates were completed by Gilbane, CHA (estimator for Jonathan Levi Architects), and PM&C (estimator for Leftfield). Gilbane's estimate came in at \$93.9, CHA's at \$92.3, and PM&C's at \$94.1. Leftfield noted that the initial unreconciled estimates came in extremely close which is generally an indicator that the drawings were detailed enough that all were looking at the same information. Gilbane's estimate was \$1.2M over the budget, CHA's was \$750K under the budget, and PM&C's was \$1.3M over the budget. JLA has set a goal of coming in 1% under the budget, which means the target is closer to \$91.7M. This target would require between \$500K and \$2M of Value Management (VM) to go to hit goal (dependent on where the reconciled budgets land). The Building Commission has requested that the Project Team maximize VM effort beyond the goal of 1% under the budget.

JLA has produced an initial list of VM items that the Project Team will be reviewing in detail. Once items are priced and discussed with the Town, a recommendation will be made as to what stays in the drawings and what is removed, and what can be included in the documents as add alternates to be considered later when bids come in and more information on the actual cost of construction is known.

During the reconciliation process, the percentages carried for escalation and design contingency need clarity. Escalation ranges between \$750K and \$1.2M at this stage in the process, while design contingency ranges from 5% to 6%. The team will be having a discussion to determine which percentages should be used across the three estimates.

A member of the committee asked if the Town has a standard design contingency percentage that should be used. JLA explained that this number varies from project to project and how complete the drawings are at a given stage determines the percentage carried in the estimates. Given the estimates came in within 1.5% of one another, it shows that the level of detail in the drawings is very good for this stage. The committee member noted that bringing the percentage down now, if the team is comfortable, could help maintain the building design resulting in less of a need for VM.

A member of the committee asked why the Subguard Bond for \$900K is included in only Gilbane's estimate. Gilbane explained that the cost covers individual subcontractor bonds, and that the other estimators carried subguard in the trade costs above the line, while Gilbane pulled the cost out below the line. This is one of the line items that will be aligned during reconciliation process so that all three estimators are carrying the cost in the same way. Gilbane noted that the cost covers subcontractors' performance bonds and would make replacing any contractors that go out of business an easier process. It was added that given the difficult time for our economy as a result of the pandemic, it will be an important insurance to have.

Leftfield provided an update on schedule. Initially the schedule was showing early packages issued for bid in August 2020 and November 2020, with a targeted construction start date of October 1 2020. Foundations would follow in March 2021, the building would be completed in November 2022, and the new building would open in January 2023 after Winter break.

Based on what is happening in the marketplace due to the current pandemic, as well as the need for more open space to allow for social distanced outdoor play in Fall 2020, the project team developed and analyzed several alternate schedules. Ultimately, the analysis showed that one early site package issued in November 2020 and one complete bid package on February 1, 2021, would be most beneficial to the project. Site work would begin in March 2021, the new building would be complete by May 2023, likely meaning the new school would open September 1, 2023. The shift would move the opening of the new school from January 2023 to September 2023.

Leftfield reviewed a list of positives and negatives for the proposed schedule shift. The list of positives includes: the project could take advantage of savings that would result from market de-escalation as is currently being seen across the industry; Budget GMP certainty that would result from a single bid package (except for the site package); fewer change orders experienced as a result of a more coordinated set issued in February; a more orderly approach to the add alternate process; the existing fields and playgrounds will be available for use until March 2021 allowing for more space for social distancing during recess; a cushion in schedule because of the longer duration between building completion and occupancy will result in less of a need for premium time and a more orderly move-in over the summer; abatement and demolition of the existing building will occur over the summer while students are not on site; the Project Team will have more time to address neighborhood concerns surrounding logistics.

The list of negatives for the shift in schedule includes: the existing school's boiler system is at the end of its useful life, extended maintenance will be needed to get through another winter; the new field and playgrounds will not be available until Fall 2024; there will be an increase in general conditions costs from Gilbane; students will be in the existing building 6 months longer than anticipated. A notification to the school community outlining the proposed shift in schedule on July 17, 2020. Feedback on the shift has been requested by July 24, 2020. The School Committee will be meeting on Monday and will consider the received feedback during their discussion on schedule.

A member of the committee asked whether there would be an option to start earlier if students remain out of the building due to COVID-19 concerns. In this scenario, keeping the schedule that includes early packages makes more sense to this committee member. Leftfield explained that the shift in schedule allows the existing outdoor space to remain usable until March 2021, there will be more space for children to be socially distanced during recess.

Matt Gillis, Director of Operations for Brookline Public Schools noted that being able to take advantage of market de-escalation while also being able to better coordinate drawings is a rare opportunity.

A member of the committee asked what is expected to happen if a vaccine does become available earlier. Some believe that the market may swing back quickly once a vaccine is available. Leftfield explained that given the complexity of the market and its various sectors, they do not expect that the market will fully come back between 4<sup>th</sup> quarter of this year and 1<sup>st</sup> quarter of next year when the project will be going out to bid.

Mel Kleckner, Brookline Town Administrator, noted that he would like to hear the thoughts on the schedule shift from the School Department and School Committee as this change relates to the school's reopening plans. He added that cost is also a concern and will need to be considered as well.

A School Committee member voiced her support for the shift as past projects in Town with multiple early packages wound up paying more in the long run and that fewer early packages will result in a more coordinated set of drawings.

Sam Ditzion, a residential and commercial abutter to the Driscoll School asked if there is a way to remain flexible depending on whether school will be in person or remote. He explained that if school is fully remote, starting construction early with an unoccupied school seems to be a better option, while the later approach makes more sense if the school is occupied. He added that the Town would be releasing their plans mid-August and was wondering if the decision to shift could be made then or even later if the need to switch to remote learning became apparent. Leftfield explained that the Project Team needs to know which direction things will be moving in to properly plan ahead adding that JLA would need to issue the first early bid package in a week.

JLA added that fast-tracking a project with a series of early packages was designed to battle inflation and escalation, the downside is that a project starts to spend money before having more cost information based on bids. This approach also makes it more difficult to coordinate drawings – the shift in schedule gives more cost certainty to the project.

Mr. Ditzion asked whether it is possible to hold off on making a decision on schedule for 2-3 weeks until after the Town's school reopening plans are available mid-August. Gilbane explained that a hybrid option was analyzed, but it would result in starting site work during Winter which is more difficult and resource-consuming. It makes more sense from a construction standpoint to wait to start as things are thawing in March.

Gilbane's chief estimator noted that holding off on making a decision, or changing course after a set has been released for bid could result in bidder fatigue as well, resulting in less competitive bids. He added that based on ongoing industry discussions, a slow-down in the market is predicted.

A member of the committee asked about the state of the existing HVAC system at the existing Driscoll School. Mr. Gillis noted that it is currently the oldest HVAC system in the Brookline school system, adding that the Town is working to assess each school's system to ensure occupant safety when schools reopen.

A member of the committee asked whether the new school might include more operable windows, ionization of air in the HVAC system, and further consideration of building design to ensure that it is pandemic-ready. Co-Chair Susan Wolf Ditkoff noted that this has been a concern brought to the Project Team many times over the past few months and that the team has ensured the Town that this design is the best approach as the HVAC system turns over air in the building more times than operable windows could.

JLA explained that the system design for the new Driscoll School is much better than typical systems. The HVAC moves air slowly from the floor to ceiling where the air is drawn in and filtered. The air pulled in from outside is filtered before it comes into building, meaning the air is free of pollutants and pollen. Opening windows allows unfiltered air into the building, resulting in more pollen and pollutants in the building. Historically, forced air is typical in school buildings, this method circulates air quickly throughout a room without filtration. Rather than quick in-room circulation systems, a floor to ceiling, slow circulation air displacement system more effectively reduces exposure to pollution within the room, refilters recirculated air, and recovers the embedded energy in exhausted air.

JLA deed that other benefits to the school's design include having a sink in every classroom, and materials are maintenance-friendly and easy to clean repeatedly. There are also two main entrances to the building, one from Washington and one from Westbourne, which will allow two queues into the building eliminating some bottle necking if taking temperatures is required upon entry. JLA will provide a summary of the building's healthy design features that will be posted to the project website.

A member of the committee asked when the existing playgrounds will become unusable under the proposed schedule shift. Leftfield explained that in March 2021 the site fence will be installed and students will need to be transferred to the temporary playgrounds which will be in place before existing play areas become unusable.

Leftfield reviewed the mid-range option for potential cost impact of the schedule shift. This scenario shows a flat market, neutral example that is not escalating or de-escalating. The cost study considers escalation savings, the approximate cost benefit to 100% drawings without multiple packages, additional cost for extended general conditions from Gilbane, added cost for potential boiler maintenance, and a savings from schedule cushion between building completion and occupancy. The mid-range shows about \$2.1M in savings.

JLA provided an update on the Planning Board process explaining that the second meeting with the Design Advisory Team (DAT) was held last week. Arjun Mande and Victor Kusmin of the SBAC are representatives on the on the DAT. At the end of the meeting, the DAT unanimously supported the Driscoll School design and will recommend that the variances requested – number of loading docks, building height, distance from Washington St., number of parking spaces – be approved by the Zoning Board of Appeals (ZBA). The next step in the process is to submit a formal request for a permit, which will then go to ZBA for ruling on the requested variances.

There will be a Community Forum held on August 3, which will include an update on schedule, construction safety and site logistics. Gilbane provided an update on the site logistics for the project. Gilbane highlighted the four temporary play areas adding that the team is still working through the program of these spaces. In March 2021 the temporary playgrounds will be ready before the existing spaces become unavailable.

Gilbane showed that the new building will be built in very close proximity to the alleyway at the East end of the site. The school's property line runs along fence and then jogs along to the building on other side of the alley. The alley to Washington Street will be closed temporarily while the four story portion of

building in that location is constructed. Continuous access to the back of the building will be maintained from Westbourne Terrace. A meeting with commercial abutters is being scheduled to discuss the logistics plan in more detail and to better understand the abutters' uses at the back of the buildings. Gilbane will be marking the building outline on the pavement in the alleyway for everyone to better understand the limits of construction and why it will be safest to close access to Washington Street at that location. Gilbane showed some images that illustrate how close the new building will be to the alleyway and commercial abutters. With support of excavation for the deep foundations in that location will mean there is less than 10 feet of clear space in the alley.

The current logistics plan shows closing the sidewalk at the Washington Street side of the site during construction until the building is weather tight. There is an existing established crosswalk that will be used to cross people. This will allow trucks in and out of the site without worrying about pedestrian traffic crossing in front of gates. This condition will not be for the full duration of construction. The project is close to the teacher parking lot and Gilbane will be replicating the ramp up to the school under a covered walkway. During demolition, the fence line will be relocated to allow access to the new school while the existing school is demolished and the playgrounds and field are constructed.

Leftfield added that the logistics plans have been developed with safety as the highest priority. It is expected that there will be impacts to the community, but the Project Team is working to better understand the impacts and will be discussing and reviewing alternatives that minimize impacts wherever possible.

David Youkilis, Interim Driscoll Principal asked if there is a plan to have police details on site to coordinate pedestrian access to sidewalks as trucks enter and exit the site. It was noted that closing the sidewalk at Washington Street will make the situation safer for pedestrians at the gates, there will also be windows of time during drop off and pick up that deliveries will not be allowed to the site. These time restrictions will be included in the specifications.

A member of the committee asked if trucks will be queuing in the street at any point during the project. Gilbane explained that they will be coordinating with drivers and queuing trucks off site until the truck is needed on site. If there is a specific circumstance that would require trucks to queue in the street, this would be coordinated with the school and community well in advance.

The committee member asked whether there will be trucks queuing in the teacher parking area as illustrated in one of the slides presented. Gilbane explained that his was an error in the illustration and that no trucks would be queuing in the teacher parking area.

It was noted that if the Washington Street sidewalk is closed, there should be a temporary crosswalk on the Beacon Street side of the alleyway as people would jay walk in that location during a past construction project that closed the sidewalk at the school. Gilbane noted that adding a crosswalk at that location should not be an issue and that they would look into how the previous project was set up to make sure their setup would be clearer.

A member of the committee asked for clarification on contractor parking. Gilbane and JLA have been working with the Traffic Department as there are 200-300 underutilized metered spaces on Beacon

Street that could be designated as contractor parking zones. JLA will specify in the General Conditions that the contractors use spaces in the more remote zones to allow for teachers to park closer to the building.

Mr. Ditzion urged the committee to find an alternative to shutting down the Washington Street sidewalk as the National Grid project that closed down the sidewalk in that location was devastating to the businesses in Washington Square. He added that the Select Board recognized the impact to the commercial abutters and only allowed crews to work at night. Mr. Ditzion requested that the team consider a covered temporary sidewalk during construction. Gilbane noted that the plan presented today is based on what they found to be the safest, but added that the conversation will continue at the meeting with commercial abutters to make sure the team better understands the abutters' needs.

Nancy O'Connor made a motion to approve meeting minutes from the June 25, 2020 School Building Advisory Committee meetings. David Lescohier seconded the motion and asked if State Representative Vitolo had received the life cycle analysis of the geothermal system. JLA noted that the latest analysis is underway and will be provided once it is completed. Thirteen members of the School Building Advisory Committee voted in favor of approving the meeting minutes. The meeting minutes were approved 13 – 0 – 0.

A member of the committee noted that the landscape design at Washington Street side of building should be urban friendly and inviting as it is an important part of the building.

The meeting was adjourned at 9:00 AM.