

1 Joint Facilities Advisory Committee Meeting

2 Wednesday, May 5th, 2021

3 Meeting Minutes- Approved 05 13 2021

4 Attendees Via Webinar:

5 Administrative Team: Adam Steel- Superintendent, Michele Croteau- SAU #39 Business
6 Administrator, and Amy Facey- SAU #39 Business Administrator, Elect.

7 Committee Members: Shannon Gascoyne- JFAC Chair, Amherst NH, Victoria Parisi- Vice
8 Chair, Amherst NH, Pim Grondstra- SCSB Member, Tom Gauthier- ASB Member, Christine
9 Grayson, Amherst NH, John Bowkett, Amherst NH, Jeanne Ludt, Amherst NH.

10 Public: None

11 Meeting Minutes: Danae A. Marotta

12 I. Call to Order

13 **Chair of the Joint Facilities Advisory Committee, Ms. Shannon Gascoyne, called the**
14 **meeting to order at 5:00PM.**

15 She noted that her and Ms. Parisi wanted to meet ahead of their next meeting scheduled for the
16 May 13th to provide them with an update on the RFP process. As you know, an RFP went out
17 early April to about 10 firms in New England. The list of firms was provided from the New
18 Hampshire Department of Education and known for their experience and success in school
19 construction. Proposals were due back on April 19th and an optional tour was offered to the firms
20 before the deadline. Three firms attended the tour and the same three firms submitted proposals.
21 Those firms were Banwell, Harriman and Lavallee Brensinger.

22 The Facilities Project Team which as a reminder is comprised of SAU leadership, Board
23 leadership and JFAC leadership ranked each of the proposals in a number of areas such as cost,
24 fees, experience, team experience and resources. We then met to discuss our rankings and
25 decided unanimously to invite Banwell and Harriman for interviews on April 22nd.

26 They were panel interviews and the panel included representatives from JFAC, Mr. Coogan, Ms.
27 Parisi and herself. From the ASB, Ms. Kuzsma and from the SAU, Director of Facilities Mr.
28 Roger Preston and Business Administrator elect, Ms. Amy Facey and Superintendent Steel.

29 Prior to the interview, we developed a standard list of questions such as “what is your experience
30 with a multi- headed client”. We asked about their pre-bond timeline and they asked about our
31 pre-bond timeline. We shared our desire to be able to launch a big informational campaign on
32 July 4th. Additionally, we asked for their opinions on our current conceptual designs and how
33 they plan to follow up with deliverables and their project schedule. They were also very up front
34 with their pre- bond budget and what we aim to accomplish.

35 Following the interviews, we then met to discuss our reactions as a group. After doing so, they
36 utilized the Zoom polling feature. It was unanimous, out of the gate, that Banwell was the best

37 choice for Amherst. Notably, when we asked about their experience and their first impressions
38 about their initial concepts they were prepared with suggestions and slides. They mentioned
39 things like the solar orientation of the building, the bus drop, the overall scale of the building and
40 the lack of playground space. These are all items that resonate with this committee. Process was
41 also something that they had overwhelming experience and success with. They had a track
42 record of coming in on time and under budget, which is something that they are looking for.

43 She was impressed by their ability of striking that balance with finding the best educational
44 solution with the right price for their community. That was throughout the proposal and the
45 interview process. She is excited to move forward.

46 Ms. Gascoyne asked for further comments.

47 Ms. Parisi shared that she was surprised with their transparency about how many projects that
48 they have taken over, kind of in the same process of where they are now. It was on several
49 projects.

50 Mr. Coogan responded that it felt right. This is a sales project as this stage, enabling the
51 community to understand the needs and values. They emanated excitement, exuberance, an
52 understanding what the community needs and invoking the children in the process.

53 Ms. Facey added that they are a smaller firm, and this will be a tremendous benefit for them. She
54 already feels like they are getting exceptional treatment.

55 Superintendent, Mr. Adam Steel, remarked that he has had experience working with Banwell and
56 Lavallee Brensinger. He believes that Banwell is the right decision for them and there is a need
57 to look at the cost of the projects and do what they can to lower the number. He is confident that
58 Banwell will be their partner in that.

59 Ms. Gascoyne noted that it was the overview of the process. They will take this to the Amherst
60 Board on Monday.

61 She opened the discussion for questions.

62 Mr. Gauthier inquired if this is a recommendation to the Board.

63 Ms. Gascoyne replied, yes, and the decision is up to the Board.

64 Mr. Gauthier asked if they have any more supplemental information that needs to be added to the
65 USDA application thus far.

66 Ms. Facey replied that the short answer is no. They have submitted a skeletal application and
67 they are not far in the process.

68 Ms. Gruzdien asked when they bring this to the ASB will there be any numbers involved or are
69 they still waiting for that part of the process.

70 Mr. Steel responded that he is in the process of negotiations with Banwell with their numbers.
71 They were not the highest and not the lowest, nonetheless, they are trying to get their number to
72 the lower number. They also have a contract that they are working on, an architecture contract

73 for a school building and a construction manager. They are working through all of that and plan
74 to have that ready for the ASB. They will disclose that in Non-Public Session prior to them
75 adopting and approving the contract.

76 Mr. Gauthier inquired about the cost of materials, is the protocol to buy the materials ahead of
77 time or in stages.

78 Mr. Steel replied that when the project is first designed what they will be doing is having a
79 Construction Manager alongside us during the design phase. A major portion is figuring out the
80 phasing. One strategy for long lead items is to order that ASAP. In order to do that the building
81 has to be at a certain level of design that they can do that and know that the I-beams or joists
82 don't have to be another three inches longer or shorter. As soon as they can order materials, they
83 can do that, but the project will be bid in various trades. Once the project is designed and usually
84 not until they have the full construction documents, which is the end of the architectural phase,
85 then the project is bid for electrical, mechanical, plumbing, etc. Not until they get the bids back
86 and lock in the subcontractors, do they have a guaranteed maximum price that the sub-vendors
87 purchase their materials.

88 Mr. Gauthier inquired if it does lock in the price and not to expect a 50% jump in price.

89 Mr. Steel replied, yes. He explained that they are doing a Construction Manager at Risk. This
90 means that they have a Construction Manager with them during the design phase, so they have
91 an idea of cost while they are designing. They do buy materials right away. There are still risks
92 that exist but those are spelled out in the contract.

93 Ms. Ludt commented that Ms. Kuzsma spent a lot of time learning about Allentown's efforts to
94 get State Building Aid. She inquired if part of this process was going to pursue that.

95 Ms. Gascoyne replied that it is, and Ms. Kuzsma has shared a lot of that information with the
96 project team. At the next meeting, Ms. Facey will have updates for the committee.

97 Ms. Facey asked if they were talking about the State Building Aid.

98 Ms. Gascoyne replied, yes.

99 Ms. Facey replied that she does have information. It is a possibility, but they are not super
100 hopeful. They are pursuing it as an option but there are a lot of variables to keep in mind.

101 Ms. Ludt remarked as least if they are making an effort, it will go a long way with the taxpayers.

102 Ms. Facey replied that there were 12 projects that were approved. The Allentown NH project is
103 the only one that will potentially be funded. It passed in the House but not in the Senate.

104 Mr. Torres inquired if they will have performance penalties built in.

105 Mr. Steel replied that the two most complex contracts are for the Architect and the Construction
106 Manager. Part of the GMP will be a timeline as well. There are several ways to structure that's
107 subject to negotiation performance penalties. In his experience, performance bonuses are a more
108 effective measure.

109 Ms. Gascoyne asked if there were any additional questions.

110 There were no further questions.

111 She added that there are lots of updates for the next meeting on Thursday, May 13th 6:00PM.

112 II. Meeting Adjourned

113 **Ms. Gascoyne adjourned the meeting at 5:21PM.**