



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-08-07

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/82054513608>

Meeting ID: 820 5451 3608

One tap mobile

+16465189805,,82054513608# US (New York)

+16465588656,,82054513608# US (New York)

Dial by your location

• +1 646 518 9805 US (New York)

• +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/j/82054513608>

AGENDA:

1. Call to order
2. Introduction to OPM Project Manager, Suzanna Yeung, Colliers
3. Vote to Accept Suzanna Yeung as Project Manager, Colliers, for the Killam School Building Project
4. Discuss Schedule for Designer Request for Services
5. Introduction to Tom Ollila, RMLD
6. Discuss OPM Kick-Off Meeting
7. Discuss and Vote on a Design Selection Sub-Committee
8. Future meeting agenda items
9. Approve prior meeting minutes

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

Introductions

Key Personnel



DEREK OSTERMAN
Principal-in-Charge



MIKE CARROLL
Project Director



SUZANNA YEUNG
Project Manager



THAO NGUYEN
Financial Monitoring &
Reporting



Suzanna Yeung MCPPO

Project Manager

suzanna.yeung@collierseng.com



Project Leaders

Education and Qualifications

Bachelor of Science
Building and
Construction Technology
- University of
Massachusetts Amherst

Accreditations and Memberships

Massachusetts Certified
Public Purchasing Official
(MCPPO)

Years of Experience

5 years

Years with Firm

1 year

Colliers Project Leaders

100 Federal Street,
33rd Floor
Boston, MA 02110

www.cplusa.com

Area of Expertise

Ms. Yeung is an experienced professional in the construction industry, with a particular focus on project management in the higher education sector. Prior to joining Colliers, Suzanna began her career in the construction industry at Hill International where she assisted with managing multiple projects for the University of Massachusetts Building Authority's various University of Massachusetts campuses. Suzanna was responsible for managing project controls, schedules, and budgets; producing monthly reports; maintaining client and vendor relations; reviewing RFIs, change orders, submittals and invoices; and managing project documentation and project closeout. As a member of the Colliers' Project Management team, Suzanna provides project management services to both public and private institutions throughout the Northeast.

Relevant Experience

City of Haverhill – Consentino Middle School – Haverhill, MA

Project management services during the feasibility study and schematic design phases for the design, construction, addition to and / or renovation to the Consentino Middle School.

Harvard University Faculty of Arts and Sciences – Multiple Projects – Cambridge, MA

Project management services for multiple projects on behalf of the Department of Chemistry and Chemical Biology, including:

- **Ni Laboratory:** Expansion and renovations for Professor Kang-Kuen Ni's research laboratories. Scope includes adding 2 high-performance optic laboratories. MAAB accessibility improvements and cosmetic renovations to existing office spaces. All work is performed within an occupied research facility.
- **Converse 3rd Floor Renewal – Mason Relocation:** Expansion and renovations for Professor Jarad Mason's research laboratories and associated support spaces. Scope includes creating several new laboratories and MAAB accessibility improvements.

Liu Laboratory: Expansion and renovations for Professor Richard Liu's research laboratories and associated support spaces. Scope includes renovating three existing laboratories, a new instrumentation laboratory and support spaces and MAAB accessibility improvements.

Harvard University Faculty of Arts and Sciences – Converse Chemistry Building – Cambridge, MA

Project management services to assist Harvard FAS with programming, design, and construction for renovations within the building, to occur in phases over the next 2-3 years. Projects include MAAB Accessibility Improvements, Park MRI Magnet Relocation, CCB Administration Renovations, and Mallinckrodt 3rd Floor Renovations.

LaVerde, Jacquelyn

From: Jennifer Flynn <Jennifer.Flynn@massschoolbuildings.org>
Sent: Thursday, July 27, 2023 4:14 PM
To: Maltez, Fidel
Cc: Thomas Milaschewski School Email; Susan Bottan; Reading - Selectboard; Herrick, Karen; Nazzaro, Carla; Thomas.Wise@reading.k12.ma.us; mike.carroll@collierseng.com; Derek Osterman; Robin McElaney
Subject: MSBA/Reading - Designer Selection Panel Dates

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon, Mr. Maltez:

With the understanding that the executed OPM Contract for the Killam Elementary School has been received, I wanted to provide you with a few target dates for the Designer Selection Panel:

- RFS due to MSBA: August 30, 2023
 - Ad placed in "Designer Services" section of Central Register: September 7, 2023
 - Ad appears in Central Register: September 13, 2023
 - Applications due to District: October 11, 2023
 - Applications due to the MSBA: October 19, 2023
 - DSP Applications Review: **November 7, 2023**
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- RFS due to MSBA: September 13, 2023
 - Ad placed in "Designer Services" section of Central Register: September 21, 2023
 - Ad appears in Central Register: September 27, 2023
 - Applications due to District: October 25, 2023
 - Applications due to the MSBA: November 2, 2023
 - DSP Applications Review: **November 27, 2023**

Please note that Districts are added to the DSP meeting agenda on a first-come, first-serve basis signified by receipt of the finalized Designer RFS. Please also note that the District will be scheduled to appear at a DSP meeting based on the availability of timeslots for applications/interviews, as determined by the MSBA.

For tracking purposes, please let me know which of the two dates the District plans to target, or if you would like me to send additional DSP dates.

As a reminder, when sending the Designer RFS to the MSBA for review, **please send a red-lined, track changes version** that will illustrate all the changes made to the template RFS. I have linked the Designer RFS template below for your use.

[Designer RFS Template](#)

Please Note: both the Designer RFS and the DSP procedures have recently had minor updates. Please download using the link above or download copies directly from our [website](#).

Thank you,
Jenn

Jennifer Flynn

Senior Project Coordinator
Massachusetts School Building Authority
40 Broad Street; Suite 500
Boston MA 02109
617-720-4466
www.massschoolbuildings.org



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2023-07-17

Time: 6:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

John Coote, Karen Gately Herrick, Kirk McCormick (remote), Sarah McLaughlin (remote), Carla Nazzaro, Ed Ross, Greg Stepler, Pat Tompkins, Nancy Twomey

Members - Not Present:

Others Present:

Town Manager Fidel Maltez, Mike Carroll

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom.

Chair Pat Tompkins called the meeting to order at 6:00 pm.

Roll call attendance: Carla Nazzaro, John Coote, Karen Gately Herrick, Kirk McCormick (remote), Ed Ross, Greg Stepler, Pat Tompkins. Sarah McLaughlin is expected to attend remotely.

Vote to Organize Committee and Select a Chair and Vice-Chair:

Chair Pat Tompkins stated that he would not like to continue as Chair, as he does not have the bandwidth.

Town Manager Fidel Maltez opened the floor for nominations for Chair.

Sarah McLaughlin nominated Carla Nazzaro for Chair.

Nancy Twomey nominated Karen Gately Herrick and Greg Stepler for Chair.

Greg Stepler stated that he was honored and humbled by the nomination, but was also concerned about having the bandwidth for the task.

Carla Nazzaro stated that she would be happy to be Chair citing her three-plus years on the School Committee, in addition to her experience on the Big Dig, running construction teams, in procurement departments, putting construction contracts out, and bid and award process.

Karen Gately Herrick stated that she would be honored to be Chair and would continue with a collaborative approach. She cited her involvement with the grant, attendance at early

project meetings, focus on high-performance building technologies, strong relationship with RMLD, liaising with the state delegation, and motivation for a successful vote.

By a vote of 6-3, Carla Nazzaro was voted as Chair.

Roll call vote for Karen Gately Herrick as Chair: Kirk McCormick – Yes, Sarah McLaughlin – No, Nancy Twomey – No, John Coote – No, Karen Gately Herrick – Yes, Pat Tompkins – No, Carla Nazzaro – No, Ed Ross – Yes, Greg Stepler – No.

Roll call vote for Carla Nazzaro as Chair: Kirk McCormick – No, Sarah McLaughlin – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – Yes, Ed Ross – No, Greg Stepler – Yes.

Roll call vote for Greg Stepler as Chair: Kirk McCormick – No, Sarah McLaughlin – No, Nancy Twomey – Yes, John Coote – No, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – No, Ed Ross – No, Greg Stepler – No.

Chair Carla Nazzaro then opened the floor for nominations for Vice Chair.

Nancy Twomey nominated Karen Gately Herrick.

Carla Nazzaro nominated Greg Stepler.

Greg Stepler nominated Ed Ross.

Karen Gately Herrick congratulated the new Chair and stated that she would be happy to serve as Vice Chair.

Ed Ross stated that he would be worried about his bandwidth, but would be happy to be Vice Chair if called upon.

Greg Stepler stated that he is still honored, humbled, and here to serve.

By a vote of 7-2, Karen Gately Herrick was voted as Vice Chair.

Roll call vote for Karen Gately Herrick as Vice Chair: Kirk McCormick – Yes, Sarah McLaughlin – No, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Pat Tompkins – Yes, Carla Nazzaro – No, Ed Ross – Yes, Greg Stepler – Yes.

Roll call vote for Ed Ross as Vice Chair: Kirk McCormick – No, Sarah McLaughlin – No, Nancy Twomey – No, John Coote – No, Karen Gately Herrick – No, Pat Tompkins – No, Carla Nazzaro – No, Ed Ross – No, Greg Stepler – Yes.

Roll call vote for Greg Stepler as Vice Chair: Kirk McCormick – No, Sarah McLaughlin – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – No, Pat Tompkins – Yes, Carla Nazzaro – Yes, Ed Ross – No, Greg Stepler – No.

**Update on MSBA process for the Killam School/
Introduction of OPM/
Discussion on Designer Selection Process:**

Town Manager Fidel Maltez welcomed Project Director Mike Carroll from Colliers Project Leaders, the Owner's Project Manager (OPM). Members from the Committee attended the MSBA Board meeting last Monday, where the MSBA approved Colliers as Reading's OPM.

Mike Carroll gave a short presentation with an overview of the project team and the MSBA process. The Project Manager has not yet been selected; however, evaluations are underway, and Colliers will send prospective resumes to the Committee prior to presenting to MSBA.

There are eight modules to the MSBA Building Process, with Post-Occupancy as a ninth module. Module one, Eligibility Period, is complete. Modules two, Forming the Project Team is next with Modules three, Feasibility Study, and four, Schematic Design, will follow. The next steps in forming the project team include: designer selection, sending the Request for Proposals, forming a subcommittee to evaluate proposals and making recommendations, and interviewing recommended firms. The MSBA has a more active role in designer selection, but the MSBA will take strong recommendations from the district.

During the Feasibility Study, the district will sketch out what it wants for the school. MSBA requires that all options are considered, including a new building, a renovation of the current building, and a renovation and addition to the current building, to ensure that the district understands the process and makes thoughtful decisions.

Finally, under the schematic design, the district will narrow it down to one preferred option that has been approved by the MSBA, and documents will be produced including: general building layout, site ideas, and narratives that define mechanical systems at a basic level.

Happening concurrently to the Schematic Design Module is the Project Funding Module. This is when information is shared with the community, so people understand what is happening and what they are voting for. Once the Project Funding Agreement is secured, the next phases include getting bids for construction and getting the contractor on board.

Once the construction is complete, there is typically a one-year warranty on the entire building. MSBA will send a Commissioning Agent eleven months after substantial completion for inspection before the warranty runs out to ensure that everything is running properly, and to make sure that Facilities staff knows how to operate the building. There will be post-occupancy checks at three and five years to ensure that investments are keeping up.

The next steps for the project team and committee include: MSBA sending formal notification of approval and execution of OPM contract, establish designer subcommittee, have a kick-off meeting to discuss project charter, draft the project schedule, prepare a Request for Services (RFS) for designer selection, get approval for designer selection and RFS, and submit the RFS to MSBA for approval.

Future meeting agenda items:

The next meeting will be Monday August 8th at 7:00 pm. At that meeting, Tom Ollila of RMLD will be introduced as a non-voting member of the Committee, as he will be involved to help guide energy decisions on the project. The subsequent meeting is scheduled for Monday, August 21st at 7:00 pm.

Approve prior meeting minutes:

On a motion by Greg Stepler, seconded by Karen Gately Herrick, the Killam School Building Committee vote 7-0-1 to approve the meeting minutes of June 21, 2023 as presented, as Sarah McLaughlin had already left the meeting, and Pat Tompkins abstained as he was not present at that meeting.

Roll call vote: Kirk McCormick – Yes, Pat Tompkins – Abstain, Greg Stepler – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.

On a motion by Greg Stepler, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 7:26 pm.

Roll call vote: Pat Tompkins – Yes, Kirk McCormick – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, John Coote – Yes, Karen Gately Herrick – Yes, Ed Ross – Yes, Carla Nazzaro – Yes.