



Concord Middle School Project

Project Manager Report

May 2023





CONCORD MIDDLE SCHOOL PROJECT

PROJECT MANAGER'S REPORT MAY 2023

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- a. Concord Middle School Building Committee meeting minutes date May 4th, 2023 (Approved)
- b. Concord Middle School Building Committee meeting minutes date May 25th, 2023 (Approved)



Executive Summary

Town of Concord

Concord Middle School Project



Executive Summary

This Project Manager's Report for the Concord Middle School Project is submitted by **Hill International** (Hill) and covers activities for the month of **May 2023**.

Project Progress

Project related meetings are being held in a hybrid format both via Zoom Video Conferencing and in person at various locations in Concord, MA.

The Project Team continued advancing permitting tasks, and the General Contractor award and contract execution. Hill and SMMA attended Concord Middle School Building Committee meetings on May 4th and May 25th and the Groundbreaking Ceremony on May 17th. Hill scheduled and facilitated weekly Leadership Team meetings on May 2nd, 16th, and 23rd.

Milestones

The following milestones were achieved during the month of **May 2023**:

- May 4th: Hill reported to the CMSBC the results of the General Bids. There were three bids received from the following: CTA Construction Managers, Brait Builders, and Fontaine Bros. Construction. CTA Construction Managers was the lowest responsive and responsible bidder with a bid of \$85,175,000. This bid was \$2,245,207 lower than the construction budget. Hill presented a recommendation of award, and the CMSBC voted to award the contract to CTA Construction Managers. In addition, there was a savings realized for the \$2,019,312 Owner's Bid Contingency. A new contingency was added at the request of the CMSBC, "Bid Savings Contingency" which amounts to \$2,245,207. This amount was transferred from the Construction Line Item in the budget. See attached Recommendation for Award letter and Cost Analysis for Actual Bid for more detailed information.
- May 25: Hill sent CMSBC members a memo detailing the establishment of a Technical Review Committee comprised of members of the CMSBC to review Potential Change Orders (PCO's), Change Orders (CO's), and invoices/requisitions during construction.
 - The goal of the Technical Review Committee is to streamline the process of approving project expenditures, to make decisions on a weekly basis as needed on behalf of the CMSBC.
 - Expenditures and utilization of contingencies are to be reported monthly to the CMSBC under this model.

The CMSBC voted to accept Hill's recommendation to establish a Technical Review Committee and accept the memo with recommended edits (see attached final memo).

- The Technical Review Committee, comprised of S. Stasheski, G. Dowd, and R. Conry, was created to operate on behalf of the CMSBC with respect to most project financial matters.

Hill reported that they continue to work with CTA to finalize all necessary contract paperwork for review and execution by the Town in support of the imminent construction start.

Milestones projected for the coming months are:

- Contract Execution with CTA Construction Managers
- Mobilization for Construction Start
- Procurement of Materials Testing Agent

Town of Concord

Concord Middle School Project



Issues & Challenges

- No issues.

Schedule

Major milestones are as follows:

■ OPM Selection	Completed Aug. 28 th , 2019
■ Designer Selection	Completed Nov. 18 th , 2019
■ Feasibility Study	Completed April 29 th , 2021
■ Schematic Design	Completed December 9 th , 2021
■ Town Hearing	Completed December 16 th , 2021
■ Special Town Meeting	Completed January 20 th , 2022
■ Town Vote	Completed February 3 rd , 2022
■ Design Development	Completed June 30 th , 2022
■ 60% Contract Documents	Completed October 21 st , 2022
■ 90% Contract Documents	Completed January 13 th , 2023
■ Special Town Meeting (Additional Funding)	Completed January 19 th , 2023
■ Town Vote (Additional Funding)	Completed February 16 th , 2023
■ 100% Contract Documents	Completed February 27 th , 2023
■ Bidding	Completed April 28 th , 2023
■ Construction	See attached schedule
■ Substantial Completion (New Building)	See attached schedule
■ Demolition of Existing Building and Add New Fields	See attached schedule
■ Closeout	See attached schedule

Budget

In January 2023, the Town of Concord held a Special Town meeting to vote to move items on the warrant article to a Town Ballot. Article 5 at the Special Town meeting was for the allocation of \$7.2M in additional funding for the Concord Middle School project. The vote passed by an overwhelming majority and will go to the Town Vote by ballot on February 16th to formally approve the debt authorization of \$7.2M. This would bring the total project budget to \$111,516,000 as shown on the budget summary report.

In February 2023, the Town of Concord voted by ballot to approve debt authorization amounting to \$7,200,000 for the new Concord Middle School project bringing the total project budget including Feasibility and Schematic Design Phase to \$111,516,000.

In April 2023, General Contractor Bids were received, and the lowest responsive and responsible bid was \$2,245,207 under the construction budget. This ensured that there was also no need to utilize the \$2,019,312 Owner's Bid Contingency.

Town of Concord

Concord Middle School Project



In May 2023, the Project Budget Summary was updated to show Construction Bid Savings in the amount of \$2,245,207 to be tracked separately in the Total Project Budget at the direction of the CMSBC. In addition, the \$2,019,312 Owner's Bid Contingency was not used, producing a total bid savings of \$4,264,519 for the project. The accepted bid was 4.77% lower than the 90% CD estimate (including the bid contingency).

Cash Flow

Total project budget is \$111,516,000.

Total encumbered to date is \$12,922,235.00

Total spent on construction to date is \$0.00.

Total spent to date is \$7,122,444 which is 55% of total encumbered.

Project Team Summary

Awarding Authority	Town of Concord (ToC)
Client	Town of Concord / Concord Public Schools
Owner's Project Manager	Hill International, Inc. (Hill)
Commissioning Agent	AKF Group / Simpson Gumpertz and Heger (AKF/SGH)
Designer	SMMA
General Contractor	CTA Construction Managers



Project Dashboard



Town of Concord
Concord Middle School
Project Dashboard

May 23, 2023

EXECUTIVE SUMMARY



Project Accomplishments this Month					Current Issues & Areas of Focus				Current Progress Photos													
<p>On May 4, Hill reported to the Concord Middle School Building Committee the results of the General Bid opening. There were three respondants: CTA Construction Managers, Brait Builders, and Fontaine Bros. Construction. CTA Construction Managers was the apparent low bidder with a bid of \$85,175,000. The low bid was \$2,245,207 lower than the estimated construction cost. The CMSBC voted to accept the recommendation of award, to award the contract to CTA Construction Managers.</p> <p>In May, Hill created a 4th contingency line called Bid Savings Contingency, and moved the \$2,245,207 to that line at the request of the CMSBC. Hill also seperated the Bid Contingency ammounting to \$2,019,312 from the other contingency lines, but maintained it as it's own subtotal as to reflect the total project budget as the budget that the Town of Concord approved in February 2023.</p> <p>On May 25, Hill presented a memo to the CMSBC detailing the recommendation to establish a Technical Review Committee to act on behalf of the CMSBC during the consturction phase for most financial matters. CMSBC members agreed that the TRC would streamline financial approvals in support of construction progress on site, and voted to accept Hill's recommendation.</p>					Commencement of Construction																	
Projected Major Tasks next Month					Diversity Compliance				Project Cash Flow - Plan vs Actual													
Contract Execution with CTA Construction Managers Mobilization for Construction Start Procurement of Matierals Testing Agent					Metric		Target	Actual														
Designer Procurement							5.1%	TBD														
Feasibility/Schematic Design							8.3%	TBD														
Special Town Meeting																						
Town Vote																						
Design Development / Contract Documents																						
Special Town Meeting (Addtl. Funds)																						
Town Vote (Addtl. Funds)																						
Bidding																						
Construction Phase 1- New School																						
Punchlist																						
Occupancy/Classes Start																						
Construction Phase 2 Fields and Demo																						
Closeout																						
PROJECT FINANCIAL OVERVIEW													Scope changes from the Original Scope									
Description	BUDGET				COST				CASH FLOW		N/A											
	Baseline	Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend												
Site Acquisistion	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	Project Budget Transfers									
Construction	\$	80,000,000	\$	5,175,000	\$	85,175,000	\$	-	\$	85,175,000	\$	-					\$	85,175,000				
Design Services	\$	8,281,000	\$	936,347	\$	9,217,347	\$	8,937,347	\$	280,000	\$	-					\$	9,217,347				
Administrative	\$	4,279,595	\$	485,948	\$	4,765,543	\$	3,984,888	\$	780,655	\$	-					\$	4,765,543				
FF&E	\$	2,677,500	\$	(52,500)	\$	2,625,000	\$	-	\$	2,625,000	\$	-					\$	2,625,000				
SUBTOTAL	\$	95,238,095	\$	6,544,795	\$	101,782,890	\$	12,922,235	\$	88,860,655	\$	-	\$	101,782,890	\$	7,122,444	\$	94,660,446	N/A			
Construction Contingency (Hard Cost)	\$	4,000,000	\$	591,197	\$	4,591,197	\$	-	\$	4,591,197	\$	-	\$	4,591,197	\$	-	\$	4,591,197				
Owner's FFE Contingency	\$	-	\$	2,245,207	\$	2,245,207	\$	-	\$	2,245,207	\$	-	\$	2,245,207	\$	-	\$	2,245,207				
Owner's Contingency (Soft Cost)	\$	761,905	\$	115,489	\$	877,394	\$	-	\$	877,394	\$	-	\$	877,394	\$	-	\$	877,394				
SUBTOTAL	\$	4,761,905	\$	2,951,893	\$	7,713,798	\$	-	\$	7,713,798	\$	-	\$	7,713,798	\$	-	\$	7,713,798				
PROJECT TOTAL	\$	100,000,000	\$	9,496,688	\$	109,496,688	\$	12,922,235	\$	96,574,453	\$	-	\$	109,496,688	\$	7,122,444	\$	102,374,244				



Budget Update



May 23, 2023

Town of Concord

Concord Middle School

Project Budget and Cost Summary



A	C	D (Bud. Adj. Tab)	E (C+D)	F (Com. Cost tab)	G (E-F)	H (Forecast. tab, >G)	I (F+G+H)	J (Invoice Tab)	K (I-J)
Description	BUDGET			COST				CASH FLOW	
	Intial Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
20 Construction									
Construction	\$80,000,000	\$5,175,000	\$85,175,000	\$0	\$85,175,000	\$0	\$85,175,000	\$0	\$85,175,000
Subtotal	\$80,000,000	\$5,175,000	\$85,175,000	\$0	\$85,175,000	\$0	\$85,175,000	\$0	\$85,175,000
30 Architectural & Engineering									
Designer - Basic Services	\$6,590,600	\$589,400	\$7,180,000	\$7,180,000	\$0	\$0	\$7,180,000	\$4,816,000	\$2,364,000
Schematic Design	\$889,400	\$232,447	\$1,121,847	\$1,121,847	\$0	\$0	\$1,121,847	\$1,121,847	\$0
Geotechnical Engineering CA	\$250,000	-\$45,000	\$205,000	\$205,000	\$0	\$0	\$205,000	\$36,926	\$168,074
Geoenvironmental Engineering-allowance	\$51,000	\$134,000	\$185,000	\$185,000	\$0	\$0	\$185,000	\$0	\$185,000
Site Survey	\$50,000	-\$30,000	\$20,000	\$10,000	\$10,000	\$0	\$20,000	\$0	\$20,000
Survey of Existing Conditions / Wetlands	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hazardous Materials	\$100,000	\$45,000	\$145,000	\$145,000	\$0	\$0	\$145,000	\$1,338	\$143,662
A&E Sub Consultants	\$0	\$70,500	\$70,500	\$70,500	\$0	\$0	\$70,500	\$55,880	\$14,620
Other Reimbursable Costs	\$100,000	-\$80,000	\$20,000	\$20,000	\$0	\$0	\$20,000	\$425	\$19,575
Printing (Over the Minimum)	\$50,000	-\$30,000	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
Testing & Inspections	\$150,000	\$100,000	\$250,000	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000
Subtotal	\$8,281,000	\$936,347	\$9,217,347	\$8,937,347	\$280,000	\$0	\$9,217,347	\$6,032,415	\$3,184,931
40 Administrative Costs									
Owner's Project Manager Basic Services	\$3,200,000	\$443,580	\$3,643,580	\$3,392,925	\$250,655	\$0	\$3,643,580	\$661,979	\$2,981,601
OPM Feasibility Study	\$299,800	\$78,353	\$378,153	\$378,153	\$0	\$0	\$378,153	\$378,153	\$0
OPM Cost Estimates	\$0	\$5,500	\$5,500	\$5,500	\$0	\$0	\$5,500	\$5,500	\$0
Advertising	\$29,795	\$205	\$30,000	\$0	\$30,000	\$0	\$30,000	\$0	\$30,000
Other Administrative Costs	\$50,000	\$0	\$50,000	\$50,000	\$0	\$0	\$50,000	\$11,855	\$38,145
Other Project Costs (Moving)	\$150,000	\$50,000	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000
Utility Fees	\$300,000	\$0	\$300,000	\$0	\$300,000	\$0	\$300,000	\$0	\$300,000
Legal	\$50,000	-\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning Agent	\$200,000	-\$41,690	\$158,310	\$158,310	\$0	\$0	\$158,310	\$32,542	\$125,768
Subtotal	\$4,279,595	\$485,948	\$4,765,543	\$3,984,888	\$780,655	\$0	\$4,765,543	\$1,090,029	\$3,675,514



May 23, 2023

Town of Concord

Concord Middle School

Project Budget and Cost Summary

A	C	D (Bud. Adj. Tab)	E (C+D)	F (Com. Cost tab)	G (E-F)	H (Forecast. tab, >G)	I (F+G+H)	J (Invoice Tab)	K (I-J)
Description	BUDGET			COST				CASH FLOW	
	Intial Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$1,225,000	\$140,000	\$1,365,000	\$0	\$1,365,000	\$0	\$1,365,000	\$0	\$1,365,000
Security	\$227,500	-\$227,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$1,225,000	\$35,000	\$1,260,000	\$0	\$1,260,000	\$0	\$1,260,000	\$0	\$1,260,000
Subtotal	\$2,677,500	-\$52,500	\$2,625,000	\$0	\$2,625,000	\$0	\$2,625,000	\$0	\$2,625,000
Project Sub-Total	\$95,238,095	\$6,544,795	\$101,782,890	\$12,922,235	\$88,860,655	\$0	\$101,782,890	\$7,122,444	\$94,660,446
70 Project Contingency									
Construction Contingency	\$4,000,000	\$591,197	\$4,591,197		Current Contingency	Potential Risk	Potential Contingency		
Construction Bid Savings Contingency	\$0	\$2,245,207	\$2,245,207		\$4,591,197	\$0	\$4,591,197		\$4,591,197
Owner's Contingency	\$761,905	\$115,489	\$877,394		\$2,245,207	\$0	\$2,245,207		\$2,245,207
Subtotal	\$4,761,905	\$2,951,893	\$7,713,798		\$877,394	\$0	\$877,394		\$877,394
					\$7,713,798	\$0	\$7,713,798		\$7,713,798
Project Sub-Total Incl. Contingency	\$100,000,000	\$9,496,688	\$109,496,688	\$12,922,235	\$96,574,453	\$0	\$109,496,688	\$7,122,444	\$102,374,244
Bid Contingency	\$0	\$2,019,312	\$2,019,312		\$2,019,312		\$2,019,312		\$2,019,312
Project Total	\$100,000,000	\$11,516,000	\$111,516,000	\$12,922,235	\$98,593,765	\$0	\$111,516,000	\$7,122,444	\$104,393,556
*Includes \$1.5M from Feasibility and Schematic Design Phase									
Construction Cost Estimates	Date	Amount	Gross Square Feet	Cost Per SF	Budget Revisions Summary			Date	Amount
Schematic Design Estimate	11/03/21	\$82,512,622	143,510	\$574.96					
Design Development	06/29/22	\$86,105,512	142,704	\$603.39					
Construction Documents (60%)	10/19/22	\$86,455,680	142,513	\$606.65					
Construction Documents (90%)	01/12/23	\$87,420,207	142,567	\$613.19					
Finalized GC Contract									

May 23, 2023

Concord Middle School Estimated Project Cash Flow



	Month	OPM + Commissioning	Designer & Consultants	FF&E & Misc. Admin.	Construction	Contingency	Estimated Expenditures	Actual Expenditures	Estimated Cumulative Expenditures	Actual Cumulative Expenditures
Feasibility Study	1	Oct-19	\$25,110				\$25,110	\$25,110	\$25,110	\$25,110
	2	Nov-19	\$34,595				\$34,595	\$34,595	\$59,705	\$59,705
	3	Dec-19	\$20,660				\$20,660	\$20,660	\$80,365	\$80,365
	4	Jan-20	\$12,565	\$75,645			\$88,210	\$88,210	\$168,575	\$168,575
	5	Feb-20	\$16,445	\$151,290			\$167,735	\$167,735	\$336,310	\$336,310
	6	Mar-20	\$25,890	\$75,645			\$101,535	\$101,535	\$437,845	\$437,845
	7	Apr-20	\$34,480	\$75,645			\$110,125	\$110,125	\$547,970	\$547,970
	8	May-20	\$50,035	\$50,430			\$100,465	\$100,465	\$648,435	\$648,435
Pause	9	Jun-20	\$33,130	\$40,344			\$73,474	\$73,474	\$721,909	\$721,909
	10	Jul-20	\$15,520				\$15,520	\$15,520	\$737,429	\$737,429
	11	Aug-20	\$3,785				\$3,785	\$3,785	\$741,214	\$741,214
	12	Sep-20	\$720				\$720	\$720	\$741,934	\$741,934
	13	Oct-20	\$2,590				\$2,590	\$2,590	\$744,524	\$744,524
	14	Nov-20					\$0	\$0	\$744,524	\$744,524
Restart Feasibility Study	15	Dec-20	\$16,798				\$16,798	\$16,798	\$761,322	\$761,322
	16	Jan-21					\$0	\$0	\$761,322	\$761,322
	17	Feb-21					\$0	\$0	\$761,322	\$761,322
	18	Mar-21					\$0	\$0	\$761,322	\$761,322
	19	Apr-21					\$0	\$0	\$761,322	\$761,322
Schematic Design	20	May-21					\$0	\$0	\$761,322	\$761,322
	21	Jun-21		\$2,400			\$2,400	\$2,400	\$763,722	\$763,722
	22	Jul-21		\$69,318			\$69,318	\$69,318	\$833,040	\$833,040
	23	Aug-21		\$69,318			\$69,318	\$69,318	\$902,358	\$902,358
	24	Sep-21		\$69,318			\$69,318	\$69,318	\$971,676	\$971,676
	25	Oct-21		\$73,918			\$73,918	\$73,938	\$1,045,594	\$1,045,614
	26	Nov-21		\$57,765			\$57,765	\$57,765	\$1,103,359	\$1,103,379
Town Process	27	Dec-21	\$18,016	\$42,361			\$60,377	\$60,377	\$1,163,736	\$1,163,756
	28	Jan-22	\$78,353	\$7,202			\$85,555	\$78,357	\$1,249,291	\$1,242,113
Design Development & Construction Documents	29	Feb-22	\$53,017				\$53,017	\$7,950	\$1,302,308	\$1,250,063
	30	Mar-22	\$53,017	\$436,495			\$489,512	\$62,018	\$1,791,820	\$1,312,081
	31	Apr-22	\$53,017	\$436,495			\$489,512	\$382,447	\$2,281,332	\$1,694,528
	32	May-22	\$53,017	\$436,495			\$489,512	\$733,550	\$2,770,844	\$2,428,078
	33	Jun-22	\$47,017	\$436,495			\$483,512	\$347,075	\$3,254,356	\$2,775,153
	34	Jul-22	\$107,867	\$424,658	\$16,667		\$549,191	\$477,057	\$3,803,547	\$3,252,210
	35	Aug-22	\$56,117	\$424,658	\$16,667		\$497,441	\$409,458	\$4,300,989	\$3,661,667
	36	Sep-22	\$52,165	\$424,658	\$16,667		\$493,489	\$494,364	\$4,794,478	\$4,156,031
	37	Oct-22	\$52,165	\$424,658	\$29,795		\$506,618	\$408,543	\$5,301,095	\$4,564,574
	38	Nov-22	\$52,165	\$424,658	\$7,143		\$483,965	\$462,832	\$5,785,061	\$5,027,406
	39	Dec-22	\$96,165	\$424,658	\$7,143		\$527,965	\$402,048	\$6,313,026	\$5,429,453
	40	Jan-23	\$59,815	\$424,658	\$7,143		\$491,615	\$553,814	\$6,804,641	\$5,983,267
	41	Feb-23	\$54,778	\$424,665	\$7,143		\$486,585	\$446,298	\$7,291,227	\$6,429,565
Bid	42	Mar-23	\$64,988	\$127,350	\$7,143		\$199,481	\$373,622	\$7,490,708	\$6,803,187
	43	Apr-23	\$103,938	\$127,350	\$7,143		\$238,431	\$163,945	\$7,729,138	\$6,967,132
School	44	May-23	\$77,588	\$96,200	\$7,143	\$200,000	\$380,931	\$120,000	\$8,110,069	\$7,087,132
	45	Jun-23	\$96,088	\$96,200	\$8,333	\$750,000	\$1,256,988	\$0	\$9,367,057	
	46	Jul-23	\$97,578	\$96,200	\$8,333	\$1,500,000	\$306,367	\$2,008,478	\$0	\$11,375,535
	47	Aug-23	\$91,838	\$96,200	\$8,333	\$4,500,000	\$306,367	\$5,002,738	\$0	\$16,378,273
	48	Sep-23	\$91,838	\$96,200	\$8,333	\$5,750,000	\$306,367	\$6,252,738	\$0	\$22,631,011
	49	Oct-23	\$91,838	\$96,200	\$8,333	\$5,500,000	\$306,367	\$6,002,738	\$0	\$28,633,750
	50	Nov-23	\$91,838	\$96,200	\$8,333	\$2,500,000	\$306,367	\$3,002,738	\$0	\$31,636,488
	51	Dec-23	\$91,838	\$96,200	\$8,333	\$2,500,000	\$306,367	\$3,002,738	\$0	\$34,639,226

Concord Middle School
Estimated Project Cash Flow

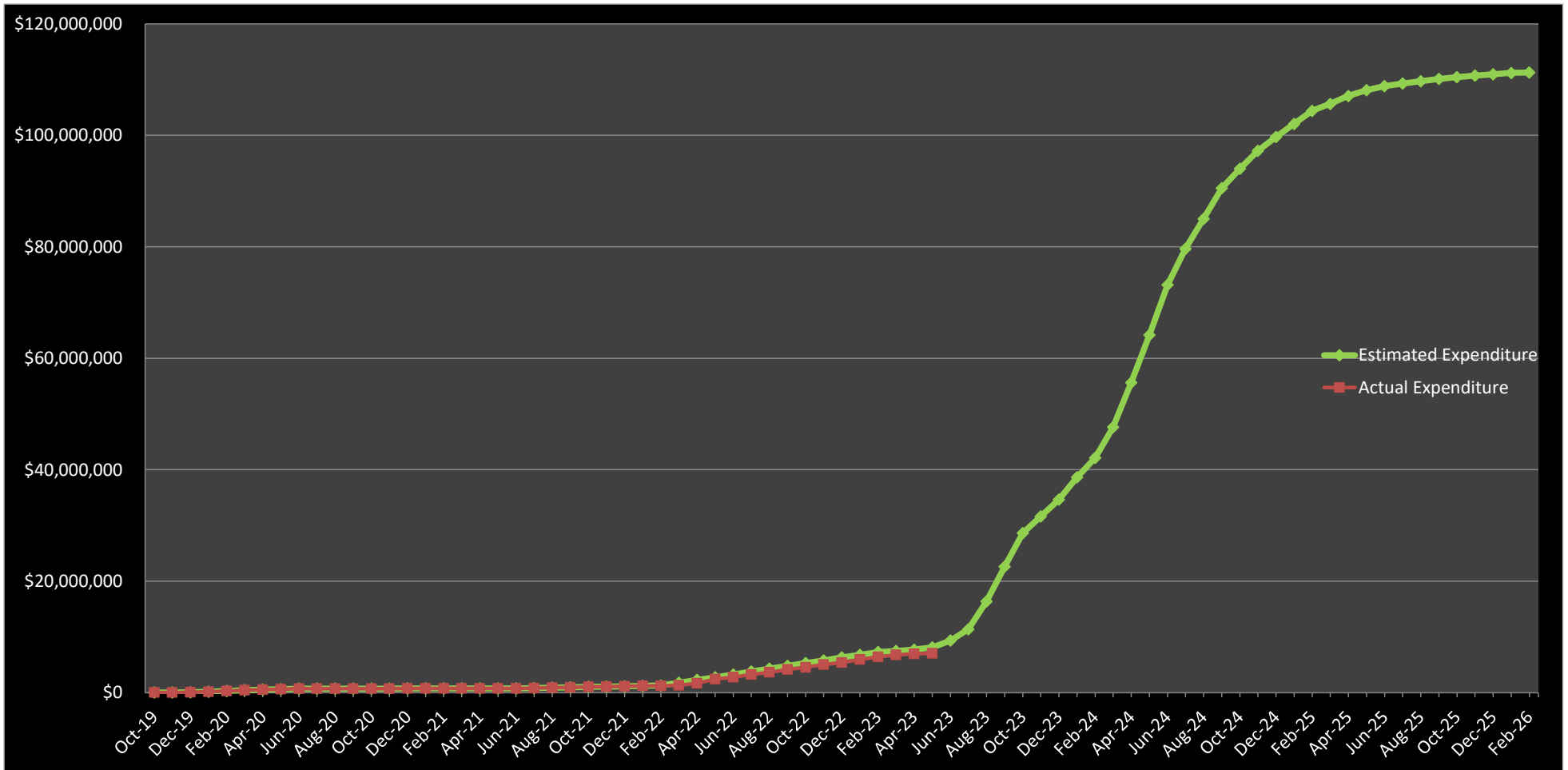


	Month	OPM + Commissioning	Designer & Consultants	FF&E & Misc. Admin.	Construction	Contingency	Estimated Expenditures	Actual Expenditures	Estimated Cumulative Expenditures	Actual Cumulative Expenditures
Construction Phase 1 (New S)	52 Jan-24	\$91,838	\$96,200	\$8,333	\$3,500,000	\$306,367	\$4,002,738	\$0	\$38,641,964	
	53 Feb-24	\$91,838	\$96,200	\$8,333	\$3,000,000	\$306,367	\$3,502,738	\$0	\$42,144,702	
	54 Mar-24	\$91,838	\$96,200	\$8,333	\$5,000,000	\$306,367	\$5,502,738	\$0	\$47,647,440	
	55 Apr-24	\$91,838	\$96,200	\$8,333	\$7,500,000	\$306,367	\$8,002,738	\$0	\$55,650,178	
	56 May-24	\$91,838	\$96,200	\$8,333	\$8,000,000	\$306,367	\$8,502,738	\$0	\$64,152,916	
	57 Jun-24	\$91,838	\$96,200	\$8,333	\$8,500,000	\$306,367	\$9,002,738	\$0	\$73,155,654	
	58 Jul-24	\$91,838	\$96,200	\$8,333	\$6,000,000	\$306,367	\$6,502,738	\$0	\$79,658,392	
	59 Aug-24	\$78,338	\$96,200	\$887,500	\$4,000,000	\$306,367	\$5,368,405	\$0	\$85,026,797	
	60 Sep-24	\$78,338	\$96,200	\$12,500	\$5,000,000	\$306,367	\$5,493,405	\$0	\$90,520,201	
	61 Oct-24	\$78,338	\$96,200	\$12,500	\$3,000,000	\$306,367	\$3,493,405	\$0	\$94,013,606	
	62 Nov-24	\$78,338	\$96,200	\$12,500	\$2,700,000	\$306,367	\$3,193,405	\$0	\$97,207,011	
	63 Dec-24	\$78,338	\$96,200	\$12,500	\$2,000,000	\$306,367	\$2,493,405	\$0	\$99,700,415	
	64 Jan-25	\$78,338	\$96,200	\$887,500	\$1,000,000	\$306,367	\$2,368,405	\$0	\$102,068,820	
Phase 2 (Demo & Fields)	65 Feb-25	\$78,338	\$96,200	\$887,500	\$1,000,000	\$272,669	\$2,334,707	\$0	\$104,403,527	
	66 Mar-25	\$78,338	\$96,200	\$87,500	\$700,000	\$272,669	\$1,234,707	\$0	\$105,638,234	
	67 Apr-25	\$78,338	\$96,200	\$87,500	\$900,000	\$272,669	\$1,434,707	\$0	\$107,072,940	
	68 May-25	\$78,338	\$57,143	\$12,500	\$600,000	\$272,669	\$1,020,650	\$0	\$108,093,590	
	69 Jun-25	\$78,338	\$57,143	\$58,538	\$500,000	\$34,388	\$728,407	\$0	\$108,821,997	
	70 Jul-25	\$74,738	\$57,143		\$300,000	\$34,388	\$466,269	\$0	\$109,288,265	
	71 Aug-25	\$74,738	\$57,143		\$250,000	\$34,388	\$416,269	\$0	\$109,704,534	
	72 Sep-25	\$74,738	\$57,143		\$250,000	\$34,388	\$416,269	\$0	\$110,120,803	
	73 Oct-25	\$65,758	\$57,143		\$150,000	\$34,388	\$307,289	\$0	\$110,428,091	
	74 Nov-25	\$57,213	\$57,143		\$150,000	\$34,388	\$298,744	\$0	\$110,726,835	
Closeout	75 Dec-25	\$53,013	\$41,667		\$100,000	\$34,388	\$229,068	\$0	\$110,955,903	
	76 Jan-26	\$47,705	\$41,667		\$120,207	\$29,180	\$238,759	\$0	\$111,194,661	
	77 Feb-26	\$41,855	\$41,667				\$83,522	\$0	\$111,278,183	
	78 Mar-26	\$38,355	\$41,667				\$80,022	\$0	\$111,358,205	
	79 Apr-26	\$28,407	\$41,667				\$70,074	\$0	\$111,428,278	
	80 May-26	\$25,060	\$41,667				\$66,727	\$0	\$111,495,005	
	81 Jun-26	\$20,995					\$20,995	\$0	\$111,516,000	
	82 Jul-26						\$0	\$0	\$111,516,000	
	83 Aug-26						\$0	\$0	\$111,516,000	
	84 Sep-26						\$0	\$0	\$111,516,000	
	Subtotal for FY '19	\$252,910	\$468,999	\$0	\$0	\$0	\$721,909			
	Subtotal for FY '20	\$39,413	\$2,400	\$0	\$0	\$0	\$41,813			
	Subtotal for FY '21	\$355,454	\$2,135,180	\$0	\$0	\$0	\$2,490,634			
	Subtotal for FY '22	\$873,839	\$3,844,367	\$138,128	\$950,000	\$306,367	\$6,112,701			
	Subtotal for FY '23	\$1,107,796	\$1,154,401	\$100,000	\$57,750,000	\$3,676,400	\$63,788,597			
	Subtotal for FY '24	\$953,556	\$1,076,286	\$2,966,871	\$27,400,000	\$3,269,629	\$35,666,343			
	Subtotal for FY '25	\$602,575	\$535,714	\$0	\$1,320,207	\$235,507	\$2,694,003			
	TOTAL	\$4,185,543	\$9,217,347	\$3,205,000	\$87,420,207	\$7,487,903	\$111,516,000			



May 23, 2023

Town of Concord
Concord Middle School
Estimated Project Cash Flow Graph





Schedule Update



Concord Middle School
Project Schedule UPDATE
May 30, 2023



ID	Task Name	Duration	Start	Finish	
1	Design & Pre-Construction Phases	989 days	Wed 8/14/19	Thu 7/20/23	96%
2	OPM Selection	15 days	Wed 8/14/19	Wed 9/4/19	100%
7	Designer Selection	62 days	Tue 8/20/19	Mon 11/18/19	100%
21	Feasibility Study	521 days	Tue 11/19/19	Thu 12/16/21	100%
38	Schematic Design	155 days	Thu 5/6/21	Thu 12/16/21	100%
48	Town Actions - 2022 Budget Approval	76 days	Mon 10/18/21	Fri 2/4/22	100%
60	Design Development	101 days	Mon 2/7/22	Fri 7/1/22	100%
69	Commissioning Agent Selection	125 days	Tue 2/22/22	Fri 8/19/22	100%
84	Construction Documents	164 days	Fri 7/1/22	Mon 2/27/23	100%
105	Permitting	216 days	Mon 8/1/22	Thu 6/8/23	98%
106	ZBA Plan Review & Approval	94 days	Mon 8/1/22	Thu 12/15/22	100%
107	Submit plans for review (i) Site Plan Review (ii) Special Permit for Ground Water Conservancy (iii) Building Height Waiver	0 days	Mon 8/1/22	Mon 8/1/22	8/1
108	Plan Review by DPW / Engineering / Water / CMLP / ZBA / Planning Board	30 days	Mon 8/1/22	Tue 9/13/22	100%
109	Planning Board Meeting Date	0 days	Tue 9/13/22	Tue 9/13/22	9/13
110	ZBA Meeting Date	0 days	Thu 11/10/22	Thu 11/10/22	11/10
111	Special Permit Recommendations to ZBA from Planning Board	0 days	Thu 11/10/22	Thu 11/10/22	11/10
112	ZBA - 20 Day Appeal (Filed by Town Clerk)	19 days	Thu 11/17/22	Thu 12/15/22	100%

Critical	Split	Finish-only	Baseline Milestone	Manual Summary	Inactive Task
Critical Split	Task Progress	Duration-only	Milestone	Project Summary	Inactive Milestone
Critical Progress	Manual Task	Baseline	Summary Progress	External Tasks	Inactive Summary
Task	Start-only	Baseline Split	Summary	External Milestone	Deadline



Concord Middle School
Project Schedule UPDATE
May 30, 2023



ID	Task Name	Duration	Start	Finish	
113	ZBA Issues Approval & Order of Conditions	0 days	Thu 12/15/22	Thu 12/15/22	
114	Tree Protection and Removal Permit by Planning Board	34 days	Mon 2/27/23	Fri 4/14/23	100%
115	Kitchen Plan Approval by Board of Health	41 days	Thu 1/12/23	Tue 3/14/23	100%
116	Septic System Approval by Health Division	135 days	Wed 9/7/22	Wed 3/22/23	100%
117	SWPPP Approval with DEP	24 days	Wed 3/15/23	Wed 4/19/23	100%
118	Building Permit	15 days	Thu 5/18/23	Thu 6/8/23	0%
119	GC Submit Application/Plan Review by Town	5 days	Thu 5/18/23	Wed 5/24/23	0%
120	GC pulls Foundation Permit (Upon Contract Execution / Issuance of NTP)	0 days	Wed 5/24/23	Wed 5/24/23	5/24
121	GC pulls Building Permit	0 days	Thu 6/8/23	Thu 6/8/23	6/8
122	Town Actions - 2023 Budget Increase	85 days	Mon 10/17/22	Thu 2/16/23	100%
133	GC and Subs Contractor Prequalifications	83 days	Tue 10/18/22	Wed 2/15/23	100%
140	Bidding	54 days	Thu 3/2/23	Wed 5/17/23	84%
141	Advertise on Central Register	0 days	Thu 3/2/23	Thu 3/2/23	3/2
142	Posted on Central Register / Documents Available	0 days	Wed 3/8/23	Wed 3/8/23	3/8
143	Pre-Bid Conference	0 days	Tue 3/21/23	Tue 3/21/23	3/21
144	FSB Duration	21 days	Wed 3/8/23	Thu 4/6/23	100%
145	GC Duration	30 days	Wed 3/8/23	Thu 4/20/23	100%
146	Filed Sub-bid Due	0 days	Thu 4/6/23	Thu 4/6/23	4/6

Critical	Split	Finish-only	Baseline Milestone	Manual Summary	Inactive Task
Critical Split	Task Progress	Duration-only	Milestone	Project Summary	Inactive Milestone
Critical Progress	Manual Task	Baseline	Summary Progress	External Tasks	Inactive Summary
Task	Start-only	Baseline Split	Summary	External Milestone	Deadline



Concord Middle School
Project Schedule UPDATE
May 30, 2023

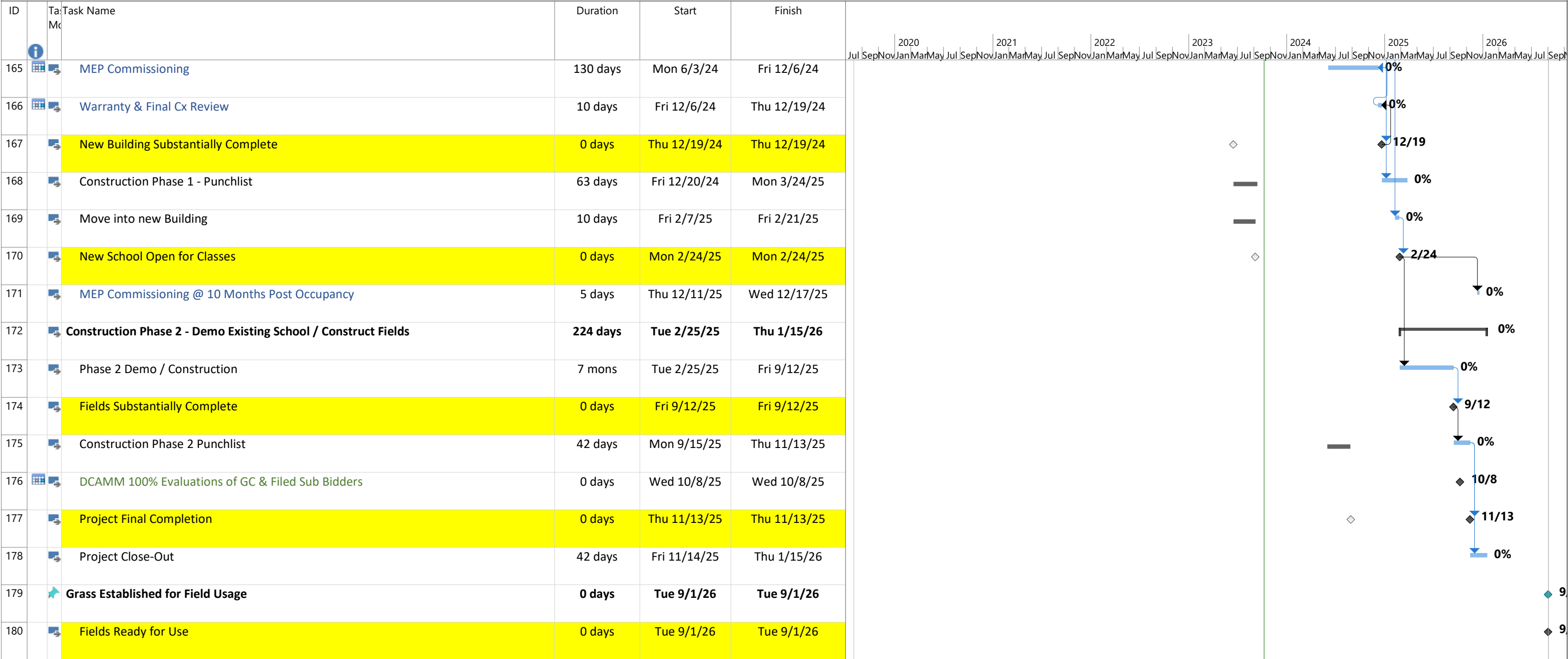


ID	Task Name	Duration	Start	Finish	
147	General Bid (DBB)	0 days	Fri 4/28/23	Fri 4/28/23	
148	CMSBC Review/Acceptance of Bid Recommendation - Notice of Award to GC	0 days	Thu 5/4/23	Thu 5/4/23	
149	Contract Execution / NTP	10 days	Thu 5/4/23	Wed 5/17/23	
150	Independent Testing Agency Procurement	45 days	Wed 5/17/23	Thu 7/20/23	
151	Testing Agency IFB & Award	45 days	Wed 5/17/23	Thu 7/20/23	
152	Draft Testing Agency IFB	25 days	Wed 5/17/23	Wed 6/21/23	
153	Advertise on Central Register	0 days	Wed 6/21/23	Wed 6/21/23	
154	IFB Available in Central Register & COMMBUYS	0 days	Wed 6/28/23	Wed 6/28/23	
155	IFB Response Period	10 days	Thu 6/29/23	Thu 7/13/23	
156	Receive IFB Responses	0 days	Thu 7/13/23	Thu 7/13/23	
157	Bid Review & Analysis	2 days	Thu 7/13/23	Fri 7/14/23	
158	Recommend of Award to Town Manager	0 days	Fri 7/14/23	Fri 7/14/23	
159	Contract Execution with Town	4 days	Mon 7/17/23	Thu 7/20/23	
160	Kick Off Meeting with Testing Agency & GC	0 days	Thu 7/20/23	Thu 7/20/23	
161	Construction Phase 1 - New School Building & Site	648 days	Thu 5/18/23	Wed 12/17/25	
162	Phase 1 Construction	20 mons	Thu 5/18/23	Thu 12/19/24	
163	DCAMM 50% Evaluations of GC & Filed Sub Bidders	0 days	Wed 4/17/24	Wed 4/17/24	
164	Building Envelope Commissioning	83 days	Mon 6/3/24	Fri 9/27/24	

Critical	Split	Finish-only	Baseline Milestone	Manual Summary	Inactive Task
Critical Split	Task Progress	Duration-only	Milestone	Project Summary	Inactive Milestone
Critical Progress	Manual Task	Baseline	Summary Progress	External Tasks	Inactive Summary
Task	Start-only	Baseline Split	Summary	External Milestone	Deadline



Concord Middle School
Project Schedule UPDATE
May 30, 2023



Critical	<div></div>	Split	<div></div>	Finish-only	<div></div>	Baseline Milestone	<div></div>	Manual Summary	<div></div>	Inactive Task	<div></div>
Critical Split	<div></div>	Task Progress	<div></div>	Duration-only	<div></div>	Milestone	<div></div>	Project Summary	<div></div>	Inactive Milestone	<div></div>
Critical Progress	<div></div>	Manual Task	<div></div>	Baseline	<div></div>	Summary Progress	<div></div>	External Tasks	<div></div>	Inactive Summary	<div></div>
Task	<div></div>	Start-only	<div></div>	Baseline Split	<div></div>	Summary	<div></div>	External Milestone	<div></div>	Deadline	<div></div>



Construction Contract Award



Hill International, Inc.
75 Second Ave.
Needham, MA 02494
Tel: 617-778-0900
www.hillintl.com

May 4, 2023

Ms. Kerry Lafleur
Town Manager
Town of Concord
22 Monument Square
Concord, MA 01742

**RE: Recommendation for Award to General Contractor
Concord Middle School Project**

Dear Ms. Lafleur:

We have reviewed the attached General Contractor bids and associated documentation, including the DCAMM Update Statements, for the Concord Middle School Project. Upon review, we have determined that all three bids are valid.

The bid from CTA Construction in the amount of \$85,175,000 is the lowest responsive and responsible bid. **As such, Hill recommends award to CTA Construction at this time.**

In addition, deduct alternates can be rejected accordingly.

Should you have any questions, please reach out to me directly at 917.562.7028.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Parks".

Ian Parks
Program Director

Attachments

**DELIVERING THE
INFRASTRUCTURE
OF CHANGE**

BDO Project B23-JHQQ

Town of Concord

Concord Middle School Project

General Bid Log

Date: 04/28/2023 at 12:02PM EDT

Page 1 of 1

Bidder	Contact Info	Base Bid	Alternates	Final Bid	Status
CTA Construction Managers 400 Totten Pond Rd Waltham, MA 02451	Jeffrey Hazelwood estimating@ctaconstruction.com	\$85,175,000.00	Alternate 1: (\$189,000.00) Alternate 2: (\$83,000.00) Alternate 3: (\$204,000.00) Alternate 4: (\$569,000.00) Alternate 5: (\$35,850.00)	\$85,175,000.00	_____
Brait Builders Corporation 57 Rockwood Road Marshfield, MA 02050	Kaitlin Johnson kjohnson@braitbuilders.com	\$85,790,000.00	Alternate 1: (\$190,000.00) Alternate 2: (\$149,800.00) Alternate 3: (\$184,500.00) Alternate 4: (\$429,700.00) Alternate 5: (\$35,850.00)	\$85,790,000.00	_____
Fontaine Bros., Inc. 510 Cottage Street Springfield, MA 01104	Thomas Wolfenden tom.w@fontainebros.com	\$89,852,000.00	Alternate 1: (\$190,000.00) Alternate 2: (\$95,000.00) Alternate 3: (\$500,000.00) Alternate 4: (\$550,000.00) Alternate 5: (\$35,000.00)	\$89,852,000.00	_____

FORM FOR GENERAL BID

MGL c.149 Over \$150K

TO THE AWARDING AUTHORITY: Town of Concord

A. The Undersigned proposes to furnish all labor and materials required for **Concord Middle School Project, Concord Middle School** in Concord, Massachusetts, in accordance with the accompanying plans and specifications prepared by **SMMA** for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: 1, 2, 3, 4, 5, 6, 7, 8, 9

C. The proposed contract price is:

Eighty-five Million One Hundred Seventy-five Thousand Dollars \$85,175,000.00.

For alternate No. 1: Plants	Subtract:	(\$189,000.00)
For alternate No. 2: Telescoping Stands	Subtract:	(\$83,000.00)
For alternate No. 3: Outdoor Classrooms	Subtract:	(\$204,000.00)
For alternate No. 4: Athletic Fields	Subtract:	(\$569,000.00)
For alternate No. 5: Wood Look Ceiling	Subtract:	(\$35,850.00)

D. The subdivision of the proposed contract price is as follows:

ITEM 1. The work of the general contractor, being all work other than that covered by **ITEM 2**.

TOTAL OF ITEM 1\$45,305,498.00

Sub-trade	Name of Filed Sub-bidder	Sub-bid Amount	Bond Required
Masonry	fernandes Masonry Inc	\$2,779,000.00	Yes
Miscellaneous and Ornamental Metals	SMJ Metal Company, Inc.	\$2,875,000.00	Yes
Waterproofing, Dampproofing and Caulking	Superior Caulking & Waterproofing Co., Inc.	\$455,000.00	Yes
Roofing and Flashing	Stanley Roofing Company	\$2,859,000.00	Yes
Metal Windows	R&R Window Contractors Inc.	\$3,560,290.00	Yes
Glass and Glazing	Aluminum & Glass Concepts, Inc.	\$218,074.00	Yes
Tile	Jantile Boston, LLC.	\$907,703.00	Yes
Acoustical Tile	K&K Acoustical Ceilings, Inc.	\$554,600.00	Yes
Resilient Floors	Capital Carpet & Flooring Specialists, Inc.	\$644,930.00	Yes
Painting	Bello Painting Co Inc	\$418,000.00	Yes
Elevators	Delta Beckwith Elevator Company	\$325,000.00	Yes
Fire Protection Sprinkler Systems	Xcel Fire Protection, Inc.	\$1,334,400.00	Yes
Plumbing	Araujo Bros Plumbing & Heating, Inc.	\$4,673,000.00	Yes
Heating, Ventilating	N.B. Kenney Company, Inc.	\$8,436,505.00	Yes

and Air-Conditioning (HVAC)			
Electrical Work	Wayne J. Griffin Electric, Inc.	\$9,829,000.00	Yes

TOTAL OF ITEM 2 \$39,869,502.00

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in ITEM 1 of this bid.

The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

CTA Construction Managers
Name of Bidder

Jeffrey Hazelwood

Jeffrey Hazelwood - Bid Submitter

04/28/2023
Signature & Title

400 Totten Pond Rd
Waltham, MA 02451
Business Address

Bid By: CTA Construction Managers
04/28/2023 at 11:57:58AM EDT — BDO B23-JHQQ

FORM FOR GENERAL BID

MGL c.149 Over \$150K

TO THE AWARDING AUTHORITY: Town of Concord

A. The Undersigned proposes to furnish all labor and materials required for **Concord Middle School Project, Concord Middle School** in Concord, Massachusetts, in accordance with the accompanying plans and specifications prepared by **SMMA** for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: 1, 2, 3, 4, 5, 6, 7, 8, 9

C. The proposed contract price is:

Eighty-five Million Seven Hundred Ninety Thousand Dollars \$85,790,000.00.

For alternate No. 1: Plants	Subtract:	(\$190,000.00)
For alternate No. 2: Telescoping Stands	Subtract:	(\$149,800.00)
For alternate No. 3: Outdoor Classrooms	Subtract:	(\$184,500.00)
For alternate No. 4: Athletic Fields	Subtract:	(\$429,700.00)
For alternate No. 5: Wood Look Ceiling	Subtract:	(\$35,850.00)

D. The subdivision of the proposed contract price is as follows:

ITEM 1. The work of the general contractor, being all work other than that covered by **ITEM 2**.

TOTAL OF ITEM 1\$46,496,498.00

Sub-trade	Name of Filed Sub-bidder	Sub-bid Amount	Bond Required
Masonry	fernandes Masonry Inc	\$2,779,000.00	Yes
Miscellaneous and Ornamental Metals	United Steel	\$1,776,000.00	Yes
Waterproofing, Dampproofing and Caulking	Superior Caulking & Waterproofing Co., Inc.	\$455,000.00	Yes
Roofing and Flashing	Stanley Roofing Company	\$2,859,000.00	Yes
Metal Windows	R&R Window Contractors Inc.	\$3,560,290.00	Yes
Glass and Glazing	Aluminum & Glass Concepts, Inc.	\$218,074.00	Yes
Tile	Jantile Boston, LLC.	\$907,703.00	Yes
Acoustical Tile	K&K Acoustical Ceilings, Inc.	\$554,600.00	Yes
Resilient Floors	Capital Carpet & Flooring Specialists, Inc.	\$644,930.00	Yes
Painting	Bello Painting Co Inc	\$418,000.00	Yes
Elevators	Delta Beckwith Elevator Company	\$325,000.00	Yes
Fire Protection Sprinkler Systems	Xcel Fire Protection, Inc.	\$1,334,400.00	Yes
Plumbing	Grasseschi Plumbing and Heating, Inc.	\$5,196,000.00	Yes
Heating, Ventilating	N.B. Kenney Company, Inc.	\$8,436,505.00	Yes

and Air-Conditioning (HVAC)			
Electrical Work	Wayne J. Griffin Electric, Inc.	\$9,829,000.00	Yes

TOTAL OF ITEM 2 \$39,293,502.00

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in ITEM 1 of this bid.

The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Brait Builders Corporation
Name of Bidder



Kaitlin Johnson - Bid Submitter

04/28/2023
Signature & Title

57 Rockwood Rd Ste 3
Marshfield, MA 02050
Business Address

Bid By: Brait Builders Corporation
04/28/2023 at 11:47:12AM EDT — BDO B23-JHQQ

FORM FOR GENERAL BID

MGL c.149 Over \$150K

TO THE AWARDING AUTHORITY: Town of Concord

A. The Undersigned proposes to furnish all labor and materials required for **Concord Middle School Project, Concord Middle School** in Concord, Massachusetts, in accordance with the accompanying plans and specifications prepared by **SMMA** for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: 1, 2, 3, 4, 5, 6, 7, 8, 9

C. The proposed contract price is:

Eighty-nine Million Eight Hundred Fifty-two Thousand Dollars \$89,852,000.00.

For alternate No. 1: Plants	Subtract:	(\$190,000.00)
For alternate No. 2: Telescoping Stands	Subtract:	(\$95,000.00)
For alternate No. 3: Outdoor Classrooms	Subtract:	(\$500,000.00)
For alternate No. 4: Athletic Fields	Subtract:	(\$550,000.00)
For alternate No. 5: Wood Look Ceiling	Subtract:	(\$35,000.00)

D. The subdivision of the proposed contract price is as follows:

ITEM 1. The work of the general contractor, being all work other than that covered by **ITEM 2**.

TOTAL OF ITEM 1\$51,081,498.00

Sub-trade	Name of Filed Sub-bidder	Sub-bid Amount	Bond Required
Masonry	fernandes Masonry Inc	\$2,779,000.00	Yes
Miscellaneous and Ornamental Metals	United Steel	\$1,776,000.00	Yes
Waterproofing, Dampproofing and Caulking	Superior Caulking & Waterproofing Co., Inc.	\$455,000.00	Yes
Roofing and Flashing	Stanley Roofing Company	\$2,859,000.00	Yes
Metal Windows	R&R Window Contractors Inc.	\$3,560,290.00	Yes
Glass and Glazing	Aluminum & Glass Concepts, Inc.	\$218,074.00	Yes
Tile	Jantile Boston, LLC.	\$907,703.00	Yes
Acoustical Tile	K&K Acoustical Ceilings, Inc.	\$554,600.00	Yes
Resilient Floors	Capital Carpet & Flooring Specialists, Inc.	\$644,930.00	Yes
Painting	Bello Painting Co Inc	\$418,000.00	Yes
Elevators	Delta Beckwith Elevator Company	\$325,000.00	Yes
Fire Protection Sprinkler Systems	Xcel Fire Protection, Inc.	\$1,334,400.00	Yes
Plumbing	Araujo Bros Plumbing & Heating, Inc.	\$4,673,000.00	Yes
Heating, Ventilating	N.B. Kenney Company, Inc.	\$8,436,505.00	Yes

and Air-Conditioning (HVAC)			
Electrical Work	Wayne J. Griffin Electric, Inc.	\$9,829,000.00	Yes

TOTAL OF ITEM 2 \$38,770,502.00

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in ITEM 1 of this bid.

The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Fontaine Bros., ?Inc.
Name of Bidder



Thomas Wolfenden - Bid Submitter

04/28/2023
Signature & Title

510 Cottage Street
Springfield, MA 01104
Business Address

04/28/2023 at 11:45:36AM EDT — BDO B23-JHQQ
Bid By: Fontaine Bros., ?Inc.

Cost Analysis for Bid Scenarios

	60% CD Estimate	Current Warrant Article	Utilizing Bid Contingency	Utilizing Bid Cont. + Deduct Alts
Total Cost	\$108,379,238	\$110,000,000	\$110,000,000	\$110,000,000
Bid Contingency	\$2,019,312	\$2,019,312	\$0	\$0
Construction Cost	\$86,071,088	\$87,691,850	\$89,711,162	\$89,711,162
Construction Contingency (Maintained 60% Estimate)	\$4,303,554	\$4,303,554	\$4,303,554	\$4,303,554
Soft Costs + Contingency (No changes)	\$15,985,284	\$15,985,284	\$15,985,284	\$15,985,284
Value of Deduct ALTs	\$0	\$0	\$0	(\$1,802,271)
Maximum Acceptable Bid Amount	\$86,071,088	\$87,691,850	\$89,711,162	\$91,513,433
Delta with 60% CD Estimate	\$0	\$1,620,762	\$3,640,074	\$5,442,345
% Change from 60% CD Estimate	0.00%	1.88%	4.23%	6.32%
% Change from Construction Budget	6.56%	8.57%	11.07%	13.30%

Lowest Responsive & Responsible Bid
\$85,175,000

\$2,245,207 or 2.57% **Under** 90% CD Estimate

\$4,264,519 or 4.77% **Under** 90% CD Estimate including Bid Contingency

Recent DBB Bids

Swampscott Elem @ 4.1% over Budget, Oct 2022

Westwood Elem @ 5.7% over Budget, July 2022

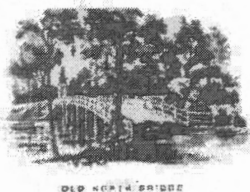
Recent CMAR Bids

Somerset MS @ 14.5% over Budget, July 2022

90% CD Estimate
\$87,420,207



Hill International



TOWN OF CONCORD
TOWN HOUSE - PO BOX 335
CONCORD, MASSACHUSETTS 01742

NOTICE OF AWARD

TO: Mr. Jeffrey Hazelwood
CTA Construction Managers
400 Totten Pond Rd
Waltham, MA 02451

PROJECT TITLE: Concord Middle School Project

The Town of Concord has considered the Bid submitted by CTA Construction Managers on April 28, 2023, for the above-described project in response to its Advertisements for Bids and Information for Bidders. You are hereby notified that your Bid in the amount **\$85,175,000.00** has been accepted, provided you furnish the Town with the required Agreement and General Conditions executed by your company, Certificates, Affidavits, Contractor's Performance and Payments Bonds and Certificate of Insurance within five (5) business days receipt of this notice to execute the Agreement. Please furnish three original copies, one copy will be returned to you executed by the Town. In case of failure to execute said Agreement and to furnish said bonds and documents as stipulated in the Bid Documents within ten (10) days from the date of receipt of this Notice, the Town will be entitled to consider all its rights arising out of the Town's acceptance of your Bid as abandoned and as a forfeiture of your bid bond. The Town will also be entitled to such other rights as may be granted by law. You are required to return an acknowledged copy of the Notice of Award to the Town Manager via email to klafleur@concordma.gov.

Dated this 4th of May, 2023.

Also please submit within 10 days the Schedule for Participation by Minority/ Women Business Enterprises and the Letter of Intent Minority/ Women Business Enterprises Participation.

The accepted total bid amount does not include alternates, the Town has rejected deduct alternates 1 through 5.

Kerry A. Lafleur
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

CTA Construction Managers, LLC

Signature: _____

Print Name: _____

(Company Name)

Date: _____

Title: _____

05/05/23

Principal

Jeff Hazelwood



Technical Review Committee



Memorandum

Date: May 24, 2023 REVISED
To: Dawn Guarriello, Pat Nelson, CMSBC Co-Chairs
From: Ian Parks, Hill International
Project: Concord Middle School
Re: **Establishment and Operation of a Technical Review Committee**
Distribution: CMSBC, Hill, SMMA

In order to stay in stride with the construction of the new Concord Middle School and mitigate unnecessary cost and schedule impacts, the Town of Concord needs to provide expeditious financial decisions and contract interpretations on a weekly, and sometimes daily basis. As the OPM, Hill will assist and lead you through this process. As such, we are recommending that the CMSBC adopt the following procedures with respect to all project related financial and schedule matters, including all contract commitments, amendments, and related payments as well as construction progress payments and changes in work for the General Construction Contract between the Town of Concord and CTA Construction.

Establishment of a Technical Review Committee (TRC)

- The CMSBC shall establish a three-person Technical Review Committee to engage with Hill and SMMA on a weekly basis to make critical project related decisions that may impact project cost and schedule. Hill recommends the following membership for the TRC:
 - (1) Representative from the Town of Concord – Gail Dowd, Chief Financial Officer / Finance Director
 - (1) Representative from the School District – Bob Conry, Assistant Superintendent of Finance / Operations
 - (1) Representative from the CMSBC – a volunteer committee member with reasonable construction background, to be appointed by the Co-Chairs.

Protocol and Operation of the Technical Review Committee

- A. General Protocol and Operation of the TRC
- The TRC will meet weekly, and also on a critical basis as needed, to review and discuss project related matters including but not limited to new contract commitments/purchase orders, payment requests, amendments, contract change requests, and budget changes.
 - Decisions by the TRC will be made by a simple majority vote.
 - The TRC will have control over utilization of the following project contingencies per the protocol outlined in this memo:

Hill International, Inc.
75 Second Avenue, Suite 300
Needham, MA 02494
Tel: 617-778-0900
www.hillintl.com

70-000 Construction Contingency
70-500 Owner's Contingency

- Zero-dollar budget changes (movement of funds from line to line within the total project budget) will be reviewed and approved by the TRC.
 - Potential utilization of the 70-400 Construction Bid Savings Contingency of \$2,245,207 will be reviewed and recommended by the TRC for authorization by the entire CMSBC.
 - A budget and schedule report will be presented to the CMSBC on a monthly basis to keep the committee informed on all financial matters and construction progress during the course of the project.
- B. Protocol for new contract commitments/purchase orders, amendments, and payment requests not related to the General Construction Contract i.e., specialty consultants, OPM, Architect, FF&E, technology, moving, utility services, miscellaneous support services for the project.
- Proposals for New Services - the Consultant or Vendor shall provide a proposal to Hill for review. Applicable procurement law will be followed. Hill will review and respond to the consultant or vendor with revisions and/or finalization of the proposal/scope of services. SMMA will be engaged as required for secondary review. Once finalized, Hill will summarize procurement results and our recommendation for award/commitment/purchase order to the TRC for review and concurrence. All contracts are subject to final authorization by the Town Manager.
 - Amendments to Existing Contracts/Purchase Orders – the Consultant or Vendor shall present a proposed amendment to Hill for review. The same protocol outlined above for new services will be followed. All contract amendments are subject to final authorization by the Town Manager.
 - Invoices/Payment Requests – the Consultant or Vendor shall provide an invoice/payment request in accordance with the terms of their contract to Hill for review. Hill will review and respond to the consultant or vendor with revisions and/or finalization of the invoice/payment request. Once finalized, Hill will provide a recommendation cover letter and invoice/payment package to the TRC for review and concurrence. The Town will proceed with payment to the consultant or vendor accordingly.
- C. Protocol for payment and change requests related to the General Construction Contract between the Town of Concord and CTA Construction
- Construction Progress Payments – The General Contractor (GC), in accordance with the terms of their contract, will prepare a monthly pencil requisition for review by Hill and SMMA. A meeting will be held to review and finalize the requisition and SMMA and the GC will certify the payment amount. The final certified requisition will be presented to the TRC for review and concurrence. The Town will proceed with payment to the GC accordingly.
 - Potential Changes in the Work – The General Contractor (GC), in accordance with the terms of their contract, will notify the Owner of potential changes in the work. The GC will then prepare a Pending Change Order (PCO) for review by Hill and SMMA.

Hill International, Inc.
75 Second Avenue, Suite 300
Needham, MA 02494
Tel: 617-778-0900
www.hillintl.com

- ❖ Hill will maintain a “real-time” log of all PCOs on the project.
- ❖ PCOs that propose to increase the contract sum will be classified by Hill as either “necessary” or “discretionary”.
- ❖ SMMA and Hill will independently review each PCO, finalize the PCO with the GC as required, and provide a recommendation to the TRC for either rejection or acceptance.
- ❖ PCOs that have been classified as “necessary” will be reviewed and signed by the GC, SMMA, and Hill before they are presented to the TRC for final review and acceptance.
- ❖ PCOs that have been classified as “discretionary” and are \$20,000 or less, are subject to the same review and authorization by the TRC.
- ❖ PCOs that have been classified as “discretionary” and are for an amount greater than \$20,000 will be reviewed and signed by the GC, Hill, and SMMA. The CMSBC will then be notified via email by Hill with a copy of the PCO, summary, and recommendation. Should a committee member want to place a “HOLD” on this “discretionary” PCO, written notification by the committee member must be received within 24 hours of the notice by Hill (do not reply all) so that the PCO can be reviewed and be authorized or rejected at the next scheduled CMSBC meeting. If no “HOLD” is requested by a committee member within 24 hours, the TRC shall have authority to authorize or reject the PCO by vote.
- ❖ All Owner initiated scope changes are to be reviewed by the CMSBC prior to issuance of a Proposal Request to the GC.
- ❖ PCOs that include schedule changes to the phased Substantial Completion dates are subject to authorization by both the TRC and the entire CMSBC. All contract changes are subject to final authorization by the Town Manager.
- ❖ Final acceptance of any PCO by the TRC and Town Manager shall constitute complete and final authorization for the GC to proceed with the change in work.
- ❖ The GC will prepare a Change Order (CO) containing all authorized PCO’s on a monthly basis, to be attached to the payment requisition certified by the GC and SMMA. All contract changes are subject to final authorization by the Town Manager.

Hill International, Inc.
 75 Second Avenue, Suite 300
 Needham, MA 02494
 Tel: 617-778-0900
www.hillintl.com



Meeting Minutes



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 4th, 2023

Call to Order:

- Co-Chair D. Guarriello called the meeting to order at 7:32AM.
- The recording of this meeting: [Concord Middle School Building Committee Meeting - Zoom](#)

Name	Present	Name	Present	Name	Present
CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:					
Alexa Anderson*	P	Peter Fischelis*	P	Chris Popov*	P
Robert Conry	NP	Russ Hughes	NP	Charlie Parker*	P
Court Booth*	P	Dawn Guarriello*	P	Matt Root*	P
Heather Bout*	P	Laurie Hunter*	P	Steven Stasheski*	P
Frank Cannon*	NP	Mark Howell*	P	Eric Simms	P
Justin Cameron	P	Kerry Lafleur	P		
Gail Dowd	P	Pat Nelson*	P		
Hill International					
Peter Martini	P	Ian Parks	P	Susan McCann	P
John Cutler	P				
SMMA / Ewing Cole					
Lorraine Finnegan	P	Matthew Rice	NP	Keith Fallon	NP
Will Smarzewski	NP	Phil Poinelli	NP	Saul Jabbawy	NP
Chase Gibson	NP	Michael Dowhan	P	Jen Soucy	NP

*P=Present, NP= Not Present *=Voting Member*

Co-Chair Statement:

- Co-Chair P. Nelson notified the CMSBC that Article 5 on the Special Town Meeting Warrant, allocating an additional \$7.2 million in funding to the Concord Middle School Project, passed by Town Vote on January 19th, 2023.

Approval of Meeting Minutes

- CMSBC meeting minutes from January 13th, January 26th, February 14th, and March 2nd, 2023.

Motion:	Approve 1/13/23; 1/26/23; 2/14/23; & 3/2/23 CMSBC meeting minutes as written.
Motioned by	A. Anderson
Seconded by	M. Root
Y = Approve (12) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: New member M. Howell abstained from voting; member C. Popov abstained from voting on the 1/13/23 minutes but approved the other three (3).	

Correspondence/Communication

- The CMSBC received 5 emails since the last meeting:
 - One about communication and email list from another district.
 - Two from service vendors/contractors looking to work with the CMSBC.
 - One from a youth soccer coach asking about field usage.
 - One about bid results and when the CMSBC would be posting them.



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 4th, 2023

- CMSBC communicated with the Light Board who had requested the CMSBC do outreach for their forum. The CMSBC made the delineation between the Concord Middle School building project and the Light Board Solar project.
- Groundbreaking ceremony will be held on May 17th at 6pm at the Sanborn Middle School. Invitations will be sent out to the Select Board and to other Town officials who assisted the CMSBC throughout the project.
- Co-Chair D. Guarriello introduced the new Select Board Representative to the CMSBC, Mark Howell, who is replacing M. Johnson in that capacity.

OPM Update

- *Budget & Cashflow update:*
 - I. Parks presented the current project budget. The approved construction budget is \$87,420,207. He noted that upon the approval of the bid results by the CMSBC, the budget would be adjusted accordingly.
 - In the month of April project expenditures, which consisted of Hill, SMMA, and AKF+SGH invoices, were \$163,945. Total expenditures on the project to date total \$6,955,277.
 - I. Parks noted that some adjustments had been made to the projected cashflow of the General Contractor at the request of CMSBC members.
- *Bid Results & Recommendation of Award:*
 - General Bids were received on April 28th at 12pm.
 - I. Parks presented the General Tabulation Log.
 - The Concord Middle School Project received three (3) general bids:
 - CTA Construction Managers: \$85,175,000.00
 - Brait Builders Corporation: \$85,790,000.00
 - Fontaine Bros., Inc.: \$89,852,000.00
 - CTA Construction Managers was the low responsible and eligible bidder.
 - I. Parks noted that their bid falls below the approved construction budget, and that the bids were very close, which is a good sign for the project in general and that the low bid is an accurate number.
 - I. Parks noted that Hill had reviewed all of the bids to confirm there were no errors on the bid responses and that all documentation had been provided.
 - Numerous CMSBC members voiced approval for returning bid savings to a contingency line in the budget and removal from the construction budget line item.
 - I. parks presented Hill's recommendation for award, which details Hill's recommendation to approve CTA's bid and award them the contract while also recommending moving the \$2,245,207 in bid savings to the construction contingency line in the budget.
 - The recommendation of award also recommends removing the bid contingency from the budget completely as planned.
 - Hill and co-chair D. Guarriello reminded the CMSBC that contingency would inevitably be spent on the project, with the goal being to mitigate its use.
 - CMSBC members engaged in discussion surrounding where the bid savings should fall within the budget.
 - Hill recommended putting the bid savings in construction contingency.
 - Members of the CMSBC advocated for putting the bid savings in its own separate contingency line.
 - CMSBC members engaged in discussion regarding the role and responsibilities of the CMSBC as the project moves out of Design Phase and into Construction Phase.
 - Hill suggested that at the CMSBC level the role of the committee would largely be receiving and reviewing information in the form of progress updates.
 - Hill also noted typically a smaller subgroup of the CMSBC (a Technical Review Committee) would be formed to review the finances during construction (Proposed Change Orders, Requisitions, Invoices).
 - Construction professional members of the CMSBC agreed that the creation of a Technical Review Committee is standard practice.
 - Hill and SMMA further detailed that they would both be reviewing PCO's before recommending to the Technical Review Committee for review.



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 4th, 2023

- SMMA reminded the CMSBC that there will be opportunities for the CMSBC at large to weigh in on materials and other potential design changes throughout construction.
- Hill requested the CMSBC take action on their Recommendation of Award Letter sent to the Town which detailed:
 - To award the contract to the low bidder CTA.
 - To move the bid savings to contingency.
 - To remove the bid contingency from the project.
- Further discussion ensued surrounding voting to only approve the contract award, and discussing the placement/usage of bid savings at a future meeting.

Recommendation of Award to CTA	Vote to accept Hill's recommendation to award the contract to CTA.
Motion:	Move to award the construction contract to CTA Construction Managers in the amount of \$85,175,000.
Motioned by	H. Bout
Seconded by	C. Popov
Y = Approve (11) N = Reject Motion carries unanimously to approve the recommendation of award to CTA. Note: Two members were no longer present at the time of this vote. Note: The CMSBC decided to discuss and vote on the reallocation of bid savings and bid contingency at the next CMSBC meeting.	

Public Comment

- Town resident J. Suarez asked the CMSBC if it would be possible to revisit some of the cuts made during value management given the fact that the bids came in under the budgeted construction amount.
- Town resident C. Reynolds recommended removing the bid saving and bid contingency from the budget to only be used in emergency situations.
- Town resident D. Banfield recommended putting the bid savings and bid contingency in a separate line and to create a very scrutinized process to review any use.
 - He further asked what the process would be to evaluate the use contingency.
- Town resident S. Barzun asked the CMSBC if they had any role in naming the Concord Middle School and recommended it be named the Garrison Middle School.
- Town resident W. Kerr reminded other residents that the Town voted for the allocated budget, and asked the CMSBC to consider reallocating the savings back into the project directed towards cuts.
- Town resident D. Banfield reminded the CMSBC that the project carried no Alt Adds into bidding.

Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, May 25th, 2023 at 7:30AM.

Adjourn

- Co-Chair D. Guarriello adjourned the meeting at 9:14AM.



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 25th, 2023

Call to Order:

- Co-Chair P. Nelson called the meeting to order at 7:31AM.
- The recording of this meeting: [Concord Middle School Building Committee Meeting - Zoom](#)

Name	Present	Name	Present	Name	Present
CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:					
Alexa Anderson*	P	Peter Fischelis*	NP	Chris Popov*	P
Robert Conry	P	Russ Hughes	P	Charlie Parker*	P
Court Booth*	NP	Dawn Guarriello*	P	Matt Root*	P
Heather Bout*	NP	Laurie Hunter*	P	Steven Stasheski*	P
Frank Cannon*	P	Mark Howell*	P	Eric Simms	P
Justin Cameron	P	Kerry Lafleur	P		
Gail Dowd	P	Pat Nelson*	P		
Hill International					
Peter Martini	P	Ian Parks	P	Susan McCann	P
John Cutler	P				
SMMA / Ewing Cole					
Lorraine Finnegan	P	Matthew Rice	NP	Keith Fallon	NP
Will Smarzewski	NP	Phil Poinelli	NP	Saul Jabbawy	NP
Chase Gibson	NP	Michael Dowhan	P	Jen Soucy	NP

*P=Present, NP= Not Present *=Voting Member*

Approval of Meeting Minutes

- CMSBC meeting minutes from May 4th. M. Howell requested the co-chairs and Hill to add him to the distribution list.

Motion:	Approve May 4th meeting minutes CMSBC meeting minutes as written.
Motioned by	D. Guarriello
Seconded by	S. Stasheski
Y = Approve (9) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: M. Howell abstained from voting; three members were not present.	

Correspondence/Communication

- The CMSBC received a couple of emails:
 - One about a window vendor.
 - One with some questions from a journalist for the Concord Bridge asking about the project.

OPM Update

- Contractor Update:*
 - CTA met onsite with the CMLP on 5/23/23 to review temporary power locations.
 - Construction kickoff meeting tentatively scheduled for 6/5/23.
 - CTA mobilization tentatively scheduled for the week of 6/5/23.
 - CTA is working on documentation owed to the Town prior to mobilization.
 - Hill is working with CTA on signing some missing exhibits for the contract.



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 25th, 2023

- *Budget & Cashflow update:*
 - Hill presented the current project budget. The approved construction budget is \$85,175,000.
 - The \$2,019,312 Bid Contingency line was moved below the other contingencies, shown as a sub total line at the request of the CMSBC.
 - A new contingency was added at the request of the CMSBC, "Bid Savings Contingency", which amounts to \$2,245,207. This amount was moved from the Construction Line Item in the budget.
 - In the month of May project expenditures, which consisted of Hill and SMMA invoices, were \$120,000. Total expenditures on the project to date total \$7,087,132.
 - Hill noted that the town had shared monthly invoices for legal fees that have been back logged into the cash flow to reflect the months that they were expensed.
- *Technical Review Committee:*
 - Hill sent CMSBC members a memo detailing the inception of a Technical Review Committee comprised of members of the CMSBC to review Potential Change Orders (PCO's), Change Orders (CO's), and invoices/requisitions during construction.
 - The goal of the Technical Review Committee is to streamline the process of approving project expenditures, to make decisions on a weekly basis as needed on behalf of the CMSBC.
 - Expenditures and utilization of contingencies would be reported monthly to the CMSBC under this model.
 - Hill recommended three (3) members; Bob Conry representing the school, Gail Dowd representing the Town, and a voting member from the CMSBC with a construction background.
 - Hill and/or SMMA will review all Contract Amendments, invoices, Potential Change Orders, and any other financial documents prior to presenting them to the Technical Review Committee.
 - Changes will be marked as necessary or discretionary.
 - Necessary changes will be sent to the Technical Review Committee for approval while discretionary expenditures above \$20,000 will be sent to the full CMSBC for review.
 - Necessary changes are considered anything that would impact schedule or constructability, from unforeseen conditions to design and coordination issues.
 - Discretionary changes would be considered items that aren't necessary to continue with construction.
 - CMSBC members recommended adjusting the memo to contain language directing potential scope changes to be reviewed by the CMSBC before issuing a change proposal request from the general contractor.
 - Hill acknowledged the recommendation and will revise the memo.
 - The CMSBC discussed the source of funding for scope changes and construction changes.
 - Hill and members of the CMSBC cited MSBA standard, that changes to the General Contractor's contract, whether it is discretionary or necessary, would come out of the construction contingency.

Recommendation to establish TRC	Vote to accept Hill's recommendation to establish a Technical Review Committee and accept the memo with recommended edit.
Motion	Move to establish a Technical Review Committee consisting of S. Stasheski, G. Down, and R. Conry with consultation from R. Hughes and J. Cameron as needed, with their role detailed in the Hill memo to make decisions on behalf of the CMSBC.
Motioned by	D. Guarriello
Seconded by	C. Popov
Y = Approve (10) N = Reject Motion carries by unanimous vote. Note: Three members were no longer present at the time of this vote.	

Co-Chair Statement



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Pat Nelson, Co-Chairperson

Meeting Minutes Thursday, May 25th, 2023

- P. Nelson acknowledged and applauded the groundbreaking ceremony held on 5/17/23 at the Sanborn Middle School site.
 - SMMA presented a highlight video of the event.

Public Comment

- There was no comment from members of the public.

Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, June 29th, 2023, at 7:30AM.

Adjourn

- Co-Chair P. Nelson adjourned the meeting at 8:39AM.