Danvers High School Design/Construction Advisory Meeting
November 20, 2009 at 7:30 A.M. – High School Central Admin Conference Room

Mike Powers open the meeting with a congrat.... To the group for a job well do by convincing the community of the value to support the project. There was a question raised "what is in the project?" Ken DiNisco stated that he will prepare an overview plan which will outline the scope that everyone can agree on the scope.

David Lane began by outlining the next steps of the project which will include finishing the design development and construction document phase before we can go out to bid. The design development will be completed late December or early January and will be submitted to the committee and the MSBA. David outlined that CMS and DDP will continue to perform value management and value engineering throughout the project.

Ken DiNisco suggested that DDP and CMS provide a schedule of committee meetings with agendas so the committee and the public can follow the progress. David stated that the project is exempt from Board approvals but he wants the design team to review the project with the TRC.

Paul Griffin outlined that before we can bid the project we need to complete a pre-qualification process of the general contractors and all filed sub-contractors. The process takes 3 to 4 months. This will be covered in detail at a future meeting.

A question was asked "how can we prevent the same issue from happening as did in the Dunn Wing?". David Lane answered stating that there is a much higher lever of oversight with our present consultants. David Lane outlined that by September 1, 2010 we need to have the Dunn Wing ready for all the students, the DPW must be relocated to Porter Street and the relocation of the Central Administration.
Q "Can we do the demo as a separate contract so it can be done by Sept 1?" Ken DiNisco stated that the plans are still in development and that is one of the items under consideration.
Q "Have we reviewed the method of delivery of construction"? David Lane answered that both methods reviewed early in the process and the Design-Bid-Build method will be used. Danvers has had great success with this method and would like to continue with it.

As the committee continued to talk about the schedule Ken DiNisco and Paul Griffin stated that this is a snap shot in time today. There is a lot of work before we can define all the activities and the number of phases or durations. The one thing we know is that we need to plan for two years in the Dunn Wing and no auditorium. The school department has requested that we limit the amount of moves each student and teacher must undertake. It was also noted that we will have a full air quality test before the building is occupied in September.

A questioned was raised regarding the method of approval of additional costs to the project. David Lane outlined the process and completed the statement stating that the final approval is the Town Manager's. A discussion about the lack of information was presented to the DCAC members about the final outcome of the Central Administration area. Ken DiNisco stated he would provide this at the next meeting.

A long discussion about what is in the project now that the Town has approved the project. Ken DiNisco recommended that we have a project kick-off meeting which DDP will prepare a statement and plans stating there understanding of the project scope.
It was suggested that we prepare a schedule of future DCAC meetings and the general topic for discussion and possible night meetings which will allow the community to attend if they have an interest.

Next meeting is scheduled for December 4th @ 7:30 AM at the High School Central Admin Conference room.