

Building a new (or updating your) Community Media Center



 /EricDresser
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 @EricDresser



HELLO!

I am Eric Dresser

I am the current Executive Director at **Whitman Hanson Community Access** (WHCA) & former Executive Director of **Hingham Community Access & Media** (HCAM, now Harbor Media)

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So you have decided to begin **CONSTRUCTION...**

Getting started

- ▶ Identify your **funds** available for this project.
- ▶ List out the **needs** you want to address.
- ▶ Whose **permission** will you need?
- ▶ Retain an Architect to turn your ideas into visual options
- ▶ Create a request for proposal (**RFP**) for your project.
- ▶ Consider if **other related projects** may not fall within the General Contractor's scope of work (SOW).
- ▶ Identify which **additional vendors** will be needed for the projects that fall outside of the general contracting.
- ▶ Triple bid!

Comparing Bids

What to be looking at:

- ▶ Cost
- ▶ Timeline
- ▶ References
- ▶ Insurance
- ▶ Responsiveness
- ▶ Quality/thoroughness of proposal

The collage features several key documents:

- Bid Form (Top Left):** Dated 1 September 2015, for HCAM - TV at 35 Pond Park, Suite 8, Hingham, MA 02043. It includes contact information for Jeffrey M. Metcalfe and a note that the document is part of the contract documents prepared by Jeffrey M. Metcalfe, R.A.
- Certificate of Liability Insurance (Top Right):** Issued by Premier Construction, Inc. for Jeffrey M. Metcalfe, R.A. The certificate covers the period from 08/22/2015 to 08/22/2016.
- Bid Form (Center):** Dated 1 September 2015, for HCAM - TV at 35 Pond Park, Suite 8, Hingham, MA 02043. It includes contact information for Jeffrey M. Metcalfe and a note that the document is part of the contract documents prepared by Jeffrey M. Metcalfe, R.A.
- Base Bid Section (Center):** A table listing various construction items and their costs.
- References Commercial (Right):** A list of references including Mr. Robert Jacobs, Mr. Alan Thayer, Mr. Colleen Simmons, Mr. Dean Harrison, Mr. Marianne Curley, Mr. Paul Knause, and Mr. David Madeline.
- Gantt Chart (Bottom):** A project schedule chart showing the timeline for various construction tasks, with tasks listed on the left and time on the horizontal axis.

Base Bid Section

Item	Cost
2.1 Demolition	20,000.00
6.1 Rough Carpentry	23,000.00
(*) 6.2 Finish Carpentry	5,500.00
6.3 Ceilings	5,250.00
7.1 Insulation	18,750.00
8.1 Doors	4,500.00
8.2 Windows	11,000.00
9.1 Painting	11,000.00
9.2 Flooring	7,800.00
15.2 HVAC	to be determined
15.3 Plumbing	25,000.00
16.1 Electrical	27,000.00
GENERAL CONDITIONS:	
Kitchen Allowance \$10,000.00	
Total Cost	\$ 167,890.00

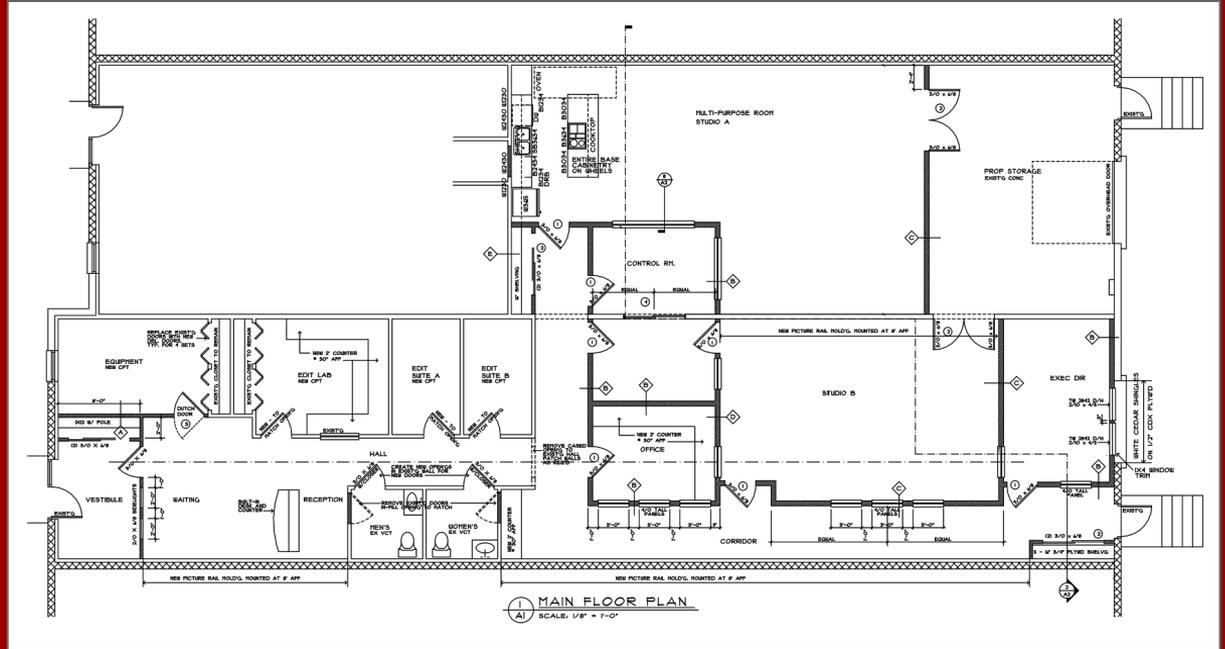
(*) NOTE: Kitchen Allowance \$10,000.00 Total Cost \$ 167,890.00

INCLUDES ADDENDUM #1 DATED SEPT 14, 2015

Contract Time 90 Days (Note: Phased Construction)



The Key to
SUCCESS...



Planning

Lots and lots of planning

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CONSTRUCTION MEETINGS

Frequent construction meetings are crucial, but are useless without very well organized **meeting notes**.

In addition to these detailed minutes prepared by our architect, I also kept copious personal notes on my responsibilities.

Site Mtg. #26 – 22 July 2016

Hingham Community Access & Media TV
35 Pond Park Ave, Suite 8
Hingham, MA

Present: Eric Dresser, HCAM TV
Dennis Corcoran, HCAM BOD
Joe Norte, Premier Construction
Jeff Metcalfe, JMM, RA



Initial Protocols

- PCM.1 The next Site Meeting will be **Thursday, 28 July @ 9:00 a.m.** The meetings will continue every Friday @ 9 a.m. thereafter, unless noted otherwise.
- PCM.2 A pencil requisition will be submitted on the 3rd week of the month with the final requisition submitted on the 4th week of the month.
- PCM.3 The Construction Schedule will be reviewed weekly.

Old Business

- PCM.4 Premier Const. expects the Building Permit by 13 Nov. The Building Permit was received 30 Dec. 2015.
- PCM.5 Premier has adjusted the Construction Schedule based on the receipt of the Bldg. Permit and the various phases are:
 - Phase I – Studio A – Multi-Purpose Room – 30 days
 - Phase II – Studio B – 45 days
 - Phase III – Front Entry – 30 days

Premier has provided a Payment Schedule based on the phases.

- 1.4 HCAM would like to coordinate their projects with Premier as the construction proceeds.
- 19.1 HCAM is coordinating data/tel. for Phase II & III. HCAM to work with MDCom to install the Fios feed.
- 19.3 Waiting for Fire Dept. to do walk-thru. Premier expects to get the Final Inspection of Phase I, II & III once the new flooring & vinyl base has been installed.
- 20.1 Phase III work done to date:
 - Finish Electrical is underway - to be done on Mon., 25 July.
 - Painting is 80% complete.
 - Plumbing is 100% complete.
 - 90% of doors have been installed.
 - Closet doors to be installed on Mon., 25 July
 - Counterwork has been installed.
 - Tile installation – 1 Aug., Carpet installation – 3 Aug.
- 21.2 HCAM would like the Electrician to label the sub-panel in Control Room A for the lighting grid.
- 24.3 HCAM to secure a Sub-Contractor to install the “barnboard” wallpaper.
- 25.1 Premier will provide and install new ceiling tile – to match- in the first bathroom adjacent to the Reception Area. The new tile to be installed on Mon., 25 July.
- 25.2 Premier to coordinate the keying of doors with HCAM.

Status Update

- 26.1 Premier expects to be 100% complete with Phase III by Wed., 27 July.
- 26.2 Site meeting on Tuesday, Aug. 9 at 9 am to review any possible punchlist items.

Sincerely Submitted by:

Jeffrey M. Metcalfe, R.A.

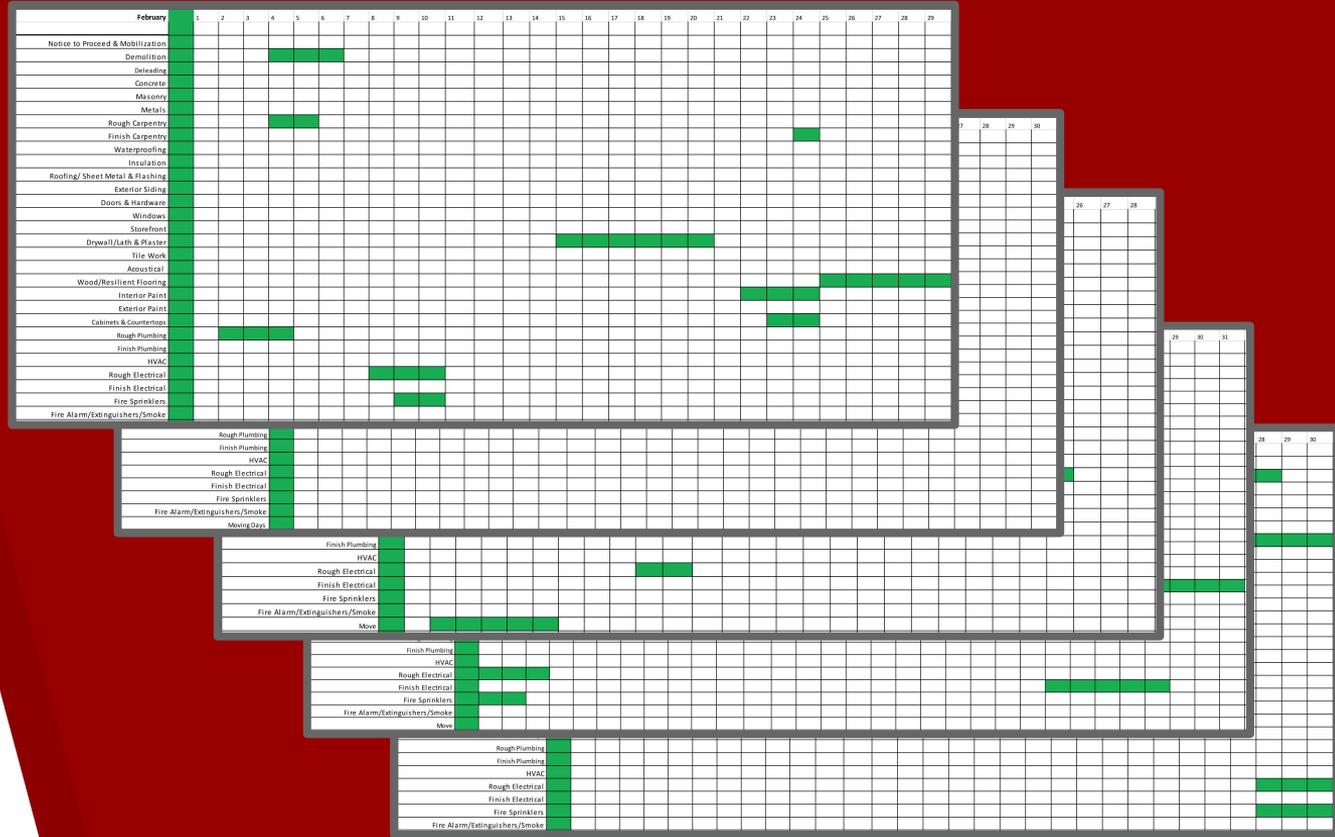
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Planning with SPREADSHEET S



Unplanned issues will happen... Timeline spreadsheets MUST be updated to reflect these changes along the way.



Planning with MONTHLY BUDGETS

Your board will want to be involved and boards love budgets. Have a good one.

	Approved Budget	Actual August 31,2016	Remainder	Notes
Building Costs:				
Building	187,860.00	192,781.40	(4,921.40)	167,860 approv 9/28/15. 20,000 approv 3/22/16 for kitchen and flooring
Change orders:				
#-3	12,402.00		12,402.00	approved for 14,000 part of 80k
#4-11	21,155.00		21,155.00	approved 3/22/16
Total	<u>221,417.00</u>	<u>192,781.40</u>	<u>28,635.60</u>	
HVAC	34,000.00	35,500.00	(1,500.00)	approved 9/28/15 as part of 80k
Electical	32,000.00	31,684.00	316.00	approved 9/28/15 as part of \$80k
Lighting/Studio	41,000.00	47,883.37	(6,883.37)	approved 3/22/16
Phone/Data/Sec	12,800.00	12,430.81	369.19	7,500 approved 9/28/15. Add'l 5,300 approv 3/22/16
Interior Design	10,000.00	22,950.00	(12,950.00)	Approved 10,000 9/28/15 as part of 80k. Add'l 5,000 approv 3/22/16. Add'l 2,100 spent 9/16
Architect	16,000.00	8,450.00	7,550.00	7,100 approved 3/18/15. Add'l 9,000 approv 3/22/16. 2,500 not included as paid last year
Legal	0.00	6,625.00	(6,625.00)	Paid retainer of 2,500/used to date 1,973
Other	0.00	5,483.92	(5,483.92)	
Insurance	<u>1,400.00</u>	<u>1,066.50</u>	<u>333.50</u>	
Total	<u><u>368,617.00</u></u>	<u><u>364,855.00</u></u>	<u><u>3,762.00</u></u>	As of April 7 an add'l \$53,712 was spent on building and \$3,500 was spent on Architect costs.



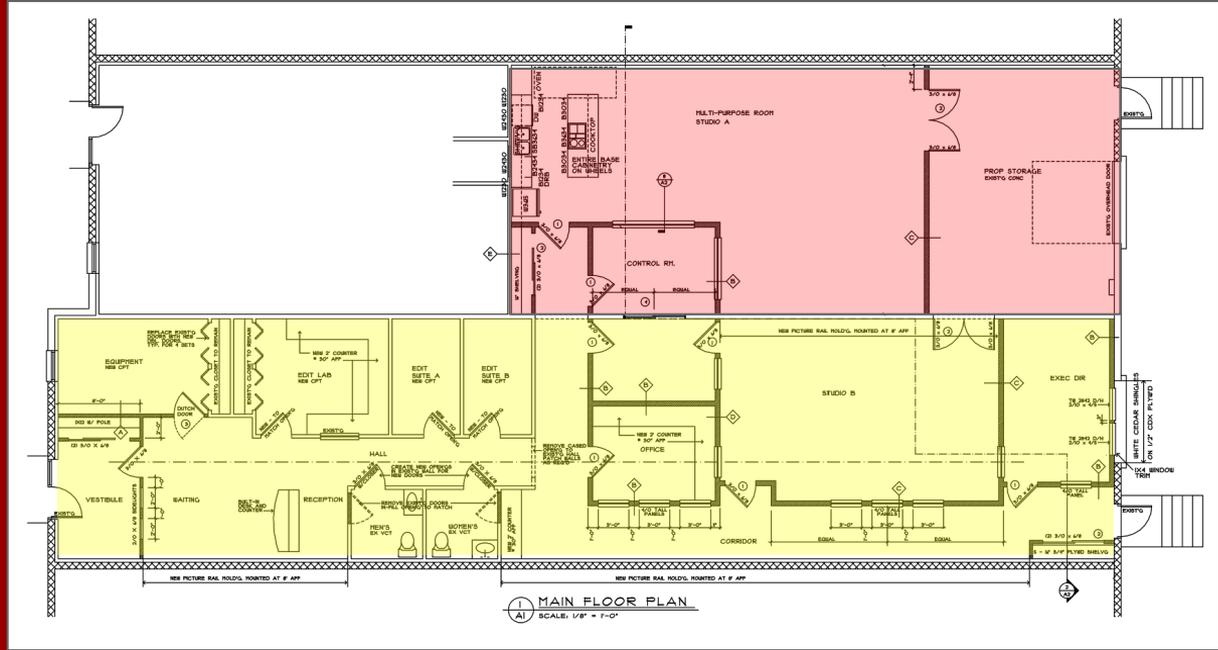
BUDGET PLANNING

The amount you approve at the onset will probably not be the one and only approval you need to make along the way.

- ▶ When everything is said and done your board meeting minutes should reflect the same amount of approvals as actual money spent.
- ▶ The **general contractor** will likely be the largest bill, but it will be paid in installments.
- ▶ Working with **additional vendors** beyond the general contractor will mean separate board votes and funding approvals.



OPERATING
during
construction



Phase 1

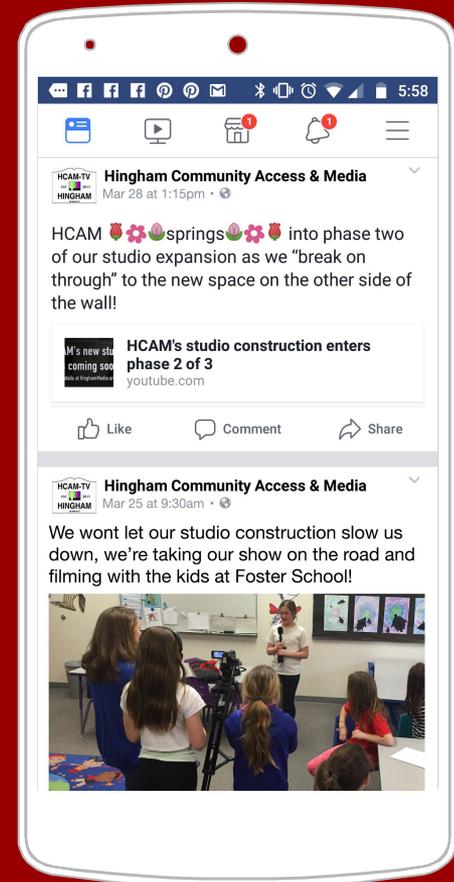




Maintain **OUTREACH** Throughout the process

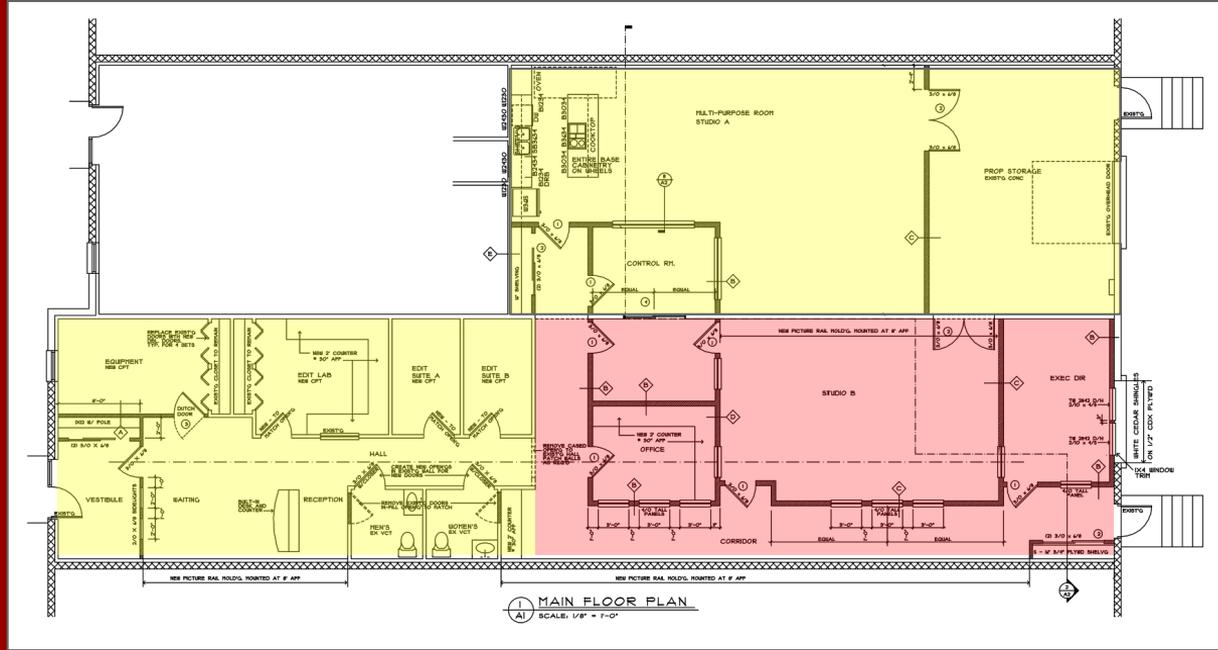
With less folks coming through the studio during construction it is important to stay top of mind through social media, etc.

- ▶ We would post construction teasers from time to time
- ▶ When possible we would bring our show on the road to maintain the level of programming our community was used to.





OPERATING
during
construction



Phase 2

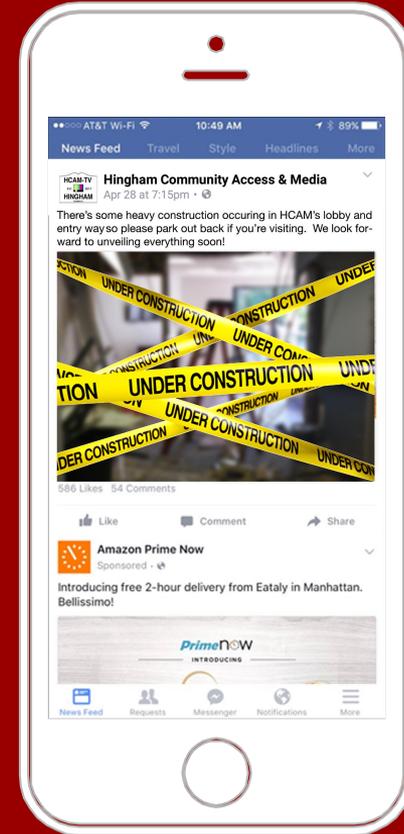




Maintain **OUTREACH** Throughout the process

Let people know how you're coming in the process

- ▶ We chose not to give too much away regarding some of our larger changes.
- ▶ Think how you can get creative to keep people engaged, but also curious.



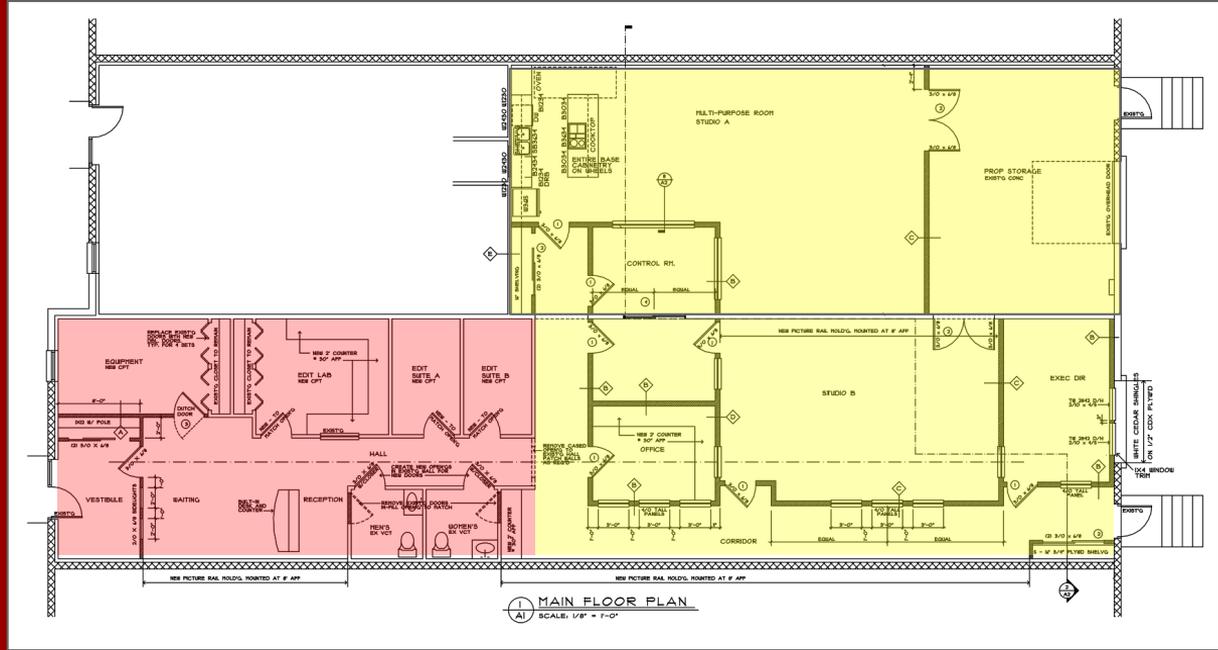
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OPERATING during construction



Phase 3



PUNCH LISTS

The Final Mile

As you wrap up on the construction schedule items you will schedule a **walkthrough**. During this process you'll generate a **punch list** of items to be wrapped up.

- ▶ This will likely require attention from several individuals
 - ▷ General Contractor
 - ▷ Subcontractors; electrician, painters, plumbers, etc.
 - ▷ Misc. Vendors from unrelated projects.
- ▶ I recommend tracking things that have been scheduled, are in progress, and completed.

Construction punch list

Premiere Construction

Scheduled	In progress	Completed	Task
		✓	Vestibule - Closet guides missing from floor
		✓	Lobby windows - Bead of caulk suggested
		✓	Elec: Lobby - Outlet cover and paint next to lobby windows
		✓	Elec: Lobby - PEG monitoring TV's need to be installed
10/17			Lobby - Reception desk
			Corner shows bit of particle board. Can we paint?
			Need passthrough hole drilled for cables
		✓	Repair/Paint: Equipment room ceiling tear
		✓	Equipment room - ceiling tiles need to be swapped out for clean tiles
		✓	Edit lab - ceiling tiles need to be swapped out for clean tiles
		✓	Elec: Edit lab switch swap to inside the room
		✓	Edit lab - lights flickering need new bulbs
		✓	Editing lab - Dried glue spots on the counters in the first
		✓	Repair/Paint: Front Hall - Wall leading up to editing suites
		✓	Bathroom (front) door hanging
		✓	Bathroom (front) - Mirror is missing over front bathroom's sink
		✓	Bathroom - Ceiling tiles were removed, should be returned
			Elec: Edit suites - outlets are not working.
		✓	Edit Suite 2 (rear) 3 3" holes @ baseboard
		✓	Edit Suite 2 (rear) - Mounting brackets & molly bolts need to be filled/sanded/finished
		✓	Elec: Work nook - power outlet needed
		✓	Work nook - Nails sticking out on countertop
		✓	Repair/Paint: Staff office - Small holes in paint, scuffs, and drips on nearby surfaces
		✓	Repair/Paint: Staff office - the corner in the new staff offices
		✓	Repair/Paint: Control room A - Paint at exterior wall (over outlet)
		✓	Repair/Paint: Control room B - Paint at wall (under light switch)
		✓	Elec: Control room B - on air light @ hallway does not come on
		✓	Elec: Conference room wall (without windows) has (2) outlets that don't work
		✓	Paint Rear gallery wall splatters on (black on white wall, white on windows adjacent)
		✓	Repair/Paint: Studio B - Tearing on wall above door to "prop storage"
		✓	Repair/Paint: ED office - Spots in the graphite wall behind
		✓	ED Office - doorstep needed
		✓	Prop storage - door to 'Studio A' has paint on it
			Kitchen - upper (white) wall and lower left island cabinets are hanging upon closing
		✓	Edit suites (2) doors need windows
		✓	General buildingwide projects
		✓	Undercounter braces - need painting
10/17			Locks
10/17			(Phase 1) - All will be replaced to operate correctly on ED master Key
10/17			Phase 2 locks do not seem to match phase 3 locks. Keys from phase 2 doors do not open phase 3 doors.
		✓	Carpet Trim missing outside of conference room
		✓	Carpet front lobby has bubbles

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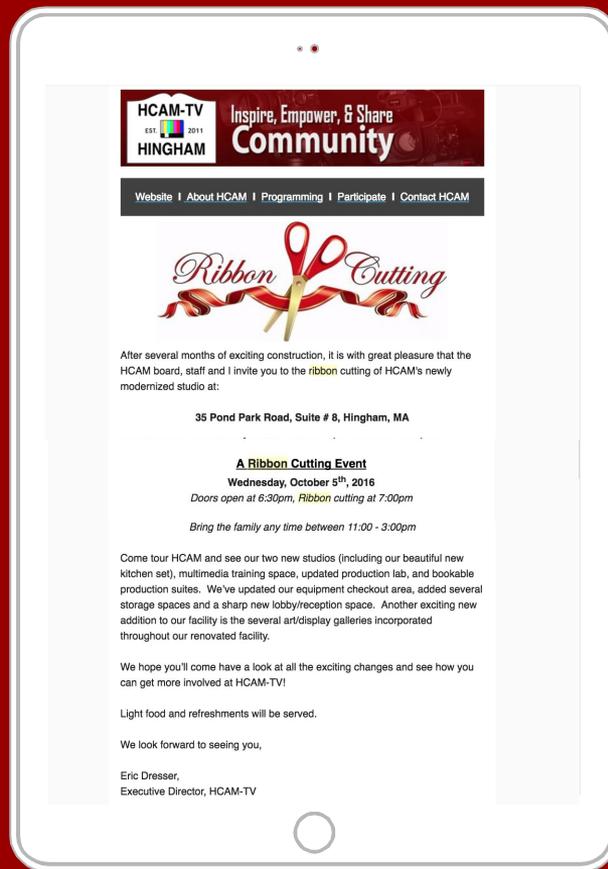




Use existing **OUTREACH** platforms to promote your (re)launch event(s)

Hopefully you've built a buzz along the process. Even if you haven't Get ready to make one now for a grand (re)opening event!

- ▶ Your guestlist is very important. A lot of people contributed along the way and they should all be invited!
- ▶ Invite your community to a grand event at the new facility.
 - ▷ Do this electronically (i.e. social media & newsletters)
 - ▷ Do this with posted flyers
 - ▷ Use the US mail with a formal invite too



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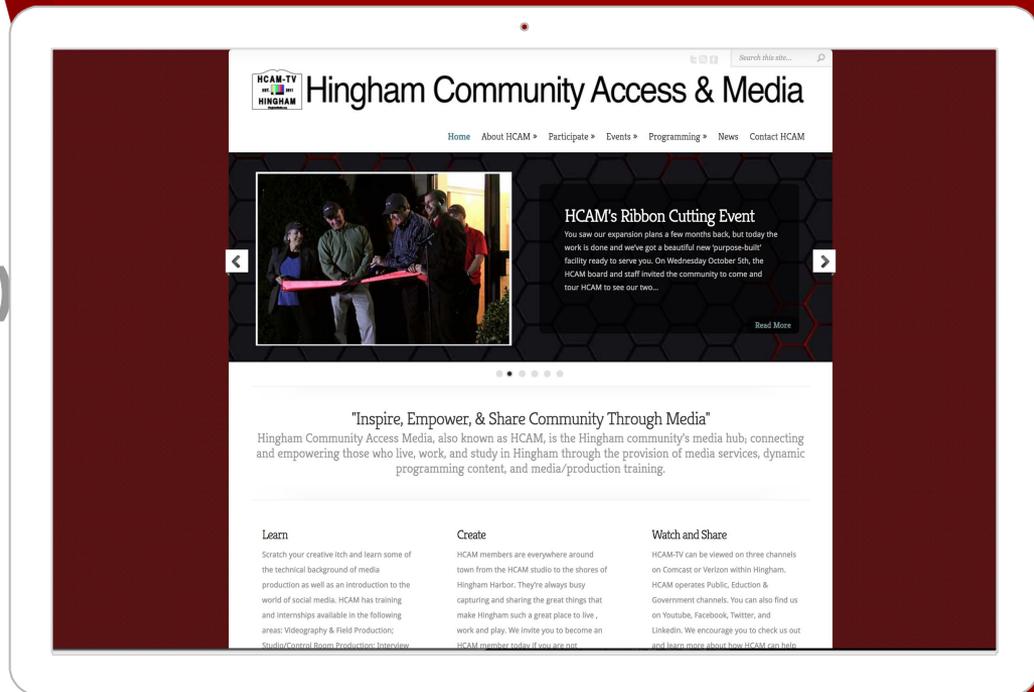
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Use existing **OUTREACH** platforms to promote your (re)launch event(s)

Create a page on your website to act as a hub for this huge event.

- ▶ Advertise on your front page if possible.
- ▶ Try and collect RSVPs through your website if possible. This will help with food planning.
- ▶ After the event the webpage you made is a nice home for all the media you capture/create throughout the event.



**THANK
YOU!**
Any Questions?

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