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## PICKERING MIDDLE SCHOOL – Lynn, MA

### SCHOOL BUILDING COMMITTEE MEETING NO. 3

Thursday, March 31, 2016

City Hall, 3 City Hall Square, Room 107

2:30 PM

## Agenda

1. Approval of February 25, 2016 Meeting Minutes
2. Introduction of Selected Designer - Raymond Design Associates, Inc.
3. Feasibility Study
  - General Overview of Feasibility Study Requirements
  - Outline for the Preliminary Design Program Submission (Step 1 of Feasibility Study)
  - Schedule Meetings for Educational Visioning
4. Schedule Update
  - Review Overall Schedule
5. Budget Update
  - Review Project Budget
6. Other Business/Discussions
7. Next Meetings
  - School Building Committee Meeting      April 21, 2016    2:30 PM      Proposed

<b>PICKERING MIDDLE SCHOOL – Lynn, MA</b>		<b>MEETING MINUTES</b>
<b>SCHOOL BUILDING COMMITTEE MEETING NO. 2</b>		<b>February 25, 2016</b>
Location:		City Hall, Room 107
Time:		2:00 PM

**Attendees:**

Attended	Name	Association	Email
Y	Judith F. Kennedy	Mayor, City of Lynn; SBC	Mayor@lynnma.gov
N	Rachel M. Allaire	Parent Representative; SBC	Rachel.Allaire@comcast.net
Y	Peter M. Caron	CFO, City of Lynn; SBC	PCaron@lynnma.gov
Y	Edward T. Calnan	Experienced Community Member; SBC	edcalnan@gmail.com
Y	Jaime L. Cerulli	Chief Of Staff; SBC Chair	JCerulli@lynnma.gov
Y	Dianna Chakoutis	Ward 5 Councilor; SBC	Dianna.Chakoutis@lynnma.gov
N	Kathleen Collins	ISD Administrator	KCollins@lynnma.gov
N	Donna Coppola	Lynn School Committee: SBC	DonnaCoppola@gmail.com
Y	Michael Donovan	ISD Chief; Building Commissioner; SBC	MDonovan@lynnma.gov
Y	John E. Ford	Lynn School Committee: SBC	J.E.Ford@verizon.net
Y	Andrew Hall	Lynn DPW Commissioner; SBC	AHall@lynnma.gov
Y	Catherine C. Latham	Superintendent of Schools; SBC	LathamC@lynnschools.org
N	Wayne Lozzi	Ward 1 Councilor; SBC	WLozzi@hotmail.com
Y	James L. Ridley	Retired LPS Principal; SBC	RidleyJL@verizon.net
Y	Kevin Rittershaus	PMS Principal; SBC	RittershausK@lynnschools.org
Y	Joseph Smart	Dir. Buildings & Grounds ISD; SBC	JSmart@lynnma.gov
Y	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Paul Gransauil	LeftField Project Management	PGransauil@leftfieldpm.com
Y	Jim Rogers	LeftField Project Management	JRogers@leftfieldpm.com
Y	Lynn Stapleton	LeftField Project Management	LStapleton@leftfieldpm.com

A Pickering Middle School Building Committee Meeting was held to review the status of the project. A quorum of the School Building Committee was present. J. Cerulli, SBC Chair, called the meeting to order at 2:02 PM.

**I. Approval of January 21, 2016 Meeting Minutes**

- The following motion and vote was taken:

**MOTION:** E. Calnan moved, seconded by C. Latham, that the School Building Committee approve the January 21, 2016 Meeting Minutes.

*Discussion: K. Rittershaus noted that the dates on the Designer Selection Schedule for Designer Proposals Due and Distribute Proposals to Lynn DSP Representatives should be 2016 and not 2013. The dates will be amended on the updated schedule.*

**The PMS School Building Committee voted unanimously to approve the January 21, 2016 Meeting Minutes as amended. For: 13 - Opposed: 0**

## **II. Request for Designer Services (RFS)**

### *Status of RFS Process*

2. Four Designers submitted proposals in response to the RFS for Designer Services on February 24, 2016.

### *Distribution of Proposals and Evaluation Matrix and References Local DSP Reps*

3. The Evaluation Matrix prepared by LeftField was explained, discussed and distributed to the Local DSP Reps along with the Designer proposals.
4. The Local DSP Reps will meet on March 1, 2016 at 3:00 PM at the McGuinness School Administration Building. LeftField will send out a meeting notice once a room is scheduled.
5. The Designers' proposals will be uploaded to the PMSBC website for the Committee to review.

## **III. MSBA Designer Selection Panel (DSP)**

### *Distribution of Proposals and Evaluation Matrix to MSBA DSP*

6. LeftField will be submitting the Designers' proposals to the MSBA on March 2, 2016 for the March 22, 2016 DSP Meeting. The Evaluation Matrix will be included.

### *Schedule Designer Selection Local DSP Reps Meeting*

7. The Local DSP Reps will meet if necessary on March 15, 2016 at 1:00 PM at City Hall in advance of the DSP Meeting.

## **IV. Schedule Update**

### *Review Schedule*

8. The Designer Selection Schedule was reviewed.

## **V. Budget Update**

### *Review Project Budget*

9. The Project Budget was reviewed. It was noted that there was \$450,000 set aside for the Designer fees for the Feasibility Study/Schematic Design Phase and that there was \$75,000 set aside for Other Project Expenses that will be committed as needed.
10. Leftfield will provide an updated Project Budget at each meeting for review.

## **VI. Other Business/Discussions**

11. It was noted that a website was set up for the Pickering Middle School Building Committee. The web address, log-in and password were provided to the Committee members. All project documents will be uploaded and will be accessible to the committee.
12. M. Donovan provided a CD of the land survey of the Parkland Avenue site. Leftfield will copy and return CD to M. Donovan.

## **VII. Next Meeting**

13. The next PMSBC meeting will be scheduled for March 31, 2016. The time will be changes to 2:30 PM to allow other Committee members to attend. LeftField will send out the meeting notice once a room is scheduled.

**VIII. Adjournment:**

J. Cerulli called for adjournment of the meeting.

**MOTION:** A. Hall made the motion to adjourn the SBC Meeting at 2:19 PM, seconded by J. Smart.

**The School Building Committee voted unanimously to adjourn the meeting at 2:19 PM. For: 13 - Opposed: 0**

*These meeting minutes represent what is presumed to be a complete and accurate account of the items reviewed, discussed, directions given and conclusions drawn unless notification to the contrary is received by the next regular construction meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.*

Prepared by,  
**Lynn Stapleton**  
LeftField Project Management, Inc.

**SECTION 1**

INTRODUCTION

- 1.1 INTRODUCTION
- 1.2 PROJECT DIRECTORY
- 1.3 PRELIMINARY PROJECT SCHEDULE

**SECTION 2**

District Educational Plan (Need help from School/District on these write-ups)

Background and Vision

Grade and School Configuration

Sixth Grade

Seventh Grade

Eighth Grade

Specialties (Discuss Specialties Goals here)

Music (Vocal & Instruments)

Physical Education (Rationale for Four Teaching Stations)

Arts (Graphic & Visual Arts)

Vocational Education (Wood Shop)

Technology & Engineering

Consumer Sciences (Sewing, Cooking)

Media Center

Special Education

Lunch Program (Discuss number of lunches, space needed for 3 lunches)

Security & Visual Access

Transportation Needs

Summary

District Middle Capacity Analysis (Need help from District on this)

**Section 3**

Initial Space Summary (RDA)

Overview and Development of the Educational Program (RDA)

Overall Square Footage Analysis – Existing, Needs and MSBA Guidelines (RDA) (Principal)

Variances between TMMS Program and MSBA Guidelines (RDA)

Core Academics

Special Education

Art & Music

Vocations & Technology

Health & Physical Education

Dining & Food Service

Medical

Administration & Guidance

Space Summary Spreadsheet (Signed by Architect) (RDA)

**Section 4**

Existing Conditions (RDA)

Existing PMS Plans

Evaluation of Existing Conditions (RDA)

PMS AHERA Report (Need this. Will use instead of a new HAZMAT Report if new construction.)

HAZMAT Report (May not need is renovations to existing are not done.)

**Section 5**

Site Development Requirements (RDA)

Existing Site Plans (RDA)

PMS

Existing Conomo Street Site

Alternative Sites

Traffic Report Summary (RDA)

Site Infrastructure (RDA)

Zoning Summary

Landscape

Civil – Water, Sanitary Sewer, Site Drainage

Permitting – Wetlands, EPA NPDES Program, MEPA. Mass DOT, Commuter Rail

Geotechnical Summary (RDA)

**Section 6**

Proposed Preliminary Alternatives (RDA)

Preferred Option

Site Plan with Building/Site Layout

Preliminary Phasing Diagram/Analysis

Alternate Option

Site Plan with Building/Site Layout

Preliminary Phasing Diagram/Analysis

Rejected Options

Site Plan with Building/Site Layout of All Discarded Options

SBC Vote Approval to Proceed with Two Options (Preferred and Alternative) (Need)

Preliminary Program Diagrams (RDA)

Preferred Building Layout – Split 6<sup>th</sup> -7<sup>th</sup>/8<sup>th</sup>

Alternate Layout – “L” Shape Plan

Alternate Layout – Square Plan

**Section 7 (LF)**

Pickering Middle School Facility Deficiencies - Statement of Interest

**Pickering Middle School  
Preliminary Design Program**

**TYPICAL TABLE OF CONTENTS**

MSBA Board Action Letter to Proceed with FS (I need copy.) & Schedule of Deliverables  
Executed Design Enrollment Certification (I need copy.) and Current Enrollment Projections (Need)  
Local Certification Letter (Needs to be put on City letterhead. Needs to be signed by City CEO/Mayor,  
Superintendent, Chair of School Committee.)  
Capitol Budget Statement (Need)  
Meeting Minutes (If there are any project related meeting minutes prior to OPM coming onboard,  
please provide.)  
    School Building Committee  
    Working Group  
    Educational Visioning  
Draft Module 3 Completion Checklist

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## PICKERING MIDDLE SCHOOL – Lynn, MA

### PROJECT SCHEDULE OVERALL

#### DESIGNER SELECTION

- 01/12/16 - Designer Selection Process  
03/22/16
- 03/22/16 MSBA DSP Panel Review of Designer Proposals
- 03/31/16 Pickering Middle School Building Committee (PMSBC) Meeting

#### FEASIBILITY STUDY

- 03/31/16 Designer Kickoff Meeting; Feasibility Study Commences
- TBD Educational Visioning Session #1 (Senior Staff)
- TBD Educational User Group Meetings
- 04/21/16 PMSBC Meeting
- TBD Educational Visioning Session #2 (Broader Group)
- TBD Educational User Group Meetings
- 05/24/16 PMSBC Meeting/Public Forum (Site Options/Educational Program)
- 06/10/16 **Submit Preliminary Design Program to MSBA**
- TBD Educational User Group Meetings
- 06/20/16 PMSBC Meeting/Public Forum (Program/Building Options)
- TBD Educational User Group Meetings
- 07/20/16 PMSBC Meeting/Public Forum (Building Options/Probable Costs)
- 08/11/16 **Submit Preferred Schematic Report to MSBA**



- 08/24/16 or 09/07/16 MSBA Board Facilities Subcommittee Meeting (if invited)
- 09/23/16 MSBA Board approves Preferred Option

#### SCHEMATIC DESIGN

- 09/23/16 Schematic Design Commences
- TBD Educational User Group Meetings
- 10/10/16 PMSBC Meeting
- TBD Educational User Group Meetings
- 11/10/16 PMSBC Meeting
- TBD Educational User Group Meetings
- 12/10/16 PMSBC Meeting/Public Forum (Building Design)
- 01/6/17 PMSBC Meeting
- 02/01/17 PMSBC Meeting/Public Forum (Building Design/Cost)
- 02/09/17 Submit Schematic Design, Project Scope & Budget to MSBA
- 02/22/17 or 03/09/17 MSBA Board Facilities Subcommittee Meeting (if invited)
- 03/29/17 MSBA Board approves Schematic Design, Project Scope & Budget
- 04/01/17 PMSBC Meeting
- 04/06/17 Town Meeting Approval Voter

#### DESIGN DEVELOPMENT

- 04/07/17 – 09/01/17 Design Development (5 months)

#### CONSTRUCTION DOCUMENTS

- 
- 09/04/17 – Construction Documents (6 months)  
03/02/18

**BIDDING/CONSTRUCTION**

- 09/01/17 Bid Early Packages (1 months)
- 10/09/17 Construction starts on Early Package work
- 03/05/18 Bidding Main Package (2 months)
- 04/30/18 GMP; Commence Construction on Main Package
- 05/01/20 Substantial Completion of Building Construction
- 05/02/20 Punchlist (1 month)
- 06/15/20 Furniture/Equipment delivery & installation; Technology install (2 month)
- 08/15/20 Clean/Building Flush-out (1 week)
- 08/22/20 New School Opens to Staff
- **09/01/20 New School Opens to Students**

**Pickering Middle School - Lynn, MA**

**March 31, 2016**

**Total Project Budget Status Report**

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
<b>FEASIBILITY STUDY AGREEMENT</b>									
0001-0000	OPM Feasibility Study/Schematic Design	\$ 225,000		\$ 225,000	\$ 225,000	100%	\$ 33,975	15%	\$ 191,025
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000		\$ 450,000	\$ -	0%	\$ -	0%	\$ 450,000
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0004-0000	Other	\$ 75,000		\$ 75,000	\$ 490	0%	\$ -	0%	\$ 75,000
	<b>FEASIBILITY STUDY AGREEMENT SUB-TOTAL</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 225,490</b>		<b>\$ 33,975</b>	<b>5%</b>	<b>\$ 716,025</b>
	<b>TOTAL PROJECT BUDGET</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 225,490</b>	<b>30%</b>	<b>\$ 33,975</b>	<b>5%</b>	<b>\$ 716,025</b>

*(sum of all sub-totals above)*

FUNDING SOURCES	
State Share	\$ 600,000
Local Share	\$ 168,975
<b>SUB-TOTAL</b>	<b>\$ 768,975</b>

Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
\$ 750,000	\$ -	\$ -	80.00%	\$ 600,000

CONSTRUCTION COST ESTIMATES	
Date	

Amount	SF	Cost Per SF