

B.M.C. DURFEE HIGH SCHOOL – Fall River, MA

SCHOOL BUILDING COMMITTEE MEETING NO. 2

Thursday, October 20, 2016

Durfee High School Main Conference Room

4:30 PM

Agenda

1. Approval of September 29, 2016 Meeting Minutes
2. Request for Designer Services (RFS)
 - Status of RFS Process
3. MSBA Designer Selection Panel (DSP)
 - Designation of the Three Local Representatives for the MSBA DSP/Vote Required
 - Distribution of Proposals, References and Evaluation Matrix to MSBA DSP by November 3, 2016; Plan for Distribution to Sub-Committee
 - Schedule Designer Selection Sub-Committee Meeting in Advance of DSP on November 22, 2016
4. Schedule Update
 - Review Schedule
5. Budget Update
 - Review Project Budget
6. Other Business/Discussions
7. Next Meetings

○ Local DSP Representatives Meeting	November 17, 2016	3:30 PM	Proposed
○ School Building Committee Meeting	November 17, 2016	4:30 PM	Proposed
○ MSBA DSP Meeting	November 22, 2016	8:30 AM	Confirmed

BMS Durfee High School – Fall River, MA	MEETING MINUTES
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SCHOOL BUILDING COMMITTEE KICK-OFF MEETING NO. 1	September 29, 2016
Location:	Spencer Borden School, Community Room
Time:	4:00 PM

Attendees:

Name	Assoc.	Present
Jasiel F. Correia II	Mayor, City of Fall River	N
Cathy Ann Viveiros	City of Fall River, City Administrator	N
Rhonda Pinnell	City of Fall River, Purchasing Agent	N
Tim McCoy	City of Fall River, Purchasing Agent FRHA	Y
Chris Gallagher	City of Fall River, Director of Building and Grounds	Y
Carole Fiola	Mass. State Rep.	N (by proxy)
Matt Malone	Fall River School Dept, Superintendent of Schools	N
Ken Pacheco	Fall River School Dept., Co Chair, Chief of Operations FRPS	Y
Joseph Camara	City Councilor and Co Chair	Y
Mark Costa	Fall River School Dept. School Committee, Vice Chair	N
Ed Costar	Fall River School Dept., School Committee	Y
Maria Pontes	Fall River School Dept., Durfee High Principal	Y
Melissa Fogarty	Fall River School Dept., Operations Durfee High	Y
Michael Costa	Fall River School Dept., Teacher at Durfee High	Y
Gary Bigelow	Fall River School Dept., Teacher at Durfee High	Y
Nick Christ	Baycoast Bank, CEO Baycoast Bank	N
Michael Keane	Civitech Architects, Owner	N
Brantley Hunsinger	B-Tech Construction, Owner	Y
Jim Rogers	LeftField, Owner	N
Lynn Stapleton	LeftField, Project Executive	Y
Adam Keane	LeftField, Project Manager	Y
Paul Gransaul	LeftField, Project Manager	Y

A Kick-Off Meeting was held at The Spencer Borden School in the Community Room. A quorum of the School Building Committee was present. K. Pacheco, SBC Co-Chair called the meeting to order at 4:14 PM. The following was noted:

I. Introduction of Attendees and Background of OPM

1. Lynn Stapleton will be the Project Executive. She noted that she has been working in the industry for 35 years both as an architect and strictly as an OPM for the past 12 years. She previously worked in one of the largest school districts, Charlotte-Mecklenburg Schools. She has worked on as many K-12 projects as any other OPM working for MSBA. She has worked on school projects ranging from small accelerated repair projects to a \$276M school.

2. Adam Keane will be the Project Manager. He has been in the industry for twenty years working on both the construction side and as an OPM. Adam will be the primary contact for the Fall River School Dept.
3. Paul Gransauil will be the assistant Project Manager. He has been in the industry for more than forty years primarily in a construction management role.

II. Communications Protocol

1. The Sign-in sheet is attached and has the contact information of those in attendance, along with the remaining SBC members.
2. As a general rule, all members of the SBC will be copied on communications between the various Team members, i.e. the designer, LeftField and SBC.
3. L. Stapleton stated that a web site needs to be established where large files and all essential communications (i.e. Public Meetings postings) can be uploaded. It was agreed that the site should be linked to both the City and School Dept. web pages. K. Pacheco will review the status with the IT group.

III. RFS Designer Services Process

1. The RFS was submitted to MSBA for their review. This is a ten day review process that began on 9/21/16.
2. An advertisement requesting Designer Proposals must be submitted to the Central Register by 10/6 to appear on 10/12. The advertisement will also be sent to the Herald News and COMMBUYS.

MOTION: T. McCoy moved, seconded by B. Hunsinger, that the School Building Committee vote to distribute the advertisement to the Central Register, the Herald News and COMMBUYS.

The Durfee School Building Committee voted to distribute the advertisement to the Central Register, the Herald News and COMMBUYS. For: 10 – Opposed: 0 – Abstained: 0

3. A Designer Proposal Briefing will be held on-site at the Durfee High School on 10/18 at either 3:00 or 3:30 PM. Attendees from the SBC to be confirmed.
4. Designer Selection Committee:
L. Stapleton noted that the SBC will be required to form several Sub-committees as the process unfolds. The first is selection of members to serve on the Designer Selection Committee (DSC). The following members volunteered for the sub-committee: Ken Pacheco, Mellissa Fogarty, Brantley Hunsinger, Chris Gallagher, Tim McCoy and Gary Bigelow.

MOTION: Joe Camara moved and Ed Costar seconded, that the School Building Committee vote to appoint Ken Pacheco, Melissa Fogarty, Brantley Hunsinger, Chris Gallagher, Tim McCoy and Gary Bigelow to the Designer Selection Committee.

The Durfee School Building Committee voted to appoint Ken Pacheco, Melissa Fogarty, Brantley Hunsinger, Chris Gallagher, Tim McCoy and Gary Bigelow to the Designer Selection Committee. For: 10 – Opposed: 0 – Abstained: 0

5. Designer Selection Panel (DSP)

L. Stapleton noted that the SBC will need to designate three Local Representatives to sit on the DSP which will ultimately decide on the selection of the Project’s designer. It was further noted that a vote would be required to ratify the designation.

K. Pacheco requested the deferral of a vote to appoint the members to the Designer Selection Panel until the next SBC meeting as not all SBC voting members were currently present. This request was unanimously agreed.

IV. Preliminary Design Program Process & Next Steps

6. It was noted that the Preliminary Design program (PDP) would be developed by the SBC with major input from the School District, i.e. the Superintendent, Principal, senior staff and administrators, the Designer and the Designer’s Educational Consultant. An Educational Sub-committee will be formed to serve this function.

7. The formation of one additional Sub-committee was discussed, which is the Site Selection Sub-committee.

8. The Project Schedule prepared by LeftField was distributed. Target milestones dates for the Designer Selection Process was also distributed and reviewed.

9. L. Stapleton noted that the duration for the Schematic Design process is currently scheduled at approximately twelve months.

10. It was noted that the frequency of the full SBC meetings should be at least monthly with various Sub-committees meeting more frequently.

11. The next SBC meeting is scheduled for Thursday, 20th of October at 4:30 PM to be held at Durfee High School.

V. Funding & Budget

12. It was noted that based on a student population of 2,600 students with the per student square footage allocated by MSBA, for 2018 the construction cost would likely range from \$180 million to \$200 million. It was also noted that in addition to the construction cost or “Hard Costs”, there would be “Soft Costs”. Examples of Soft Costs were defined as Designer fees, OPM fees, Third

party testing fees, Furniture, Fixtures and Equipment, etc. The budget for Soft Costs can be anticipated to be approximately 25% of construction costs.

13. Discussion on the amount of the Total Project Costs (the sum of Hard and Soft Costs) that would be funded by MSBA and by the City of Fall River, respectively, ensued. The “80/20” split that the City can expect only applies to “eligible costs”. Examples of “ineligible costs” would be a new swimming pool, an auditorium larger than a prescribed size, sitework costs beyond a prescribed allowance, i.e. replacement of athletic fields could push this portion of the costs beyond the eligible costs. It was noted that a more realistic split of the Total Project Costs would be in the 65/35 to 60/40 range.
14. The possibility of a Debt Exclusion vote was discussed as a means to fund all or part of the City’s portion of the Project costs. It was noted that this vote could be scheduled as a separate event and not associated with any Federal, State or Local elections.

VI. Next Meetings

15. The next meeting of the full SBC is scheduled for 20 October 2016 at 4:30 PM at Durfee High School, Room location to be determined.

VII. Adjournment

16. The following motion and vote were made:

MOTION: Ed Costar moved and Tim McCoy seconded, that the School Building Committee vote to adjourn the meeting at 5:22 PM.

The Durfee School Building Committee voted unanimously to adjourn the meeting at 5:22 PM. For: 10 – Opposed: 0 – Abstained: 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,
Paul Gransaul
LeftField Project Management, Inc.

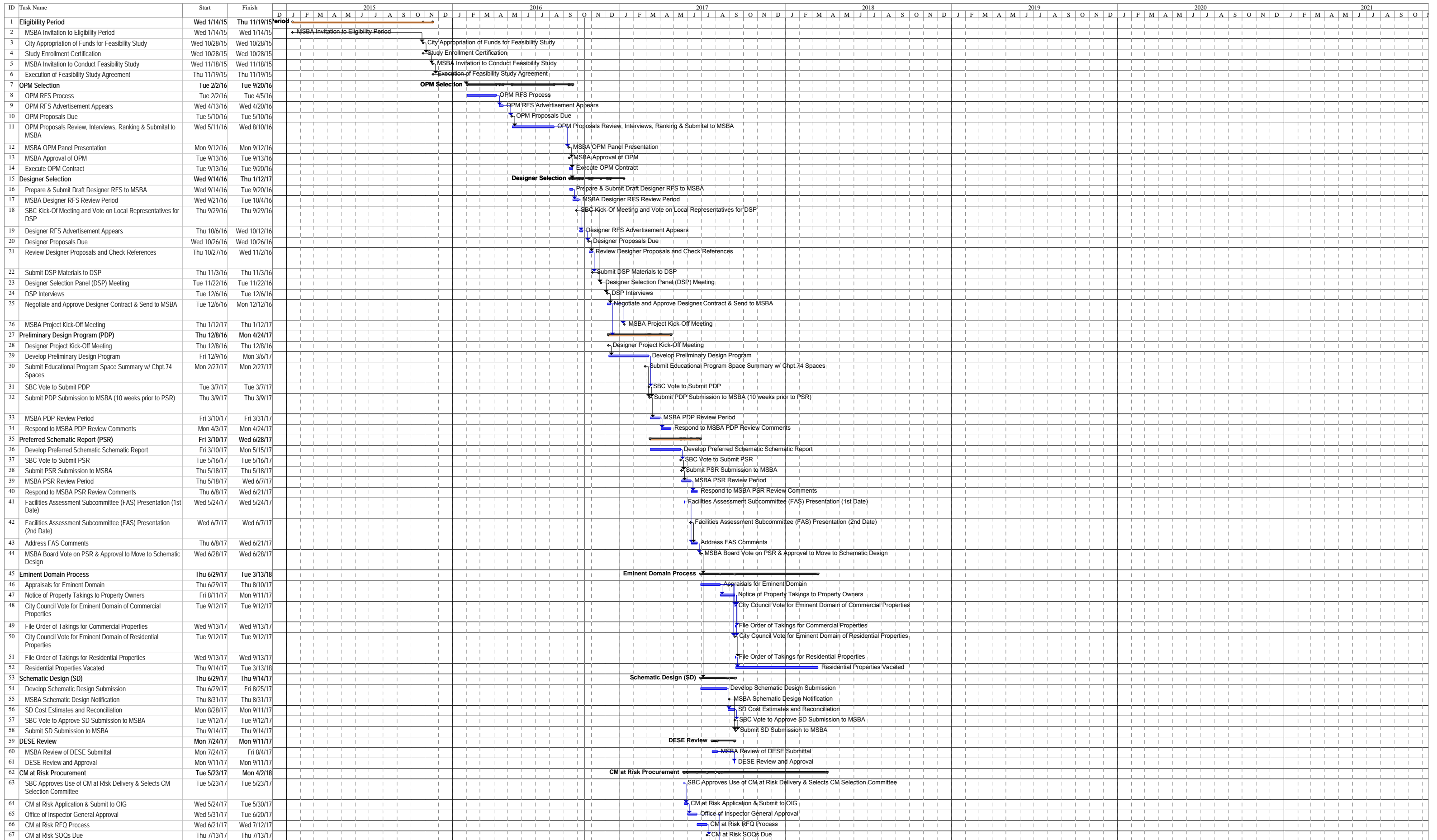
B.M.C. DURFEE HIGH SCHOOL – Fall River, MA

DESIGNER SELECTION SCHEDULE

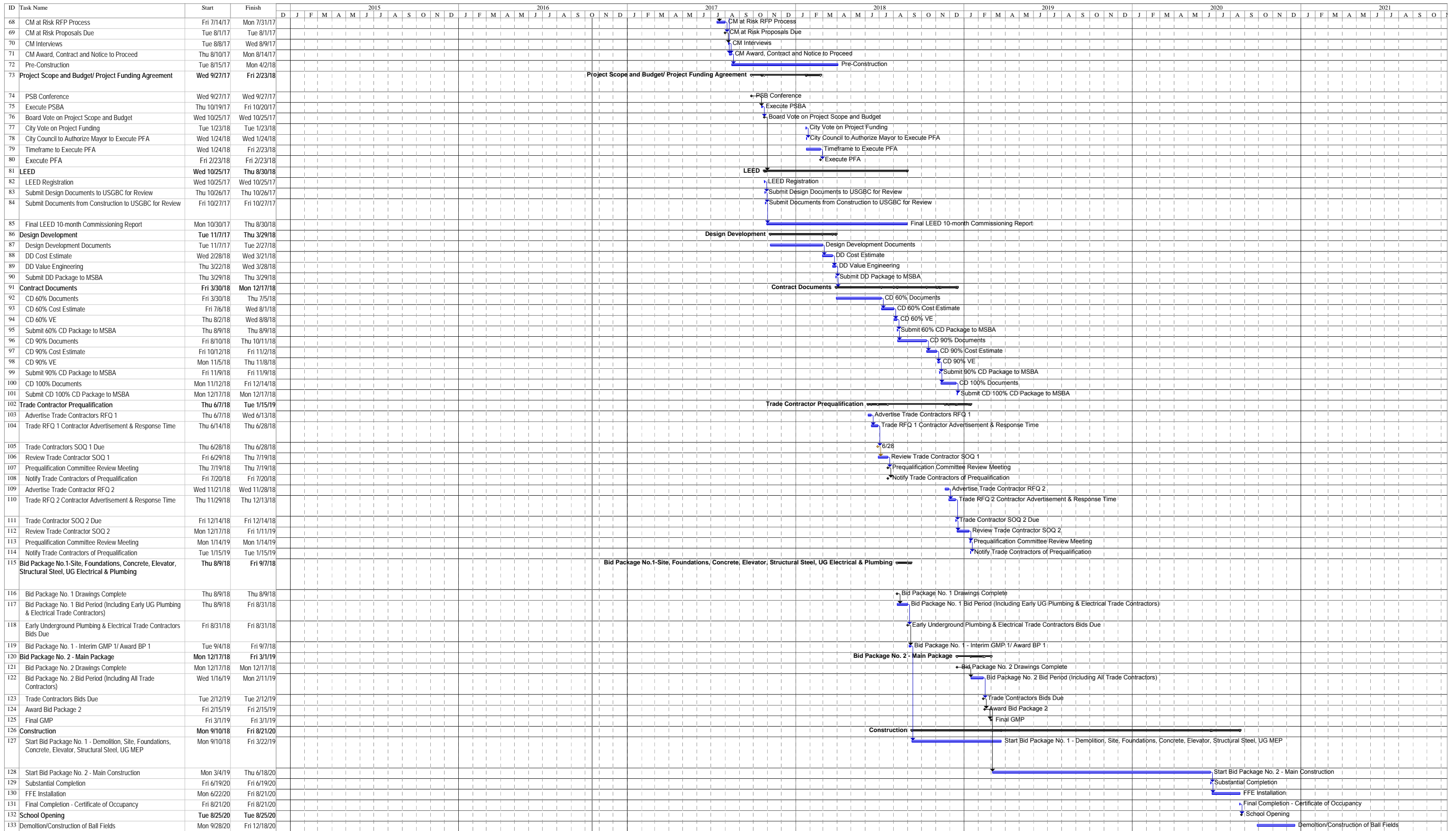
October 20, 2016

	<u>Schedule Date</u>
OPM Contract Executed/Submit to MSBA	Sept 20, 2016
Submit Designer RFS to City	Sept 20, 2016
City Review Complete By	Oct 5, 2016
Pickering Building Committee Kick-Off Meeting (Select Designer Selection Committee & DSP Reps)	Sept 29, 2016
Designer RFS to MSBA for Review (10 Day Review)	Sept 21, 2016
Submit Advertisement to Central Register	Oct 6, 2016
Submit Ad to Local Newspaper (To Appear 10/12)	Oct 6, 2016
Advertisement Appears in Central Register	Oct 12, 2016
Designer Proposal Briefing	Oct 18, 2016
Designer Proposals Due	Oct 26, 2013
Distribute Proposals to Selection Committee	Oct 27, 2013
Complete Reference Checks	Oct 30, 2016
Submit Proposals/Reference Check Packets to MSBA	Nov 3, 2016
MSBA to Submit to DSP	Nov 4, 2016
Meeting with Local DSP Reps to Review Process	Nov 17, 2016
MSBA DSP Meeting	Nov 22, 2016
MSBA Interviews (if Requested)	Dec 6, 2016
Designer Scope Meeting/PDP Start	Dec 8, 2016

**FALL RIVER - BMC DURFEE HIGH SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase: September 30, 2016**



FALL RIVER - BMC DURFEE HIGH SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase: September 30, 2016



Legend: Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, Baseline, Slippage

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	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 280,000	\$ 70,000	\$ 350,000	\$ 350,000	100%	\$ 32,812	9%	\$ 317,188	*FSA 1
0002-0000	A&E Feasibility Study/Schematic Design	\$ 570,000	\$ (20,000)	\$ 550,000	\$ -	0%	\$ -	0%	\$ 550,000	*FSA 1
0003-0000	Environmental & Site	\$ 120,000	\$ (50,000)	\$ 70,000	\$ -	0%	\$ -	0%	\$ 70,000	*FSA 1
0004-0000	Other	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000	
	SUB-TOTAL	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 350,000	35%	\$ 32,812	3%	\$ 967,188	
ADMINISTRATION										
0101-0000	Legal Fees	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
	Owner's Project Manager	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0400	Design Development	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0600	Bidding	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0800	Closeout	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0102-0900	Extra Services	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-1000	Reimbursable Services	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0201-1100	Cost Estimates	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0103-0000	Advertising & Printing	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0104-0000	Permitting	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0105-0000	Owner's Insurance	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0199-0000	Other Administrative Costs	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
A&E										
	A/E Basic Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-0400	Design Development	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-0600	Bidding	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-0800	Closeout	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0201-9900	Other Basic Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	Extra/Reimbursable Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0203-9900	Other Reimbursables	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0204-0200	HazMat (incl. monitoring)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0204-0300	Geotechnical/Geo-Environmental	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0204-0400	Site Survey & Site Requirements	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0204-0500	Wetlands	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0204-1200	Traffic Studies	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
SITE ACQUISITION										
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	

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	Comments
PRE CONSTRUCTION COSTS										
0501-0000	CMR Pre-Con Services	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
CONSTRUCTION COSTS										
0502-0001	Construction Budget	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0508-0000	Change Orders	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
ALTERNATES										
0506-0000				\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	#REF!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
OTHER PROJECT COSTS										
0507-0000	Construction Contingency	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	Miscellaneous Project Costs	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0601-0000	Utility Company Fees	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0602-0000	Testing Services	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0699-0000	Other Project Costs	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	Furnishings and Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0701-0000	Furnishings	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0702-0000	Equipment	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0703-0000	Technology Equipment	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0801-0000	Owner's Contingency	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
TOTAL PROJECT BUDGET		\$ 1,000,000	\$ -	\$ 1,000,000	\$ 350,000	35%	\$ 32,812	3%	\$ 967,188	
FUNDING SOURCES										
	Max w/ Conting.	\$ 795,800		\$ 795,800						
	Maximum State Share	\$ 795,800		\$ 795,800						
	Local Share *	\$ 204,200		\$ 204,200						
	SUB-TOTAL	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	79.58%		
CONSTR. COST ESTIMATES										
	Date	Estimator	Amount	SF	Cost Per SF					
	Designer FS Cost Estimate				#DIV/0!					
	Designer SD Cost Estimate				#DIV/0!					
	CM SD Cost Estimate				#DIV/0!					

Feasibility Study Agreement Budget Transfers:

FSA BRR 01

7/7/2016

Transfer \$50,000 from Environmental & Site to OPM Feasibility Study/Schematic Design; transfer \$20,000 from A/E Feasibility Study/Schematic Design to OPM Feasibility Study/Schematic Design. **Circulating for City Signatures**

Project Funding Agreement Budget Transfers: