

BMS Durfee High School – Fall River, MA	MEETING MINUTES
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SCHOOL BUILDING COMMITTEE MEETING NO. 4	December 8, 2016
Location:	Durfee High School Library
Time:	4:30 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	N
Chris Gallagher	City of Fall River, Director of Building and Grounds	Y
Carole Fiola	Mass. State Rep.	Y
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	N
Mark Costa	Fall River School Dept. School Committee, Vice Chair	N
Ed Costar	Fall River School Dept., School Committee	N
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	Y
Brantley Hunsinger	B-Tech Construction, Owner	N
Lauren Correa	Student	Y
Catarina Pereira	Student	Y
Jensen Riley	Student	N
Jim Rogers	LeftField, Owner	Y
Lynn Stapleton	LeftField, Project Executive	Y
Adam Keane	LeftField, Project Manager	Y
Paul Gransauil	LeftField, Project Manager	Y

The School Building Committee Co-Chair, K. Pacheco, called the meeting to order at 4:38 PM.

I. Approval of Meeting Minutes

Approval of November 16, 2016 Meeting Minutes

1. The following motion and vote were made:

MOTION: M. Costa moved, seconded by G. Bigelow, that the Durfee School Building Committee approve the November 16, 2016 SBC Meeting Minutes.

Discussion: None.

The Durfee School Building Committee voted to approve the November 16, 2016 SBC Meeting Minutes.

For: 8 – Oppose: 0 – Abstained: 0

II. Designer Selection Process

Status Update

1. The Designer Selection Panel met on 11/22/16 and shortlisted the following firms for interview: Mount Vernon Group, Ai3, Perkins + Will and Finegold Alexander. The interviews will take place at MSBA's Office beginning at 8:35am on 12/20/16. A list of questions for the Designers has been forwarded to all DSP members. K. Pacheco, C. Gallagher and M. Pontes will attend as Local Representatives.

III. Preliminary Design Program (PDP) Process & Next Steps

Overview PDP Requirements and Schedule Breakout of PDP Timeline

2. Due to the extended Designer interview date, the Designer Kick-off Meeting will be rescheduled to 1/12/16. This change will have a domino effect on the PDP Submission date as well.

IV. Schedule Update

Review Overall Project Schedule

3. The Overall Project Schedule was distributed with the meeting minutes with the following noted. As previously noted, the Designer Kick-off Meeting has been scheduled for the January SBC meeting on 1/12/17 at 4:30 pm. There will also be a MSBA Kickoff Meeting around 1/20/17. MSBA will confirm the date.
4. The Educational Program Subcommittee will tentatively meet on 1/19/17. This date will be confirmed at the 1/12/17 SBC Meeting once the Designer is on board.
5. The Site Selection Subcommittee will tentatively meet on 1/24/17. This date will also be confirmed at the 1/12/17 SBC Meeting.
6. The target date for the PDP Submission to MSBA is now April 20, 2016.

V. Project Funding & Project Budget Update

Review of Total Project Budget

7. The Total Project Budget Status Report was distributed with the meeting minutes. The percentage of the Feasibility Study Budget expended to date is 9%.

Review of Probable Project Costs and probable Eligible/Ineligible Costs

8. L. Stapleton reviewed examples of Probable Project Costs and Probable Eligible/Ineligible Costs. It was noted that with construction costs at \$450/sqft the total project costs may range between \$259m and \$287m depending on the square footage of Chapter 74 programs.

VI. Other Business/Discussion

9. M. Pontes noted that members of the Educational Program Subcommittee will attempt to visit schools designed by the four short-listed firms prior to the interviews on 12/20. It was noted that Perkins + Will and Finegold Alexander did not have any high schools for the Subcommittee to visit.
10. M. Keane reminded the Committee of previous discussions to form a Marketing Subcommittee. This led to further discussions regarding the formation of a Social Media Subcommittee. It was discussed that the student members of the SBC could be of assistance in setting up a Facebook account, website, etc. It was agreed to continue these discussions at the next SBC.

VII. Next Meetings

11. The next meeting of the full SBC is scheduled for January 12, 2017 at 4:30 PM in the Durfee High School Library. There will be meetings of the Educational Program and Site Selection Subcommittees as noted above.

VIII. Adjournment

12. The following motion and vote were made:

MOTION: M. Fogarty moved and M. Pontes seconded, that the School Building Committee vote to adjourn the meeting at 5:26 PM.

**The Durfee School Building Committee voted unanimously to adjourn the meeting at 5:26 PM.
For: 8 – 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 LLC

SECTION 1 - INTRODUCTION

- Executive Summary of PDP Submission (LF)
- Statement of Interest Narrative (LF)
- Invitation to Feasibility Study Narrative (LF)
- Design Enrollment (LF)
- Capital Budget Statement (City)
 - City Debt Limit Statement
- Project Directory (LF)
- Preliminary Project Schedule and Narrative (LF)
- Summary of Existing Conditions (Architect)
- Summary of Alternative Options (Architect)
- Local Approval Process (LF)

SECTION 2 – EDUCATIONAL PROGRAM

- District Educational Plan (Required for School/District do these write-ups)
 - Background and Vision
 - Grade and School Configuration
 - Class Size Policies
 - School Scheduling Methods
 - Teaching Methodology and Structure
 - Teacher Planning and Room Assignment Policies
 - Lunch Program
 - Technology Instruction Policies & Requirements
 - Media Center/Library
 - Visual Arts Programs
 - Music/Performing Arts Programs
 - Physical Education Programs
 - Special Educational Programs
 - Vocational & Technology Programs (Chapter 74 and Non-Chapter 74 Spaces)
 - Sample Student Schedule
 - Transportation
 - Functional & Spatial Relationships
 - Security & Visual Access
 - Educational Program Conclusion
- District High Capacity Analysis (District)

Section 3 – INITIAL SPACE SUMMARY

- Existing School Floor Plans (Architect)
 - Overall Square Footage Analysis – Existing, Needs and MSBA Guidelines
- Initial Educational Space Summaries of Each Option (Architect)
 - Variations between Educational Program and MSBA Guidelines

- Core Academics
- Special Education
- Art & Music
- Vocations & Technology
- Health & Physical Education
- Dining & Food Service
- Medical
- Administration & Guidance

Space Summary Spreadsheet (Signed by Architect) (Architect)

Section 4 – EXISTING CONDITONS EVALUATION

Overview (Architect)

Legal Title to Property (City)

Availability for Development (City)

Development Restrictions (City)

Historic Registrations (City)

Building Code Evaluation (Architect)

Accessibility Guidelines Evaluation (Architect)

Evaluation of Existing Conditions (Architect & Consultants)

- Building Envelope Existing Conditions
- Structural Existing Conditions
- MEP/FP Existing Conditions
- Hazardous Materials Assessment
 - BMC Durfee HS AHERA Report (District)
 - HAZMAT Report (May not need if renovations to existing are not done.)
- Civil/Site Assessment
- Soils and Geotechnical Considerations
- Ecological Permitting Assessment
- Environmental Site Assessment

Section 5 – SITE DEVELOPMENT REQUIREMENTS

Site Development Overview (Architect)

- Neighborhood Impacts
- Traffic Considerations
- Article 97 Parkland Replacement Requirements (if required)
- Eminent Domain Takings (if required)

Potential Sites (Architect)

- Site Plans with Building/Site Layout
- Preliminary Phasing Diagram/Analysis (if required)
- Geotechnical/Geo-environmental Considerations
- Ecological Permitting Assessment

Civil/Site Assessment
 Zoning Summary
 Civil – Water, Sanitary Sewer, Site Drainage
 Permitting – Wetlands, EPA NPDES Program, MEPA, Mass DOT, Etc.
Traffic Assessment

Section 6 – PRELIMINARY EVALUATION OF ALTERNATIVES

Available Space in other Schools (District)
Tuition Agreements with Adjacent Districts (District)
Rental or Acquisitions of Other Existing Buildings (District)
Renovations and/or Additions Option Plans (Architect)
 Site Plans with Building Building/Site Layout
 Preliminary Phasing Diagrams/Analysis
New Construction Option Plans (Architect)
 Site Plans with Building Building/Site Layout
 Preliminary Phasing Diagrams/Analysis
Proposed Preliminary Options Cost Estimates (Architect)
Options Recommended for Further Development in Preferred Schematic Report (Architect)

Section 7 – LOCAL ACTIONAL APPROVAL

Local Actions and Approvals Certifications (LF)

Section 8 – APPENDIX

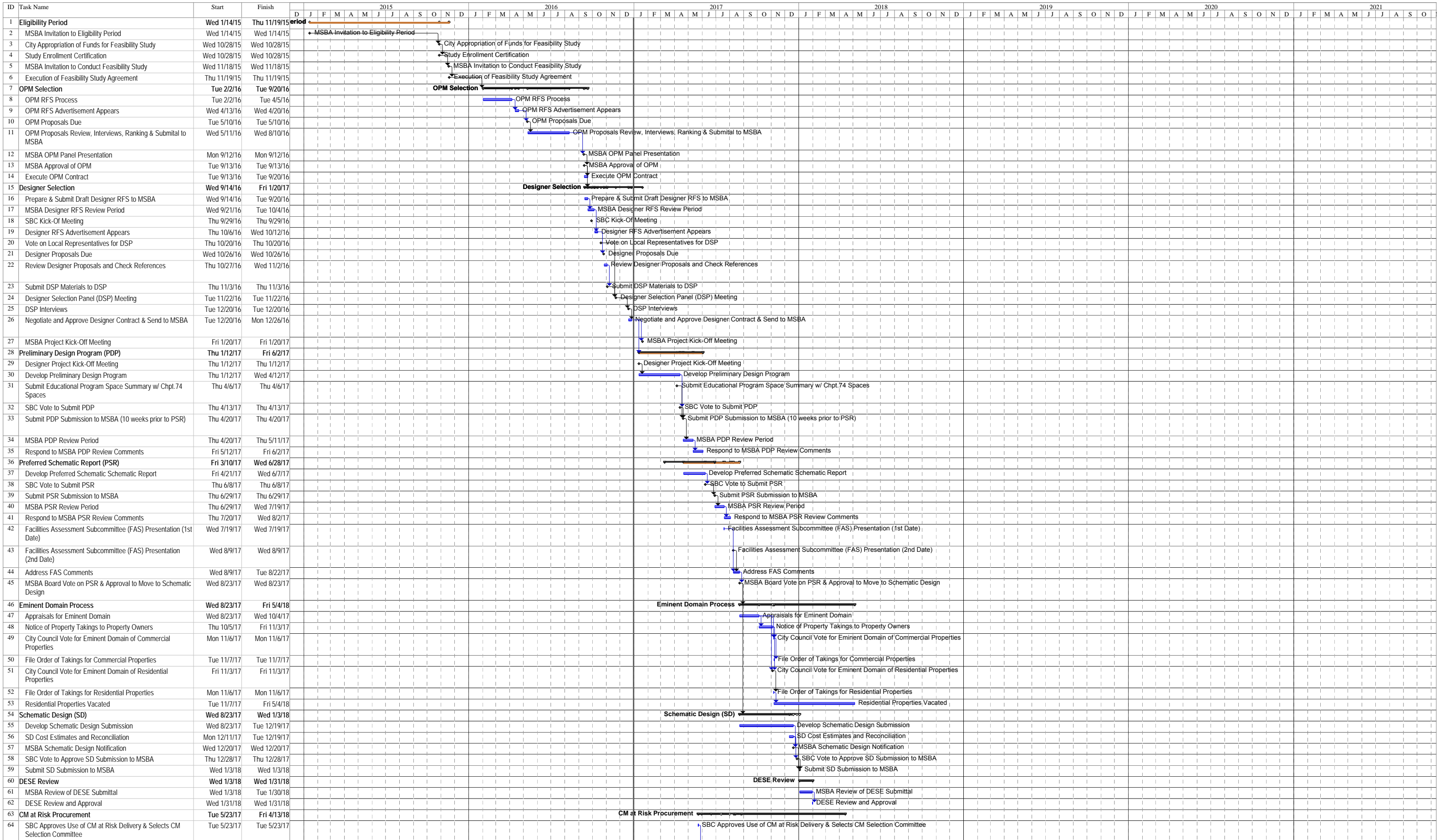
Educational Programming Information (Educational Consultant)
Meeting Minutes (LF)
 SBC Meetings
 Public Forums
Historical Designation Letter (City)
Medical Emergency Response Plan (District)
Security Programming (Architect)
Prior Building Assessment Reports (City)
Statement of Interest (City)
MSBA Invitation to Conduct Feasibility Study (City)
Design Enrollment Certification (City)
Debt Service Analysis – Multiple Project Costs (City)
MSBA OPM Approval Letter (City)
MSBA Designer Approval letter (City)
Feasibility Study Checklist (LF)
Property Deed (City)
Article 97 Parkland Replacement Legal Confirmation (if required) (City)
Eminent Domain Procedures (if required) (City)
Capital Budget Statement (City/District)

BMC DURFEE HIGH SCHOOL – Fall River, MA

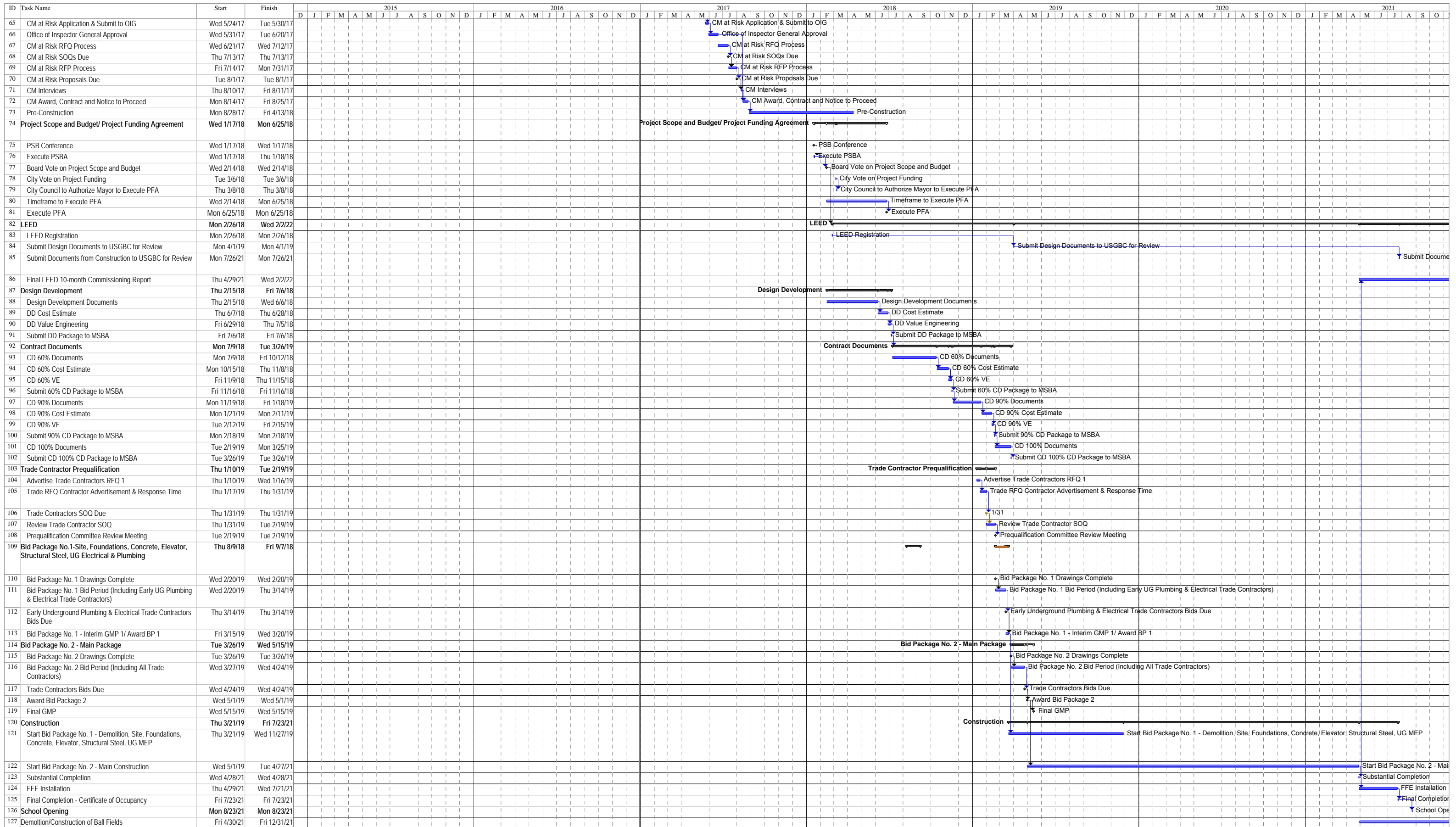
PRELIMINARY DESIGN PROGRAM SCHEDULE OVERVIEW

PRELIMINARY DESIGN PROGRAM

- 01/12/17 Designer Kickoff Meeting; Preliminary Design Program Commences
- 01/12/17 SBC Meeting
- 01/19/17 Educational Visioning Session #1 (Education Program Subcommittee)
- 01/20/17 MSBA Project Kick-Off Meeting
- 01/24/17 Site Selection Meeting #1 (Site Selection Subcommittee)
- 02/02/17 Educational Visioning Session #2 (Education Program Subcommittee)
- 02/09/17 SBC Meeting
- 02/14/17 Site Selection Sub-Committee Meeting #2 (Site Selection Subcommittee)
- 02/23/17 Educational Program Meeting #3 (Education Program Subcommittee)
- 02/28/17 Site Selection Sub-Committee Meeting #3 (Site Selection Subcommittee)
- 03/09/17 Educational Program Meeting #4 (Education Program Subcommittee)
- 03/09/17 SBC Meeting
- 03/14/17 Site Selection Sub-Committee Meeting #4 (Site Selection Subcommittee)
- 03/15/17 Public Forum #1 (Site Options/Educational Program)
- 03/16/17 Educational Program Meeting #5 (Education Program Subcommittee)
(Geographical Demographics, Security Concerns)
- 03/21/17 Site Selection Sub-Committee Meeting #5 (Site Selection Subcommittee)
(Traffic Impact, Permitting Requirements, Geotechnical/Geo-environmental Concerns)
- 04/06/17 Submit Chapter 74 Educational Program Summary to DESE
- 04/11/17 Finance Meeting with City (Confirm Funding Capacity)
- 04/13/17 SBC Meeting
- **04/20/17 Submit Preliminary Design Program to MSBA**
- 05/11/17 Receive MSBA PDP Comments
- 06/02/17 Respond to MSBA PDP Comment



**FALL RIVER - BMC DURFEE HIGH SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase: December 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	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 280,000	\$ 70,000	\$ 350,000	\$ 350,000	100%	\$ 109,375	31%	\$ 240,625	*FSA 1
0002-0000	A&E Feasibility Study/Schematic Design	\$ 570,000	\$ 80,000	\$ 650,000	\$ -	0%	\$ -	0%	\$ 650,000	*FSA 1, 2
0003-0000	Environmental & Site	\$ 120,000	\$ (120,000)	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	*FSA 1, 2
0004-0000	Other	\$ 30,000	\$ (30,000)	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	*FSA 2
	SUB-TOTAL	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 350,000	35%	\$ 109,375	11%	\$ 890,625	
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%	\$ 109,375	11%	\$ 890,625	
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. APPROVED by MSBA 11/8/16
FSA BRR 02	1/3/2017	Transfer \$70,000 from Environmental & Site and transfer \$30,000 from Other to to A/E Feasibility Study/Schematic Design. Circulated for Signatures

Project Funding Agreement Budget Transfers: