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

SCHOOL BUILDING COMMITTEE MEETING NO. 7

Thursday, March 9, 2017

Durfee High School - Library

4:30 PM

Agenda

1. Administrative Actions
 - Approval of January 12, 2017 Meeting Minutes
 - Approval of the February 15, 2017 Meeting Minutes
 - Establish and Vote for a Finance Subcommittee (Include City Finance Officials, Community Finance Leaders)

2. Preliminary Design Program (PDP)
 - Educational Programming
 - Update on Educational Visioning Session – February 28 and Educational Programming Meeting - March 2, 2017
 - Review of Space Summary Planning for HS and Chapter 74 Programming
 - Vote to Submit Chapter 74 Programming Submission to MSBA with PDP
 - Site Selection
 - Update on Sites Under Consideration
 - Discuss Criteria for Site Selection Matrix
 - Review Status of Upcoming PDP Requirements Needed
 - Property Deeds, Historical Designations/Registrations for All Sites Considered, Development Restrictions at All Sites Considered
 - Enrollment Data, Sample School Schedule, Scheduling Method, Course Offerings
 - Capital Budget Statement from City and District Budget Statement from School Administration
 - Community Engagement
 - Schedule Date for 1st Public Forum
 - Website Update
 - Update from ThreeC Strategy – Project Logo and Slogan

3. Schedule Update
 - Review Overall Project Schedule
 - Important Upcoming Milestone Dates

4. Budget Update
 - Review Total Project Budget

5. Other Business/Discussions

6. Next SBC Meeting
 - SBC Meeting April 13, 2017 4:30 PM (2nd Thursday of Month)

| | |
|--|------------------------|
| BMS Durfee High School – Fall River, MA | MEETING MINUTES |
|--|------------------------|

| | |
|--|----------------------------|
| SCHOOL BUILDING COMMITTEE MEETING NO. 6 | February 15, 2017 |
| 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. | N |
| 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 | Y |
| 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 | N |
| Nick Christ | Baycoast Bank, CEO Baycoast Bank | Y |
| Michael Keane | Civitech Architects, Owner | N |
| Brantley Hunsinger | B-Tech Construction, Owner | N |
| Lauren Correa | Student | N |
| Catarina Pereira | Student | N |
| Jensen Riley | Student | N |
| Tammy Moutinho | Buildings & Grounds Clerk | Y |
| Sally Cameron | ThreeC Strategy | Y |
| | | |
| Scott Dunlap | Ai3, Project Architect | N |
| Troy Randall | Ai3, Project Architect | Y |
| | | |
| Jim Rogers | LeftField, Owner | Y |
| Lynn Stapleton | LeftField, Project Executive | Y |
| Adam Keane | LeftField, Project Manager | Y |
| Paul Gransaul | LeftField, Project Manager | Y |

- Voting Members indicated in **bold**

The School Building Committee Co-Chair, K. Pacheco, called the meeting to order at 4:48 PM. There was not a quorum of the voting members of the School Building Committee.

I. Approval of Meeting Minutes

1. Approval of the Minutes of SBC Meeting #5 will be postponed until SBC Meeting #7 and where they will be voted along with the Minutes of this SBC Meeting #6.

II. Community Engagement Consultant

Introduction

2. A. Keane introduced Sally Cameron of ThreeC Strategy who will be assisting the SBC with their project communications to Fall River residents. S. Cameron noted she will work with the SBC to develop “Outreach” strategies such as a Project Website, social media webpages and accounts, traditional media communications, op-eds and other talking points for distribution. She will also collaborate on a Project logo and a slogan.
3. A. Keane stated that in addition to the website for community outreach, a Project website is currently being established and would be active within two weeks for the posting of all meeting minutes, project status reports and other project-related documents.
4. A March 15, 2016 Public Forum is planned and will be open to the Public to review and discuss the current status of the project, the site selection process, the educational visioning meetings and to conduct tours of the school. M. Pontes is to confirm the use of the Auditorium and the proposed 6:30 PM start time.

III. Preliminary Design Program (PDP) Process

Educational Programming

5. T. Randall reviewed the first two Educational Visioning Sessions and noted they were very successful being attended by over fifty participants at each meeting with a good blend of faculty, staff and students. The first meeting identified the 21st century educational goals that were important to the group and the second meeting concentrated on focusing on these goals to assist in developing design priorities. The third Educational Visioning Session is scheduled for 2/28/17.
6. L. Stapleton noted that a draft of the Chapter 74 Programming Submission was circulated to the Educational Subcommittee members and that feedback is required by 2/17/17. A vote of approval to submit the Chapter 74 Programming Submission with the Preliminary Design Program Submission will be sought at the next SBC Meeting. A draft will be submitted to MSBA next week for review who will submit to DESE for review.

Site Selection

7. A. Keane noted that three sites had been considered to date and a fourth, the Anawan Mill site evaluation is ongoing. Of the three sites, the existing high school site was determined to be most

favorable. T. Randall reviewed the pros and cons of each site and also the Existing Conditions Evaluation at Durfee High School. He noted the major issues with the envelope, interior conditions, hazardous materials and ADA non-compliance. The next Site Selection Subcommittee Meeting is scheduled for 2/27/17.

PDP Requirements

8. C. Gallagher and A. Keane are to collaborate on assembling the property deeds, historical designations and development restrictions for each of the respective sites.
9. M. Pontes and A. Keane are to work on the enrollment data, sample school schedule, scheduling method and course offerings.
10. A. Keane was provided the Medical Emergency Response Protocol.
11. The Capital Budget Statement and the District Budget Statement forms need to be provided by the City CFO and the School Administration respectively.

IV. Schedule Update

Review Overall Project Schedule

12. The Overall Project Schedule was distributed with the meeting minutes.
13. The Education Program Subcommittee will meet on 2/28/17.
14. The Site Selection Subcommittee will meet on 2/27/17.
15. The date for submission to MSBA of the PDP is April 20, 2016.

V. Project Funding & Project Budget Update

Review of Total Project Budget

16. The Total Project Budget Status Report was distributed with the meeting minutes. The percentage of the Feasibility Study Budget expended to date is 19%.

VI. Other Business/Discussion

17. There was no other business discussed.

VII. Next Meetings

18. The next meeting of the full SBC is scheduled for March 9, 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

19. The following motion and vote were made:

MOTION: C. Gallagher moved, and M. Pontes seconded, that the Durfee School Building Committee vote to adjourn the meeting at 5:55 PM.

**The Durfee School Building Committee voted unanimously to adjourn the meeting at 5:55 PM.
For: 7 – 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

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 | \$ 50,500 | \$ 330,500 | \$ 330,500 | 100% | \$ 151,250 | 46% | \$ 179,250 | *FSA 1, 2 |
| 0002-0000 | A&E Feasibility Study/Schematic Design | \$ 570,000 | \$ 99,500 | \$ 669,500 | \$ 669,500 | 100% | \$ 118,156 | 18% | \$ 551,344 | *FSA 1, 2 |
| 0003-0000 | Environmental & Site | \$ 120,000 | \$ (120,000) | \$ - | \$ - | | \$ - | | \$ - | *FSA 1, 2 |
| 0004-0000 | Other | \$ 30,000 | \$ (30,000) | \$ - | \$ - | | \$ - | | \$ - | *FSA 2 |
| | SUB-TOTAL | \$ 1,000,000 | \$ - | \$ 1,000,000 | \$ 1,000,000 | 100% | \$ 269,406 | 27% | \$ 730,594 | |
| 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 | \$ - | \$ - | \$ - | \$ - | | \$ - | | \$ - | |
| 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 | \$ 1,000,000 | 100% | \$ 269,406 | 27% | \$ 730,594 | |
| FUNDING SOURCES | | | | | | | | | | |
| | | Max w/ Conting. | Max w/o Conting. | | | | | | | |
| | 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 | 2/3/2017 | Transfer \$70,000 from Environmental & Site, transfer \$30,000 from Other, and transfer \$19,500 from OPM Feasibility Study/Schematic Design to A/E Feasibility Study/Schematic Design to fulfill A/E Contract Requirements. Circulated for Signatures |

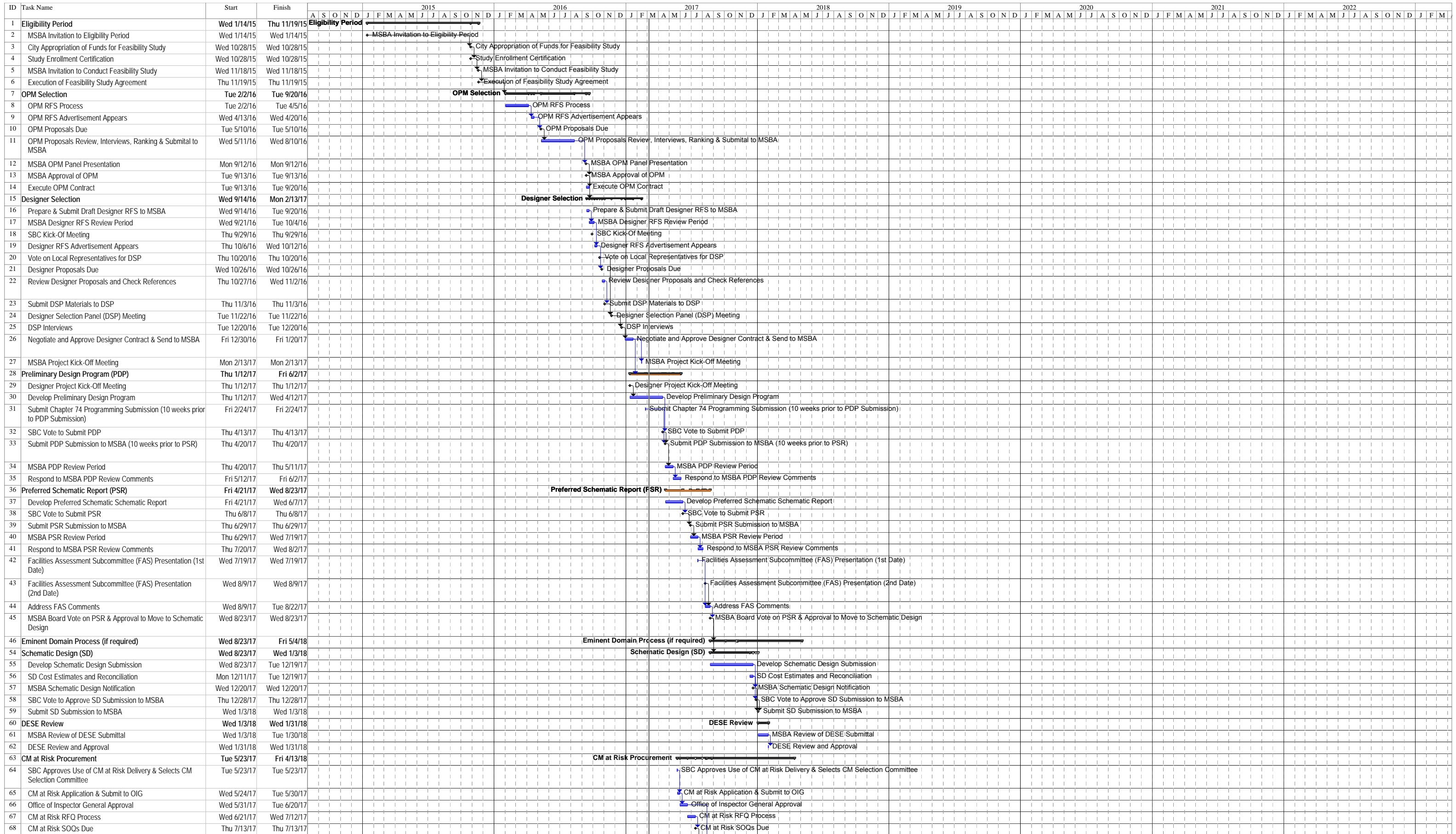
Project Funding Agreement Budget Transfers:

BMC DURFEE HIGH SCHOOL – Fall River, MA

PRELIMINARY DESIGN PROGRAM SCHEDULE OVERVIEW

- 01/04/17 Designer Building Walk-Through and Project Review
- 01/09/17 Designer and Consultants Walk-Through and Project Review
- 01/12/17 Designer and Consultants Walk-Through and Project Review
- 01/12/17 Designer Kickoff Meeting; Preliminary Design Program Commences
- 01/12/17 SBC Meeting #5
- 01/12/17 Administration Educational Visioning Prep Meeting
- 01/19/17 Educational Visioning Session #1 (Educational Program Subcommittee, District & School Staff)
- 01/19/17 Chapter 74 Programming Meeting (Educational Program Subcommittee & Staff)
- 01/24/17 Site Selection/Siting Meeting #1 (Site Selection Subcommittee)
- 01/30/17 Chapter 74 Programming Meeting (Educational Program Subcommittee & Staff)
- 01/31/17 Educational Visioning Session #2 (Educational Program Subcommittee, District & School Staff)
- 02/06/17 Chapter 74 Programming Meeting (Educational Program Subcommittee & Staff)
- 02/07/17 School Committee Meeting - Vote on Chapter 74 Programs
- 02/14/17 MSBA Project Kick-Off Meeting
- 02/15/17 SBC Meeting #6 (Approve Submission of Chapter 74 Programming Submission)
- 02/24/17 Submit Chapter 74 Programming Submission
- 02/27/17 Site Selection/Siting Meeting #3 (Site Selection Subcommittee)
- 02/28/17 Educational Visioning Session #3 (Educational Program Subcommittee, District & School Staff)
- 03/02/17 Educational Program Subcommittee Meeting #4 (Department Chairs)
- 03/06/17 Project Status Meeting with Mayor
- 03/09/17 SBC Meeting #7
- 03/14/17 Site Selection Impacts Meeting #4 (Site Selection Subcommittee)
(Traffic, Safety, Permitting Requirements, Geotechnical/Geo-environmental Concerns)
- 03/16/17 Educational Program Meeting #5 (Education Program Subcommittee, Staff)
- TBD Public Forum #1 (Site Options/Educational Program)
- 04/11/17 Finance Subcommittee Meeting with City
- 04/13/17 SBC Meeting #8 (Approve Submission of the PDP)
- **04/20/17 Submit Preliminary Design Program to MSBA**

**FALL RIVER - BMC DURFEE HIGH SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase: February 28, 2017**



**FALL RIVER - BMC DURFEE HIGH SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase: February 28, 2017**

