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

### **SCHOOL BUILDING COMMITTEE MEETING NO. 8**

Thursday, April 13, 2017

Durfee High School - Library

4:30 PM

## **Agenda**

1. Administrative Actions
  - Approval of March 9, 2017 Meeting Minutes
2. Preliminary Design Program (PDP)
  - Educational Programming
    - Update on Educational Visioning Session – March 27, 2017
    - Overview of Preliminary Design Program Submission
    - Vote to Submit Preliminary Design Program Submission to MSBA
3. Community Engagement
  - Update on Public Forum
  - Facebook, Twittter Update
  - Discussion on Questionnaire, Polling
  - Update from ThreeC Strategy – Project Logo
4. Schedule Update
  - Review Overall Project Schedule
  - Important Upcoming Milestone Dates
5. Budget Update
  - Review Total Project Budget
6. Other Business/Discussions
7. Next SBC Meeting
  - SBC Meeting      May 11, 2017      4:30 PM      (2<sup>nd</sup> Thursday of Month)

<b>BMS Durfee High School – Fall River, MA</b>	<b>MEETING MINUTES</b>
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<b>SCHOOL BUILDING COMMITTEE MEETING NO. 7</b>	<b>March 9, 2017</b>
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
<b>Tim McCoy</b>	City of Fall River, Purchasing Agent FRHA	N
<b>Chris Gallagher</b>	City of Fall River, Director of Building and Grounds	Y
<b>Carole Fiola</b>	Mass. State Rep.	Y
<b>Matt Malone</b>	Fall River School Dept, Superintendent of Schools	Y
<b>Ken Pacheco</b>	Fall River School Dept., Co-Chair, Chief of Operations FRPS	N
<b>Joseph Camara</b>	City Councilor and Co-Chair	Y
<b>Mark Costa</b>	Fall River School Dept. School Committee, Vice Chair	Y
<b>Ed Costar</b>	Fall River School Dept., School Committee	Y
<b>Maria Pontes</b>	Fall River School Dept., Durfee High Principal	Y
<b>Melissa Fogarty</b>	Fall River School Dept., Operations Durfee High	N
<b>Michael Costa</b>	Fall River School Dept., Teacher at Durfee High	Y
<b>Gary Bigelow</b>	Fall River School Dept., Teacher at Durfee High	Y
<b>Nick Christ</b>	Baycoast Bank, CEO Baycoast Bank	N
<b>Michael Keane</b>	Civitech Architects, Owner	Y
<b>Brantley Hunsinger</b>	B-Tech Construction, Owner	Y
Lauren Correa	Student	Y
Catarina Pereira	Student	Y
Jensen Riley	Student	N
Scott Dunlap	Ai3, Project Architect	Y
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, J. Camara, called the meeting to order at 4:33 PM.

**I. Administrative Actions**

*Approval of Meeting Minutes*

1. The following motion and vote were made:

**MOTION:** M. Pontes moved, seconded by M. Costa, that the Durfee School Building Committee approve the January 12<sup>th</sup> 2017 and the February 15<sup>th</sup> 2017 SBC Meeting Minutes.

*Discussion: None.*

**The Durfee School Building Committee voted to approve the January 12, 2017 and the February 15, 2017 SBC Meeting Minutes.**

**For: 10 – Oppose: 0 – Abstained: 0**

*Finance Subcommittee*

2. A. Keane noted that the SBC should form a Finance Subcommittee to delve into the total project costs, funding and bonding capacity, eligible vs non-eligible costs, etc. This Subcommittee will represent and report back to the SBC on outside project finance meetings and discussions. The SBC discussed various members for the subcommittee and took the following vote;

**MOTION:** E. Costar moved, seconded by M. Costa to form a Finance Subcommittee comprised of Mary Sahady, Cathy Ann Viveiros, Maria Pontes, Ken Pacheco, Chris Gallagher, Nick Christ and Kevin Almeida.

**The Durfee School Building Committee voted to form a Finance Subcommittee comprised of Mary Sahady, Cathy Ann Viveiros, Maria Pontes, Ken Pacheco, Chris Gallagher, Nick Christ and Kevin Almeida.**

**For: 10 – Oppose: 0 – Abstained: 0**

**II. Preliminary Design Program (PDP)**

*Educational Programming*

3. Visioning and Educational Programming update – S. Dunlap stated that the involvement of the faculty, staff and students in the Educational Visioning Sessions has been excellent. The group continues to develop the goals and objectives for the Educational Program and design and Ai3 will present a draft of the results to the SBC for review. The final Educational Visioning Session is scheduled for March 27, 2017.

4. L. Stapleton noted that a SBC should vote to authorize the submission of the Chapter 74 Programming to MSBA as part of the PDP Submission. The following vote was taken:

**MOTION:** C. Fiola moved, seconded by E. Costar, that the Durfee School Building Committee vote to approve the preliminary submission to MSBA and DESE.

**The Durfee School Building Committee voted to approve the submission of the Chapter 74 Programming with the PDP Submission to MSBA.**

**For: 11 – Oppose: 0 – Abstained: 0**

5. L. Stapleton noted that the preliminary Chapter 74 Programming Submission was submitted to MSBA on February 24, 2017 and the MSBA had performed their cursory review and had sent it on for review to DESE.

*Site Selection*

6. A. Keane noted the Site Selection Subcommittee has had three meetings to date. Ai3 and their Consultants reviewed four sites along with the Site selection Subcommittee. These sites were: Duro Mills, Fall River Industrial Park, Anawan Mills and the current Durfee High School site. The review and analysis determined that the current Durfee High School site was clearly the best site. The Site selection Subcommittee made the recommendation to the SBC to approve the existing Durfee High School Site as the preferred site. As a result, the following vote was made:

**MOTION:** M. Costa moved, seconded by G. Bigelow, that the Durfee School Building Committee vote to approve the recommendation of the Site Selection Subcommittee and to choose the existing Durfee High School site as the preferred site for the new project

**The Durfee School Building Committee voted to approve the recommendation of the Site Selection Subcommittee and to choose the existing Durfee High School site as the preferred site for the new project**

**For: 11 – Oppose: 0 – Abstained: 0**

*PDP Requirements Needed*

7. A. Keane stated that while most of the documents required for the PDP Submission were in-hand, several remain outstanding and that he will work with M. Pontes and C. Gallagher to gather the necessary information.

*Community Engagement*

8. S. Cameron noted that ThreeC Strategy is working with the Fall River Chamber of Commerce to develop an outreach program to keep the community apprised of the work and goals of the SBC for the Durfee High School project. A “Facebook” page named “Durfee Rising” has been established and is active. S. Cameron noted that after working with Faculty, Staff and Students, a slogan of “Durfee Rising – Building for the Future” was established. Work on a logo is ongoing. Sally would like to set a date for the first Public Forum so that the project can be introduced to the Community and the MSBA process can be explained along with an update on the progress of the project to date. Public feedback, comments and questions will be taken.
9. A. Keane noted that a Project Website has been established and is active. All open meeting minutes have been posted. The link to the site is <http://fallriverschools.org/newdurfeehs.cfm>.

**III. Schedule Update**

*Review Overall Project Schedule*

10. The Overall Project Schedule was distributed with the meeting minutes.

11. The Educational Visioning Session #4 is scheduled for 3/27/17 at 3:00 PM in the Durfee HS Library.
12. The Preliminary Design Program Submission to MSBA is April 20, 2017.

**IV. Project Funding & Project Budget Update**

*Review of Total Project Budget*

13. The Total Project Budget Status Report was distributed with the meeting minutes. The percentage of the Feasibility Study Budget expended to date is 27%.

**V. Other Business/Discussion**

14. None.

**VI. Next SBC Meeting**

15. The next meeting of the full SBC is scheduled for April 13, 2017 at 4:30 PM in the Durfee High School Library.

**VII. Adjournment**

16. The following motion and vote were made:

**MOTION:** M. Costa moved and E. Costar seconded, that the School Building Committee vote to adjourn the meeting at 5:23 PM.

**The Durfee School Building Committee voted unanimously to adjourn the meeting at 5:23pm.  
For: 10 – Oppose: 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
<b>FEASIBILITY STUDY AGREEMENT</b>										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 280,000	\$ 50,500	\$ 330,500	\$ 330,500	100%	\$ 171,250	52%	\$ 159,250	*FSA 1, 2
0002-0000	A&E Feasibility Study/Schematic Design	\$ 570,000	\$ 99,500	\$ 669,500	\$ 669,500	100%	\$ 161,581	24%	\$ 507,919	*FSA 1, 2
0003-0000	Environmental & Site	\$ 120,000	\$ (120,000)	\$ -	\$ -		\$ -		\$ -	*FSA 1, 2
0004-0000	Other	\$ 30,000	\$ (30,000)	\$ -	\$ -		\$ -		\$ -	*FSA 2
	<b>SUB-TOTAL</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>100%</b>	<b>\$ 332,831</b>	<b>33%</b>	<b>\$ 667,169</b>	
<b>ADMINISTRATION</b>										
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!	\$ -	
	<b>SUB-TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	
<b>A&amp;E</b>										
	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!	\$ -	
	<b>SUB-TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	
<b>SITE ACQUISITION</b>										
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	<b>SUB-TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	

**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
<b>PRE CONSTRUCTION COSTS</b>										
0501-0000	CMR Pre-Con Services	\$ -		\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
<b>CONSTRUCTION COSTS</b>										
0502-0001	Construction Budget	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
0508-0000	Change Orders	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
<b>ALTERNATES</b>										
0506-0000				\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
	SUB-TOTAL	\$ -	#REF!	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	
<b>OTHER PROJECT COSTS</b>										
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!	\$ -	
<b>TOTAL PROJECT BUDGET</b>		\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	100%	\$ 332,831	33%	\$ 667,169	
<b>FUNDING SOURCES</b>										
		<b>Max w/ Conting.</b>	<b>Max w/o Conting.</b>							
	Maximum State Share	\$ 795,800	\$ 795,800	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate		
	Local Share *	\$ 204,200	\$ 204,200	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	79.58%		
	SUB-TOTAL	\$ 1,000,000	\$ 1,000,000							
<b>CONSTR. COST ESTIMATES</b>										
		<b>Date</b>	<b>Estimator</b>	<b>Amount</b>	<b>SF</b>	<b>Cost Per SF</b>				
	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. <b>APPROVED by MSBA 11/8/16</b>
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. <b>Circulated for Signatures</b>

**Project Funding Agreement Budget Transfers:**

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