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

SCHOOL BUILDING COMMITTEE MEETING NO. 9

Thursday, May 11, 2017

Durfee High School - Library

4:30 PM

Agenda

1. Administrative Actions
 - Approval of April 13, 2017 Meeting Minutes
2. Community Engagement
 - Public Forum Update and Public Feedback Discussion
 - Discuss Second Public Forum Date (Should be Prior to Next MSBA Submission)
 - Facebook, Twittter, Website Update
3. Preferred Schematic Report (PSR)
 - Review Preferred Schematic Report Deliverables
 - Review Options for PSR
4. Schedule Update
 - Review Upcoming Project Schedule
 - Important Upcoming Milestone Dates
 - PSR Submission – June 29, 2017
5. Budget Update
 - Review Total Project Budget
6. Other Business/Discussions
7. Next SBC Meeting
 - SBC Meeting June 22, 2017 4:30 PM (Changed for PSR Submission Review & Vote)

BMS Durfee High School – Fall River, MA	MEETING MINUTES
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SCHOOL BUILDING COMMITTEE MEETING NO. 8	April 13, 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.	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	Y
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	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
Scott Dunlap	Ai3, Project Architect	Y
Troy Randall	Ai3, Project Architect	Y
Sally Cameron	ThreeC Strategy	Y
Jim Rogers	LeftField, Owner	N
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 Chair, K. Pacheco, called the meeting to order at 4:45 PM.

I. Approval of Meeting Minutes

1. The following motion and vote were made:

MOTION: M. Fogarty moved, seconded by M. Pontes, that the Durfee High School Building Committee approve the March 9, 2017 SBC Meeting Minutes.

Discussion: None.

The Durfee High School Building Committee voted to approve the March 9, 2017 SBC Meeting Minutes.

For: 8 – Oppose: 0 – Abstained: 0

II. Preliminary Design Program (PDP)

2. T. Randall gave an overview of the March 27, 2017 Educational Visioning Session which was the last session to be held on the development of the educational program.
3. T. Randall presented a PowerPoint presentation of the highlights of the PDP Submission and presented the completed binder for review. The PDP Submission contains 1,100+ pages and will be submitted to MSBA on 4/20/17. The PDP Submission is a summation of the work developed in the School Building Committee Meetings, Educational Visioning Sessions, Educational Subcommittee Meetings, the Investigation of Existing Conditions, the Review of Site Options, Site Selection Subcommittee Meetings, the Preliminary Evaluation of Alternative Project Options including Cost Comparisons using historical data and Finance Subcommittee Meetings. He defined the PDP Submission as Step One in the Feasibility Study for the new Durfee High School Project. Step Two is the submission of the Preferred Schematic Report and Step Three as the Schematic Design Submission.

The following motion and vote were made:

MOTION: Nick Christ moved, seconded by Carole Fiola, that the Durfee High School Building Committee vote to approve the Preliminary Design Program Submission and its submittal to MSBA on April 20, 2017.

The Durfee High School Building Committee voted to approve the Preliminary Design Program Submission and its submittal to MSBA on April 20, 2017.

For: 8 – Oppose: 0 – Abstained: 0

III. Community Engagement

4. A. Keane noted the first Public Forum is scheduled for May 3, 2017 in the Durfee High School Auditorium from 6:30 to 8:00 PM. M. Fogarty agreed to organize the A/V requirements. The Forum will be advertised through FRED-TV and will be posted at the Clerk's Office, the Project

Website and on the Fall River Public Schools Website. S. Cameron will also post an announcement on Facebook and Twitter. Flyers will be available for the schools to distribute as well. Discussion on the content of the Forum agreed to include a description of the MSBA Process, Existing Conditions, Site Selection, Educational Program and Comments/Questions/Suggestions from the Public. High School Students will provide tours after the Forum.

5. S. Cameron submitted a first draft of the Project Logo for review and comment by the SBC.
6. S. Cameron also noted that Twitter and FaceBook were live and that all should visit the FaceBook page and “like” it.

IV. Schedule Update

7. A. Keane noted the Milestone dates for the MSBA Feasibility Study submissions are as follows: PDP – 4/20/17; PSR – 6/29/17; SD – 1/03/2018. Currently, the Project is on track to meet these scheduled dates.
8. The overall Project Schedule was reviewed.

V. Project Funding & Project Budget Update

9. The percentage of the Feasibility Study Budget expended to date is 33%.
10. The SBC was updated on the Finance Subcommittee’s Meeting with the Mayor in regards to the City’s funding capacity within the City’s Budget and the perceived debt limit for which the City would approve a Debt Exclusion. The numbers are still being reviewed and all alternatives are being explored to minimize Project costs and tax impact to the citizens.

VI. Other Business/Discussion

11. None.

VII. Next Meetings

12. The next meeting of the full SBC is scheduled for May 11, 2017 at 4:30 PM in the Durfee High School Library.

VIII. Adjournment

13. The following motion and vote were made:

MOTION: K. Pacheco moved and M. Pontes seconded, that the Durfee High School Building Committee vote to adjourn the meeting at 5:28 PM.

The Durfee High School Building Committee voted unanimously to adjourn the meeting at 5:23pm.

For: 8 – 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

BMC DURFEE HIGH SCHOOL – Fall River, MA

PREFERRED SCHEMATIC REPORT (PSR) SCHEDULE OVERVIEW

- 04/20/17 Submission of the Preliminary Design Program Submission
- 05/05/17 Discussion of Building Siting Options, Potential Opportunities for Reuse of Existing Building
- 05/11/17 PDP Review Comments Received by MSBA
- 05/11/17 SBC Meeting #9
- 05/16/17 Finance Subcommittee Meeting – Review Probable of Various Options
- 05/18/17 Design Subcommittee Meeting - Review of Options – Building Layouts and Siting (Proposed)
- 05/25/17 Design Subcommittee Meeting – Direction on Preferred Option (Proposed)
- 06/02/17 Finalize Preferred Option to be Developed
- 06/08/17 Design Subcommittee Meeting – Review of Preferred Option (Proposed)
- 06/15/17 Finance Subcommittee Meeting – Review Costs of Preferred Option (Proposed)
- 06/21/17 Public Forum #2 (Proposed)
- 06/22/17 SBC Meeting #10 – Vote to Submit PSR
- **06/29/17 Submit Preferred Schematic Report to MSBA**
- 07/19/17 Completion of MSBA PSR Review
- 08/02/17 Respond to MSBA PSR Review Comments
- 07/19/17 or
08/09/17 MSBA Facilities Assessment Subcommittee Presentation & Review Meeting
- **08/23/17 MSBA Board Meeting for Vote on Approval of Preferred Option**

BMC DURFEE HIGH SCHOOL – Fall River, MA

PREFERRED SCHEMATIC REPORT (PSR) DELIVERABLES

PSR TABLE OF CONTENTS & RESPONSIBILITIES

Item	Task	Description	Ai3	LF	Owner
MODULE 3 - FEASIBILITY STUDY					
Preferred Schematic Study and Report					
1.0	Table of Contents		x	x	
2.0	Introduction	Summarize the process undertaken and conclusions	x		
2.1	Overview of Process Undertaken since submittal of Preliminary Design Program	Concludes with submittal of the Preferred Schematic Report	x		
2.2	Project Schedule	Projected MSBA Board of Directors Meeting for approval of PS&B / Fall River vote on PS&B / Start of Construction / Target move in date		x	
2.3	Final Evaluation of Existing Conditions	Summary	x		
2.4	Final Evaluation of Alternatives	Summary	x		
2.5	Fall River's Preferred Solution	Summary	x		
2.6	MSBA Preliminary Design Program Review	Provide copy of the District's responses to the PDP review.		x	
3.0	Evaluation of Existing Conditions		x		
3.1	Updated Existing Conditions Narratives and Graphics	Highlight changes via narratives and graphics. Substantive changes requires an amended report. Identify additional testing that is recommended during future phases and indicate when the investigations and analysis will be completed.	x		
4.0	Final Evaluation of Alternatives		x	x	
4.1	Site analysis of each site	Include natural limitations, building footprint, athletic fields, parking and drives, bus and parent drop-off areas, site access, surrounding site features	x		
4.2	Evaluation of Construction Impact	Evaluate construction impact on students and measures to mitigate impacts/ provisions for temporary facilities, relocation requirements, phased construction, off-hour construction	x	x	
4.3	Conceptual Building Plans and Site Plan		x		
4.4	Structural Systems	Narrative of major building structural systems	x		
4.5	Utilities	Reno options explain impact on current utilities. New options identify source, capacity, and method of obtaining all utilities	x		
4.6	MEP & Fire Protection	Narrative of major MEP systems and estimated mechanical and electrical loads including heating, cooling, domestic hot water, and electrical block loads	x		
4.7	Technology Systems	Narrative of major Technology systems	x		
4.8	Proposed Total Project Budget			x	
4.9	Construction Cost Estimate	Level 2, Uniformat II Elemental Classification	x		
4.10	Permitting Requirements	Estimated time for each permit	x		
4.11	Project Design and Construction Schedule	Consideration of phasing if applicable		x	
4.12	Summary of Preliminary Design Pricing Table 1	Follow format in Module 3		x	
5.0	Preferred Solution		x	x	x
5.1	Fall River's Preferred Solution	Describe preferred solution using charts, graphics, narratives, figures. Describe how solution meets Fall River's Ed Program / Key educational adjacencies / Programmatic Spaces / Conceptual Floor Plans / Site Plans / Updated Project Schedule	x		
5.2	Educational Program	Updated Ed Program that addresses all questions and comments by MSBA. Summarize key components and how solution fulfills stated Ed Program requirements.	x		
5.3	Preferred Solution Educational Space Summary	Inclusive of: Itemization of each existing, renovated, and proposed Ed Space with total net and gross sf and grossing factor of the existing facility / include MSBA guideline column. Describe the reason for any variation between the initial space summary and written comments provided by the MSBA as part of its review of the PDP.	x		
5.4	Building Plans	Color Coded Floor Plans to identify educational spaces	x		
5.5	LEED V4 Scorecard and Certification	Provided LEED scorecard. Provide signed Letter by the Designer stating attempted points for the project.	x		
5.6	Site Plans	Preferred Solution to include: Structures & Boundaries/Site Access & Circulation/Parking & Paving/Code Setbacks & Limitations/ Zoning setbacks/Easements & Environmental Buffers/Emergency Vehicle Access/Utilities/Athletic Fields & Outdoor Educational Spaces/Site Orientation			
5.7	Budget	Total Project Budget: Estimated Total Construction Budget / Estimated Total Project Cost / Estimated Funding capacity / List of other Municipal Projects Underway / District's not to exceed Total Project Budget / Description of local process for authorization and funding / Impact to Local Property Tax if applicable		x	
5.8	Budget Statement	Document the total change in operational costs that Fall River expects as a result of the proposed project. MSBA established an Excel template for Fall River's use Appendix 3E Budget Statement			x
5.9	Project Schedule	MSBA Board of Directors Meeting for approval to proceed into Schematic Design /Schematic Design Submittal Date / MSBA Board of Directors Meeting for approval of PS&B Agreement & Project Funding Agreement / Fall River vote on PS&B / DD Submittal / MSBA DD Submittal Review / 60% CD Submittal / MSBA DD Submittal Review / 90% CD Submittal / MSBA 90% CD Submittal Review / Anticipated Bid date/GMP Execution Date / Start of Construction / Move-in date / Substantial Completion Date. Include 21 days MSBA review, minimum 14 days for project team responses, 35 days for each submission is minimum acceptable duration		x	
6.0	Local Actions and Approvals			x	x
6.1	School Building Committee Meeting Minutes	Language of Vote, and Discussion regarding the project, and vote of each member		x	x
6.2	School Committee Meeting Information	Provide: copies of agendas / materials presented / names and affiliations of stakeholders/ / list of materials available for public review and location of public materials for review /		x	
6.3	Public Meeting Information	Provide meeting minutes and information described above for all public meetings regarding the project		x	
6.4	Signed Certificate Template	Refer to MSBA's Appendix 3D "Local Actions and Approvals Certification Template"		x	x
7.0	Submit Preferred Schematic Report to the MSBA				x
8.0	MSBA Staff Review				
9.0	Ai3 & OPM Response to MSBA Review Comments				
10.0	Facilities Assessment Subcommittee Review				
11.0	MSBA Board Approval				

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%	\$ 191,250	58%	\$ 139,250	*FSA 1, 2
0002-0000	A&E Feasibility Study/Schematic Design	\$ 570,000	\$ 99,500	\$ 669,500	\$ 669,500	100%	\$ 239,527	36%	\$ 429,973	*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%	\$ 430,777	43%	\$ 569,223	
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	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
	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%	\$ 430,777	43%	\$ 569,223	
FUNDING SOURCES										
	Max w/ Conting.	\$ 795,800		\$ 795,800						
	Max w/o Conting.	\$ 204,200		\$ 204,200						
	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						
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: