



SCHOOL BUILDING COMMITTEE MEETING

Monday March 27, 2017 5:00 PM Paul Revere Room, Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Draft Minutes 3.13.17
3. Team Invoices (Skanska #39; KBA #5; Gilbane #2)  
VOTE: To approve these invoices for the School Committee's Finance Subcommittee Warrant
4. Update: Lincoln Permit Process
5. Update: MSBA 100% Design Development Submission
6. Gilbane's Review of Submittal and RFI Process
7. Update: Dashboard on Budget and Schedules
8. Update: Structural Peer Review  
Vote: To approve the Structural Peer Review Consultant Contract Award
9. Update: Materials Testing  
Vote: To approve the Materials Testing Consultant Contract Award
10. Next Meeting: 4.10.17
11. Adjournment

DRAFT

Minutes

School Building Committee Meeting

Monday 3.13.17 5:00 PM Paul Revere Room, Minuteman High School

**Voting Members Present:** Ford Spalding, Kevin Mahoney, Ed Bouquillon, Dana Ham, David Frizzell, Mike Majors, Frank Cannon, Peter Sugar, Alice DeLuca, Simon Bunyard

**Others Present:** Skanska: MaryAnn Williams, Dale Caldwell; KBA: Seunghwan Lee; Gilbane: Walt Kincaid, Tripp McElroy; Elizabeth Rozan

**Absent:** Don Lowe, Bill Blake, Alice Kaufman, Marianne Cooley, Nawwaf Kaba

**1. Call to Order:** Open Session

Ford Spalding called the meeting to order at 5:00 PM.

**2. Approval of Past Minutes 2.27.17**

The following vote was taken on the minutes:

Moved (Majors) and seconded (Bunyard)

To approve the past minutes of 2.27.17

Vote: Unanimous

**3. Lincoln/Lexington Permit Update**

Ed Bouquillon gave an update on meetings held with the Planning Board, the Conservation Commission and Abutters, including a site walk, a meeting that was scheduled for 3.14.17, but that was cancelled due to impending storm; and discussions with the EPA relative to the Cambridge Water Shed "Zone A" concerns. He noted that still under discussion is the Fly Loft, and he referenced the justification narrative describing why a fly loft is critical in a technical theater training program, and the stagehouse materials prepared by Advisory Committee members that describe the basis for the design, which have been forwarded to the Planning Board, posted on the Town of Lincoln's website, and sent to the School Building Committee earlier in the day. He explained that issues related to Lincoln's "Dark Sky" requirements have also been under discussion. Noting that the goal is to avoid a "no" vote on the permit application, he described that the Planning Board people have been very supportive, and that questions and concerns raised have allowed Minuteman to make a better case.

**4. Review and Approval of Proposed Correspondence to the Town of Lincoln Regarding the New School Building Project**

Related to item #3, Ed Bouquillon referred to the draft letter (not for distribution) prepared by Counsel related to invoking the District's Dover Amendment Rights, which was sent to the School Building Committee earlier in the day. He explained that the essence of the letter is to assert the District's rights in terms of the Educational Program Plan, relative to Lincoln's zoning requirements. He noted that he had intended to send the letter after the 3.14.17 meeting, but given that it was cancelled, he may send it this week, rather than wait for a rescheduled meeting.

Ford read the main motion, as prepared by Counsel. An amendment was suggested to allow for minor modifications of the letter if needed, and the following votes were taken:

Amendment to the Main Motion:

Moved (Bunyard) and seconded (Frizzell)

To amend the main motion to allow for minor modifications of the letter if needed

Vote: Unanimous

Main Motion, as amended:

Moved (Spalding) and seconded (Bunyard)

To approve the proposed correspondence from Minuteman to the Town of Lincoln invoking the District's Dover Amendment Rights, in the form presented to, and as modified by, this Committee; to authorize Edward Bouquillon to sign and deliver the correspondence to the Town of Lincoln, and to allow for minor modifications of the letter if needed

Vote: Unanimous

## **5. Design Update**

Seunghwan Lee reviewed previous presentations from November (footprint change), December (design concept), and January (floor plan, program), and reviewed status of the entrance corridor, the intersection area, the multimedia engineering lab, the cafeteria, and media center. Items discussed included glass treatment and exhibition spaces.

## **6. Status of Schedule/Budget/ DD Estimate Reconciliation/Submission of 100% DD to MSBA**

Mary Ann Williams reported on the status of the submission of 100% DD to MSBA. She noted that due to the storm, the plan is to submit on Wednesday the 15<sup>th</sup> of March instead of the 14<sup>th</sup>. She explained that this document describes changes since the Module 4 Schematic Design submission from December 1, 2015. She noted that cost estimates were done with a line-by-line review, and that the reconciliation was very close. She noted that many people are looking at the detailed plan, and there is a high level of certainty that the team is comfortable with the cost estimates and drawings as they stand today. Once submitted, MSBA has 21 days to review and comment, then the Team has 14 days from then to respond to MSBA's comments and incorporate them into the next iteration. She underscored that the project is in a good place, as they continue to strategize on ways to save money and build in contingencies. Ford added that the goal is to show the project is on budget. Items discussed included which parts of the submission would be made available for the website and whether a model of the operating costs has been developed. Kevin Mahoney explained that he developed and provided a model for the 10 remaining towns for FY 20. He noted that not much has changed on the expenditure side, but that there are some adjustments in debt service. Ed explained that the revenue side includes considerations related to out-of-district students. Alice DeLuca noted that she's been hearing concerns expressed about the capital costs related to the 5 year rolling average, and the idea of sending fewer students to reduce that cost. Energy modeling, early bid packages, the need to influence against any state intervention, and scheduling were also discussed.

Simon requested that a "dashboard" of budget and schedule updates, not more than 3 pages, be provided regularly to the School Building Committee, to indicate what has changed and why. After a discussion of what reports are typically provided and when in the process, it was agreed that this dashboard would be provided at the next meeting. The following vote was then taken (with the submission date changed to March 15:

Moved (Spalding) and seconded (Frizzell)

To confirm the authorization (voted on February 27, 2017) of the OPM to submit the 100% DD submission to the MSBA on March 15, 2017, as the DD Estimates are reconciled within the District's Construction Budget

Vote: Unanimous

**7. Next Meeting**

Ford noted that the next meeting would be held on Monday March 27, 2017 at 5:00 PM, and Mary Ann noted that anticipated on that agenda will be the Design Team invoices, approval of the contract for Materials Testing Consultant, and approval of contract for the Structural Peer Review Consultant.

**8. Adjournment**

The meeting was adjourned at 5:50 PM.

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Elizabeth Rozan, Recorder

**INVOICE**



TO: Kevin Mahoney  
 Minuteman High School  
 758 Marrett Road  
 Lexington, MA 02421

Project No. 1312826  
 Invoice # 1312826-000-13043-39  
 Issue Date: 03/07/17

Ref.: Minuteman High School  
 FOR: Services thru February 12, 2017

PERSONNEL EXPENSES:

**Feasibility Study**

Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	0	66	66		\$0.00	\$11,880.00	\$11,880.00
Garcia, W	0	8	8		\$0.00	\$480.00	\$480.00
Williams, M	0	1221.75	1221.75		\$0.00	\$213,806.25	\$213,806.25
<b>REIMBURSABLE EXPENSES</b>					<b>\$0.00</b>	<b>\$24,040.00</b>	<b>\$24,040.00</b>
<b>Subtotal</b>					<b>\$0.00</b>	<b>\$250,206.25</b>	<b>\$250,206.25</b>

PERSONNEL EXPENSES:

**Design & Construction**

Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	32	124	156	\$220.00	\$7,040.00	\$27,280.00	\$34,320.00
Williams, M	102.5	384	486.5	\$220.00	\$22,550.00	\$84,480.00	\$107,030.00
Woods, K	0	32	32	\$100.00	\$0.00	\$3,200.00	\$3,200.00
Armitstead, S	14	0	14	\$190.00	\$2,660.00	\$0.00	\$2,660.00
Adam, A	35	67	102	\$190.00	\$6,650.00	\$12,730.00	\$19,380.00
<b>TOTAL DIRECT PERSONNEL EXPENSES:</b>					<b>\$38,900.00</b>	<b>\$127,690.00</b>	<b>\$166,590.00</b>
<b>REIMBURSABLE EXPENSES</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL AMOUNT DUE</b>					<b>\$38,900.00</b>	<b>\$377,896.25</b>	<b>\$416,796.25</b>

**PLEASE PAY THIS AMOUNT  
 AND REFERENCE THE INVOICE NUMBER ON CHECK  
 Invoice # 1312826-000-13043-39**

PLEASE REMIT TO:  
 Skanska USA Building Inc.  
 14776 Collections Center Dr.  
 Chicago, IL 60693

13043

Skanska USA Building  
T&M Proof Report

From To 02/28/2017

R564812TA1 JPD900  
SKANSKA001

2744720 MINUTEMAN HIGH SCHOOL Job # 1312826-000 Contract No. 57298 Minuteman High School

Date	Description	Cost Type	Reference	Control	Hours	Type	Rate	Amount
	<b>PROJECT EXECUTIV</b>	<b>01111000</b>						
01/29/2017	CALDWELL, DALE	5010	1942992	LA 15732201	8.00	Regular	220.00	1,760.00
01/29/2017	WILLIAMS, MARY ANN	5010	2158346	LA 15732196	53.50	Regular	220.00	11,770.00
				Regular Hours	61.50		Regular Amount	13,530.00
	Total For 01/29/2017				61.50			13,530.00
02/12/2017	CALDWELL, DALE	5010	1942992	LA 15732206	24.00	Regular	220.00	5,280.00
02/12/2017	WILLIAMS, MARY ANN	5010	2158346	LA 15732211	49.00	Regular	220.00	10,780.00
				Regular Hours	73.00		Regular Amount	16,060.00
	Total For 02/12/2017				73.00			16,060.00
	<b>SR. PROJECT MANAGER</b>	<b>01112000</b>						
01/29/2017	ADAM, ALFRED	5010	4780942	LA 15732216	28.00	Regular	190.00	5,320.00
				Regular Hours	28.00		Regular Amount	5,320.00
	Total For 01/29/2017				28.00			5,320.00
02/12/2017	ADAM, ALFRED	5010	4780942	LA 15732219	7.00	Regular	190.00	1,330.00
				Regular Hours	7.00		Regular Amount	1,330.00
	Total For 02/12/2017				7.00			1,330.00
	<b>PROJECT MANAGER</b>	<b>01112500</b>						
02/12/2017	ARMITSTEAD, SY NGUYEN	5010	2856858	LA 15732222	14.00	Regular	190.00	2,660.00
				Regular Hours	14.00		Regular Amount	2,660.00
	Total For 02/12/2017				14.00			2,660.00
	<b>PROJECT MANAGER</b>	<b>01112000 SR. PROJECT MANAGER</b>						
					35.00		Regular Amount	6,650.00
	Total For 01112000 SR. PROJECT MANAGER				35.00			6,650.00

From To 02/28/2017

2744720 MINUTEMAN HIGH SCHOOL Job # 1312826-000 Contract No. 57298 Minuteman High School

Date	Description	Cost Type	Reference	Control	Hours	Type	Rate	Amount
				Regular Hours	14.00		Regular Amount	2,660.00
					14.00			2,660.00
					183.50			38,900.00

Total For 01112500 PROJECT MANAGER

Subtotal 1312826-000

From To 02/28/2017

Category Summary Amount	Business Unit	Hours	Amount
1312826-000			
5010	1312826-000	183.50	38,900.00
1312826-000	1312826-000	183.50	38,900.00
Grand Total(s)	1312826-000	183.50	38,900.00



From To 02/28/2017

Distribution Summary Amount	Business Unit	Gross Amount	Retainage	Total Amount
1312826-000				
01111000	1312826-000	29,590.00		29,590.00
01112000	1312826-000	6,650.00		6,650.00
01112500	1312826-000	2,660.00		2,660.00
		38,900.00		38,900.00
		38,900.00		38,900.00
		38,900.00		38,900.00

PROJECT EXECUTIVE  
 SR. PROJECT MANAGER  
 PROJECT MANAGER

# KAE<sup>A</sup>STLE BOOS

associates, inc

February 28, 2017

Kevin F. Mahoney  
 Assistant Superintendent  
 Minuteman Reg. Voc. Tech. School Dist.  
 758 Marrett Road  
 Lexington, MA 02421

Re: Lexington, MA - Minuteman Reg. Voc Tech. HS Design-Construction  
 Lexington, MA  
 KBA #13001.02  
**Invoice #5**

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<b>Initial Architectural/Engineering Contract Fee</b>					<b>\$10,920,000.00</b>
<b><u>Paid to Date</u></b>					<b>\$1,884,151.88</b>

<u>Description</u>	<u>Contract Amount</u>	<u>% Work To Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Inv Billed</u>
Design Development	3,118,260.00	100.00%	3,118,260.00	2,494,608.00	623,652.00
Construction Documents	3,637,970.00	0.00%	0.00	0.00	0.00
Bidding	500,037.00	0.00%	0.00	0.00	0.00
Construction Administration	2,338,695.00	0.00%	0.00	0.00	0.00
Completion Phase	500,038.00	0.00%	0.00	0.00	0.00
Reimbursable Services	<u>825,000.00</u>	2.37%	<u>19,592.62</u>	<u>18,970.88</u>	<u>621.74</u>
	10,920,000.00		3,137,852.62	2,513,578.88	<u>624,273.74</u>
<b>Total Fixed Fee</b>					<b>\$624,273.74</b>

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**Invoice Total** **\$624,273.74**

Statement of Account **Net 30 Days**

**KAESTLE BOOS**  
associates, inc

Invoice No: 5  
Project No: 13001.02

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Invoice #	Date	0 - 30	31 - 60	61 - 90	91 - 120	121 +	Total AR
4	01/30/2017	\$629,427.00					\$629,427.00
5	02/28/2017	\$624,273.74					\$624,273.74
	Subtotal:	\$1,253,700.74					\$1,253,700.74
	Total Amount Now Due						\$1,253,700.74

# INVOICE

ANDREW T. JOHNSON CO., INC.

15 TREMONT PLACE  
BOSTON MA 02108  
(617) 742-1610 - Phone  
(617) 523-0719 - Fax



**Bill To:**

KAESTLE BOOS ASSOCIATES, INC.  
416 SLATER ROAD  
P.O. BOX 2590  
NEW BRITAIN CT 06050

**Ship To:**

SKANSKA USA BUILDING  
101 SEAPORT BOULEVARD, SUITE 200  
BOSTON MA 02210

Purchase Order No.	Customer ID	Ship Date	Shipping Method	Payment Terms	Date	Invoice	
13001.02	000000153700	2/14/2017	COURIER	Net 30	2/14/2017	IVC103138	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
2,640	2,640	0	4009A-100	2-14-17 / Zachary Silvia 13001.02 - Minuteman RVTHS: 880 E/Prts. 15x21	\$0.0000	\$0.1700	\$448.80
4	4	0	100F-100	Screwpost Bind	\$0.0000	\$2.2000	\$8.80
1	1	0	4005B-100	Deliver (Skanska USA Building, Boston)	\$0.0000	\$10.5000	\$10.50

Please provide account numbers and/or invoice numbers when making payments. Thank you.

<b>Subtotal</b>	\$468.10
<b>Tax</b>	\$0.00
<b>Total</b>	\$468.10

B Item

**Invoice**

Samiotes Consultants, Inc.  
Civil Engineering + Land Surveying  
20 A Street  
Framingham, MA 01701  
T 508.877.6688  
www.samiotes.com



Kaestle Boos Associates  
Attn: Jill Farina; Accounting Manager  
416 Slater Road  
P. O. Box 2590  
New Britain, CT 06050-2590

February 15, 2017  
Project No: 13048.00  
Invoice No: 14812

Project 13048.00 Minuteman Vocational School  
\*\*\*PAPERLESS BILLING CLIENT\*\*\* email invoices TO: Jill Farina [jfarina@kba-architects.com](mailto:jfarina@kba-architects.com) CC: David McKinley [dmckinley@kba-architects.com](mailto:dmckinley@kba-architects.com) and Brian Solywoda [bsolywoda@kba-architects.com](mailto:bsolywoda@kba-architects.com)

**Professional Services from January 01, 2017 to January 31, 2017**

Task 99 Reimbursable Expenses

**Reimbursable Expenses**

Postage

1/26/2017	Abutter Notification	Certified Mail NOI	75.44	
1/26/2017	Abutter Notification	Mass DEP	21.68	
	<b>Total Reimbursables</b>		<b>97.12</b>	<b>97.12</b>

**Total this Task \$97.12**

**Total this Invoice \$97.12**

**Outstanding Invoices**

Number	Date	Balance
14669	12/20/2016	3,500.00
14728	1/10/2017	16,750.00
14798	2/13/2017	18,250.00
<b>Total</b>		<b>38,500.00</b>



7 Jackson Walkway  
Providence, RI 02903

March 21, 2017

Mary Ann Williams  
Project Executive  
Skanska USA Building  
101 Seaport Boulevard Suite 200  
Boston, MA 02210

**RE: Pre - Construction Management Services  
Minuteman Regional Vocational High School**

**Gilbane Job Number J07519.000  
PRE-CONSTRUCTION REQUISITION # 2**

Please find enclosed our Pre- Construction Requisition #2 in the amount of \$ 25,000.00

for Pre - Construction Management services through February 28, 2017 on the above-referenced project.

If you have any questions, please feel free to contact me at 508-963-4112.

**Remit Payment by:**

<i>Wire Transfer</i>	<i>ACH Transmission:</i>	<i>Check:</i>
Gilbane Building Company Bank of America 111 Westminster St Providence, RI 02903 Account #: 0105301627 ABA #: 0260-0959-3	Gilbane Building Company Bank of America 111 Westminster St Providence, RI 02903 Account #: 0150301627 ABA #: 011500010	Gilbane Building Company 7 Jackson Walkway Providence, RI 02903 Attn: Michael Costello

Sincerely,  
GILBANE BUILDING COMPANY

*Rachael*

Rachael Szafir  
Project Accountant  
[rszafir@gilbaneco.com](mailto:rszafir@gilbaneco.com)  
508-963-4112

# INVOICE

Gilbane Building Company  
P.O. Box 6128  
7 Jackson Walkway  
Providence, RI 02903

Job# J07519.000
Inv.# Precon 2
03/21/17

## Application No. Pre-Construction #2

(Precon costs from 1/1/17- 10/31/17)

### CM Preconstruction General Conditions

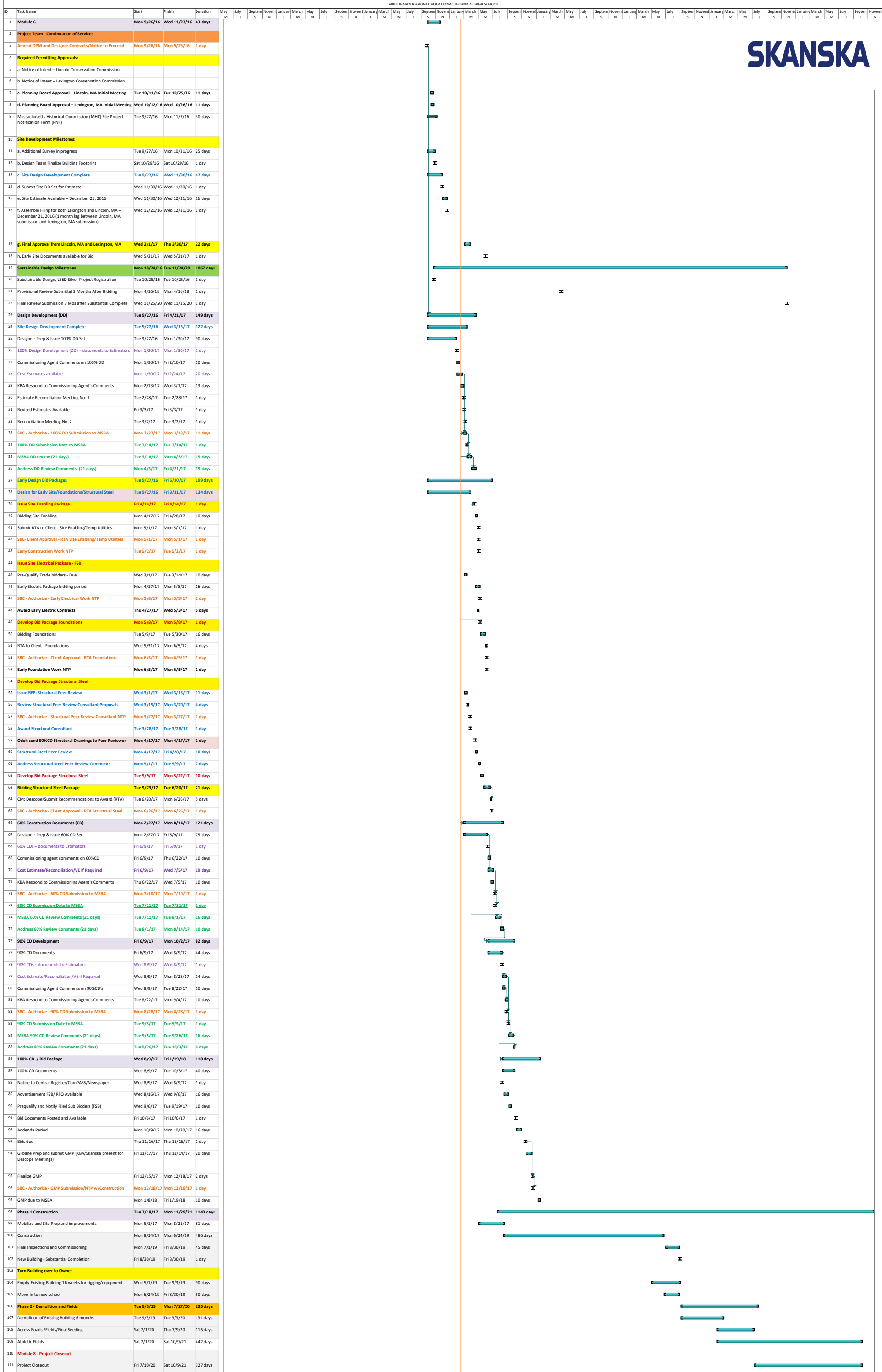
CM Preconstruction General Conditions		\$250,000.00
Changes		\$0.00
Total Adjusted General Conditions		<u>\$250,000.00</u>
CM Preconstruction General Conditions		\$250,000.00
Divided by 10 Months (1/1/17 - 10/31/17)	/	<u>10</u>
		\$25,000.00
Multiplied by Number of Month (January - October )	X	<u>2</u>
Total Earned To Date		\$50,000.00
Less: Previous Requests		\$25,000.00
Precon General Conditions This Period		<u>\$25,000.00</u>
Less Retainage This period		\$0.00
<b>Net Precon General Conditions Due This Period</b>		<b><u><u>\$25,000.00</u></u></b>

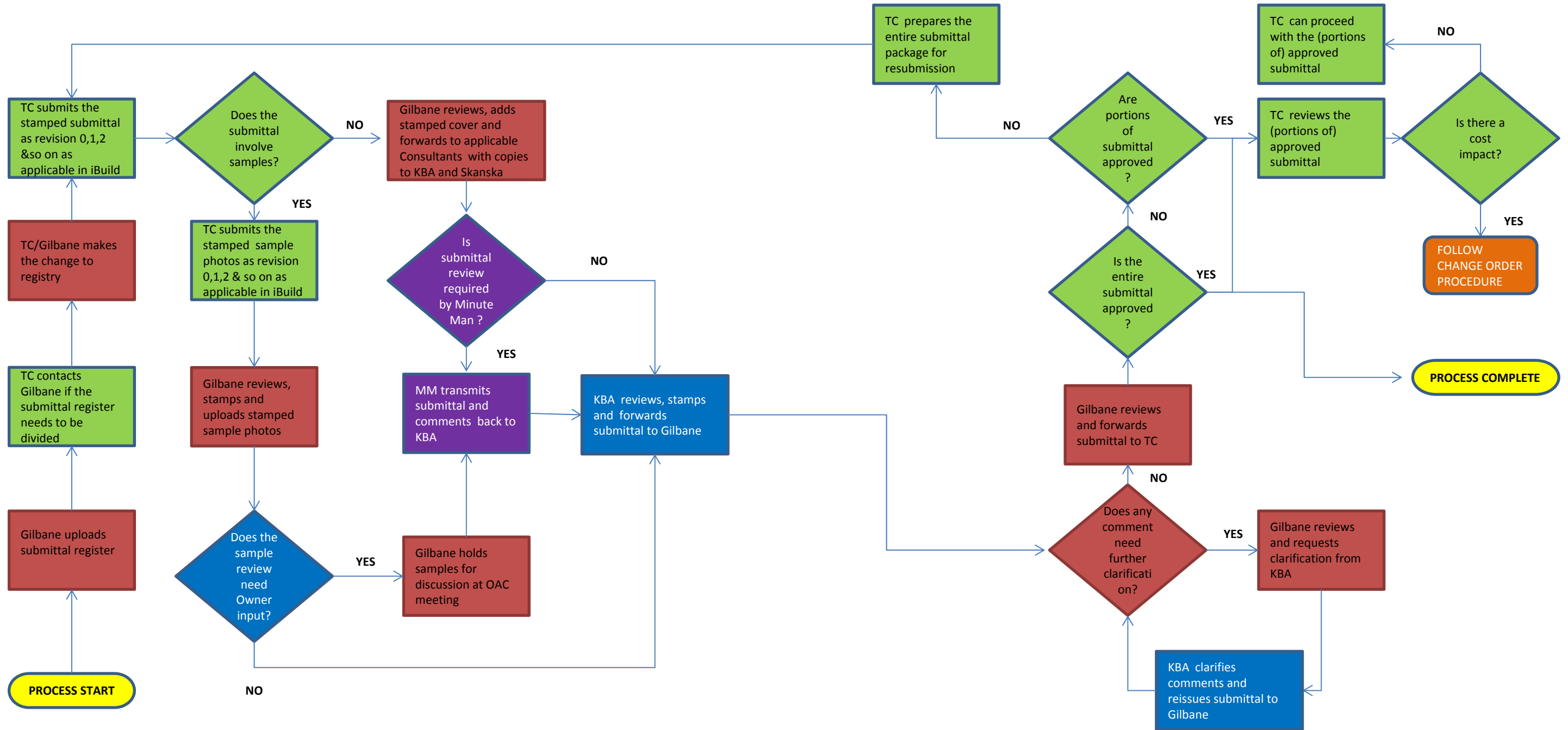
## Minuteman -- Design, Construction, Administration & Building Committee Meetings -- Pathway to Fall 2020

03/29/17 Lincoln Conservation Committee Meeting  
03/28/17 Lincoln Planning Board Open Hearing  
03/27/17 Minuteman Building Committee Meeting  
03/27/17 Minuteman Design & Construction Weekly Meeting  
03/27/17 Minuteman / Building Project Insurance Discussion  
03/21/17 Lexington Conservation Commission Meeting  
03/20/17 Minuteman Design & Construction Weekly Meeting  
03/20/17 Minuteman / Review Finish Materials & Color Options  
03/13/17 Minuteman Building Committee Meeting  
03/13/17 Minuteman Design & Construction Weekly Meeting  
03/06/17 Follow up Meeting on Reconciliation Estimate Meeting  
03/06/17 Minuteman Design & Construction Weekly Meeting  
03/01/17 Lincoln Conservation Commission Open Hearing  
03/01/17 Meeting w/Lincoln Building Inspector  
02/28/17 Meeting w/Lincoln Planning Board  
02/28/17 Minuteman Design Development Reconciliation (ALL Day) @ Gilbane, Boston  
02/27/17 Minuteman Building Committee Meeting  
02/27/17 Minuteman Design & Construction Weekly Meeting  
02/24/17 Conference Call w/Minuteman Legal Counsel re Dover Exercising Dover Amendment  
02/15/17 Meeting with Lincoln Conservation Commission  
02/15/17 Meeting w/Lexington Development Review Team in Lexington  
02/14/17 Meeting with Lincoln Planning Board  
02/14/17 Planning for Lincoln Planning Board Meeting  
02/13/17 Minuteman Design & Construction Weekly Meeting  
02/08/17 Multimedia Engineering Meeting  
02/08/17 Design, Construction & Administration Design Meeting @ KBA  
02/07/17 Ventilation Meeting  
02/06/17 Minuteman Design & Construction Weekly Meeting  
02/02/17 Estimating Kick Off Meeting @ KBA  
02/03/17 Project Review Meeting @ KBA  
02/01/17 Greenhouse Design Meeting  
01/31/17 Minuteman School Committee Meeting  
01/31/17 Minuteman Design & Construction Weekly Meeting  
01/31/17 MSBA Richard Hudson & Team tour of Building Site & Archeology Effort  
01/26/17 Design & Administration LEED Recap Meeting  
01/25/17 Design & Administration meet with Minuteman Neighbors  
01/25/17 Design & Administration Prep for Minuteman Neighbors  
01/25/17 Design & Administration Meeting with Lincoln & Lexington Police & Fire  
01/24/17 Design / Administration Weekly Meeting Team Meeting  
01/23/17 Minuteman Building Committee Meeting  
01/19/17 Minuteman School Committee Meeting Report & Votes  
01/19/17 Greenhouse Design Meeting @ KBA  
01/18/17 Morning Final Design / Staff Space Design Meetings  
01/17/17 Meeting with Lincoln re Permitting  
01/17/17 All Day Final Design / Staff Space Design Meetings  
01/17/17 Minuteman School Committee Meeting Report & Votes – No Quorum  
01/17/17 Design / Administration Weekly Meeting Team Meeting  
01/17/17 Design/Administration meeting @ MSBA Transition Meeting



01/10/17 Design / Administration Weekly Meeting Team Meeting  
 01/09/17 Minuteman Building Committee Meeting  
 01/05/17 Discussion on CM / MM Contract  
 01/03/17 Design / CM / Administration Weekly Meeting Team Meeting  
 12/20/16 Meeting with PAL, Consultant on archology property concerns  
 12/20/16 Meeting w/Proposed CM @ Risk Candidate to work on Contract  
 12/20/26 Technology Coordination Meeting  
 12/20/16 Design / Administration Weekly Meeting Team Meeting  
 12/15/16 Design Team & Administration meet with CM Candidate re Contract Negotiation  
 12/14/16 Design Team & Minuteman Staff Meeting at KBA in Foxboro  
 12/13/16 Design Team & Building Committee Report to School Committee  
 12/13/16 Design Team meets at MIT Lincoln Labs re Toil Labs  
 12/13/16 Design / Administration Weekly Meeting Team Meeting  
 12/13/16 Design Team to meet @ Minuteman re Interior Design with Students, & Staff  
 12/10/16 CM @ Risk Interviews with 5 CM Candidates  
 12/09/16 Design Team & Administration Meeting to Review Education Spaces  
 12/08/16 Meeting at MIT Lincoln Labs Toil Space  
 12/08/16 Design Team & Administration Meeting to Review Education Spaces  
 12/01/16 Design Team Meets with Staff re Space Design  
 11/29/16 Design Team Meets at Minuteman re Multi Media & Toil Labs  
 11/22/16 Design / Administration Weekly Meeting Team Meeting  
 11/17/16 Tour MIT Lincoln Labs  
 11/15/16 Design / Administration Weekly Meeting Team Meeting  
 11/15/16 CM@Risk Applicants Tour Campus  
 11/10/16 Design Team Meeting with Athletic Field Committee  
 11/08/16 Administration meeting with Department of Education re Education & Design Plan  
 11/8/16 National Parks Meeting with Design Team  
 11/7/16 Minuteman Building Committee Meeting  
 11/4/16 Design Team & Schimpf Meeting @ KBA re Technology  
 11/4/16 Design / Administration Team Meeting @ KBA, Foxboro  
 11/3/16 CM @ Risk Sub-Committee Meeting to Review Submission Qualifications & Make Recommendations  
 11/3/16 Southeastern Vocational HS Tour Maker (Toil) Space Tour / MM Staff & Design Team  
 11/1/16 Design / Administration Weekly Meeting Team Meeting  
 10/31/16 Quinsigamond Community College Fab Lab (Toil) Space Tour / MM Staff & Design Team  
 10/28/16 Essex Tech HS School Tour / MM Staff, Design Team  
 10/26/16 Design / Administration Weekly Meeting Team Meeting  
 10/19/16 Design & Administration Team Preliminary meeting with Lexington Departments Heads  
 10/19/16 Design Team meeting with Minuteman Staff / Space Decisions  
 10/18/16 Design / Administration Weekly Meeting Team Meeting  
 10/18/16 Design & Administration Preliminary meeting with Lincoln Department Heads  
 10/12/16 Design Team meeting with Minuteman Staff / Space Decisions  
 10/11/16 Design / Administration Weekly Meeting Team Meeting  
 10/11/16 General Contractors Tour of Campus  
 10/4/15 Design Team meeting with Superintendent Planning Meeting  
 09/26/16 Design Team Meeting with Superintendent  
 09/26/16 Minuteman Building Committee Meeting -- Notice to Proceed – Module 6  
 09/20/16 District Wide Vote / 69% Vote “Yes” to Build Minuteman New Building



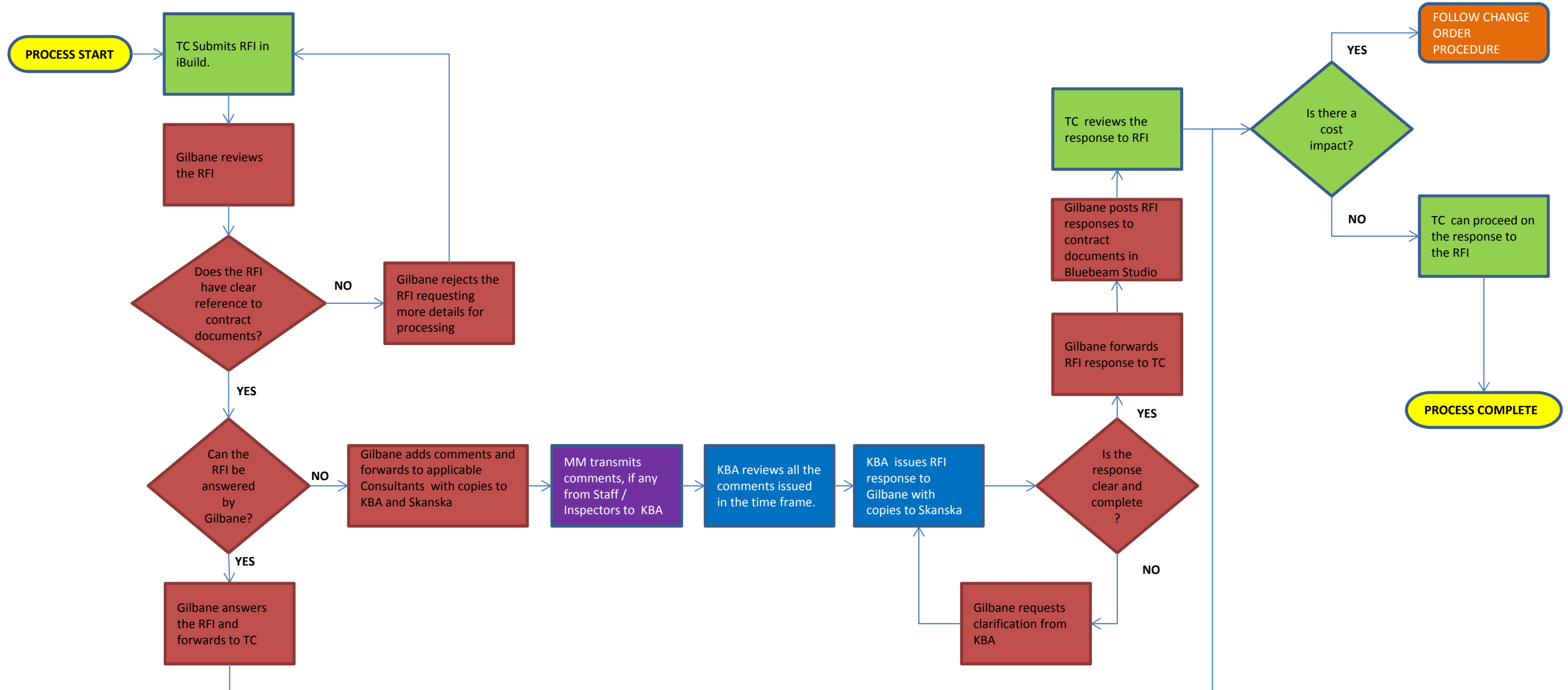


- 1) All submittals will be submitted and transmitted via iBuild
- 2) Submittals will be attached as a single pdf under the attachment tab. Please note that all attachments related to the submittal can be seen by all users who have rights to that submittal.
- 3) File naming convention: SUB-{Bid Package #}-{6-digit spec section}-{3-digit submittal number from iBuild}-{Revision #}-{Identification/designation}{Description}-{Type}-{Review By-CM/Arch}
  - Eg: SUB-09D-096813-001-0-CT1 Carpet Tile-Product Data.pdf – As submitted by Trade Contractor
  - SUB-09D-096813-001-0-CT1 Carpet Tile-Product Data-Gilbane.pdf – As reviewed by Gilbane
  - SUB-09D-096813-001-0-CT1 Carpet Tile-Product Data-KBA.pdf – As reviewed by KBA
- 4) Initial submittals will be considered Revision 0 and subsequent revisions will be assigned 1, 2 and so on
- 5) The most current approved submittal will be flagged **GREEN** in the submittal attachment tab. All other revisions that are not approved for construction will be flagged **RED**.

### LEGEND

- Trade Contractor (TC)
- Gilbane
- Kaestle Boos Associates (KBA)
- Minute Man (MM)

# RFI PROCESS



- 1) All RFIs will be submitted and transmitted via iBuild.
- 2) RFI responses shall be posted to the contract set of documents housed in Bluebeam Studio.

## LEGEND

- Trade Contractor (TC)
- Gilbane
- Kaestle Boos Associates (KBA)
- Minute Man (MM)

Activity ID	Activity Name	Original Duration	Start	Finish	2017												2018												2019												2020												2021		
					J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M
<b>MINUTEMAN REGIONAL VOC.TECH HIGH SCHOOL</b>					994	08-Nov-16 A	01-Oct-20																																																
<b>SUMMARY/MILESTONES</b>					994	08-Nov-16 A	01-Oct-20																																																
SU-1180	Design Development Phase	110	08-Nov-16 A	30-Mar-17	Design Development Phase																																																		
SU-1200	Purchasing	200	01-Mar-17	11-Dec-17	Purchasing																																																		
SU-1060	Construction Documents Phase	148	10-Mar-17	06-Oct-17	Construction Documents Phase																																																		
SU-1020	Start Construction	0	15-May-17		◆ Start Construction																																																		
SU-1360	Site Preparation	65	15-May-17	15-Aug-17	Site Preparation																																																		
SU-1260	Foundation Construction	54	13-Jul-17	27-Sep-17	Foundation Construction																																																		
SU-1090	Foundation Complete	0		27-Sep-17	◆ Foundation Complete																																																		
SU-1110	Design Complete	0		06-Oct-17	◆ Design Complete																																																		
SU-1380	Structural Steel	63	16-Oct-17	15-Jan-18	Structural Steel																																																		
SU-1280	Building Envelope	179	07-Dec-17	20-Aug-18	Building Envelope																																																		
SU-1100	Steel Topping Out	0		14-Dec-17	◆ Steel Topping Out																																																		
SU-1120	GMP	0		21-Dec-17	◆ GMP																																																		
SU-1250	Interior Construction	336	08-Mar-18	01-Jul-19	Interior Construction																																																		
SU-1130	Building Tight	0		05-Sep-18	◆ Building Tight																																																		
SU-1140	Testing/Commissioning/Turnover/Move-in	117	19-Mar-19	30-Aug-19	Testing/Commissioning/Turnover/Move-in																																																		
SU-1150	New Building C/O	0		01-Jul-19	◆ New Building C/O																																																		
SU-1160	New Building Occupied	0		30-Aug-19	◆ New Building Occupied																																																		
SU-1390	New Building Substantial Completion	0		30-Aug-19	◆ New Building Substantial Completion																																																		
SU-1030	Start Phase 2 Construction	0		03-Sep-19	◆ Start Phase 2 Construction																																																		
SU-1190	Extg Building Abatement & Demolition	84	03-Sep-19	31-Dec-19	Extg Building Abatement & Demolition																																																		
SU-1310	New Athletic Field Construction	164	17-Dec-19	06-Aug-20	New Athletic Field Construction																																																		
SU-1080	Demolition & Abatement Complete	0		31-Dec-19	◆ Demolition & Abatement Complete																																																		
SU-1350	Construction Complete	0		06-Aug-20	◆ Construction Complete																																																		
SU-1340	Project/Closeout Complete	0		01-Oct-20	◆ Project/Closeout Complete																																																		



Remaining Level of Effort	Remaining Work
Actual Level of Effort	Critical Remaining Work
Actual Work	Milestone

**MINUTEMAN REGIONAL VOC.TECH HIGH SCHOOL**  
**Draft Preliminary Schedule**

