
M i n u t e m a n P r o j e c t M e e t i n g

**MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL**
Lexington, MA

Meeting Date: 10/25/2016
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PRESENT:

- Ed Bouquillon, Superintendent – Minuteman e.bouquillon@minuteman.org
- Ford Spalding, Chair – School Building Committee – minuteman fspalding@feltonberlin.com
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org
- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Dale Caldwell – Skanska Dale.Caldwell@skanska.com
- Rick Metcalf – BVH rickm@bvhis.com
- Dave McKinley – Kaestle Boos Associates, Inc. (“KBA”) dmckinley@kba-architects.com
- Larry Trim – KBA ltrim@kba-architects.com

E-MAIL

COPIES:

- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Dale Caldwell – Skanska Dale.Caldwell@skanska.com
- Ford Spalding, Chair – School Building Committee – minuteman fspalding@feltonberlin.com
- Dr. Ed Bouquillon, Superintendent – Minuteman e.bouquillon@minuteman.org
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org
- Tom Iskra – BVH Integrated Services (“BVH”) tomi@bvhis.com
- Rick Metcalf – BVH rickm@bvhis.com
- Ron Achin – BVH rona@bvhis.com
- Brian Solywoda – Kaestle Boos Associates, Inc. (“KBA”) bsolywoda@kba-architects.com
- Seunghwan Lee – KBA slee@kba-architects.com
- Dave McKinley – KBA dmckinley@kba-architects.com
- Kristen Smith – KBA ksmith@kba-architects.com
- Luke McCoy – KBA lmccoy@kba-architects.com
- Paul Dominov – KBA pdominov@kba-architects.com
- Larry Trim – KBA ltrim@kba-architects.com

SUMMARY:

An Owner’s weekly update meeting was held at the Minuteman RVTTHS in Lexington, MA to update the Owner on development of the project, and to provide opportunity for the Project Team to expedite activities that help move decision making that could affect the project development timeline.

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1. General Information:

- 1.1. KBA distributed an updated Project Directory.
- 1.2. The Owner's meetings will be scheduled for 2:00 PM weekly, at Minuteman RVTHS.
- 1.3. BVH will extend some ACE Mentor opportunities to students. A program of workshops related to the design and performance of the building could be developed for the students by the Project Team.
- 1.4. Alternate Nos. 10 and 11 need to be moved up to Nos. 3 and 4.

2. Schedule:

- 2.1. (10/18/16) Submission to MSBA is currently scheduled for 2/28/16. Skanska advised that a more realistic schedule should be planned because there must be time to produce the estimates and vet them, prior to submitting the package to MSBA. An unreconciled estimate will damage the schedule. (10/25/16) No discussed.
- 2.2. (10/18/16) KBA will schedule a meeting with the Minute Man National Historic Park to discuss the new Minuteman RVTHS building. (10/25/16) Minute Man National Historic Park meeting is scheduled for Tuesday November 8, 2016 at 12:30 PM. The following information is being developed for the national Park Service Meeting.
 - A) Dave McKinley will be developing a section/profile through the building and site.
 - B) Seunghwan Lee will be providing the aesthetics of the North side of the building.
- 2.3. (10/25/16) Minuteman is planning to schedule some tours to see examples of good fabrication spaces. Jackie Maglio will be coordinating the visits to the Fab Lab and to WPI. Currently, Minuteman is looking at the 24th and the 31st. The 31st is more likely. The current status of the tours is as follows.
 - A) 10/28/16 – Essex North Shore
 - B) 10/31/16 – Quinisgamond Community College Fab Lab
 - C) 11/3/16 – Southeastern Vocational Technical
 - D) MIT/Lincoln Lab – TBD. Ed also believes that a revisit of MIT Lincoln Lab would be helpful to the team and the instructors to see the fabrication spaces and the TOIL Lab.
- 2.4. (10/25/16) Construction Manager Selection:
 - A) 10/26/16 – CM Qualifications Packages available after 2:00 PM from Elizabeth Rozan's office.
 - B) 11/3/16 – Working Group meeting at 2:00 PM in the Paul Revere Room.
 - C) 11/29/16 – CM Proposal Packages available after 2:00 PM at Elizabeth Rozan's office.
 - D) 12/10/16 – CM Interviews, all day at Minuteman Paul Revere Room.

3. Permitting:

- 3.1. (10/25/16) Towns of Lincoln and Lexington will work together and share peer review engineers, where possible.
- 3.2. (10/25/16) Lincoln would like to schedule a walkthrough of the site during the month of November 2016.
 - A) Samiotes to delineate clearing area at the site in lieu of showing and sizing every tree.
 - B) KBA to determine if Lincoln has a tree ordinance.
- 3.3. (10/25/16) Lincoln permitting schedule:

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- A) 12/22/16 – Formal Submission
- B) 1/10/17 – Public meeting.
- C) 1/24/17 – Public Hearing

- 3.4. (10/25/16) Lincoln is not planning to waive permit fees.
- 3.5. (10/25/16) Lexington may waive permit and inspection fees.
- 3.6. (10/25/16) Minuteman recommended that KBA engage Chief David Frizzell, Chief of the Belmont Fire Department, prior to reaching out to the Lincoln and Lexington Fire Departments.

4. Site Design:

- 4.1. (6/18/16) KBA asked that Minuteman create an advisory group to work with KBA on fields. (10/25/16) Ed Bouquillon and Kevin Mahoney put a list of potential members if the site athletic fields group and confirmed member commitment. Ed Bouquillon sent an email to prospective members of the group. A list will be provided upon confirmation.
- 4.2. (10/25/16) Stephen Garvin of Samiotes and Dave McKinley of KBA will be visiting examples of bridges designed by Samiotes' consultant this week.
- 4.3. (10/25/16) Dave McKinley reviewed the bridge locations and types. He explained that there area total of four (4) bridges, configured as follows:
 - A) There are two bridges west of the new building and visitor/staff parking that connect both pedestrians and vehicular traffic to the student parking, west of the existing stream.
 - B) There is a vehicle only bridge that is located north of the new building.
 - C) There is a vehicle and pedestrian bridge, located south of the new building, that crosses over some wetlands.
- 4.4. (10/25/16) Temporary crossings may be required to access the site with heavy equipment. Minuteman reiterated that the existing bridge is not adequate to support the equipment and therefore cannot be relied on as temporary access.
- 4.5. (10/25/16) Outdoor program areas need to be designed for majors, including the following:
 - A) Parking for Automotive
 - B) Horticulture outdoor program spaces for loam, mulch, sand, etc.
 - C) Utility building for front loaders, mowers, etc. Could include foundation for future building.
 - D) More room in back for future, Northwest corner of site?
 - E) Service area for kitchen and culinary service areas, including compactor, dumpster, recycling, etc.
 - F) Specialty parking for Minuteman busses, etc.

5. Site Utilities:

- 5.1. (10/11/16) Minuteman will send a letter to Eversource to activate work order to coordinate with BVH. (10/18/16) No change in status. (10/25/26) No change in status.
- 5.2. (10/18/16) The project will seek for a utility easement on the secondary access road into the site. It is ideal for the new electrical service to be brought in on the secondary access road. This will allow the existing electrical service to remain in place until the new building has been completed. The existing electrical

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service can be reused to supply power to the scoreboard, etc. A new transformer can be installed at the existing electrical service to accommodate the new functions. (10/25/16) Any new transformer related to the existing electrical service will be sized for future concession stand and public restrooms.

- 5.3. (10/25/16) The group discussed Utility access through the site and stream was discussed. Both under the bridge and under the stream are being reviewed as possible methods for crossing the stream with the utilities.
- 5.4. (10/25/16) Because the secondary entrance is an easement through the Minute Man National Historic Park district, access for the new building electrical service being proposed at the secondary entrance to the site should be underground.
- 5.5. (10/25/16) The team discussed the photo voltaics overlay district that is in the student parking area. The Team needs some additional guidance to confirm that the proper infrastructure support systems are in place to support future installation.
- 5.6. (10/25/16) BVH is planning to provide a single generator with 2 to 3 automatic transfer switches..

6. Building Design:

- A) (10/25/16) The Auditorium fly-loft must be less than 70'-0" above the "point of access" to the building. The main point of access needs to be further defined.
- B) (10/25/16) Ed Bouquillon asked that KBA schedule a meeting with him the following week so that he can have a chance to discuss the results of the staff/instructor meetings and provide additional information that may not have come up at the meetings. This will also give the Design Team to get some clarification on some more detailed program requirements and concerns.
- C) (10/25/16) Elevator Design – There currently two elevators, the building elevator and the auditorium elevator. Minuteman would like the building elevator a heavy-duty elevator, so that some of the heavier machinery and equipment can be moved between building levels.

7. Building Utilities:

- 7.1. (10/25/16) No fire pump needed. Hydrant pressure adequate for facility fire suppression system.
- 7.2. (10/25/16) A technology meeting will be scheduled. Minuteman will provide as much standards information as possible prior to meeting, for review by the Design Team.

8. Programming:

- 8.1. KBA to schedule technology meeting with Minuteman Technology department (Annamaria Schrimpf), BVH, EDvance and Good Harbor.
- 8.2. KBA to schedule a Culinary programming meeting. KBA is to coordinate with Minuteman to schedule Joanne Schiavone with staff and administration.

9. LEED

- 9.1. (10/11/16) Mary Ann asked KBA to provide information on a work plan for LEED Certification. KBA will provide information at the next Owner's meeting.
- 9.2. (10/25/16) The Project Team discussed LEED process.
 - A) Matt McClain will be LEED representative for Minuteman.

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- B) Ford Spalding asked that the participants in the original charrette be a part of the LEED recap meeting. The LEED recap meeting will be held in mid-November 2016. School Building Committee members are welcome to attend.

Next Steps:

- (see meeting schedule above)

Next Meetings:

- Tuesday November 1, 2016 at 2:00 PM in the Superintendent's Conference Room.

Attachments:

- Copy of sign-in sheet, dated 10/25/16
- Tour Confirmation Sheet, dated 10/25/16
- Minuteman HS – CM Selection Committee Logistics, dated 10/25/16

End for Meeting Notes

S I G N - I N

MINUTEMAN HIGH SCHOOL
Lexington, MA
KBA # 13001.02

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Representative Name	Company/Title/Email	Present
Mary Ann Williams	Owner's Project Manager – Skanska, MaryAnn.Williams@skanska.com	X
Kevin Lynn,	Special Ed Director – Minuteman High School (“Minuteman”) klynn@minuteman.org	
Bill Blake	Director of Curriculum – Instruction & Assessment - Minuteman bblake@minuteman.org	
Ed Bouquillon	Superintendent – Minuteman e.bouquillon@minuteman.org	EB
Michelle Roche	CTE Director – Minuteman mroche@minuteman.org	
Kevin Mahoney	Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org	✓
Annamaria Schrimpf	Ed Tech Director – Minuteman aschrimpf@minuteman.org	
Ford Spalding	Chair, Minuteman School Building Committee – Minuteman fspalding@feltonberlin.com	✓
Brian Solywoda	Kaestle Boos Associates, Inc. (“KBA”) bsolywoda@kba-architects.com	
Larry Trim	KBA ltrim@kba-architects.com	X
DALE CALDWELL	OPM SKANSKA	✓
RICK METCALF	BVA INTEGRATED SERVICES	
DAVID MCKIMLEY	dmckimley@kba-architects.com	✓

10/25/16

10/25/16

Minuteman H.S. - Construction Manager Selection Committee Logistics:

March 8, 2016	Receive Inspector General (IG) approval for CMR
Sept 28, 2016	Submit RFQ Advertisements to: <ol style="list-style-type: none">1. Central Register (CR)2. Local Paper3. Comm-Pass4. Post in School and on School Web Site
October 5 - 26	RFQ advertisement 3 Weeks to respond (2 weeks minimum requirement)
October 11	Site Visit @ 2:00 P.M. at Minuteman High School
October 26	RFQ Due by 10:00 A.M. / Working Group pickup RFQ's after 2:00 P.M. at Minuteman - See Liz
October 27-Nov. 4	Evaluate RFQ & pre-qualify CM firms <ul style="list-style-type: none">• Need minimum of 70 points for prequalification• Management Experience – 50 points, min of 25 for approval• References – 30 points, min of 15 for approval• Capacity to complete – 20 points, min of 10 for approval• Mandatory requirements (no points assigned)<ul style="list-style-type: none">○ Payment and Performance bond for 100% of contract value○ DCAM - Certificate of Eligibility
November 3	Working Group meeting November 3 @ 4 P.M. Minuteman, Paul Revere Room
November 7	SBC: Subcommittee Report on CM RFQ Responses – Approve CM Shortlist
November 8	Distribute RFP to pre-qualified CM firms
November 29	RFP due by 10 A.M. to <u>SKANSKA</u>
November 29	Working Group pickup RFP responses after 2:00 P.M. at Minuteman - See Liz
December 10	Interview CM firms and (Select first rank firm) all day at Minuteman, Paul Revere Room
December 12 - 28	SBC Approval December 12/Negotiate contract terms and Pre-construction fee
January 9, 2017	SBC Meeting / Introduce Construction Manager/Start Pre-Construction Services

10/25/16

DATE	LOCATION	WHO'S GOING	DEPART TIME	ARRIVAL TIME	MODE OF TRANSPORT	Will meet there
28-Oct	Essex North Shore 565 Maple Street Danvers, MA	Michelle Roche Diane Dempsey Gene DiPaolo Connie Maynard	9:00 AM	10:30 AM	Minuteman Van	Mary Ann Williams Larry Trim
31-Oct	Quinisgamond Community College Fab Lab 670 W Boylston Street Worcester, MA	Michelle Roche Gene DiPaolo	10:30 AM	11:30 AM	Minuteman Van	Ford Spalding
3-Nov	Southeastern Voc Tech H S 250 Foundry Street South Easton, MA	Michelle Roche Gene DiPaolo	8:00 AM	9:30 AM	Minuteman Van	Larry Trim & Team