

Manchester Memorial Elementary School SBC Meeting

8/8/2017



JCJ ARCHITECTURE

Agenda

1. Call to Order
2. Previous Topics & Approval of July 25, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Working Groups Update
5. Budget Update
6. Schedule/Look Ahead
7. Initial Design Visioning Discussion
8. Next Meetings
9. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
10. Public Comments
11. Adjourn



1. Call to Order



2. Previous Topics & Approval of July 25, 2017 Meeting Minutes

Action Items from Meeting Minutes:

- | | |
|--|--------------------|
| 1. Ed. Programming: Develop Visioning Dates | <i>In progress</i> |
| 2. JCJ to plan goal setting exercises for next SBC meeting | <i>In progress</i> |
| 3. MSBA Sub-Consultant Insurance Requirements | <i>In progress</i> |
| 4. Ed. Programming: Schedule and Hold Conference Call | <i>Complete</i> |
| 5. Facilities WG: Existing Documentation Conf. Call | <i>Complete</i> |
| 6. Suggest timeframes for Community Meetings | <i>Open</i> |
| 7. Organize Abutters List | <i>Open</i> |
| 8. Revised Sub-Consultant Proposals | <i>In progress</i> |



3. Invoices & Commitments for Approval

- DWMP July OPM invoice #5 in the amount of \$11,561.00
- CDW Hazmat Proposal date 7/28/17 in the amount of \$15,645.00
- CDW Phase 1 Proposal dated 7/13/17 in the amount of \$4,500.00
- LGCI Geotechnical Services Proposal dated 7/19/17 in the amount of \$16,850.00 (Version 1)
- LGCI Geotechnical Services Proposal dated 7/19/17 in the amount of \$17,215.00 (Version 2 includes groundwater observation)
- Bryant Associates Traffic Impact Analysis Proposal dated 7/18/17 in the amount of \$16,000.00



4. Working Groups Update

- Educational Programming
 - 8/21/17 Leadership meeting scheduled
- Facilities Assessment
 - 7/26/17 Conference call
 - S. Creighton to confirm existing surveys/reports
- Budget Collaboration
 - 9/8/17 Meeting scheduled
- Communications
 - Responsibilities/Tasks/Strategy

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5. Budget Update

Project:

Manchester Memorial Elementary School



Project Details

DWMP Project No.	MP17-114	Project Type	Elementary School
Project Name	Manchester Memorial Elementary School	Scope Type	TBD
Project Address	43 Lincoln Street Manchester-by-the-Sea, MA 01944	MSBA Project?	Yes
Project Phase	Feasibility Study	MSBA Proj. No.	201506980010
Phase End-Date	06/22/2018	Enrollment	335
Phase % Complete	2%	Reimb. Rate	31.00%

Project Budget Summary

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$125,000.00	\$0.00	\$125,000.00	\$155,000.00	124%	\$36,372.00	23%	\$118,628.00	-\$30,000.00
0002-0000: A&E - Feasibility Study	\$400,000.00	\$0.00	\$400,000.00	\$350,000.00	87%		0%	\$350,000.00	\$50,000.00
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00		0%		0%	\$0.00	\$100,000.00
0004-0000: Other	\$25,000.00	\$0.00	\$25,000.00	\$828.83	3%	\$828.83	100%	\$0.00	\$24,171.17
Total - 0000-0000 Feasibility Study Agreement	\$650,000.00	\$0.00	\$650,000.00	\$505,828.83		\$37,200.83		\$468,628.00	\$144,171.17
Total	\$650,000.00	\$0.00	\$650,000.00	\$505,828.83		\$37,200.83		\$468,628.00	\$144,171.17

Invoice Items Pending Approval

The following invoice items are pending approval by the Owner/Building Committee. Expended totals above do not incorporate these invoices.

Approval Status	Invoice Line Value	Associated Invoice	Associated Contract	Invoice Notes	Budget Category
⚠ Pending	\$11,561.00	#005 - DWMP (MMES)	OPM Feasibility & Schematic Contract - OPM Base Contract		0001-0000: OPM - Feasibility Study
Total Pending	\$11,561.00				

5. Budget Update

Dore & Whittier Management Partners, LLC
 Manchester Essex Regional School District

	Name	EST	
F&S Budget	<u>FEASIBILITY STUDY AGREEMENT</u>		
	1	OPM - Feasibility Study	\$ 155,000
	2	A&E - Feasibility Study	\$ 350,000
	3	Environmental & Site	\$ 88,995
		<i>Traffic</i>	\$ 16,000
		<i>Geotech</i>	\$ 16,850
		<i>Survey</i>	\$ 34,500
		<i>Wetlands</i>	\$ 1,500
		<i>Phase 1 ESA</i>	\$ 4,500
		<i>Hazmat</i>	\$ 15,645
	4	Other	\$ 56,005
	Feasibility Study Agreement Subtotal	\$ 650,000	

3. Invoices & Commitments for Approval

- DWMP July OPM invoice #5 in the amount of \$11,561.00
(invoice attached in packet). Vote Expected.
- CDW Hazmat Proposal date 7/28/17 in the amount of \$15,645.00
(proposal attached in packet). Vote Expected.
- CDW Phase 1 Proposal dated 7/13/17 in the amount of \$4,500.00
(proposal attached in packet). Vote Expected.
- LGCI Geotechnical Services Proposal dated 7/19/17 in the amount of \$16,850.00 (Version 1)
(proposal attached in packet). Vote Expected.
- LGCI Geotechnical Services Proposal dated 7/19/17 in the amount of \$17,215.00 (Version 2 includes groundwater observation well) *(proposal attached in packet). Vote Expected.*
- Bryant Associates Traffic Impact Analysis Proposal dated 7/18/17 in the amount of \$16,000.00
(proposal attached in packet). Vote Expected.



6. Calendar Look Ahead

2017 August				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	01	02	03 Submit SC materials	04
07	08 SC Meeting (3pm) & SBC Meeting #6 (7pm) Progress Report/Goal Setting/Educational Planning	09	10	11
14	15	16	17	18
21 Ed Program Leadership Meeting with MERSD and David Stephens	22 SC Meeting (7pm)	23	24	25
28	29 SBC Meeting #7 Progress Report/Ed Planning/Space Summary/Development of Alternatives	30	31	01

2017 September				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	01
04	05 SC Meeting	06	07	08 Small Group Budget Collaboration Meeting (8AM)
11	12 SBC Meeting Progress Report/Ed Planning/Space Summary/Development of Alterna.	13 All-Boards Meeting-Operational Budget Projections	14	15
18	19 SC Meeting	20	21	22
25	26 SBC Meeting Progress Report/Ed Planning/Space Summary/Development of Alterna./Prepare for Comm Meet #1	27	28	29

6. JCJ Project Update

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7. Initial Design Visioning Discussion



8. Next Meetings

- **8/29/17 SBC Meeting** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives*
- **9/12/17 SBC Meeting** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives*
- **9/26/17 SBC Meeting** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives/Preparation Community Meeting #1*



9. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting



10. Public Comments



11. Adjourn



Project Timeline

Manchester Memorial Elementary School Project - Potential Timeline

MSBA Standard Schedule	Duration in Months	2017												2018												2019												2020												2021																	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Hire OPM	3	█																																																																	
Select Architect	3				█																																																														
Feasibility	6							Feasibility																																																											
MSBA Preliminary Design Program Submission																																																																			
MSBA Preferred Schematic Report																																																																			
MSBA Recommendation to proceed into Schematic Design																																																																			
Schematic Design	6												Schematic																																																						
MSBA Schematic Design Submission																																																																			
MSBA Board Approval of Schematic Design																																																																			
Town Approval	3																																																																		
MSBA Issues Project Funding Agreement (\$\$ committed)																																																																			
Design Development	3																																																																		
Construction Documents	5																																																																		
Prequalify and Bid Documents	2																																																																		
Construction Start	18																																																																		
Building Occupied	0																																																																		

Option 1

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