

# Manchester Memorial Elementary School SBC Meeting

5/9/2017



# Agenda

1. Call to Order
2. Previous Topics & Approval of March 28, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Working Groups Update
5. Designer Procurement Update
6. Schedule Review
7. Refine Goals
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 March 28, 2017 Meeting Minutes

### Action Items from Meeting Minutes:

1. Provide SBC with Designer Proposal Examples - *Complete*
2. Revised DSP Schedule - Complete
3. MSBA Space Summary \$/sf Calculation Estimate - Complete
4. Draft Meeting Minutes Uploaded to Dropbox - Complete
5. Project Calendar Uploaded to Dropbox - Complete
- 6. Working Groups Clarification - *Open***
7. Updated SBC Meetings Schedule - Complete
8. Working Groups Sign in Sheets Uploaded to Dropbox - Complete



### 3. Invoices & Commitments for Approval

- DWMP April OPM Invoice #1 in the amount of \$6,625.00  
*backup attached (Vote Expected)*





April 26, 2017

Mr. Avi Urbas  
Director of Finance & Operations  
Manchester Essex Regional School District  
36 Lincoln Street  
Manchester-by-the-Sea, MA 01944

**Project:** Manchester Memorial Elementary School  
MP17-114

**Subject:** March 2017 Invoice

Avi,

Please see the attached Dore & Whittier's March 2017 invoice (#1) in the amount of \$6,625.00 for Designer Selection Phase OPM services in accordance with our contract.

Please contact me if you have any questions.

Sincerely,

**DORE & WHITTIER MANAGEMENT PARTNERS, LLC**  
Project Managers

A handwritten signature in black ink, appearing to read 'S.W. Brown'.

Steven W. Brown  
Project Manager

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REVIEWED FOR PAYMENT: in SBC Meeting on May 9, 2017

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)

**Dore and Whittier Management Partners, LLC**  
260 Merrimac Street  
Bldg. 7  
Newburyport, MA 01950

MERSD, Office of the Superintendent  
P.O. Box, 1407  
Manchester-by-the-sea, MA 01944

Invoice number 00001  
Date 03/28/2017

Project 17-0114 MANCHESTER ESSEX  
MEMORIAL ELEMENTARY SCHOOL

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Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
<b>Designer Selection and Feasibility</b>	105,000.00	0.00	6,625.00	98,375.00	6,625.00
<b>Schematic Design</b>	50,000.00	0.00	0.00	50,000.00	0.00
Total	155,000.00	0.00	6,625.00	148,375.00	6,625.00

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Invoice total 

<b>6,625.00</b>
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## 4. Working Groups – Educational Programming

- Work with the Architect's Educational Programmer/Planner to define the educational vision for the project.
- Help define the MERSD's expectations for the project in terms of the educational program and classroom technology in the coming years.
- Bridge between the SBC, teachers, parents, and students in the early Feasibility Study portion of the project.



## 4. Working Groups – Facilities Assessment

- Assist the Architect with questions and concerns regarding the existing facility. Support future facilities maintenance and building systems discussions.
- Review any code deficiencies in the existing building under current standards for MAAB, Life Safety, etc;
- Review existing conditions related to energy efficiency of the exterior envelope;
- Review efficiency and condition of the existing Mechanical, Electrical, Plumbing, and HVAC systems;
- Review available information regarding any potential hazardous waste such as Asbestos Containing Materials, PCBs, and underground storage tanks;
- Assist the team in review of potential swing space options, and any required upgrades to provide a temporary learning environment during construction.



## 4. Working Groups – Financial

- Review & develop detailed local financial models for SBC review (planning, bonding, budget)
- Review the OPM & MSBA budgets to inform voters about various options
- Review cost changes throughout the construction phase that may need more in-depth review
- Provide insight with Value Engineering options and reviews



# 4. Working Groups Update

## Educational Programming Group

- Charlie Hay
- Jake Foster
- John Willis
- Maggie Tomaiolo

## Facilities Assessment Working Group

- Alva Ingaharro
- Andy Oldeman
- Gordon Brewster
- Jay Pagliarulo
- John Willis
- Lisa O'Donnell
- Remko Breuker
- Sarah Creighton
- Tyler Virden

## Financial Working Group

*Use Existing Budget Collab. Group?*

- Approve working groups (*Vote Expected*)
- Approve a lead for the working groups (*Vote Expected*)



# 5. Designer Procurement Update

- 4/19/17 Designer RFS Published in Central Register, COMMBUYS, and Local Paper
- 4/25/17 Designer Walk Through
- 4/27/17 Designer RFS Questions Due
- 5/4/17 Designer RFS Proposals Due
- 6/6/17 MSBA Designer Selection Panel Meeting
- 6/20/17 MSBA DSP Designer Interviews



# 5. Designer Procurement Update

- Review RFS Proposals
- Select 3 SBC Members for DSP Selection (*Vote Expected*)



# 6. Schedule Review

2017		May		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
01	02	03 2 Weeks of Designer RFS Complete	04 Designer RFS proposals due	05
08	09 SBC Meeting - SBC First Designer discussion, working groups, schedule update, refine goals	10	11	12 Designer RFS Reference checks complete by OPM
15 SBC Meeting - Potential second SBC Meeting to discuss designer proposals	16	17	18 Submit Designer Proposals to MSBA	19
22	23	24	25	26
29	30	31	01	02

2017		June		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	01	02
05	06 MSBA application review	07	08	09
12	13 SBC Meeting - SBC DSP Update, working groups, schedule update, refine goals	14	15	16
19	20 MSBA DSP Review and Selection	21	22	23
26	27	28	29	30
03	04	Notes:		

SBC Meeting 5/9/17





## 7. Refine Goals

- Establish SBC Goals Working Group
- Select a Lead for the Goals Working Group



## 8. Next Meetings

- **5/9/17 SBC Meeting**
- *5/15/17 Potential SBC Meeting*
- **6/13/17 SBC Meeting**
- **7/11/17 SBC Meeting**

*SBC Designer discussion, Working Group Updates, Schedule Update, Refine Goals*

*In case we need more time to review designer submissions*

*Working Groups Update, Goals Established*

*Designer kickoff*



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



# 10. Public Comments



# 11. Adjourn

