

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE KICK-OFF MEETING NO. 1		January 21, 2016
Location:		City Hall, Room 402
Time:		2:00 PM

Attendees:

Attended	Name	Association	Email
Y	Judith F. Kennedy	Mayor, City of Lynn; SBC	Mayor@lynma.gov
N	Rachel M. Allaire	Parent Representative; SBC	Rachel.Allaire@comcast.net
Y	Peter M. Caron	CFO, City of Lynn; SBC	PCaron@lynma.gov
Y	Edward T. Calnan	Experienced Community Member; SBC	edcalnan@gmail.com
Y	Jaime L. Cerulli	Chief Of Staff; SBC Chair	JCerulli@lynma.gov
N	Dianna Chakoutis	Ward 5 Councilor; SBC	DChakoutis@lynma.gov
Y	Kathleen Collins	ISD Administrator	KCollins@lynma.gov
N	Donna Coppola	Lynn School Committee: SBC	DonnaCoppola@gmail.com
Y	Michael Donovan	ISD Chief; Building Commissioner; SBC	MDonovan@lynma.gov
N	John E. Ford	Lynn School Committee: SBC	J.E.Ford@verizon.net
Y	Andrew Hall	Lynn DPW Commissioner; SBC	AHall@lynma.gov
Y	Catherine C. Latham	Superintendent of Schools; SBC	LathamC@lynnschools.org
N	Wayne Lozzi	Ward 1 Councilor; SBC	WLozzi@hotmail.com
Y	James L. Ridley	Retired LPS Principal; SBC	RidleyJL@verizon.net
Y	Kevin Rittershaus	PMS Principal; SBC	RittershausK@lynnschools.org
Y	Joseph Smart	Dir. Buildings & Grounds ISD; SBC	JSmart@lynma.gov
N	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Paul Gransauil	LeftField Project Management	PGransauil@leftfieldpm.com
Y	Jim Rogers	LeftField Project Management	JRogers@leftfieldpm.com
Y	Lynn Stapleton	LeftField Project Management	LStapleton@leftfieldpm.com

A School Building Committee Meeting was held to kick-off the Pickering Middle School Project. A quorum of the School Building Committee was present. J. Cerulli, SBC Chair, called the meeting to order at 2:03 PM. The following was noted:

I. Introductions

1. Introductions were made by all in attendance. It was noted that there are 16 voting members of the School Building Committee (SBC) and that 9 members must be in attendance to have a quorum for any necessary motions/votes.
2. The LeftField Project Management Team was introduced. Lynn Stapleton will be the day-to-day contact with support and involvement from Jim Rogers and Paul Gransauil.
3. J. Cerulli will be the SBC Chair. All correspondence and Project communications will go to her.

II. Communications

4. A Sign-In Sheet was circulated for all School Building Committee/Team Member to provide contact information.
5. All School Building Committee members will be copied on all correspondence.
6. LeftField is to also copy Kathy Collins, ISD Administrator, on all paperwork and communications.

III. RFS Designer Services Process

7. The Request for Designer Services was circulated for review in advance of sending to the MSBA for their review. Comments were received and LeftField will make revisions and submit to the MSBA for review on January 22, 2016. The MSBA has a 10-day review period.
8. There was discussion about increasing the MSBA's standard liability insurance limits. It was decided that for the Feasibility Study/Schematic Design Phase that an increase was not necessary.
9. It was noted that there is a set amount available for Designer Services for the Feasibility Study/Schematic Design Phase which is \$450,000. The Designer RFS should note this fee amount.
10. LeftField will provide an advertisement/legal notice and work with ISD to advertise the Designer RFS in the Central Register and the Lynn Daily Item newspaper. The Project will appear in both on February 10, 2016.
11. The RFS Schedule was reviewed. Two dates for the MSBA Designer Section Panel (DSP) were discussed, March 22, 2016 and April 5, 2016, along with the associated milestone dates. The School Building Committee decided to go with the March 22, 2016 DSP date. The following vote was taken:

MOTION: M. Donovan moved, seconded by J. Smart, to schedule the MSBA Designer Selection Panel date of March 22, 2016 and to meet all milestone dates in advance of that date.

The PMS School Building Committee voted unanimously to schedule the MSBA Designer Selection Panel date of March 22, 2016 and to meet all milestone dates in advance of that date.

IV. MSBA Designer Selection Panel (DSP)

12. The MSBA Designer Selection Panel and the DSP process was discussed. It was noted that the DSP Procedures are included in the Designer RFS.
13. A Designer Selection Sub-Committee is needed to represent the Pickering Middle School Building Committee. The following volunteered to serve on the Sub-Committee: Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli. The following vote was taken:

MOTION: M. Donovan moved, seconded by E. Calnan, to approve Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli to serve on the Designer Selection Sub-Committee and represent the PMS School Building Committee.

The PMS School Building Committee voted unanimously to approve to approve Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli to serve on the Designer Selection Sub-Committee and represent the PMS School Building Committee.

V. PMS Building Committee Meeting Schedule

14. For the duration of the Feasibility Study/Schematic Design Phase, it was decided that the School Building Committee would meet once a month. The monthly meeting date will be the last Thursday of the month and will be confirmed at the preceding SBC Meeting. The time will be 2:00 PM and the location will be at City Hall.

VI. Targeted Overall Schedule

15. A Project Schedule was handed out and discussed. The schedule provided target milestone dates to for each phase of the project. The Project Schedule will be confirmed and updated monthly.

VII. Other Business/Discussions

16. No other business or discussions ensued.

VIII. Adjournment:

J. Cerulli called for adjournment of the meeting.

MOTION: M. Donovan made the motion to adjourn the SBC Meeting at 2:30 PM, seconded by J. Kennedy.

The School Building Committee voted unanimously to adjourn the meeting at 2:30 PM.

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,
Lynn Stapleton
LeftField Project Management, Inc.

Pickering Middle School - Lynn, MA **February 25, 2016**

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
FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	\$ 225,000		\$ 225,000	\$ 225,000	100%	\$ 11,250	5%	\$ 213,750
0002-0000	A/E Feasibility Study/Schematic Design	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0004-0000	Other	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 225,000	\$ -	\$ 225,000	\$ 225,000		\$ 11,250	5%	\$ 213,750
	TOTAL PROJECT BUDGET	\$ 225,000	\$ -	\$ 225,000	\$ 225,000	100%	\$ 11,250	5%	\$ 213,750
	<i>(sum of all sub-totals above)</i>								
FUNDING SOURCES									
	State Share	\$ 180,000							
	Local Share	\$ 50,693							
	SUB-TOTAL	\$ 230,693							
CONSTRUCTION COST ESTIMATES									
		Date		Amount	SF	Cost Per SF			

	Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
	\$ 225,000	\$ -	\$ -	80.00%	\$ 180,000

PICKERING MIDDLE SCHOOL – Lynn, MA

DESIGNER SELECTION SCHEDULE

	<u>Scheduled Date</u>
OPM Contract Executed/Submit to MSBA	Submitted Jan 27, 2016 (Confirmed Feb 3)
Submit Designer RFS to City	Jan 18, 2016
City Review Complete By	Jan 21, 2016
Pickering Building Committee Kick-Off Meeting (Select Designer Selection Committee & DSP Reps)	Jan 21, 2016
Designer RFS to MSBA for Review (10 Day Review)	Jan 22, 2016 (Received Final Feb. 10, 2016)
Submit Advertisement to Central Register	Feb 2, 2016
Submit Ad to Local Newspaper (To Appear 2/10)	Feb 3, 2016
Advertisement Appears in Central Register	Feb 10, 2016
Designer Proposal Briefing at 3:00 PM at PMS	Feb 16, 2016
Designer Proposals Due	Feb 24, 2013
Distribute Proposals to Lynn DSP Representatives	Feb 25, 2013
Complete Designer Selection Matrix and References	Mar 1, 2016
Submit Designer Proposals to MSBA	Mar 2, 2016
MSBA to Submit to DSP	Mar 3, 2016
Meeting with Local DSP Reps to Review Process	Mar 15, 2016
MSBA DSP Meeting	Mar 22, 2016
MSBA Interviews (if Requested)	Apr 5, 2016

PICKERING MIDDLE SCHOOL – Lynn, MA

PROJECT SCHEDULE OVERALL

DESIGNER SELECTION

- 01/12/16 - Designer Selection Process
03/22/16
- 03/22/16 MSBA DSP Panel Review of Designer Proposals
- 03/31/16 Pickering Middle School Building Committee (PMSBC) Meeting
- 04/05/16 Potential Designer Interviews

FEASIBILITY STUDY

- 04/07/16 Designer Kickoff Meeting; Feasibility Study Commences
- TBD Educational Visioning Session #1 (Senior Staff)
- TBD Educational User Group Meetings
- 04/29/16 PMSBC Meeting
- TBD Educational Visioning Session #2 (Broader Group)
- TBD Educational User Group Meetings
- 05/24/16 PMSBC Meeting/Public Forum (Site Options/Educational Program)
- 06/10/16 **Submit Preliminary Design Program to MSBA**
- TBD Educational User Group Meetings
- 06/20/16 PMSBC Meeting/Public Forum (Program/Building Options)
- TBD Educational User Group Meetings
- 07/20/16 PMSBC Meeting/Public Forum (Building Options/Probable Costs)

- 08/11/16 Submit Preferred Schematic Report to MSBA
- 08/24/16 or MSBA Board Facilities Subcommittee Meeting (if invited)
09/07/16
- 09/23/16 MSBA Board approves Preferred Option

SCHEMATIC DESIGN

- 09/23/16 Schematic Design Commences
- TBD Educational User Group Meetings
- 10/10/16 PMSBC Meeting
- TBD Educational User Group Meetings
- 11/10/16 PMSBC Meeting
- TBD Educational User Group Meetings
- 12/10/16 PMSBC Meeting/Public Forum (Building Design)
- 01/6/17 PMSBC Meeting
- 02/01/17 PMSBC Meeting/Public Forum (Building Design/Cost)
- 02/09/17 Submit Schematic Design, Project Scope & Budget to MSBA
- 02/22/17 or MSBA Board Facilities Subcommittee Meeting (if invited)
03/09/17
- 03/29/17 MSBA Board approves Schematic Design, Project Scope & Budget
- 04/01/17 PMSBC Meeting
- 04/06/17 Town Meeting Approval Voter

DESIGN DEVELOPMENT

- 04/07/17 – Design Development (5 months)
09/01/17

CONSTRUCTION DOCUMENTS

- 09/04/17 – Construction Documents (6 months)
03/02/18

BIDDING/CONSTRUCTION

- 09/01/17 Bid Early Packages (1 months)
- 10/09/17 Construction starts on Early Package work
- 03/05/18 Bidding Main Package (2 months)
- 04/30/18 GMP; Commence Construction on Main Package
- 05/01/20 Substantial Completion of Building Construction
- 05/02/20 Punchlist (1 month)
- 06/15/20 Furniture/Equipment delivery & installation; Technology install (2 month)
- 08/15/20 Clean/Building Flush-out (1 week)
- 08/22/20 New School Opens to Staff
- **09/01/20 New School Opens to Students**