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**THURGOOD MARSHALL MIDDLE SCHOOL – Lynn, MA**

**TMMS Building Committee Meeting No. 6**

Friday, April 12, 2013

Staff Development Room, Lynn Voc Tech Annex

9:00 AM

## Agenda

1. Pre-Qualification of CM at Risk Firms
  - Explanation and Schedule of CM at Risk Pre-Qualification/Selection Process
  - Review Evaluation Forms
  - Select Pre-Qualification/Selection Committee Members
  - Schedule Pre-Qualification Committee Evaluation Review Meeting
2. Review Information requested by MSBA in their April 3, 2013 Letter
  - Project Schedule Updates (Confirm Dates of City Vote and City Council Vote)
  - Vote Language
  - Work Plan
  - Mass Historical Commission Approval
3. Review Architect's Preliminary Schedule for User Group, Regulatory and Facilities Meetings required of the Schematic Design Process
4. Status of CM at Risk Application to the Inspector General
5. Other Business
6. Next Meetings
  - Schedule TMMS Building Committee No. 7 for Review of Pre-Qualification Committee recommendations

<b>MARSHALL MIDDLE SCHOOL – LYNN, MA</b>	<b>MEETING MINUTES</b>
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<b>School Building Committee (SBC) Meeting No. 6</b>	<b>April 12, 2013</b>
<b>Working Group Meeting No. 16</b>	
Location:	Lynn Vocational Technical Annex - Staff Development Room
Time:	9:00 AM

**Attendees:**

<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
Edward Calnan	SBC	Y
Richard Cowdell	SBC/Principal - TMMS	Y
Janet Costin	SBC/ Secretary - Superintendent's Office	N
Michael Donovan	SBC/ISD/Building Commissioner	Y
John Ford	SBC/School Committee + Rep Steven Walsh	Y
Richard Fortucci	SBC/Treasurer/CFO	Y
Thomas P. Iarrobino	SBC/School Committee Secretary	N
Catherine Latham	SBC/Superintendent	Y
Sue Rowe	SBC/Dir. Curriculum & Instruction	N
Jaye Warry	SBC/Deputy Superintendent	N
Charles E. White	SBC/Purchasing Agent	N
Darren Cyr	Councilor Ward 3	N
Patrick Santerre	TMMS Parent	N
Gene Raymond	Raymond Design Associates (RDA)	Y
Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)	N
Lynn Stapleton	Joslin, Lesser + Associates (JLA)	Y

The meeting was called to order at 9:10 AM.

I. Pre-Qualification of CM at Risk Firms

1. Joslin Lesser provided an explanation of the CM at Risk Pre-Qualification/Selection Process and presented a proposed schedule for the process. The CMs' Statements of Qualifications are due April 23, 2013. JLA will distribute the SOQs' on April 24, 2013. The Request for Proposals is scheduled to be issued to the pre-qualified construction managers on May 8, 2013.
2. The Evaluation Forms to be used for both the Pre-Qualification phase and the Selection phase were reviewed with the Building Committee. The composition of and the responsibilities of the Pre-Qualification/Selection Committee were reviewed.
3. A Pre-Qualification/Selection Committee was established. The following were selected to be members of the Committee: Mike Donovan; Ed Calnan; Gene Raymond; Jeff Yost; Jeff Luxenberg and Lynn Stapleton.
4. A Pre-Qualification Committee Evaluation Review Meeting was scheduled for May 6, 2013.

5. Interviews were planned for May 30 and May 31, 2013 with an Evaluation Review and CM Selection after the last interview.

## II. Review Information Requested by MSBA in April 3, 2013 Letter Authorizing Proceeding to SD

6. *Project Schedule Update* – An updated Project Schedule was handed out. The new Project Schedule proposed a July 16, 2013 City Election date. The City Council is set to vote on the Election date at the April 23, 2013 City Council Meeting. It was noted that the City Council did not vote on proceeding with eminent domain at the April 9, 2013 meeting because the second appraisal was not expected until April 12, 2013. The School Committee voted to support the eminent domain process at the April 11, 2013 School Committee Meeting. The City Council vote for proceeding with eminent domain will be rescheduled for April 23, 2013.

**Motion:** Motion by Catherine Latham that the Thurgood Marshall Middle School Building Committee votes to support the eminent domain process for 92 and 118-120 Brookline Street properties. Seconded by Richard Fortucci.

**Vote:** 9 in favor, 0 against. The vote was unanimous.

7. *Vote Language* – The standard MSBA vote language was provided to M. Donovan to review with the City Solicitor and City Law Department. It was noted that the ballot language should include why the project is needed. It should be noted that the existing school is obsolete and in need of extensive repairs.
8. *Work Plan* – RDA is required to provide a work plan for the design. The plan is required for the Schematic Design Submission. In the interim, the Project Meetings and Milestones Schedule will be used to provide the framework for the Design Work Plan.
9. *MA Historical Commission Approval* – All state-funded projects are required to submit a Project Notification Form to the MA Historical Commission for review of historical impact and the approval to proceed based on findings. JLA will fill out the forms and RDA will provide the site plan, proposed building plans and Nitsch will provide the USGS map. The City will need to sign the form and submit.
10. The CM at Risk application will be provided to the City for review. The SBC members were asked for their experience with CM at Risk to include in the application. It would be good to submit the CM at Risk application in February.

## III. Review Architect's Preliminary Schedule for User Group, Regulatory and Facilities Meetings required of the Schematic Design Process

11. A Meeting Schedule was proposed by RDA and dates were scheduled. The Project Meetings and Milestones Schedule will be updated to include these meetings, dates, times and locations. The meetings were divided into the following groups:
  - a. Central Administration (Attendees to be selected by Superintendent)
  - b. Educational Steering Group (Group to be established by Superintendent)
  - c. Regulatory (To be scheduled by Building Commissioner)

## IV. Status of CM at Risk Application to Inspector General

12. No word from Inspector General's Office. The IG has an application period of 60 days which ends in late May 2013. The 60-day review period will end prior to the May 31, 2013 date scheduled for selection if the CM.

V. Other Business

13. The SPED Coordinator needs to get involved in providing an explanation of the District SPED plan and the existing and proposed TMMS SPED plan which is required to be submitted to the DESE for approval. RDA will provide the color-coded plans that indicate the SPED spaces proposed within the new school and the SPED Space Summary which will both accompany the SPED Narrative.
14. The geotechnical, geo-environmental, survey, acoustical analysis and the traffic analysis proposals are being prepared. The FS/SD budget has approximately \$100,000 available for these services. This work is required for the Schematic Design Submission and required for accurate estimating. The geotechnical and geo-environmental programs need to access the site as soon as possible to complete the work in time.
15. If the City Council votes on the eminent domain on April 23, 2013, the geotechnical and geo-environmental work could commence on site by May 1, 2013.

VI. Next Meetings

16. Next Meeting:

TMMS Building Committee Meeting	May 7, 2013	9:00 AM	Staff Development Room
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VII. Adjourn

17. The meeting adjourned at 9:45 AM.

**Motion:** Motion by Richard Cowdell that the Thurgood Marshall Middle School Building Committee adjourn at 9:45 AM. Seconded by Mike Donovan.

**Vote:** 9 in favor, 0 against. The vote was unanimous.

Respectfully submitted,

**Lynn Stapleton**

Joslin, Lesser + Associates, Inc.

Thurgood Marshall Middle School, Lynn, MA

Friday, April 12, 2013

TMMS Working Group No. 16 - CM at Risk Selection Process/Schematic Design

Sign-In List

Location: Staff Development Room, Lynn Voc-Tech Annex, 90 Commercial St.

9:00 AM

Signature	Name	E-Mail Address	Contact Info / Phone #
1 <i>in attendance</i>	Catherine Latham	lathamc@lynnschools.org	O: 781-593-1680 C: 781-953-3352
2	Tom Iarrobino	IarrobinoT@lynnschools.org	O 781-477-7220 C: 508-982-7962
3 <i>[Signature]</i>	Rich Cowdell	cowdellr@lynnschools.org	O: 781-477-7360 C: 617-538-2821
4	Jaye Warry	warryj@lynnschools.org	O: 781-593-1680 Ext. 3144 C:
5	Sue Rowe	rowes@lynnschools.org	O: 781-593-1680 Ext. 3144 C:
6 <i>[Signature]</i>	Michael Donovan	mdonovan@lynnma.gov	O: 781-598-4000 C: 617-212-7274
7 <i>Edward T. Calnan</i>	Ed Calnan	edcalnan@gmail.com	C: 617-548-1325
8 <i>in attendance</i>	John Ford	j.e.ford@verizon.net	O: 617-722-2430 C: 781-789-4455
9 <i>[Signature]</i>	Richard Fortucci	RFortucci@LynnMA.gov	O: 781-586-6904 C: 781-910-5407
10	Charles White	Cwhite@LynnMA.gov	O: 781-586-6924 C: 781-346-2971

Thurgood Marshall Middle School, Lynn, MA


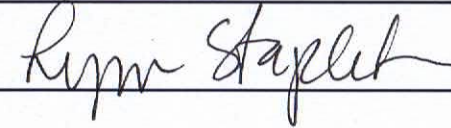
Friday, April 12, 2013

TMMS Working Group No. 16 - CM at Risk Selection Process/Schematic Design

Sign-In List

Location: Staff Development Room, Lynn Voc-Tech Annex, 90 Commercial St.

9:00 AM

Signature	Name	E-Mail Address	Contact Info / Phone #
	Darren Cyr	tyoung@lynnma.gov	O: 781-760-7246 C:
	Patrick Santerre	santerre2@gmail.com	P: 781-405-0457
	Gene Raymond	graymond@rda-design.com	O: 781-421-3480 C: 781-561-5270
	Alex Liousas	aliousas@rda-design.com	O: 781-421-3480 C: 617-947-8576
	Jeff Luxenberg	JLuxenberg@joslinlesser.com	O: 617-744-3118 C: 617-293-6106
	Lynn Stapleton	lstapleton@joslinlesser.com	O: 617-744-3128 C: 508-269-0457