A Pickering Middle School Building Committee Meeting was held to review the status of the project. A quorum of the School Building Committee was present. J. Cerulli, SBC Chair, called the meeting to order at 2:02 PM.

I. Approval of January 21, 2016 Meeting Minutes

1. The following motion and vote was taken:

   **MOTION:** E. Calnan moved, seconded by C, Latham, that the School Building Committee approve the January 21, 2016 Meeting Minutes.

   **Discussion:** K. Rittershaus noted that the dates on the Designer Selection Schedule for Designer Proposals Due and Distribute Proposals to Lynn DSP Representatives should be 2016 and not 2013. The dates will be amended on the updated schedule.

   The PMS School Building Committee voted unanimously to approve the January 21, 2016 Meeting Minutes as amended. For: 13 - Opposed: 0
II. **Request for Designer Services (RFS)**

*Status of RFS Process*
2. Four Designers submitted proposals in response to the RFS for Designer Services on February 24, 2016.

*Distribution of Proposals and Evaluation Matrix and References Local DSP Reps*
3. The Evaluation Matrix prepared by LeftField was explained, discussed and distributed to the Local DSP Reps along with the Designer proposals.
4. The Local DSP Reps will meet on March 1, 2016 at 3:00 PM at the McGuiness School Administration Building. LeftField will send out a meeting notice once a room is scheduled.
5. The Designers’ proposals will be uploaded to the PMSBC website for the Committee to review.

III. **MSBA Designer Selection Panel (DSP)**

*Distribution of Proposals and Evaluation Matrix to MSBA DSP*
6. LeftField will be submitting the Designers’ proposals to the MSBA on March 2, 2016 for the March 22, 2016 DSP Meeting. The Evaluation Matrix will be included.

*Schedule Designer Selection Local DSP Reps Meeting*
7. The Local DSP Reps will meet if necessary on March 15, 2016 at 1:00 PM at City Hall in advance of the DSP Meeting.

IV. **Schedule Update**

*Review Schedule*
8. The Designer Selection Schedule was reviewed.

V. **Budget Update**

*Review Project Budget*
9. The Project Budget was reviewed. It was noted that there was $450,000 set aside for the Designer fees for the Feasibility Study/Schematic Design Phase and that there was $75,000 set aside for Other Project Expenses that will be committed as needed.

10. Leftfield will provide an updated Project Budget at each meeting for review.

VI. **Other Business/Discussions**

11. It was noted that a website was set up for the Pickering Middle School Building Committee. The web address, log-in and password were provided to the Committee members. All project documents will be uploaded and will be accessible to the committee.

12. M. Donovan provided a CD of the land survey of the Parkland Avenue site. Leftfield will copy and return CD to M. Donovan.

VII. **Next Meeting**

13. The next PMSBC meeting will be scheduled for March 31, 2016. The time will be changed to 2:30 PM to allow other Committee members to attend. LeftField will send out the meeting notice once a room is scheduled.
VIII. **Adjournment:**
   J. Cerulli called for adjournment of the meeting.

   **MOTION:**  A. Hall made the motion to adjourn the SBC Meeting at 2:19 PM, seconded by J. Smart.

   The School Building Committee voted unanimously to adjourn the meeting at 2:19 PM. For: 13 - Opposed: 0

*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.
SECTION 1
INTRODUCTION
1.1 INTRODUCTION
1.2 PROJECT DIRECTORY
1.3 PRELIMINARY PROJECT SCHEDULE

SECTION 2
District Educational Plan *(Need help from School/District on these write-ups)*
  Background and Vision
  Grade and School Configuration
    Sixth Grade
    Seventh Grade
    Eighth Grade
  Specialties *(Discuss Specialties Goals here)*
    Music (Vocal & Instruments)
    Physical Education *(Rationale for Four Teaching Stations)*
    Arts (Graphic & Visual Arts)
    Vocational Education (Wood Shop)
    Technology & Engineering
    Consumer Sciences (Sewing, Cooking)
  Media Center
  Special Education
  Lunch Program *(Discuss number of lunches, space needed for 3 lunches)*
  Security & Visual Access
  Transportation Needs
  Summary
  District Middle Capacity Analysis *(Need help from District on this)*

Section 3
Initial Space Summary *(RDA)*
  Overview and Development of the Educational Program *(RDA)*
  Overall Square Footage Analysis – Existing, Needs and MSBA Guidelines *(RDA) (Principal)*
  Variances between TMMS Program and MSBA Guidelines *(RDA)*
    Core Academics
    Special Education
    Art & Music
    Vocations & Technology
    Health & Physical Education
    Dining & Food Service
    Medical
    Administration & Guidance
  Space Summary Spreadsheet (Signed by Architect) *(RDA)*
Section 4
Existing Conditions (RDA)
Existing PMS Plans
Evaluation of Existing Conditions (RDA)

PMS AHERA Report *(Need this. Will use instead of a new HAZMAT Report if new construction.)*
HAZMAT Report *(May not need is renovations to existing are not done.)*

Section 5
Site Development Requirements (RDA)
Existing Site Plans (RDA)
  PMS
  Existing Conomo Street Site
  Alternative Sites
Traffic Report Summary (RDA)
Site Infrastructure (RDA)
  Zoning Summary
  Landscape
  Civil – Water, Sanitary Sewer, Site Drainage
  Permitting – Wetlands, EPA NPDES Program, MEPA. Mass DOT, Commuter Rail
Geotechnical Summary (RDA)

Section 6
Proposed Preliminary Alternatives (RDA)
  Preferred Option
    Site Plan with Building/Site Layout
    Preliminary Phasing Diagram/Analysis
  Alternate Option
    Site Plan with Building/Site Layout
    Preliminary Phasing Diagram/Analysis
  Rejected Options
    Site Plan with Building/Site Layout of All Discarded Options
SBC Vote Approval to Proceed with Two Options (Preferred and Alternative) *(Need)*
Preliminary Program Diagrams (RDA)
  Preferred Building Layout – Split 6th-7th/8th
  Alternate Layout – “L” Shape Plan
  Alternate Layout – Square Plan

Section 7 *(LF)*
Pickering Middle School Facility Deficiencies - Statement of Interest
MSBA Board Action Letter to Proceed with FS (I need copy.) & Schedule of Deliverables
Executed Design Enrollment Certification (I need copy.) and Current Enrollment Projections (Need)
Local Certification Letter (Needs to be put on City letterhead. Needs to be signed by City CEO/Mayor, Superintendent, Chair of School Committee.)
Capitol Budget Statement (Need)
Meeting Minutes (If there are any project related meeting minutes prior to OPM coming onboard, please provide.)
  School Building Committee
  Working Group
  Educational Visioning
Draft Module 3 Completion Checklist
# PICKERING MIDDLE SCHOOL – Lynn, MA

## PROJECT SCHEDULE OVERALL

### DESIGNER SELECTION

- **01/12/16 - 03/22/16**  
  Designer Selection Process

- **03/22/16**  
  MSBA DSP Panel Review of Designer Proposals

- **03/31/16**  
  Pickering Middle School Building Committee (PMSBC) Meeting

### FEASIBILITY STUDY

- **03/31/16**  
  Designer Kickoff Meeting; Feasibility Study Commences

- **TBD**  
  Educational Visioning Session #1 (Senior Staff)

- **TBD**  
  Educational User Group Meetings

- **04/21/16**  
  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
Pickering Middle School
Schedule of Milestones

- 08/24/16 or 09/07/16 MSBA Board Facilities Subcommittee Meeting (if invited)
- 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 03/09/17 MSBA Board Facilities Subcommittee Meeting (if invited)
- 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 – 09/01/17 Design Development (5 months)

CONSTRUCTION DOCUMENTS
Schedule of Milestones

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

**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
# Pickering Middle School - Lynn, MA

## Total Project Budget Status Report

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### TOTAL PROJECT BUDGET

- **$750,000**
- **$716,025**

- **(sum of all sub-totals above)**

### FUNDING SOURCES

- **State Share**: $600,000
- **Local Share**: $168,975
- **SUB-TOTAL**: $768,975

### CONSTRUCTION COST ESTIMATES

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*March 31, 2016*