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 Gransaull.

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

### Total Project Budget Status Report

<table>
<thead>
<tr>
<th>ProPay Code</th>
<th>Description</th>
<th>Total Project Budget</th>
<th>Authorized Changes</th>
<th>Revised Total Budget</th>
<th>Total Committed</th>
<th>% Cmtd to Date</th>
<th>Actual Spent to Date</th>
<th>% Spent to Date</th>
<th>Balance To Spend</th>
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<td>OPM Feasibility Study/Schematic Design</td>
<td>$225,000</td>
<td>$225,000</td>
<td>$225,000</td>
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<td>$11,250</td>
<td>5%</td>
<td>$213,750</td>
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<td>0002-0000</td>
<td>A/E Feasibility Study/Schematic Design</td>
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<td>$-</td>
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<tr>
<td>0003-0000</td>
<td>Environmental &amp; Site</td>
<td>$-</td>
<td>$-</td>
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</tr>
<tr>
<td>0004-0000</td>
<td>Other</td>
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<td>$-</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
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</table>

**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 |

### FUNDING SOURCES

<table>
<thead>
<tr>
<th>Source</th>
<th>Total Project Basis</th>
<th>Basis of Total Reimbursement</th>
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<tbody>
<tr>
<td>State Share</td>
<td>$180,000</td>
<td>$225,000</td>
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<tr>
<td>Local Share</td>
<td>$50,693</td>
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**SUB-TOTAL**

| | $230,693 |

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

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

February 25, 2016
CONSTRUCTION DOCUMENTS

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

BIDDING/CONSTRUCTION

- 09/01/17  Bid Early Packages (1 month)
- 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