

PICKERING MIDDLE SCHOOL – Lynn, MA

SCHOOL BUILDING COMMITTEE MEETING NO. 5

Thursday, May 17, 2016

City Hall, 3 City Hall Square, Room 107

2:30 PM

Agenda

1. Approval of Meeting Minutes
 - Approval of March 31, 2016 Meeting Minutes
 - Approval of April 21, 2016 Meeting Minutes

2. Update on Preliminary Design Program (PDP) Progress
 - Educational Program Sub-Committee Update
 - Educational Plan
 - Information needed
 - Site Selection Sub-Committee Update
 - Site Selection Analysis Matrix
 - Information Needed

3. Public Forum Preparation
 - Review Public Forum Presentation

4. Schedule Update
 - Review Schedule

5. Budget Update
 - Review Project Budget

6. Other Business/Discussions

7. Next Meetings

○ Educational Program Sub-Committee Meeting	May 24, 2016	10:00 AM	Proposed
○ Public Forum #1	May 18, 2016	7:00 PM	
○ School Building Committee Meeting	June 16, 2016	2:30 PM	Proposed
○ Public Forum #2	June 22, 2016	7:00 PM	Proposed

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE MEETING NO. 4		April 21, 2016
Location:		City Hall, Room 107
Time:		2:30 PM

Attendees:

Attended	Name	Association	Email
N	Judith F. Kennedy	Mayor, City of Lynn; SBC	Mayor@lynnma.gov
N	Rachel M. Allaire	Parent Representative; SBC	Rachel.Allaire@comcast.net
Y	Peter M. Caron	CFO, City of Lynn; SBC	PCaron@lynnma.gov
Y	Edward T. Calnan	Experienced Community Member; SBC	edcalnan@gmail.com
Y	Jaime L. Cerulli	Chief Of Staff; SBC Chair	JCerulli@lynnma.gov
N	Dianna Chakoutis	Ward 5 Councilor; SBC	Dianna.Chakoutis@lynnma.gov
Y	Kathleen Collins	ISD Administrator	KCollins@lynnma.gov
Y	Donna Coppola	Lynn School Committee: SBC	DonnaCoppola@mail.com
Y	Michael Donovan	ISD Chief; Building Commissioner; SBC	MDonovan@lynnma.gov
N	John E. Ford	Lynn School Committee: SBC	J.E.Ford@verizon.net
N	Andrew Hall	Lynn DPW Commissioner; SBC	AHall@lynnma.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
N	Joseph Smart	Dir. Buildings & Grounds ISD; SBC	JSmart@lynnma.gov
N	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Gene Raymond	Raymond Design Associates	graymond@rda-design.com
N	Steve Lamothe	Raymond Design Associates	slamothe@rda-design.com
Y	John Bartecchi	Raymond Design Associates	jbartecchi@rda-design.com
N	Paul Gransauil	LeftField Project Management	PGransauil@leftfieldpm.com
N	Jim Rogers	LeftField Project Management	JRogers@leftfieldpm.com
Y	Lynn Stapleton	LeftField Project Management	LStapleton@leftfieldpm.com

A Pickering Middle School Building Committee Meeting was held to review the status of the project. A quorum of the School Building Committee was not present and the meeting will be an information meeting only. J. Cerulli, SBC Chair, called the meeting to order at 2:32 PM.

I. Approval of March 31, 2016 Meeting Minutes

1. Approval of the March 31, 2016 Meeting Minutes was postponed until the next School Building Committee in May due to lack of a quorum.
2. D. Coppola requested that the “g” in her email address be deleted. Her email address is DonnaCoppola@mail.com.

3. Ed Calnan requested to be added to the Design Sub-Committee.
4. It was noted that the School Building Committee should consider reducing the number of voting members as nine members are required to be present to constitute a quorum which is required for voting.
5. It was noted that all meeting minutes for all Sub-Committee Meetings will be posted on the PMS SBC website.

II. Update Committee on MSBA Project Kick-Off Meeting

6. The MSBA held a Project Kick-Off Meeting with the Project Team. The Feasibility Study process was discussed and the requirements for the Preliminary Design Program and the Preferred Schematic Report were reviewed. The Project Schedule was discussed in terms of the required deliverables to the MSBA.
7. There will be bi-weekly conference calls with MSBA to review the Project progress and to discuss the decision-making process. The first conference call will be on May 6, 2016.
8. After the MSBA Kick-Off Meeting, there was a tour of the existing Pickering Middle School.

III. Update on Preliminary Design Program (PDP) Progress

Educational Program Sub-Committee Update

9. RDA provided an overview of the Educational Visioning Workshops that occurred on May 6th and May 13th and presented a condensed PowerPoint presentation.
10. It was noted that the existing Pickering Middle School will not be demolished and will become an elementary school.
11. It was noted that the District—wide middle school (Grades 6-8) enrollment, based on MSBA projections, is to be 3,725 which results in the need to provide school accommodations for 1,660 students for this Project.
12. A map indicating the students in each of the City's three districts that are feeders to the middle schools in each City district was reviewed. Because there is not 1,660 students in the Pickering district, there is a need to split the project into two schools. One school in the Pickering district and one school in the West Lynn district where the most students reside. It is currently thought that a 700-student school in the Pickering district, a 960-student school in the West Lynn district and a reduction in students at the Breed School to the original design enrollment of 900-students along with the 1,100 students at the new Thurgood Marshall School would meet the needs of the City at the middle school level.
13. The cluster concept in lieu of the Junior High concept will be implemented, similar to the newly completed Thurgood Marshall School. The Superintendent noted that a minimum of 2 clusters per grade is needed. A six cluster school is proposed in the Pickering district and a nine cluster school is proposed in the West Lynn district. Each cluster is to have four classrooms and one science lab.
14. The lists of "Wants" developed at the Educational Visioning Session were reviewed. It was noted that a greenhouse may not be desired but that an outdoor connection could provide similar educational benefit. Also, it was noted that a Fitness/Wellness space may not be desired over a double gym which may provide more flexibility.
15. A Security Meeting is needed to review requirements to be incorporated into the Educational Plan. Also, a meeting to understand the school scheduling is needed.

16. Three options for the Breed Middle School were reviewed to determine how to reduce the student enrollment and return previously modified spaces to their original use for consumer sciences, arts and technology programs. This will allow the same programs to be provided in all middle schools in the City.

Site Selection Sub-Committee Update

17. Nine site options were reviewed. RDA presented a PowerPoint presentation that identified three sites in the Pickering district and six sites in the West Lynn district. The overall pros and cons of each site along with the environmental and geotechnical impacts at each site were discussed.
18. A Traffic Impact Meeting needs to be scheduled to determine the viability of each site in terms of its ability to handle the traffic that will be generated by a school.

IV. Public Forum

Confirm Date, Time and Place

19. The date for the Public Forum was confirmed for May 18, 2016 at 7:00 PM in the Pickering MS Auditorium.

Determine Roles and Responsibilities

20. RDA and LeftField will provide a PowerPoint presentation which will provide an update on the Educational Program, Site Options, Project Schedule and MSBA Process.

Review of Public Flyer and Notification

21. LeftField emailed a sample flyer for notification of the Public Forum for review and comment by the SBC. Once comments are received and flyer is finalized, the flyer will be posted and sent home with middle school students.

V. Schedule Update

Review Schedule

22. The Project Schedule was updated to include dates of all scheduled meetings and some dates for proposed meetings were confirmed.
23. There was a reminder that the Preliminary Design Program Submission is scheduled to be submitted to the MSBA on June 10, 2016.

VI. Budget Update

Review Project Budget

24. The Project Budget was attached to the meeting minutes and reviewed which included all expenditures to date.

VII. Other Business/Discussions

25. No other business was discussed.

VIII. Next Meeting

26. The next PMSBC meeting will be scheduled for May 17, 2016 at 2:30 PM in Room 107. LeftField will send out the meeting packet in advance of the meeting.

IX. Adjournment

27. The meeting adjourned at 4:10 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

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; Preliminary Design Program Commences
- 04/06/16 Educational Visioning Session #1 (Education Program Sub-Committee)
- 04/11/16 Site Selection Meeting #1 (Site Selection Sub-Committee)
- 04/13/16 Educational Visioning Session #2 (Education Program Sub-Committee)
- 04/20/16 MSBA Project Kick-Off Meeting
- 04/21/16 PMSBC Meeting
- 05/02/16 Site Selection Sub-Committee Meeting
- 05/06/16 MSBA Conference Call Project Update
- 05/10/16 Site Selection Sub-Committee Meeting
- 05/11/16 Traffic Impact Meeting
- 05/17/16 Security Meeting
- 05/17/16 PMSBC Meeting
- 05/18/16 Public Forum #1 (Site Options/Educational Program)

- 05/20/16 MSBA Conference Call Project Update
- 05/24/16 Educational Program Sub-Committee Meeting (To Be Confirmed)
- 06/10/16 Submit Preliminary Design Program to MSBA
- TBD Design Sub-Committee Meeting
- TBD Design Sub-Committee Meeting
- 06/16/16 PMSBC Meeting
- 06/22/16 Public Forum #2 (Program/Building Options)
- TBD Design Sub-Committee Meeting
- 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 Try for 9/7/16 as RDA is not available on 8/24/16
- 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 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 – 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**

Pickering Middle School - Lynn, MA

April 30, 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%	\$ 45,000	20%	\$ 180,000
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000		\$ 450,000	\$ 450,000	0%	\$ 40,000	0%	\$ 410,000
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0004-0000	Other	\$ 75,000		\$ 75,000	\$ 490	0%	\$ 490	0%	\$ 74,510
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 750,000	\$ -	\$ 750,000	\$ 675,490		\$ 85,490	11%	\$ 664,510
	TOTAL PROJECT BUDGET	\$ 750,000	\$ -	\$ 750,000	\$ 675,490	90%	\$ 85,490	11%	\$ 664,510
	<i>(sum of all sub-totals above)</i>								
FUNDING SOURCES									
	State Share	\$ 600,000							
	Local Share	\$ 168,975							
	SUB-TOTAL	\$ 768,975							
CONSTRUCTION COST ESTIMATES									
	Date				Amount	SF	Cost Per SF		
		Total Project Budget		Basis of Total Exclusions		Facilities Grant		Reimbursement Rate	
		\$ 750,000		\$ -		\$ -		80.00%	
								MSBA Share	
								\$ 600,000	