

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #3

July 11, 2023

 LeftField



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

1. Call to Order
2. Review Prior Meeting Minutes
 - a. 6/6/2023 meeting – **Vote**
3. OPM Report
 - a. Designer Selection Panel (DSP) update
 - b. Schedule Update
 - c. Designer Procurement Schedule update
 - d. Invoices for Approval - **Vote**
 - e. Project Website
4. Next Steps
 - a. Next Regular FBBC Meeting on Tuesday, 8/8/23 at 1:00pm
 - b. Designer RFS Publish on Wednesday, 8/9/23
 - c. Designer Pre-proposal Walkthrough on Wednesday, 8/16/23 at 2:00-3:30pm
 - d. Receive Designer Proposals on 9/6/23; LeftField Distribute to FBBC on 9/7/23
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Adjournment



ROLL CALL

- Eight (8) voting members required for a quorum.

Voting Member	Present	Absent
Mr. Peter Angelini		
Mr. Mark Bodanza		
Mr. Greg Chapdelaine		
Mr. Bill Charpentier		
Ms. Paula Deacon		
Mr. Steven Mammone		
Mayor Dean Mazarella, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		
Mr. Gregory Thomas		
Mr. James Whitney		



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JUNE 6, 2023 MEETING MINUTES FOR APPROVAL

- “Motion to approve the June 6, 2023 meeting minutes by _____, seconded by _____.”
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain
Mr. Peter Angelini			
Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
Mayor Dean Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
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DESIGNER SELECTION PANEL

The MSBA anticipates Fall Brook Elementary School will be included the October Designer Selection Panel meetings. The MSBA will send the official invitation and Zoom link closer to the date. LeftField sent placeholder calendar events.

October 3, 2023 - DSP Meeting #1; review designer proposals

October 17, 2023 - Potential DSP Meeting #2; interview selected designers (3 or 4)

The MSBA appoints 13 members and the District appoints 3 members, for a total of 16 panel members. At the 6/6/23 meeting, the Fall Brook Building Committee (FBBC) chose the following representatives:

- School Committee's designee: **Mayor Dean Mazarella**
- Superintendent's designee: **Superintendent Paula Deacon**
- Mayor's designee: **City Councilor Mark Bodanza**



DESIGNER SELECTION PANEL

Would anyone on the Fall Brook Building Committee like a paper copies of the designer proposals?

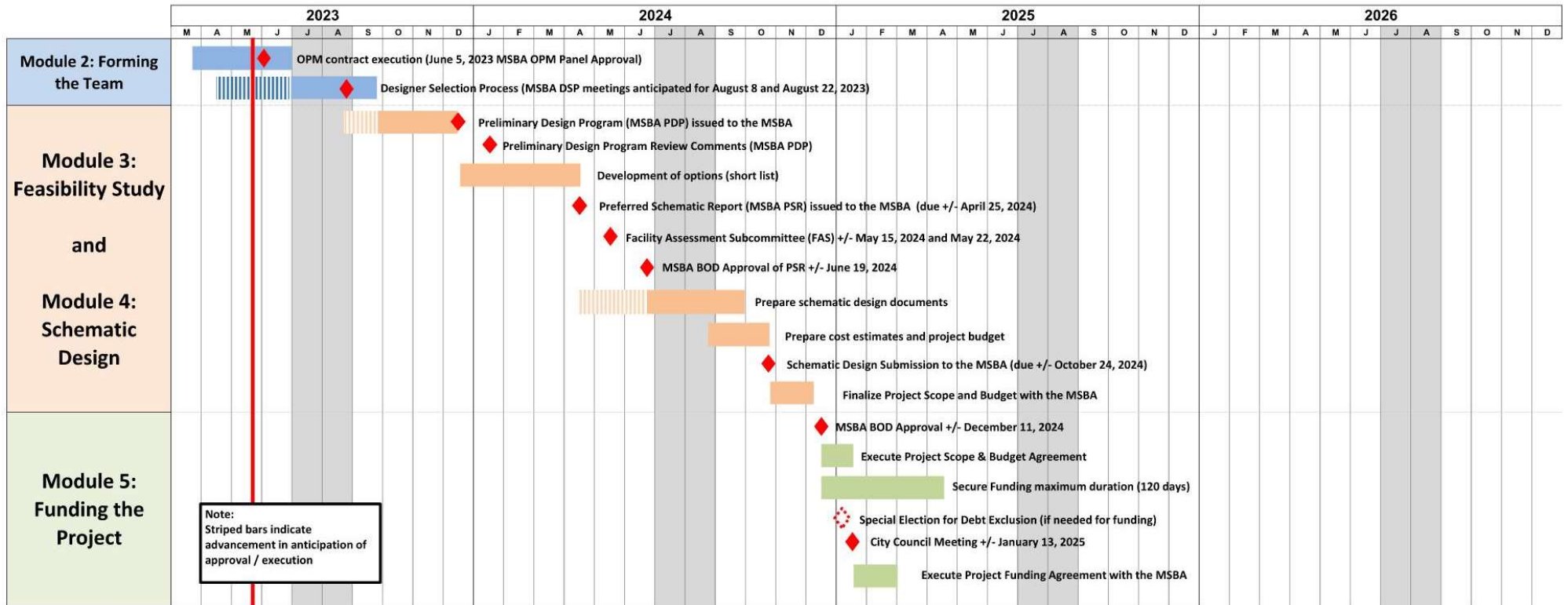


TODAY'S AGENDA

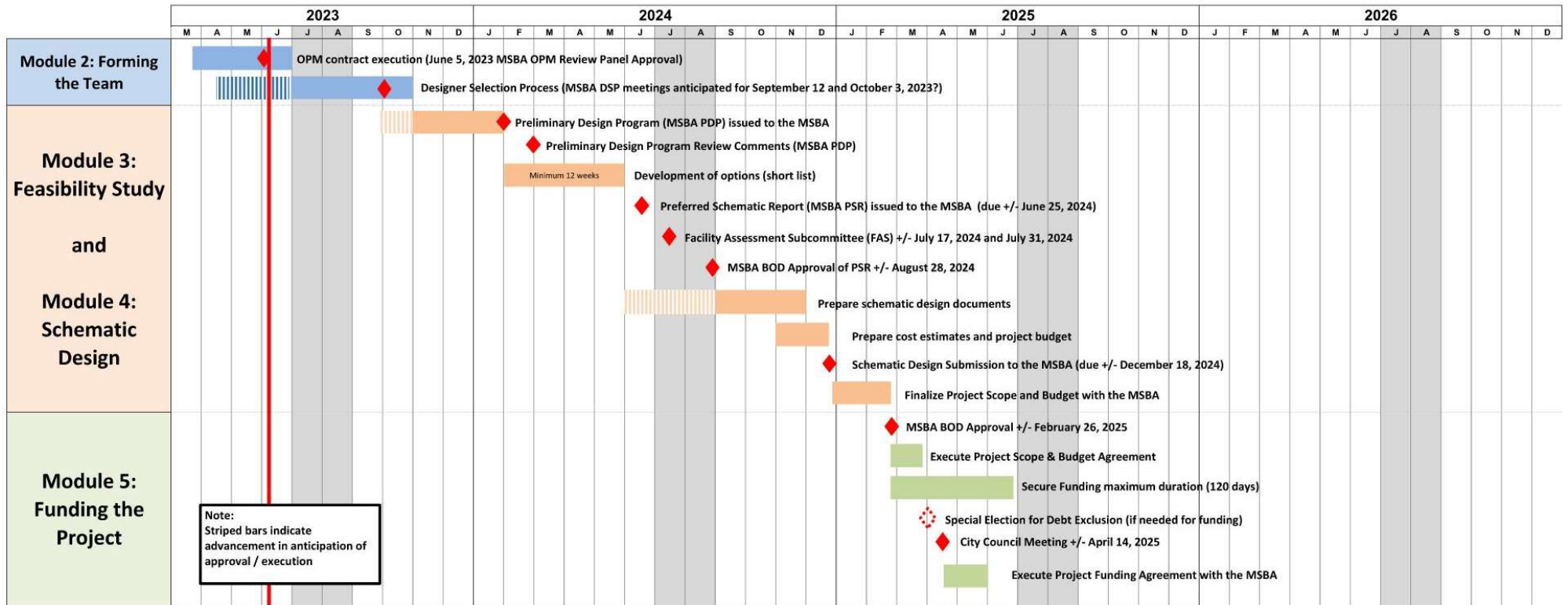
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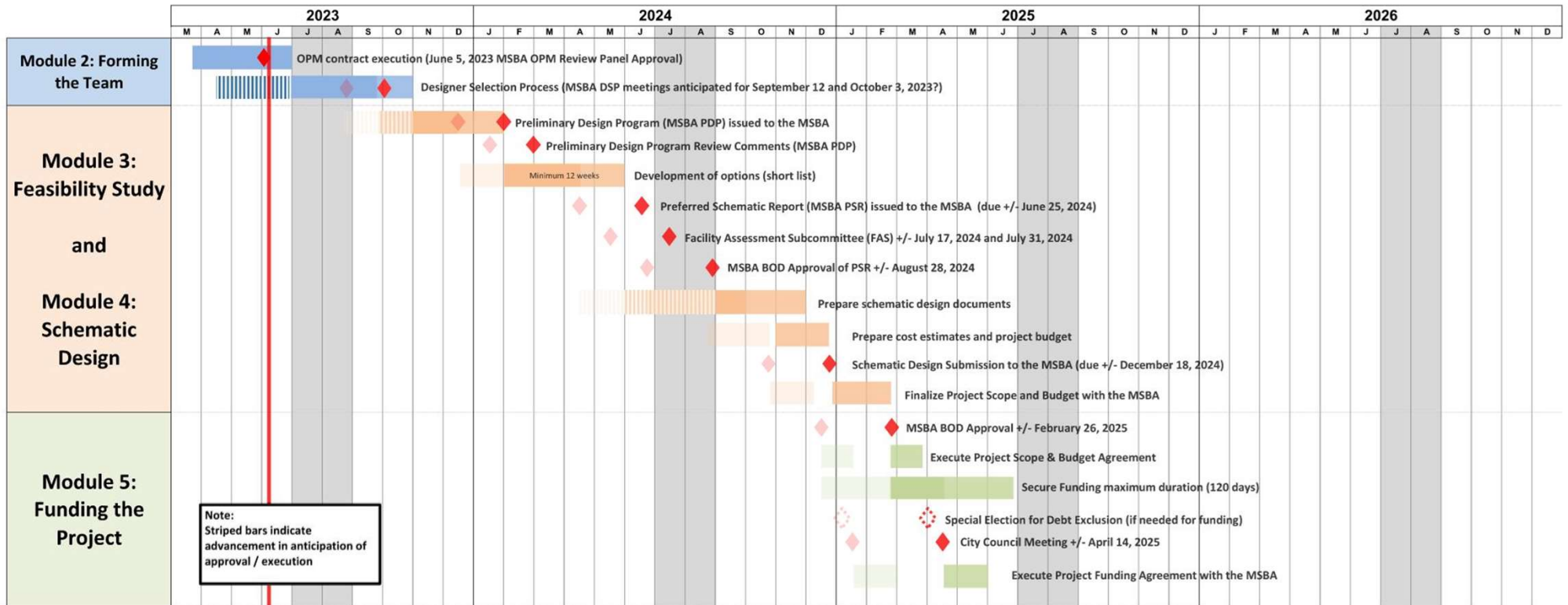
FEASIBILITY SCHEDULE



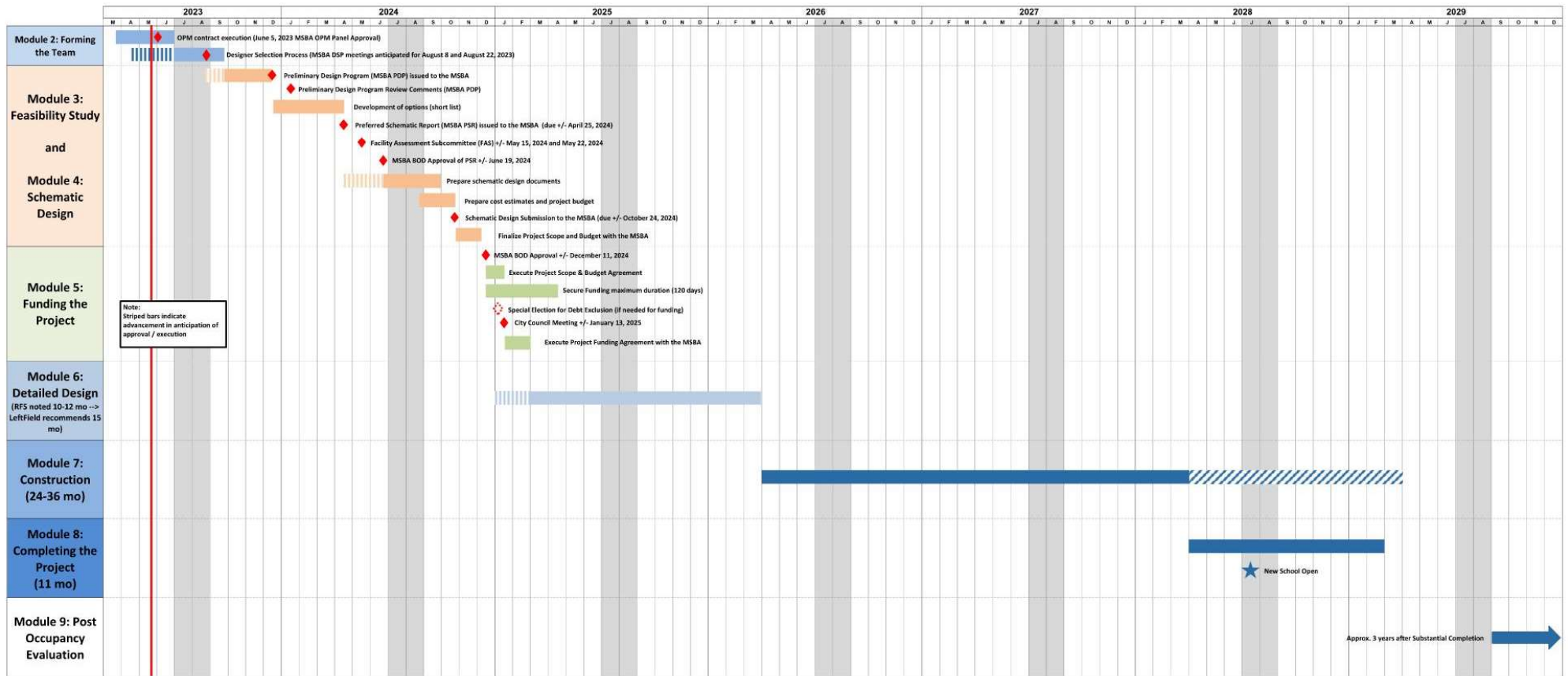
FEASIBILITY SCHEDULE REVISED



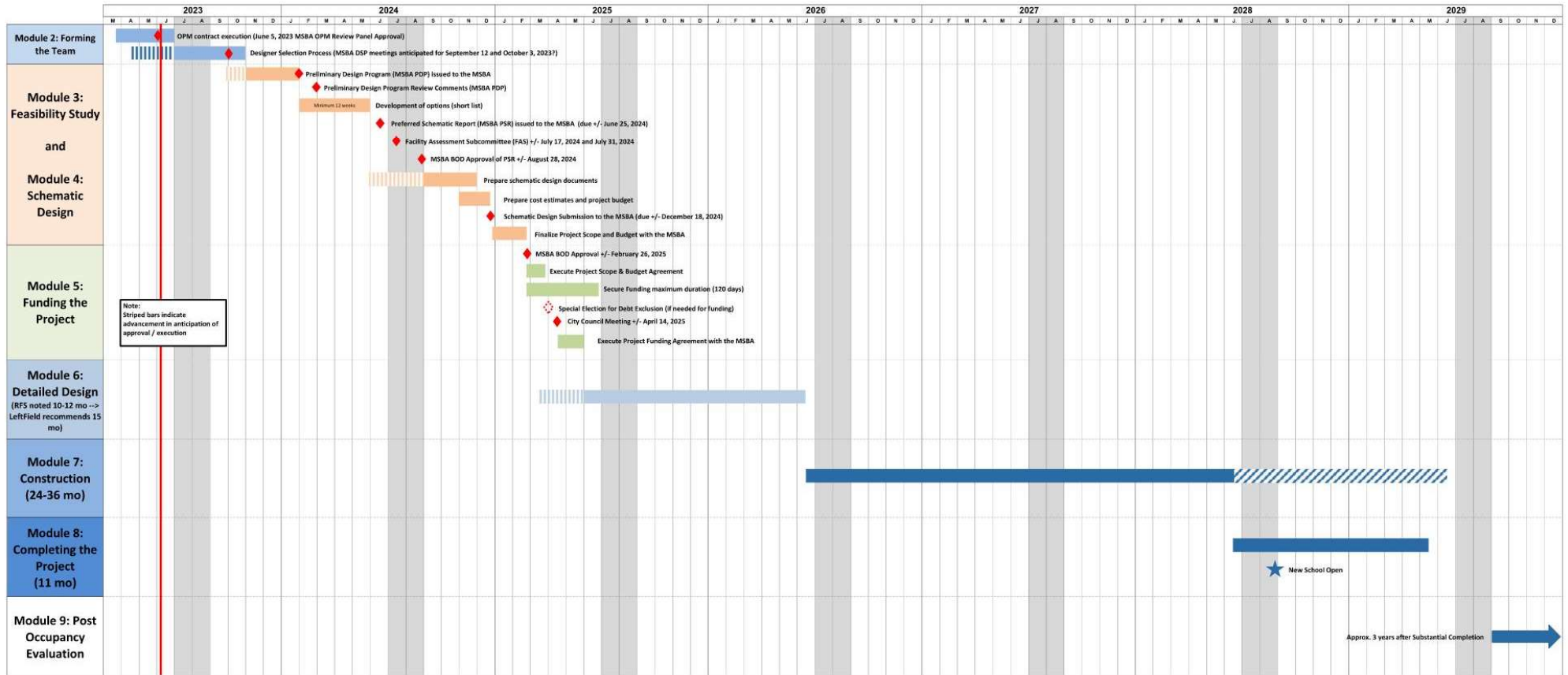
FEASIBILITY SCHEDULE OVERLAY



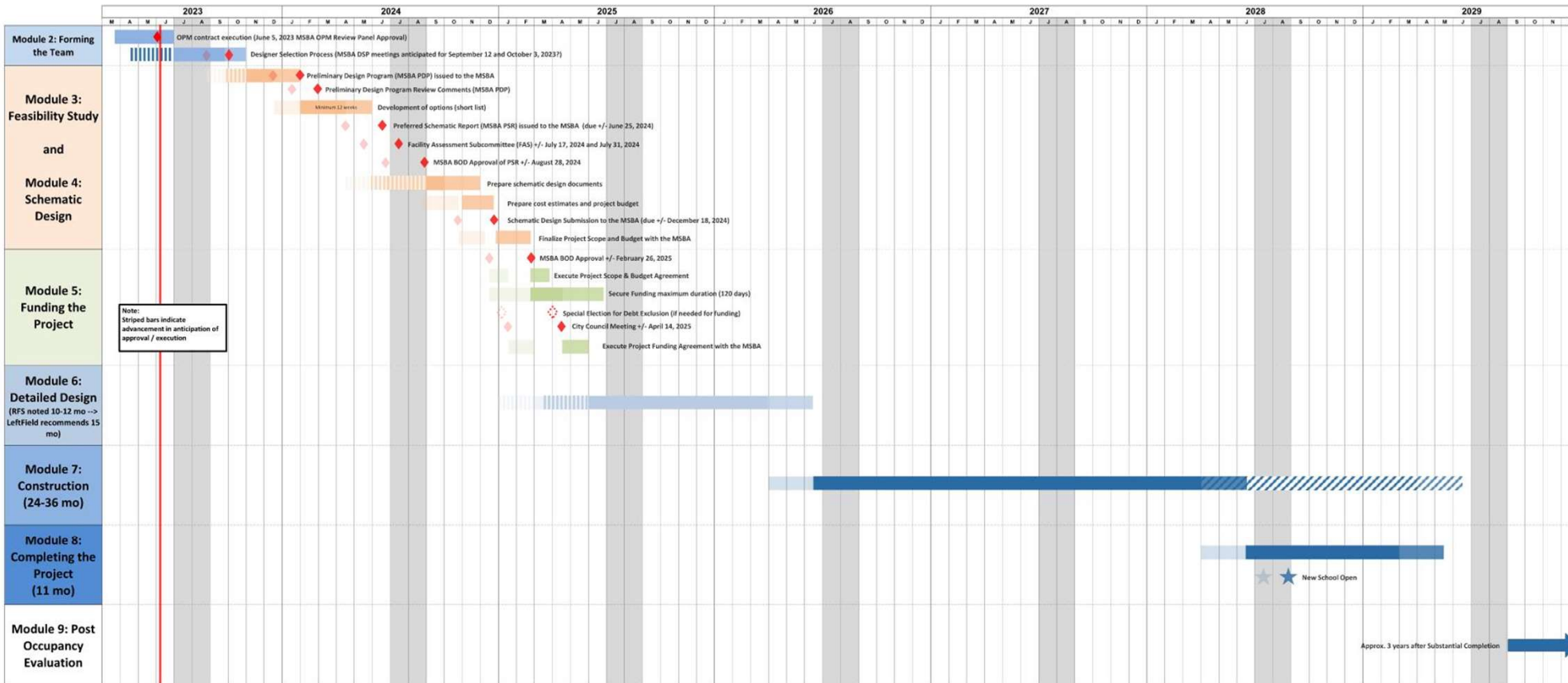
DRAFT PROJECT SCHEDULE



DRAFT PROJECT SCHEDULE REVISED



DRAFT PROJECT SCHEDULE OVERLAY



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DESIGNER SELECTION PROCESS

Updated Schedule of Tasks & Activities

Monday	May 15	LEFTFIELD sends DRAFT Request for Services (RFS) to City & LPS for review
Wednesday	May 24	City & LPS sends comments on DRAFT RFS to LEFTFIELD
Tuesday	May 30	LEFTFIELD sends DRAFT RFS to Fall Brook Building Committee (FBBC) for review
Tuesday	Jun 6	FBBC Meeting to approve RFS – Provisional approval to submit to the MSBA
Monday	+/- Jun 19	KP Law forward draft Designer RFS review comments
Thursday	July 20	LEFTFIELD sends DRAFT RFS to MSBA for review
Wednesday	Aug 2	LEFTFIELD sends FINAL RFS to FBBC and MSBA
Thursday	Aug 3	LEFTFIELD submits notice to the Central Register
Monday	Aug 7	LEFTFIELD emails legal notice to the Sentinel & Enterprise by 3:00 pm
Wednesday	Aug 9	Notice appears in the Central Register
Wednesday	Aug 9	LeftField submits notice to COMMBUYS
Wednesday	Aug 9	Notice appears in the Sentinel & Enterprise
Wednesday	Aug 16	Site Visit at Fall Brook Elementary School, 25 Decicco Drive, Leominster, MA 01453 at 2:00-3:30 pm
Thursday	Aug 17	Issue Addendum including Site Visit include handouts, attendee list, and Q & A to date
Monday	Aug 28	Questions from designers must be received by 5:00 pm, attention Craig DiCarlo cdicarlo@leftfieldpm.com
Tuesday	Aug 29	LEFTFIELD issues Addendum in response to questions, if any, and posts by 12:00 pm on LF WEBSITE

Tuesday	Sept 6	Proposals, must be received by 2:00 pm Attention: Craig DiCarlo, 800 Hingham Street, Office 101AN, Rockland, MA
Wednesday	Sept 7	LEFTFIELD distributes Proposals to Local Designer Selection Panel (DSP) members and sends to MSBA DSP members
Tuesday	Sep 19	Proposals and Reference Check information due to the MSBA
Tuesday	Sep 26	Local DSP members meet to review Proposals
Tuesday	Oct 3	1 st DSP Meeting – Proposal Review
Tuesday	Oct 17	2 nd DSP Meeting – Interviews
Wednesday	Oct 18	Anticipate DSP issues official ranking and letter
Friday	Oct 27	Complete fee negotiations
Tuesday or Wednesday	Oct 31 or Nov 1	FBBC votes to approve contract
Wednesday	Nov 1	Execute Designer Contract
Wednesday	Nov 8	Designer send proposed workplan, LEFTFIELD forward to FBBC for review
Tuesday	Nov 14	FBBC votes to approve proposed workplan
TBD	TBD	MSBA & District kick off meeting



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INVOICE LOG

- “Motion to approve the invoices included in the invoice log made by _____, seconded by _____.”
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain
Mr. Peter Angelini			
Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
Mayor Dean Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			

MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Lipardo, LeftField, LLC
 Date: July 30, 2023
 Re: Fall Brook Elementary School - June 2023 Invoice Summary
 Cc: Craig DiCarlo, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0001-0000	LeftField, LLC	2023-009-001	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for June 2023	\$ 22,056.00
LEFTFIELD TOTAL					\$ 22,056.00
TOTAL:					\$ 22,056.00

The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Leftfield, LLC recommends that the invoices be approved and paid.

The June 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required July 12, 2023 deadline. All invoices above are included in the June 2023 Project Budget Report but can be revised if rejected by the City of Leominster.

If you have any questions, please feel free to contact Linda Lipardo, Owner's Project Manager, Leftfield, LLC.

LEFTFIELD TOTAL					\$ 22,056.00
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PROJECT WEBSITE | DRAFT FOR FEEDBACK

HOME PROJECT TEAM DESIGN SCHEDULE MEETINGS/EVENTS DOCUMENTS FAQs

Fall Brook Elementary School Building Project

Project Overview

Welcome to the Fall Brook Elementary School Construction Project page. Here we hope you will find answers and information regarding the project background, process, and next steps.

The Fall Brook Building Committee typically meets once a month on a Tuesday at 1pm; meetings are subject to change, please check the Fall Brook calendar at <https://www.leominster-ma.gov/> and the schedule page on this site for more meetings.

PROJECT UPDATES

Project Process - Module 2

The project has entered Module 2 and forming the project team is under way. The next step is to enlist a design firm for the project, following the MSBA guidelines for designer selection with the Designer Selection Panel (DSP).

UPCOMING EVENTS



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ADJOURNMENT

- “Motion to adjourn by _____, seconded by _____.”
- Discussion
- Vote

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Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
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THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

