

# Fall Brook Elementary School

Leominster, MA

Fall Brook Building  
Committee Meeting #4

August 8, 2023

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 LeftField



**LEOMINSTER**  
MASSACHUSETTS



# TODAY'S AGENDA

1. Call to Order
2. Review Prior Meeting Minutes
  - a. 7/11/2023 meeting – **Vote**
3. OPM Report
  - a. Education Liaison
  - b. Schedule Update
  - c. Contract-Invoice-Reimbursement Flowchart
  - d. Invoices for Approval – **Vote**
  - e. MSBA School Construction Costs Tool
  - f. Community Outreach
4. Next Steps
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.

<b>Voting Member</b>	<b>Present</b>	<b>Absent</b>
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 July 11, 2023 meeting minutes by \_\_\_\_\_, seconded by \_\_\_\_\_.”
- Discussion
- Vote

<b>Voting Member</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
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			



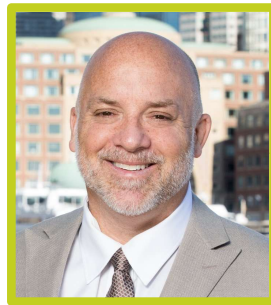
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# PROJECT TEAM

## KEY PERSONNEL & SUBCONSULTANTS



Jim Rogers  
Principal in Charge



Craig DiCarlo  
Project Director



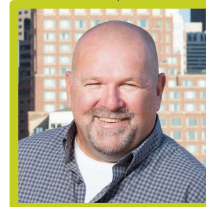
Linda Liporto  
Sr. Project Manager



Adele Sands  
Education Liaison



Bernie Melone  
Site Representative



Jay Faxon  
MEP Specialist



Sally Rogers  
ProPay Administrator

Cost Estimating  
**PM&C**

Design Review  
**RLB** Rider  
Levett  
Bucknall

Code Consulting  
**JENSEN HUGHES**

Envelope Consultant  
**BUILDING ENCLOSURE**  
ASSOCIATES, LLC

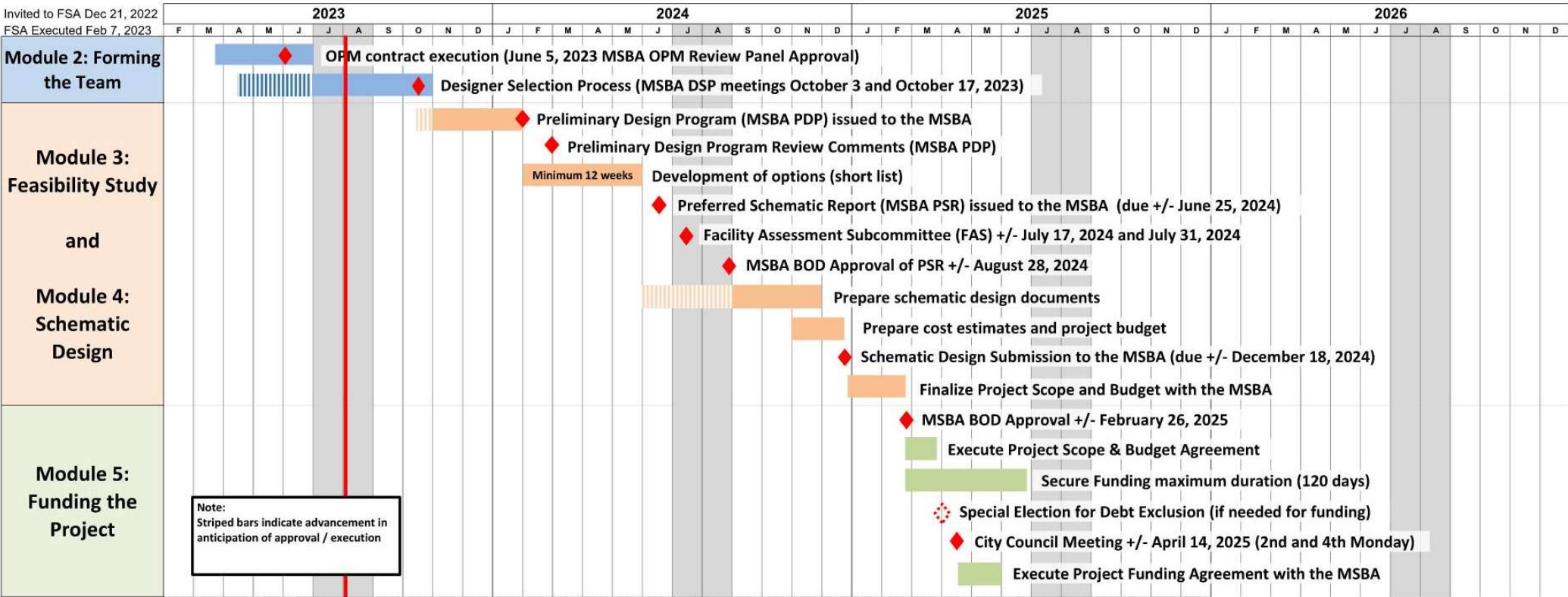
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# FEASIBILITY SCHEDULE

Invited to FSA Dec 21, 2022  
 FSA Executed Feb 7, 2023



# DESIGNER PROCUREMENT

## 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
Friday	Aug 4	Purchasing Dept emails legal notice to the Sentinel & Enterprise by 12:00 pm
Wednesday	Aug 9	Notice appears in the Central Register
Wednesday	Aug 9	Purchasing Dept 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 <a href="mailto:cdicarlo@leftfieldpm.com">cdicarlo@leftfieldpm.com</a>
Tuesday	Aug 29	LEFTFIELD issues Addendum in response to questions, if any, and posts by 12:00 pm on City's 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 <sup>st</sup> DSP Meeting – Proposal Review
Tuesday	Oct 17	2 <sup>nd</sup> 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

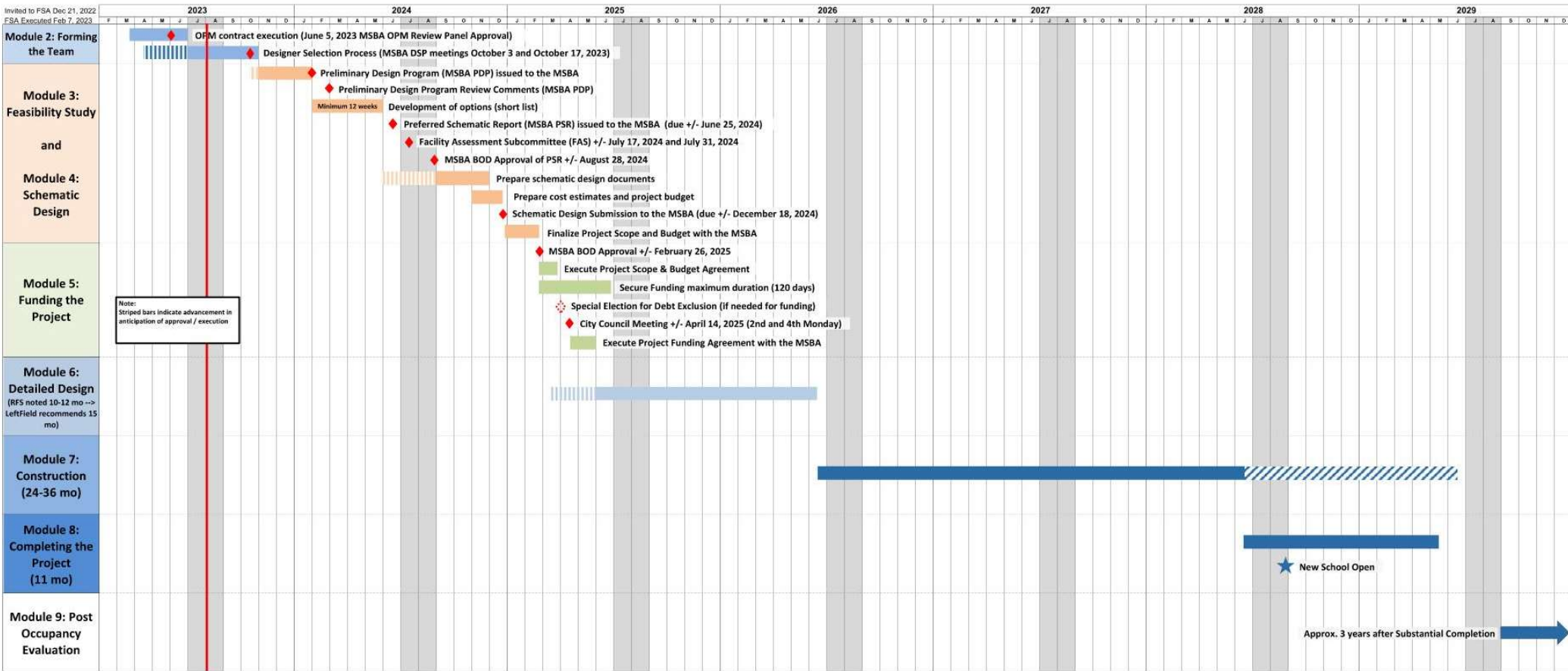


# DESIGNER PROCUREMENT

- Designer Proposals Anticipated Wednesday 9/6/23
- LeftField will take the following actions in preparation for the DSP meeting on 10/3/23:
  - Contact references and record responses
  - Prepare a firm experience checklist
  - Prepare a subconsultant matrix
  - Prepare a design firm history
- Recommend Special FBBC meeting on 9/26/23 to review the above



# DRAFT PROJECT SCHEDULE

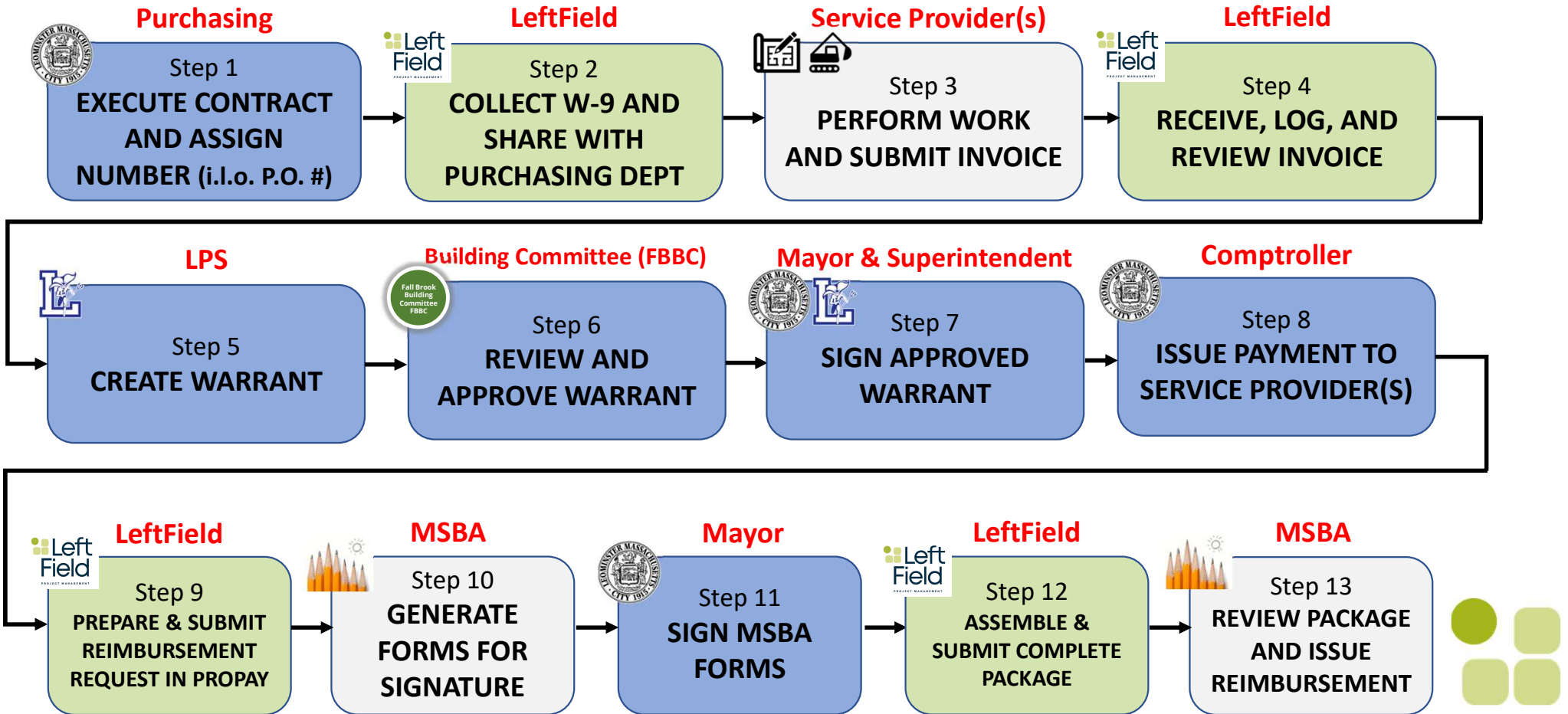


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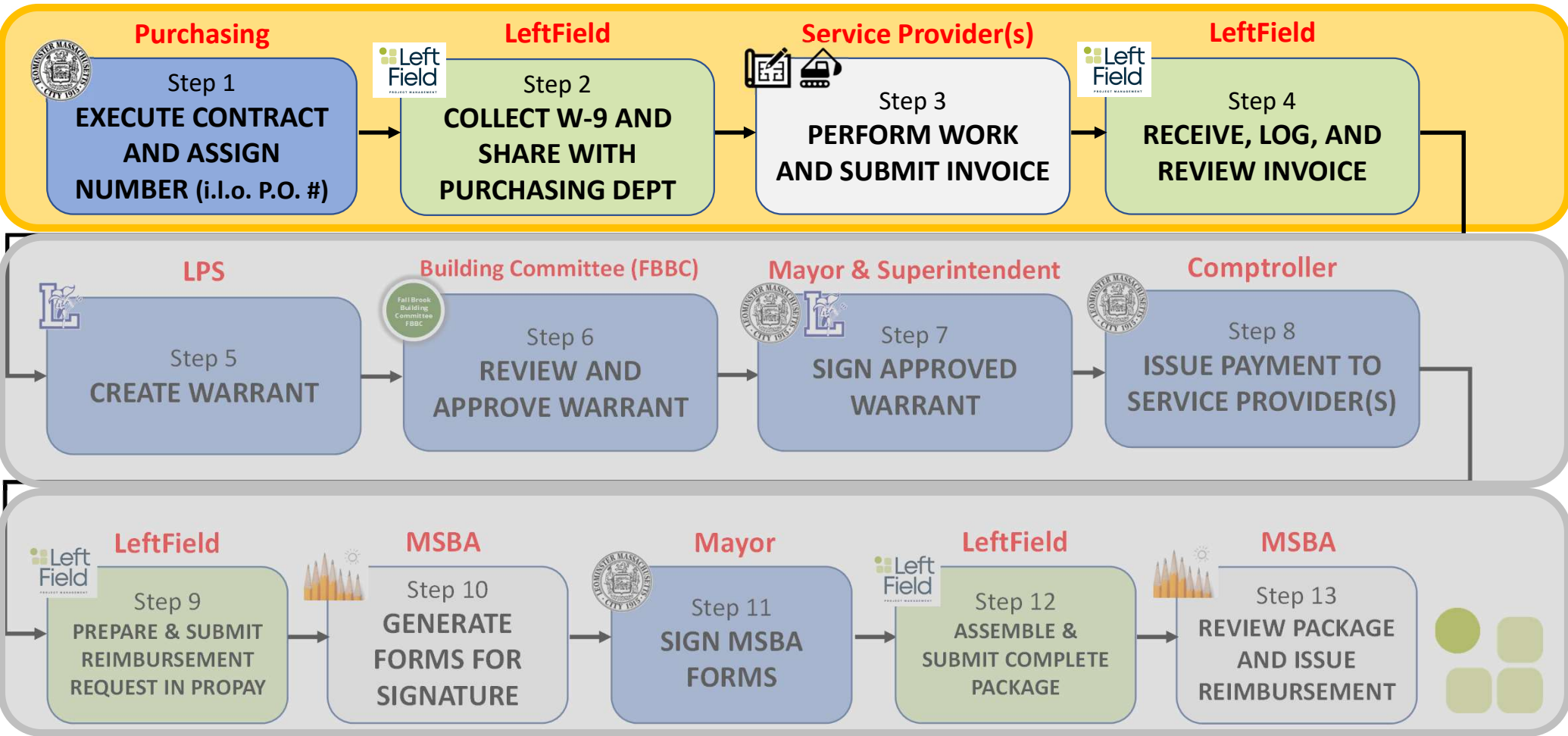
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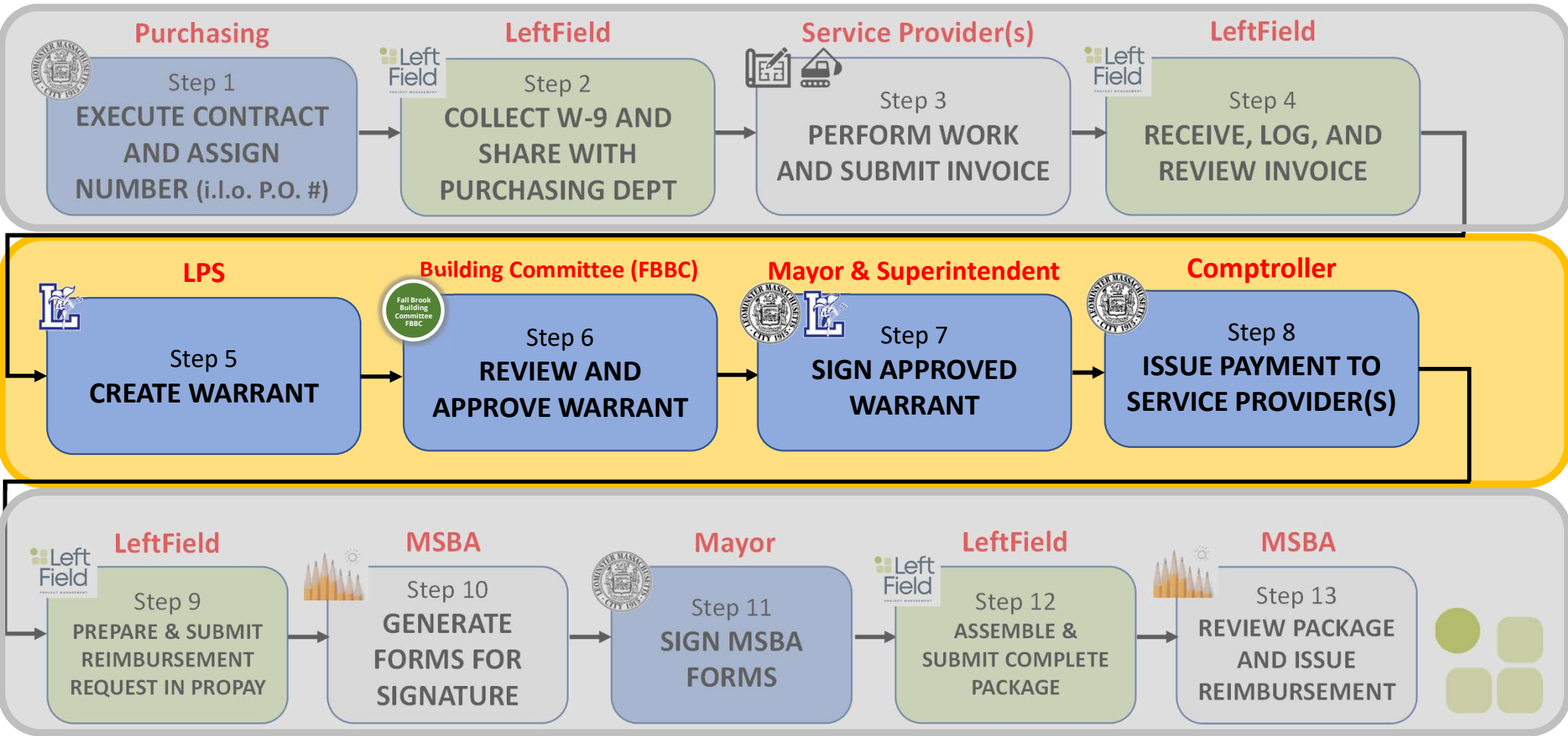
# PAYMENT AND REIMBURSEMENT FLOW CHART



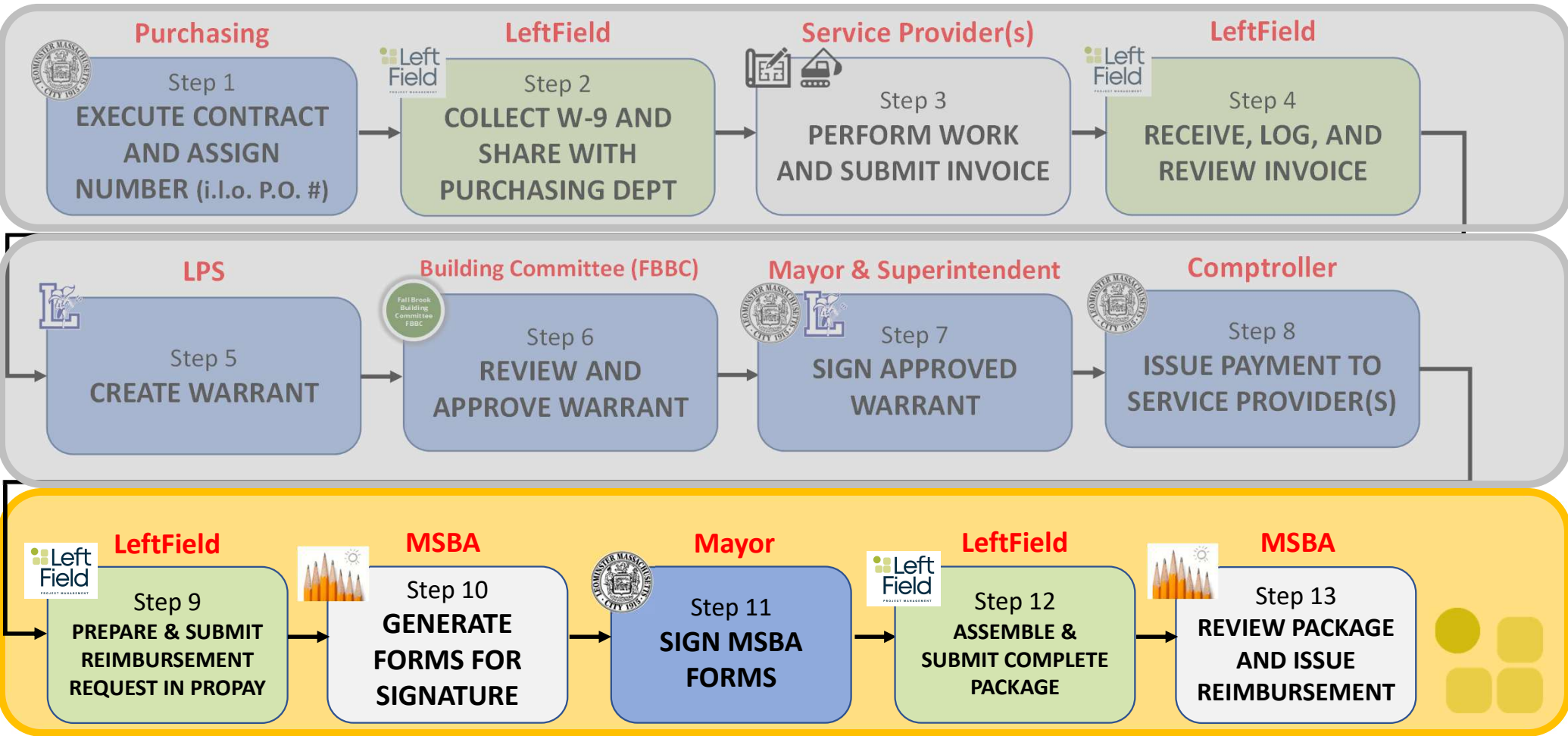
# STEP 1 - CONTRACT, PERFORM, AND INVOICE



# STEP 2 – APPROVAL AND PAYMENT



# STEP 3 – MSBA REIMBURSEMENT



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# INVOICE LOG



**MEMORANDUM**

To: Gregory Chapdelaine, Purchasing Agent  
 From: Linda Liporto, LeftField, LLC  
 Date: August 3, 2023  
 Re: Fall Brook Elementary School - July 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	2023.009-002	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for July 2023	\$ 11,028.00
<b>LEFTFIELD TOTAL</b>					<b>\$ 11,028.00</b>
<b>TOTAL:</b>					<b>\$ 11,028.00</b>

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 July 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required August 12, 2023 deadline. All invoices above are included in the July 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 Liporto, Owner's Project Manager, Leftfield, LLC.

<b>LEFTFIELD TOTAL</b>					<b>\$ 11,028.00</b>
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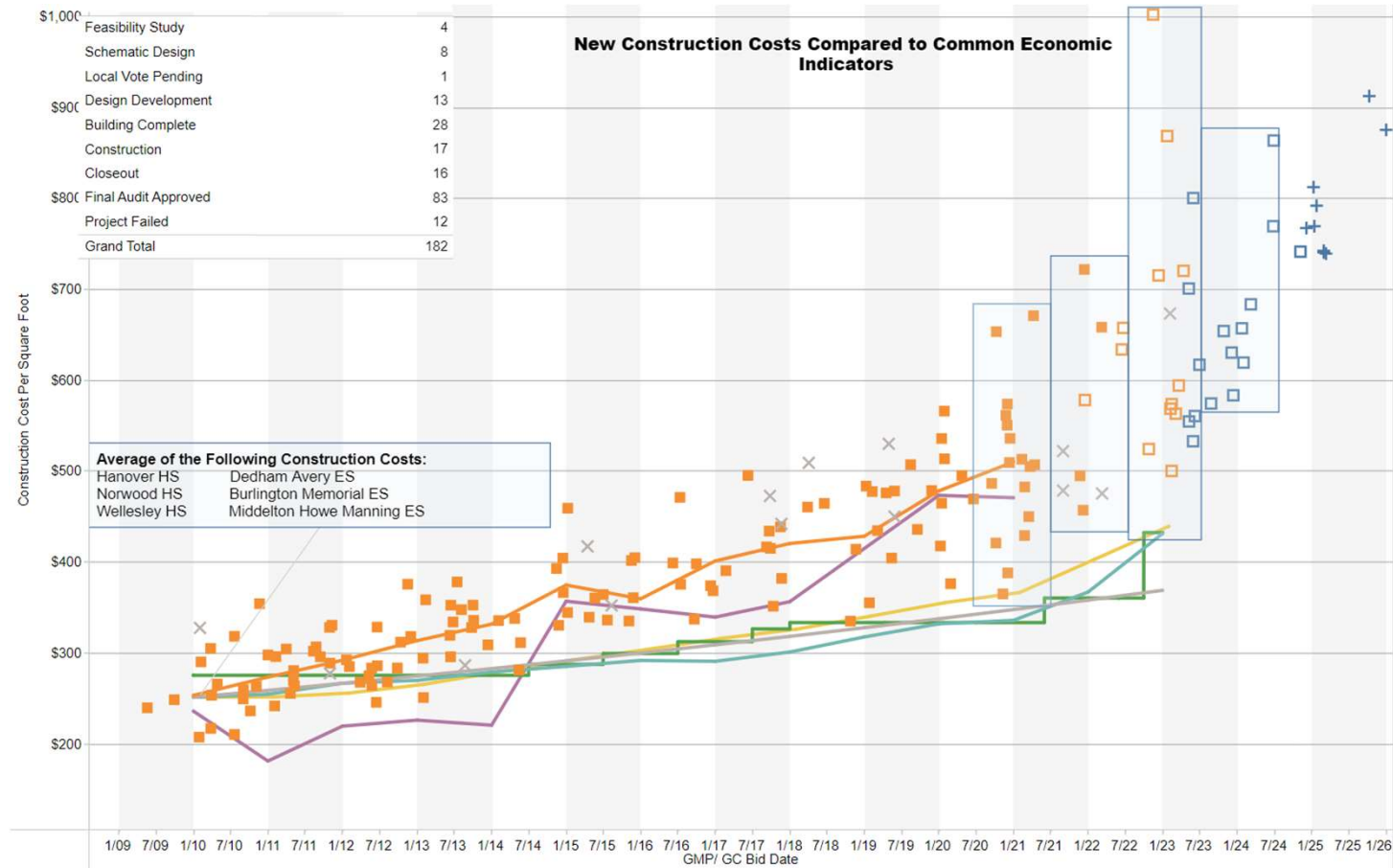


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# MSBA'S SCHOOL CONSTRUCTION COST TOOL



Construction cost chart available on the Massachusetts School Building Authority (MSBA) website  
<https://info.massschoolbuildings.org/TabPub/TableauCostData.aspx>



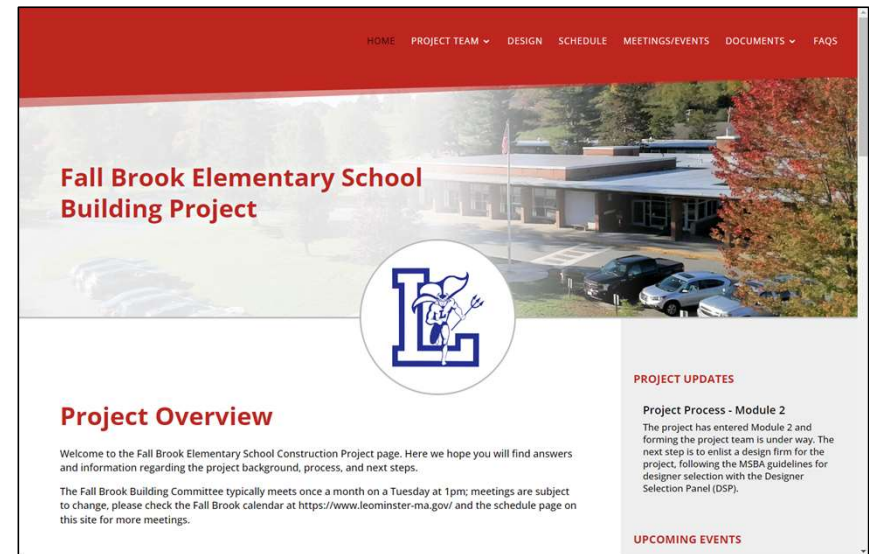
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# COMMUNITY OUTREACH | PROJECT WEBSITE

- LeftField will coordinate timing of website activation with the Mayor's office
- LeftField recommends going live once the design team is selected



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# NEXT STEPS

Wednesday, 8/9/23	Designer RFS Published
Wednesday, 8/16/23, 2:00-3:30pm	Designer Pre-proposal Walkthrough
Wednesday, 9/6/23	Receive Designer Proposals
Thursday, 9/7/23	LeftField Distribute to FBBC
Tuesday, 9/12/23, 1:00pm	Regular FBBC Meeting (recommend postpone)
Tuesday, 9/26/23, 1:00pm	Special FBBC Meeting to review proposal packages
Tuesday 10/3/23	Designer Selection Panel (DSP) virtual meeting #1
Tuesday 10/10/23, 1:00pm	Regular FBBC Meeting (recommend postpone)
Tuesday 10/17/23	Designer Selection Panel (DSP) virtual meeting #2
Tuesday 10/31/23 or	
Wednesday 11/1/23, 1:00pm	Special FBBC Mtg to Approve Designer Fee
1:30pm	Introduce Designer
Tuesday 11/14/23, 1:00pm	Regular FBBC Meeting (possibly postpone to December)



## AUGUST 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30			2	3	4	5
6	RFS published		9	10	11	12
13	Walk-through		16	17	18	19
20	21	22	23	24	25	26
Designers Prepare Proposals						
27	28	29	30	31	1	2

## OCTOBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		3	4	5	6	7
DSP Meeting #1		FBBC Meeting				
	9	10		12	13	14
DSP Meeting #2		17	18	19	20	21
	23	24	25	26	27	28
Special FBBC Meeting		Negotiate Designer Fee				
29	30	31	1	2	3	4

## SEPTEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27			30	31		2
Receive Proposals		Proposals to FBBC				
3	FBBC Meeting		6	7	8	9
	11	12	13	14	15	16
Check References						
Special FBBC Meeting		19	20	21	22	23
24	25	26	27	28	29	30

## NOVEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
Design Work – Prepare for PSR						
12	13	14	15	16	17	18
Visioning Space Planning Educational Plan						
FBBC Meeting		21	22	23	24	25
26	27	28	29	30	1	2



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# ADJOURNMENT

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

<b>Voting Member</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
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# THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

