

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #6

November 2, 2023

 LeftField



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

1. Call to Order
2. Administrative Actions
 - a. Review and Approval of 9/26/2023 Meeting Minutes – **Vote**
 - b. Review Invoice Log, Warrant for Approval – **Vote**
 - c. Budget Update
 - d. Project Schedule Update
 - e. Designer Selection Update
3. Items Not Anticipated 48 Hours in Advance of Meeting
4. Public Comment
5. Next Steps
6. 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 Mazzeo, 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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MEETING MINUTES FOR APPROVAL

- “Motion to approve the September 26, 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			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			



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INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: October 3, 2023
 Re: Fall Brook Elementary School - September 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	2023.009-004	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for September 2023	\$ 11,028.00
LEFTFIELD TOTAL					\$ 11,028.00
TOTAL:					\$ 11,028.00

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 September 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required October 12, 2023 deadline. All invoices above are included in the September 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.

TOTAL: \$ 11,028.00

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



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: October 31, 2023
 Re: Fall Brook Elementary School - October 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	2023.009-005	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for October 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.

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TOTAL: \$ 22,056.00

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FEASIBILITY BUDGET

As of October 2023:

- Committed: 16%
- Expended: 3%

Fall Brook Elementary School - Leominster, MA										October 31, 2023	
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	Uncommitted	Comments
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ 397,000	40%	\$ 77,196	8%	\$ 319,804	\$ 603,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000		\$ 1,000,000	\$ -	0%	\$ -	0%	\$ -	\$ 1,000,000	
0003-0000	Environmental & Site	\$ 250,000		\$ 250,000	\$ -	0%	\$ -	0%	\$ -	\$ 250,000	
0004-0000	Other	\$ 250,000		\$ 250,000	\$ -	0%	\$ -	0%	\$ -	\$ 250,000	
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 397,000	16%	\$ 77,196	3.1%	\$ 319,804	\$ 2,103,000	
	TOTAL PROJECT BUDGET	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 397,000	16%	\$ 77,196	3%	\$ 2,422,804	\$ 2,103,000	
FUNDING SOURCES											
	Maximum State Share	\$ 1,852,500				74.1%					
	Minimum Local Share	\$ 647,500				25.9%					
	SUB-TOTAL	\$ 2,500,000				100.0%					
CONSTRUCTION COST ESTIMATES											
	Designer FS Cost Estimate										
	Designer SD Cost Estimate										
	OPM SD Cost Estimate										
	PFA Budget										

Feasibility Study Agreement Budget Transfers:



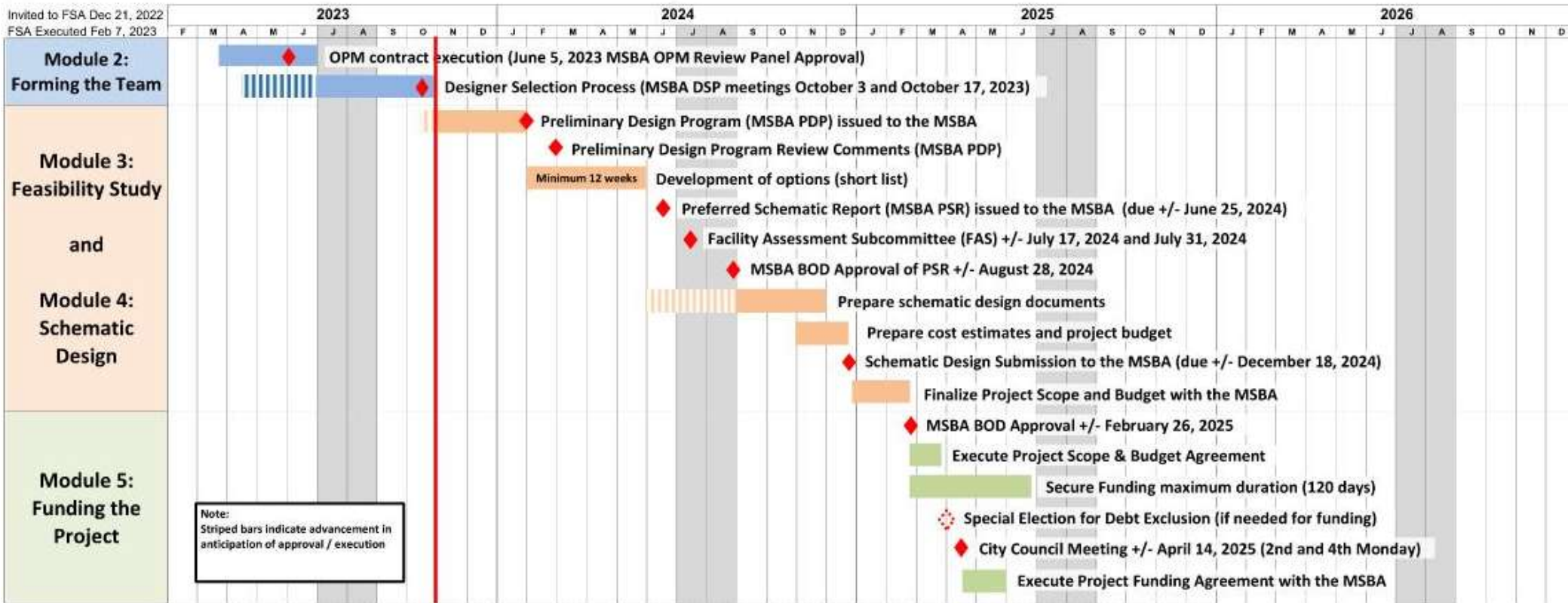
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FEASIBILITY SCHEDULE

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 cdicarlo@leftfieldpm.com
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	Sept 26	Proposals and Reference Check information due to the MSBA
Tuesday	Sep 26	Local DSP members meet to review Proposals
Monday	Oct 2	DSP meeting "dry run"
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
Thursday	Nov 2	FBBC votes to approve contract
Thursday	Nov 2-9	Execute Designer Contract
Thursday	Nov 9	Designer send proposed workplan, LEFTFIELD forward to FBBC for review
TBD	TBD	MSBA & District kick off meeting



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MSBA DESIGNER SELECTION PANEL

- Convened 10/3/23 to review proposals from nine (9) design firms and select firms to interview:
 - D21 Architects
 - **Finegold Alexander Architects**
 - **Lamoureux Pagano Associates | Architects (LPA/A)**
 - Machado Silvetti
 - **Miller Dyer Spears Architects**
 - **Mount Vernon Group**
 - Raymond Design Associates
 - SAAM Architecture
 - Studio G Architects
- Reconvened 10/17/23 to interview and rank four (4) selected design firms:
 - Finegold Alexander Architects – 1st Rank
 - **Lamoureux Pagano Associates | Architects (LPA/A) – 3rd Rank**
 - **Miller Dyer Spears Architects – 2nd Rank**
 - **Mount Vernon Group – 4th Rank**



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NEXT STEPS

- Week of 11/6-11/10 *Possible FBBC Meeting*
- Tuesday 11/14/23, 1:00pm Regular FBBC Meeting (possible postpone)
- Tuesday 12/12/23, 1:00pm Regular FBBC Meeting
- Tuesday 1/9/24, 1:00pm Regular FBBC Meeting

DECEMBER 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
			12	14	15	16
			- Visioning	- Space Planning	- Educational Plan	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2023						
Sun	Mon	Tue	Thu	Fri	Sat	
29	30		2	3	4	
5	6	7	8	9	10	
12	13	14	15	16	17	
			21	24	25	
			- Visioning	- Space Planning	- Educational Plan	
26	27	28	29	30	1	
					2	

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
			30	31		



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ADJOURNMENT

- “Motion to adjourn.” 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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Mr. James Whitney			



THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

