## Fall Brook

 Elementary School Leominster, MAFall Brook Building
Committee Meeting \#9
February 15, 2024


## TODAY'S AGENDA

1. Call to Order
2. Administrative Actions
a. Review and Approval of 1/9/2024 Meeting Minutes - Vote
b. Review Invoice Log, Warrant for Approval - Vote
c. Revised Designer Contract - Vote
d. Budget Update
e. Project Schedule Update
3. Designer Report
a. Visioning Process Update
b. Existing Conditions Investigations
4. Items Not Anticipated 48 Hours in Advance of Meeting
5. Public Comment
6. Next Steps
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 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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## MEETING MINUTES FOR APPROVAL

- "Motion to approve the January 9, 2024, meeting minutes", made by $\qquad$ , seconded by $\qquad$ .
- 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 |  |  |  |

## INVOICE LOG

## memorandum

## - LeftField

T
To: Gregory Chapdelaine, Purchlasing Agent

Re:

| Re : |
| :--- |
| $\mathrm{Cc}:$ |

inda Liporto, LeftField, LLC
ebruary 5, 2024
Enclosed for approval and processsing, please find the following invoices:

| Voicts (Payments) |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Propay Code | Vendor | Invoice \# | Budget Category | Description of Service | trvoice S |
| ooon-oooo | Letfrield, LLC | $\begin{gathered} 2023.009- \\ 008 \end{gathered}$ | OPM Feasibility Study/Schernatic Design | FS Phase Project Management Services for January 2024 | 22,056.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|    <br>  LeFTFILLD TOTAL S 22,056.00 <br>  TOTAL: S $22,056.00$ |  |  |  |  |  |
|  |  |  |  |  |  |

The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for eimbursement from
approved and paid.
The January 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required February 12, 2024 deadilin. All invoices
be revised if reiected by the city of Leominster.

OTS


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. Lefffield, LLC recommends that the invoices be approved and paid.
The January 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required February 12, 2024 deadline. All invoices above are included in the January 2024 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.

## WARRANT APPROVAL

- "Motion to approve warrant number W34FY24 in the amount of $\$ 22,056.00$ " made by $\qquad$ , seconded by $\qquad$ .
- 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. Jeffey Sullivan |  |  |  |
| Mr. Gregory Thomas |  |  |  |
| Mr. James Whitney |  |  |  |



1/we hereby certify that the supplies and/or services as shown on the bills enclosed in this voucher have been eceived by this department in quantity and quality as ordered. The prices have been verified and that the above amounts are due and hereby approved for payment. The above statements are made under the penatities of perjury.

Signature: $\qquad$
$\qquad$
$\qquad$

## REVISED DESIGNER PROPOSAL

## MDS

| November 30, 2023 Revised February O2,2024 |  |
| :---: | :---: |
|  |  |
| RE: Fall Brook Elementary School <br> Proposal for Feasibility and Schematic Design Services |  |
| Dear Mr. Chapdelaine, |  |
| MDS Architects is pleased to submit this proposal for Architectural and Engineering Services for <br> tho Fall Brook Elomontary Shool. Tho scopo of work consists of Fosibility and schomatic Design services as dofined in the Request for Designer Services from the Citiy of Leominster Design Servicess as defined in the Rea Public Schools datod August 9,2023 . |  |
| Project Schedule |  |
| MDS is prepared to begin immediately upon receiving a Notice to Proceed. MDS will perform its services consistent with the schedule prreflect the actual Notice to Proceed date. |  |
| Fee Proposal |  |
| Base Fee |  |
|  |  |
| Reimbursable Expenses Base Fee Subtotal |  |

## Project Schedule

MDS is prepared to begin immediately upon receiving a Notice to Proceed. MDS will perform its services consistent with the schedule prepared by Leffield dated 10/27/2023, adjusted to reflect the actual Notice to Proceed date.
Fee Proposal


## Assumptions and Qualification

- The fee for architectural and engineering Services is based on the scope of services defined by MSBA standard contracts, the MSBA Module 3 and Module 4 for Feasibil
and Schematic Design Services, and the RFP dated August 9 , 2023.
- It is assumed that siting options will be limited to the current school property site on
which the Fall Brook School is located
- Investigations

Cuting and patching of architectural elements of the existing building to support the Hazardous Materials investigations is not included in this proposal and
assumed to be coordinated through the Owner's Project Manager.

- assumed to be coordinated through the Owner's Project Manager.
- Patching of grass and paved surfaces as may be required for borings is not
included in this proposal and is assumed to be coordinated through the Owner's Project Manager.
- See attached scope of Haz-Mat Investigations. It is assumed that additional Haz-Mat

Investigations will be required in the Design Development phase of work.

- See atlached scope of Geo-environmental Investigations. It is assumed that addition
- borings and test pits will be required in the Design Development phase of work.
- Geothermal test well and associated analysis and engineering for a well field as would be
required for an in-ground heat pump system is not included in this proposal.
- Architectural inspection and evaluation of the existing school build ding will be limited to a
- Per discussion with the Ciry, some of our consultants, are exempted from the additional insurance requirements, as the additional insurance may not be appropriate or available for certain specialty consultants. Attached to this this letter is a record of our dialogues with the Owner on this topic.

Ifyou have any questions, please do not hesitate to contact me. We look forward to getting started on this exciting project.
Bestregards,
MDS/MILLR DYER SPEARS
chsupa Rryoz
Nereyda Rodrigué, RA LEED AP ED+C, MCPPO Project Manager and Senior Associate
Attachments: Reimbursable Consultant Proposals
MDS / MILLER DYERSPEAR
Wallicin Seus
William Speats, AIA, _EED AP, MCPPO
Principal

## REVISED DESIGNER PROPOSAL

- The city's insurance requirements were included in the RFS. MDS included basic insurance in their fee plus provided an additional fee for increased coverage to meet the city's requirements.

insurance
The Designer shall purchase and ma intain insurance of the type and limits listed in this section with resped to the servicest to be performed under this Agreement. Except as otherwise specificlly provided in this and effect for the full term of the egreement or for such longer period as this section may require. With respect to each such required insurance coverage and polic, the following Seneral l susurance Requiremens
shal apolye

Certifictes of finsurance:


 insurance, deductibiles/self:-insured retentions, and policy effective and expiration dates. Copies of I required endorsements shal be ettached to the Certifictes. Throughoutthe eeriod that the
 hat the Owners shal at at ll times possess $c$ Certifictese indicating current coverage. The Designer shal

 py the Designer to obtain all policy renewals and to provide the resperivie insurance Cerificictes as required shal consttute just cause for termination of Designer's serices under this Agreement. The
Owner reserves the rightto request, and upon request, the Designer agsees to furishs, a copy of
each insurance policy and all endo orsements thereto.
Additionol Insured Endorsemenss:
The owner, the Masssatuseetts School Buldiding Authority and all of their respetive members
 e excestion of Wonder' Cerfed Parties") will be named as Addritional Insureds on all policies, w Adesitionat Insurred coverage tor the city y t Leom inster fall Brook lementary schol Proiec
 no less broad than CG 2010 (11 185 ) or a combination of forms $C 620101001$ and C 62037 Io Consultants (or forms ors provididing equivivient coverage). The A Additionall Ilsusured endorsen


Mens

Docember o8, 2023,
Revisocd febriay oz, 2028



| pany | ${ }_{\text {Proposal }}^{\text {Mos }}$ |  |  | ${ }_{\text {Employ }}^{\text {Embers }}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| mos | Compliant | S5MM ${ }^{\text {che }}$ | somer | StM* | None |
| Vele | Keep as-1s | STM/52m- | s3m* | - | None |
|  | compliamt | S3M/s3M- | som- | $51 \mathrm{M}^{-}$ | None |
|  | Kopp asis | s2m/s2m* | M* |  | Nono |
|  | Keep asis | s3m/sam | ssm* | sim* | 45,000 |
|  |  | Proposed Coverage | $\begin{aligned} & \text { Proposed } \\ & \text { Coverage } \end{aligned}$ |  | based on this <br> proposal |
| MDS | Compliant | S5M* | $56 \mathrm{~m}^{*}$ | sim* | None |
|  | Keep asis | S1M/52M* | 53M* | - | None |
| $\begin{array}{\|l\|} \hline \text { LTogrammer Civil, } \\ \hline \text { Survey, Traffic } \\ \hline \end{array}$ | Compliant | 53M/53M* | 56m* | \$1M* | None |
| $\text { Studio } 2112 \text { - }$ Landscape | Keep asis | S2M/52M* | S6m* |  | None |
| $\begin{aligned} & \text { Souza True } \\ & \text { Partners- } \\ & \text { Structural } \\ & \hline \end{aligned}$ | Keep as is | 53M/s4M | 53M* | \$19* | \$5,000 |
| GGD-MEP/FP | Keep asis | 53M/54M | 56m* | S1M* | \$4,200 |
| $\begin{aligned} & \text { Colburn \& } \\ & \text { Guyette - Food } \end{aligned}$ Service | Keep asis | S2M/33 ${ }^{\text {a }}$ | S2M* | \$19* | None |
| Code Red - <br> Code | Compliant | S5m/55M* | S7M* | \$19* | None |





If our proposal is acceptable or you need further information, please feel free to contact us

Best regards,
MOS/MLLER DYER SPEARS
MDS/MILLERDYER SPEARS
cturupa PArog
Nereyda Rodiguez
Project Manoger and Senior Associate
vidllide Pars
William Spears, AA, LEED AP, MCPPO

## REVISED DESIGNER PROPOSAL

- "Motion to authorize the District to contract with Miller Dyer Spears Architects for designer services for the Feasibility Study and Schematic Design phases for the base fee of $\$ 1,066,535$ plus reimbursable expenses of $\$ 127,254$, totaling $\$ 1,193,789$ " made by $\qquad$ , seconded by $\qquad$ .
- Discussion
- Vote

| Voting Member | Yea | Nay | Abstain |
| :--- | :--- | :--- | :--- |
| Mr. Peter Angelini |  |  |  |
| Mr. Mark Bodanza |  |  |  |
| Mr. Greg Chapdelaine |  |  |  |
| Mr. Bill Charpentier |  |  |  |
| Ms. Paula Deacon |  |  |  |
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| Mr. Elliot Nadeau |  |  |  |
| Ms. Jennifer Reddington |  |  |  |
| Mr. Brandon Robbins |  |  |  |
| Mr. Jeffrey Sullivan |  |  |  |
| Mr. Gregory Thomas |  |  |  |
| Mr. James Whitney |  |  |  |

## FEASIBILITY BUDGET

## As of January 2024:

- Committed: 16\%
(Does not include pending MDS contract)
- Expended: 6\%

Fall Brook Elementay School - Leominster, MA
January 31, 2024
Toral Project Bugget staus seporot


## FEASIBILITY SCHEDULE



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7. Adjournment

#  <br> City of Leominster <br> Fall Brook Elementary School <br> Building Committee Meeting 

February 15, 2024

## Visioning Session \#1


$\underset{\text { авсннтестs }}{\mathrm{MD}}$
Vaysen Studio


Envision the future in Fall Bresk

: LeftField

## Visioning Session \#1



## Students

- Liked active and large spaces
- Preferred working with a partner or small group
- Liked the outdoors/playground
- Disliked the bathrooms



## Teachers

- Liked their own classrooms
- Need more classroom storage
- Liked the community
- Strongly felt need for specialized spaces
- Disliked the bathrooms and teacher's room
- Like the school's connection to nature



## Community

- Liked the welcoming feeling and community at the school's lobby
- Had questions about process and enrollment
- Expressed desire for sustainability
- Want a healthy and safe environment


## Visioning Session \#2

## Topics



Vaysen Studio

## Technology

What is too much
-Technology changes too quickly -Adaptable technology


Spectrum Identification


Individual/Separate from Classrooms


## Existing building evaluations

Completed surveys
MDS - ADA evaluation
MDS - exterior envelope evaluation

CODE RED - code walkthrough PEER - HazMat sampling
Perini - security evaluation
GGD - Electrical walk-through
GGD - Plumbing walk-through
GGD - Mechanical walk-through
STP - Structural evaluation

Reports will be issued with the PDP in April


LeftField

## Existing site evaluations

Sitework
Langan
Wetlands delineation completed Survey initial draft completed
Traffic study data collection ongoing
Video traffic counting ongoing

## Studio 2122

Landscape Architect has completed their site walkthrough


Envision the future in Fall $\mathrm{Br} k$

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## PROPOSED WORKING GROUP (WG)

- The Working Group (WG) will work closely with MDS as they develop the design.
- Meet with the Designer every other week or more frequently during the design phases
- The WG will make recommendations to the Fall Brook Building Committee
- The FBBC remains the ultimate decision maker for all aspects of the project
- The WG will invite subject matter experts to meetings as needed
- Effective WGs are typically 6-10 people
- The Superintendent's office recommends the following individuals for the WG:
- Paula Deacon, Superintendent
- Steven Mammone, Assistant Superintendent
- Laureen Cipolla, Curriculum Director
- Megan Cartier, ELL
- Laura Van Dorn, SPED
- Jeff Sullivan, Principal
- Butch Nadeau, Facilities Director
- Lynn Fiandaca, Sustainability Advocate


## PROPOSED WORKING GROUP

- "Motion to appoint a Working Group for the Fall Brook Elementary School project, whose membership is identified by the Superintendent's office and may be modified from time to time, to collaborate with the Designer and make recommendations to the Fall Brook Building Committee", made by $\qquad$ , seconded by $\qquad$ .
- Discussion
- Vote

| Voting Member | Yea | Nay | Abstain |
| :--- | :--- | :--- | :--- |
| Mr. Peter Angelini |  |  |  |
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## NEXT STEPS

- Tuesday $3 / 12 / 24,1: 00 \mathrm{pm}$ Regular FBBC Meeting
- Tuesday 4/9/24, 1:00pm
- Monday 4/15/24

Regular FBBC Meeting

- Vote to approve PDP submission

Prelim Design Program submission

February 2024


April 2024


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## ADJOURNMENT

- "Motion to adjourn" made by $\qquad$ , seconded by $\qquad$ .
- Discussion
- Vote

| Voting Member | Yea | Nay | Abstain |
| :--- | :--- | :--- | :--- |
| Mr. Peter Angelini |  |  |  |
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| Mr. James Whitney |  |  |  |

## THANK YOU!

## 98 LeftField

THERIGHT CHOICE IN PROJECT MANAGEMENT

## DESIGNER PROPOSAL


\$1,066,535-\$1,054,835 = \$11,700
\$127,254-\$109,738 = \$17,516
$\$ 11,700+\$ 17,516=\$ 29,216$

