

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #13

June 11, 2024

 LeftField


 MDS
ARCHITECTS



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

- 
1. Call to Order
 2. Administrative Actions
 - a. Previous Meeting Minutes – **Vote**
 - b. Review Invoice Log
 - c. Warrant – **Vote**
 - d. Budget Update
 - e. Project Schedule Update
 3. Designer Report
 - a. Preliminary Site Design Review
 - b. Outcomes from Fire Dept Meeting
 - c. Outcomes from Teacher and Staff Meetings
 4. Items Not Anticipated 48 Hours in Advance of Meeting
 - a. MSBA Review Comments to PDP Submission
 - b. Hydrant Flow Test
 - c. Bulk ACM Sampling
 - d. Authorization for Minor Fees
 5. Public Comment
 6. Next Steps
 7. Adjournment




ROLL CALL

- Seven (7) voting members are 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 Mazzeola, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Mr. Raymond Racine		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		



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MEETING MINUTES FOR APPROVAL

- “Motion to approve the May 14, 2024, meeting minutes”, made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	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				
Mr. Raymond Racine				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				



INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: June 7, 2024
 Re: Fall Brook Elementary School - May 2024 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	2023.009-012	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for May 2024	\$ 22,056.00
0002-0000	MDS	0069490	A&E Feasibility Study/Schematic Design	FS Phase Designer Services for May 2024	\$ 71,185.09
0003-0000	MDS	0069490	Environmental & Site	FS Phase environmental & Site Services for May 2024	\$ 3,500.00
TOTAL:					\$ 96,741.09

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 May 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required June 12, 2024 deadline. All invoices above are included in the May 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.

SERVICES FOR MAY 2024					
TOTAL:					\$ 96,741.09

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 May 2024 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required June 12, 2024 deadline. All invoices above are included in the May 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.



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0003-0000	MDS	0069490	Environmental & Site	FS Phase environmental & Site Services for May 2024	\$ 3,500.00
				TOTAL:	\$ 96,741.09



WARRANT APPROVAL

WARRANT NUMBER: W51FY24
 WEEK ENDING: 6/20/2024

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
37733	<i>LeftField, LLC</i>	3205300	530500	\$ 22,056.00	FALL		2023.009-012
40967	<i>MDS</i>	3205300	530500	\$ 74,685.09	FALL		0069490



WARRANT APPROVAL

- “Motion to approve warrant number W51FY24 in the amount of \$96,741.09” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
Ms. Paula Deacon				
Mr. Steven Mammone				
Mayor Dean Mazzeola, Chair				
Ms. Melanie Mikels				
Mr. Elliot Nadeau				
Mr. Raymond Racine				
Ms. Jennifer Reddington				
Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				



FEASIBILITY BUDGET

Fall Brook Elementary School - Leominster, MA

May 31, 2024

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%	\$ 231,588	23%	\$ 165,412	\$ 603,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,000,000	\$ 66,535	\$ 1,066,535	\$ 1,066,535	100%	\$ 284,739	27%	\$ 781,796	\$ -	BRR#1
0003-0000	Environmental & Site	\$ 250,000		\$ 250,000	\$ 127,254	51%	\$ 66,993	27%	\$ 60,261	\$ 122,746	
0004-0000	Other	\$ 250,000	\$ (66,535)	\$ 183,465	\$ -	0%	\$ -	0%	\$ -	\$ 183,465	BRR#1
	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,789	64%	\$ 583,320	23%	\$ 1,007,469	\$ 909,211	
TOTAL PROJECT BUDGET		\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,789	64%	\$ 583,320	23%	\$ 1,916,680	\$ 909,211	
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:

#1	FSA Amendment No.1	3/20/2024	Transfer \$66,535 from Other to A&E FS/SD for Designer Contract
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FEASIBILITY BUDGET

As of May 2024:

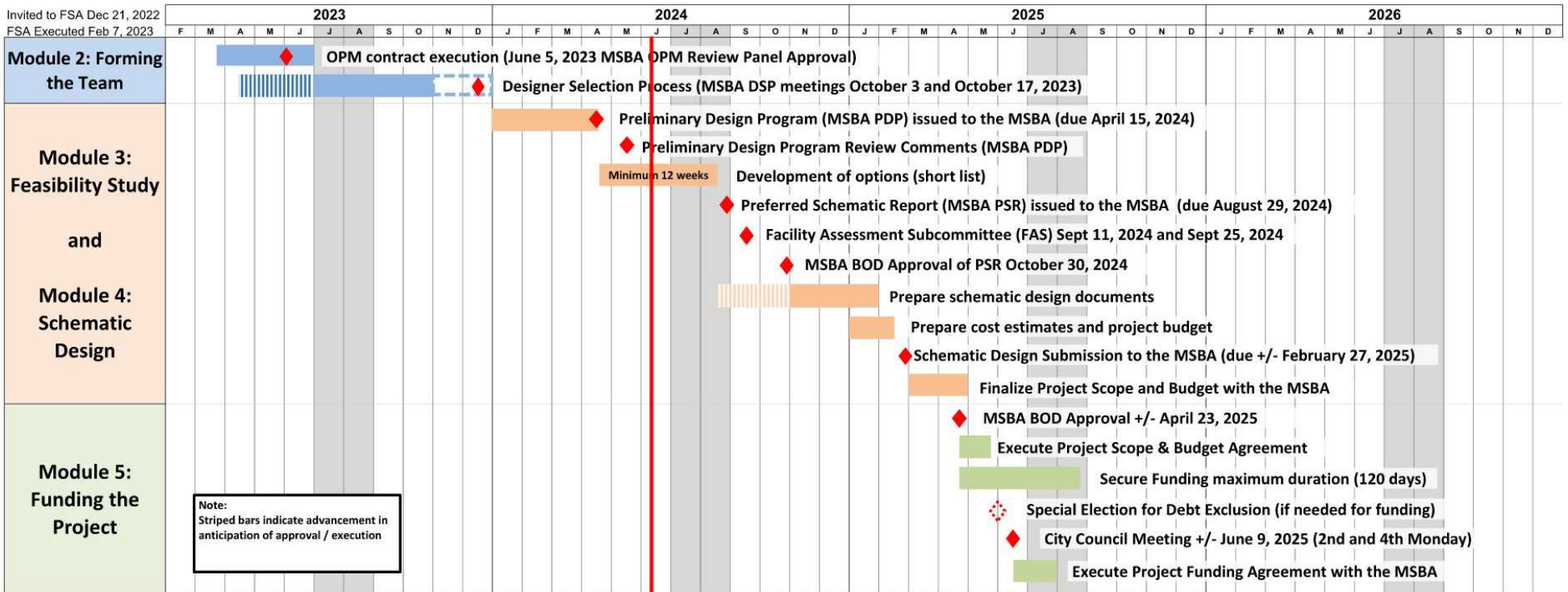
- Committed: 64%
- Expended: 23%

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date
FEASIBILITY STUDY AGREEMENT								
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	SUB-TOTAL	\$ 2,500,000	\$ -	\$ 2,500,000	\$ 1,590,789	64%	\$ 583,320	23%
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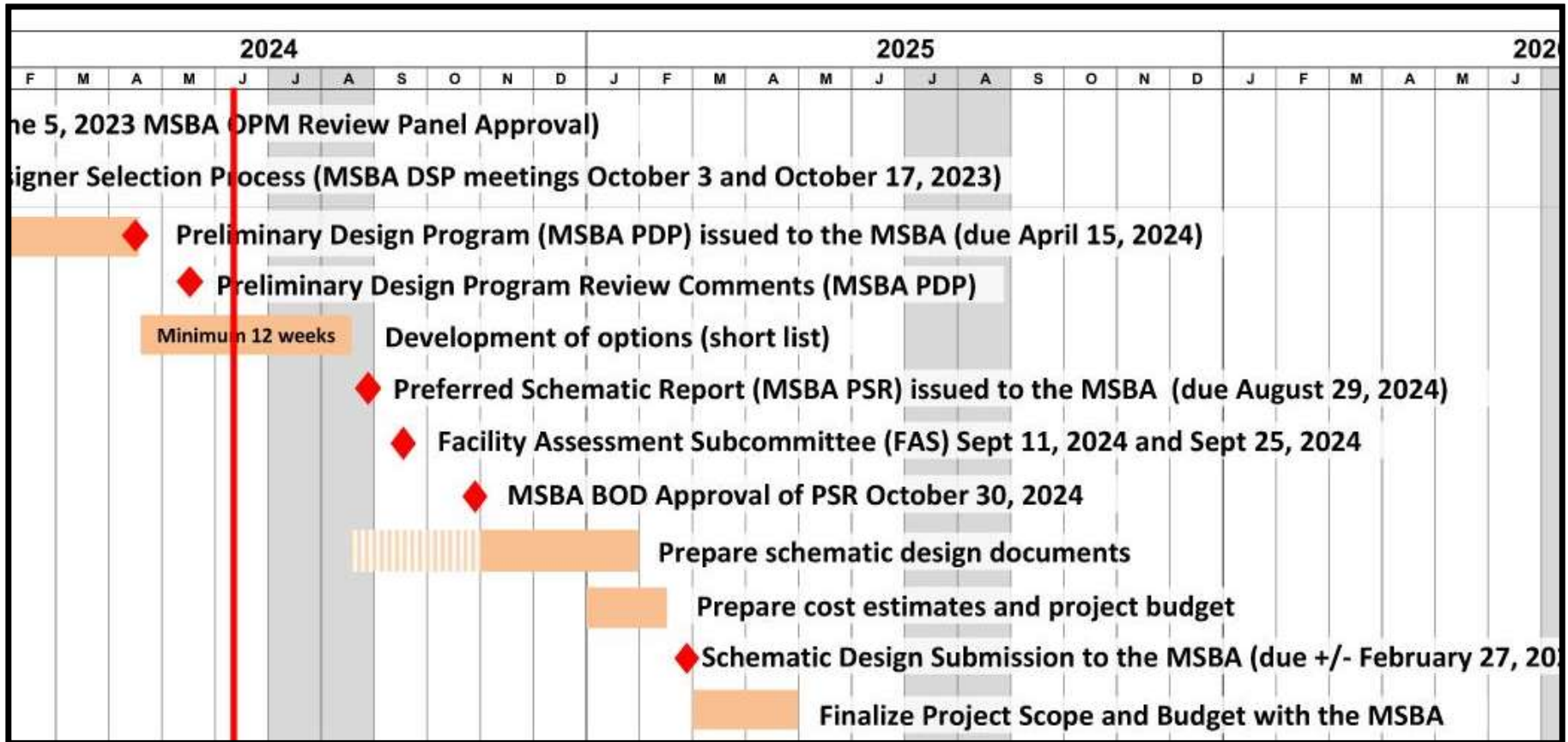


FEASIBILITY SCHEDULE

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



FEASIBILITY SCHEDULE



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DESIGNER REPORT

Switch to MDS presentation

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MSBA REVIEW COMMENTS TO PDP SUBMISSION

- MSBA comments received June 6, 2024
- Cover letter plus 23 pages
 - Clarifications
 - Requests for additional information
 - Reminders for upcoming submissions
- District responses due June 20, 2024



June 6, 2024

The Honorable Dean J. Mazzarella, Mayor
 City of Leominster
 Leominster City Hall
 25 West Street
 Leominster, MA 01453

Re: City of Leominster, Fall Brook Elementary School

Dear Mayor Mazzarella:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Fall Brook Elementary School project in the City of Leominster, received by the MSBA on April 12, 2024.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Carley Belfield (Carley.Belfield@MassSchoolBuildings.org), through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

Please also note that as part of the upcoming Preferred Schematic submittal process, districts and their consultants are required to provide a summary overview of the proposed project to the MSBA Facilities Assessment Subcommittee (the "FAS"). In preparation, the MSBA requests that the District submit a complete PowerPoint of the FAS presentation with the Preferred Schematic Report. For your reference, the guidance memorandum for preparing an FAS presentation is attached.

If you have any questions or comments, please do not hesitate to contact Janet Caron (Janet.Caron@MassSchoolBuildings.org).

Sincerely,

Carley Belfield (Carley.Belfield@MassSchoolBuildings.org), through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

Please also note that as part of the upcoming Preferred Schematic submittal process, districts and their consultants are required to provide a summary overview of the proposed project to the MSBA Facilities Assessment Subcommittee (the "FAS"). In preparation, the MSBA requests that the District submit a complete PowerPoint of the FAS presentation with the Preferred Schematic Report. For your reference, the guidance memorandum for preparing an FAS presentation is attached.

If you have any questions or comments, please do not hesitate to contact Janet Caron (Janet.Caron@MassSchoolBuildings.org).

Sincerely,

Michael McGurl
 Director of Capital Planning

Attachments: Attachment "A" – Module 3 Preliminary Design Program Review Comments
 Cc: Legislative Delegation
 Mark C. Bodanza, President, Leominster City Council

ATTACHMENT A MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS

City of Leominster
 Fall Brook Elementary School
Project Manager: LeftField, LLC
Firm: Miller Dyer Spears, Inc.
Due Date: April 15, 2024
Received Date: April 15, 2024
ate: April 15, 2024 – May 20, 2024
by: J. Caron, V. Dagkalakou, C. Forde, C. Alles

REVIEW COMMENTS

Review comments¹ on the Preliminary Design Program ("PDP") submittal are issued pursuant to the requirements of the project submittal document for the proposed project presented as a part of the Preliminary Design Program submission in accordance with the MSBA Module 3 Guidelines.

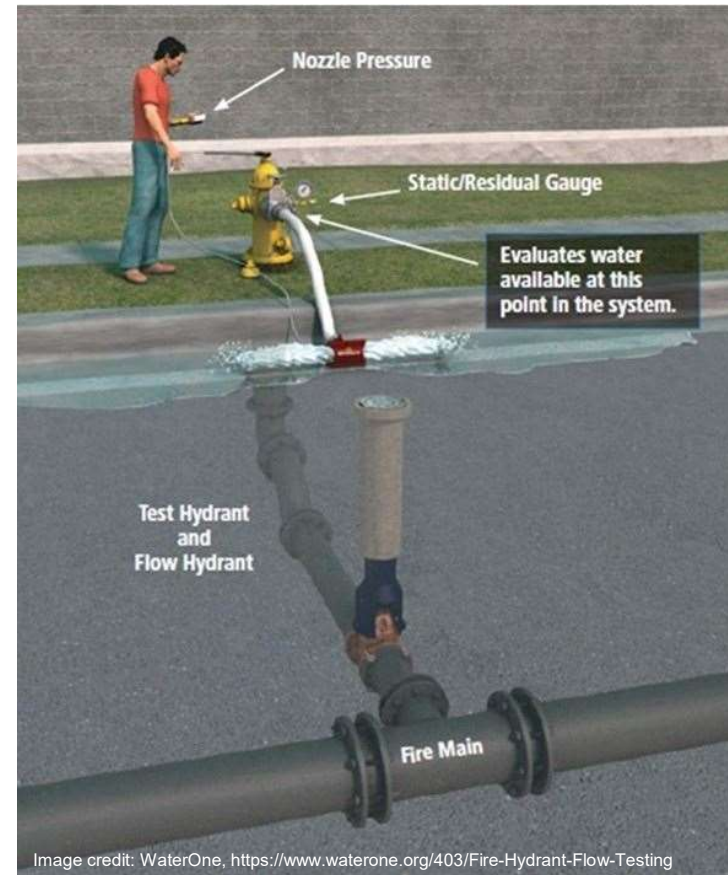
PRELIMINARY DESIGN PROGRAM

Item	Complete	Provided; Refer to comments following each section	Not Provided; Refer to comments following each section	Receipt of District's Response; To be filled out by MSBA Staff
Review of the Preliminary Design Program Submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Actions and Approvals Certification(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹Comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed design and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not intended to be used for determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, or limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public health codes as or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other applicable standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all applicable federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and

HYDRANT FLOW TEST

- MDS's engineering consultant recommends hydrant flow test summer 2024
- Will guide the design, require fire pump room or not
- Proposal for \$1,600 plus 10% markup



BULK ACM SAMPLING

- MDS's consultant performed ACM sampling for building interior for the PDP submission
- Recommend sampling exterior walls and roofing
- Investigation is needed for both demolition and renovation
- Two (2) days of sampling remains in the Designer base services
- City to hire a mason and roofer to open and patch the existing envelope



Image credit: SMC Group, <https://www.smcgroup.io/flat-roof-replacement-analysis-using-roof-core-cuts/>



AUTOHORIZATION FOR MINOR FEES

- Consider identifying one or multiple individuals to act on behalf of the Fall Brook Building Committee when authorization is needed between FBBC meetings.
- FBBC may provide a dollar amount cap



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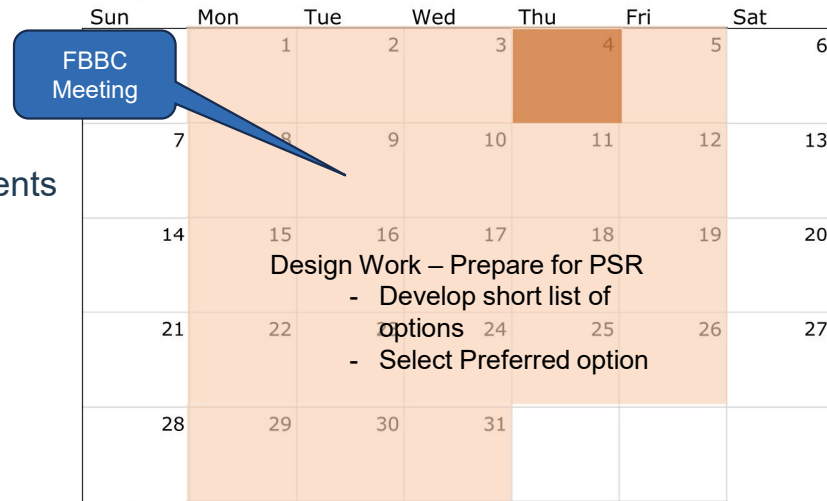
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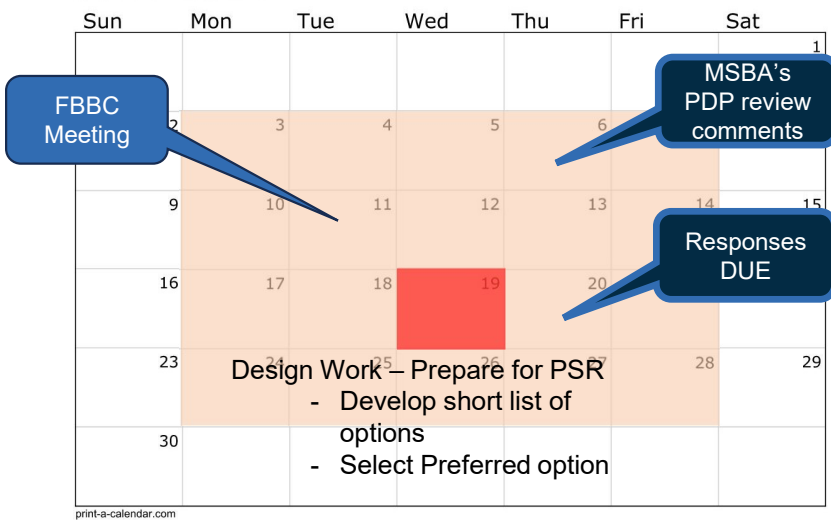
NEXT STEPS

- Thursday 6/20/24 Response to PDP Review Comments
- Tuesday 7/9/24, 1:00pm Regular FBBC Meeting
- Tuesday 8/13/24, 1:00pm Regular FBBC Meeting
- Tuesday 8/27/24, 1:00pm Special FBBC Meeting
- Thursday 8/29/24 PSR Submission to MSBA

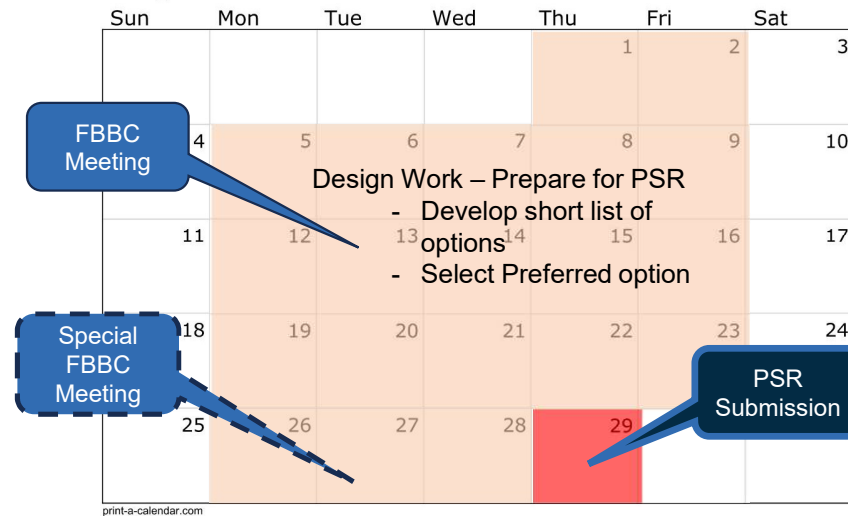
July 2024



June 2024



August 2024



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ADJOURNMENT

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

Voting Member	Yea	Nay	Abstain	Absent
Mr. Peter Angelini				
Mr. Mark Bodanza				
Mr. Greg Chapdelaine				
Mr. Bill Charpentier				
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Mr. Steven Mammone				
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Mr. Brandon Robbins				
Mr. Jeffrey Sullivan				



THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

