

| WAKEFIELD PERMANENT BUILDING COMMITTEE | WAKEFIELD MEMORIAL HIGH SCHOOL |
|--|--------------------------------|
| WAKEFIELD SCHOOL BUILDING COMMITTEE | |

| Date: | Thursday July 15, 2021 | |
|--------------|----------------------------|--|
| Location: | Virtual "Zoom" Meeting | |
| Time: | 7:00pm | |
| Prepared BY: | Shane Nolan – LeftField PM | |

| Name | | | Present |
|----------------------|--|--------------|---------|
| Joseph Conway | Director of Public Works | (Non-Voting) | * |
| Julie Smith Galvin | Town Council | (Non-Voting) | × |
| Stephen P. Maio | Town Administrator | (Non-Voting) | * |
| Thomas Markham | School Committee Member | (Non-Voting) | × |
| Kevin Piscadlo | School Committee Member | (Non-Voting) | × |
| Doug Lyons | Superintendent of Schools | (Non-Voting) | ✓ |
| Robert Schiaroli | Facilities Director | (Non-Voting) | * |
| Joseph B. Bertrand | Permanent Building Committee, Chair | (Voting) | ✓ |
| Timothy Demers | Permanent Building Committee | (Voting) | ✓ |
| Charles L. Tarbell | Permanent Building Committee, Secretary | (Voting) | ✓ |
| Jason Cohen | Permanent Building Committee | (Voting) | × |
| Janine R. Fabiano | Permanent Building Committee | (Voting) | × |
| John McDonald | Permanent Building Committee | (Voting) | ✓ |
| Tom Galvin | Permanent Building Committee | (Voting) | ✓ |
| Marc Moccio | Permanent Building Committee | (Voting) | ✓ |
| Philip Renzi | Permanent Building Committee | (Voting) | ✓ |
| Nasos Phillips | Permanent Building Committee | (Non-Voting) | * |
| Wayne Hardacker | Permanent Building Committee | (Non-Voting) | ✓ |
| Amy McLeod | Wakefield Memorial High School Principal | (Non-Voting) | * |
| Joseph Mullaney | Wakefield Memorial High School Asst. Principal | (Non-Voting) | * |
| James Sullivan | Finance Committee | (Non-Voting) | * |
| lan McKinnon | Community Member | (Non-Voting) | * |
| Jeffrey Cohen | Community Member | (Non-Voting) | * |
| Elizabeth Martin | Community Member | (Non-Voting) | ✓ |
| Ray Thompson | Community Member | (Non-Voting) | ✓ |
| Eric Lambiaso | Community Member | (Non-Voting) | ✓ |
| Thomas Stapleton | Community Member | (Non-Voting) | ✓ |
| Robert Arcari | Community Member | (Non-Voting) | * |
| Dylan Forester | Community Member | (Non-Voting) | ✓ |
| Christopher Sallade | Community Member | (Non-Voting) | ✓ |
| Sandra Clarey | Community Member | (Non-Voting) | ✓ |
| Eric Hubert | Community Member | (Non-Voting) | ✓ |
| Christine Bufagna | Community Member | (Non-Voting) | * |
| Jonathan Chines | Community Member | (Non-Voting) | ✓ |
| Kim Hartman | Community Member | (Non-Voting) | × |
| Greg Liakos | Community Member | (Non-Voting) | × |
| William Karvouniaris | Community Member | (Non-Voting) | × |
| Ami Wall | School Committee Member | | ✓ |
| Lynn Stapleton | Leftfield Project Management | | ✓ |
| Shane Nolan | Leftfield Project Management | | ✓ |
| Linda Liporto | Leftfield Project Management | | ✓ |
| Jim Rogers | Leftfield Project Management | | × |



- I. Joe Bertrand opened the Wakefield Memorial High School portion of the meeting at approx. 7:02pm.
- II. Shane Nolan presented the following Administrative Items

A. Meeting Minutes

The meeting minutes of the 06/10/21 Permanent Building Committee/School Building Committee: Wakefield Memorial high School were presented for review.

Phillip Renzi made a motion to approve the Wakefield Memorial High School Meeting Minutes dated 06/10/21 as presented. Seconded by Thomas Galvin. Motion was approved unanimously.

The meeting minutes of the 06/23/21 Permanent Building Committee/School Building Committee: Wakefield Memorial high School were presented for review.

Phillip Renzi Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes dated 06/23/21 as presented. Seconded by Thomas Galvin. Motion was approved unanimously.

B. Invoices

One (1) invoice in the amount of \$12,000.00 were presented for review and approval.

1) Leftfield LLC Invoice #2 dated 06/30/21 in the amount of \$12,000.00

Phillip Renzi made a motion to approve the Leftfield invoice as presented. Seconded by Thomas

Galvin. On a roll call vote the motion was approved unanimously.

III. Designer Selection Process

Joe Bertrand noted that designer applications were received and had been made available electronically to PBC/SBC members. JB advised committee members will be given an opportunity to comment on the applications but that no ranking of proposals will be done at this evening meeting per MSBA guidelines.

Shane Nolan noted the Wakefield representatives who will sit on the MSBA Designer Selection Panel (DSP) are Stephen Maio, Town Administrator, Doug Lyons, School Superintendent and Ami Wall, School Committee member. SN noted that on August 3rd the DSP will review the Wakefield applicants and potentially shortlist firm to interview at the August 17th DSP meeting.

SN provided a list of the 10 Designer firm who submitted applications for the Wakefield Memorial High School project. Comments were invited from the PBC/SBC.

Jonathan Chines asked about the criteria used to evaluate the designer applications. SN advised that each application will be reviewed individually at the DSP meeting. The DSP will look at each applicants previous and current relevant experience, current workload and capacity to do this project, proposed design team and consultants. At the end of the reviews the DSP will be asked to provide their 1st, 2nd and 3rd preference. Points will be allocated based on the preferences. The DSP will invite firms, usually those with the top 3 scores, to interview. Phillip Renzi noted the Mount Vernon's cover letter was addressed to a different Town. Shane Nolan advised that it was only the cover letter included with the electronic submission that was incorrectly addressed. The hard copy submission was in fact address correctly to the Town of Wakefield.

A question was asked about any advantages of having DRA providing design services on Wakefield Memorial High School as they are currently working on the Northeast Metro Tech project in Wakefield. Shane Nolan and Chip Tarbell noted there are both advantages and disadvantages but regardless of hat Wakefield MHS should have a dedicated design team. Chip Tarbell asked about the substituting individual team members



included in the designer's submissions. Shane Nolan advised that the DSP would select a design firm based on the team included in the submission. However, substitutions have been allowed in the past with MSBA's prior approval.

Ray Thompson asked if the DSP meeting are public. Shane Nolan advised that the public is welcome to attend the meetings. The meeting information can be found on MSBA's website and registration is required.

John McDonald asked about the firms who are proposing a partnership/joint venture and whether this is an issue. Shane Nolan felt that it is not unusual to see firm submit jointly and that the submissions outline the responsibilities of each firm.

Jon Chines asked about the relevant experience of the applicants, particularly with the MSBA process. Shane Nolan noted that the MSBA is a very prescribed process and past experience is very important. Also, SN felt that firms with significant High School experience have an advantage.

Doug Lyons provided feedback on the School Departments review of the proposals and noted the firms who he felt submitted strong credentials to provide design services for the project.

Joe Bertrand noted that the DSP were scheduled to meet on August 3rd to review the designer submissions.

IV. <u>Next Meeting</u>

Next Permanent Building Committee/School Building Committee – Wakefield Memorial High School to be determined.

Attachments:

• LeftField Presentation 07/15/21

Town of Wakefield
Wakefield Public Schools

WAKEFIELD MEMORIAL HIGH SCHOOL

School Building Committee
Meeting
July 15, 2021





AGENDA:

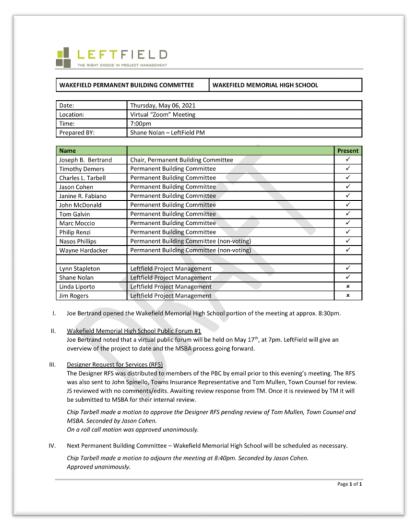
1. Administrative Actions

- Review of May 6, 2021 Permanent Building Committee/School Building Committee Meeting Minutes
- Review of June 10, 2021 Permanent Building Committee/School Building Committee Meeting Minutes
- Review of June 23, 2021 Permanent Building Committee/School Building Committee Meeting Minutes
- Review of June 2021 Invoices

2. Designer Selection Process - Update

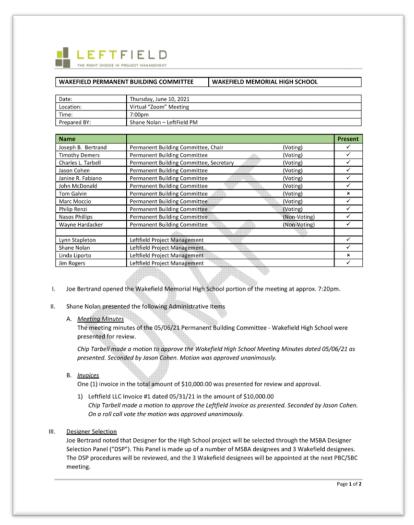
1. Administrative Actions

Review of May 6, 2021 Permanent Building Committee/School Building Committee Meeting Minutes



1. Administrative Actions

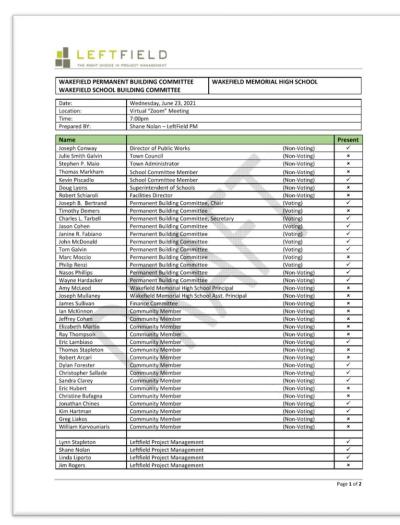
Review of June 10, 2021 Permanent Building Committee/School Building Committee Meeting Minutes

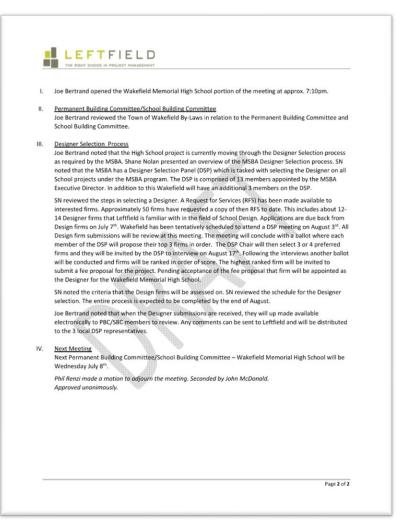




Administrative Actions

Review of June 23, 2021 Permanent Building Committee/School Building Committee Meeting Minutes





1. Administrative Actions

Approval of June 2021 Invoices

| INVOICES | | | | | |
|-----------|-----------|--------------|-------------------------------------|----------------|--|
| Vendor | Invoice # | Invoice Date | Description of Services | Invoice Amount | |
| LeftField | 2 | 06/30/21 | OPM Services June 1 – June 30, 2021 | \$12,000.00 | |
| | | | | | |
| | | | TOTAL: | \$12,000.00 | |



Mr. Joseph B. Bertrand Permanent Building Committee Chair Town of Wakefield 1 Lafayette Street Wakefield, MA 01880

FOR: Owner's Project Management Services Wakefield Memorial High School Project 60 Farm Street, Wakefield, MA 01880

Professional Services from June 1, 2021 to June 30, 2021

| OPM Services | Amount | | |
|--|--------|-----------|--|
| 06/30/21 - Invoice Amount per Fee Proposal | | | |
| Feasibility Study Phase | \$ | 12,000.00 | |

Total Labor: \$ 12,000.00

| Reimbursable Expenses | Amount |
|-----------------------------------|--------|
| Reimbursables 06/01/21 - 06/30/21 | \$0.00 |

Total Expenses: \$0.00

Total this Invoice: \$ 12,000.00

Invoice Date:

Invoice No:

6/30/21

| | | | | Total | |
|------------------------------------|-----------|----------|----------|----------|-----------|
| Contract Status | Budget | Previous | Current | To Date | Balance |
| Feasibility/Schematic Design Phase | \$375,000 | \$10,000 | \$12,000 | \$22,000 | \$353,000 |
| Design Development Phase | \$0 | \$0 | \$0 | \$0 | \$0 |
| Construction Documents Phase | \$0 | \$0 | \$0 | \$0 | \$0 |
| Bidding Phases | \$0 | \$0 | \$0 | \$0 | \$0 |
| Construction Phase | \$0 | \$0 | \$0 | \$0 | \$0 |
| Close-out Phase | \$0 | \$0 | \$0 | \$0 | \$0 |
| OPM Services Total: | \$375,000 | \$10,000 | \$12,000 | \$22,000 | \$353,000 |
| Reimbursable Expenses Total*: | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Contract Expenditure: | \$375,000 | \$10,000 | \$12,000 | \$22,000 | \$353,000 |

Please Remit Payment To:

LeftField, LLC 17 Highfield Lane Norwell, MA 02061

2. Designer Selection

MSBA Designer Selection Panel (DSP)

- 3 Wakefield representatives on the Designer Selection Panel will be:
 - Douglas Lyons, Wakefield Superintendent of Schools
 - Ami Wall, Wakefield School Committee
 - Stephen Maio, Wakefield Town Administrator
- Wakefield Memorial High School is (tentatively) scheduled to attend DSP meetings on August 3rd and August 17th
- Per MSBA: Please be advised that the ranking of potential designer candidates will only be done at the scheduled DSP meeting with the participation of the entire Panel and only after each application is publicly reviewed and discussed amongst all Panel members. The District DSP members are welcome and encouraged to participate in such discussion as well as share the results of any local reviews. In addition, interviews of potential candidates, if applicable, will only take place at a scheduled public DSP meeting and only with the participation of the entire Panel.

2. Designer Selection

Designer submission were received on July 7th from the following Design firms:

- 1. Arrowstreet/Moody Nolan
- 2. Dinisco Design
- 3. Drummey Rosane Anderson
- 4. Finegold Alexander/Dore + Whittier
- JCJ Architecture
- 6. Mount Vernon Group Architects
- 7. saam architecture/DLR Group
- 8. SMMA
- 9. Tappe
- 10. William Rawn Associates



Schedule for Designer Selection

| • | Designer RFS Ad appears in Central Register | June 09, 2021 | Complete |
|---|---|------------------------|----------|
| • | Designer Submissions Due (@ LeftField Office) | July 07, 2021; 2:00pm | Complete |
| • | Review Designer Submissions & Check Designer References | July 7 – July 27, 2021 | Ongoing |

| • | PBC/SBC Meeting | Jul | y 15, 7:00 | pm |
|---|-----------------|-----|------------|----|
|---|-----------------|-----|------------|----|

| • | Submit Initial Designer Packets to MSBA DSP | July 20, 2021 |
|---|---|---------------|
|---|---|---------------|

| • | Submit Reference Check Data to MSBA DSP | July 2 | 27, | 202 | 21 |
|---|---|--------|-----|-----|----|
|---|---|--------|-----|-----|----|

| • | MBSA DSP Meeting: I | Review Designer | Submissions & Select for Interv | ew August 03, 2021; 8:30am |
|---|---------------------|-----------------|---------------------------------|----------------------------|
|---|---------------------|-----------------|---------------------------------|----------------------------|

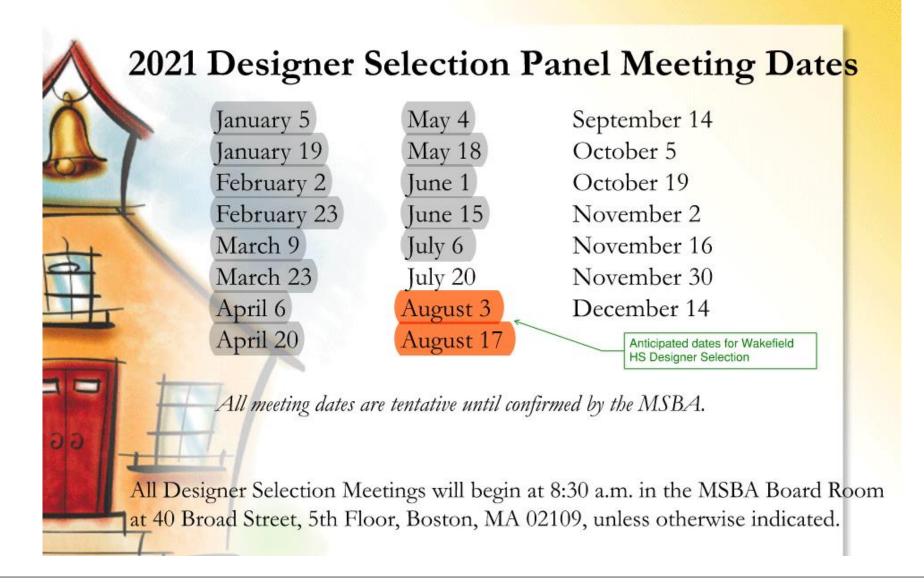
| • | MSBA DSP Meeting: Intervie | ws and Select Designer | August 17, 2021; 8:30am |
|---|----------------------------|------------------------|-------------------------|
|---|----------------------------|------------------------|-------------------------|

| • | Negotiate Designer Fee | August 18 – August 25, 2021 |
|---|--------------------------|--------------------------------------|
| | 1100011410 200101101 100 | 7 (40 40 1 20 7 (40 40 1 20) 20 2 2 |

• Execute Designer Contract August 26

Additional information on the MSBA Designer Selection Process can be found at:

https://www.massschoolbuildings.org/building/team/dsp





PERMANENT BUILDING COMMITTEE

NOTICE OF MEETING

Permanent Building Committee | School Building Committee July 15^{th} , 2021 | 7:00 p.m.

Via Zoom: https://zoom.us/j/97843744323?pwd=YUJJU2JIdXF6bmpPVS9KYXIPWmwxZz09

Consistent with the Governor's orders extending certain provisions of the Open Meeting Law every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link https://zoom.us/i/97843744323?pwd=YUJJU2JIdXF6bmpPVS9KYXIPWmwxZz09. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 978 4374 4323 Passcode 844607. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

Item 1 | Call to Order

Item 2 | Wakefield Memorial High School

Administrative Actions

High School Building Designer Selection.

Item 3 | Public Safety Building

Administrative Actions

Project Budget

Schedule Summary

Design Development Update

Item 4 | Matters Not Anticipated for Agenda

Item 5 | Adjournment

