

WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD SCHOOL BUILDING COMMITTEE	WAKEFIELD MEMORIAL HIGH SCHOOL
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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 Piscadolo	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)	✗
Ian 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. Next Meeting

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

WAKEFIELD MEMORIAL HIGH SCHOOL | OPM REPORT

1. Administrative Actions

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



WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD MEMORIAL HIGH SCHOOL
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Date:	Thursday, May 06, 2021
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Shane Nolan – Leftfield PM

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✓
Charles L. Tarbell	Permanent Building Committee	✓
Jason Cohen	Permanent Building Committee	✓
Janine R. Fabiano	Permanent Building Committee	✓
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee	✓
Philip Renzi	Permanent Building Committee	✓
Nasos Phillips	Permanent Building Committee (non-voting)	✓
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
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. 8:30pm.
- II. Wakefield Memorial High School Public Forum #1
Joe Bertrand noted that a virtual public forum will be held on May 17th, at 7pm. Leftfield will give an overview of the project to date and the MSBA process going forward.
- III. Designer Request for Services (RFS)
The Designer RFS was distributed to members of the PBC by email prior to this evening's meeting. The RFS was also sent to John Spinello, Towns Insurance Representative and Tom Mullen, Town Counsel for review. JS reviewed with no comments/edits. Awaiting review response from TM. Once it is reviewed by TM it will be submitted to MSBA for their internal review.
Chip Tarbell made a motion to approve the Designer RFS pending review of Tom Mullen, Town Counsel and MSBA. Seconded by Jason Cohen.
On a roll call motion was approved unanimously.
- IV. Next Permanent Building Committee – Wakefield Memorial High School will be scheduled as necessary.
Chip Tarbell made a motion to adjourn the meeting at 8:40pm. Seconded by Jason Cohen.
Approved unanimously.

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WAKEFIELD MEMORIAL HIGH SCHOOL | OPM REPORT

1. Administrative Actions

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



WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD MEMORIAL HIGH SCHOOL
Date:	Thursday, June 10, 2021	
Location:	Virtual "Zoom" Meeting	
Time:	7:00pm	
Prepared BY:	Shane Nolan – LeftField PM	

Name			Present
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)	✓
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. 7:20pm.
- II. Shane Nolan presented the following Administrative Items
- A. Meeting Minutes
The meeting minutes of the 05/06/21 Permanent Building Committee - Wakefield High School were presented for review.
Chip Tarbell made a motion to approve the Wakefield High School Meeting Minutes dated 05/06/21 as presented. Seconded by Jason Cohen. Motion was approved unanimously.
- B. Invoices
One (1) invoice in the total amount of \$10,000.00 was presented for review and approval.
1) Leftfield LLC Invoice #1 dated 05/31/21 in the amount of \$10,000.00
Chip Tarbell made a motion to approve the Leftfield invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.
- III. Designer Selection
Joe Bertrand noted that Designer for the High School project will be selected through the MSBA Designer Selection Panel ("DSP"). This Panel is made up of a number of MSBA designees and 3 Wakefield designees. The DSP procedures will be reviewed, and the 3 Wakefield designees will be appointed at the next PBC/SBC meeting.

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Shane Nolan advised that the Designer Request for Services was reviewed and approved by MSBA. It has been publicly advertised and is available to interested firm through LeftField. Designer submissions are due on July 7th.

- IV. Other Business
- A. Public Forum #1
Phillip Renzi asked if the presentation made at the High School Public Forum #1 was available to the public online. Shane Nolan noted that there is a temporary project website that has the presentation posted. LeftField have engaged a professional web design to set up a permanent website. This is still in process and is expected to be up and running in July/August.
- V. Next Meeting
Next Permanent Building Committee/School Building Committee – Wakefield Memorial High School will be Wednesday June 23rd at 7pm.
Chip Tarbell made a motion to adjourn the meeting. Seconded by Jason Cohen. Approved unanimously.

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WAKEFIELD MEMORIAL HIGH SCHOOL | OPM REPORT

1. Administrative Actions

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



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD SCHOOL BUILDING COMMITTEE	
Date:	Wednesday, June 23, 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)	✗
Ian 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)	✗
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Linda Liporto	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✗

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- I. Joe Bertrand opened the Wakefield Memorial High School portion of the meeting at approx. 7:10pm.
- II. Permanent Building Committee/School Building Committee
Joe Bertrand reviewed the Town of Wakefield By-Laws in relation to the Permanent Building Committee and School Building Committee.
- III. Designer Selection Process
Joe Bertrand noted that the High School project is currently moving through the Designer Selection process as required by the MSBA. Shane Nolan presented an overview of the MSBA Designer Selection process. SN noted that the MSBA has a Designer Selection Panel (DSP) which is tasked with selecting the Designer on all School projects under the MSBA program. The DSP is comprised of 13 members appointed by the MSBA Executive Director. In addition to this Wakefield will have an additional 3 members on the DSP.
SN reviewed the steps in selecting a Designer. A Request for Services (RFS) has been made available to interested firms. Approximately 50 firms have requested a copy of then RFS to date. This includes about 12-14 Designer firms that Leftfield is familiar with in the field of School Design. Applications are due back from Design firms on July 7th. Wakefield has been tentatively scheduled to attend a DSP meeting on August 3rd. All Design firm submissions will be review at this meeting. The meeting will conclude with a ballot where each member of the DSP will propose their top 3 firms in order. The DSP Chair will then select 3 or 4 preferred firms and they will be invited by the DSP to interview on August 17th. Following the interviews another ballot will be conducted and firms will be ranked in order of score. The highest ranked firm will be invited to submit a fee proposal for the project. Pending acceptance of the fee proposal that firm will be appointed as the Designer for the Wakefield Memorial High School.
SN noted the criteria that the Design firms will be assessed on. SN reviewed the schedule for the Designer selection. The entire process is expected to be completed by the end of August.
Joe Bertrand noted that when the Designer submissions are received, they will up made available electronically to PBC/SBC members to review. Any comments can be sent to Leftfield and will be distributed to the 3 local DSP representatives.
- IV. Next Meeting
Next Permanent Building Committee/School Building Committee – Wakefield Memorial High School will be Wednesday July 8th.
Phil Renzi made a motion to adjourn the meeting. Seconded by John McDonald.
Approved unanimously.

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WAKEFIELD MEMORIAL HIGH SCHOOL | OPM REPORT

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

Invoice Date: 6/30/21
 Invoice No: 2

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

Contract Status	Budget	Previous	Current	Total 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
5. JCJ Architecture
6. Mount Vernon Group Architects
7. saam architecture/DLR Group
8. SMMA
9. Tappe
10. William Rawn Associates


WAKEFIELD MEMORIAL HIGH SCHOOL | DESIGNER SELECTION PROCESS

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
• <u>PBC/SBC Meeting</u>	July 15, 7:00pm	
• Submit Initial Designer Packets to MSBA DSP	July 20, 2021	
• Submit Reference Check Data to MSBA DSP	July 27, 2021	
• <u>MSBA DSP Meeting: Review Designer Submissions & Select for Interview</u>	August 03, 2021; 8:30am	
• <u>MSBA DSP Meeting: Interviews and Select Designer</u>	August 17, 2021; 8:30am	
• Negotiate Designer Fee	August 18 – August 25, 2021	
• Execute Designer Contract	August 26	

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

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



2021 Designer Selection Panel Meeting Dates

January 5	May 4	September 14
January 19	May 18	October 5
February 2	June 1	October 19
February 23	June 15	November 2
March 9	July 6	November 16
March 23	July 20	November 30
April 6	August 3	December 14
April 20	August 17	

Anticipated dates for Wakefield HS Designer Selection

All meeting dates are tentative until confirmed by the MSBA.

All Designer Selection Meetings will begin at 8:30 a.m. in the MSBA Board Room at 40 Broad Street, 5th Floor, Boston, MA 02109, unless otherwise indicated.



TOWN OF WAKEFIELD

PERMANENT BUILDING COMMITTEE

NOTICE OF MEETING

Permanent Building Committee | School Building Committee

July 15th, 2021 | 7:00 p.m.

Via Zoom: <https://zoom.us/j/97843744323?pwd=YUJlU2JldXF6bmpPVS9KYXIPWmwxZz09>

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/j/97843744323?pwd=YUJlU2JldXF6bmpPVS9KYXIPWmwxZz09>. 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

