

WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE	WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #22
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Date:	Thursday July 14, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00 pm
Prepared BY:	Timothy Baker – 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)	✗
Dr. Doug Lyons	Superintendent of Schools (Non-Voting)	✗
Tim O'Brien	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)	✗
Kevin Pskadlo	Community Member (Non-Voting)	✗
Robin Greenberg	Community Member (Non-Voting)	✓
Andy Bray	Community Member (Non-Voting)	✓

Name		Present
Lynn Stapleton	Leftfield Project Management	✓
Adam Keane	Leftfield Project Management	✓

Jim Rogers	Leftfield Project Management	✗
Timothy Baker	Leftfield Project Management	✓
Helen Fantini	SMMA	✓
Matt Rice	SMMA	✗
Brian Black	SMMA	✓
Martine Dion	SMMA	✗
Lorraine Finnegan	SMMA	✗
Lana Prokupets	SMMA	✗
Nick Ferzacca	SMMA	✗
Anthony Gray	SMMA	✗
Michael Dowhan	SMMA	✗
Meagan Collins	SMMA	✗
Erin Prestileo	SMMA	✓

1. Meeting called to order at approximately 7:02PM. A quorum was present.

2. Public Participation

There was no public participation.

3. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 06/16/22 Permanent Building Committee/School Building Committee Wakefield Memorial High School Project were presented for review.

Chip Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes as presented. Seconded by Tom Galvin. Motion was approved unanimously.

B. Invoices

Two (2) invoices in the total amount of \$30,100.00 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #14 dated 06/30/22 in the amount of \$22,000.00 for Basic Services.
- 2) SMMA Invoice #57418 dated 7/01/22 in the amount of \$8,100.00 for Basic Services.

Charles Tarbell made a motion to approve Leftfield LLC Invoice #14 dated 06/30/22 in the amount of \$22,000.00 as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Charles Tarbell made a motion to approve Invoice #57418 dated 7/01/22 in the amount of \$8,100.00 as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

4. Budget Update

LS reviewed the current Total Project Budget which is included in the presentation attached to the meeting minutes. The Project has committed 82% of the Feasibility Study Budget to date and has expended 48%.

5. Construction Manager at Risk Procurement Update

Five firms submitted Statements of Qualifications (SOQs) in response to the Request for Qualifications (RFQ) on June 1, 2022. SOQs are available to committee members to review electronically. Firms are listed in alphabetical order below:

- i. Bond
- ii. Consigli
- iii. Shawmut
- iv. Skanska
- v. Suffolk

TB reviewed next steps in the procurement process with committee members. The CMR Selection Subcommittee met on June 27, 2022 to review SOQs and prequalify firms to move onto the proposal phase. The Subcommittee voted to prequalify all firms. LF issued the Request for Proposals on Tuesday June 28, 2022 with proposals due on July 20, 2022 at 2:00 pm. A walkthrough for perspective construction management firms was held at the existing High School on July 11, 2022 at 1:00PM LF will update the PBC/SBC at the July meeting. LF has scheduled two (2) nights to interview all 5 firms. To deliberate and identifying the final recommendation on Tuesday July 26th and Wednesday July 27th. The Subcommittee will bring their recommendation for approval by the PBC on July 28th, 2022. This schedule is to ensure that the Construction Manager is brought onboard in time to complete a Schematic Design estimate due to the current high volatility in the construction marketplace.

6. FAQs (Frequently Asked Questions) Development

LF reviewed the HS FAQs sheet with the PBC and will update the sheet based on feedback from members of the committee. LF will present the FAQ sheet at the next PBC meeting before issuing to the advisory group.

7. Ineligible vs. Eligible Costs

- There is 47,692 GSF of known ineligible SF (Square Feet).
- The resulting cost of the ineligible SF is \$32,491,131.
- The cost was derived from MSBA's Form 3011 by entering the SF of ineligible spaces. The form utilizes the overall proposed project costs entered and calculates the portion that will be ineligible for reimbursement.
- Final determination for eligibility of these spaces will not be finalized until after submission of the Schematic Design Package to the MSBA (Massachusetts School Building Authority). Some of the square footage may ultimately be included in MSBA reimbursement, but the are currently being track as ineligible.

8. Design Update

SMMA began reviewing current floor plan for the new High School. There was discussion surrounding swapping locations of the gymnasium with the auditorium, as well as, if there was anyway the gym could be relocated to the first floor from its current proposed location on the second floor. SMMA

responded that due to the ceiling heights of the gym and the relatively small building footprint of the proposed school would not allow the gym to be placed on the first floor. It was also stated the school's preference would be to leave the gym and auditorium in their current proposed locations. SMMA also stated is they were evaluating options to revise the loading dock to allow larger truck access, which the current proposed plan would not allow.

ADS Environmental engineers were on site Tuesday 7/12/22 to conduct Soil probes and (LGCI) were on site to conduct soil borings. DPW and Facilities were on site for cleanup and supervision. Soil probes seemed to indicate clean soil, but SMMA was still awaiting lab results to confirm existing soil conditions. (LGCI) was present on site on Wednesday 7/13/22 to complete soil borings. DPW/Facilities were present for assistance with clean up at field. Test pits are scheduled 7/26/22. DPW will excavate and backfill the pits. SMMA will be on site for observations.

LF continued by updating the PBC on current conversations with DCR concerning the hemlock rd. realignment. The Project Team, along with Town leadership (Tom Mullen - Town Legal Counsel, Steve Maio – Town Administrator, and Joe Bertrand – Chair of the Permanent Building Committee) met with the Department of Conservation & Recreation (DCR) officials on June 29, 2022 at 2pm. The consensus reached is that the realignment of hemlock rd. would trigger a Article 97 and DCR believed that construction a roundabout at Hemlock rd. and Farm St would not be feasible without taking additional DCR land and potentially private abutters land, and that a signal intersection would be DCR preferred design. LF will be in contact with Tom Mullen and Town Hall regarding next steps. LF will also contact PMA, OPM Northeast Regional Technical Vocational High School Project to coordinate traffic design, since both projects are on adjacent sites in Wakefield and will utilize Farm Street for access to both facilities. LF and SMMA will have a conversation offline about next steps before the next leadership meeting.

9. Schedule Update

LS continued by reviewing the current Schematic Design Schedule:

- October 27, 2022 – Submit Schematic Design Submission to MSBA
- December 21, 2022 – MSBA Board Meeting to approve Schematic Design Submission
- January 2023 – Town Vote to approve project funding
- February 2023 – Execute Project Funding Agreement with the MSBA

LF reviewed the PBC Meeting Calendar from now until June 2023. LF highlighted that the next PBC meeting has been changed to July 28, 2022 in order to accommodate the Construction Manager at Risk procurement schedule. The proposed August meeting dates will need to be confirmed if there are High School project needs to be discussed.

10. Next Permanent Building Committee/School Building Committee Meeting will be held on July 28, 2022.

Attachments:

- Leftfield Presentation 07/14/22
- SMMA Presentation 07/14/22

Town of Wakefield
Wakefield Public Schools

WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building
Committee
School Building Committee
Meeting
July 14, 2022



WAKEFIELD MEMORIAL HIGH SCHOOL

AGENDA:

1. Administrative Actions

- Review of July 14, 2022 Permanent Building Committee/SBC Meeting Minutes
- Review of June 2022 Invoices
- Budget Update
- CM Procurement Update

2. FAQs and Ineligible Costs

3. Schematic Design Progress

- Plan Considerations
- Site Investigations
- Hemlock Road Realignment Update

4. Schedule Update

- Meeting Calendar Update & Review of Future Dates
- Schematic Design Schedule

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Review of June 2022 Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Owner Project Manager	LeftField	20	06/30/22	\$ 18,500.00	\$ 168,000.00
Total:	LeftField			\$ 18,500.00	\$ 186,500.00
Architect/Engineer: Basic Service	HKT Architects	18-022023	07/08/22	\$ 19,042.27	\$ 255,785.11
Architect/Engineer: Amendment #2	HKT Architects	18-022023	07/08/22	\$ 9,190.50	\$ 246,594.61
Total:	HKT Architects			\$ 28,232.77	\$ 246,594.61
Construction Costs	Bond Building	6	06/30/22	\$ 739,439.42	\$ 7,528,019.95
Total:	Bond Building			\$ 739,439.42	\$ 8,110,075.56
Materials Testing & Inspections	Briggs Engineering	INV0221471	06/25/22	\$ 3,264.00	\$ 25,059.75
Total:	Briggs Engineering			\$ 3,264.00	\$ 25,059.75
		TOTAL:		\$ 789,436.19	

Wakefield Memorial High School

1. Budget Update

Review of Project Budget

Committed: 82%

Expended: 48%

Wakefield Memorial High School - Wakefield, MA										
June 30, 2022										
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	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000	\$ 1,730	\$ 401,730	\$ 401,730	100%	\$ 280,580	70%	\$ 121,150	*FSA 1, 2
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,300,000	\$ (345,000)	\$ 955,000	\$ 955,000	100%	\$ 558,100	58%	\$ 396,900	*FSA 1
0003-0000	Environmental & Site	\$ 200,000	\$ 81,166	\$ 281,166	\$ 281,166	100%	\$ 111,015	39%	\$ 170,151	*FSA 1, 3
0004-0000	Other	\$ 100,000	\$ 262,104	\$ 362,104	\$ 1,008	0.3%	\$ 1,008	0.3%	\$ 361,096	*FSA 1, 2, 3
SUB-TOTAL		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,638,904	82%	\$ 950,703	48%	\$ 1,049,297	
TOTAL PROJECT BUDGET		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,638,904	82%	\$ 950,703	48%	\$ 1,049,297	
FUNDING SOURCES										
		Max w/ Conting.	Max w/o Conting.							
Maximum State Share		\$ 1,591,600	\$ 1,591,600	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate		
Local Share *		\$ 408,400	\$ 408,400							
SUB-TOTAL		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	79.58%		
CONSTR. COST ESTIMATES										
		Date	Estimator	Amount	SF	Cost Per SF				
Designer FS Cost Estimate		04/01/22	PM&C	\$175,557,629	260,027	\$675.15				
Designer SD Cost Estimate						#DIV/0!				
CM SD Cost Estimate						#DIV/0!				
Feasibility Study Agreement Budget Transfers:										
FSA BRR #1	01	9/27/2021	Transfer \$25,000.00 from OPM Feasibility Study/Schematic Design to Other Contingency to align with the OPM Contract. MSBA APPROVED Nov 8, 2021							
FSA BRR #1	02	9/27/2021	Transfer \$321,364 from Designer Feasibility Study/Schematic Design to Other Contingency and \$23,636 to Environmental & Site to align with the A/E Contract. MSBA APPROVED Nov 8, 2022							
FSA BRR #2	03	4/7/2022	Transfer \$26,730.00 from Other Contingency to OPM Feasibility Study/Schematic Design for cost estimating services (OPM Contract Amendment No. 1). Circulating for Town Signatures							
FSA BRR #3	04	4/28/2022	Transfer \$57,530.00 from Other Contingency to Environmental & Site for Phase II EAS Services (A/E Contract Amendment No. 1). Circulating for Town Signatures							
Project Funding Agreement Budget Transfers:										

WAKEFIELD MEMORIAL HIGH SCHOOL

2. FAQs

Frequently asked Questions

The WMHS PAC has submitted questions which LeftField and SMMA have responded to and which requires PBC review and approval to distribute and post on the website.

Galvinize.HS FAQ

FACILITY

1. Why does Wakefield need a new high school?
Wakefield Memorial High School ("WMHS") was originally built as a Junior High School in 1960. In 1972, the Junior High was converted into the current WMHS through the construction of major additions to the north and south of the school. Since then, except for some relatively small improvements and modifications made toward meeting accreditation requirements, the High School has remained virtually untouched.

In 2016 a comprehensive facilities assessment was completed and presented to the Wakefield Permanent Building Committee. The study highlighted numerous physical building challenges, the most significant being related to the building's envelope and lack of thermal insulation in the exterior walls, poor ventilation and air quality connected to existing mechanical systems, outdated electrical and fire alarm systems, insufficient plumbing and large sections of the building that are not ADA/MAAB compliant.

The facilities assessment also highlighted programmatic constraints that hamper the High School's ability to provide a learning environment consistent with the District's Educational Program. There are educational program deficiencies and challenges within the building related to overcrowded spaces, and configurations and adjacencies which limit the rational and functional relationship of programs within the building. Likewise, the absence of some key types of educational and support spaces exacerbates the educational challenges faced.

The District is also faced with an ongoing situation regarding accreditation of the High School. The New England Association of Schools and Colleges (NEASC) concurred with the facilities assessment regarding overcrowding and inadequate spaces within the building necessary to meet today's curriculum. The District was put on notice in October 2011 that these conditions must be improved. As of March 2019, the High School has been notified by NEASC that the accreditation status has been changed from "warning" to "probation".

2. What about renovating the current WMHS?
The cost to renovate the existing high school is within \$10 million of the cost for a new high school. However, it does not address the size of teaching spaces or required adjacencies for current and future teaching requirements given the challenges of working with the existing building layout.
3. The cost to renovate the existing high school is within \$10 million of the cost for a new high school. However, it does not address the size of teaching spaces or required adjacencies for current and future teaching requirements given the challenges of working with the existing building layout.
4. Where will the new school be located?
The new school will be located on the existing Beasley Oval and a new field and track will be constructed in front of the new school in the location of the existing school.

13. What is the maintenance plan for the proposed school?
As part of the Preferred Schematic Report, the District planned in their Budget Analysis for the cost of maintenance and staffing of the new school and will build these costs into the District's budget. This will allow the Facility's Maintenance Plan to be maintained as required for the size and scope of the new school.

COST

14. What does the project cost?
Currently, the project total project costs are \$220 million.
15. What is the MSBA?
MSBA is an independent public authority that administers and funds a program for grants to eligible cities, towns, and regional school districts for school construction and renovation projects. The MSBA's grant program for school building construction and renovation projects is a non-entitlement competitive program. All projects eligible for funding must comply with MSBA's process and standards. MSBA Mission: Partner with Massachusetts communities to support the design and construction of educationally appropriate, flexible, sustainable, and cost-effective public-school facilities.
16. What is an ineligible cost?
Ineligible costs are costs that exceed MSBA Space Guidelines, MSBA cost caps and MSBA's policies. Refer to the matrix posted to the Project's website that outlines the ineligible costs for the new high school and the reason for the ineligibility.
17. How will the new school be funded?
It is anticipated that funding will be by Debt Exclusion which would require a referendum election, before or after the Town Meeting vote, where the registered voters would be asked to exempt the amount of the Town's borrowing from the limits of Proposition 2 and ½. (Reference - Page 143 of PSR)
18. What is a Proposition 2 ½ Debt Exclusion?
Proposition 2 ½ refers to a Massachusetts General Law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes. A debt exclusion is for the purpose of raising funds for debt service costs and is referred to as a debt exclusion. Debt exclusions require voter approval. The additional amount for the payment of debt service is added to the tax levy limit or levy ceiling for the life of the debt only.
19. What is the average increase in property tax?
*Equal/Declining Debt Service: High - \$2.00/\$1,000 of Assessed Residential Property Value
Low - \$0.84/\$1,000 of Assessed Residential Property Value
Level Debt Service: \$1.56/\$1,000 of Assessed Residential Property Value
(Reference - Page 143 of PSR)*

5. What does the new school look like? - OPTION 3B
Renderings and a massing model of the design of the new school has been posted to the Project's website, <https://wakefieldmhsproject.com/>.
6. What does it include?
The new school will include all academic and academic support spaces required to provide the educational plan developed by the District. Floor Plans and a Space Summary of the spaces within the school are posted on the Project's website. The project also includes full site development and a new Beasley Field and track.
7. If approved, when will the new high school be completed? - SEP 2026
The new school is planned to be open in September 2026 and September 2027 for the new fields and site.
8. What is the capacity of the new school?
The design enrollment for the new school is for 1,000 students.
9. Will the new school accommodate growth in student population?
Flexibility has been built into the design to accommodate student growth and bubbles in student enrollment from year to year. MSBA requires planning for a minimum of 15% growth.
10. How did the proposed school design come to be?
The proposed design was the culmination of many design options that were developed and presented by SMMA. The defining goals were to provide a central core, or "heart of the school" from which the academic and auxiliary spaces could be built from. The academic spaces are grouped south of the central core with good flow and circulation between spaces and close proximity to teacher planning and support spaces. The media center is also located close to the academic spaces. Athletic program, and theater and music spaces also branch from the central core to the north.
11. Why does the plan go above and beyond MSBA recommendations?
The plan exceeds the MSBA guidelines to ensure that the number of classrooms required to maintain the current student-teacher ratio and to meet Wakefield's educational plan are provided. In addition, all the athletic programs are provided with, at minimum, the same space sizes that they currently have. Additionally, the music program, gymnastics, Color Guard, Governor Volpe Archive, District Offices and WCAT require additional space above MSBA guidelines and
12. Will the new school be a green/sustainable building?
The new school will exceed the MA Energy Code by 20% and will meet the United States Green Building Council's LEED certification at minimum. The goal will be to strive for LEED Gold.

19. What about Seniors and folks on fixed incomes?
The Town has a discount tax option for Seniors.

20. What other debt exclusions is the town currently carrying and when do they expire?
The Preferred Schematic Report provides a list of the Town's Debt Service and indicates expiration dates.

NEXT STEPS

21. What is Schematic Design?
Schematic Design is the process of developing the preferred concept for the building and site and to identify and establish the full scope of work and schedule for the project to the degree that costs for construction and total project costs can be confidently established for the duration of the project.
22. What is required by the town to fund the project?
A vote of the Town to authorize a debt exclusion to fund the cost of the school is required.
23. When will construction begin?
It is anticipated that construction will begin in early 2024 with some enabling work starting in the Fall of 2023.

WAKEFIELD MEMORIAL HIGH SCHOOL

2. Information on the Ineligible Spaces/Cost

Slide to be inserted later today

WAKEFIELD MEMORIAL HIGH SCHOOL

3. Schematic Design Progress

SMMA Presentation

SMMA

LEFTFIELD

Permanent Building Committee / School Building Committee Meeting

07.14.2022



Wakefield Memorial
High School



Agenda

- » Administrative Actions
 - Approval of Meeting Minutes
 - Approval of Invoices
 - Budget Update
- » CM Procurement Update
- » FAQs and Ineligible Costs
- » **Plan Considerations**
- » **Geotechnical/Geo-environmental Site Activities**
 - **Plan of Site Investigations**
- » Schedule Update
 - Meeting Calendar Update
 - SD Schedule Update

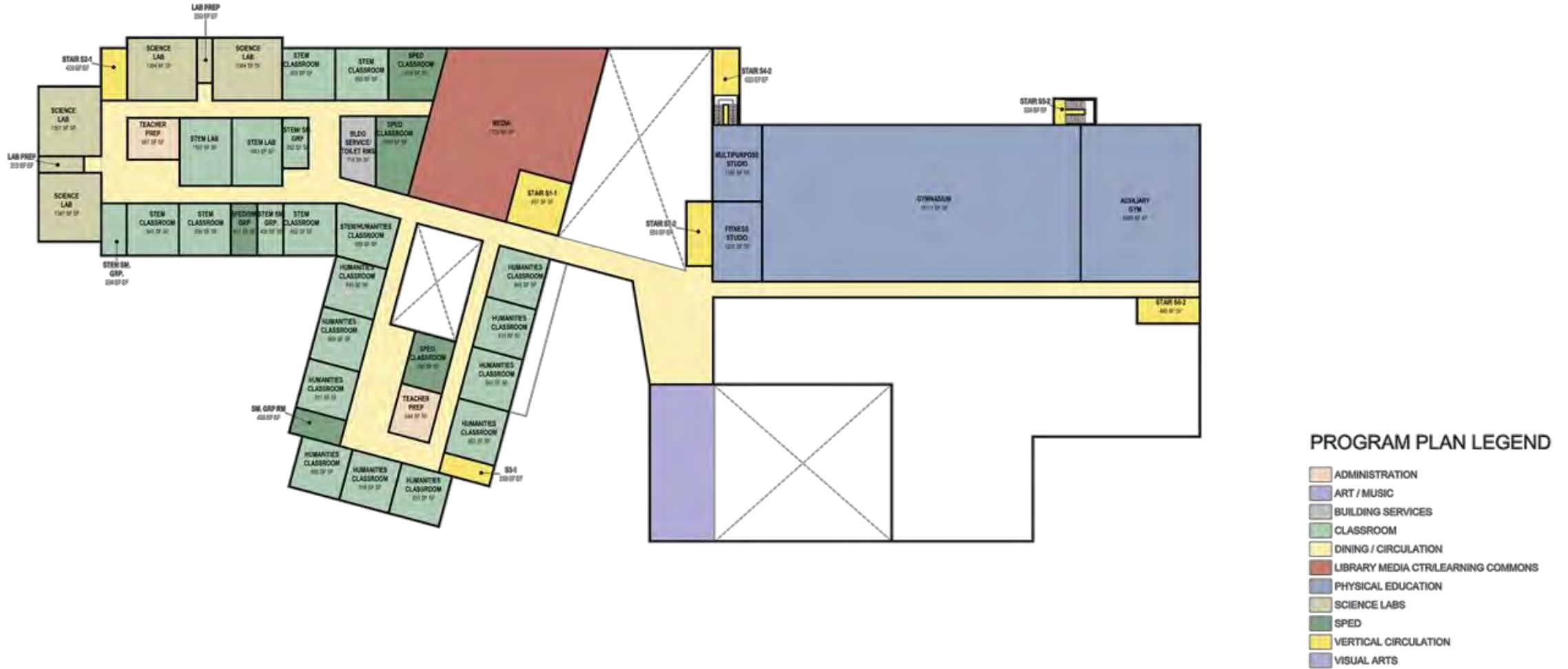
PLAN CONSIDERATIONS

PSR Plan



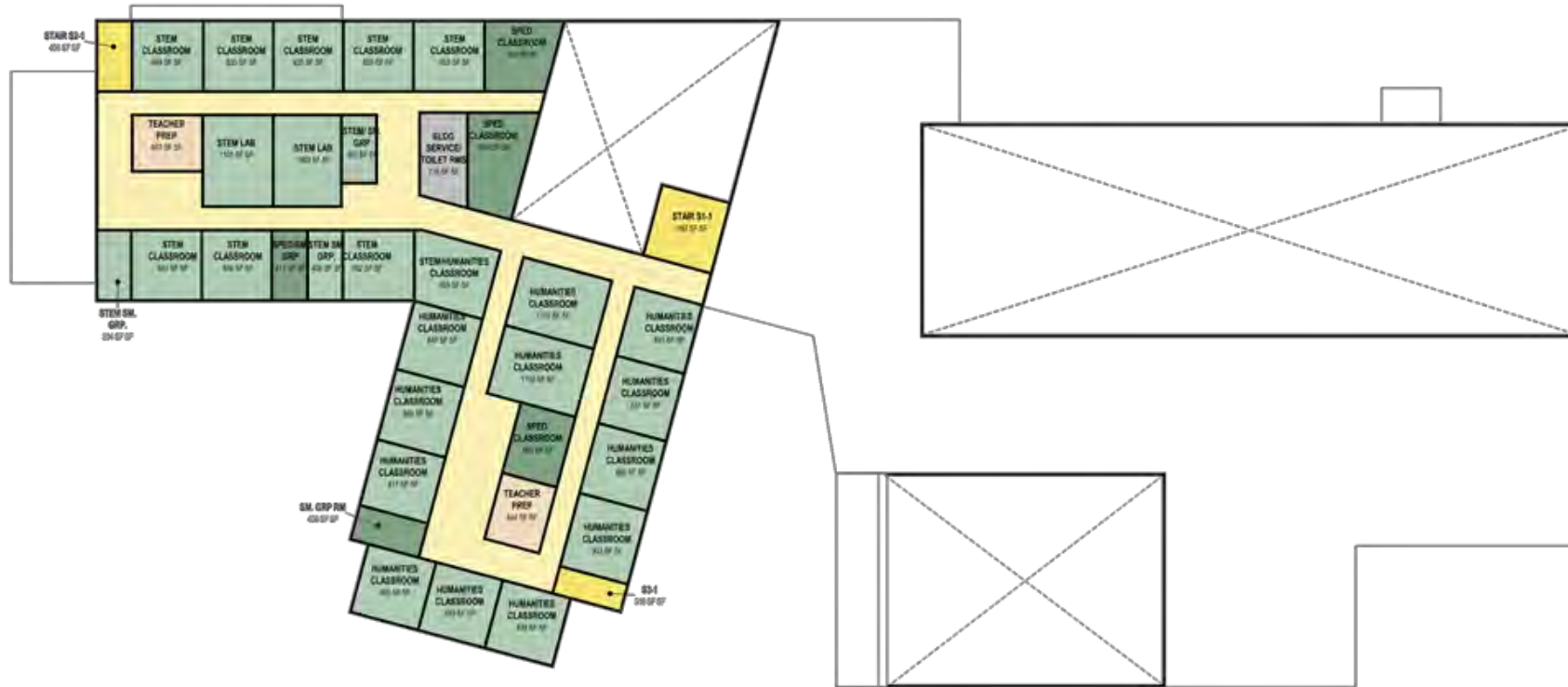
PLAN CONSIDERATIONS

PSR Plan



PLAN CONSIDERATIONS

PSR Plan

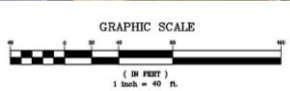
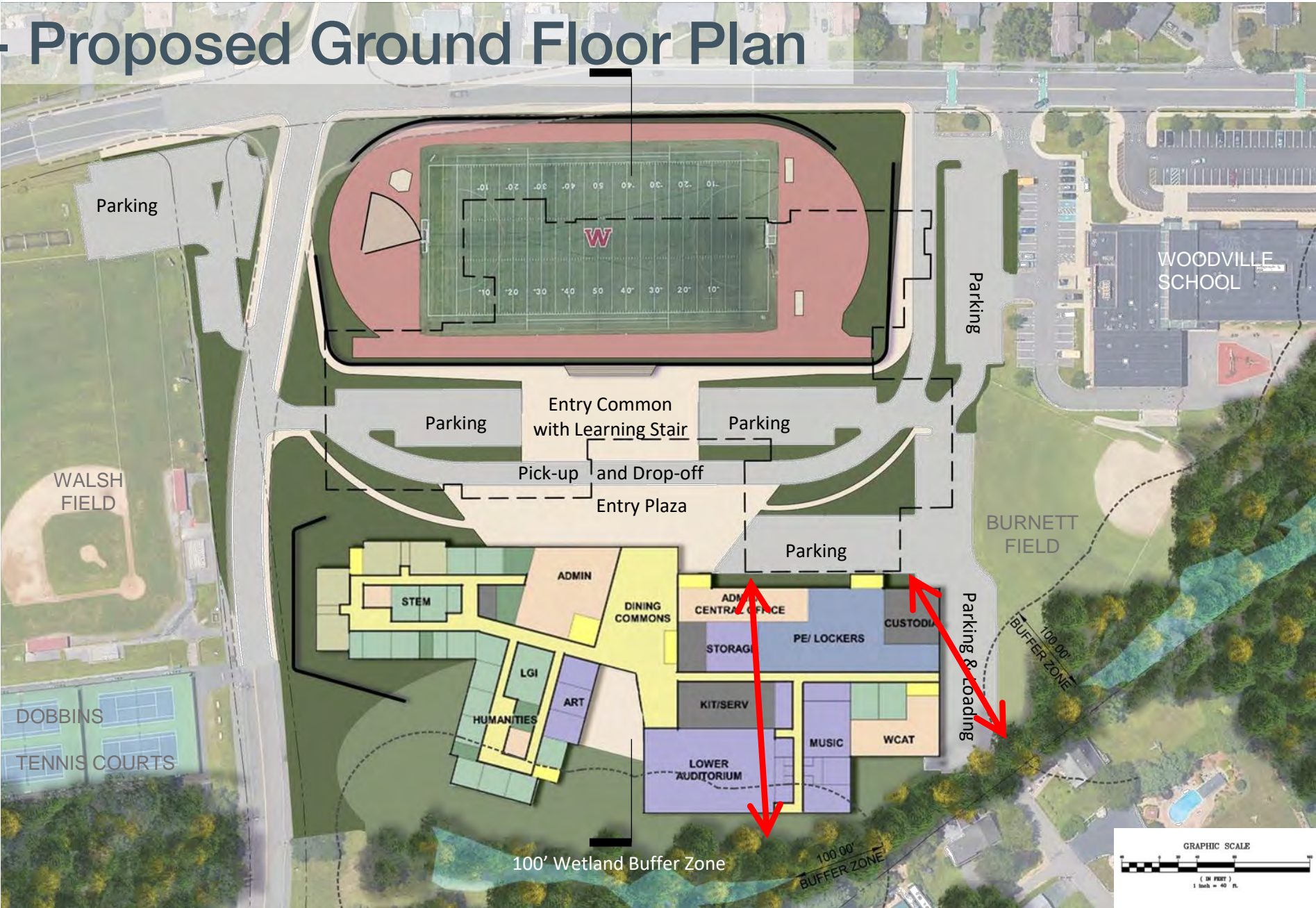
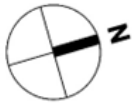


PROGRAM PLAN LEGEND

-  ADMINISTRATION
-  ART / MUSIC
-  BUILDING SERVICES
-  CLASSROOM
-  DINING / CIRCULATION
-  LIBRARY MEDIA CTR/LEARNING COMMONS
-  PHYSICAL EDUCATION
-  SCIENCE LABS
-  SPED
-  VERTICAL CIRCULATION
-  VISUAL ARTS

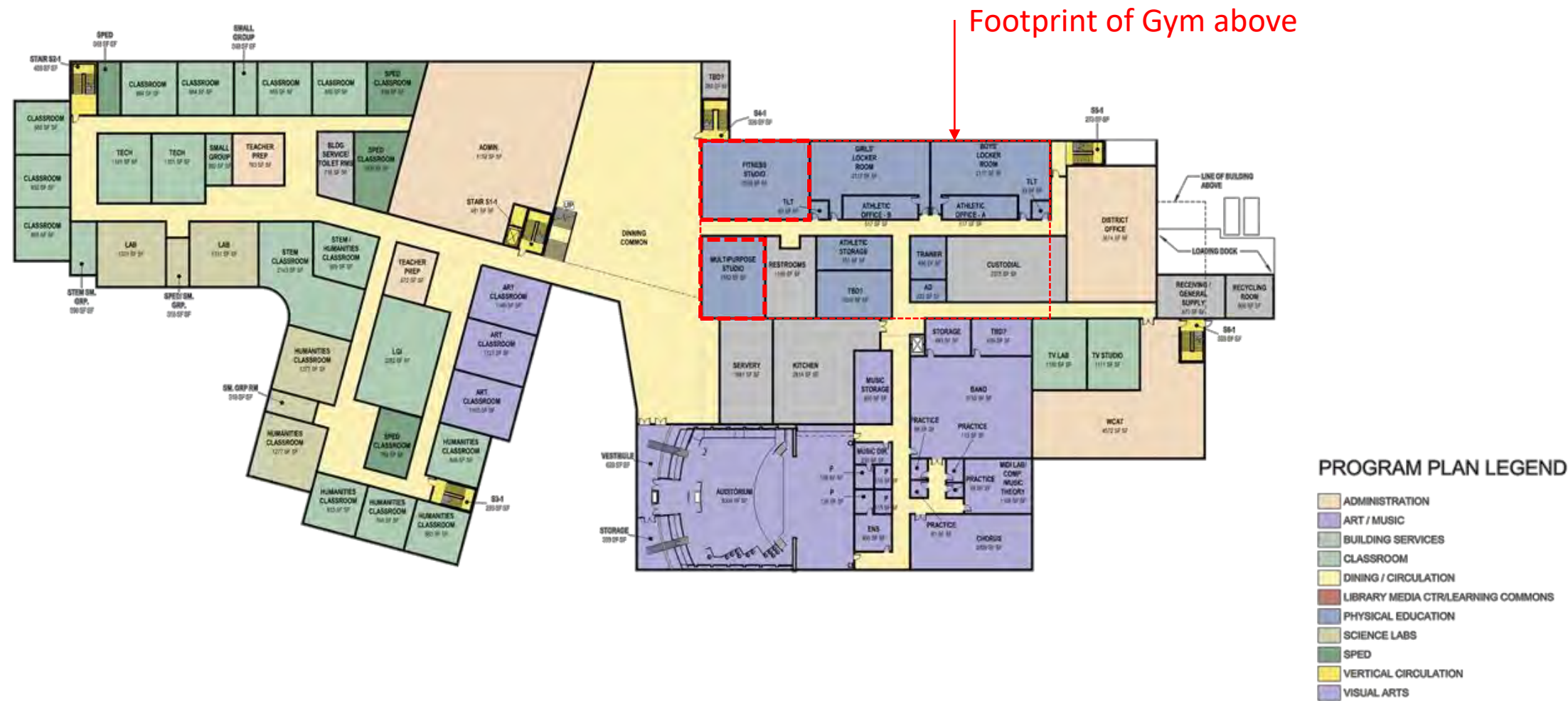


Site - Proposed Ground Floor Plan



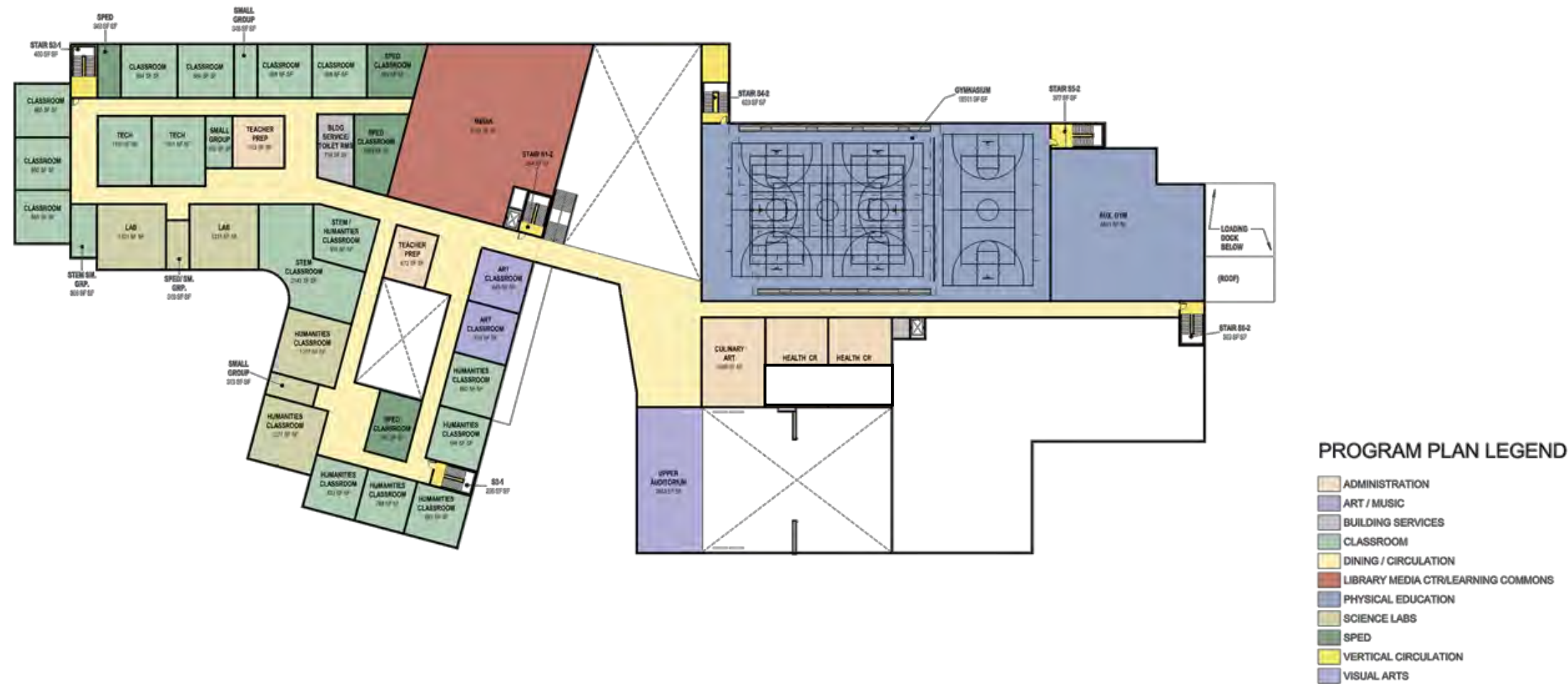
PLAN CONSIDERATIONS

SD Plan Development – Level 1



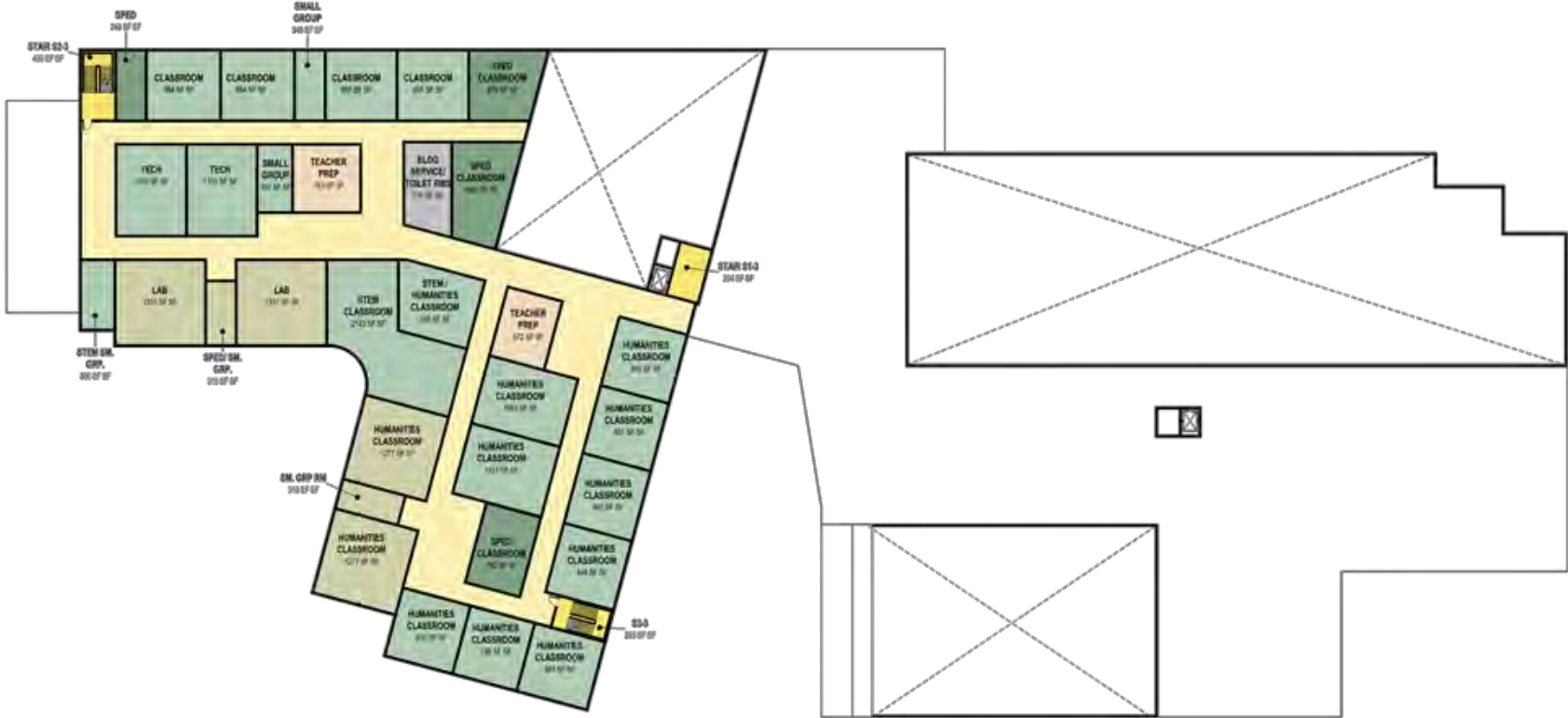
PLAN CONSIDERATIONS

SD Plan Development – Level 2



PLAN CONSIDERATIONS

SD Plan Development – Level 3



PROGRAM PLAN LEGEND

- ADMINISTRATION
- ART / MUSIC
- BUILDING SERVICES
- CLASSROOM
- DINING / CIRCULATION
- LIBRARY MEDIA CTR/LEARNING COMMONS
- PHYSICAL EDUCATION
- SCIENCE LABS
- SPED
- VERTICAL CIRCULATION
- VISUAL ARTS



WAKEFIELD MEMORIAL HIGH SCHOOL

Thank You!



WAKEFIELD MEMORIAL HIGH SCHOOL

3. Construction Management Procurement Update

Procurement Schedule

1. The CM Selection Subcommittee met on June 27 to review the Statements of Qualifications received and voted to prequalify all five firms for the CM Proposal Phase:
 - Bond
 - Consigli
 - Shawmut
 - Skanska
 - Suffolk
2. An Evaluation Matrix prepared by the Team that outlines the prequalification process has been submitted for record and review of the PBC
3. A Site Visit for the CM firms was held on July 11

WAKEFIELD MEMORIAL HIGH SCHOOL

3. Construction Management Procurement Update

Procurement Schedule

CM at Risk (CMR) RFP Procurement Schedule

Request for Proposals (RFP) Schedule

Tuesday	June 28	Leftfield notifies qualified and disqualified firms by email and provides CM at Risk RFP to the qualified firms
Monday	July 11	Pre-Proposal Conference at 1:00 PM at 60 Farm Street, Wakefield MA
Thursday	July 14	Deadline for Questions on RFP by 5:00 PM
Friday	July 15	Questions and Answers and any Addenda will be posted to Website by 5:00 PM
Wednesday	July 20	CM Proposals due at 2:00 PM online to Leftfield. Leftfield distributes proposals to CM Selection Subcommittee.
Wednesday	July 20	Leftfield notifies firms of interview times
Tuesday	July 26	Interviews with (3) CM Selection Subcommittee – Night #1
Wednesday	July 27	Interviews with (2) CM Selection Subcommittee – Night #2
Wednesday	July 27	CM Selection Subcommittee meets to rank firms (immediately following Night #2 of interviews).
Thursday	July 28	PBC/SBC vote to approve selection of CM

WAKEFIELD MEMORIAL HIGH SCHOOL

4. Project Schedule Review *Schematic Design Schedule Update*



WAKEFIELD MEMORIAL HIGH SCHOOL

MEETING SCHEDULE & AGENDA
July 14, 2022

SCHEMATIC DESIGN

WMHS Leadership Group	06/29/22	10:00AM	Virtual ZOOM Meeting	Hemlock Road - DCR Meeting Plan Development and Programming Review Process over Summer PAC Questions
WMHS Leadership Group	07/06/22	10:00AM	SKIP FOR NOW	
WMHS Leadership Group	07/13/22	10:00AM	Virtual ZOOM Meeting	Preview PBC Presentation Plan Development Building Systems Discussion PAC Questions - Final Responses
Permanent Building Committee/ School Building Committee	07/14/22	7:00PM	Virtual ZOOM Meeting	Administrative Approvals Hemlock Road- DCR Meeting Update Plan Development CM Procurement Update
WMHS Leadership Group	07/20/22	10:00AM	Virtual ZOOM Meeting	Sustainability Progress Discussion Building Systems Discussion
WMHS Leadership Group	07/27/22	10:00AM	Virtual ZOOM Meeting	Review PBC Presentation Plan Development Permitting Schedule
Permanent Building Committee/ School Building Committee	07/28/22	7:00PM	Virtual ZOOM Meeting	Administrative Approvals Plan Development Progress Permitting Schedule Building Systems Decisions Approval of CM
WMHS Leadership Group	08/03/22	10:00AM		Exterior Finishes Massing/Modeling Site Development Progress Sustainability
WMHS Leadership Group	08/10/22	10:00AM	Virtual ZOOM Meeting	Interior Finishes Plan Development
Permanent Building Committee/ School Building Committee	08/11/22	7:00PM	Virtual ZOOM Meeting	Administrative Approvals Design Progress Plans, Exterior, Interior, Site Sustainability Decisions
WMHS Leadership Group	08/17/22	10:00AM	SKIP FOR NOW	
WMHS Leadership Group	08/24/22	10:00AM	Virtual ZOOM Meeting	Review Public Forum Presentation
WMHS Public Forum #7	08/24/22	7:00PM	Virtual ZOOM Meeting	Project Update Building System Decisions Sustainability Decisions
Permanent Building Committee/ School Building Committee	08/25/22	7:00PM		Administrative Approvals Public Forum Feedback
WMHS Leadership Group	08/31/22	10:00AM	SKIP FOR NOW	

Submit info to Cost Estimators 09/02/22

WMHS Leadership Group	09/07/22	10:00AM	Virtual ZOOM Meeting	Review PBC Presentation District SD Deliverables Permitting Requirements
Permanent Building Committee/ School Building Committee	09/08/22	7:00PM	Virtual ZOOM Meeting	Administrative Approvals SD Submission TOC District Deliverables
WMHS Leadership Group	09/14/22	10:00AM	SKIP FOR NOW	
WMHS Leadership Group	09/21/22	10:00AM	Virtual ZOOM Meeting	VE Process/Discussion
Permanent Building Committee/ School Building Committee	09/22/22	7:00PM	SKIP FOR NOW	

Cost Estimate Reconciliation		09/26/22	TBD	Virtual ZOOM Meeting	
WMHS Leadership Group	09/28/22	10:00AM	Virtual ZOOM Meeting	Review Public Forum Presentation	
WMHS Public Forum #8	09/28/22	7:00PM	Virtual ZOOM Meeting	Project Update Cost Update	
WMHS Leadership Group	10/05/22	10:00AM	Virtual ZOOM Meeting	Review PBC Presentation Cost/VE Discussion	
Permanent Building Committee/ School Building Committee	10/06/22	7:00PM		Administrative Approvals Review of Public Forum Feedback Project Cost Update APPROVE PROJECT COSTS TO BE SUBMITTED TO MSBA	
WMHS Leadership Group	10/12/22	10:00AM	Virtual ZOOM Meeting	Review MSBA Project Notification Costs/VE	

SD Submission Draft 10/13/22 Submit Draft of SD to PBC/SBC

Project Notification and Budget to MSBA 10/13/22 Submit Final Project Costs to MSBA

WMHS Leadership Group	10/19/22	10:00AM	SKIP FOR NOW	
WMHS Public Forum #9	10/19/22	7:00PM	Virtual ZOOM Meeting	Overview of SD Submission Project Costs
Permanent Building Committee/ School Building Committee	10/20/22	7:00PM		Administrative Approvals Review of Public Forum Feedback Review Final SD Submission APPROVE SD SUBMISSION TO MSBA

WAKEFIELD MEMORIAL HIGH SCHOOL

4. Project Schedule Review

Meeting Calendar Update & Review of Future Dates

2022 - 2023
PERMANENT BUILDING COMMITTEE MEETINGS

- Note changes to PBC Meeting dates in July
- Need to confirm August dates

JUNE	16	JANUARY	12
JULY	14		
JULY	28		
AUGUST	11	FEBRUARY	9
	25		
SEPTEMBER	8	MARCH	9
	22?		
OCTOBER	6	APRIL	6
	20		
NOVEMBER	10	MAY	11
DECEMBER	8	JUNE	8