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|--|---|
| <b>WAKEFIELD PERMANENT BUILDING COMMITTEE<br/>WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE</b> | <b>WAKEFIELD MEMORIAL HIGH SCHOOL<br/>MEETING NOTES #45</b> |
|--|---|

|              |                              |
|--------------|------------------------------|
| Date:        | Thursday October 12, 2023    |
| Location:    | Virtual "Zoom" Meeting       |
| Time:        | 7:00 pm                      |
| Prepared BY: | Timothy Baker – LeftField PM |

| Name                 |   | Present |
|----------------------|---|---------|
| Joseph Conway        | Director of Public Works (Non-Voting)                       | x       |
| Julie Smith Galvin   | Town Council (Non-Voting)                                   | x       |
| Stephen P. Maio      | Town Administrator (Non-Voting)                             | x       |
| Thomas Markham       | School Committee Member (Non-Voting)                        | x       |
| Kevin Piscadolo      | School Committee Member (Non-Voting)                        | x       |
| Dr. Doug Lyons       | Superintendent of Schools (Non-Voting)                      | x       |
| Tim O'Brien          | Facilities Director (Non-Voting)                            | x       |
| Joseph B. Bertrand   | Permanent Building Committee, Chair (Voting)                | ✓       |
| Charles L. Tarbell   | Permanent Building Committee, Secretary (Voting)            | ✓       |
| Jason Cohen          | Permanent Building Committee (Voting)                       | ✓       |
| Tom Galvin           | Permanent Building Committee (Voting)                       | ✓       |
| John McDonald        | Permanent Building Committee (Voting)                       | ✓       |
| Marc Moccio          | Permanent Building Committee (Voting)                       | ✓       |
| Philip Renzi         | Permanent Building Committee (Voting)                       | ✓       |
| Wayne Hardacker      | Permanent Building Committee (Voting)                       | ✓       |
| Erin Demerjian       | Permanent Building Committee (Voting)                       | x       |
| Amy McLeod           | Wakefield Memorial High School Principal (Non-Voting)       | x       |
| Joseph Mullaney      | Wakefield Memorial High School Asst. Principal (Non-Voting) | x       |
| James Sullivan       | Finance Committee (Non-Voting)                              | x       |
| Ian McKinnon         | Community Member (Non-Voting)                               | x       |
| Jeffrey Cohen        | Community Member (Non-Voting)                               | x       |
| Elizabeth Martin     | Community Member (Non-Voting)                               | x       |
| Ray Thompson         | Community Member (Non-Voting)                               | x       |
| Eric Lambiaso        | Community Member (Non-Voting)                               | x       |
| Thomas Stapleton     | Community Member (Non-Voting)                               | x       |
| Robert Arcari        | Community Member (Non-Voting)                               | x       |
| Dylan Forester       | Community Member (Non-Voting)                               | x       |
| Christopher Sallade  | Community Member (Non-Voting)                               | x       |
| Sandra Clarey        | Community Member (Non-Voting)                               | x       |
| Eric Hubert          | Community Member (Non-Voting)                               | x       |
| Christine Bufagna    | Community Member (Non-Voting)                               | x       |
| Jonathan Chines      | Community Member (Non-Voting)                               | ✓       |
| Kim Hartman          | Community Member (Non-Voting)                               | x       |
| Greg Liakos          | Community Member (Non-Voting)                               | x       |
| William Karvouniaris | Community Member (Non-Voting)                               | x       |
| Kevin Pskadlo        | Community Member (Non-Voting)                               | x       |
| Robin Greenberg      | Community Member (Non-Voting)                               | x       |
| Tom Purcell          | Community Member (Non-Voting)                               | x       |

| Name           |                              | Present |
|----------------|------------------------------|---------|
| Lynn Stapleton | Leftfield Project Management | ✓       |
| Adam Keane     | Leftfield Project Management | ✓       |
| Jim Rogers     | Leftfield Project Management | x       |
| Timothy Baker  | Leftfield Project Management | ✓       |

|                   |                              |   |
|-------------------|------------------------------|---|
| Craig Dicarlo     | Leftfield Project Management | ✓ |
| Helen Fantini     | SMMA                         | ✓ |
| Matt Rice         | SMMA                         | ✗ |
| Brian Black       | SMMA                         | ✗ |
| Martine Dion      | SMMA                         | ✗ |
| Nick Ferzacca     | SMMA                         | ✗ |
| Lorraine Finnegan | SMMA                         | ✗ |
| Lana Prokupets    | SMMA                         | ✗ |
| Anthony Gray      | SMMA                         | ✗ |
| Michael Dowhan    | SMMA                         | ✗ |
| Meagan Collins    | SMMA                         | ✗ |
| Erin Prestileo    | SMMA                         | ✓ |
| Laura Monies      | SMMA                         | ✗ |
| Alan DeHaan       | SMMA                         | ✗ |
| Tom Faust         | SMMA                         | ✓ |
| Ali Ucci          | SMMA                         | ✓ |
| Frank Hayes       | Bond Construction            | ✓ |
| David Capaldo     | Bond Construction            | ✓ |
| Jerry Hammersley  | Bond Construction            | ✗ |
| Peter Ghirardini  | Bond Construction            | ✗ |

1. Meeting called to order at approximately 7:01PM. A quorum was present.

2. Public Participation

There was no public participation.

3. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 09/14/23 Permanent Building Committee Wakefield Memorial High School Project were presented for review.

***Chip Tarbell made a motion to approve the 09/14/23 Permanent Building Committee Wakefield Memorial High School Project Meeting Minutes as presented. Seconded by Jason Cohen. Motion was approved unanimously.***

B. Invoices

Eleven (11) invoices in the total amount of \$1,256,760.72 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #27 dated 09/30/23 in the amount of \$133,159.00 for Basic Services.
- 2) Leftfield LLC Invoice #27 dated 09/30/23 in the amount of \$200.92 for OPM Reimbursable Expenses.
- 3) SMMA Invoice #60052 dated 10/05/23 in the amount of \$1,069,101.00 for Basic Services.
- 4) SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,937.00 for Geotechnical Consulting.
- 5) SMMA Invoice #60052 dated 10/05/23 in the amount of \$1,178.54 for Traffic Specialty Services.
- 6) SMMA Invoice #60052 dated 10/05/23 in the amount of \$6,558.26 for Geotechnical Consulting.

- 7) SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,626.00 for Culvert Extension Design Services.
- 8) SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,244.00 for Culvert Extension Design Services.
- 9) Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$28,333.33 for Preconstruction Services.
- 10) Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$6,136.67 for Roadway Preconstruction Services.
- 11) Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$4,286.33 for Civil/Utilities Preconstruction Services.

***Chip Tarbell made a motion to approve Leftfield LLC Invoice #27 dated 09/30/23 in the amount of \$133,159.00 for Basic Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Leftfield LLC Invoice #27 dated 09/30/23 in the amount of \$200.92 for OPM Reimbursable Expenses as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$1,069,101.00 for Basic Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,937.00 for Geotechnical Consulting as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$1,178.54 for Traffic Specialty Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$6,558.26 for Geotechnical Consulting as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,626.00 for Culvert Extension Design Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve SMMA Invoice #60052 dated 10/05/23 in the amount of \$2,244.00 for Culvert Extension Design Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$28,333.33 for Preconstruction Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$6,136.67 for Roadway Preconstruction Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Bond Building Invoice #122043-007 dated 09/25/23 in the amount of \$4,286.33 for Civil/Utilities Preconstruction Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.***

**C. Budget Update**

LS reviewed the current Total Project Budget which is included in the presentation attached to the meeting minutes. As of the end of **September 2023**, The Project has committed 12% of the Total Project Budget to date and has expended 3%. The 60% Construction Documents Phase has progressed approximately 50% and the 60% Construction Documents Phase has expended 43% in project funds for the Design Phase.

As of the end of **September 2023**, the Project Billings are beginning to track slightly above the Projected Expenditure and will begin to align with the Forecasted Expenditures.

**D. Vote to Approve CM Contract Amendment No. 3**

CM Contract Amendment No. 3 is for exploratory test pits for site conditions due diligence investigations performed by Bond Civil Utilities Construction.

**Contract Amendment No. 2 Total: - \$4,286.00**

***Chip Tarbell made a motion to approve the CM Contract Amendment No. 3 is for exploratory test pits for site conditions due diligence investigations performed by Bond Civil Utilities Construction. for \$55,230.00 as presented. Seconded by Jason Cohen. Motion was approved unanimously.***

**E. Vote to Approve PFA Budget Revision Request #1**

A Vote of the PBC is needed to approve a budget transfer from Owner's Contingency to A/E Construction Documents, A/E Construction Administration, A/E Geotechnical/Geo-environmental, A/E Site Survey & Site Requirements, and Traffic Studies is required to Fund Designer Contract Amendment No. 5 is for Culvert Extension. The remaining Owner's Contingency is \$2,130,814.

***Chip Tarbell made a motion to approve PFA Budget Revision Request #1 to from Owner's Contingency to A/E Construction Documents, A/E Construction Administration, A/E Geotechnical/Geo-environmental, A/E Site Survey & Site Requirements, and Traffic Studies is required to Fund Designer Contract Amendment No. 5 is for Culvert Extension, Seconded by Jason Cohen. Motion was approved unanimously.***

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**F. Vote to Approve PFA Budget Revision Request #2**

A Vote of the PBC is needed to approve a budget transfer from Owner's Contingency to CM Preconstruction Services is required to Fund CM Contract Amendment No. 3 is for exploratory test pits. The remaining Owner's Contingency is \$2,126,528.

***Chip Tarbell made a motion to approve PFA Budget Revision Request #2 to transfer from Owner's Contingency to CM Preconstruction Services is required to Fund CM Contract Amendment No. 3, Seconded by Jason Cohen. Motion was approved unanimously.***

**4. Design Review of 60% Construction Documents Submission**

SMMA presented began by giving an overview of their Design update presentation to the PBC:

1. Site Update
  - a. Permitting Status
2. Building Design Updates
  - a. Exterior Design Updates
  - b. Multi-user Toilet Rooms
  - c. Dining Commons
  - d. Financial Literacy Suite
  - e. Auditorium Design
3. Proprietary Items Update
4. Additional Coordination
  - a. WMGLD
  - b. EDG Focus Group

SMMA's full presentation is attached to these meeting minutes and the meeting presentation can be found at: <https://www.youtube.com/watch?v=WQm4-3gmzvE>.

WH inquired if Gender Neutral Bathrooms were currently included in the project. BB from SMMA stated that the current bathroom design includes many design elements are in keeping with Gender Neutral Designs. For example, the bathrooms will have "closets" (floor to ceiling separated spaces) instead of the traditional "Stalls" (not floor to ceiling). Operationally the bathrooms will be gendered since the current building code does not allow for Gender Neutral Bathrooms, although SMMA anticipates that the code will be update before the end of year, so bathrooms will remain gendered in the current design for the New School. SMMA added that even if the Building Code changes, the decision to included Gender Neutral Bathrooms would still need to be approved locally. WH inquired about the Locker Rooms. SMMA stated that the locker rooms are Gendered since the Building Code does not currently allow non-Gendered locker rooms.

SMMA continued by reviewing the current Proprietary Items being considered for the project:

1. Card Access – Genetec
2. Security Cameras – Genetec
3. Integral Solar Control – Okawood
4. Horizontal Accordion Fire Barrier – Won Door
5. Fire Alarm – Honeywell Notifier

**Also under consideration:**

**6. Hardware – Allegion**

These items would need to be approved by either the Town Council or School Committee. There was some discussion among PBC members regarding which governing body should approve the Proprietary Items in Town. The Project Team will follow-up with Town officials after tonight's meeting.

SMMA continued by reviewing additional design coordination that occurred this past month with Wakefield Municipal Gas and Light Department and SMMA lead the Project first Environmental Graphic Design Focus Group, which is responsible for assisting in the graphic design of the school including use of School Colors for signage, playing field/Basketball Courts, etc....

**1. WMGLD**

*Meet 2x/month to coordinate:*

- Emergency power needs
- Provision of rooftop PV and EV chargers

**2. EGD Focus Group**

*Meeting #1 10/10*

- Review of mission and building design concepts
- Survey results (and how to get more)

**G. Project Schedule Review**

LF and SMMA closed the PBC meeting by reviewing additional meeting calendar updates and review of future dates:

- **October 17 – Conservation Commission Hearing #3 will be continued**
- **November 2023 – ZBA Hearing/Accessibility Commission Meeting/Conservation Commission Hearing 4&5 Dates TBD**
- **November 16<sup>th</sup> - Next PBC Meeting**
- **The November Meeting will be a focus on completing Regulatory Agency Approvals, Reviewing 60% CDs and 60% CD estimates.**

**A Page Turn Meeting will be scheduled for January 2024 to review the 90% Construction Documents.**

H. Next Permanent Building Committee/School Building Committee Meeting will be held on November 16, 2023.

**Attachments:**

- Leftfield Presentation 10/12/23
- SMMA Presentation: 10/12/23



Town of Wakefield  
Wakefield Public Schools

# WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building  
Committee

School Building Committee  
Meeting

October 12, 2023



# WAKEFIELD MEMORIAL HIGH SCHOOL

## **AGENDA:**

### **1. Administrative Actions**

- Review of September 14, 2023 Permanent Building Committee/SBC Meeting Minutes
- Review and Approval of Monthly Invoices
- Budget Update

### **2. Design Update**

### **3. Schedule Update**

- Review of Upcoming Meetings
- Schedule Review



# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

### Review of September 14, 2023 Permanent Building Committee/School Building Committee Meeting Minutes



#### WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE

|              |                              |
|--------------|------------------------------|
| Date:        | Thursday September 14, 2023  |
| Location:    | Virtual "Zoom" Meeting       |
| Time:        | 7:00 pm                      |
| Prepared BY: | Timothy Baker – LeftField PM |

| Name                 |  |           |
|----------------------|--|-----------|
| Joseph Conway        | Director of Public Works                       | (Non-Vot) |
| Julie Smith Galvin   | Town Council                                   | (Non-Vot) |
| Stephen P. Maio      | Town Administrator                             | (Non-Vot) |
| Thomas Markham       | School Committee Member                        | (Non-Vot) |
| Kevin Piscadio       | School Committee Member                        | (Non-Vot) |
| Dr. Doug Lyons       | Superintendent of Schools                      | (Non-Vot) |
| Tim O'Brien          | Facilities Director                            | (Non-Vot) |
| Joseph B. Bertrand   | Permanent Building Committee, Chair            | (Voting)  |
| Charles L. Tarbell   | Permanent Building Committee, Secretary        | (Voting)  |
| Jason Cohen          | Permanent Building Committee                   | (Voting)  |
| Tom Galvin           | Permanent Building Committee                   | (Voting)  |
| John McDonald        | Permanent Building Committee                   | (Voting)  |
| Marc Moccio          | Permanent Building Committee                   | (Voting)  |
| Philip Renz          | Permanent Building Committee                   | (Voting)  |
| Wayne Hardacker      | Permanent Building Committee                   | (Voting)  |
| Erin Demerjan        | Permanent Building Committee                   | (Voting)  |
| Amy McLeod           | Wakefield Memorial High School Principal       | (Non-Vot) |
| Joseph Mullaney      | Wakefield Memorial High School Asst. Principal | (Non-Vot) |
| James Sullivan       | Finance Committee                              | (Non-Vot) |
| Ian McKinnon         | Community Member                               | (Non-Vot) |
| Jeffrey Cohen        | Community Member                               | (Non-Vot) |
| Elizabeth Martin     | Community Member                               | (Non-Vot) |
| Ray Thompson         | Community Member                               | (Non-Vot) |
| Eric Lambiaso        | Community Member                               | (Non-Vot) |
| Thomas Stapleton     | Community Member                               | (Non-Vot) |
| Robert Arcari        | Community Member                               | (Non-Vot) |
| Dylan Forester       | Community Member                               | (Non-Vot) |
| Christopher Sallade  | Community Member                               | (Non-Vot) |
| Sandra Clarey        | Community Member                               | (Non-Vot) |
| Eric Hubert          | Community Member                               | (Non-Vot) |
| Christine Bufagna    | Community Member                               | (Non-Vot) |
| Jonathan Chines      | Community Member                               | (Non-Vot) |
| Kim Hartman          | Community Member                               | (Non-Vot) |
| Greg Liakos          | Community Member                               | (Non-Vot) |
| William Karvouniaris | Community Member                               | (Non-Vot) |
| Kevin Piscadio       | Community Member                               | (Non-Vot) |
| Robin Greenberg      | Community Member                               | (Non-Vot) |
| Tom Purcell          | Community Member                               | (Non-Vot) |
| Name                 |  |           |
| Lynn Stapleton       | Leftfield Project Management                   |           |
| Adam Keane           | Leftfield Project Management                   |           |
| Jim Rogers           | Leftfield Project Management                   |           |
| Timothy Baker        | Leftfield Project Management                   |           |



| Name              |                              |
|-------------------|------------------------------|
| Craig Dicarilo    | Leftfield Project Management |
| Helen Fantini     | SMMA                         |
| Matt Rice         | SMMA                         |
| Brian Black       | SMMA                         |
| Martine Dion      | SMMA                         |
| Nick Ferzacca     | SMMA                         |
| Lorraine Finnegan | SMMA                         |
| Lana Prokupets    | SMMA                         |
| Anthony Gray      | SMMA                         |
| Michael Dowhan    | SMMA                         |
| Meagan Collins    | SMMA                         |
| Erin Prestileo    | SMMA                         |
| Laura Monies      | SMMA                         |
| Alan DeHaan       | SMMA                         |
| Tom Faust         | SMMA                         |
| Ali Ucci          | SMMA                         |
| Frank Hayes       | Bond Construction            |
| David Capaldo     | Bond Construction            |
| Jerry Hammersley  | Bond Construction            |
| Peter Ghirardini  | Bond Construction            |

1. Meeting called to order at approximately 7:01PM. A quorum was present.
2. Public Participation  
There was no public participation.
3. Administrative Actions
  - A. Meeting Minutes  
The meeting minutes of the 08/10/23 Permanent Building Committee Wakefield Project were presented for review.  
  
*Chip Tarbell made a motion to approve the 08/10/23 Permanent Building Memorial High School Project Meeting Minutes as presented. Seconded by approved unanimously.*
  - B. Invoices  
Five (5) invoices in the total amount of \$1,011,466.61 for the Wakefield Memorial High School Project were presented for review and approval.
    - 1) Leftfield LLC Invoice #26 dated 08/31/23 in the amount of \$133,222.00 for Basic Services as presented. Seconded by approved unanimously.
    - 2) SMMA Invoice #59929 dated 09/07/23 in the amount of \$832,222.00 for Culvert Expansion Design Services as presented. Seconded by approved unanimously.
    - 3) SMMA Invoice #59932 dated 09/07/23 in the amount of \$11,604.11 for Roadway Preconstruction Services as presented. Seconded by approved unanimously.
    - 4) Bond Building Invoice #122043-006 dated 08/25/23 in the amount of \$6,136.67 for Roadway Preconstruction Services as presented. Seconded by approved unanimously.
    - 5) Bond Building Invoice #122043-006 dated 08/25/23 in the amount of \$6,136.67 for Roadway Preconstruction Services as presented. Seconded by approved unanimously.



4. Review of Permitting Schedule
  - Conservation Commission – Notice of Intent  
Required for work within the buffer zone.
    - 9/19/2023 Hearing #1 (filing by 9/7/2023)
    - 10/17/2023 Hearing #2 (anticipated)
    - 11/7/2023 Hearing #3 (anticipated close)
    - 11/17/2023 Order of Conditions issued (anticipated)
    - 12/8/2023 Close of Appeal Period
  - Zoning Board of Appeals  
Required to address zoning compliance.
    - Week of 9/11/2023 Submission to Building Inspector
    - ZBA Hearing during month of October (anticipated)
    - Decision Issuance and Close of Appeal Period 12/2023 (anticipated)

- C. Budget Update  
LS reviewed the current Total Project Budget which is included in the present meeting minutes. The Project has committed 12% of the Total Project Budget 2%. Uncommitted funds currently represent 88% of the Total Project Budget of \$242,849,222. Cash Flow Projections have been extended through project Construction Documents Phase is 25% complete.



5. Review of Environmental Graphic Design Focus Group Agenda

SMMA presented an overview of the Environmental Graphic Design Focus Group purpose, which is to create a sense of place, helps people find their way, communicate important information, and fuels a dialogue between users and spaces. The EGD Focus Group will serve as a sounding board and source of feedback at critical milestones in the development of graphics for the new WMHS. The group will help assess whether the graphic content and visual systems support the agreed upon EGD goals for the project. The EGD project goals will come directly from research and survey responses.

SMMA recommends that the focus group consist of students, teachers, PBC and/or community members, but not to exceed 8-10 people.

  - SMMA will provide survey response summaries and outline goals for WMHS EGD. These will be discussed with the focus group and edited as needed.
  - The Focus Group will respond to SMMA's proposed content plan and visual styling for the graphics and assess whether it supports project goals.
  - SMMA will present case studies to the focus group, showing both visual style and content. The Focus Group will provide feedback.

Chip Tarbell inquired how this would be financed. HF from SMMA stated that this scope was already included in SMMA's fee for the Project and would not require an additional services request from SMMA. This scope would not be completed by the end of the 60% Construction Documents phase, but by the completion of Final Construction/Contract Documents utilized for bidding.

SMMA issued a survey to Student/Faculty to gather feedback on what should be included in the Final Design. To date, SMMA has received a better response to requested feedback than previous attempts, but SMMA continues to work with the School on soliciting more feedback from user.

Councilor Chines stated that he believes it would be beneficial to include the Town's Communication's Director in the Focus Group. Mark Moccio from the PBC and Councilor Chines from the SBC both volunteered to attend on behalf of the Building Committee.

D. Project Schedule Review  
LF and SMMA closed the PBC meeting by reviewing additional meeting calendar updates and review of future dates:
  - **October 12<sup>th</sup> - Next PBC Meeting**
  - **The October Meeting will be a focus of completing Permitting & Regulatory Agency Approvals and putting together early Procurement Packages.**

A Page Turn Meeting will be scheduled for January 2024 to review the 90% Construction Documents.

E. Next Permanent Building Committee/School Building Committee Meeting will be held on October 12, 2023.

Attachments:
  - Leftfield Presentation 09/14/23
  - SMMA Presentation 09/14/23

# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

### *Review of September 2023 Invoices*

| INVOICES    |                                    |   |                            |          |                        |                       |
|-------------|------------------------------------|---|----------------------------|----------|------------------------|-----------------------|
| ProPay Code | Budget Category                    | Vendor  | Invoice #                  | Date     | Amount                 | Balance After Invoice |
| 0102-0500   | OPM Construction Documents         | LeftField   | 27                         | 09/30/23 | \$ 133,159.00          | \$ 751,962.00         |
| 0102-1000   | OPM Reimbursables                  | LeftField - BBP   | 27                         | 09/30/23 | \$ 200.92              | \$ 24,683.58          |
|             |                                    | <b>LeftField Total:</b>                                       |                            |          | <b>\$ 133,359.92</b>   |                       |
| 0201-0500   | A/E Construction Documents         | SMMA  | 0060052                    | 10/05/23 | \$ 1,069,101.00        | \$ 7,394,620.00       |
| 0204-0300   | A/E Geotechnical/Geo-environmental | SMMA - LGCI - Geotechnical Consulting                         | 0060052                    | 10/05/23 | \$ 2,937.00            | \$ 292,625.06         |
| 0203-9900   | A/E Other Reimbursables            | SMMA - BSC Group - Traffic Specialty                          | 0060052                    | 10/05/23 | \$ 1,178.54            | \$ 385,969.86         |
| 0204-1200   | A/E Traffic Studies                | SMMA - BSC Group - Traffic Specialty                          | 0060052                    | 10/05/23 | \$ 6,558.26            | \$ 67,867.74          |
| 0201-0500   | A/E Construction Documents         | SMMA - Culvert Extension                                      | 0060053                    | 10/05/23 | \$ 2,626.00            | \$ 8,478,053.00       |
| 0204-0300   | A/E Geotechnical/Geo-environmental | SMMA - ADS -Culvert Extension                                 | 0060053                    | 10/05/23 | \$ 2,244.00            | \$ 286,965.95         |
|             |                                    | <b>SMMA Total:</b>  |                            |          | <b>\$ 1,084,644.80</b> |                       |
| 0501-0000   | Preconstruction Services           | Bond Building   | 122043-007                 | 09/20/23 | \$ 28,333.33           | \$ 141,666.69         |
| 0003-0000   | FS/SD Environmental & Site         | Bond Building - CXC Consulting - PC Amend 2 - Road Consultant | 122043-007                 | 09/20/23 | \$ 6,136.67            | \$ 36,819.99          |
| 0501-0000   | Preconstruction Services           | Bond Building - Bond Civil Utilities Construction             | 223069-001                 | 10/02/23 | \$ 4,286.00            | \$ -                  |
|             |                                    | <b>Bond Total:</b>  |                            |          | <b>\$ 38,756.00</b>    |                       |
|             |                                    |   |                            |          |                        |                       |
|             |                                    |   | <b>Total All Invoices:</b> |          | <b>\$ 1,256,760.72</b> |                       |



# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions *Budget Update*

As of September 2023:

TPB Committed: 12%

TPB Expended: 3%

60% Construction  
Documents Progress: 50%  
60% CD Expended: 43%

| Wakefield Memorial High School - Wakefield, MA |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
|--|---|----------------------|--------------------|----------------------|-----------------|-----------------|----------------------|-----------------|------------------|-----------------------|
| September 30, 2023                             |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
| Total Project Budget Status Report             |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
| ProPay Code                                    | Description                             | Total Project Budget | Authorized Changes | Revised Total Budget | Total Committed | % Com'd 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%            | \$ 401,730           | 100%            | \$ -             | *FSA 1, 2             |
| 0002-0000                                      | A&E Feasibility Study/Schematic Design  | \$ 1,300,000         | \$ (345,000)       | \$ 955,000           | \$ 955,000      | 100%            | \$ 955,000           | 100%            | \$ -             | *FSA 1                |
| 0003-0000                                      | Environmental & Site                    | \$ 200,000           | \$ 154,932         | \$ 354,932           | \$ 354,932      | 100%            | \$ 306,275.97        | 86%             | \$ 48,656        | *FSA 1, 3, 4, 5, 6    |
| 0004-0000                                      | Other                                   | \$ 100,000           | \$ 188,338         | \$ 288,338           | \$ 114,418      | 39.7%           | \$ 77,598            | 27%             | \$ 210,740       | *FSA 1, 2, 3, 4, 5, 6 |
|  | SUB-TOTAL                               | \$ 2,000,000         | \$ -               | \$ 2,000,000         | \$ 1,826,080    | 91%             | \$ 1,740,604         | 87%             | \$ 259,386       |                       |
| ADMINISTRATION                                 |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
| 0101-0000                                      | Legal Fees                              | \$ -                 | \$ -               | \$ -                 | \$ -            | -               | \$ -                 | -               | \$ -             |                       |
|  | Owner's Project Manager                 | \$ 7,932,981         | \$ -               | \$ 7,932,981         | \$ 7,857,981    | 99%             | \$ 932,432           | 12%             | \$ 7,000,549     |                       |
| 0102-0400                                      | Design Development                      | \$ 665,798           | \$ -               | \$ 665,798           | \$ 665,798      | 100%            | \$ 665,798           | 100%            | \$ -             |                       |
| 0102-0500                                      | Construction Documents                  | \$ 1,018,280         | \$ -               | \$ 1,018,280         | \$ 1,018,280    | 100%            | \$ 266,318           | 26%             | \$ 751,962       |                       |
| 0102-0600                                      | Bidding                                 | \$ 254,570           | \$ -               | \$ 254,570           | \$ 254,570      | 100%            | \$ -                 | 0%              | \$ 254,570       |                       |
| 0102-0700                                      | Construction Administration             | \$ 5,483,045         | \$ -               | \$ 5,483,045         | \$ 5,483,045    | 100%            | \$ -                 | 0%              | \$ 5,483,045     |                       |
| 0102-0800                                      | Closeout                                | \$ 411,288           | \$ -               | \$ 411,288           | \$ 411,288      | 100%            | \$ -                 | 0%              | \$ 411,288       |                       |
| 0102-0900                                      | Extra Services                          | \$ -                 | \$ -               | \$ -                 | \$ -            | -               | \$ -                 | -               | \$ -             |                       |
| 0102-1000                                      | Reimbursable Services                   | \$ 25,000            | \$ -               | \$ 25,000            | \$ 25,000       | 100%            | \$ 316               | 1%              | \$ 24,684        |                       |
| 0201-1100                                      | Cost Estimates                          | \$ 75,000            | \$ -               | \$ 75,000            | \$ 75,000       | 100%            | \$ -                 | 0%              | \$ 75,000        |                       |
| 0103-0000                                      | Advertising & Printing                  | \$ 75,000            | \$ -               | \$ 75,000            | \$ -            | 0%              | \$ -                 | 0%              | \$ 75,000        |                       |
| 0104-0000                                      | Permitting                              | \$ -                 | \$ -               | \$ -                 | \$ -            | 0%              | \$ -                 | 0%              | \$ -             |                       |
| 0105-0000                                      | Owner's Insurance                       | \$ -                 | \$ -               | \$ -                 | \$ -            | 0%              | \$ -                 | 0%              | \$ -             |                       |
| 0199-0000                                      | Other Administrative Costs              | \$ -                 | \$ -               | \$ -                 | \$ -            | 0%              | \$ -                 | 0%              | \$ -             |                       |
|  | SUB-TOTAL                               | \$ 8,007,981         | \$ -               | \$ 8,007,981         | \$ 7,857,981    | 98%             | \$ 932,432           | 12%             | \$ 7,075,549     |                       |
| A&E  |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
|  | A/E Basic Services                      | \$ 21,152,620        | \$ 26,260          | \$ 21,178,880        | \$ 21,178,880   | 100%            | \$ 5,977,028         | 28%             | \$ 15,201,852    |                       |
| 0201-0400                                      | Design Development                      | \$ 4,454,590         | \$ -               | \$ 4,454,590         | \$ 4,454,590    | 100%            | \$ 4,454,590         | 100%            | \$ -             |                       |
| 0201-0500                                      | Construction Documents                  | \$ 8,909,180         | \$ 22,210          | \$ 8,931,390         | \$ 8,931,390    | 100%            | \$ 1,522,438         | 17%             | \$ 7,408,952     | *7                    |
| 0201-0600                                      | Bidding                                 | \$ 890,910           | \$ -               | \$ 890,910           | \$ 890,910      | 100%            | \$ -                 | 0%              | \$ 890,910       |                       |
| 0201-0700                                      | Construction Administration             | \$ 5,784,290         | \$ 4,050           | \$ 5,788,340         | \$ 5,788,340    | 100%            | \$ -                 | 0%              | \$ 5,788,340     | *7                    |
| 0201-0800                                      | Closeout                                | \$ 1,113,650         | \$ -               | \$ 1,113,650         | \$ 1,113,650    | 100%            | \$ -                 | 0%              | \$ 1,113,650     |                       |
|  | Extra/Reimbursable Services             | \$ 1,225,000         | \$ 47,520          | \$ 1,272,520         | \$ 1,272,520    | 100%            | \$ 174,665           | 14%             | \$ 1,097,855     |                       |
| 0203-9900                                      | Other Reimbursables                     | \$ 430,000           | \$ -               | \$ 430,000           | \$ 430,000      | 100%            | \$ 44,030            | 10%             | \$ 385,970       |                       |
| 0204-0200                                      | HazMat (incl. monitoring)               | \$ 275,000           | \$ -               | \$ 275,000           | \$ 275,000      | 100%            | \$ 10,754            | 4%              | \$ 264,246       |                       |
| 0204-0300                                      | Geotechnical/Geo-Environmental          | \$ 315,000           | \$ 33,220          | \$ 348,220           | \$ 348,220      | 100%            | \$ 64,191            | 18%             | \$ 284,029       | *7                    |
| 0204-0400                                      | Site Survey & Site Requirements         | \$ 75,000            | \$ 6,050           | \$ 81,050            | \$ 81,050       | 100%            | \$ 11,000            | 14%             | \$ 70,050        | *7                    |
| 0204-0500                                      | Wetlands                                | \$ 20,000            | \$ 8,250           | \$ 28,250            | \$ 28,250       | 100%            | \$ 2,558             | 9%              | \$ 25,693        | *7                    |
| 0204-1200                                      | Traffic Studies                         | \$ 110,000           | \$ -               | \$ 110,000           | \$ 110,000      | 100%            | \$ 42,132            | 38%             | \$ 67,868        |                       |
|  | SUB-TOTAL                               | \$ 22,377,620        | \$ 73,780          | \$ 22,451,400        | \$ 22,451,400   | 100%            | \$ 6,151,693         | 27%             | \$ 16,299,707    |                       |
| SITE ACQUISITION                               |   |                      |                    |                      |                 |                 |                      |                 |                  |                       |
| 0301-0000                                      | Land/Bldg. Purchase/Associated Services | \$ -                 | \$ -               | \$ -                 | \$ -            | 0%              | \$ -                 | 0%              | \$ -             |                       |
|  | SUB-TOTAL                               | \$ -                 | \$ -               | \$ -                 | \$ -            | 0%              | \$ -                 | 0%              | \$ -             |                       |

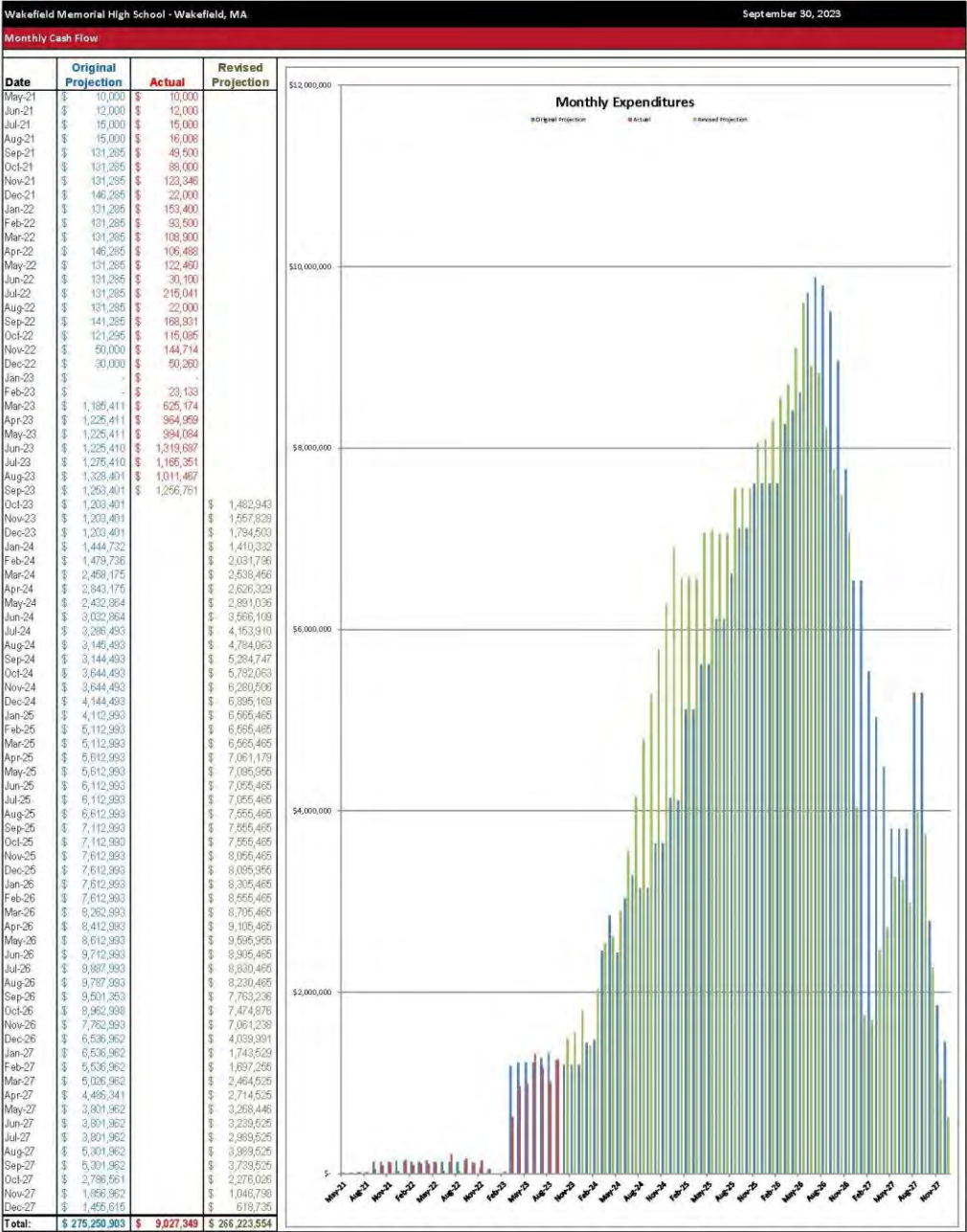
# Wakefield Memorial High School

## 1. Administrative Actions

### Budget Update

### September 2023 Cash Flow Report

The Project Billings are beginning to track slightly above the Projected Expenditure and will begin to align with the Forecasted Expenditures.



# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

Vote to Approve CM Contract Amendment No. 3

| <u>Fee for Basic Services</u> | <u>Original Contract</u>   | <u>Previous Amendments</u>  | <u>Amount of This Amendment</u> | <u>After This Amendment</u> |
|-------------------------------|----------------------------|-----------------------------|---------------------------------|-----------------------------|
| Pre-Construction Services     | <u>\$ 40,000.00</u>        | <u>\$ 395,230.00</u>        | <u>\$ 4,286.00</u>              | <u>\$ 439,516.00</u>        |
| <b>Total Fee</b>              | <b><u>\$ 40,000.00</u></b> | <b><u>\$ 395,230.00</u></b> | <b><u>\$ 4,286.00</u></b>       | <b><u>\$ 539,516.00</u></b> |

CM Contract Amendment No. 3 is for exploratory test pits for site conditions due diligence performed by Bond Civil Utilities Construction.



# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

### Vote to Approve PFA Budget Revision Request #1

**Table 1: Owner's Contingency Budget Revision**

Use Table 1 below for identification of expenditures against the Owner's contingency. The Total Owner's Contingency in the Current Total Project Budget, Exhibit A of the PFA dated 07-19-2023 is \$2,204,594.00. (Please attach all supporting documentation, e.g., executed contracts, amendments and/or supporting invoices for reimbursable expenses)

| From Classification Code | From Classification Name | To Classification Code | To Classification Name              | Budget Revision Amount | Reason for transfer | Amount Remaining in Owner's Contingency | MSBA USE ONLY  |                          |             |
|--------------------------|--------------------------|------------------------|-------------------------------------|------------------------|---------------------|---|--|--------------------------|-------------|
|                          |                          |                        |                                     |                        |                     |   | Ineligible/Cost/Scope Items excluded from the Total Facilities Grant |                          |             |
|                          |                          |                        |                                     |                        |                     |   | New Scope Exclusion  | Transfer Scope Exclusion | Note if any |
| 0801-0000                | Owner's Contingency      | 0201-0500              | A/E Construction Documents          | \$22,210.00            | Culvert Extension   | \$2,182,384.00                          |  |                          |             |
| 0801-0000                | Owner's Contingency      | 0201-0500              | A/E Construction Administration     | \$4,050.00             | Culvert Extension   | \$2,178,334.00                          |  |                          |             |
| 0801-0000                | Owner's Contingency      | 0204-0300              | A/E Geotechnical/Geo-environmental  | \$33,220.00            | Culvert Extension   | \$2,145,114.00                          |  |                          |             |
| 0801-0000                | Owner's Contingency      | 0204-0400              | A/E Site Survey & Site Requirements | \$6,050.00             | Culvert Extension   | \$2,139,064.00                          |  |                          |             |
| 0801-0000                | Owner's Contingency      | 0204-1200              | Traffic Studies                     | \$8,250.00             | Culvert Extension   | \$2,130,814.00                          |  |                          |             |

A budget transfer from Owner’s Contingency to A/E Construction Documents, A/E Construction Administration, A/E Geotechnical/Geo-environmental, A/E Site Survey & Site Requirements, and Traffic Studies is required to Fund Designer Contract Amendment No. 5 is for Culvert Extension. The remaining Owner’s Contingency is \$2,130,814.

# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

### Vote to Approve PFA Budget Revision Request #2

**Table 1: Owner's Contingency Budget Revision**

Use Table 1 below for identification of expenditures against the Owner's contingency. The Total Owner's Contingency in the Current Total Project Budget, Exhibit A of the PFA dated 07-19-2023 is \$2,204,594.00. (Please attach all supporting documentation, e.g., executed contracts, amendments and/or supporting invoices for reimbursable expenses)

|                          |                          |                        |                             |                        |                       |   | MSBA USE ONLY  |                          |             |
|--------------------------|--------------------------|------------------------|-----------------------------|------------------------|-----------------------|---|--|--------------------------|-------------|
| From Classification Code | From Classification Name | To Classification Code | To Classification Name      | Budget Revision Amount | Reason for transfer   | Amount Remaining in Owner's Contingency | Ineligible/Cost/Scope Items excluded from the Total Facilities Grant |                          |             |
|                          |                          |                        |                             |                        |                       |   | New Scope Exclusion  | Transfer Scope Exclusion | Note if any |
| 0801-0000                | Owner's Contingency      | 0501-0000              | CM Preconstruction Services | \$4,286.00             | Exploratory Test Pits | \$2,126,528.00                          |  |                          |             |

A budget transfer from Owner's Contingency to CM Preconstruction Services is required to Fund CM Contract Amendment No. 3 is for exploratory test pits. The remaining Owner's Contingency is \$2,126,528.

# WAKEFIELD MEMORIAL HIGH SCHOOL

## 2. Design Update *Permitting Update*

# SMMA Presentation

# WAKEFIELD MEMORIAL HIGH SCHOOL

## 3. Schedule Update

*Meeting Calendar Update & Review of Future Dates*

2023-2024

PERMANENT BUILDING COMMITTEE MEETINGS

- October 17 – Conservation Commission Hearing #3 will be continued
- November 2023 – Dates TBD  
ZBA Hearing/Accessibility Commission Meeting
- November 16 - PBC Meeting
- The November Meeting will be a focus on completing Regulatory Agency Approvals, Reviewing 60% CDs and 60% CD estimates

|          |    |       |    |
|----------|----|-------|----|
| NOVEMBER | 16 | MARCH | 14 |
| DECEMBER | 12 | APRIL | 11 |
| JANUARY  | 11 | MAY   | 9  |
| FEBRUARY | 8  | JUNE  | 13 |



# Wakefield Memorial High School

Permanent Building Committee Meeting

Project Update

10.12.2023





# Agenda

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- » 1. Site Update
  - Permitting Status
- » 2. Building Design Updates
  - Exterior Design Updates
  - Multi-user Toilet Rooms
  - Dining Commons
  - Financial Literacy Suite
  - Auditorium Design
- » 4. Proprietary Items Update
- » 5. Additional Coordination
  - WMGLD
  - EDG Focus Group

# Revised Permitting Schedule

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- **Conservation Commission – Notice of Intent**

*Required for work within the buffer zone*

- 9/19/2023 Hearing #1
- 10/04/2023 Hearing #2
- 11/8/2023 Hearing #3 (anticipated)
- 11/21/2023 Hearing #4 (if needed)
- 12/1/2023 Order of Conditions Issued (anticipated)
- 12/21/2023 Close of Appeal Period

- **Zoning Board of Appeals**

*Required to address zoning compliance*

- Week of 10/16/2023 Submission to Building Inspector
- ZBA Hearing during month of November (anticipated)
- Decision Issuance and Close of Appeal Period 12/2023 (anticipated)

WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 Bay Study – Previous

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 Bay Study – Proposed

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Galvin MS - Materiality

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 Bay Study - Previous

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 Bay Study - Proposed

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 South Elevation Study - Previous

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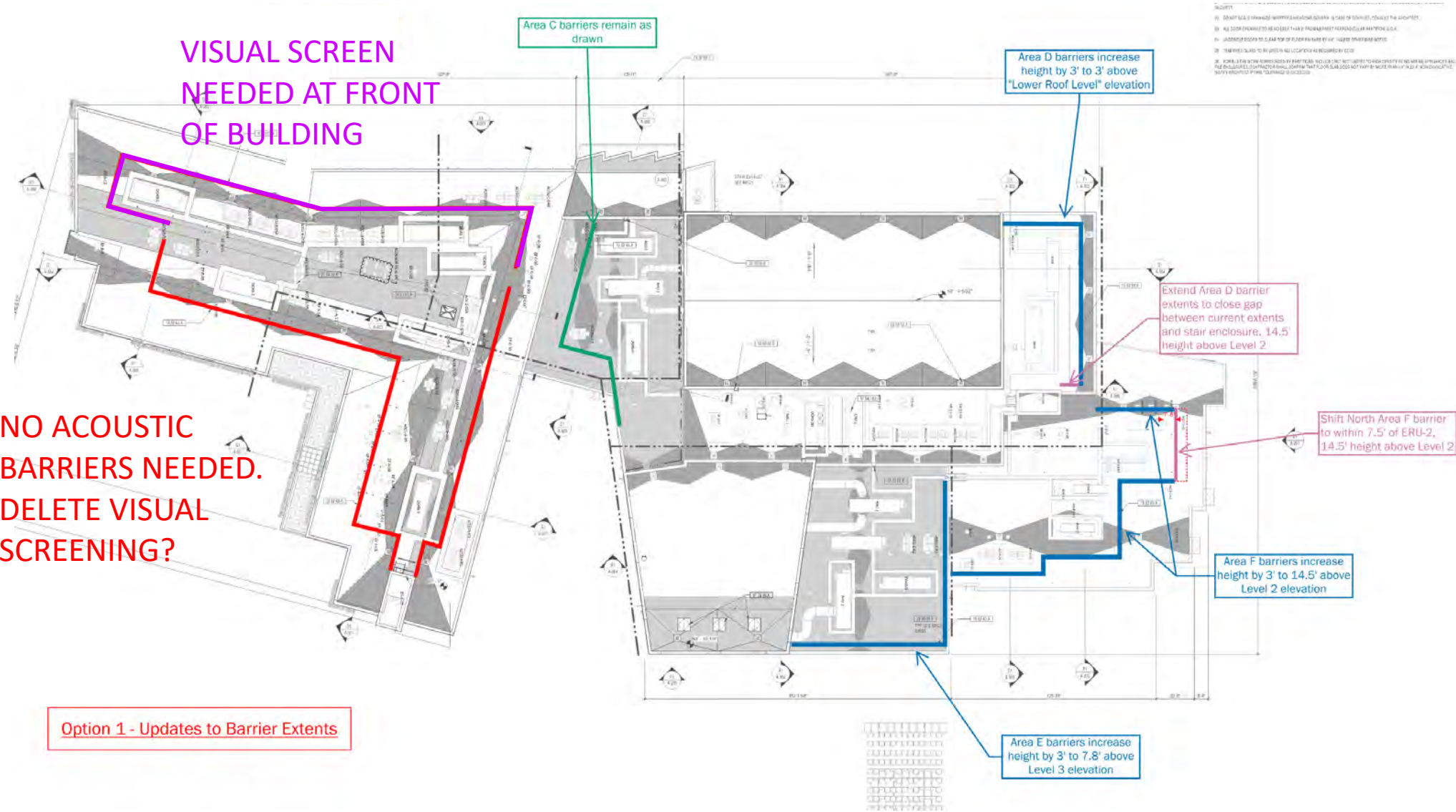
WAKEFIELD MEMORIAL HIGH SCHOOL

# Level 1 South Elevation Study - Proposed

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# Roof Screen Study – Community Noise Analysis





WAKEFIELD MEMORIAL HIGH SCHOOL

# Roof Screen Study - Current

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Roof Screen Study – Visual Screens Removed

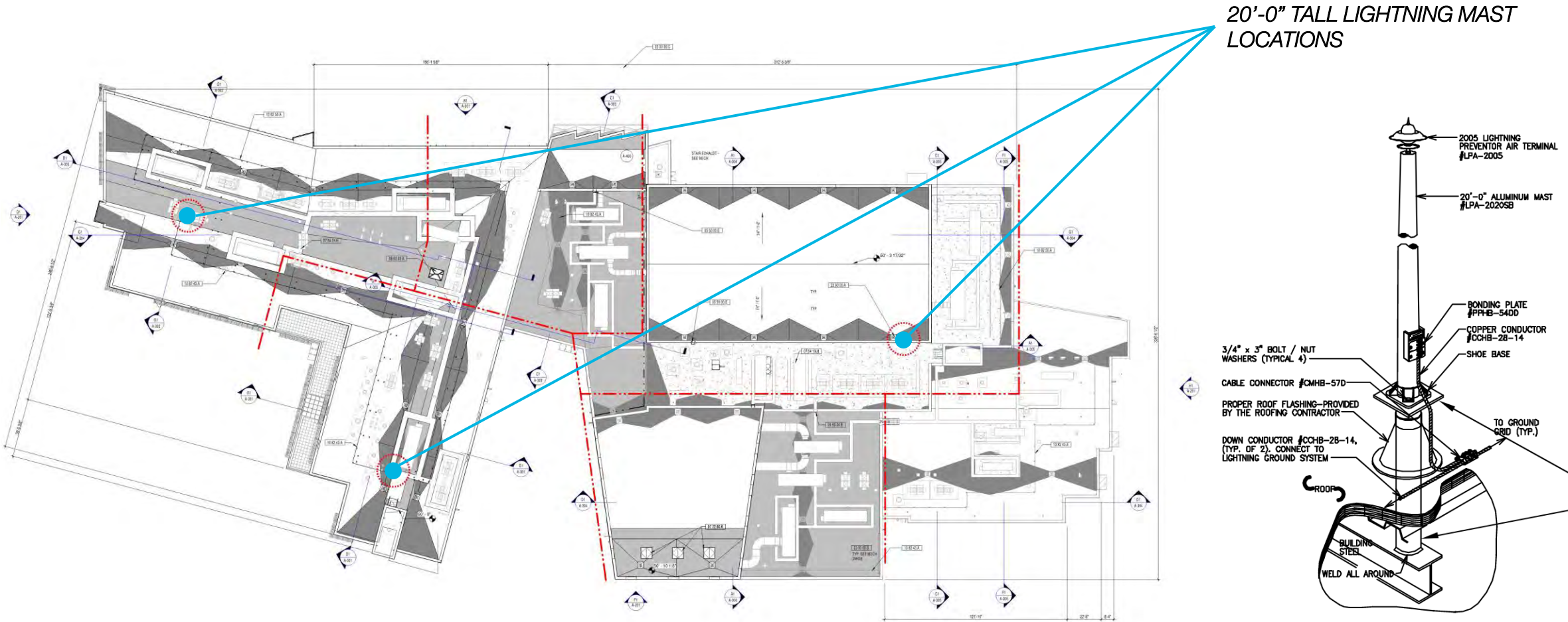
LIGHTNING MASTS





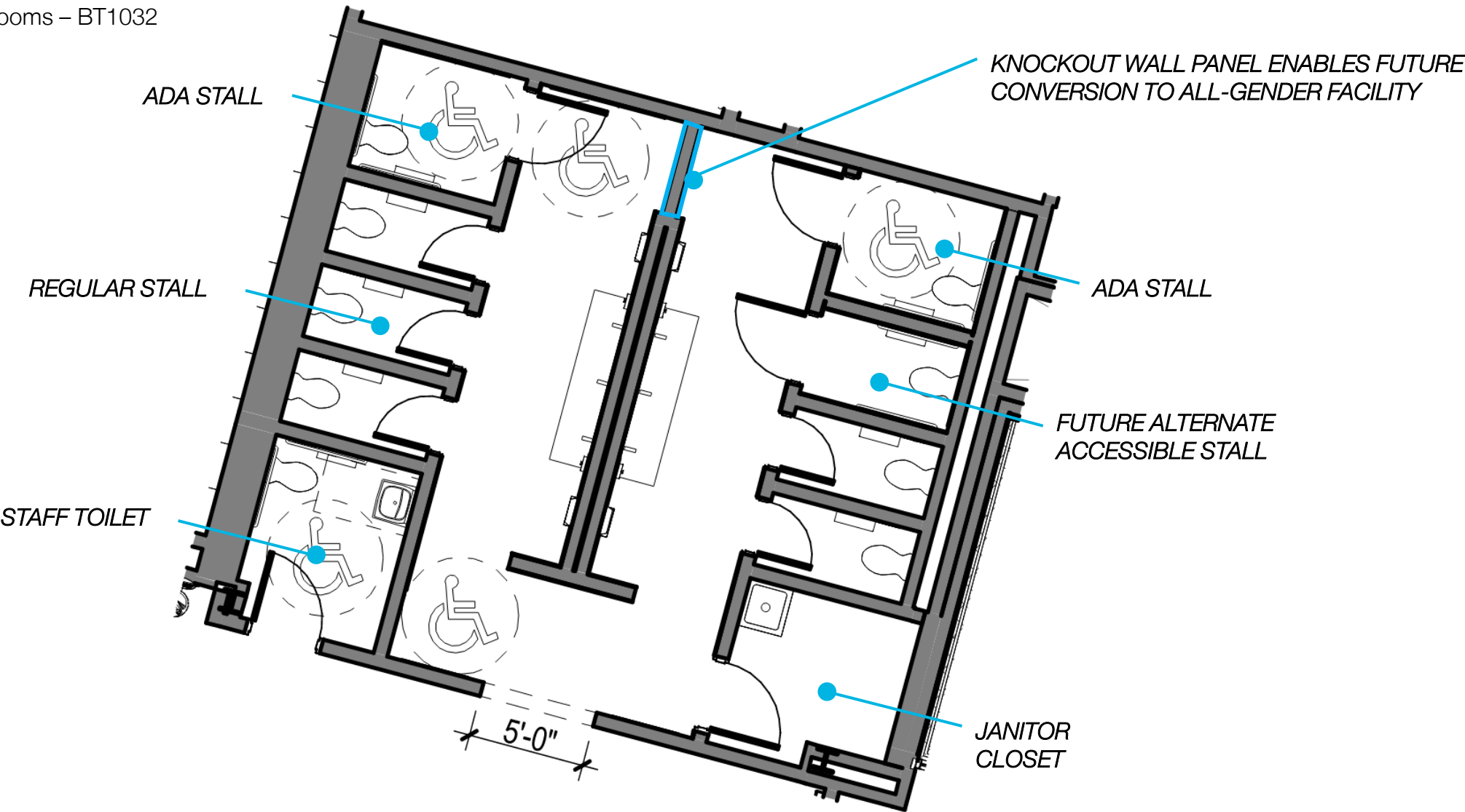
# Lightning Protection at Roof

PER BOND: ESTIMATED \$45,000 SAVINGS



# Multi-User Toilet Rooms – Enlarged Plan

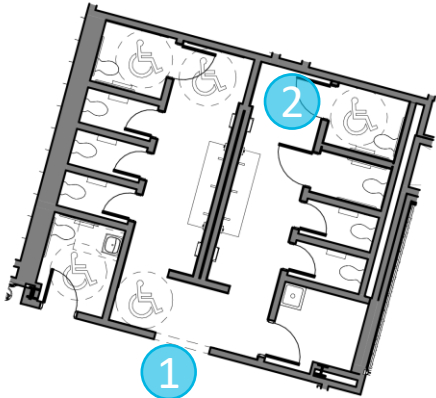
First Floor Toilet Rooms – BT1032





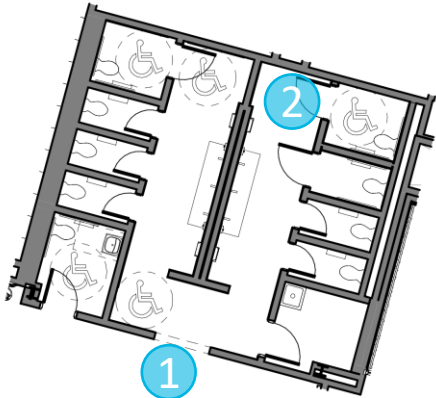
# Multi-User Toilet Room – Gendered

First Floor Toilet Room – BT1032



# Multi-User Toilet Room – All-Gender

First Floor Toilet Room – BT1032





WAKEFIELD MEMORIAL HIGH SCHOOL

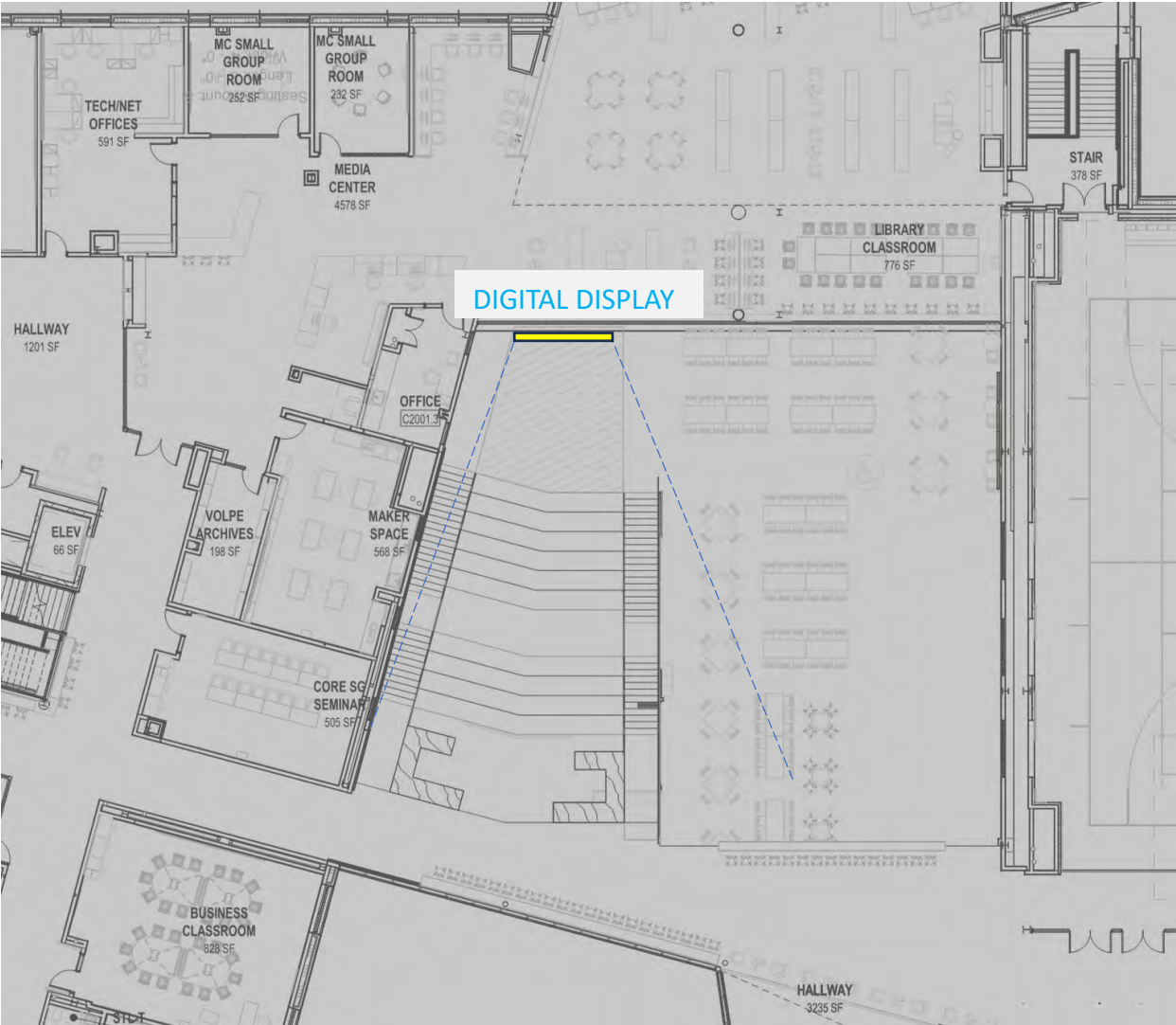
# Dining Commons

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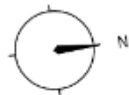




# Learning Stair A/V Display

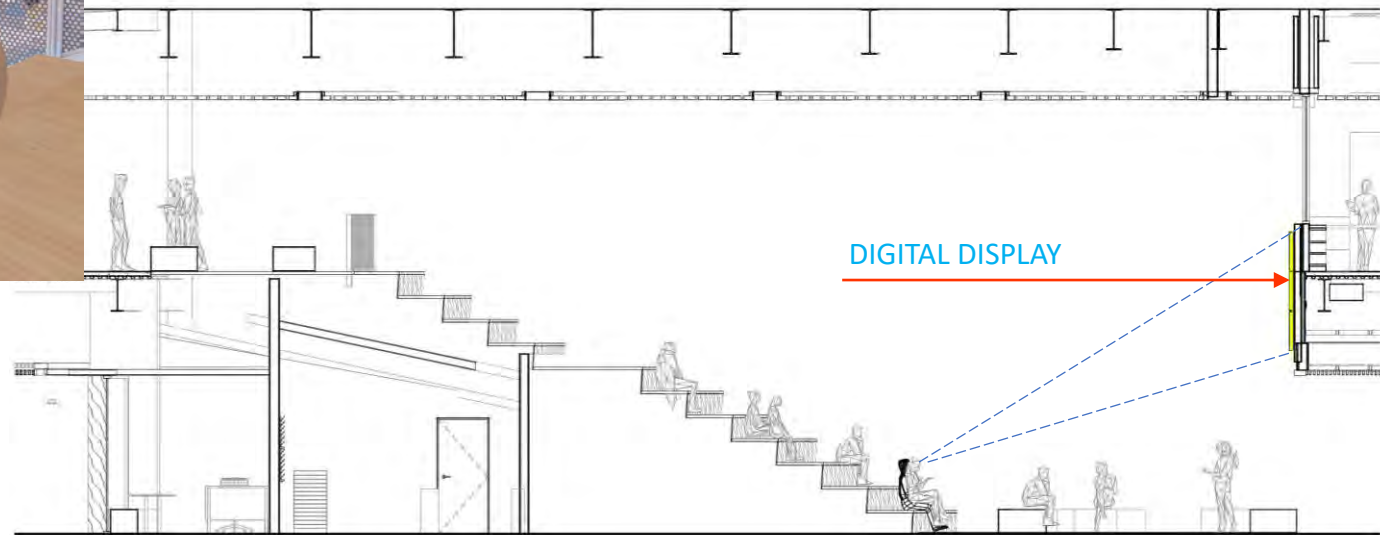


Digital display is wall mounted and can display announcements and student content, show movies as well as presentations.



WAKEFIELD MEMORIAL HIGH SCHOOL

# Learning Stair A/V Display

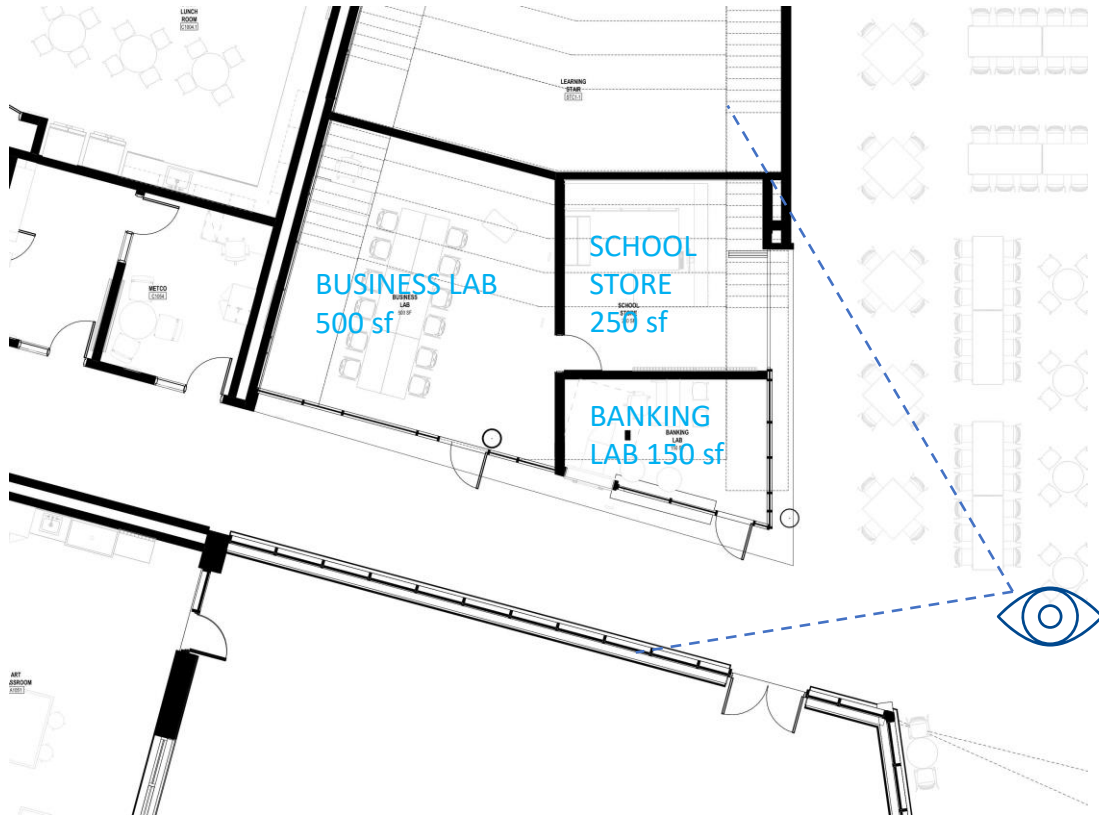


SECTION THROUGH LEARNING STAIR



## WAKEFIELD MEMORIAL HIGH SCHOOL

# Financial Literacy Suite



BANKING LAB

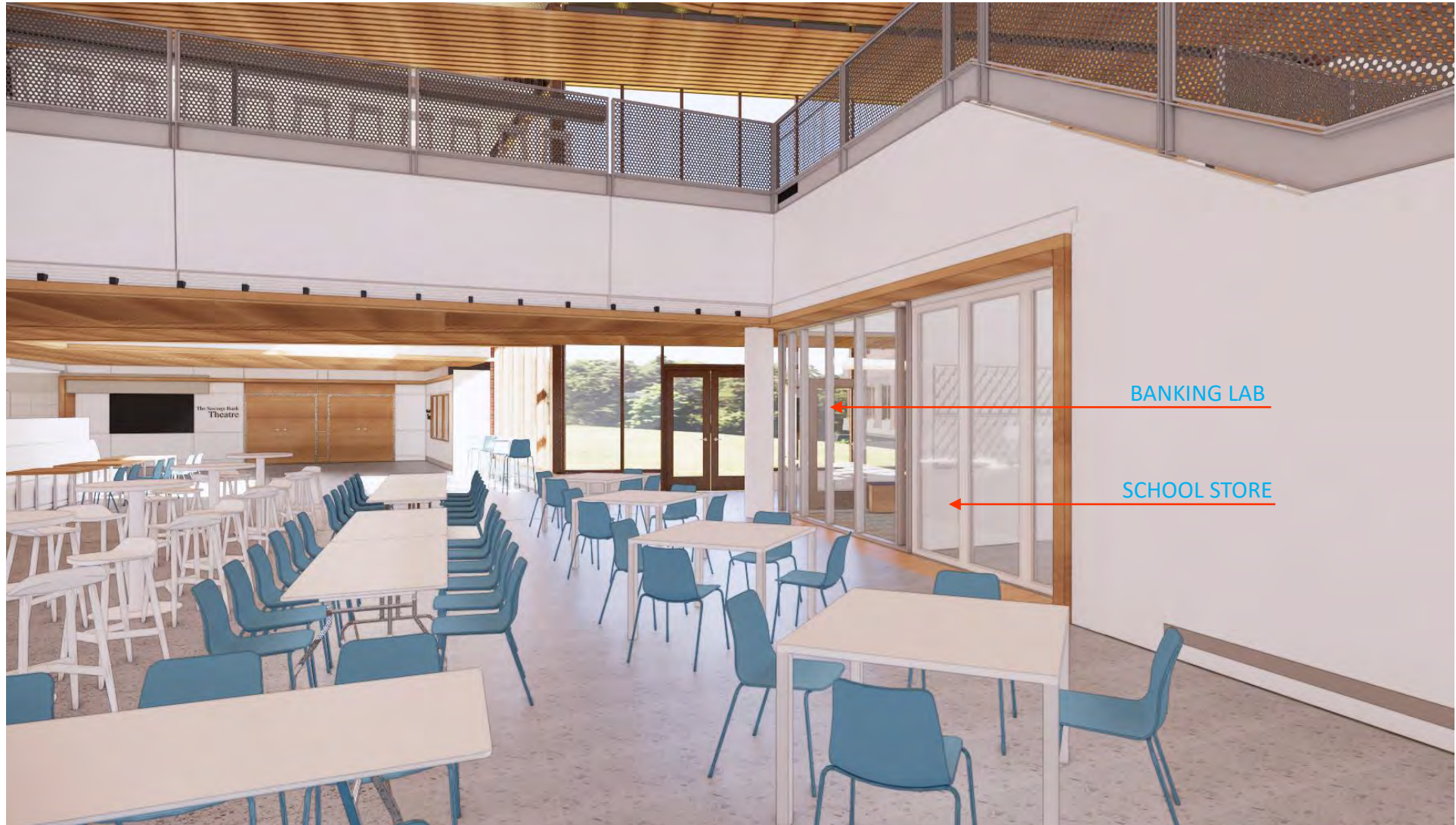
SCHOOL STORE



WAKEFIELD MEMORIAL HIGH SCHOOL

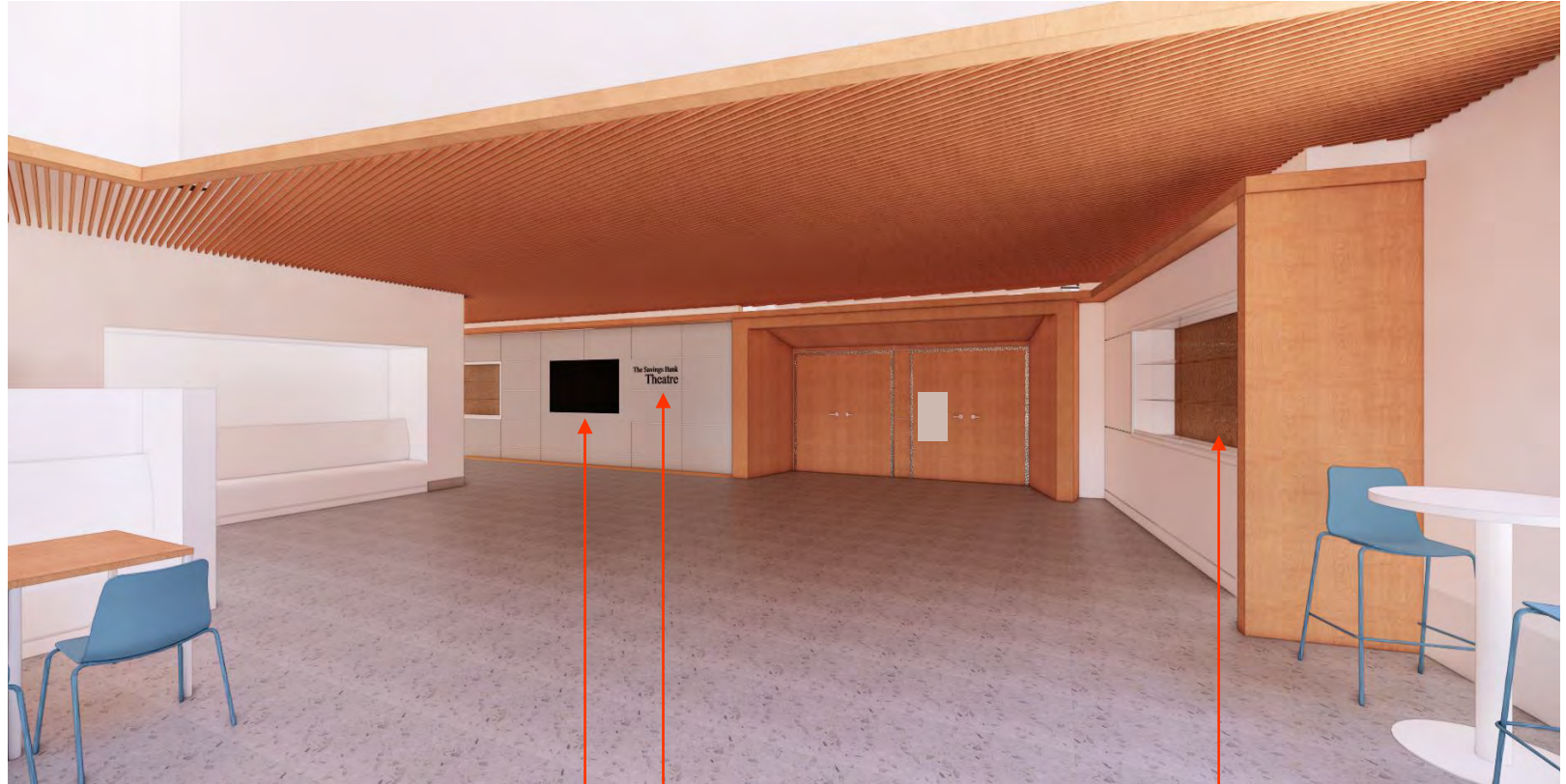
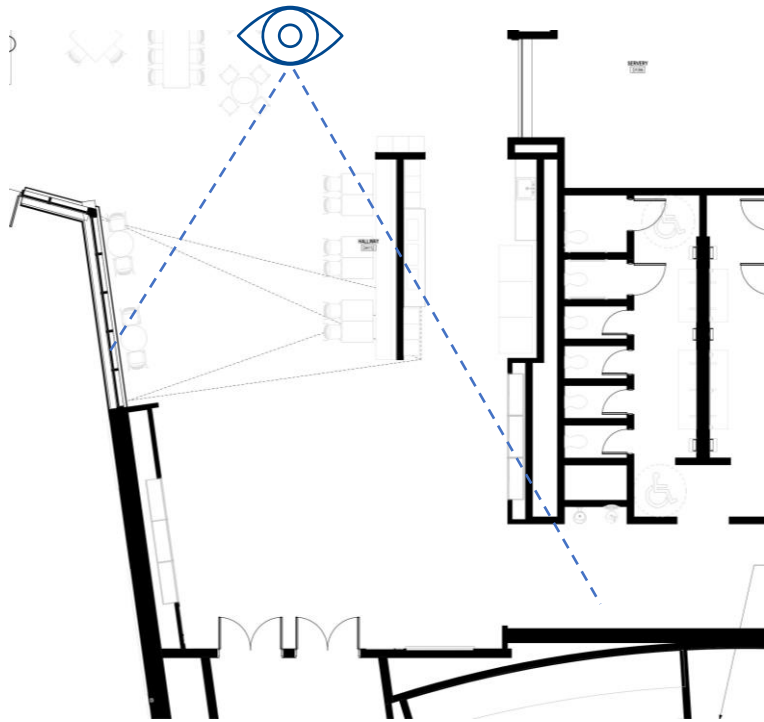
# Banking Lab & School Store

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WAKEFIELD MEMORIAL HIGH SCHOOL

# Auditorium Entry



DIGITAL DISPLAY

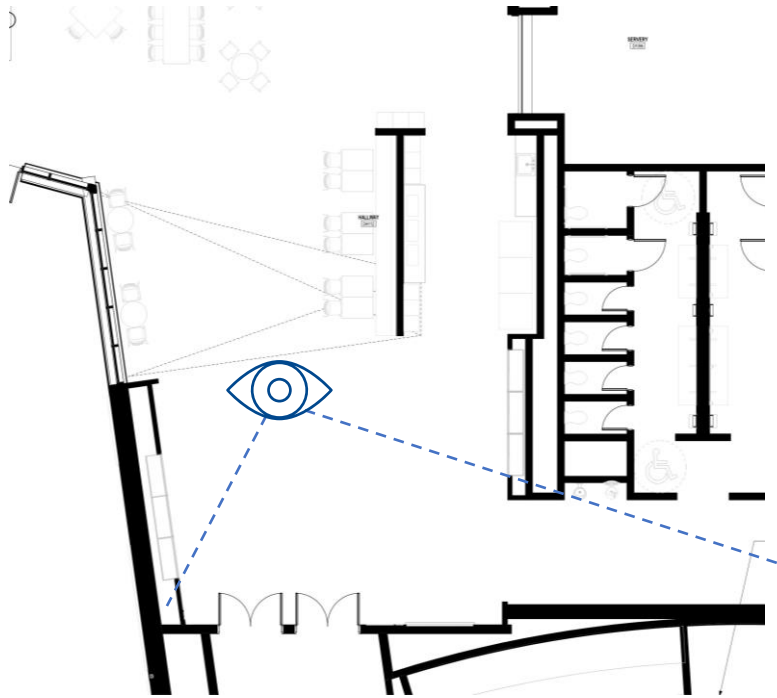
BANK SIGN

DISPLAY CASE



WAKEFIELD MEMORIAL HIGH SCHOOL

# Auditorium Entry

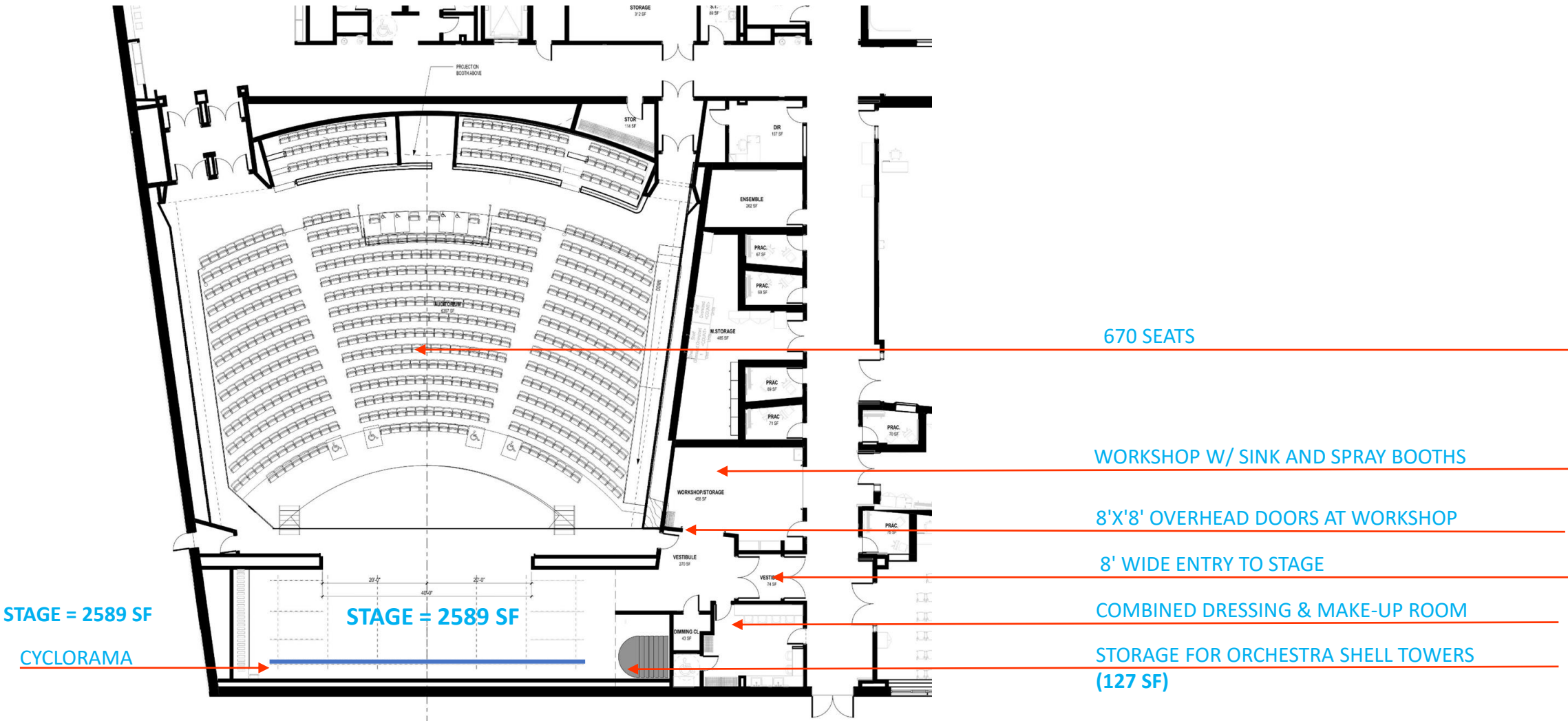


DISPLAY CASE

DIGITAL DISPLAY

BANK SIGN

# Auditorium & Stage Floor Plan (9/6/23)











WAKEFIELD MEMORIAL HIGH SCHOOL

# Band & Chorus Rooms



# Proprietary Items Update

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1. Card Access – Genetec
2. Security Cameras – Genetec
3. Integral Solar Control – Okawood
4. Horizontal Accordion Fire Barrier – Won Door
5. Fire Alarm – Honeywell Notifier

Also under consideration:

- Hardware – Allegion



# Additional Coordination

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- **WMGLD**

*Meet 2x/month to coordinate:*

- Emergency power needs
- Provision of rooftop PV and EV chargers

- **EGD Focus Group**

*Meeting #1 10/10*

- Review of mission and building design concepts
- Survey results (and how to get more)





# WAKEFIELD MEMORIAL HIGH SCHOOL

## Thank You!

