

WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE	WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #49
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Date:	Thursday January 11, 2024
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)	✓
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)	✓
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)	✗
Tom Purcell	Community Member (Non-Voting)	✗

Name		Present
Lynn Stapleton	Leftfield Project Management	✗
Jim Rogers	Leftfield Project Management	✗
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 7:02PM. A quorum was present.

2. Public Participation

There was no public participation.

3. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 12/14/23 Permanent Building Committee Wakefield Memorial High School Project were presented for review.

Chip Tarbell made a motion to approve the 12/14/23 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 \$1,625,941.90 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #30 dated 12/31/23 in the amount of \$133,159.00 for Basic Services.
- 2) Leftfield LLC Invoice #00046494 dated 12/31/23 in the amount of \$733.70 for Advertising & Printing.
- 3) Leftfield LLC Invoice #00046494 dated 12/31/23 in the amount of \$733.70 for Advertising & Printing.
- 4) Leftfield LLC Invoice #00046494 dated 12/31/23 in the amount of \$910.80 for Advertising & Printing.
- 5) SMMA Invoice #60520 dated 01/10/24 in the amount of \$1,425,468.00 for Basic Services.
- 6) SMMA Invoice #60520 dated 01/10/24 in the amount of \$17,294.20 for CDW - Hazardous Materials.

- 7) SMMA Invoice #60520 dated 01/10/24 in the amount of \$1,375.00 for LGCI Geotechnical Consulting.
- 8) SMMA Invoice #60520 dated 01/10/24 in the amount of \$9,735.00 LGCI Geotechnical Culvert Extension Consulting.
- 9) SMMA Invoice #60520 dated 01/10/24 in the amount of \$2,062.50 for Rimmer Wetlands Culvert Extension Consulting.
- 10) Bond Building Invoice #122043-010 dated 12/25/23 in the amount of \$28,333.33 for Preconstruction Services.
- 11) Bond Building Invoice #122043-010 dated 12/25/23 in the amount of \$6,136.67 for Roadway Preconstruction Services.

Chip Tarbell made a motion to approve #30 dated 12/31/23 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 #30 dated 12/31/23 in the amount of \$733.70 for Advertising & Printing as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve #30 dated 12/31/23 in the amount of \$733.70 for Advertising & Printing as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve #30 dated 12/31/23 in the amount of \$910.80 for Advertising & Printing 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 #60520 dated 01/10/24 in the amount of \$1,425,468.00 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 #60520 dated 01/10/24 in the amount of \$17,294.20 for CDW - Hazardous Materials as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve #60520 dated 01/10/24 in the amount of \$1,375.00 for LGCI 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 #60520 dated 01/10/24 in the amount of \$9,735.00 LGCI Geotechnical Culvert Extension 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 #60520 dated 01/10/24 in the amount of \$2,062.50 for Rimmer Wetlands Culvert Extension Consulting 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 #122043-010 dated 12/25/23 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 #122043-010 dated 12/25/23 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.

B. Approval of OPM Contract Amendment #3

TB reviewed OPM Contract Amendment #3 for Public Advertisements for Filed Subcontractors Pre-Qualifications and Construction Inspections and Materials Testing Services in the amount of \$2,378.20.

Chip Tarbell made a motion to approve the OPM Contract Amendment #3 for Public Advertisements for Filed Subcontractors Pre-Qualifications and Construction Inspections and Materials Testing Services in the amount of \$2,378.20 as presented. Seconded by Jason Cohen. 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 December 2023, The Project has committed 12% of the Total Project Budget to date and has expended 5%. The 90% Construction Documents Phase has progressed approximately 75% and has expended 75% in project funds for the 90% Construction Documents Design Phase.

As of the end of December 2023, the Project Billings are tracking slightly above the Projected Expenditure and are beginning to align with the Forecasted Expenditures to date.

4. Procurement Update

A. Trade Contractor Prequalification Schedule

LeftField reviewed the Trade Contractor Pre-Qualifications process and schedule.

- **January 10** – Second Deadline for Interested Elevator Trade Contractors to submit SOQs.
- **January 10** - Central Register Advertisement for all other Trade Contractors RFQs.
- **February 7** - Deadline for all other Trade Contractor SOQs.
- **February 7 to 21** – Project Team to Review Trade Contractor SOQs and Check References.
- **February 14** – Trade Contractor Prequalification Subcommittee Members meet to Finalize List of Prequalified Trade Contractors.
- **February 15** - PBC Meeting – Vote to Approve Prequalification Subcommittee's Recommendations.

LeftField continued by explaining the Trade Contractor Pre-qualification process. Contractor prequalification is required for building projects when the estimated cost of construction is \$10 million or more. Once a Trade Contractor has been prequalified by the Trade Contractor

Prequalification Committee, they will be invited to Bid on the Project once Bid Documents for their specific Trade Category has been issued. No Contractors who were not pre-qualified can submit a bid for the project in the specific category that the Contractor was pre-qualified in.

B. Review Materials Testing & Inspections Services Procurement Schedule

LeftField reviewed the Materials Testing and Inspections Services Procurement Schedule.

- **January 17, 2024** - Central Register Advertisement for RFP for Materials Testing & Inspections Services
 - Requires Letter from CPO
- **January 31, 2024** - Deadline for Responses
- **February 1 to 14, 2024** – Project Team to Review Responses received.
- **February 15, 2024** – PBC Meeting – Vote to Approve Selection

5. Permitting Update

The Project received conditional approval from the Zoning Board of Appeals on December 13, 2024 and approval by the Wakefield Conservation Commission on December 19, 2024. The Project is currently waiting on the Final Decisions from both committees, which will need to be Filed with the Registry of DEEDs to finalize approval.

6. Design Update

SMMA reviewed proposed reduction in the roof screening for the roof top mechanical systems. The reasons for the proposed Design Change is to make additional space available for the required number of future Solar Panels to be installed on the roof of the new School. The proposed reduction only applies to the rear of the academic wing along hemlock rd. No reduction is proposed on the front of the building or the Wiley Street side of the building, thus having now negative effect on abutters. The Design Change will also save an estimated \$559,113 from the Total Construction Budget according to Bond. SMMA/Bond responded to questions regarding the proposed redesign from the PBC.

7. Project Schedule Review

A. Meeting Calendar Update & Review of Future Dates

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

- **January 11** – Permanent Building Committee Meeting
- **January 26** – 90% Construction Documents Pricing set issued to Cost Estimators
- **February 15**– Permanent Building Committee Meeting

8. Next Permanent Building Committee/School Building Committee Meeting will be held on January 11, 2024

Attachments:

- Leftfield Presentation 12/14/23
- SMMA Presentation 12/14/23

Town of Wakefield
Wakefield Public Schools

WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building
Committee

School Building Committee
Meeting

January 11, 2024



WAKEFIELD MEMORIAL HIGH SCHOOL

AGENDA:

1. Administrative Actions

- Review of January 11, 2024 Permanent Building Committee/SBC Meeting Minutes and Vote to Approve
- Review and Approval of Monthly Invoices
- Budget Update
- Trade Contractor Prequalification Process Update
- Review Materials Testing & Inspections Services Procurement
- Permitting - Order of Conditions Update

2. Design Update

- Design/Construction Update (If required)

3. Schedule Update

- Review Prequalification Schedule
- Review of Upcoming Meetings

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

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



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE

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

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



Name	
Craig DiCarlo	LeftField Project Management
Helen Fantini	SMMA
Matt Rice	SMMA
Brian Black	SMMA
Martine Dion	SMMA
Nick Ferzacca	SMMA
Lorraine Finnegan	SMMA
Lana Prokupa	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 Ghiardini	Bond Construction

- Meeting called to order at approximately 7:06PM. A quorum was present.
- Public Participation**
There was no public participation.
- Administrative Actions**

Meeting Minutes
The meeting minutes of the 11/30/23 Permanent Building Committee meeting were presented for review.

Chip Tarbell made a motion to approve the 11/30/23 Permanent Building Committee Meeting Minutes as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

- Invoices**
Eight (8) invoices in the total amount of \$1,285,578.99 were presented for review and approval.
 - Leftfield LLC Invoice #29 dated 11/30/23 in the amount of \$1,285,578.99
 - SMMA Invoice #60443 dated 11/30/23 in the amount of \$1,285,578.99
 - SMMA Invoice #60443 dated 11/30/23 in the amount of \$1,285,578.99
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 - SMMA Invoice #60443 dated 11/30/23 in the amount of \$1,285,578.99



- Bond Building Invoice #122043-009 dated 11/25/23 for Preconstruction Services.
- Bond Building Invoice #122043-009 dated 11/25/23 for Preconstruction Services.

Chip Tarbell made a motion to approve #29 dated 11/30/23 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 #19,040.83 for BSC Group – Site Survey 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 #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 #21,132.16 for BSC Group – Traffic 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 #6,050.00 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 #2,626.00 for ADS 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 #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 #68,136.67 for Roadway 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 meeting minutes. As of the end of November 2023, The Project Budget to date and has expended 4%. The 90% Construction Budget is approximately 25% and has expended 25% in project funds for the Design Phase.



As of the end of October 2023, the Project Billings are tracking slightly below budget and are beginning to align with the Forecasted Expenditures to date.

4. Bond Early Procurement / Pre-GMP #1/ Bond Contract Amendment #1

Due to an error in the previous approval, Bond is seeking approval for GMP #1 for approval and for the original Bond CM Contract Amendment #1 for approval. GMP #1 and Early Site Mobilization were approved at the 12/14/23 PBC Meeting to be voided.

Chip Tarbell made a motion to Void Bond CM Contract Amendment #1 for Culvert Material, GCs/GRs and Early Site Mobilization as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

The revised Early Procurement/ Pre-GMP #1 is in the amount of \$2,261,384. This Amendment is comprised of Pre-GMP #1 which includes precast culvert sections and the associated General Requirements, dated December 12, 2023. The Contract Price in accordance with the Construction Manager Agreement.

Chip Tarbell made a motion to Approve Bond CM Contract Amendment #1 for Culvert Material, GCs/GRs and Early Site Mobilization as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

5. Bond Early Procurement / Pre-GMP #2/ Bond Contract Amendment #2

Due to an error in the previous approval, a revised Early Procurement for GMP #2, which is comprised of Electrical (Long Lead Time Items), contingencies, CM mark-ups dated December 12, 2023, and Early Site Mobilization project costs.

LeftField reviewed Bond's Contract Amendment #5: "The Owner hereby authorizes this Contract Amendment #5 with a total value of \$1,387,839. This Amendment includes the early procurement of Electrical (Long Lead Time Items), contingencies, CM mark-ups dated December 12, 2023, and Early Site Mobilization project costs."

Chip Tarbell made a motion to Approve Bond CM Contract Amendment #2 for Electrical (Long Lead Time Item) Pre-Purchase contingencies, CM mark-ups in the amount of \$1,387,839 as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

6. SMMA Review of Design Progress & Changes



SMMA does not have a presentation for tonight as originally intended and is focusing their efforts on finalizing the 90% Construction Documents.

7. Project Schedule Review

A. Trade Contractor Prequalification Schedule

LF continued by reviewing the Trade Contractor Prequalification Schedule.

- December 20** – Deadline for Interested Elevator Trade Contractors to submit SOQs.
- December 27** – (If no SOQs are received) Re-advertise in Central Register for Elevator FSB RFQ.
- January 10** – Second Deadline for Interested Elevator Trade Contractors to submit SOQs.
- January 10** – Central Register Advertisement for all other Trade Contractors RFQs.
- February 7** – Deadline for all other Trade Contractor SOQs.
- February 7 to 21** – Project Team to Review Trade Contractor SOQs and Check References.
- February 14** – Trade Contractor Prequalification Subcommittee Members meet to Finalize List of Prequalified Trade Contractors.
- February 15** - PBC Meeting – Vote to Approve Prequalification Subcommittee's Recommendations.

B. Meeting Calendar Update & Review of Future Dates

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

- December 5** – Anticipated Final Conservation Commission Hearing
- December 13** – ZBA Hearing
- December 14** – PBC Meeting
- December 19** – Anticipated Final Conservation Commission Hearing
- January 11** – Permanent Building Committee Meeting

8. Next Permanent Building Committee/School Building Committee Meeting will be held on January 11, 2024

Attachments:
• Leftfield Presentation 12/14/23

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Review of December 2023 Invoices

INVOICES						
ProPay Code	Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
0102-0500	OPM Construction Documents	LeftField	30	12/31/23	\$ 133,159.00	\$ 352,485.00
0103-0000	Advertising & Printing	LeftField	00046494	12/31/23	\$ 733.70	\$ 74,266.30
0103-0000	Advertising & Printing	LeftField	00046720	12/31/23	\$ 733.70	\$ 73,532.60
0103-0000	Advertising & Printing	LeftField	00046767	12/31/23	\$ 910.80	\$ 72,621.80
		LeftField Total:			\$ 135,537.20	
0201-0500	A/E Construction Documents	SMMA	0060520	01/10/24	\$ 1,425,468.00	\$ 3,837,404.00
0204-0200	A/E HAZMAT	SMMA -CDW - Hazardous Materials	0060520	01/10/24	\$ 17,294.20	\$ 246,950.80
0204-0300	A/E Geotechnical/Geo-Environmental	SMMA - LGCI - Geotechnical Consulting	0060520	01/10/24	\$ 1,375.00	\$ 272,369.00
0204-0300	A/E Geotechnical/Geo-Environmental	SMMA - LGCI - Geotechnical Culvert Extension Consulting	0060521	01/10/24	\$ 9,735.00	\$ 262,634.00
0204-0500	A/E Wetlands	SMMA - Rimmer - Wetlands Culvert Extension Consulting	0060520	01/10/24	\$ 2,062.50	\$ 15,382.50
		SMMA Total:			\$ 1,455,934.70	
0501-0000	Preconstruction Services	Bond Building	122043-009	11/25/23	\$ 28,333.33	\$ 56,666.70
0004-0000	FS/SD Other Contingency	Bond Building - CXC Consulting - PC Amend 2 - Road Consultant	122043-009	11/25/23	\$ 6,136.67	\$ 18,409.98
		Bond Total:			\$ 34,470.00	
			Total All Invoices:		\$ 1,625,941.90	

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

LeftField OPM Contract Amendment No. 3

- 1. The Owner hereby authorizes the Owner’s Project Manager for advertising RFQ packages for the amount of (\$2,378.20), pursuant to the terms and conditions set forth in the Contract, as amended.
- 2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the Fee for Basic Services shown below:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	After This Amendment
Advertising & Printing	\$ 0	\$ 0	\$ 2,378.20	\$ 2,378.20
Total Fee	\$ 375,000	\$ 7,959,711	\$ 2,378.20	\$8,337,089.20

Wakefield Memorial High School

1. Administrative Actions

Budget Update

As of December 31, 2023:

TPB Committed: 12%

TPB Expended: 5%

90% Construction Documents Progress: 75%

90% CD Expended: 75%

Wakefield Memorial High School - Wakefield, MA										December 31, 2023
Total Project Budget Status Report										
ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'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%	\$ 325,317	92%	\$ 29,615	*FSA 1, 3, 4, 5, 6
0004-0000	Other	\$ 100,000	\$ 188,338	\$ 288,338	\$ 114,418	39.7%	\$ 96,008	33%	\$ 192,330	*FSA 1, 2, 3, 4, 5, 6
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,826,080	91%	\$ 1,778,055	89%	\$ 221,945	
ADMINISTRATION										
0101-0000	Legal Fees	\$ -		\$ -	\$ -				\$ -	
	Owner's Project Manager	\$ 7,932,981	\$ -	\$ 7,932,981	\$ 7,857,981	99%	\$ 1,331,909	17%	\$ 6,601,072	
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%	\$ 665,795	65%	\$ 352,485	
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	\$ 2,378	3%	\$ 2,378	3%	\$ 72,622	
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	\$ 7,860,359	98%	\$ 1,334,288	17%	\$ 6,673,693	
A&E										
	A/E Basic Services	\$ 21,152,620	\$ 26,260	\$ 21,178,880	\$ 21,178,880	100%	\$ 9,548,576	45%	\$ 11,630,304	
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%	\$ 5,093,986	57%	\$ 3,837,404	*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%	\$ 246,449	19%	\$ 1,026,071	
0203-9900	Other Reimbursables	\$ 430,000		\$ 430,000	\$ 430,000	100%	\$ 47,880	11%	\$ 382,120	
0204-0200	HazMat (incl. monitoring)	\$ 275,000		\$ 275,000	\$ 275,000	100%	\$ 28,049	10%	\$ 246,951	
0204-0300	Geotechnical/Geo-Environmental	\$ 315,000	\$ 33,220	\$ 348,220	\$ 348,220	100%	\$ 85,586	25%	\$ 262,634	*7
0204-0400	Site Survey & Site Requirements	\$ 75,000	\$ 6,050	\$ 81,050	\$ 81,050	100%	\$ 17,050	21%	\$ 64,000	*7
0204-0500	Wetlands	\$ 20,000	\$ 8,250	\$ 28,250	\$ 28,250	100%	\$ 4,620	16%	\$ 23,630	*7
0204-1200	Traffic Studies	\$ 110,000		\$ 110,000	\$ 110,000	100%	\$ 63,264	58%	\$ 46,736	
	SUB-TOTAL	\$ 22,377,620	\$ 73,780	\$ 22,451,400	\$ 22,451,400	100%	\$ 9,795,025	44%	\$ 12,656,375	
SITE ACQUISITION										
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	

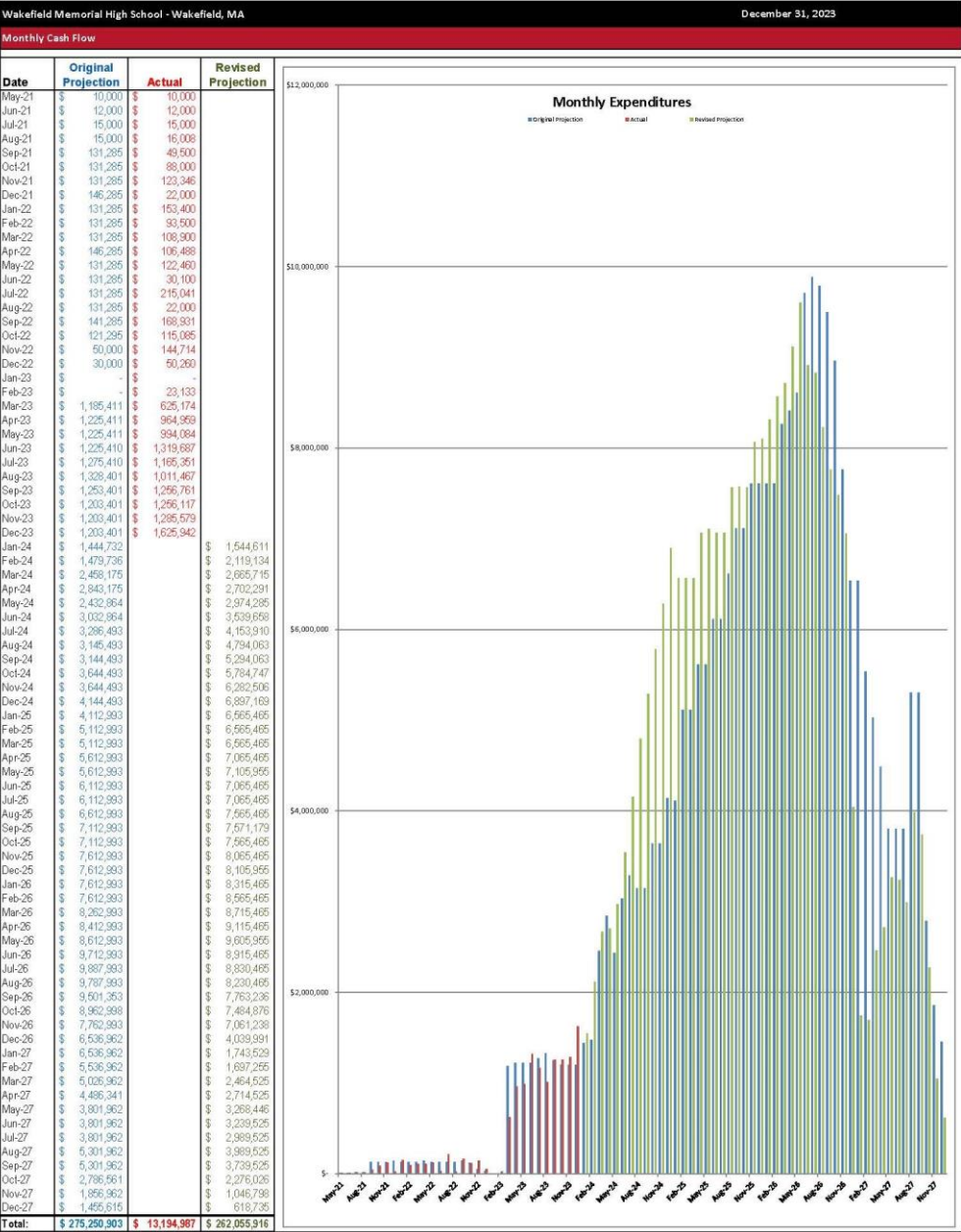
Wakefield Memorial High School

1. Administrative Actions

Budget Update

December 2023 Cash Flow Report

The Project Billings are tracking slightly above the Projected Expenditure and are beginning to align with the Forecasted Expenditures to date.



WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Trade Pre-Qualifications Update

- **January 10, 2024** – Second Deadline for Interested Elevator Trade Contractors to submit SOQs
- **January 10, 2024** - Central Register Advertisement for all other Trade Contractors RFQs
- **January 24, 2024** - Deadline for all other Trade Contractor SOQs (*except Terrazzo: January 25, 2024*)
- **February 1 to 14, 2024** – Project Team to Review Trade Contractor SOQs and Check References
- **February 14, 2024** – Trade Contractor Prequalification Subcommittee Members meet to Finalize List of Prequalified Trade Contractors
- **February 15, 2024** – PBC Meeting – Vote to Approve Prequalification Subcommittee’s Recommendations

Trades Subject to Prequalification (at this time)	Section #	Trade Category	Estimated Construction Cost for Each Trade
✓	040001	Masonry	\$ 8,000,000
✓	050001	Miscellaneous and Ornamental Iron	\$ 2,600,000
✓	070001	Waterproofing, Dampproofing and Caulking	\$ 1,100,000
✓	070002	Roofing and Flashing	\$ 4,600,000
✓	080001	Metal Windows	\$ 1,500,000
✓	080002	Glass & Glazing	\$ 1,000,000
x	090001	Lathing and Plastering	N/A
✓	090002	Tile	\$ 2,000,000
✓	090003	Acoustical Tile	\$ 3,600,000
x	090004	Marble	N/A
✓	090005	Resilient Floors	\$ 3,600,000
✓	090006	Terrazzo	\$ 900,000
✓	090007	Painting	\$ 1,000,000
x	140001	Elevators	N/A
✓	210001	Fire Protection	\$ 2,400,000
✓	220001	Plumbing	\$ 7,000,000
✓	230001	Heating, Ventilation, & Air-Conditioning	\$ 24,000,000
✓	260001	Electrical	\$ 23,000,000

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Review Materials Testing & Inspections Services Procurement

- **January 17, 2024** - Central Register Advertisement for RFP for Materials Testing & Inspections Services
 - Requires Letter from CPO
- **January 31, 2024** - Deadline for Responses
- **February 1 to 14, 2024** – Project Team to Review Responses received
- **February 15, 2024** – PBC Meeting – Vote to Approve Selection

Request for Proposals for Construction Inspections and Materials Testing Services



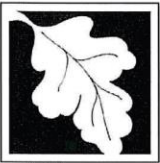
**Wakefield Memorial High School
Wakefield, MA**

Wakefield Memorial High School

1. Administrative Actions

Permitting Update

- December 13th – Zoning Board of Appeal Decision
- December 19th - Approved by the Wakefield Conservation Commission
- Awaiting Filing with the Registry of DEEDs to finalize approval



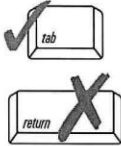
Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
313-632
MassDEP File #
eDEP Transaction #
Wakefield
City/Town

A. General Information

Please note:
this form has
been modified
with added
space to
accommodate
the Registry
of Deeds
Requirements

Important:
When filling
out forms on
the
computer,
use only the
tab key to
move your
cursor - do
not use the
return key.



1. From: Wakefield
Conservation Commission

2. This issuance is for (check one):
a. ☒ Order of Conditions b. ☐ Amended Order of Conditions

3. To: Applicant:
Joseph Bertrand
a. First Name b. Last Name
Town of Wakefield Permanent Building Committee, Chair
c. Organization
60 Farm Street
d. Mailing Address
Wakefield MA 01880
e. City/Town f. State g. Zip Code

4. Property Owner (if different from applicant):
Stephen Maio, Town Administrator
a. First Name b. Last Name
Town of Wakefield School Department
c. Organization
1 Lafayette
d. Mailing Address
Wakefield MA 01880
e. City/Town f. State g. Zip Code

5. Project Location:
60 Farm Street _____
a. Street Address b. City/Town
Map 40A / 40 / 40 / 40A Lot 17AA / 017 / 17A18 / 17C
c. Assessors Map/Plat Number d. Parcel/Lot Number
Latitude and Longitude, if known: d m s d m s
d. Latitude e. Longitude

WAKEFIELD MEMORIAL HIGH SCHOOL

2. Design Update

Review of Design Progress & Changes

SMMA Presentation

WAKEFIELD MEMORIAL HIGH SCHOOL

3. Schedule Update

Meeting Calendar Update & Review of Future Dates

2023-2024

PERMANENT BUILDING COMMITTEE MEETINGS

- **January 11** – Permanent Building Committee Meeting
- **January 26** – 90% Construction Documents Pricing set issued to Cost Estimators
- **February 15**– Permanent Building Committee Meeting

FEBRUARY	15**	JUNE	13
MARCH	14	JULY	18***
APRIL	11	AUGUST	15
MAY	16**	SEPTEMBER	12

* Meeting dates may be changed or added during critical decision-making times in the project.

** Revised PBC Meeting Date

***Revised PBC Meeting Date to accommodate the 4th of July Holiday

SMMA

Wakefield Memorial High School

Design Updates

PBC Meeting

01.11.2024

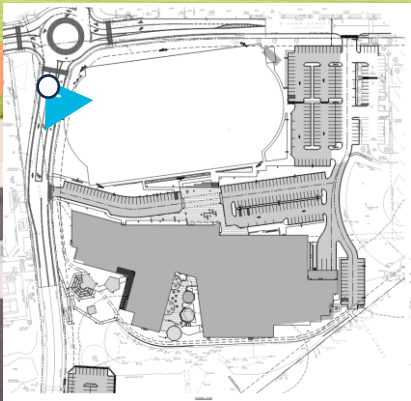


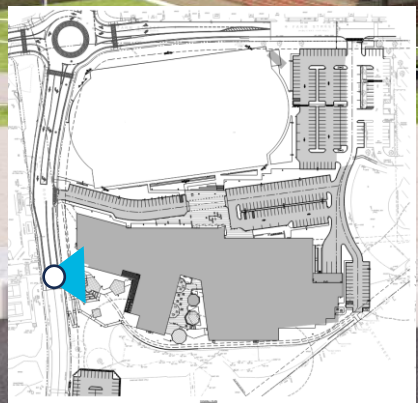
WAKEFIELD MEMORIAL HIGH SCHOOL

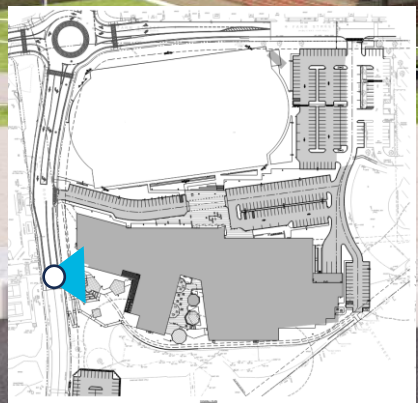
Proposed PV-ready Zones (01/09)

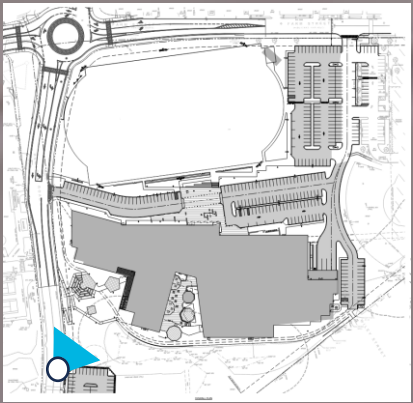


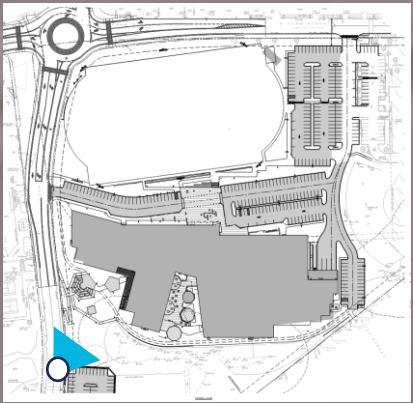
S
WINTER SOLSTICE
(12/21)

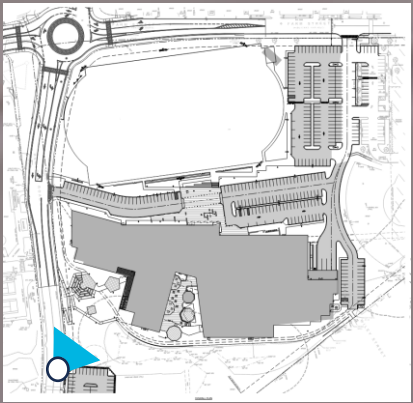












Roof Screen Reduction – Potential Savings

Structure	\$195,690
Screens	\$363,423
Total Savings	\$559,113

» Reduction at South of Academic Wings = 325 LF or ~\$559,113



WAKEFIELD MEMORIAL HIGH SCHOOL

Thank You!

