

Project Minutes

Project: New Stoneham High School
 Prepared by: John Cutler
 Re: School Building Committee Meeting
 Location: Remote Participation
 Distribution: Attendees (MF)

Project No.: 20033
 Meeting Date: 4/8/2024
 Time: 5:00pm
 Meeting No: 81

Attendees:

PRESENT	NAME	AFFILIATION	MEMBER
	Marie Christie	Co-Chair, School Building Committee	Voting
Remote	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience	Voting
Remote	Nicole Nial	School Committee Member	Voting
Remote	Raymie Parker	Select Board Member	Voting
Remote	Douglas Gove	Community Member with Engineering Experience	Voting
Remote	Stephen O'Neill	Vice-Chair, Community Member with Engineering Experience	Voting
Remote	Josephine Thomson	Community Member	Voting
Remote	Jeanne Craigie	Town Moderator	Voting
	Lisa Gallagher	Community Member; School Secretary; Past member, Middle School Building Committee	Voting
Remote	Sharon Iovanni	Community Member	Voting
Remote	Cory Mashburn	Community Member, Finance and Advisory Board	Voting
	Paul Ryder	Community Member with Construction Experience	Voting
Remote	David Pignone	Select Board, Athletic Director, Member knowledgeable in educational mission & function of facility	Voting
Remote	Kevin Yianacopolus	Local Official responsible for Building Maintenance	Voting
Remote	Dennis Sheehan	Town Administrator	Non-Voting
	Leia DiLorenzo-Secor	Town Budget Director	Non-Voting
Remote	David Ljungberg	Superintendent of Schools, Secretary of School Building Committee	Non-Voting
	Bryan Lombardi	Stoneham High School Principal	Non-Voting
Remote	Brian McNeil	Town Facilities Director	Non-Voting
Remote	April Lanni	Town Procurement Officer / MCPPO Certified	Non-Voting
Remote	Brooke Trivas	Perkins&Will	
Remote	Stephen Messinger	Perkins&Will	
Remote	Adam Liu	Perkins&Will	
Remote	Brad Pineau	Perkins&Will	
Remote	Lizzy Dame	Perkins&Will	
Remote	Katie Janson	Perkins&Will	
Remote	Andrea White	Perkins&Will	
Remote	Douglas Faria	Edvance Technology Design	
	Kalvin Cho	Consigli Construction	
	Andrew MacNeil	Consigli Construction	
Remote	Todd McCabe	Consigli Construction	
	Kristy Lyons	Consigli Construction	
Remote	Robert Smith	SMMA	
Remote	John Cutler	SMMA	
	Sarah Traniello	SMMA	
Remote	Julie Leduc	SMMA	
	David Warner	Warner Larson	
	Ti Johnson	Warner Larson	

Item #	Action	Discussion
81.1	Record	<p>Call to Order</p> <p>5:00 PM, Co-Chair D. Bois called the meeting to order. The attendance based on the roll call can be found on page 1 of these minutes. This meeting was held via remote conference call.</p>
81.2	Record	<p>Approval of OPM Amendment No. 6</p> <p>J. Leduc presented SMMA's OPM Amendment No. 6 for Structural Peer Review Services on the Spartan Stadium Building conducted by Goldstein-Milano in the amount of \$5,500. The original allowance for OPM Reimbursable and Other Expenses was \$80,000.</p> <ul style="list-style-type: none"> • S. Iovanni motioned to accept SMMA OPM Amendment No. 6 in the amount of \$5,500. <ul style="list-style-type: none"> ○ R. Parker seconded the motion. ○ The motion carried by unanimous vote.
81.3	Record	<p>FF&E Update</p> <p>A. White provided an update on the FF&E procurement status. She noted the project had received quotes or bids for most furniture and equipment. The SBC had previously voted to approve \$1,833,982.81 in FF&E commitments.</p> <ul style="list-style-type: none"> • A. White recommended the approval of \$1,102,218.21 for the FF&E bid package and equipment quotes. • The original budget for FF&E was \$2,926,000. The recommended amount brings the FF&E budget to \$2,936,201.02. <ul style="list-style-type: none"> ○ There remained an estimated \$66,000 in unprocured FF&E. ○ The estimated delta was \$163,032.51. The new estimated delta is \$76,360.65. • J. Craigie motioned to approve the FF&E bids and equipment quotes as recommended in the amount of \$1,102,218.21. <ul style="list-style-type: none"> ○ R. Parker seconded the motion. ○ The motion carried by unanimous vote.
81.3	Record	<p>Construction Schedule Update</p> <p>T. McCabe presented an updated construction milestone schedule. Since the last SBC meeting Consigli has met 7 milestones previously reported to occur during that period. Most of the milestones completed were related to drywalling to close in the framing in the classroom areas. He also reported there have been on average 180 workers on site daily and the site has been active every Saturday. Other significant construction updates included:</p> <ul style="list-style-type: none"> • Masonry is expected to be complete in a month. Work is currently ongoing on the North façade. <ul style="list-style-type: none"> ○ There will be punch list work after the masonry façade is complete. • The curtain wall glass at Spartan Place is expected to begin installation on 4/29. • Gym equipment will be installed in approximately two weeks. • The dance floor in the auditorium will be coming down one level in mid-April meaning the ceiling work is nearly complete.

Item #	Action	Discussion
		<ul style="list-style-type: none"> • Work on the detailed wood ceiling in Spartan Place will be starting the first week of May. <p>S. Iovanni asked when the Pre-K school year starts and if the Pre-K entrance and walkway would be completed before that start date. <i>J. Leduc responded that Pre-K has the same start date as the high school. T. McCabe added that the PreK milestones could be added to future milestone schedules and affirmed that the PreK entrance, walkway, and playground would be complete prior to the start of school.</i></p> <p>J. Craigie asked if days had been recovered on the schedule. T. McCabe stated that Consigli had not lost any days since the last meeting and that Consigli is maintaining the current schedule. He added that the primary challenge has been dealing with weather and getting the roof closed.</p> <ul style="list-style-type: none"> • Greenwood is mobilizing large crews on premium time, at no cost to Stoneham, to tighten up the roof. • They believe the leaks are coming from mechanical well and are working in those areas to correct the issue.
81.4	Record	<p>Technology Update</p> <p>D. Faria reported that vendors had signed the contracts, and they are currently with the Town for execution. A. Lanni confirmed the Town was in the process of obtaining signature.</p>
81.5	Record	<p>50% DCAMM Evaluations</p> <p>J. Leduc requested that the 50% DCAMM evaluations that had been sent to the SSBC prior to the meeting be approved as a slate. She further explained that any score below 80 is considered a failing grade and further added that the 50% DCAMM scores do not get submitted to DCAMM, only the 100% evaluations go to DCAMM but the 50% score do go to the MSBA.</p> <p>D. Bois added that any score near 80 at the 50% DCAMM level should serve as a wake-up call to that contractor. S. Iovanni asked if the contractors who did not receive a score had not started work yet which J. Leduc confirmed.</p> <ul style="list-style-type: none"> • R. Parker motioned to accept the 50% DCAMM scores as presented by SMMA. <ul style="list-style-type: none"> ○ C. Mashburn seconded the motion. ○ The motion carried by unanimous vote.
81.6	Record	<p>Discussion/Correspondence/New items</p> <p>J. Leduc notified the SBC that the Spartan Stadium Building would be reviewed at the next meeting. She added that the proposed changes include adding square footage for storage and incorporating some of the changes that had been requested earlier in the project. SBC members requested that a breakdown of costs associated with the Spartan Stadium Building be provided prior to the next meeting.</p>
81.7	Record	<p>Committee Questions</p> <p>There were no questions.</p>
81.8	Record	<p>Public Comment</p> <p>No members of the public made comments.</p>

Project: New Stoneham High School

Meeting Date: 4/8/2024

Meeting No.: 81

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Item #	Action	Discussion
81.9	Record	Next SBC Meeting: Monday, April 22, 2024 at 7:00 pm
81.10	Record	R. Parker motioned to adjourn the meeting at 5:54pm. J. Craigie seconded the motion. The motion was carried unanimously.

Attachments: Agenda; OPM Amendment No. 6; Perkins & Will Presentation; Consigli Milestone Schedule

The information herein reflects the understanding reached. Please contact the author within 48 hours of receipt if you have any questions or are not in agreement with these Project Minutes

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

Agenda

Project: New Stoneham High School
Re: School Building Committee Meeting
Prepared by: Julie Leduc
Meeting Location: Remote Participation
Distribution: Attendees (MF)

Project No.: 20033
Meeting Date: 4/8/2024
Meeting Time: 5:00 PM
Meeting No. 81

1. Call to Order
2. Approval of Invoices and Commitments
 - Approval of OPM Amendment No. 6 – Structural Peer Review
3. DCAMM 50% Review Approval
4. Schedule Update
5. FFE Budget Update
6. Technology Budget Update
7. Discussion/Correspondence/New Items
8. Committee Questions
9. Public Comments
10. Next Meeting: **April 22, 2024**

Join: <https://meet.goto.com/941491197>

Dial: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: [941-491-197](tel:+18722403212)

March 22, 2024

Mr. Dennis Sheehan
Town Administrator
Town of Stoneham
35 Central Street, Second Floor
Stoneham, Massachusetts 02180

Re: Stoneham High School

Stoneham, Massachusetts

OPM Amendment 6: Structural Peer Review Services

SMMA No. 20033

Dear Mr. Sheehan:

We are pleased to submit the proposal for the Owner's Structural Peer Review services for the Spartan Stadium Building for the new Stoneham High School project from Goldstein-Milano, LLP for Structural Engineering Services.

The Owner's Structural Peer Review will provide a value review of the structural revisions made for the PR-075 drawing issue of the stadium building as compared to the base job and provide a written comment/drawing markup of findings.

The Total Project Budget, ProPay Code 0102-1000, includes an allowance of Eighty Thousand Dollars (\$80,000.00) for OPM Reimbursable & Other Services of which we have encumbered \$65,431 to date. Goldstein-Milano, LLP has sent forward a proposal of \$5,000 to perform the Structural Peer Review of the Spartan Stadium Building on the new Stoneham High School project. The cost for Goldstein-Milano, LLP's services will be billed at our cost plus 10% in accordance with Article 10 of our Contract in the amount of \$5,500.

Sincerely,

SMMA



Julie Leduc
Director of OPM Services

cc: contract file, Robert Smith, Sarah Traniello

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. 6

WHEREAS, the Town of Stoneham (“Owner”) and Symmes, Maini & McKee Associates, Inc. (SMMA), (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Stoneham High School Project (Project Number 201802840505) at the Stoneham High School on March 9, 2020 “Contract”; and

WHEREAS, effective as of April 8, 2024, the Parties wish to amend the Contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, 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 following Fee for Basic Services:

Fee for Basic Services:	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$ 56,000.00	\$ 0.00	\$ 0.00	\$ 56,000.00
Schematic Design Phase	\$ 49,000.00	\$ 0.00	\$ 0.00	\$ 49,000.00
Design Development Phase	\$ 0.00	\$ 391,000.00	\$ 0.00	\$ 391,000.00
Construction Document Phase	\$ 0.00	\$ 640,000.00	\$ 0.00	\$ 640,000.00
Bidding Phase	\$ 0.00	\$ 180,000.00	\$ 0.00	\$ 180,000.00
Construction Phase	\$ 0.00	\$ 3,570,100.00	\$ 5,500.00	\$ 3,575,600.00
Completion Phase	\$ 0.00	\$ 220,000.00	\$ 0.00	\$ 220,000.00
Total Fee	\$105,000.00	\$5,001,100.00	\$ 5,500.00	\$5,111,600.00

This Amendment is a result of: Provide Structural Peer Review of the Stoneham High School Spartan Stadium Building. Work to be performed under ProPay Code 0102-1000.

3. The Construction Budget shall be as follows:

Original Budget:	<u>\$153,418,660.00</u>
Amended Budget	<u>\$153,418,660.00</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>June 2025</u>
Amended Schedule	<u>June 2025</u>

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER

Dennis J. Sheehan
(print name)

Town Administrator, Town of Stoneham
(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

Julie Leduc
(print name)

Project Director, Symmes Maini & McKee Associates, Inc. (SMMA)
(print title)

By _____
(signature)

Date _____

GOLDSTEIN-MILANO LLC
Structural Engineers
125 Main Street Reading, MA 01867
781-670-9990 (p) 781-670-9939 (f)

Brent R. Goldstein P.E.
Christopher P. Milano P.E.

Via email: jleduc@smma.com

March 20, 2024

Julie Leduc
SMMA
1000 Massachusetts Avenue
Cambridge, MA 02138

Stoneham HS, Stoneham, MA
Stadium Bldg. Review
GMSE Job No.: 24041.00

Dear Julie,

Goldstein – Milano LLC is pleased to submit this proposal agreement for Structural Engineering Services for review of the Stoneham High School Stadium Building in Stoneham, MA.

The scope of Basic Services for this project shall include the following Structural Services in accordance with the latest edition of American Institute of Architects (AIA) Document C-401:

* Value review of the structural revisions made for the PR-075 drawing issue of the stadium building as compared to the base job.

* Provide written comment / drawing markup of findings.

The fee for these Basic Services will be the stipulated sum of \$5,000.00

Reimbursable expenses directly associated with the project shall be invoiced at a rate of 1.0 times cost and shall include such items as project related travel, postage and delivery services, reproduction and printing charges for deliverables only.

We will proceed with these Basic Services upon receipt of your electronic execution of this proposal. We appreciate the opportunity to work with you on this project.

AGREED:

By: _____

Title: _____

Date: _____

Very truly yours,

Goldstein – Milano LLC

By:  _____

Brent R. Goldstein P.E.
Principal

Attachment: Terms & Conditions

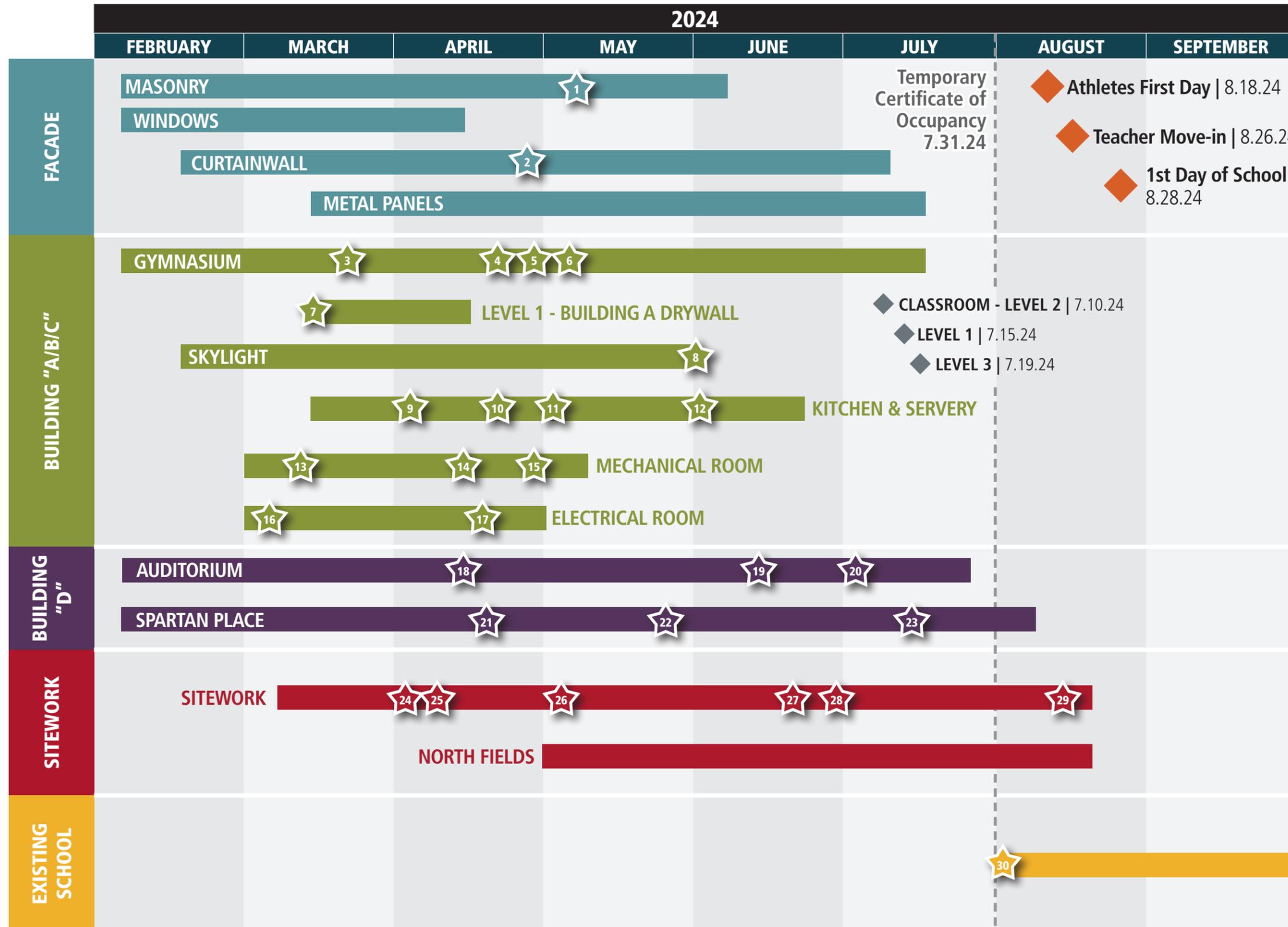
To be completed by Client:

E-billing Address: _____

SMMA Project Manager: Julie LeDuc

SMMA Project Number: _____

SCHEDULE: 4/8/24 UPDATE



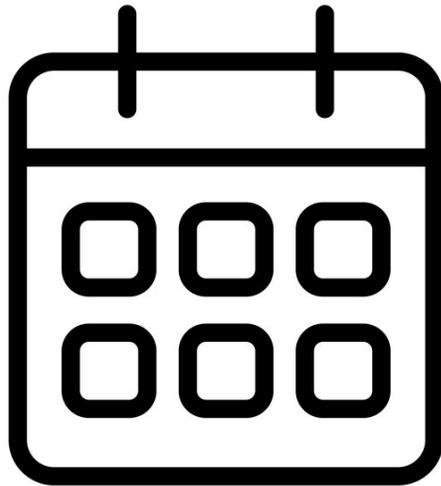
NO.	DATE	MILESTONE
1	5/3/24	Complete Masonry Veneer at Auditorium
2	4/29/24	Start Curtainwall Install @ Spartan Place
3	3/22/24	Overhead Rough ✓
4	4/22/24	Sports Equipment Start
5	4/29/24	Gym Flooring Acclimate
6	5/3/24	Start Install of Gym Floor
7	3/18/24	In Wall Rough ✓
8	5/31/24	Start of Skylight Install
9	4/8/24	In Wall Rough ✓
10	4/15/24	BTS
11	5/1/24	Walk-in/Hood
12	6/1/24	Floor & Wall Complete
13	3/16/24	OH Piping & Supports ✓
14	4/15/24	Set Mechanical Equipment
15	4/26/24	Set Heat Recovery
16	3/15/24	Set & Test Switchgear ✓
17	4/16/24	Permanent Power Available
18	4/15/24	Complete Install System Overhead
19	6/14/24	Start Stage Install
20	7/1/24	Start Seating Install
21	4/19/24	Above Ceiling Inspection Complete
22	5/28/24	Wood Ceiling Start
23	7/9/24	Polished Concrete Start
24	4/5/24	Place Generator ✓
25	4/8/24	Upper Parking Lot Subgrade & Drain ✓
26	5/6/24	Nexamp Solar Canopy Start
27	6/21/24	Asphalt Activities
28	6/28/24	Main Entrance Concrete
29	8/16/24	Playground Complete
30	8/1/24	Start Abatement

Furniture, Fixtures & Equipment Update

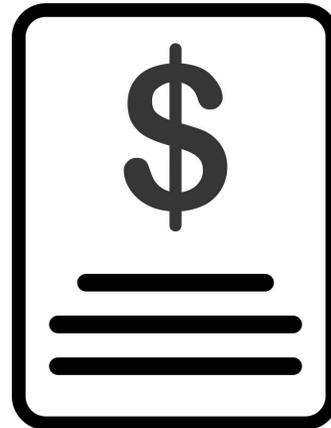
Building Committee Meeting

FF&E AGENDA

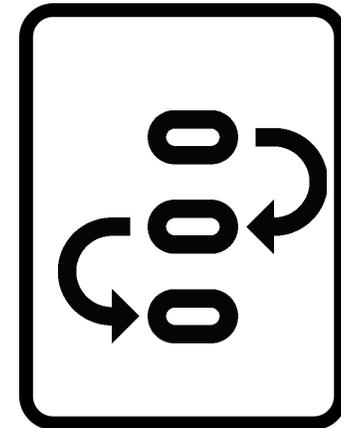
Schedule



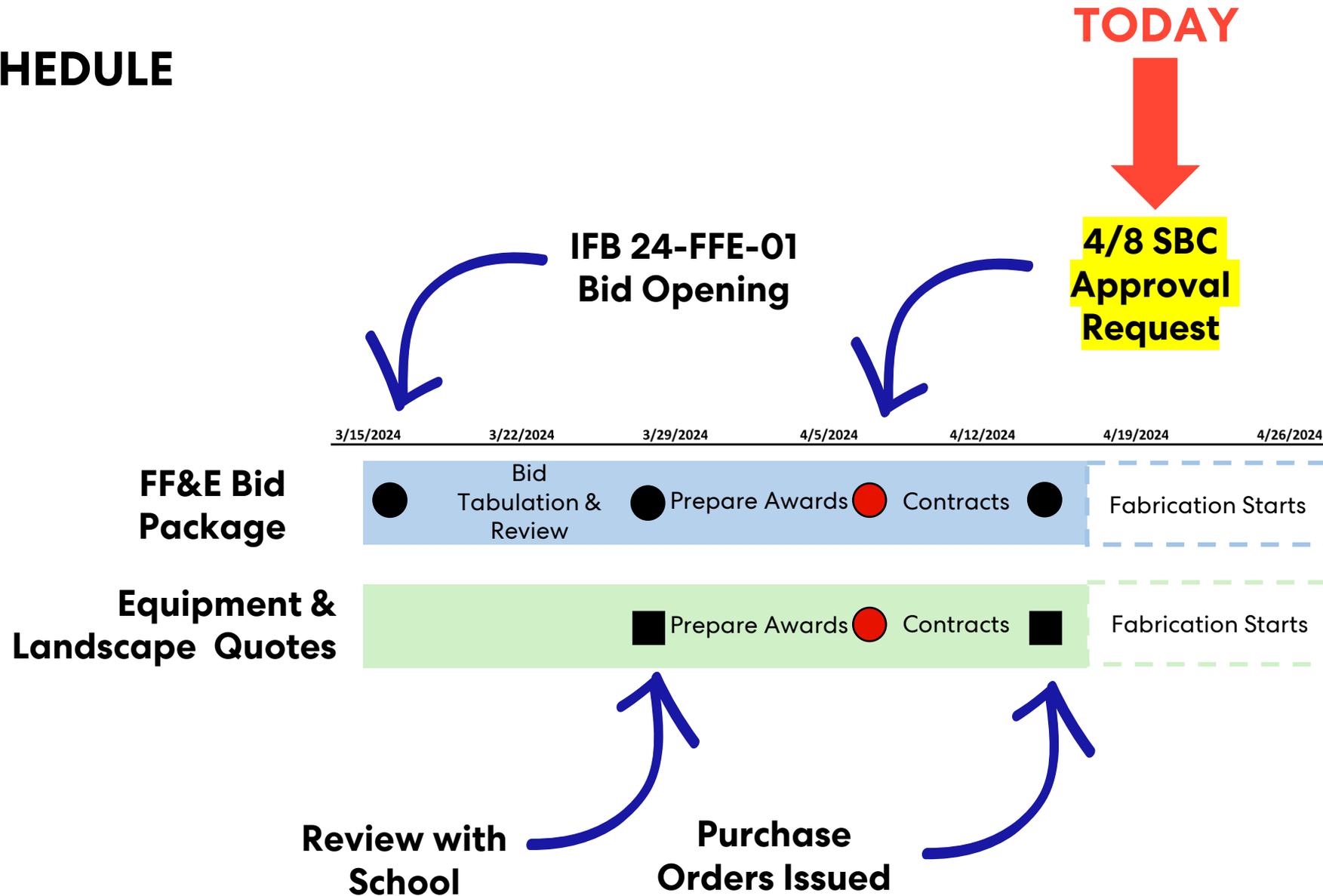
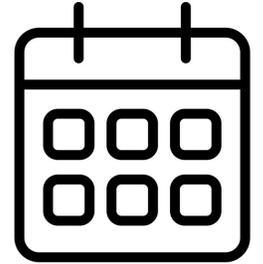
Budget



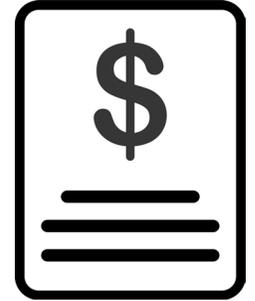
Next Steps



FF&E SCHEDULE



FF&E PROCUREMENT ACTUAL & ESTIMATED SUMMARY



TODAY



SBC APPROVAL- FURNITURE:

\$1,833,982.81

APPROVED 2/26

\$1,102,218.21

AWARD RECOMMENDATION- 4/8

\$2,936,201.02

TOTAL- AWARDED (Pending SBC Approval)

\$66,159.63

ESTIMATED QUOTE VALUE

\$3,002,360.65

TOTAL- AWARDED & ESTIMATED

\$2,926,000.00

BUDGET

\$76,360.65

DELTA



Down from \$163,032.51

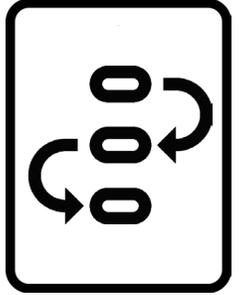
FF&E PROCUREMENT ACTUAL & ESTIMATED

DETAIL



Stoneham High School							Perkins&Will
FF&E Procurement Summary							4/8/2024
DESCRIPTION	PW AWARD NO.	PO NO.	MHEC/ CPP OR OFF STATE CONTRACT	QUOTES UNDER 100K	BID	TOTALS	SBC Approval Date
AWARD RECOMMENDATIONS & PURCHASE ORDERS							
Furniture							
1/22/2024	WB Mason- MHEC	FFE-WBM-01	24-FFEFUR-00	\$741,205.87			Approved 1/29/24
	WB Mason- CPP	FFE-WBM-02	24-FFEFUR-01	\$480,845.27			Approved 1/29/24
1/22/2024	Red Thread- MHEC	FFE-RT-01	24-FFEFUR-02	\$103,286.84			Approved 1/29/24
	Red Thread- CPP	FFE-RT-02	24-FFEFUR-03	\$29,617.92			Approved 1/29/24
1/22/2024	Creative Office Resources- MHEC	FFE-COR-01	24-FFEFUR-04	\$318,200.00			Approved 1/29/24
2/26/2024	Hertz- MHEC	FFE-HTZ-01	24-FFEFUR-05	\$25,991.00			Approved 2/26/24
2/26/2024	NextGen- MHEC	FFE-NXT-01	24-FFEFUR-06	\$134,835.91			Approved 2/26/24
4/8/2024	Doonan Bobcat	FFE-BOB-01		\$62,575.31			Requesting Approval 4/8/24
4/8/2024	TPC Turf Products	FFE-TPC-01		\$42,219.96			Requesting Approval 4/8/24
4/8/2024	Gronk	FFE-GRK-01		\$220,947.61			Requesting Approval 4/8/24
4/8/2024	WB Mason- Bid Award	FFE-WBM-03			\$139,823.00		Requesting Approval 4/8/24
4/8/2024	Monitor Equipment- Bid Award	FFE-ME-01			\$83,375.00		Requesting Approval 4/8/24
4/8/2024	Hertz Furniture Systems- Bid Award	FFE-HTZ-02			\$311,260.23		Requesting Approval 4/8/24
4/8/2024	Johnson Scientific- Bid Award	FFE-JS-01			\$8,393.50		Requesting Approval 4/8/24
4/8/2024	Fisher Scientific- Bid Award	FFE-FS-01			\$67,156.97		Requesting Approval 4/8/24
4/8/2024	Wards Science- Bid Award	FFE-WS-01			\$18,082.87		Requesting Approval 4/8/24
4/8/2024	Falcetti Music- Bid Award	FFE-FM-01			\$750.00		Requesting Approval 4/8/24
4/8/2024	Falcetti Pianos- Bid Award	FFE-FP-01			\$52,139.00		Requesting Approval 4/8/24
4/8/2024	Gerrys Music- Bid Award	FFE-GM-01			\$49,516.40		Requesting Approval 4/8/24
4/8/2024	Lakeshore Learning- Bid Award	FFE-LL-01			\$37,971.81		Requesting Approval 4/8/24
4/8/2024	WB Mason- Misc. Items	FFE-WBM-04			\$450.94		Requesting Approval 4/8/24
4/8/2024	WB Mason- Pre-K & Misc.	FFE-WBM-05			\$7,555.61		Requesting Approval 4/8/24
				\$2,159,725.69	\$776,475.33	\$2,936,201.02	PURCHASE ORDER AMOUNT
FF&E- ESTIMATED VALUE							
Furniture							
	Spartan Plaza Landscape Furniture				\$48,000.00		SBC Presentation 4/8
Equipment							
	Kitchen Smallwares			\$18,159.63			Quote Request in Process
				\$18,159.63	\$48,000.00	\$0.00	\$66,159.63 ESTIMATED VALUE
						\$3,002,360.65	FF&E- PO's & Estimated
						\$2,926,000.00	BUDGET
						\$76,360.65	DELTA

FF&E NEXT STEPS



- ① 1. Preliminary Design
 - Furniture + Equipment SD Budget by Room
 - Initial Department Layouts
 - Program Verification / Vision with User Groups
- ② 2. Furniture Selection Process
- ③ 3. Budget Process
- ④ 4. Specification + Procurement
- ⑤ **5. Budget Tracking**
- ⑥ 6. Process Completion - Delivery, Install, and Punch List