



JOHN R. PIERCE SCHOOL

School Building Committee



AGENDA

1. Vote to Approve Meeting Minutes:
 - June 18, 2020 Meeting Minutes
 - September 23, 2020 Meeting Minutes

2. Designer Procurement
 - Timeline
 - RFS Review
 - Vote to Approve Final Designer RFS
 - Recommend Designer Selection Panel Members

3. Budget Review
 - Commitment / Invoice Approval Process

4. Upcoming Meetings

5. Public comment



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Good morning, Mr. Greene:

With the understanding that the executed OPM Contract for the John R. Pierce School is forthcoming, I wanted to provide you with a few target dates for the Designer Selection Panel:

- RFS due to MSBA: September 24, 2020 (two weeks before Ad appears in Central Register)
- Ad placed in “Designer Services” section of Central Register: October 1, 2020
- Ad appears in Central Register: October 7, 2020
- Applications due to District: November 4, 2020
- Applications due to the MSBA: November 12, 2020
- DSP Applications Review: December 1, 2020

Please note that Districts are added to the DSP meeting agenda on a first-come, first-serve basis signified by receipt of the finalized Designer RFS. Please also note that the District will be scheduled to appear at a DSP meeting based on the availability of timeslots for applications/interviews, as determined by the MSBA.

Thank you,

Brittany



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Designer RFS Schedule Outline

Develop RFS

Thursday	Sept 17	LEFTFIELD reaches out to SDO re: MBE/WBE percentage goals
Friday	Sept 18	LEFTFIELD provides SDO with project information
Friday	Sept 18	LEFTFIELD sends DRAFT RFS to SBC for review
Wednesday	Sept 23	SBC Meeting to designate TOB contact and approve RFS
Thursday	Sept 24	LEFTFIELD sends DRAFT RFS to MSBA for review
Thursday	Oct 1	SBC DRAFT RFS comments due to LEFTFIELD by 5:00 pm
Friday	Oct 2	LEFTFIELD sends updated RFS to SBC for final review
Tuesday	Oct 6	SBC votes to approve final RFS



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**Advertisement,
Briefing, Receive
Proposals, Review
and Submit to the
MSBA**

Thursday	Oct 1	LEFTFIELD submits notice to the <u>Central Register</u>
Friday	Oct 2	TOB emails legal notice to <u>The Brookline Tab</u> by 5:00 pm deadline
Tuesday	Oct 6	TOB posts RFP on http://www.brooklinema.gov/Bids.aspx
Wednesday	Oct 7	Notice appears in the <u>Central Register</u>
Wednesday	Oct 7	TOB submits notice to <u>COMMBUYS</u>
Thursday	Oct 8	Notice appears in <u>The Brookline Tab</u>
Tuesday	Oct 20	Site Visit at Pierce School, 50 School Street, Brookline, MA at 3:00 PM
Thursday	Oct 22	Issue Addendum on Site Visit include handouts, attendee list and Q & A to date
Monday	Oct 26	Questions, must be received by jcarlson@leftfieldpm.com by 5:00 pm
Wednesday	Oct 28	LEFTFIELD issues Addendum in response to questions, if any, for TOB to post by noon
Wednesday	Nov 4	Proposals, attention Jen Carlson, must be received by 2:00 pm
Tuesday	Nov 10	Selection Committee meets to review Proposals
Thursday	Nov 12	Proposals and Reference Check info due to the MSBA



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**Attend DSP
Interviews, DSP
Ranking, Contract
Development &
Approvals**

Tuesday	Dec 1	1 st DSP Meeting - Proposal Review
Tuesday	Dec 15	2 nd DSP Meeting – Interviews
Wednesday	Dec 16	DSP issues official ranking and letter
Monday	Jan 4	Complete fee negotiations
Tuesday	Jan 5	SBC votes to recommend contract to Building Commission LEFTFIELD sends contract to Building Commission for review
Tuesday	Jan 12	Building Commission vote to approve Designer Contract
Wednesday	Jan 13	Execute Designer Contract
Friday	Jan 22	LEFTFIELD sends proposed work plan to SBC for review
Tuesday	Jan 26	SBC votes to approve proposed work plan



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PIERCE SCHOOL FEASIBILITY STUDY BUDGET

John R. Pierce School - Brookline, MA

September 30, 2020

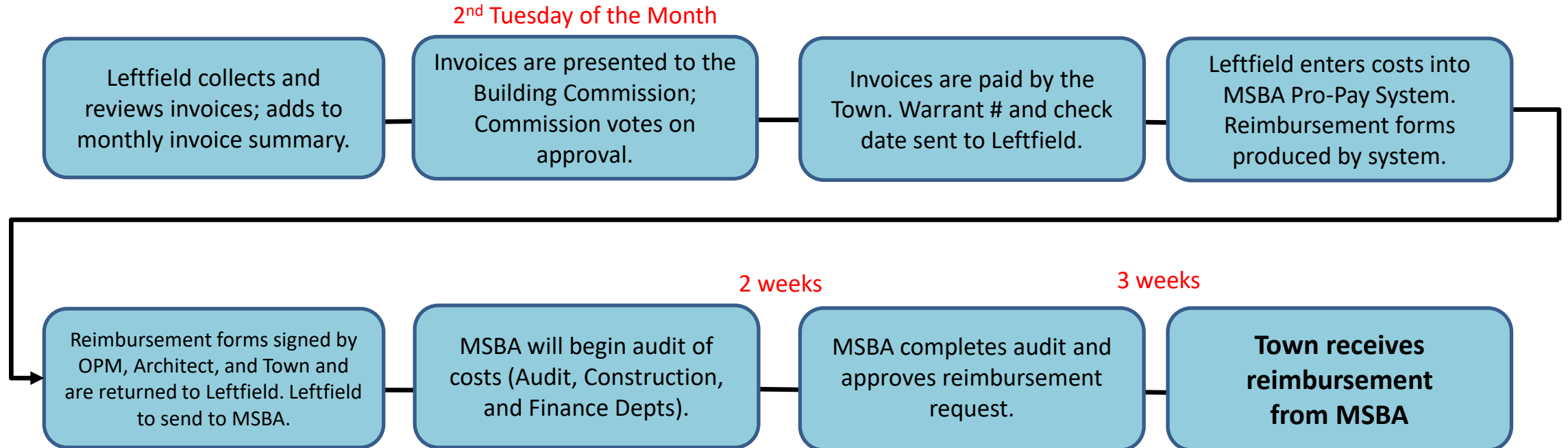
Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 100,000		\$ 100,000	\$ -	0%	\$ -	0%	\$ 100,000	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 950,000		\$ 950,000	\$ -	0%	\$ -	0%	\$ 950,000	
0003-0000	Environmental & Site	\$ 150,000		\$ 150,000	\$ -	0%	\$ -	0%	\$ 150,000	
0004-0000	Other	\$ 800,000		\$ 800,000	\$ -	0%	\$ -	0%	\$ 800,000	
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	0%	\$ -	0%	\$ 2,000,000	



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