

DRISCOLL SCHOOL

Brookline, MA



OPM Monthly Project Update Report

January 2020

Forming Team	FS/SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT
--------------	-------	-----------	----	---------	--------------	----------

I. EXECUTIVE SUMMARY

Design Development is underway, Jonathan Levi Architects (JLA) has started meeting with Driscoll teachers, staff, and neighbors to gather information and feedback on the design and has presented numerous updates on the building design as it has evolved. The Town has established several committees and subcommittees who will participate in the design process.

The Driscoll Playground Design Review Committee has partially been formed and the Kick-off Meeting with the community occurred on January 29, 2020. The neighborhood was widely represented at the first meeting with Driscoll parents, teachers, staff and neighbors all participating in the discussion. The second meeting will be held on March 2, 2020 where the comments heard during the first meeting will have been incorporated into draft design ideas and will be used to further the discussion. The three community members of the committee will be appointed in February 2020.

The Design Subcommittee was formed to review design issues and provide feedback and direction to Jonathan Levi Architects during this Design Development Phase. Their intent has been to facilitate the design process and to help decipher and prioritize all feedback received from the various entities.

The application to the Inspector General for the use of a Construction Management at Risk (CM at Risk or CMR) Construction Delivery Method was submitted on January 9, 2020 and approval was received on February 6, 2020. The CM at Risk Selection Committee was formed in accordance with M.G.L. to oversee the process and guide the selection of a CM at Risk firm. The two phase process was started in January 2020 and will conclude in March 2020 with the selection of a Construction Manager at Risk firm.

Meetings have begun to occur with the various Town Departments and will continue as their input will be integral to the overall development of the project design.

The discussion on how parking will be addressed both on and off site has commenced. The previous parking requirements have been reviewed and updated and options for a solution have been developed and will be brought to the Transportation Board for review in March 2020. The parking needs of the school have increased since initially discussed in January 2019; therefore, the Project Team will be doing parking surveys and working with the Transportation Board to evaluate potential impacts on the surrounding neighborhoods and how to accommodate the additional parking needs either onsite or on surrounding streets site.

II. TASKS COMPLETED THROUGH JANUARY 2020

The following tasks were completed in the month January 2020:

- 01/14/20 An update on the Driscoll School Project was presented by Leftfield and Jonathan Levi Architects (JLA) to the Building Commission. Schedule, Budget, and a brief design update were discussed.
- 01/16/20 Working Group Meeting was held to discuss design updates.
- 01/16/20 Meeting with the Director of Public Buildings to discuss building security.
- 01/16/20 Meeting with various Driscoll teachers and staff members to give a design update and gather feedback from the end users.
- 01/16/20 Meeting with members of the Transportation Board to give a design update and gather feedback.
- 01/17/20 Meeting with Parks and Open Space to prepare for the upcoming Public Playground Design Review Meeting on 1/29/20. A plan for community outreach was developed and implemented through emails, flyers and mailings.
- 01/17/20 Meeting with various Driscoll teachers and staff members to give a design update and gather feedback from the end users.
- 01/21/20 Working Group Meeting was held to discuss administrative project updates and to prepare for the School Building Advisory Committee meeting on 1/23.
- 01/23/20 School Building Advisory Committee Meeting was held to discuss design updates, the CM at Risk procurement process, project schedule and budget updates.
- 01/23/20 Meeting with various Driscoll teachers and staff members to give a design update and gather feedback from the end users.
- 01/24/20 Meeting with Parks and Review Open Space to prepare for the upcoming Public Playground Design Meeting on 1/29/20.
- 01/29/20 Public Playground Design Meeting #1 to present process, schedule and gain community feedback. Members of the community were invited to submit letters of interest if they would like to become one of the three community representatives on the committee. Members of the committee will be appointed by the School Committee.
- 01/30/20 Working Group meeting held to discuss administrative project updates.
- 01/30/20 Walk-through held at the Ridley School to gather end user and Board of Health feedback on food service design.

-
- 01/30/20 School Committee voted unanimously to eliminate the underground parking structure from the Driscoll Project.
 - 01/31/20 Meeting with the Director of Public Buildings to discuss building security.

III. TASKS PLANNED FOR FEBRUARY 2020

The following tasks are planned for the months of February 2020:

- 02/03/20 Design Subcommittee workshop #1 to discuss typical classroom suites, typical casework, science exploratories, cohort commons, corridors, balconies, stairs, the gymnasium and athletic support spaces.
- 02/04/20 PTO and School Building Advisory Committee meet and greet to show design update and gather community feedback on green space and playground.
- 02/06/20 Working Group Meeting to discuss administrative project updates.
- 02/06/20 Meeting with various Driscoll teachers and staff members to give a design update and gather feedback from the end users.
- 02/07/20 Meeting with Transportation Board member to discuss parking options.
- 02/10/20 CM at Risk Selection Committee Meeting to review Statements of Qualification and determine which firms to invite to submit proposals.
- 02/10/20 Design Subcommittee Workshop #2 to discuss administrative offices, cohort offices, health suite, music and art rooms, the fab lab, makerspace, media center, and special education support spaces.
- 02/11/20 LeftField to prepare the January 2020 Invoice Summary to submit to the Building Commission for review and approval at the 02/11/20 Building Commission Meeting.
- 02/11/20 LeftField to prepare the January OPM Monthly Report
- 02/11/20 Meeting with Driscoll Music Department to gather feedback from the end users.
- 02/11/20 School Committee Capital Improvements Subcommittee to discuss parking options and review letters of interest submitted by community members in order to recommend appointment by the School Committee of 3 community members to the Playground Design Review Committee.
- 02/11/20 Building Commission meeting to present project update.
- 02/13/20 Working Group Meeting to discuss administrative project updates.
- 02/13/20 School Committee Meeting to discuss parking options and determine preferred path forward.

- 02/27/20 Working Group Meeting to discuss administrative project updates and to prepare for the School Building Advisory Committee meeting on 2/28.
- 02/28/20 School Building Advisory Committee meeting to discuss design, budget, and schedule updates.

IV. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$365,264.990 this month which consisted of OPM and Designer fees for Design Development Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated January 31, 2020.

V. PROJECT SCHEDULE OVERVIEW

The attached Project Schedule reflects progress made during Design Development. Revisions have been made to the baseline schedule to indicate actual dates of tasks completed and to reflect changes in previously scheduled tasks. In the month of January 2020, there was a focus on refining the design and to gathering community input, deciphering and incorporating the feedback into the design. Design Subcommittee workshops commenced and are scheduled through the beginning of May.

The CM at Risk procurement process began and will continue through March 10, 2020. The first phase of the selection process started on January 22, 2020 and Statements of Qualifications were received on February 5, 2020. The second phase proposals are due on February 28, 2020. Interviews are targeted for March 10, 2020 with a CM at Risk firm expected to join the team by mid-March.

Refer to the attached Preliminary Project Schedule, dated January 31, 2020 and the attached CMR RFQ/RFP Schedule excerpt.

VI. CONTRACT AMENDMENTS/BUDGET TRANSFERS

OPM and Designer Contract Amendments for extended Basic Services for Design Development, Construction Documents, Bidding, Construction Administrations and Closeout were prepared and have been in a review and revision process for much of January 2020. Approval will be voted at the February 11, 2020 Building Commission Meeting.

VII. COMMUNITY OUTREACH

Agendas of all meeting have been posted to the Project Website as well as meeting packets and presentations. The Project Website has a comments section for the public to ask questions and responses have been provided to all questions asked to date.

A flyer was sent to neighbors of the Driscoll School to participate in the design review process for the new Driscoll playground, park and field. The first meeting was held on January 29, 2020. Members of the community were invited to submit letters of interest to fill the three open Community Representative seats of the seven-member Playground Design Review Committee (“DRC”).

Information about public meetings are constantly being updated on the project website, as well as through emails to school parents.

VIII. ATTACHMENTS

Total Project Budget Status Report, dated January 31, 2020

Monthly and Cumulative Cash Flow Reports, dated January 31, 2020

Preliminary Project Schedule, dated January 31, 2020

Meeting Schedule Matrix – January, February and March 2020, dated February 11, 2020

CM at Risk (CMR) RFQ/RFP Procurement Schedule, dated February 10, 2020

CM at Risk (CMR) SOQ Matrix Draft, dated February 10, 2020

Office of the Inspector General Notice to Proceed with CM at Risk, February 6, 2020

Total Project Budget Status Report

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									
OPM Schematic Design	\$ 34,015		\$ 34,015	\$ 34,015	100%	\$ 34,015	100%	\$ -	
A/E Schematic Design	\$ 1,179,260		\$ 1,179,260	\$ 1,179,260	100%	\$ 1,179,260	100%	\$ -	
TOTAL SD	\$ 1,213,275	\$ -	\$ 1,213,275	\$ 1,213,275	100%	\$ 1,213,275	100%	\$ -	
ADMINISTRATION									
Legal Fees	\$ 106,563		\$ 106,563	\$ -	0%		0%	\$ 106,563	
Owner's Project Manager	\$ 3,182,090	\$ -	\$ 3,182,090	\$ 3,182,090	100%	\$ 93,050	3%	\$ 3,089,040	
Design Development	\$ 429,575		\$ 429,575	\$ 429,575	100%	\$ 93,050	22%	\$ 336,525	
Construction Documents	\$ 524,441		\$ 524,441	\$ 524,441	100%	\$ -	0%	\$ 524,441	
Bidding	\$ 188,436		\$ 188,436	\$ 188,436	100%	\$ -	0%	\$ 188,436	
Construction Administration	\$ 1,989,628		\$ 1,989,628	\$ 1,989,628	100%	\$ -	0%	\$ 1,989,628	
Closeout	\$ 50,010		\$ 50,010	\$ 50,010	100%	\$ -	0%	\$ 50,010	
Extra Services	\$ -		\$ -	\$ -		\$ -		\$ -	
Reimbursable Services	\$ -		\$ -	\$ -		\$ -		\$ -	
Cost Estimates	\$ -		\$ -	\$ -		\$ -		\$ -	
Advertising & Printing	\$ 31,969		\$ 31,969	\$ -	0%	\$ -	0%	\$ 31,969	
TOB Project Management Services	\$ 576,500	\$ -	\$ 576,500	\$ -	0%	\$ -	0%	\$ 576,500	
PSB Project Management Services	\$ 225,000	\$ -	\$ 225,000	\$ -	0%	\$ -	0%	\$ 225,000	
Owner's Insurance	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
Other Administrative Costs	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
SUB-TOTAL	\$ 4,122,122	\$ -	\$ 4,122,122	\$ 3,182,090	77%	\$ 93,050	2%	\$ 4,029,072	
A&E									
A/E Basic Services	\$ 7,259,063	\$ -	\$ 7,259,063	\$ 7,259,063	100%	\$ 272,215	4%	\$ 6,986,848	
Design Development	\$ 1,814,766		\$ 1,814,766	\$ 1,814,766	100%	\$ 272,215	15%	\$ 1,542,551	
Construction Documents	\$ 2,540,672		\$ 2,540,672	\$ 2,540,672	100%	\$ -	0%	\$ 2,540,672	
Bidding	\$ 290,363		\$ 290,363	\$ 290,363	100%	\$ -	0%	\$ 290,363	
Construction Administration	\$ 2,540,672		\$ 2,540,672	\$ 2,540,672	100%	\$ -	0%	\$ 2,540,672	
Closeout	\$ 72,590		\$ 72,590	\$ 72,590	100%	\$ -	0%	\$ 72,590	
Other Basic Services	\$ -		\$ -	\$ -		\$ -		\$ -	
Extra/Reimbursable Services	\$ 500,000	\$ -	\$ -	\$ -		\$ -		\$ -	
Other Reimbursables	\$ -		\$ -	\$ -		\$ -		\$ -	
HazMat (incl. monitoring)	\$ -		\$ -	\$ -		\$ -		\$ -	
Geotechnical/Geo-Environmental	\$ -		\$ -	\$ -		\$ -		\$ -	
Site Survey & Site Requirements	\$ -		\$ -	\$ -		\$ -		\$ -	
Wetlands	\$ -		\$ -	\$ -		\$ -		\$ -	
Traffic Studies	\$ -		\$ -	\$ -		\$ -		\$ -	
SUB-TOTAL	\$ 7,759,063	\$ -	\$ 7,259,063	\$ 7,259,063	100%	\$ 272,215	4%	\$ 6,986,848	

Total Project Budget Status Report

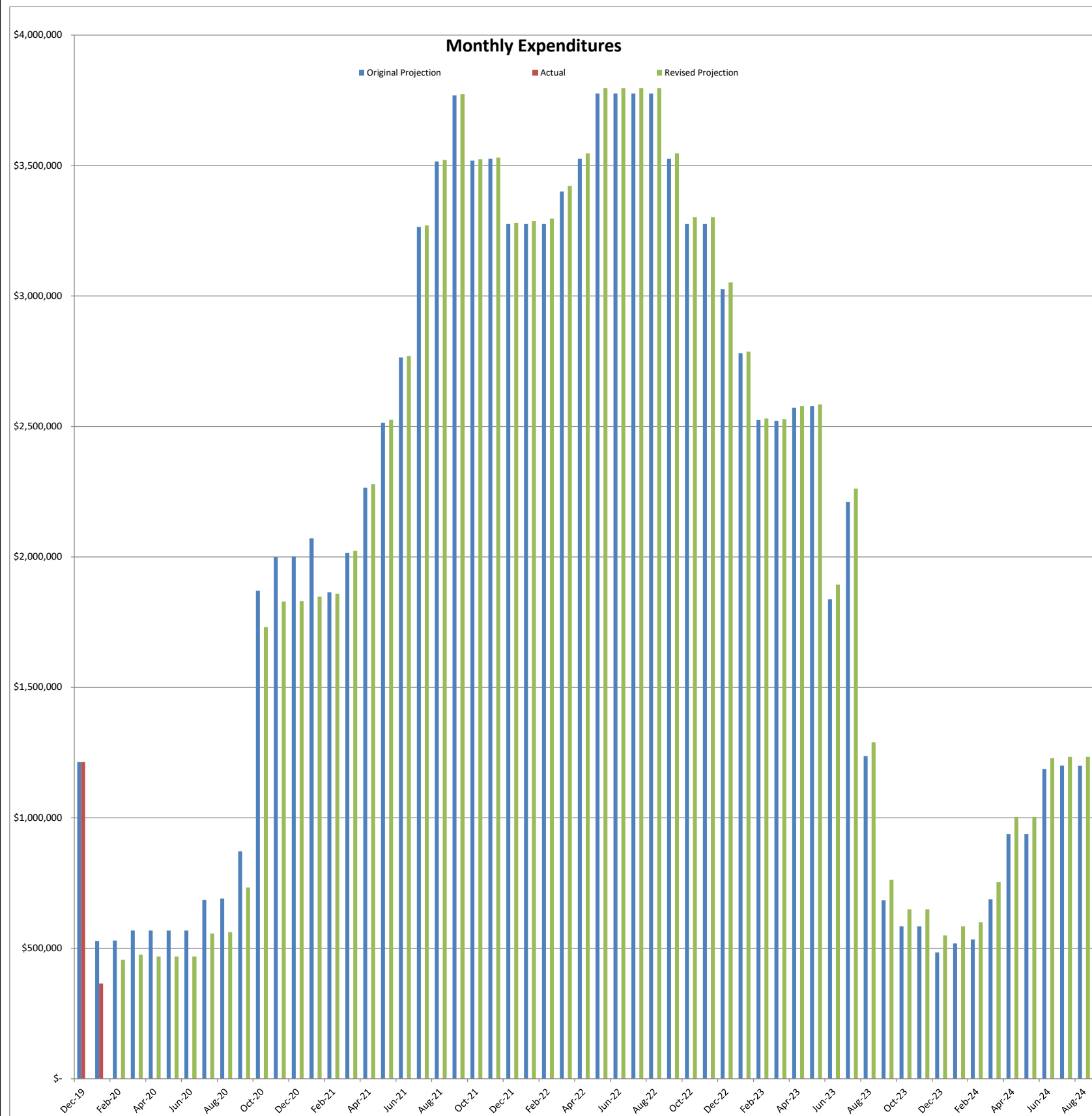
Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments																								
PRE CONSTRUCTION COSTS																																	
CMR Pre-Con Services	\$ 319,688		\$ 319,688	\$ -	0%	\$ -	0%	\$ 319,688																									
SUB-TOTAL	\$ 319,688	\$ -	\$ 319,688	\$ -	0%	\$ -	0%	\$ 319,688																									
CONSTRUCTION COSTS																																	
Construction Budget	\$ 92,909,563	\$ -	\$ 92,909,563	\$ -	0%	\$ -	0%	\$ 92,909,563																									
Change Orders	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -																									
SUB-TOTAL	\$ 92,909,563	\$ -	\$ 92,909,563	\$ -	0%	\$ -	0%	\$ 92,909,563																									
OTHER PROJECT COSTS																																	
Construction Contingency	\$ 4,645,478	\$ -	\$ 4,645,478	\$ -	0%	\$ -	0%	\$ 4,645,478																									
Miscellaneous Project Costs	\$ 569,893	\$ -	\$ 569,893	\$ -	0%	\$ -	0%	\$ 569,893																									
Utility Company Fees	\$ 106,563		\$ 106,563	\$ -	0%	\$ -	0%	\$ 106,563																									
Testing & Inspection Services	\$ 127,875		\$ 127,875	\$ -	0%	\$ -	0%	\$ 127,875																									
Commissioning	\$ 132,896		\$ 132,896	\$ -	0%	\$ -	0%	\$ 132,896																									
Security	\$ 106,653		\$ 106,653	\$ -	0%	\$ -	0%	\$ 106,653																									
Moving	\$ 95,906		\$ 95,906	\$ -	0%	\$ -	0%	\$ 95,906																									
Other Project Costs	\$ -		\$ -	\$ -	-	\$ -	-	\$ -																									
Furnishings and Equipment	\$ 2,774,400	\$ -	\$ 2,774,400	\$ -	0%	\$ -	0%	\$ 2,774,400																									
Furnishings	\$ 1,654,400		\$ 1,654,400	\$ -	0%	\$ -	0%	\$ 1,654,400																									
Technology Equipment	\$ 1,120,000		\$ 1,120,000	\$ -	0%	\$ -	0%	\$ 1,120,000																									
Owner's Contingency	\$ 2,199,793		\$ 2,199,793	\$ -	0%	\$ -	0%	\$ 2,199,793																									
SUB-TOTAL	\$ 10,189,564	\$ -	\$ 10,189,564	\$ -	0%	\$ -	0%	\$ 10,189,564																									
TOTAL DD-CLO	\$ 115,300,000	\$ -	\$ 114,800,000	\$ 10,441,153	9%	\$ 365,265	0%	\$ 114,434,735																									
TOTAL PROJECT BUDGET	\$ 116,513,275	\$ -	\$ 116,013,275	\$ 11,654,428	10%	\$ 1,578,540	1%	\$ 114,434,735																									
<table border="1"> <thead> <tr> <th>CONSTRUCTION COST ESTIMATES</th> <th>Date</th> <th>Estimator</th> <th>Amount</th> <th>SF</th> <th>Cost Per SF</th> </tr> </thead> <tbody> <tr> <td>Designer FS Cost Estimate</td> <td></td> <td></td> <td></td> <td></td> <td>#DIV/0!</td> </tr> <tr> <td>Designer SD Cost Estimate</td> <td></td> <td></td> <td></td> <td></td> <td>#DIV/0!</td> </tr> <tr> <td>CM SD Cost Estimate</td> <td></td> <td></td> <td></td> <td></td> <td>#DIV/0!</td> </tr> </tbody> </table>										CONSTRUCTION COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF	Designer FS Cost Estimate					#DIV/0!	Designer SD Cost Estimate					#DIV/0!	CM SD Cost Estimate					#DIV/0!
CONSTRUCTION COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF																												
Designer FS Cost Estimate					#DIV/0!																												
Designer SD Cost Estimate					#DIV/0!																												
CM SD Cost Estimate					#DIV/0!																												

Budget Transfers:

01 00/00/0000 Transfer \$0 from to

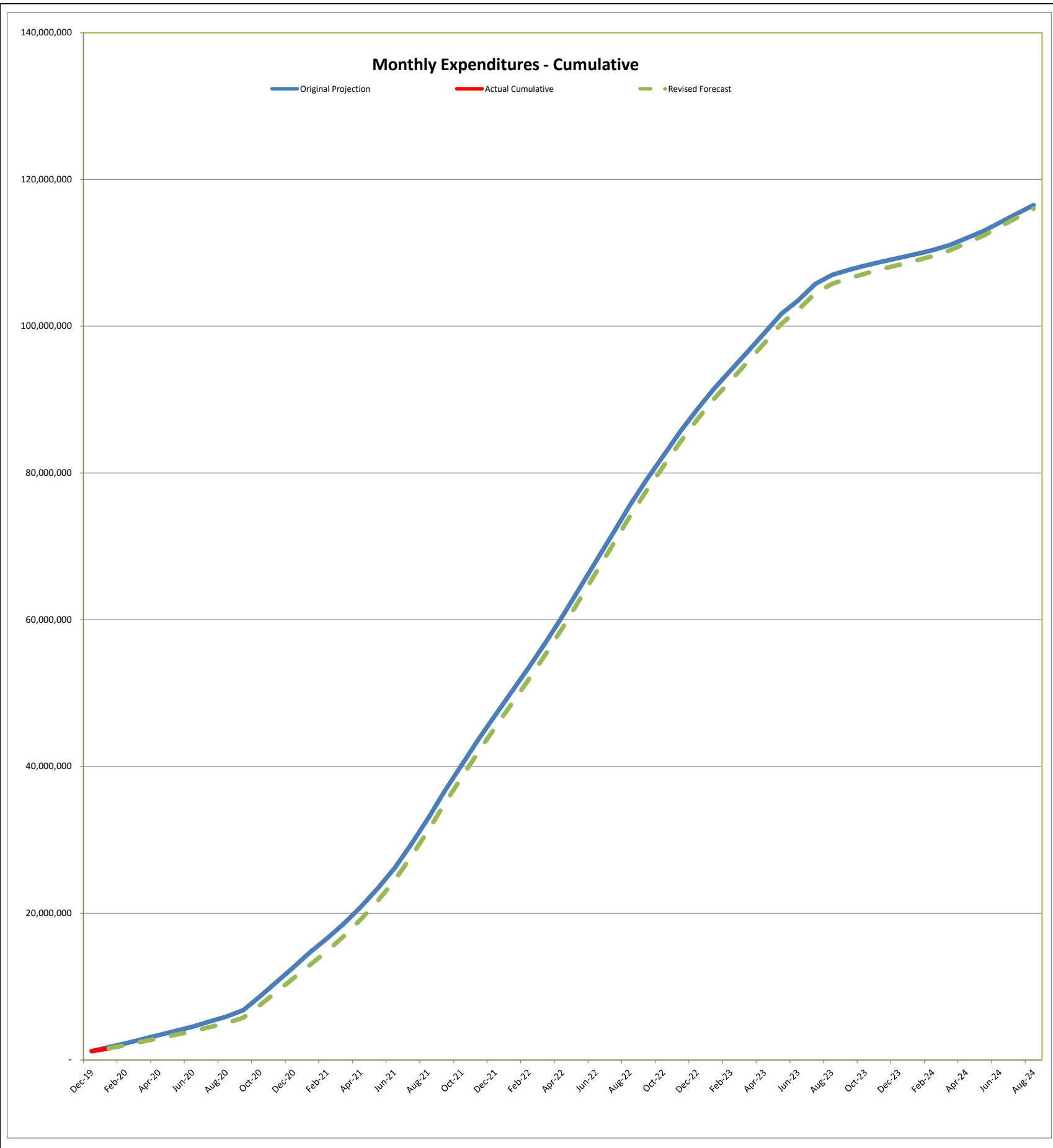
Monthly Cash Flow

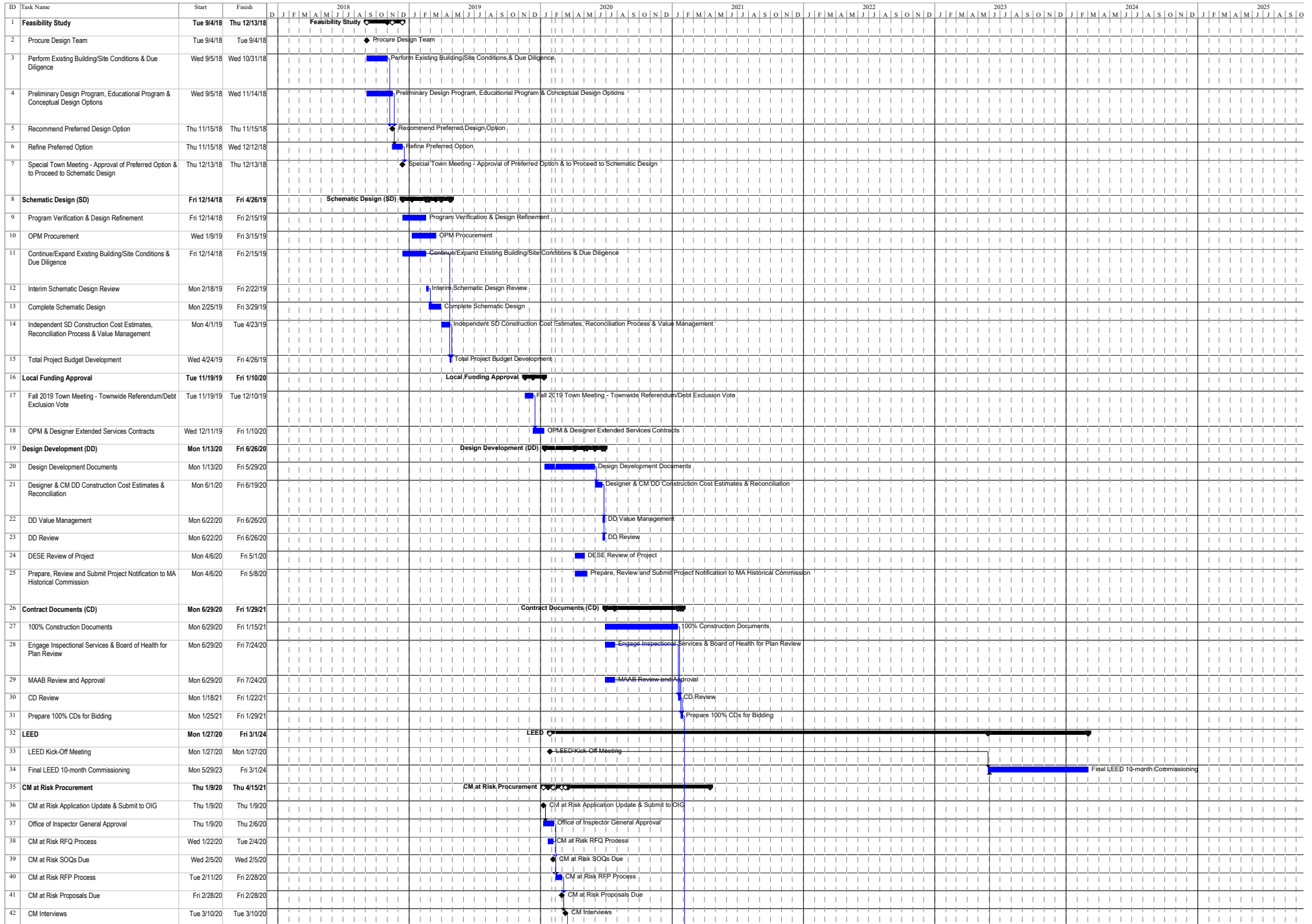
Date	Original Projection	Actual	Revised Projection
Dec-19	\$ 1,213,275	\$ 1,213,275	
Jan-20	\$ 528,447	\$ 365,265	
Feb-20	\$ 529,416		\$ 456,199
Mar-20	\$ 568,318		\$ 475,547
Apr-20	\$ 568,318		\$ 468,156
May-20	\$ 568,318		\$ 468,156
Jun-20	\$ 568,317		\$ 468,156
Jul-20	\$ 685,612		\$ 556,670
Aug-20	\$ 690,612		\$ 561,670
Sep-20	\$ 871,490		\$ 732,548
Oct-20	\$ 1,870,408		\$ 1,731,470
Nov-20	\$ 1,999,151		\$ 1,828,867
Dec-20	\$ 2,001,151		\$ 1,830,867
Jan-21	\$ 2,071,151		\$ 1,847,745
Feb-21	\$ 1,864,245		\$ 1,858,128
Mar-21	\$ 2,014,797		\$ 2,022,765
Apr-21	\$ 2,264,797		\$ 2,278,564
May-21	\$ 2,514,797		\$ 2,525,925
Jun-21	\$ 2,764,797		\$ 2,770,125
Jul-21	\$ 3,264,797		\$ 3,270,125
Aug-21	\$ 3,515,850		\$ 3,521,178
Sep-21	\$ 3,769,197		\$ 3,774,467
Oct-21	\$ 3,519,197		\$ 3,524,427
Nov-21	\$ 3,525,837		\$ 3,531,067
Dec-21	\$ 3,275,837		\$ 3,281,067
Jan-22	\$ 3,275,837		\$ 3,287,712
Feb-22	\$ 3,275,837		\$ 3,297,040
Mar-22	\$ 3,400,837		\$ 3,422,040
Apr-22	\$ 3,525,837		\$ 3,547,040
May-22	\$ 3,775,837		\$ 3,797,040
Jun-22	\$ 3,775,837		\$ 3,797,040
Jul-22	\$ 3,775,837		\$ 3,797,040
Aug-22	\$ 3,775,837		\$ 3,797,040
Sep-22	\$ 3,525,837		\$ 3,547,040
Oct-22	\$ 3,275,837		\$ 3,302,062
Nov-22	\$ 3,275,837		\$ 3,302,062
Dec-22	\$ 3,025,837		\$ 3,052,062
Jan-23	\$ 2,780,837		\$ 2,787,062
Feb-23	\$ 2,524,512		\$ 2,530,737
Mar-23	\$ 2,522,037		\$ 2,528,262
Apr-23	\$ 2,572,037		\$ 2,578,262
May-23	\$ 2,578,600		\$ 2,584,825
Jun-23	\$ 1,837,433		\$ 1,893,358
Jul-23	\$ 2,210,615		\$ 2,261,906
Aug-23	\$ 1,236,456		\$ 1,289,190
Sep-23	\$ 683,797		\$ 762,200
Oct-23	\$ 583,797		\$ 649,772
Nov-23	\$ 583,797		\$ 649,772
Dec-23	\$ 483,797		\$ 549,772
Jan-24	\$ 518,360		\$ 584,335
Feb-24	\$ 533,797		\$ 599,772
Mar-24	\$ 687,648		\$ 753,623
Apr-24	\$ 937,597		\$ 1,003,572
May-24	\$ 937,597		\$ 1,003,566
Jun-24	\$ 1,187,597		\$ 1,228,458
Jul-24	\$ 1,200,297		\$ 1,233,458
Aug-24	\$ 1,199,491		\$ 1,233,726
Total:	\$ 116,513,275	\$ 1,578,540	\$ 114,434,735



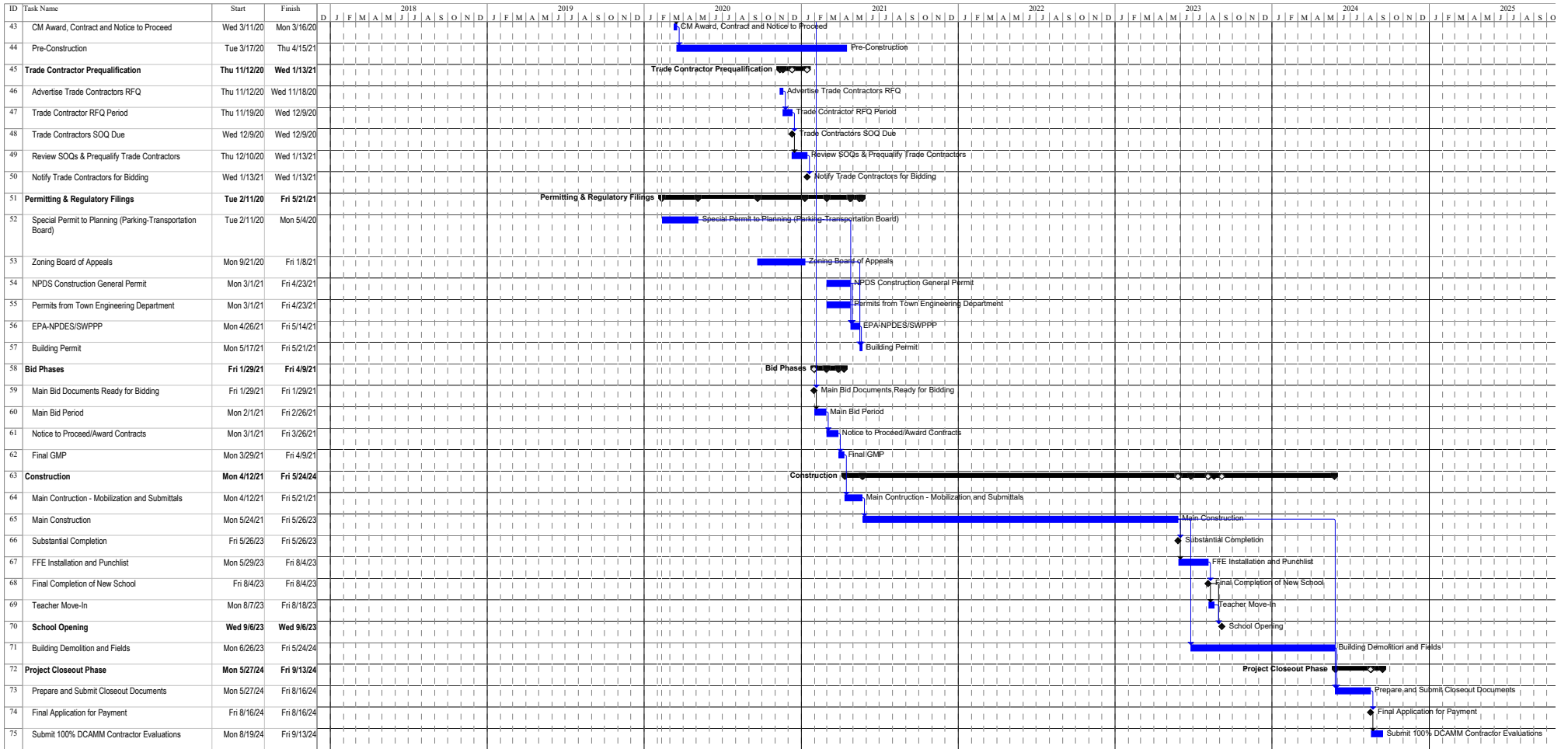
Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Dec-19	1,213,275	\$ 1,213,275	
Jan-20	1,741,722	\$ 1,578,540	\$ 1,578,540
Feb-20	2,271,138		\$ 2,034,739
Mar-20	2,839,456		\$ 2,510,286
Apr-20	3,407,774		\$ 2,978,442
May-20	3,976,092		\$ 3,446,598
Jun-20	4,544,409		\$ 3,914,754
Jul-20	5,230,021		\$ 4,471,424
Aug-20	5,920,633		\$ 5,033,094
Sep-20	6,792,123		\$ 5,765,642
Oct-20	8,662,531		\$ 7,497,112
Nov-20	10,661,682		\$ 9,325,979
Dec-20	12,662,833		\$ 11,156,846
Jan-21	14,733,984		\$ 13,004,591
Feb-21	16,598,229		\$ 14,862,719
Mar-21	18,613,026		\$ 16,885,484
Apr-21	20,877,823		\$ 19,164,048
May-21	23,392,620		\$ 21,689,973
Jun-21	26,157,417		\$ 24,460,098
Jul-21	29,422,214		\$ 27,730,223
Aug-21	32,938,064		\$ 31,251,401
Sep-21	36,707,261		\$ 35,025,868
Oct-21	40,226,458		\$ 38,550,295
Nov-21	43,752,295		\$ 42,081,362
Dec-21	47,028,132		\$ 45,362,429
Jan-22	50,303,969		\$ 48,650,141
Feb-22	53,579,806		\$ 51,947,181
Mar-22	56,980,643		\$ 55,369,221
Apr-22	60,506,480		\$ 58,916,261
May-22	64,282,317		\$ 62,713,301
Jun-22	68,058,154		\$ 66,510,341
Jul-22	71,833,991		\$ 70,307,381
Aug-22	75,609,828		\$ 74,104,421
Sep-22	79,135,665		\$ 77,651,461
Oct-22	82,411,502		\$ 80,953,523
Nov-22	85,687,339		\$ 84,255,585
Dec-22	88,713,176		\$ 87,307,647
Jan-23	91,494,013		\$ 90,094,709
Feb-23	94,018,525		\$ 92,625,446
Mar-23	96,540,562		\$ 95,153,708
Apr-23	99,112,599		\$ 97,731,970
May-23	101,691,199		\$ 100,316,795
Jun-23	103,528,632		\$ 102,210,153
Jul-23	105,739,247		\$ 104,472,059
Aug-23	106,975,703		\$ 105,761,249
Sep-23	107,659,500		\$ 106,523,449
Oct-23	108,243,297		\$ 107,173,221
Nov-23	108,827,094		\$ 107,822,993
Dec-23	109,310,891		\$ 108,372,765
Jan-24	109,829,251		\$ 108,957,100
Feb-24	110,363,048		\$ 109,556,872
Mar-24	111,050,696		\$ 110,310,495
Apr-24	111,988,293		\$ 111,314,067
May-24	112,925,890		\$ 112,317,633
Jun-24	114,113,487		\$ 113,546,091
Jul-24	115,313,784		\$ 114,779,549
Aug-24	116,513,275		\$ 116,013,275
Total:	\$ 116,513,275	\$ 1,578,540	\$ 116,013,275





**DRISCOLL PreK-8 SCHOOL
EXTENDED PRELIMINARY PROJECT SCHEDULE**





Driscoll School Project - Brookline, MA
Meeting Schedule Matrix

March

Dates TBD	Monday	Tuesday	Wednesday	Thursday	Friday
2-Mar - 6-Mar Time TBD CM Interviews CM Selection Committee Location TBD 6:00 PM - 9:00 PM Design Subcommittee Location TBD	2-Mar 7:00 PM - 9:00 PM Playground Design Review Committee Driscoll School, Library	3-Mar	4-Mar	5-Mar 7:30 AM - 9:00 AM Working Group Town Hall, Rm 111	6-Mar
9-Mar - 13-Mar Time TBD Climate Action Committee Location TBD	9-Mar	10-Mar Time TBD Building Commission Location TBD	11-Mar 6:00 PM Commission on Disabilities Location TBD	12-Mar 7:30 AM - 9:00 AM Working Group Town Hall, Rm 103	13-Mar
16-Mar - 20-Mar	16-Mar Time TBD Transportation Board Location TBD	17-Mar	18-Mar	19-Mar 7:30 AM - 9:00 AM School Building Committee School Committee Rm	20-Mar
23-Mar - 27-Mar Time TBD Water Department Location TBD Time TBD DPW / Engineering Location TBD	23-Mar 5:30 PM - 8:30 PM Design Subcommittee Location TBD	24-Mar	25-Mar	26-Mar 7:30 AM - 9:00 AM Working Group School Committee Rm	27-Mar
30-Mar - 3-Apr	30-Mar 5:30 PM - 8:30 PM Design Subcommittee Location TBD	31-Mar			

April

Dates TBD	Monday	Tuesday	Wednesday	Thursday	Friday
			1-Apr	2-Apr	3-Apr
6-Apr - 10-Apr Time TBD Planning Board Location TBD	6-Apr	7-Apr	8-Apr	9-Apr 7:30 AM - 9:00 AM Working Group School Committee Rm	10-Apr
	13-Apr 7:00 PM - 9:00 PM Playground Design Review Committee Driscoll School, Library	14-Apr Time TBD Building Commission Location TBD	15-Apr	16-Apr 7:30 AM - 9:00 AM School Building Committee School Committee Rm	17-Apr
20-Apr - 24-Apr School Vacation					
	27-Apr	28-Apr	29-Apr	30-Apr 7:30 AM - 9:00 AM Working Group School Committee Rm	



Driscoll School Project - Brookline, MA
Meeting Schedule Matrix

May

Dates TBD	Monday	Tuesday	Wednesday	Thursday	Friday
					1-May
4-May - 8-May	4-May 5:30 PM - 8:30 PM Design Subcommittee Location TBD	5-May	6-May	7-May	8-May
	11-May 7:00 PM - 9:00 PM Playground Design Review Committee Driscoll School, Library	12-May Time TBD Building Commission Location TBD	13-May	14-May 7:30 AM - 9:00 AM Working Group School Committee Rm	15-May
18-May - 22-May Time TBD Climate Action Committee Location TBD Time TBD Food Service / Health Dept Location TBD Time TBD Police / Fire Location TBD	18-May	19-May	20-May	21-May 7:30 AM - 9:00 AM School Building Committee School Committee Rm	22-May
	25-May Memorial Day	26-May	27-May	28-May 7:30 AM - 9:00 AM Working Group School Committee Rm	29-May

June

Dates TBD	Monday	Tuesday	Wednesday	Thursday	Friday
1-Jun - 5-Jun 6:00 PM - 10:00 PM School Committee School Committee Rm	1-Jun	2-Jun	3-Jun	4-Jun	5-Jun
	8-Jun	9-Jun Time TBD Building Commission Location TBD	10-Jun	11-Jun	12-Jun
	15-Jun	16-Jun	17-Jun	18-Jun 7:30 AM - 9:00 AM Working Group School Committee Rm	19-Jun
22-Jun - 26-Jun Time TBD Select Board Select Board Hearing Rm	22-Jun Last Day of School (if no snow days)	23-Jun	24-Jun	25-Jun 7:30 AM - 9:00 AM School Building Committee School Committee Rm	26-Jun End of Design Development Phase

DRISCOLL SCHOOL – Brookline, MA

CM at Risk (CMR) RFQ/RFP Procurement Schedule

Request for Qualifications (RFQ) Schedule

Thursday	Jan. 16	LeftField submits notice to <u>Central Register</u> by 3:00 PM and Town submits to COMMBUYS
Friday	Jan. 17	LeftField emails legal notice to <u>Brookline TAB</u>
Wednesday	Jan. 22	Town/PSB posts Notice to Town/Project website; Posts in Town Hall
Wednesday	Jan. 22	Notice to appear in <u>Central Register</u> , <u>Local Newspaper</u> , COMMBUYS
Thursday	Jan. 30	Deadline for Questions on RFQ by 5:00 PM
Friday	Jan. 31	Questions and Answers and any Addenda will be posted to https://www.dropbox.com/sh/f7mo748d42w22sp/AAD0FFkfs40djgk8bLMlLnQOa?dl=0 by 12:00 PM; Town also posts to COMMBUYS
Wednesday	Feb. 5	CMR Statement of Qualifications due at 2:00 PM at LeftField. LeftField distributes to Prequalification/Selection Committee.
Monday	Feb. 10	Prequalification/Selection Committee meets at 9:00 AM and determines prequalified firms

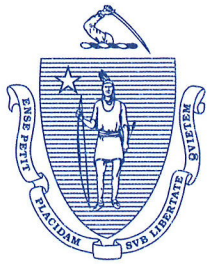
Request for Proposals (RFP) Schedule

Tuesday	Feb. 11	LeftField notifies qualified and disqualified firms by email and provides CM at Risk RFP to the qualified firms
Friday	Feb. 14	Pre-Proposal Conference at 11:00 AM at Driscoll School
Thursday	Feb. 20	Deadline for Questions on RFP by 5:00 PM
Friday	Feb. 21	LeftField emails Questions, Answers and any Addenda to qualified firms by 5:00 PM
Friday	Feb. 28	CM Proposals due at 2:00 PM at LeftField. LeftField distributes proposals to Prequalification/Selection Committee.
Tuesday	Mar. 3	Selection Committee meets at 9:00 AM and determines shortlisted firms; LeftField notifies firms of shortlist and interview times
Tuesday	Mar. 10	Interviews with Selection Committee
Wednesday	Mar. 11	Notice of Award issued to selected CM

Note: We received the Inspector General’s Office approval on February 6, 2020.

DRAFT

	Bacon Construction	Bond Building	Commodore Builders	Consigli Construction	Gibbons	Sutroff	Walsh Brothers
Submission Requirements:							
CM at Risk SOQ Form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Signed Pains and Penalties Perjury Form	Yes, George L. Agostini	Yes, Francis X. Hayes	Yes, Rich Lucht	Yes, Christian Riordan	Yes, J. Michael Kennedy	Yes, Chris Walenten	Yes, Richard C. Walsh
A. CM at Risk Qualifications Application	Yes; References for Joint Venture projects	Yes; References (Similar Projects) Quincy South-West MS (Type, Comp, Team) Wakefield Galvin MS (Type, Comp, Team) Bristol Community College	Yes; (Similar Projects) Umass Lowell Dandaneau Hall (CMR) MATCH Comm. Day Charter (Team) Tufts U- Collab. Learning & Innovation (CMR)	Yes; (Similar Projects) Stoughton HS (Type, Size, Cost) Holbrook Prek-12 (Size, Type, Comp)	Yes; References (Similar Projects); Dearborn STEM Academy (Size, Cost, Comp, Team) Sarah Gibbons MS (Type) Winthrop Middle/High School (Team)	Yes; References (Similar Projects) Somerville HS (Type/Complexity) Saugus MS/HS (Type/Size/Cost/Comp) BMC Durfee HS (Type/Complexity)	Yes; References (Similar Projects) Hastings Elementary School (Size/Cost/Complexity) Thurgood Marshall MS(Size/Cost/Comp) Klamman Hall (Size/Complexity)
B. Cover Letter/Executive Summary (6 pages or less)	Yes - 3 out of joint ventures listed	Yes, project specific - K-12, urban, occupied sites; community engagement, net zero building.	Yes, project specific - team K-12 experience, safety, logistics for complex buildings, risk management	Yes, project specific. Numerous K-12, occupied site, CH 149A, Precon, safety, sustainability, M/WBE, community engagement	Yes, project specific - Numerous K-12; urban, occupied sites; innovative buildings; community engagement	Yes, project specific - urban, occupied sites, site logistics, safety	Yes, somewhat project specific - Urban, Occupied Sites, Logistics LEED, Safety, Risk Mngt.
C. Organization Chart	Yes Steven J. Agostini - PE Sherie LaPierre - PM Joe McDonald - APM Don Maver - Superintendent Tommy Donatelli - Director of Precon Gary Terrell - Chief Estimator Brian Bouchard - MEP Consultant	Yes Ken Johnson - PIC David Capaldo - PD Charlie Harting - PX Austin Carr - PM Edward Matthews - APM Mike Donohue - General Super Jerry Hammersley - Sr Super Stephanie Crepeau - Asst. Super	Yes Rich Lucht - Group Leader Dara Colleary - PX Jonathan Morini - Estimating Mike Dupuis - Sr. PM Rich Waterman - Gen. Super Al Tocci - Sr. Super Karellis Rivera - Diversity Mgr.	Yes Christian Riordan - PX Chandler Rudert - PM Kristy Lyons - Precon Mgr. Tim Ericson - Estimating John Laperle - Gen. Super Kyle Raposo - Superintendent Chris Hamel - MEP Mgr	Yes Michael O'Brien - PIC Walter Kincaid - Sr PX Neil Benner - Onsite PX Linda Callahan - Onsite PM Kevin Cooke - PC Joe McCoy - Estimating Robert Braga-GS	Yes Sean Edwards/Chris Walenten - PIC Noah Manacas - PX Ben Carawan - PM Julia Meier - APM Bridget Hawko - PE David Siomsky/Dorren Crowley-PC/Est. Bill Bird - Sr Super	Yes Frank Morris - PX Ryan Tracy - Sr PM Erin Bottiggi - PM Irina Makucha - PM Nelson Dupuis-PC/Est Josh Bitotta - PC/Ops David Smith - Sr Super Aiden Buick - Super
C. Resumes (All team members with management responsibility)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D. Similar Project in the last 5 years (CM at Risk, minimum 3 similar)	Plymouth South HS/\$94M Somerset Berkley HS/\$70M	Quincy SW MS/\$48.5M Wakefield Galvin MS/\$59.8M Bristol CC Health/Sci Bldg/\$32.2M Holy Cross Athletic Complex/\$76.5M MIT Central Utilities Cogen Plant/ \$195M Harvard U Energy Facility/\$168M	MATCH Comm. Day School/\$24.4M	Stoughton HS/\$101M Holbrook PreK-12/\$80M Framingham Fuller MS/\$78M Blue Hills Reg. Tech Reno/\$71.7M Tewksbury ES/\$79M Attleboro HS/\$224M Newtown Sandy Hook/Confidential Ashburnham ES/\$25M Dedham Avery ES/\$18M	Minuteman Reg VoTech HS/\$120M Winthrop M/HS/\$75M Dearborn STEM Academy/\$61.8M Wilmington HS/\$72M Taconic HS/\$98M Sarah Gibbons MS/\$23.5M UMB University Hall/\$122M Essex North Agri & Tech HS/\$144M North Reading MS/HS/\$127M	Saugus MS/HS/\$128M Somerville HS/\$200M BMC Durfee HS/\$217M NJ Interdisciplinary Sci & Eng/\$151M UMA Design Building/\$39M UML Cotum Hall/\$35M Suffolk Univ. Academic Building/\$54M UMMS Albert Sherman Center/\$300M Lowell HS/\$270M	Thurgood Marshall MS/\$67.4M Maria Hastings ES/\$60M Klamman Hall, Havard/\$111.5M Science & Innovation Center WSL/\$35.6M UMB Integrated Sciences/\$164.9M UML University Suites/\$43.5M Wilkins Science Center, Emmanuel/\$81.5M
E. Project Terminations or Failed to Complete in the last 5 years	None; Pending lawsuits; 3 in MA	None; 0 pending lawsuits	None; None	None; 3 pending lawsuits in MA	3 of Convenience - Projects Stopped; 1 in MA; 6 Pending Lawsuits in NE	5 of Convenience - Projects Stopped; 1 in MA; 4 Pending Lawsuits; 4 in MA	None; 1 Pending Lawsuits/Frozen Pipe; 1 MA
E. Convictions or Fine incurred on any state or federal law in the last 5 years	None	OSHA - 4 fines	None	None	0 in MA - 1 OSHA \$12,934 - OH	None	OSHA - 5; 4 fines
F. Documentation of Workers Comp Experience Modifier	2019-1.05 2018-1.03 2017-1.07	2019-.68 2018-.71 2017-.70	2019-.82 2018-.79 2017-.76	2019-.80 2018-.70 2017-.78	2019-.68 2018-.64 2017-.60	2019-.74 2018-.64 2017-.60	2020-.75 2019-.79 2018-.89 2017-.91
G. MBE/WBE Compliance Record and Supporting Docs for last 5 years	Yes; 8- Good track record	Yes; 10- Majority of projects did not meet MBE or WBE goals	No - form not filled out correctly.	Yes; Good Track Record	Yes; 15-Good Track Record	Yes; Good Track Record; Refs	Yes; Good Track Record; Refs
H. Audited Financial Statement	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I. Letter from Surety Company Evidencing Bonding (110% of \$92M = \$101.2M)	Yes; SL -\$123M; AL - \$126.2M	Yes; SL-\$131.5M; AL-\$965.5M	Yes; SL-\$100M; AL-\$300M	Yes; SL-\$414M; AL-\$2.2B	Yes; SL - \$500M; AL - \$5B	Yes; SL - \$1B; AL - \$5.5B	Yes; SL - \$250M; AL - \$600M
J. DCAMM Certificate of Eligibility	Yes; 94 P; 0 F	Yes; 97 P; 0 F	Yes; 96 P; 0 F	Yes; 94 P; 0 F	Yes; 94 P; 0 F	Yes; 95 P; 0 F	Yes; 96 P; 0 F
J. DCAMM Update Statement	Yes; Annualized value of current contracts to 5/2020 - \$13M	Yes; Annualized value of current contracts to 08/2022 - \$209.34M	Yes; Annualized value of current contracts to 07/2020 - \$126.5M	Yes; Annualized value of current contracts to 06/2024 - \$994.5M	Yes; Annualized value of current contracts to 11/2023 - \$994M	Yes; Annualized value of current contracts to 7/2022 - \$1.4B	Yes; Annualized value of current contracts to 1/2021 - \$322M
K. Examples of Project Management Reports	Yes	Yes	Yes, but light	Yes	Yes	Yes, but light	Yes, but light
L. Example of Prior Sustainable/LEED Experience in last 5 Years	Yes, 8	Yes, 1 Net Zero, 11 LEED Certified	No	Yes; 3 Net Zero, 24 LEED, 1 MA CHPS	Yes, 7 Net Zero, #3 Green Ed Builder	Yes, 15	Yes, 21
Key Project Team Members:							
Principal-in-Charge	George Agostini	Ken Johnson	Rich Lucht	Matthew Consigli	Michael O'Brien	Sean Edwards/Chris Walenten	Richard Walsh
Project Executive	Steven Agostini	Charlie Harting	Dara Colleary	Christian Riordan	Walter Kincaid	Noah Manacas	Frank Morse
Project Manager	Sherie LaPierre	Austin Carr	Mike Dupuis	Chandler Rudert PM; Kristy Lyons Precon PM	Neil Benner-Px; Linda Callahan	Ben Carawan	Ryan Tracy; Erin Bottiggi; Irina Makucha
Superintendent	Don Maver	Mike Donohue - Gen. Superintendent Jerry Hammersley - Sr Superintendent Stephanie Crepeau - Asst. Superintendent	Rich Waterman - General Super Al Tocci - Senior Super	John Laperle - General Superintendent Kyle Raposo - Superintendent	Robert Braga	Bill Bird - Sr Super	David Smith - Sr Super Adien Buick - Super; Mann Khokarr Asst
Notes & Comments on Submission Requirements and Team Members:							
Similar Projects (cost, complexity, type, size, CMR) in last 5 Years:							
1	University of RI Center for Chemistry & Forensic Science Comments:	Quincy South-West Middle School (Type, Team) Comments:	Fitchburg State U Residence Hall (CMR) Comments:	Stoughton High School (Team, Size, Cost, Complexity) Comments:	Minuteman Regional VoTech HS (Type) Comments:	Somerville HS (Type,Complex) Comments:	Thurgood Marshall MS (Size,Cost,Type,Complex) Comments:
2	Plymouth South HS Comments:	Wakefield Galvin Middle School (Type, Team) Comments:	Newton Fire Dept. HQ (Public, LEED) Comments:	Holbrook Pre-K - 12 (Type, Size, Cost, Team) Comments:	Dearborn STEM Academy (Complexity) Comments:	UMMS Albert Sherman Ctr(SF,\$,Comp.) Comments:	Maria Hastings ES (Size,Cost,Type,Complex) Comments:
3	Peabody Higgins MS (joint venture) Comments:	Bristol CC Health and Science Building (Net Zero, Complexity) Comments:	MATCH Comm. Day School (CMR) Comments:	Framingham Fuller Middle School (Cost, Type, Team) Comments:	Worcester Recovery Cen/Hospital (Cost) Comments:	Commonwealth Ventures One Channel (Size,Cost, Complexity) Comments:	Klamman Hall - Havard (SF,\$,Comp.) Comments:
4	Sunita Williams ES (joint venture) Comments:	MIT Simons Building (Cost, Size, Complex) Comments:	Tufts U Collab Learning & Innovation (CMR) Comments:	Blue Hills Regional Tech School (Comp, Cost, Type) Comments:	Essex North Shore Agri & Tech HS (Size) Comments:	Saugus Middle/High School (Type,Cost, Size, Complexity) Comments:	UMass Boston Integrated Sciences (SF, Cost, Comp) Comments:
References:							
1	Sunita Williams Elementary School Steven Popper - Director of Design and Construction for Needham 781-455-7550 x315	Quincy South-West Middle School Paul Hines - Quincy Commissioner 617-376-1542	Fitchburg State U Residence Hall Preston Richardson - Architect 617-234-3129	Stoughton High School Julie Miller - HS Principal 781-344-4000	Minuteman Regional VoTech HS Ford Spalding - SBC Chair 508-735-3635	Somerville HS Alex Pitkin - SMMA 617-520-9220	Thurgood Marshall Middle School - Catherine Latham - Superintendent 781-477-7220 x3153 781-953-3352
2	Plymouth South High School Gary Maestas - Superintendent 508-830-4300	Wakefield Galvin Middle School Stephen Maio - Town Administrator 781-246-6390	Newton Fire Dept. HQ Joshua Morse - Newton 617-778-0981	Holbrook Pre-K - 12 Kent Kovacs - Flansburgh Assoc. 617-367-3970 x270	Dearborn STEM Academy Patrick Brophy - Chief Ops Boston 617-635-4624	BMC DurfeeHS Matt Malone - uperintendent 617-390-5050	Maria Hastings Elementary School Vivian Lowe, DINisco 617-426-2858
3	URI - Center for Chemistry & Forensics Matthew Ellsworth - Wilson Architects 617-338-5990	Bristol CC Health and Science Building Barry Heidke - DCAMM PM 617-727-4050	MATCH Comm. Day School Robin Greenberg (formerly Studio G) 617-449-4000	Framingham Fuller Middle School Joel Seeley - SMMA 617-877-2859	Sarah Gibbons Middle School Stephen Doret - Chair SBC 508-836-7700	UMass Lowell Perry Hall Joseph Naughton 617-287-3200	Klamman Hall, Havard Andrew O'Brien - Havard Business School 617-496-3534
4	Peabody Higgins Middle School Ted Bettencourt - Mayor 978-538-5700	MIT Simons Building Arne Abramson - Dir. Real Estate MIT 617-231-2161	Tufts U Collab Learning & Innovation Raymond Santangelo - Tufts 617-627-3671	Blue Hills Regional Tech School Mike Burton - Dore & Whittier 978-499-2999	Winthrop Middle/High School John Macero - Former Superintendent 781-279-3802	Saugus Middle/High School Gary Brock - HMFH 617-492-2200	UML Olsen Hall Lori Ferriss, Goody Clancy 617-850-6564
Evaluation Criteria Notes: (Use Ratings: Yes, Marginal, No)							
Prior Project Experience on Chapter 149A CM at Risk Delivery Method	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Prior Project Experience on Massachusetts Public Projects & Schools	Yes	Yes	Marginal	Yes	Yes	Yes	Yes
Prior Project Experience (At least 3 Projects of similar cost, complexity, type and size)	Yes	Yes	No	Yes	Yes	Yes	Yes
Record of Harmonious/Cooperative/Non-Adversarial and Honest Relationships	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with Sustainable/LEED Projects	Yes	Yes	No	Yes	Yes	Yes	Yes
Qualifications of Proposed Team (cross-referenced with team members listed on similar Projects)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Demonstrated Understanding of Project	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Volume of Current Work	Marginal	Yes	Yes	Yes	Yes	Yes	Yes
Reference Feedback	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Litigation and Performance/Termination History	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Safety Record	Marginal	Yes	Yes	Yes	Yes	Yes	Yes
History of Compliance w/ MBE/WBE	Yes	Yes	Marginal	Yes	Yes	Yes	Yes
Financial Status	Marginal	Yes	Marginal	Yes	Yes	Yes	Yes
Notes & Comments							
Overall Summary							
CMR Prequalification/Selection Subcommittee:							
Heather Hamilton	Ken Kaplan	Helen Charlupski				Philip Gray	Lynn Stapleton



The Commonwealth of Massachusetts
Office of the Inspector General

GLENN A. CUNHA
INSPECTOR GENERAL

JOHN W. McCORMACK
STATE OFFICE BUILDING
ONE ASHBURTON PLACE
ROOM 1311
BOSTON, MA 02108
TEL: (617) 727-9140
FAX: (617) 723-2334

February 6, 2020

Melvin Kleckner, Town Administrator
Town of Brookline
333 Washington Street
Brookline, MA 02445

**Re: Application to Use the Construction Management At-Risk Alternative
Delivery Method for the Michael Driscoll Elementary School Project**

Dear Mr. Kleckner:

On January 10, 2020, pursuant to M.G.L. c. 149A and 945 CMR 2.00, the town of Brookline ("Brookline") submitted an application to use the construction management at-risk ("CM at-risk") alternative delivery method for the Michael Driscoll Elementary School project.

Based on all the information provided, Brookline has met the statutory requirements for using the CM at-risk delivery method. Accordingly, the Office of the Inspector General ("Office") is issuing this notice to proceed to use the CM at-risk delivery method as specified in M.G.L. c. 149A, §§ 1-13, and to use the plan and procedures submitted.

This approval is conditioned on Brookline using a CM at-risk firm that the Division of Capital Asset Management and Maintenance ("DCAMM") has certified, as well as DCAMM-certified trade contractors. Therefore, Brookline must require each CM at-risk firm to supply both a certificate of eligibility and an update statement during both the prequalification phase and the technical proposal phase of the selection process. In addition, Brookline must require each trade contractor to supply a certificate of eligibility and an update statement during the prequalification phase and again at the bidding phase of the selection process. Brookline must reject as invalid all contractors' statements of qualifications, proposals and bids that do not provide such certificates of eligibility or update statements.

If, during the course of the project, Brookline changes its owner's project manager or designer, please submit information about the new project manager or designer to the Office. Also, if Brookline decides not to proceed with the CM at-risk delivery method, please notify the Office.

Mr. Melvin Kleckner
Town of Brookline
February 6, 2020
Page 2 of 2

Please feel free to contact me or Kerri-Anne Hollingshead, Policy Analyst, if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glenn A. Cunha".

Glenn A. Cunha
Inspector General

cc: Lynn Stapleton, Project Director, Leftfield, LLC