

#### DALE STREET SCHOOL - Medfield, MA

#### SCHOOL BUILDING COMMITTEE MEETING No. 28

Wednesday, May 12, 2021

Online Meeting Only

7:00 PM

Join from a PC, Mac, iPad, iPhone or Android device:

https://medfield-net.zoom.us/j/85051008928?pwd=b0t0VE41d01VVEg0MTk3cjdzZEJkdz09

**Password:** 136494 Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 346 248 7799 or +1 669 900 6833 or +1 929 436 2866 or +1 253 215 8782 or +1 301 715

8592

Webinar ID: 850 5100 8928 Passcode: 136494

### Agenda

#### 1. Administrative

Vote on approval of April 28, 2021 Meeting Minutes

#### 2. Schematic Design

- Design Update
  - o Building Design Update
  - Building Exterior Study

#### 3. Arrowstreet Staff and Consultant Additions/Changes

Vote on approval of staff and consultant changes

#### 4. Sustainability Subcommittee Update

Update

#### 5. Communications Subcommittee Update

Update

#### 6. Project Schedule

- Project Schedule Update & Upcoming Key Meetings and Milestones
- Timing of Schematic Design submission

#### 7. Budget Update

• Vote on Approval of April 2021 Invoices

#### 8. Other Business/Discussions

#### 9. Next Meeting

o School Building Committee Meeting May 26, 2021 Online 7:00 PM



DALE STREEET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES		
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 27	April 28, 2021		
Location:	Online Meeting		
Time:	7:00 PM		

#### Attendees:

Name	Assoc.	Present
	School Building Committee	
Mike Quinlan	Chair, Medfield School Building Committee/PBC	Υ
Tom Erb	SBC member/PBC	Υ
Michael Weber	SBC member/PBC	Υ
Walter Kincaid	SBC member/PBC	Υ
Timothy Bonfatti	SBC member/PBC	Υ
Michael Marcucci	SBC member/Board of Selectman	Υ
Leo Brehm	SBC member/School Committee	Υ
Anna Mae O'Shea-Brooke	SBC member/School Committee	N
Jeffrey Marsden	SBC member/School District - Superintendent	N
Kristine Trierweiler	SBC member/Town Administrator	Υ
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Υ
Stephen Grenham	SBC member/Principal - Dale Street School	Υ
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	Υ
Bob Sliney	SBC member/Warrant Committee	Υ
Lynn Stapleton	LeftField Project Management	Υ
Gina Gomes-Cruz	LeftField Project Management	Υ
Tim Baker	LeftField Project Management	Υ
Jim Rogers	LeftField Project Management	Υ
Laurence Spang	Arrowstreet Architect	Υ
Tina T. Soo Hoo	Arrowstreet Architect	Υ
Claes Andrreasen	Arrowstreet Architect	Υ
Emily Grandstaff-Rice	Arrowstreet Architect	Υ

**Bold/Italics = SBC Voting Member** 

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Schematic Design; HVAC System Options; Communications Subcommittee update; Sustainability Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:03 PM. A quorum was in attendance.

It was stated that the virtual meeting was being recorded and was in accordance with the Governor's Executive Order issued on March 12, 2020 which suspends certain provisions of the Open Meeting Law.

#### I. Administrative Action

Vote on Approval of April 7, 2021 Dale Street School Building Committee Meeting Minutes.

1. Mike Quinlan entertained a motion to approve the April 7, 2021 Dale Street School Building Committee Meeting Minutes.

**MOTION:** Leo Brehm moved, seconded by Walt Kincaid, that the Dale Street School Building Committee vote to approve the April 7, 2021 Dale Street School Building Committee Meeting Minutes. *Discussion: none* 

VOTE: The Dale Street School Building Committee voted to approve the April 7, 2021 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Tom Erb — In favor Michael Weber — In favor Tim Bonfatti — In favor Walter Kincaid — In favor Leo Brehm — In favor Michael Marcucci — in favor Mike Quinlan — In favor

In Favor: 7 Against: 0 Abstained: 0 The motion passed.

Vote on Approval of Mike Quinlan signing the First Amendment to the Feasibility Study Agreement (FSA).

Mike Quinlan entertained a motion to approve his signature being added to the First Amendment to the Feasibility Study Agreement (FSA).

**MOTION:** Tim Bonfatti moved, seconded by Mike Weber, that the Dale Street School Building Committee vote to approve Mike Quinlan's signature being added to the First Amendment to the Feasibility Study Agreement (FSA).

Discussion: The Chair of the Board of Selectmen has signed the First Amendment to the Feasibility Study Agreement (FSA) and MSBA asked that the Chair of the School Building Committee Mike Quinlan's signature be added as he also signed the original Feasibility Study Agreement.

VOTE: The Dale Street School Building Committee voted to approve Mike Quinlan's signature being added to the First Amendment to the Feasibility Study Agreement (FSA).

Roll call was taken:

Tom Erb – In favor Michael Weber – In favor Tim Bonfatti – In favor Walter Kincaid – In favor Leo Brehm – In favor Michael Marcucci – in favor Mike Quinlan – In favor

In Favor: 7 Against: 0 Abstained: 0 The motion passed.



#### II. <u>Schematic Design</u>

Design Update

Building Design Updates/Exterior Study:

- 2. Exterior building materials were presented:
  - a. Phenolic Panels at entry points (as a place holder)
  - b. Ground Face CMU at the gymnasium
  - c. CSMU at the entry gable
  - d. Brick at the Music Room gable
  - e. Standing Seam Metal Roof at the gables

#### 3. Comments:

- a. AST stated there is 31,000 sf of roof space to accommodate solar panels.
- b. AST is looking into sun shading in some areas.
- c. Tim Bonfatti questioned the size and patterning of the brick and if the this would be more expensive than traditional size and patterning. Larry responded that the brick presented is utility size brick and AST will revisit patterning if there is a premium on the labor but the larger size will reduce labor costs.
- d. Claes added that when selecting masonry units, they will stick to typical sizes and he will begin looking at patterning holistically.
- e. Tim Bonfatti stated that he is in favor of spending more money on the front façade and economizing at the back.
- f. It was asked how the proposed building looks in comparison to the Wheelock School. Claes responded that the proposed building's brick will be similar in tone and shade so that it does not look foreign compared to Wheelock.
- g. Mike Q stated that he does not like the striped pattering in the CMU at the gymnasium. Claes responded that the rendering may have over accented the striping.
- h. Walt Kincaid asked how well the Phenolic Panels will hold up at the entries. Tina Soo Hoo responded that the material is very durable and if need be, easily replaceable.
- i. A granite base will be added, similar to Hildreth. To save costs, this may be done at the entry only.
- j. Mike M. asked why the focus on the front of the building when the student will be spending most of the time in the back of the building. Mike Q responded that the cost deferential will not be great.

#### III. SD Plan Review

- 4. Mike Q began the discussion by explaining why the Daycare has been eliminated from the scope. He explained that the Daycare would be at the expense of the Town and by reducing 1,000 SF of building reduces the budget and it was decided if there is to be excess in space it should go to educational programming. Mike Q asked if anyone disagreed with this decision. No one disagreed.
- 5. AST will remove the Daycare and update the plans.
- 6. Larry stated that the proposed building can be used during a storm but is NOT designed as an Emergency Shelter as the requirements for such a building are not included in the proposed school.
- 7. Pricing Set Review what will be sent to the Cost Estimators on May 5, 2021:
  - a. Drawings:
    - i. Existing Conditions Site Survey
    - ii. Civil
    - iii. Landscape
    - iv. Architectural
    - v. HVAC Zone Diagrams
  - b. Project Manual:
    - i. Outline Specifications
    - ii. LEED Checklist
    - iii. Narratives:



- 1. Electrical
- 2. Mechanical
- 3. Technology
- 4. Structural
- 5. Lighting
- 6. Security
- 7. Kitchen Equipment
- c. Supplementary Information:
  - i. Space Summary
  - ii. Room Data Sheets
- 8. Pricing Set Review what is being priced:
  - a. Site and Off-Site
    - i. Storm Water Management to applicable regulations
    - ii. No Rainwater capture for reuse
    - iii. Main Water Pipe replacement on Elm Street
    - iv. Site Features:
      - 1. Walking Path
      - 2. Rain Garden
      - 3. Outdoor Play Area and Play Structure
      - 4. New Soccer/Lacrosse Field
      - 5. New Parking Lots for both schools
    - v. Off-Site Improvements
      - 1. All-way Stop at South/Elm Street Intersection
      - 2. Limited Hour Entry Signs
      - 3. School Zone Signs
      - 4. Re-strip intersection and Elm Street
      - 5. Sidewalk and Crosswalk improvements
  - b. Building Systems
    - i. NZE Option #3
      - 1. Geothermal Source Heat Pumps (Geothermal Wells)
      - 2. Displacement Ventilation
    - ii. Fully Sprinkled Building
    - iii. Emergency Generator
- 9. Pricing Alternatives
  - a. Photovoltaic
    - i. Base Design Roof mounted PV Arrays (Net Zero)
    - ii. Price Alternate Solar PV Canopies at Parking Lots (Net Positive)
  - b. Athletic Field
    - i. Base Design New Natural Grass Soccer/Lacrosse Field
    - ii. Price Alternate New Synthetic Soccer/Lacrosse Field
- 10. Mike Q stated that he is not in support of Solar PV at the Town's expense, Tim Bonfatti agreed.
- 11. Mike Weber asked if the base design has infrastructure to support solar panels, Tina confirmed that if the Town decides to go with a PPA, the building will be PV-ready.
- 12. Tim Bonfatti stated his concern over the quantity of wells in the scope before a test well can be done. Mike Q responded that the number being carried is very conservative and also referenced another project where the wells carried in the previous scope were reduced once the test well was done.



- 13. Mike Q stated to the SBC members that if they have questions and or comments during their review of the Pricing Set, they should reach out to Arrowstreet and LeftField. If there are questions, a Page-Turn Meeting will be scheduled.
- 14. Mike Q also reiterated the importance of the Design Team creating a list of Value Engineering (VE) items

#### IV. Construction Delivery Method: CMR vs. DBB

Vote on Construction Delivery Method

- 15. A comparison of the two delivery methods were presented.
- 16. Schedule issues impacting Construction Schedule and Acceleration:
  - a. Design Deliverables
  - b. MSBA Submission Dates
  - c. Construction Start and Weather
  - d. School Schedule
- 17. Schedule Scenario of both Delivery Methods
  - a. CMR allows for a September 2024 school opening. (achievable by submitting early packages)
  - b. DBB allows for a September 2025 school opening.
- 18. Cost Comparison of Delivery Method
  - a. Cost Differentiators:
    - i. CMR Costs include a Change Contingency (GMP Contingency) and DBB does not. This represents 3% of the cost difference.
    - ii. CMR has preconstruction costs for their involvement during design which helps ensure that the construction budget is accurate and maintained.
    - iii. Schedule acceleration typically can offset the high upfront CM costs.
- 19. Comments on the Construction Delivery Methods presented:
  - a. Mike Marcucci asked the group what the best case for DBB is, as the presentation seemed bias to CMR.
  - b. Mike Q explained his reasoning for originally selecting DBB as the best path for the project. He stated that initially the project did not involve a great deal of complexity. However now that the project will pursue Net Zero Energy, there are intricacies involved that require a level of expertise and attention to detail that is better accomplished by a CM.
  - c. Others agreed that due to a volatile market and the need for quality control, the choice to select CMR as the delivery method is the best choice.
  - d. Tim Bonfatti added that he was inclined to go with CMR because of Net Zero Energy and the current Bidding climate.
  - e. Lynn added that with CMR you have more control over all factors of the project.
  - f. Michael Marcucci asked what the next steps are should the Town approve the project. It was explained that the Construction Manager (CM) is procured and the Design Team works with them as they continue design development. Site/Concrete/Steel will be early bid package. Releasing drawings early and getting a price, locks in the price which can result in cost savings.
  - g. Michael Marcucci asked if hiring a CM changes any of the roles for the Project Team. It was explained that it does not and the CM will work closely with everyone and becomes part of the Project Team.

#### Vote on Construction Delivery Method

20. Mike Quinlan entertained a motion to vote to approve Construction Management at Risk as the preferred Construction Delivery Method.



**MOTION:** Michael Marcucci moved, seconded by Tom Erb, that the Dale Street School Building Committee vote to approve Construction Management at Risk as the preferred Construction Delivery Method.

VOTE: The Dale Street School Building Committee voted to approve Construction Management at Risk as the preferred Construction Delivery Method.

#### Roll call was taken:

Tom Erb — In favor Michael Weber — In favor Tim Bonfatti — In favor Walter Kincaid — In favor Leo Brehm — In favor Michael Marcucci — in favor Mike Quinlan — In favor

In Favor: 7 Against: 0 Abstained: 0 The motion passed.

#### V. <u>Sustainability Subcommittee Update</u>

Update

- 21. The Subcommittee is moving forward and reviewing LEED points.
- 22. Megan reviewed the proposal for Electric Vehicles and reviewed alternatives that met the criteria for LEED points. Proposed were:
  - a. 5 EV charging stations (located at the proposed school parking lot)
  - b. 12 marked parking spots for EV vehicles (located at the proposed school parking lot)
  - c. Conduit for EV charging in the future (located at the Wheelock parking lot)
- 23. SBC members agreed that additional charging stations would be needed in the future.
- 24. Megan recommends that the project continue to pursue max-solar option for the site by including Canopy PV for the rear 2 parking lots at the proposed school. This will be included as an Alternate.

#### VI. Communications Subcommittee Update

Update

- 25. The Project Basics and Fact Sheet is ready to share and will be shared with the SBC.
- 26. Monthly Community Conversations will begin in May focusing on one topic for one hour and the hope is that residents will tune in to listen and ask questions.
- 27. The Town Meeting is coming up and we will have a presence there to promote awareness and engagement in the project.
- 28. Any feedback or suggestions about communications are welcome.

#### VII. <u>Project Schedule</u>

Update

29. It was reiterated that the Pricing Set will be sent to the cost estimators on May 5th. It will take 3 weeks for the estimates to come back to the Design Team and 1 week for the Team to review. This will be followed by a Cost Reconciliation Meeting held on June 1<sup>st</sup>. The submission deadline remains July 7, 2021 in hopes of approval at the August 25<sup>th</sup> MSBA Board Meeting. This will be updated on the next edition of the Project Meetings and Milestones Schedule.

#### VIII. Other Business/Discussion

30. Comments from the Committee - none



#### 31. Comments from the public - none

#### IX. Adjournment

32. The following motion to adjourn and vote were made:

**MOTION:** Leo Brehm, seconded by Mike Weber, that the Dale Street School Building Committee vote to adjourn the meeting at 9:29 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:29 PM.

#### Roll call was taken:

Tom Erb — In favor Michael Weber — In favor Tim Bonfatti — In favor Walter Kincaid — In favor Leo Brehm — In favor Michael Marcucci — in favor Mike Quinlan — In favor

In Favor: 7 Against: 0 Abstained: 0 The motion passed.

#### X. Meeting Materials

The following materials were presented at the April 28, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 26 meeting minutes
- Arrowstreet Presentation dated: April 28, 2021.
- Feasibility Study Agreement Amendment 1
- Meeting Materials are located on the School Project website at <a href="https://www.medfield.net/o/medfield-public-schools/page/elementary-school-project">https://www.town.medfield.net/o/medfield-public-schools/page/elementary-school-project</a> and at the Town of Medfield's website at <a href="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&dateSelector="https://www.town.medfield.net/AgendaCenter/Search/?term=&cIDs=69,&startDate=&endDate=&dateRange=&d
- The School Building Committee Meeting recordings which include the Architect's presentation can be found at https://www.medfield.tv/schools/





D/	PALE STREET SCHOOL - Medfield, MA 5/10/2021									
PR	OJECT N	NEETINGS ANI	O MILESTON	ES SCHEDULE						
	SCHEMA	ATIC DESIGN (SI	D)							
		02/12/21		Schematic Design Begins						
٧	Thurs	02/18/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧	Mon	02/22/21	3:00 PM	Working Group No. 39 - Steps for Schematic Design	Online Meeting	Working Group/ Town, LF, Arrowstreet				
٧	Wed	02/24/21	4:30 PM	Sustainability Subcommittee Meeting - review final Energy Model	Online Meeting	Sustainability Subcommittee/Public				
٧	Thurs	02/25/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧		02/25/21	7:00 PM	Sustainability Forum	Online Meeting					
٧	Mon	03/01/21	3:00 PM	Working Group No. 40 - Design Update	Online Meeting	Working Group/ Town, LF, Arrowstreet				
٧	Thurs	03/04/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧	Thurs	03/04/21	4:30 PM	Sustainability Subcommittee Meeting -	Online Meeting	Sustainability Subcommittee/Public				
٧	Mon	03/08/21	3:00 PM	Working Group No. 41 - Design update	Online Meeting	Working Group/ Town, LF, Arrowstreet				
٧	Wed	03/10/21	7:00 PM	Dale Street School Building Committee Meeting No. 24	Online Meeting	SBC/ BoS/SC Town, Public, LF, Arrowstreet				
٧	Thurs	03/11/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧	Mon	03/15/21	3:00 PM	Working Group No. 42 -Design update	Online Meeting	Working Group/ Town, LF, Arrowstreet				
٧	Thurs	03/18/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧	Thurs	03/18/21	4:30 PM	Sustainability Subcommittee Meeting -	Online Meeting	Sustainability Subcommittee/Public				
٧	Mon	03/22/21	3:00 PM	Working Group No. 43 - Design update	Online Meeting	Working Group/ Town, LF, Arrowstreet				
٧	Wed	03/24/21	7:00 PM	Dale Street School Building Committee Meeting No. 25 - Joint mtg. with BoS (present sustainability data/discussion)	Online Meeting	SBC/ BoS/SC Town, Public, LF, Arrowstreet				
٧	Thurs	03/25/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public				
٧	Mon	03/29/21	3:00 PM	Working Group No. 44 - Design update	Online Meeting	Working Group/ Town, LF, Arrowstreet				



#### DALE STREET SCHOOL - Medfield, MA 5/10/2021 PROJECT MEETINGS AND MILESTONES SCHEDULE Board of Selectmen Meeting - decision on Net **√** Tues 03/30/21 **Online Meeting** BoS/Public Com. 04/01/21 12:00 PM **√** Thurs **Communications Subcommittee Meeting Online Meeting** Subcommittee/Public Sustainability **√** Thurs 04/01/21 4:30 PM **Sustainability Subcommittee Meeting -Online Meeting** Subcommittee/Public Working Group/ Town, √ Mon 04/05/21 3:00 PM Working Group No. 45 Online Meeting LF, Arrowstreet **Dale Street School Building Committee Meeting** SBC/ BoS/SC √ Wed 04/07/21 7:00 PM No. 26 - Vote on HVAC System Online Meeting Town, Public, LF, Arrowstreet Com. **√** Thurs 04/08/21 12:00 PM **Communications Subcommittee Meeting Online Meeting** Subcommittee/Public Working Group/ Town, **√** Mon 04/12/21 3:00 PM Working Group No. 46 Online Meeting LF, Arrowstreet Com. **√** Thurs 12:00 PM Online Meeting 04/15/21 **Communications Subcommittee Meeting** Subcommittee/Public Sustainability **√** Thurs 04/15/21 4:30 PM **Sustainability Subcommittee Meeting -**Online Meeting Subcommittee/Public Working Group/ Town, **√** Tues 04/20/21 3:00 PM Working Group No. 47 Online Meeting LF, Arrowstreet Working Group/ Town, **√** Mon 04/26/21 3:00 PM Working Group No. 48 Online Meeting LF, Arrowstreet SBC/ BoS/SC **Dale Street School Building Committee Meeting** Wed 04/28/21 7:00 PM Town, Public, LF, No. 27 - Vote on Construction Delivery Method Online Meeting Arrowstreet Com. **√** Thurs 04/29/21 12:00 PM **Communications Subcommittee Meeting Online Meeting Subcommittee/**Public Sustainability **√** Thurs 04/29/21 4:30 PM **Sustainability Subcommittee Meeting -Online Meeting** Subcommittee/Public Working Group/ Town, √ Mon 05/03/21 3:00 PM Working Group No. 49 Online Meeting LF, Arrowstreet 05/05/21 **Pricing Set sent to Cost Estimators** Com. **√** Thurs 05/06/21 4:00 PM **Communications Subcommittee Meeting Online Meeting** Subcommittee/Public Working Group/ Town, Mon 05/10/21 3:00 PM Working Group No. 50 Online Meeting LF, Arrowstreet SBC/ BoS/SC **Dale Street School Building Committee Meeting** 7:00 PM 05/12/21 Town, Public, LF, Wed Online Meeting No. 28 Arrowstreet 05/13/21 Thurs 12:00 PM **Communications Subcommittee Meeting Online Meeting** Subcommittee/Public



D	DALE STREET SCHOOL - Medfield, MA 5/10/2021								
PR	OJECT N	IEETINGS ANI	MILESTON	ES SCHEDULE					
	Thurs	05/13/21	7:00 PM	School Committee Meeting - Project Q&A	Online Meeting	School Committee/Public			
	Mon	05/17/21	3:00 PM	Working Group No. 51	Online Meeting	Working Group/ Town, LF, Arrowstreet			
	Thurs	05/20/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public			
	Thurs	05/20/21	4:30 PM	Sustainability Subcommittee Meeting -	Online Meeting	Sustainability Subcommittee/Public			
	Mon	05/24/21	3:00 PM	Working Group No. 52	Online Meeting	Working Group/ Town, LF, Arrowstreet			
	Wed	05/26/21	7:00 PM	Dale Street School Building Committee Meeting No. 29	Online Meeting	SBC/ BoS/SC Town, Public, LF, Arrowstreet			
	Thurs	05/27/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public			
		05/27/21		Estimates back from Cost Estimators					
	Mon	05/31/21	3:00 PM	Working Group No. 53	Online Meeting	Working Group/ Town, LF, Arrowstreet			
		06/01/21		Estimate Reconciliation Meeting					
	Mon	06/07/21	3:00 PM	Working Group No. 54	Online Meeting	Working Group/ Town, LF, Arrowstreet			
	Wed	06/09/21	7:00 PM	Dale Street School Building Committee Meeting No. 30	Online Meeting	SBC/ BoS/SC Town, Public, LF, Arrowstreet			
	Thurs	06/10/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public			
	Thurs	06/10/21	4:30 PM	Sustainability Subcommittee Meeting -	Online Meeting	Sustainability Subcommittee/Public			
	Mon	06/14/21	3:00 PM	Working Group No. 55	Online Meeting	Working Group/ Town, LF, Arrowstreet			
	Thurs	06/17/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public			
	Mon	06/21/21	3:00 PM	Working Group No. 56	Online Meeting	Working Group/ Town, LF, Arrowstreet			
	Wed	06/23/21	7:00 PM	Dale Street School Building Committee Meeting No. 31 - Vote to approve SD submission to MSBA	Online Meeting	SBC/ BoS/SC Town, Public, LF, Arrowstreet			
	Thurs	06/24/21	12:00 PM	Communications Subcommittee Meeting	Online Meeting	Com. Subcommittee/Public			
	Thurs	06/24/21	4:30 PM	Sustainability Subcommittee Meeting -	Online Meeting	Sustainability Subcommittee/Public			



#### DALE STREET SCHOOL - Medfield, MA PROJECT MEETINGS AND MILESTONES SCHEDULE Working Group/ Town, 06/28/21 Mon 3:00 PM Working Group No. 57 Online Meeting LF, Arrowstreet Com. 07/01/21 Thurs 12:00 PM **Communications Subcommittee Meeting** Online Meeting **Subcommittee/**Public Working Group/ Town, Mon 07/05/21 3:00 PM Working Group No. 58 Online Meeting LF, Arrowstreet 07/07/21 **Schematic Design submission to MSBA** 08/25/21 **TENTATIVE MSBA Board Review of the SD**



# DALE STREET ELEMENTARY SCHOOL PRELIMINARY PROJECT SCHEDULE Schematic Design Phase April 30, 2021

D Task Name	A M J J A S O N D J		019 2020   F M A M J J A S O N D J F M A	2021   M   J   J   A   S   O   N   D   J   F   M   A   M   J   J   A   S   O   N   D		2024   F   M   A   M   J   J   A   S   O   N   D   J   F   M   A   M   J   J   J   J   J   J   J   J   J	ASONE	2025 D J F M A M J J A	S O N D J	
Eligibility Period	Wed 12/13/17 Eligibility Period									
MSBA Invitation to Eligibility Period	Wed 12/13/17   ◆ M	SBA Invitation to Eligibility Pe	riod							
Initial Compliance Certification	Tue 4/24/18	Initial Compliance Compliance	ertification							
City Appropriation of Funds for Feasibility Study	Mon 4/30/18	▼ City Appropriation o	f Funds for Feasibility Study							
Study Enrollment Certification	Tue 5/1/18	Study	Enrollment Certification							
MSBA Invitation to Conduct Feasibility Study	Wed 12/12/18		ISBA Invitation to Conduct Feasibility 9	tudy						
Execution of Feasibility Study Agreement	Thu 12/13/18		Execution of Feasibility Study A							
OPM Selection	Mon 1/14/19	OPM Selection								
OPM RFS Process	Mon 1/14/19		OPM RFS Process				1 1 1 1			
OPM RFS Advertisement Submit - Appears	Thu 3/28/19	<del> </del>	OPM RFS Advertisement Subr	it - Annears			<del>                                     </del>			
	Wed 4/17/19		OPM Proposals Due	in Figure 1	<del>                                      </del>		<del>                                     </del>	+ + + + + + + + + + + + + + + + + + + +	<del></del>	
OPM Proposals Due		<del>                                     </del>		rviews, Ranking, Submital to MSBA & Negotiations	with OPM		<del>                                     </del>	<del>                                      </del>		
OPM Proposals Review, Interviews, Ranking, Submital to MSBA & Negotiations with OPM	Wed 4/17/19									
OPM Fee Proposal & Contract Submitted	Tue 4/30/19		◆ OPM Fee Proposal & Contra							
MSBA OPM Panel Presentation	Mon 6/3/19		MSBA OPM Panel Prese							
MSBA OPM Approval Letter	Fri 6/7/19		MSBA OPM Approval Le	er i i i i i i i i i i i i i i i i i i i						
Execute OPM Contract	Mon 6/10/19		Execute OPM Contract							
Designer Selection	Thu 5/9/19	Designer Se	lection •-•							
Prepare & Submit Draft Designer RFS to MSBA	Thu 5/9/19		Prepare & Submit Draft D	signer RFS to MSBA						
MSBA Designer RFS Review Period	Wed 6/5/19		M\$BA Designer RF\$				<del>                                     </del>			
Final Designer RFS to MSBA	Mon 7/15/19		Final Designer RFS to							
Designer RFS Advertisement Submit - Appears	Thu 8/1/19			isement Submit - Appears			1 1 1 1 1			
Select Local Representatives for DSP	Wed 7/31/19		Salect Local Penres			<del></del>	<del>i i i i i</del>		<del>-                                    </del>	
Designer Proposals Due	Thu 8/8/19	· · · · · · · · · · · · · · · · · · ·	Designer Proper		<del>                                     </del>		<del></del>	<del>                                     </del>	<del> </del>	<del></del>
Review Designer Proposals and Check References	Thu 9/12/19		Poviov Posigno	Proposals and Check References			1 1 1 1		<del></del>	
Submit DSP Materials to DSP	Wed 9/25/19		Submit DSP Ma		- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		<del></del>	
Designer Selection Panel (DSP) Meeting	Tue 10/15/19			tion Panel (DSP) Meeting	+ + + + + + + + + + + + + + + + + + +		<del>                                     </del>	1 1 1 1 1 1 1 1 1		
			SP Intervie		- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		<del>                                      </del>			
DSP Interview	Tue 11/5/19				RΔ		<del>                                      </del>	+ + + + + + + + + + + + + + + + + + + +		
Negotiate and Approve Designer Contract and Send to MSBA	Tue 11/5/19			e and Approve Designer Contract and Send to MS						
MSBA Project Kick-Off Meeting	Fri 12/13/19			ject Kick-Off Meeting						
Preliminary Design Program (PDP)	Wed 11/13/19	Preliminary C	Design Program (PDP)				<u>                                     </u>	<u>                                      </u>	<u> </u>	
Designer Project Kick-Off Meeting	Wed 11/13/19		→ Designer Pr	ject Ki¢k-Off Meeting						
Develop Preliminary Design Program	Thu 11/14/19			velop Preliminary Design Program					1 1 1 1	
SBC Vote to Submit PDP	Thu 3/26/20			BC Vote to Submit PDP						
Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)	Fri 3/27/20		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ubmit PDP Submission to MSBA (Min. 10 Weeks F	rior to P\$R)					
MSBA PDP Review Period	Mon 3/30/20		<del>                                      </del>	MSBA PDP Review Period						
Respond to MSBA PDP Review Comments	Mon 4/20/20		<del></del>	Respond to MSBA PDP Review Comments			<del></del>		<del>-                                    </del>	
Preferred Schematic Report (PSR)	Thu 3/19/20		ferred Schematic Report (PSR) 🕶				<del></del>		<del></del>	
Develop Preferred Schematic Schematic Report	Thu 3/19/20		<del></del>	Develop Preferred Schematic \$	chematic Report					
Prepare and Submit Project Notification to Mass	Mon 11/16/20		<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>			nmission and Receive MHC Response				
Historical Commission and Receive MHC Response										
SBC Vote to Submit PSR	Wed 12/9/20			SBC Vote to Submit PSR						
Submit PSR Submission to MSBA	Wed 12/23/20			Submit PSR Submission to M	DBA					
MSBA PSR Review Period	Tue 12/29/20			MSBA PSR Review Period			1 1 1 1			
Respond to MSBA PSR Review Comments	Tue 1/19/21			Respond to MSBA PSR Re			1 1 1 1 1		1 1 1 1	
Facilities Assessment Subcommittee (FAS) Presentation	Wed 1/20/21			Facilities Assessment Subc	ommittee (FAS) Presentation		1			
Address FAS Comments	Wed 1/20/21			Address FAS Comments						
MSBA Board Vote on PSR & Approval to Move to Schematic Design	Thu 2/11/21			MSBA Board Vote on PS	R & Approval to Move to Schem	atic Design				
Schematic Design (SD)	Fri 2/12/21			nematic Design (SD)						
Develop Schematic Design Submission	Fri 2/12/21		<del></del>		matic Design Submission					
SD Cost Estimates and Reconciliation	Tue 6/1/21		<del></del>		ites and Reconciliation		· · · · · · · · · · · · · · · · · · ·			
					pprove SD Submission to MSB/		<del>                                      </del>			
SBC Vote to Approve SD Submission to MSBA	Wed 6/23/21			SBC Vote to A	Sprake an annihission in MODY		1 1 1 1	1 ! ! ! ! ! ! ! !		



# DALE STREET ELEMENTARY SCHOOL PRELIMINARY PROJECT SCHEDULE Schematic Design Phase April 30, 2021

			April 50, 20	·	
ask Name	Start		2019   M A M  J   J   A  S   O   N   D   J   F   M A M  J   J   A  S   O   N   D   J   F   M A M  J   J   A  S   O   N   E	2021   2022   2023   2024   2021   2021   2023   2024   2024   2025   2025   2025   2026	2025 S   O   N   D   J   F   M   A   M   J   J   A   S   O   N   D   J   F   M   A   M   J   J   A   S
MSBA Schematic Design Notification	Wed 6/23/21	AMJJASONDJFI		MSBA Schematic Design Notification	
Submit SD Submission to MSBA	Wed 7/7/21	<del></del>		Submit SD Submission to MSBA	
PSB Conference (either 7/21 or 8/4)	Wed 7/21/21			PSB Conference (either 7/21 or 8/4)	
MSBA Review Comments (3 weeks) and Project Team	Thu 7/8/21			MSBA Review Comments (3 weeks) and Project Team Response Period (2 weeks)	
Response Period (2 weeks)					
Execute PSBA	Thu 8/5/21			Execute PSBA	
MSBA Board Vote on SD & PSBA - Approval to Move	Wed 8/25/21			MSBA Board Vote on SD & PSBA - Approval to Move to PFA	
to PFA					
ESE Review	Thu 7/8/21			DESE Review	
MSBA Review of DESE Submittal	Thu 7/8/21			MSBA Review of DESE Submittal	
DESE Review and Approval	Thu 7/29/21			DESE Review and Approval	
cal Funding Approval/ Project Funding	Mon 6/7/21		Local Funding Approval/ Project Funding	Agreement	
greement					
MSBA and Bond Counsel to Review Vote Language	Mon 6/7/21			MSBA and Bond Counsel to Review Vote Language	
Start Special Town Meeting Process	Thu 8/5/21			Start Special Town Meeting Process	
Special Town Meeting Vote on Project Funding	Tue 9/14/21			Special Town Meeting Vote on Project Funding	
imeframe in which to Execute the PFA	Thu 8/26/21			Timeframe in which to Execute the PFA	
sign Development	Wed 9/15/21		D	esign Development	
Design Development Documents	Wed 9/15/21			Design Development Documents	
DD Cost Estimate	Mon 1/3/22			DD Cost Estimate	
D Value Engineering and Reconciliation	Mon 1/31/22	1 1 1 1 1 1 1 1 1 1		DD Value Engineering and Reconciliation	
Submit DD Package to MSBA	Mon 2/7/22			Submit DD Package to MSBA	
ISBA Review/Comments and Project Team Response	Tue 2/8/22			M\$BA Review/Comments and Project Team Response Period	
eriod					
ntract Documents	Tue 2/8/22			Contract Documents	
D 60% Documents	Tue 2/8/22			CD 60% Documents	
D 60% Cost Estimate	Tue 5/3/22			CD 60% Cost Estimate	
D 60% VE and Reconciliation	Tue 5/31/22			CD 60% VE and Reconciliation	
ubmit 60% CD Package to MSBA	Mon 6/6/22			Submit 60% CD Package to MSBA	
MSBA Review Comments (3 weeks) & Design Team	Tue 6/7/22			MSBA Review Comments (3 weeks) & Design Team Response	Period (2 weeks)
Response Period (2 weeks)					
Engage Inspectional Services & All Regulatory Departments Reviews	Tue 6/7/22			Engage Inspectional Services & All Regulatory Departments	Keviews
'	T 0/7/00			The DOW Desimples	
CD 90% Documents	Tue 6/7/22			CD 90% Cost Estimate	
CD 90% Cost Estimate	Tue 8/30/22			CD 90% Cost Estimate	
CD 90% VE and Reconciliation	Tue 9/20/22			CD 90% VE and Reconciliation Submit 90% CD Package to MSBA	<del></del>
Submit 90% CD Package to MSBA  MAAB Review and Approval	Mon 9/26/22 Tue 9/27/22			NAAP Poutou and Approva	
MSBA Review and Approval MSBA Review Comments (3 weeks) & Project Team	Tue 9/27/22 Tue 9/27/22			MSBA Review Comments (3 weeks) & Project Team R	
Response Period (2 weeks)	1 UG 3/21/22				
CD 100% Documents	Tue 9/27/22			CD 100% Documents	
repare 100% CDs for Final Bidding	Tue 11/22/22			Prepare 100% CDs for Final Bidding	<del></del>
ED	Mon 3/1/21			EED +	
EED Registration	Mon 3/1/21			h LEED Registration	
EED Kick-Off Meeting	Fri 3/5/21			LEED Kick-Off Meeting	<del></del>
ubmit Design Submittal to USGBC	Mon 12/5/22			Submit Design Submittal to USGBC	
inal LEED 10-month Cx Report	Mon 9/2/24				Final LEED 10-month Cx Report
inal Cx Report, Cx Completion Certificate	Mon 6/9/25				Final Cx Report, Cx Completion Cer
construction Submittal to USGBC	Mon 6/23/25				Construction Submittal to USGBC
argeted Date of LEED Certification Letter	Mon 7/7/25	<del>-                                      </del>			Targeted Date of LEED Certificati
I at Risk Procurement Process (Or GC Below	Mon 9/20/21		CM at Risk Procurement Pro		
f CMR, SBC Approves Use of CM at Risk Delivery &	Mon 9/20/21			• If CMR, SBC Approves Use of CM at Risk Delivery & Selection Committee	<del></del>
Selection Committee					
CM At Risk Application & submit to OIG (If Applicable)	Mon 9/20/21			CM At Risk Application & submit to QIG (If Applicable)	
Office of Inspector General Review & Approval	Fri 10/1/21			Office of Inspector General Review & Approval	
CM at Risk RFQ Process	Mon 11/1/21			CM at Risk RFQ Process	



# DALE STREET ELEMENTARY SCHOOL PRELIMINARY PROJECT SCHEDULE Schematic Design Phase April 30, 2021

				140.100, 2021
ID Task Name	Start A M J J A			2020 2021 2022 2023 2024 2025 2026 J   F   M   A   M   J   J   A   S   O   N   D   A   A   A   A   A   A   A   A   A
99 CM at Risk SOQs Due	Fri 11/12/21			CM at Risk SOQs Due
00 CM at Risk RFP Process (If Applicable)	Mon 11/15/21			★ CM at Risk RFP Process (If Applicable)
01 CM at Risk Proposals Due	Fri 12/3/21		<del> </del>	CM at Risk Proposals Due
02 CM Interviews (Notify CMs that all will be interviewed	Fri 12/3/21	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<del> </del>	CM Interviews (Notify CMs that all will be interviewed on this date in RFP)
on this date in RFP)				
03 CM Award/Notice to Proceed	Fri 12/3/21			CM Award/Notice to Proceed
04 Preconstruction	Mon 12/6/21			Preconstruction
05 GC Site Work Prequalification Process	Mon 4/25/22			GC Site Work Prequalification Process
GC Main Construction Prequalification Process	Mon 10/17/22			GC Main/Construction Prequalification Process
O7 General Contractor & Trade Contractor	Mon 9/12/22			General Contractor & Trade Contractor Prequalifications
Prequalifications				
08 Advertise General Contractor & Trade Contractors/GC	Mon 9/12/22	<del></del>	<del>                                      </del>	ո Advertise General Contractor & Trade Contractors/GC RFQ
RFQ				
09 Trade Contractor/GC RFQ Advertisement & Response	Fri 9/16/22		<del>, , , , , , , , , , , , , , , , , , , </del>	Trade Contractor/GC RFQ Advertisement & Response Time
Time				
10 Trade Contractors/GC SOQ Due	Thu 10/6/22			Trade Contractors/GC SQQ Due
11 Review Trade Contractor/GC SOQ	Fri 10/7/22	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<del>                                     </del>	Review Trade Contractor/GC SOQ
12 Prequalification Committee Review Meeting	Thu 10/27/22			Prequalification Committee Review Meeting
13 Notify Trade Contractors/GCs for Bidding	Fri 10/28/22			Not fy Trade Contractors/GCs for Bidding
Permitting and Regulatory Filing Requirement	Tue 5/31/22		<del>*                                    </del>	Permitting and Regulatory Filing Requirement
15 Zoning Board of Appeals	Mon 6/6/22			Zoning Board of Appeals
6 Notice of Intent to Conservation Commission (Review	Tue 5/31/22			Notice of Intent to Conservation Commission (Review based on Preliminary Site Design w/ Final Site Design due at 60% CI
based on Preliminary Site Design w/ Final Site Design				
due at 60% CD)				
7 NPDS Construction General Permit	Mon 10/24/22			NPDS Construction General Permit
18 EPA-NPDES/SWPPP	Mon 11/21/22		<del>, , , , , , , , , , , , , , , , , , , </del>	EPA-NPDE\$/\$WPPP
Permits from City Engineering Department	Tue 6/7/22			■ Permits from City Engineering Department
Special Permit to Planning Department (parking)	Mon 6/6/22		<del>                                     </del>	- Special Permit to Planning Department (parking)
1 Building Permit	Mon 2/6/23	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<del> </del>	Building Permit
2 Bid Phases (Site & Main Construction either	Mon 6/6/22			Bid Phases (Site & Main Construction either DBB or CMR)
DBB or CMR)				
Early Site Work Bid Period (after 60% CDs)	Mon 6/6/22			Early Site Work Bid Period (after 60% CDs)
24 Award Sitework Contract	Mon 7/4/22			Award Sitework Contract
25 Main Bid Period	Mon 11/28/22			Main Bid Period
Final GMP Contract	Mon 1/9/23		<del>, , , , , , , , , , , , , , , , , , , </del>	Final GMP Contract
27 Construction	Mon 7/11/22			Construction Provided to the Construction Pro
28 Early Mobilization	Mon 7/11/22			
29 Start Early Site Work Construction	Wed 8/3/22	<del></del>		Start Early Site Work Construction
Start Main Construction	Mon 2/6/23	<del></del>		Start Main Construction
Substantial Completion	Tue 7/2/24	<del></del>		Substantial Completion
FFE Installation	Wed 7/3/24			FFE Installation
3 Punchlist	Wed 7/3/24			Punchlist Punchlist
Final Completion of New School	Fri 8/2/24			Final Completion of New School
5 Teacher Move-In	Mon 8/12/24			■ Teacher Move-in
6 School Opening	Wed 9/4/24			School Opening 🔻
7 Project Closeout Phase	Thu 9/5/24	<del></del>		Project Closeout Phase
Project Closeout Phase  Prepare and Submit Closeout Documents	Thu 9/5/24			Prepare and Submit Closeout Documents
Prepare and Submit Closeout Documents  Final Application for Payment				Final Application for Payment
Final Application for Payment  Submit 100% DCAMM Contractor Evaluations	Thu 10/31/24	<del></del>		Submit 100% DCAMM Contractor Evaluations
Submit 100% DCAMM Contractor Evaluations Final Reimbursement Request				Final Reimbursement Request
·	Thu 11/7/24	<del></del>		
42 MSBA Closeout Documents Submitted	Fri 11/8/24			MSBA Closeout Documents Submitted

Revised 11/28/12 Page 3



#### **MEMORANDUM**

To: Mike Quinlan, School Building Committee Chair

Michael LaFrancesca, Director of Finance and Operations

From: Lynn Stapleton, LeftField, LLC

Date: May 8, 2021

Re: Dale Street School – April 2021 Invoice Summary

Cc: Jim Rogers, Gina Gomes-Cruz, LeftField, LLC

\_\_\_\_\_

Enclosed for approval and processing, please find the following invoices:

INVOICES							
ProPay Code	Vendor Invoice #		Vendor Invoice # Budget Category			Description of Services	Invoice \$
0001-0000	LeftField, LLC	20	OPM – Feasibility Study/ Schematic Design	OPM Services Feasibility Study/Schematic Design: April 1 – 30, 2021	\$5,000.00		
0002-0000	Arrowstreet	727329	A/E - Feasibility Study/ Schematic Design	A/E Services Feasibility Study/Schematic Design: March 27 – April 30, 2021	\$62,000.00		
0002-0000	Arrowstreet	727329	A/E - Feasibility Study/ Schematic Design	A/E Services Feasibility Study/Schematic Design: Nitsch Engineering Traffic March 27 – April 30, 2021	\$2,475		
				Total for Arrowstreet Invoice #727329 (For Reference):	\$64,475.00		
				TOTAL:	\$69,475.00		

The invoices listed above are consistent with the approved Total Project Budget and to the best of our knowledge are eligible for reimbursement from the Massachusetts School Building Authority. LeftField, LLC recommends that the invoices be approved and paid.

The April 2021 OPM Monthly Report will be electronically submitted to the MSBA and to the School Building Committee and Medfield School District by the required May 12, 2021 deadline. All invoices above will be included in the April 2021 Project Budget Report unless rejected by the School Building Committee.

If you have any questions, please feel free to contact the Lynn Stapleton, Owner's Project Manager, LeftField, LLC.



Mr. Michael LaFrancesca Medfield Public Schools Director of Finance and Operations 459 Main Street, 3rd Floor Medfield, MA 02052

FOR: Project Management Services for MSBA Core Program Dale Street Elementary School 45 Adams Street, Medfield MA 02052

#### Professional Services from April 1, 2021 to April 30, 2021

OPM Services	,	Amount
04/30/21 Invoice Amount per Fee Proposal	\$	5,000.00

Total Labor: \$ 5,000.00

Reimbursable Expenses	Amount
Reimbursables 04/01/21 - 04/30/21	\$0.00

Total Expenses: \$0.00

Total this Invoice: \$ 5,000.00

Invoice Date: 4/30/21

20

Invoice No:

				Total	
Contract Status	Budget	Previous	Current	To Date	Balance
Feasibilty Study/Schematic Design Phase	\$230,000	\$208,300	\$5,000	\$213,300	\$16,700
OPM Services Total:	\$230,000	\$208,300	\$5,000	\$213,300	\$16,700
Reimbursable Expenses Total:	\$40,927	\$8,249	\$0	\$8,249	\$32,678
Total Contract:	\$270,927	\$216,549	\$5,000	\$221,549	\$49,378

<sup>\*</sup> OPM Contract Amendment No. 1 for Reimbursable Expenses - \$40,926.68

#### Please Remit Payment To:

LeftField, LLC 17 Highfield Lane Norwell, MA 02061

ARROWSTREET

May 6, 2021

Project No: A19048.00 Invoice No: 727329



Project A19048.00 **Dale Street Elementary** 

Invoice sent via email to ggomes-cruz@leftfieldpm.com & lstapleton@leftfieldpm.com

#### Professional Services from March 27, 2021 to April 30, 2021

**Total Consultants** 

#### Fee

Phase	Contract Amount	% Comp.	Amount Earned	Previously Billed	Current Fee Billing
Feasibility Study	310,000.00	100.00	310,000.00	310,000.00	0.00
Schematic Design	310,000.00	50.00	155,000.00	93,000.00	62,000.00
Total Fee	620,000.00		465,000.00	403,000.00	62,000.00
	Total Fee				62,000.00
Consultants					
Nitsch Engineering, Inc.				2,250.00	

2,250.00 **Total this Invoice** \$64,475.00

2,475.00

1.1 times



2 Center Plaza, Suite 430 Boston, MA 02l08-1928 T: 617-338-0063 F: 617-338-6472

www.nitscheng.com

Tina Soo Hoo

Arrowstreet Inc.

10 Post Office Square, Suite 700N

Boston, MA 02109-4603

April 1, 2021

Project No:

13765.2

Invoice No: 72078

Project 13765.2 Dale Street Elementary - Traffic Engineering Services

<u>Professional Services from February 28, 2021 to March 27, 2021</u>

Task 010 Feasibility Study

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing		
Evaluation of Existing Conditions	2,500.00	100.00	2,500.00	2,500.00	0.00		
Traffic Assessment Report	3,500.00	100.00	3,500.00	3,500.00	0.00		
Total Fee	6,000.00		6,000.00	6,000.00	0.00		
Total Fee							

Total this Task 0.00

Task 020 Schematic Design

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Data Collection	3,000.00	100.00	3,000.00	3,000.00	0.00
Data Evaluation Preparation	4,500.00	100.00	4,500.00	2,250.00	2,250.00
Public Meeting	2,500.00	100.00	2,500.00	2,500.00	0.00
Total Fee	10,000.00		10,000.00	7,750.00	2,250.00

Total Fee 2,250.00

Total this Task \$2,250.00

Total this Invoice \$2,250.00

**Outstanding Invoices** 

Number	Date	Balance
69008	6/30/2020	1,300.00
71414	2/4/2021	5,550.00
71738	3/4/2021	900.00
Total		7,750.00

VENDOR NITSCH POST 4/01/2021	_
INVOICE <u>72078</u>	
CHECK TRAFFIC	
SD- 100% Data Eval prep A19048.00 ph2 50500 \$2,250.0	00

#4692

APPROVAL / DATE



otal Proje	ct Budget Status Report										
		Total Project	Authoriz	od Pov	ised Total	Total	% Cmtd to	Actual Spent	% Spent to	Balance To	
oPay Code	Description	Budget	Change			Committed	Date	to Date	Date	Spend	Comments
	FEASIBILITY STUDY AGREEMENT										
01-0000	OPM Feasibility Study/Schematic Design	\$ 230,000	\$ 40,9	927 \$	270,927	\$ 230,000	85%	\$ 221,549	82%	\$ 49,378	*3
002-0000	A/E Feasibility Study/Schematic Design	\$ 650,000	\$ (30,0	000) \$	620,000	\$ 620,000	100%	\$ 485,350	78%	\$ 134,650	*1
003-0000	Environmental & Site	\$ 60,000	\$ 40,9	926 \$	100,926	\$ 100,926	100%	\$ 89,976	89%	\$ 10,950	*1, 2
004-0000	Other	\$ 60,000	\$ (51,8	353) \$	8,147	\$ -	0%	\$ -	0%	\$ 8,147	*1, 2
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 1,000,000	\$	- \$ 1	1,000,000	\$ 950,926	95%	\$ 796,875	80%	\$ 203,125	
	ADMINISTRATION										
101-0000	Legal Fees	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
	Owner's Project Manager	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
102-0500	Construction Contract Documents	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-0600	Bidding	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-0700	Construction Contract Administration	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-0800	Closeout	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-0900	Extra Services	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-1100	Cost Estimates	\$ -	\$	- \$	- 5			\$ -		\$ -	
102-1000	Reimbursable & Other Services	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
103-0000	Advertising (and Printing)	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
199-0000	Other Administrative Costs	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$		\$ -	0%	\$ -		\$ -	
	ARCHITECTURE & ENGINEERING										
	A/E Basic Services	\$ -	\$	- \$	- [	\$ -	0%	\$ -	0%	\$ -	
201-0500	Construction Contract Documents	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
201-0600	Bidding	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
201-0700	Construction Contract Administration	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
201-0800	Closeout	\$ -	\$	- \$		\$ -	0%	\$ -	0%	\$ -	
201-9900	Other Basic Services	\$ -	i .	\$	- 5			\$ -		\$ -	
	Extra and Reimbursable Services	\$ -	\$	- \$	- 5		0%	\$ -	0%	\$ -	
203-0200	Printing (over minimum)	\$ -	\$	- \$	- 5	\$ -	0%	\$ -	0%	\$ -	
203-9900	Other Reimbursable Costs (Printing)	\$ -	\$	- \$	- 5	\$ -	0%	\$ -	0%	\$ -	
0204-0200	Hazardous Material (incl. monitoring)	\$ -	\$	- \$	- 5	\$ -	0%	\$ -	0%	\$ -	
204-0300	Geotechnical & Geo-environmental	\$ -	\$	- \$	- 9	\$ -	0%	\$ -	0%	\$ -	
204-0400	Site Survey	\$ -	\$	- \$	- 9	\$ -	0%	\$ -	0%	\$ -	
204-0500	Wetlands	\$ -	\$	- \$	- 5	\$ -	0%	\$ -	0%	\$ -	
204-1200	Traffic Studies	\$ -	\$	- \$	- 5	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$	- 1	\$ -	0%	\$ -	0%	\$ -	
	CONSTRUCTION COSTS		Ι 4		-						
0401-0300	Construction	\$ -	\$	- \$		\$ -	0%	\$ -	0%	\$ -	
0508-0000	Change Orders	\$ -	\$	- \$		\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$		\$ -	0%	\$ -	0%	\$ -	
	MISCELLANEOUS PROJECT COSTS										
601-0000	Utility Company Fees	\$ -	\$	- \$	-	\$ -	0%	\$ -	0%	\$ -	
602-0000	Testing Services	\$ -	\$	- \$		\$ -	0%	\$ -	0%	\$ -	
699-0000	Other Project Costs	\$ -		- \$	- 1		0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$	- :	\$ -	0%	\$ -	0%	\$ -	
	FURNISHINGS & EQUIPMENT										
701-0000	Furnishings, Fixtures & Equipment		\$	- \$		\$ -	0%	\$ -	0%	\$ -	
703-0000	Technology		\$	- \$		\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$	-	\$ -	0%	\$ -	0%	\$ -	
	CONTINGENCY										
E07 0000	Construction Contingency	ć	4	_		ć		ė	001	ć	
507-0000	(5% of the construction amount)	\$ -	\$	- \$	-	\$ -		\$ -	0%	\$ -	
1901 0000	Owner's Contingency	ć		,				ċ	00/	ė	
0801-0000	(0.5% of the total project budget)	\$ -		\$	-			\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$	- \$	- :	\$ -	0%	\$ -	0%	\$ -	
		\$ 1,000,000	\$		1,000,000		95%	A 70.000		A	
	TOTAL PROJECT BUDGET			1 C 1	I DOD OOD I	\$ 950,926	95%	\$ 796,875	80%	\$ 203,125	

print date: 5/9/2021



#### April 30, 2021 Elementary School - Medfield, MA Total Project Budget Status Report FUNDING SOURCES Total Project Basis of Total Reimbursement Exclusions Facilities Grant Budget Rate MSBA Share State Share Local Share \$ 1,000,000 \$ - \$ \$ SUB-TOTAL CONSTRUCTION COST ESTIMATES SD Cost Estimate -60% CD Cost Estimate -Bid -Feasibility Study Agreement Budget Transfers: FSA BRR 01 03/04/2020 1. Transfer \$30,000 from A/E Feasibility Study/Schematic Design and \$10,000 from Other Contingency for a total of \$40,000 to Environmental & Site. Accepted by MSBA 7/17/2020. FSA BRR 02 05/13/2020 2. Transfer \$926 from Other Contingency to Environmental & Site to cover costs of Site Survey and Phase 2 Geo-Environmental Investigations. Accepted by MSBA 7/17/2020. FSA BRR 03 03/10/2021 3. Transfer \$40,926.68 from Other Contingency to OPM Feasibility Study/Schematic Design to cover costs of Reimbursable Services for estimating, advertising and archeological due diligence. FSA BRR 3 has been sent to MSBA



\$

\$ 1,000,000

Aug-21

Total

\$

\$

796,875

3,350

203,125

#### Elementary School - Medfield, MA April 30, 2021 **Monthly Cash Flow Revised Projected Original Actual** \$120,000 **Forecast Expenditures Expenditures** Date ■ Actual Expenditures ■ Revised Projected Expenditures Original Forecast \$ \$ Aug-19 30,600 Sept-19 \$ 30,600 \$ \$ 15,300 15,300 Oct-19 \$100,000 \$ 15,300 \$ 15,300 Nov-19 \$ \$ Dec-19 49.300 49,300 Jan-20 \$ 76,300 \$ 49,300 46,500 Feb-20 \$ 76,350 \$80,000 64,500 \$ 76.350 \$ Mar-20 \$ \$ 41,000 Apr-20 71,000 May-20 \$ 71,000 \$ 30,667 Jun-20 \$ 67.300 \$ 56,418 \$60,000 \$ Jul-20 59.000 \$ 28,600 \$ 59,000 52,994 Aug-20 Sept-20 \$ 79,300 25,500 Oct-20 \$ 79.300 \$ 16,800 \$40.000 \$ Nov-20 64.300 \$ 17,897 \$ \$ Dec-20 59,300 20,550 \$ \$ Jan-21 49.000 11,200 \$ \$ 47,977 Feb-21 2.000 \$20,000 \$ \$ 106,997 Mar-21 \$ \$ 69,475 Apr-21 \$ \$ 110,628 May-21 \$ \$ 75,147 Jun-21 \$ \$ Jul-21 14,000 May-20 Jul-20 Aug-20 Sept-20 Oct-20 Nov-20 Dec-20 Mar-21 Jan-21 Feb-21



\$ 1,000,000

796,875

1,000,000

**Total** 

#### Elementary School - Medfield, MA **April 30, 2021 Cumulative Cash Flow** \$1,200,000 **Revised Projected Original Actual Expenditures Forecast Expenditures** Date Original Forecast Actual Expenditures Revised Projected Expenditures Aug-19 \$ \$ \$ 30,600 30,600 Sept-19 \$1,000,000 \$ 45,900 45,900 Oct-19 \$ 61,200 61,200 Nov-19 \$ Dec-19 110,500 110,500 \$ 186,800 \$ 159,800 Jan-20 \$800,000 \$ 263,150 206,300 Feb-20 \$ 270,800 Mar-20 339,500 Apr-20 \$ \$ 410,500 311,800 May-20 \$ 481,500 \$ 342,467 \$600,000 \$ 548,800 Jun-20 \$ 398,885 Jul-20 \$ 607,800 \$ 427,485 Aug-20 \$ 480,479 666,800 Sept-20 \$ 746,100 505,979 \$400.000 Oct-20 \$ 825,400 522,779 \$ Nov-20 889,700 540,676 \$ Dec-20 949,000 \$ 561,226 \$ Jan-21 998,000 572,426 \$200,000 620,403 Feb-21 1,000,000 727,400 \$ 1,000,000 Mar-21 Apr-21 \$ 1,000,000 796,875 \$ 796,875 May-21 \$ 1,000,000 \$ 907,503 \$ 1,000,000 \$ Jun-21 982,650 Jan-20 Mar-20 May-20 Jun-20 Jul-20 Sept-20 Oct-20 Nov-20 Jan-21 Feb-21 \$ 1,000,000 \$ Jul-21 996,650 \$ Aug-21 \$ 1,000,000 1,000,000

## DALE STREET SCHOOL PROJECT UPDATE



#### Recap of April 2021

Critical decisions have been made on the Construction Delivery Method for the project and the selection of an HVAC system which aligns with the pursuit of a Net Zero Energy Building. These decisions will factor into the pricing set which will be sent to cost estimators in May. In June, project costs for the Schematic Design phase will be presented to the public.

#### Looking forward to May 2021

During the month of May, Arrowstreet will continue to develop the building program and design. Building materials and aesthetics are being introduced and presented to the School Building Committee (SBC) and Working Group. At these meetings, Staff and Town Official have been able to provide their feedback and input on the "look and feel" of the proposed school. The exterior design has progressed and massing models now indicate proposed material finishes and glazing. The landscaping design is also developing and has been added to the renderings to provide a more realistic perspective of the proposed building. The current design is still evolving and will continue through the Design Development phase.

#### Facebook:

https://www.facebook.com/Dale-Street-School-Building-Project-100171511502912/

Any questions email:

NewElementarySchoolProject@gmail.com

## May 2021

## **Upcoming Milestones**

- 05/06/21 Communications
   Subcommittee Meeting
- 05/12/21 School Building
   Committee Meeting No.28
- 05/13/21 Communications
   Subcommittee Meeting
- 05/20/21 Communications
   Subcommittee Meeting
- 05/26/21 School Building Committee Meeting No.29
- 05/27/21 Communications
   Subcommittee Meeting
- 05/27/21 Sustainability
   Subcommittee Meeting

For more information about the Project and to sign up for email updates please visit:

https://www.medfield.net/o/medfield-publicschools/page/elementary-school-project





7 May 2021

Mr. Mike Quinlan Medfield School Building Committee c/o Town of Medfield School Department Medfield, MA 02052

Dale Street Elementary School / 19048

#### **Arrowstreet Staffing and Consultant Change**

#### Dear Mike:

As previously discussed, Arrowstreet is needing to revise our staffing for the project. The Project Architect, Katie Ferrier has become unavailable for the project due to project schedule extensions in the past few months. We are proposing Daniel Jick, AIA assume the role of Project Architect on the Dale Street Elementary School project.

Dan has more than 8 years of experience on a range of academic, residential, and office projects including K-12 schools throughout Massachusetts. Dan is a registered architect in the Commonwealth.

The Kitchen/Foodservice Consultant Tavares Design Associates has become unavailable because of the Dale Street Elementary School project schedule was revised. We are proposing Crabtree McGrath Associates, Inc. assume the role as the Kitchen/Foodservice consultant for the project.

We have attached a copy of our firm's updated Project Team Organization Chart and resumes for Dan Jick and Crabtree McGrath. If you require any additional information, please do not hesitate to contact me.

Sincerely,

ARROWSTREET

Laurence S. Spang, AIA, LEED AP

Distribution

Lynn Stapleton Tina Soo Hoo

transece / 5

Leftfield Arrowstreet

O:\19\19048\_Dale\_Street\_Elementary\IN\_OUT\Client (Town)\Out\210507 Letter Change Team Members\210507 Letter Change in Team Members.docx

#### Town of Medfield

#### Arrowstreet

Architecture, Sustainability/Green Design/Renewable Energy, Building Performance, Educational Programming, Furniture Selection

Laurence Spang, AIA, LEED AP, MCPPO

Principal in Charge, MA #7984

Tina Soo Hoo, AIA

Project Manager, MA #30884

Daniel lick, AIA Project Architect, MA #951989

Emily Grandstaff-Rice, FAIA, LEED AP BD+C ID+C, WELL AP, **ALEP** 

Programming, MA #20094

Kate Bubriski, AIA, LEED AP, BP+C, Fitwel Ambassador

Sustainability/Green Design/Renewable Energy & Building Performance, MA #50129

Claes Andreasen, AIA, LEED AP

Project Designer, MA #51097

#### Garcia, Galuska, DeSousa

Mechanical, Electrical, & Data/Communications

Dominick Puniello, PE, CEM, LEED AP

> Mechanical Engineer MA #48326

David Pereira, PE

Electrical Engineer, Security & Data/Comm Engineer MA #49310

#### Kalin Associates, Inc.

**Specifications** 

Mark Kalin FAIA FCSI LEED AP

Specifications Writer MA #4657

#### Acentech

Technology, Audio Visual

Brian Masiello Audio Visual Consultant

#### Terraink

Landscape Architecture

Jade Cummings, PLA

Principal Landscape Architect MA # 1406

#### Mariana Mariscal, PLA

Senior Associate Landscape Architect CT # 1323

WBE

#### **PEER Consultants PC**

Environmental Permitting, Geo-environmental Engineering, & Hazardous Materials

#### David Gordon, CWS, CPSS

Geoenvironmental Engineering, Hazardous Materials, Environmental Permitting/Wetlands AM900674

Kenneth T. Menzies, LSP

Geoenvironmental Engineering MA #6542

WBE/MBE

#### C.A. Crowley

Fire Protection/Plumbing Engineering

#### Raymond Vincent, PE

Vice President MA #46528

**WBE** 

#### Pieszak Lighting Design, LLC

Lighting Consultant

Jennifer Pieszak Principal/Owner

**WBE** 

#### **New Vista Design**

**Educational Programming** 

#### David Stephen, RA

**Educational Planner** MA #9752

#### Point Line Space Inc.

Furniture Fixtures, Equipment, and Library/ Media

#### Peter S. Constable

Furniture & Equipment Consultant

#### **Code Red**

Code

#### Paul J. Moani, PE

Code Consultant MA #52235

#### KMA, LLC

Accessibility Consultant

#### Josh Safdie, AIA

Accessibility & Universal Design Consultant MA #51093

#### **Crabtree McGrath**

Kitchen/Food Service

John Sousa Principal

#### Pamela Perini Consulting

Security Consultant

Pamela Perini, PSP Security Consultant

WBE

#### Nitsch Engineering, Inc.

Traffic & Civil Engineering

#### Bryan Zimolka, PE

Traffic & Civil Engineering Project Manager MA #50901

WBE

#### **Lahlaf Geotechnical** Consulting, Inc.

Geotechnical Engineering

#### Abdelmadjid Lahlaf, PE

Geotechnical Engineer MA #39814

#### Abner Reis, PE

Geotechnical Engineer MA #54524

MBE

#### **Hancock Survey** Associates, Inc. Land Surveying

Jason A. Ellis, P.L.S. Survey Manager MA #49052

Kent F. McKelvie

MUNICIPALITIES & OTHER PUBLIC AGENCIES FORM / PAGE 1

Project Manager

**Engineers Design Group** 

Structural Engineering

Mehul Dhruv, PE

Structural Engineer

MA #37453

MBE

PM&C, LLC

Cost Estimating

Peter Bradley, LEED AP

**Cost Estimating** 

Denise Kelly

Cost Estimating

**Cavanaugh Tocci** 

Associates Inc.

Acoustical Consultant

Lincoln Berry

Principal Acoustic Consultant

7

Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question #6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

the Prime Applicant ce	certifies that the listed Firm has agreed to work on this Project, should the team be sel							
	a. Name and Title within Firm							
	Daniel Jick							
1000	b. Project Assignment							
	Project Architect							
	c. Name and Address of Office in Which Individual Identified in 7a Resides:							
	ARROWSTR 10 Post Office Squ Boston, MA 02109	MBE WBE SDVOBE VBE						
d. Yrs Experience w/ this firm:	<b>&lt;</b> 1	9						
e. Education: Degree(s) / Year / Specialization								
Master of Architecture / 2012 / School of the Art Institute of Chicago Career Discovery / 2008 / Harvard Graduate School of Design Bachelor of Arts / 2008 / Boston University								
f. Active Registration: Year First Registered / Discipline / MA Registration Number								
Architecture / MA #951989								
g. Current Work Assignments and Availability for This Project:								
Dan is available for this project.								

Daniel's relevant experience includes:

Current Firm)

Benjamin Franklin Institute of Technology,\* Boston, MA. Project Architect for a new 75,000 SF higher education building to support an evolving student body and new technology. The planned school contains vocational training spaces from automotive repair to optician labs as well as student gathering space.

h. Other Experience and Qualifications Relevant to the Proposed Project: (Identify Firm by Which Employed, If Not

**Excel Charter Public School Middle School,\*** Boston, MA. Project Architect for a new 19,000 SF middle school on the campus of the existing Excel Charter High School, including a daycare for staff. The new school was built over the existing parking lot to maximize on-site parking and mitigate site issues.

Somerville High School Glx Elevator,\* Somerville, MA. Project Architect for a new elevator and stair to provide accessible access from the new Somerville High School to the new Green Line station in Somerville.

**READS Collaborative Campus,\*** Middleborough, MA. Project Architect for a new 50,000 SF school on their existing site, serving children with behavioral, auditory, and other disabilities. The new building contains classrooms for pre-K - high school students and features a gym, cafeteria, and technical training classrooms. The building also houses a clinic.

**Prospect Hill Charter School Renovation,\*** Somerville, MA. Designer for renovation of two existing buildings to replace windows, add an elevator, and make mechanical upgrades.

Rising Tide Charter School,\* Plymouth, MA. Job Captain for a new 34,000 SF charter school building, utilizing prefabricated construction methods to maximize the size of the building. The art-focused school had a multifunctional cafetorium, stage, and music room which could all be used in conjunction for performance.

Holyoke Charter School Addition,\* Holyoke, MA. Designer for a 10,000 SF addition to their existing school, involving the construction of new classrooms and new courtyard. Building systems and circulation space were connected to the existing school.

**DCAMM Commonwealth Children's Center Renovation & Expansion,\*** Boston, MA. Project Architect for a renovation of the existing childcare facility to update classrooms and add additional capacity. Renovation occurred while the building was occupied, including the daycare and office building above. Project remediated hazmat and accessibility issues.

**GSA Harold d. Donohue Federal Courthouse USAO Renovation,\*** Worcester, MA. Project Architect for the renovation of an existing historic federal courthouse to provide enhanced office space for the US Attorney's Office. Upgrades included new systems, layout, finishes, and enhanced security features.

**45 Townsend Street,\*** Boston, MA. Project Architect for a new 300 unit apartment complex on the site of the former Jewish Rehabilitation Hospital with retail and work-share space. Building included many sustainable features such as enhanced envelope, PV array, and rainwater harvesting. A 50,000sf green roof was included for resident use.

\*Projects completed prior to joining Arrowstreet



Crabtree McGrath Associates, Inc., the nation's leading foodservice equipment planning and consulting firm

# A Trusted Name in Foodservice Consulting for Over 65 Years



America's Test Kitchen



Hartford Steam Boiler



**UMass Club Boston** 

#### **COMPANY SNAPSHOT**

## Crabtree McGrath Associates, Inc.

- Founded in 1955
- Completely Independent Firm
- More than 1,600 Facility
   Projects Since Inception



#### **Our Company**

Breadth of knowledge, creativity and sound judgment are the underpinnings of Crabtree McGrath Associates, Inc., the nation's leading foodservice equipment planning and consulting firm.

Our independent approach focuses solely on delivering successful foodservice equipment programming and design based on the needs of our clients. Our highly-regarded design philosophy and economically-feasible solutions utilizing the industry's most advanced architectural and design technologies.



John Sousa, Principal

"From design, documents, creativity and follow through, CMA is a great and reliable partner who are consummate professionals in the foodservice design industry."

- DERUYTER O. BUTLER, A.I.A. WYNN DESIGN & DEVELOPMENT

#### **Our History**

Founded in 1955 by Samuel Crabtree, Crabtree Associates was a pioneer in the field of independent equipment consulting—designing facilities for a wide range of clients. Robert McGrath joined the firm in 1965, and Crabtree McGrath Associates, Inc. has since solely specialized in foodservice equipment planning.

John Sousa joined the firm in 2001. He soon became President and today, with nearly 30 years of commercial foodservice consulting experience leads the company's strategic vision into the 21st century with continued pride and focus on creative thinking and a strong work ethic.

#### **Our Services**

With our team of specialists, Crabtree McGrath Associates has the technical resources and extensive experience to provide a full range of services including:

- Feasibility studies
- Space programming
- Cost estimates
- Design and construction documents for new or renovated facilities
- Operational analysis

These services include coordinated design phases that are examined, planned, and executed with the best interest of the client as a measure of acceptability.

#### **Our Commitment**

With dedication to the best possible service, we make successful facilities and satisfied clients our goal. Crabtree McGrath Associates is an independent firm with no commercial sales or franchise relationships that influence the choice of which system or product will best serve our client's particular needs.

crabtree-mcgrath.com 978-352-8500

## Our Services

Crabtree McGrath Associates' team of specialists have the technical resources and breadth of experience to provide a full range of foodservice equipment planning services including:

- Feasibility studies
- Space programming
- Cost estimates
- Complete foodservice design and construction documents for new or renovated facilities
- Operational analysis

Standard services include these important, coordinated design phases.

Our professional staff examines, plans and executes each phase using only the best interest of the client as a measure of acceptability.



#### **DESIGN PHASES**

#### **Proposals**

Crabtree McGrath Associates (CMA) is pleased to review your plans for a specific project and show how CMA can contribute to its successful completion. We provide a detailed, written proposal describing which services are included and a suggested fee with terms of payment.

#### Schematic Design

Client design conferences with CMA assist in developing the requirements of the foodservice program. We provide preliminary space requirements, small scale layouts, equipment list with utility requirements, and equipment cost estimates for review and approval.

#### **Design Development**

CMA evaluates schematic phase materials with the client, along with architectural and engineering disciplines (as needed) to integrate foodservice requirements with related aspects of the project. In addition, we coordinate the work with each discipline for a total operating system.

The client receives revised drawings, budget, and schedule in the Design Development stage, as well as copies of the foodservice equipment cut book with pages of individual items for review and related disciplines' information.

#### **Construction Documents**

In this phase, CMA prepares CAD or REVIT working drawings consisting of layout plan, stub-in and connection plan complete with all required electrical, ventilation and mechanical connections, and details and elevations as necessary to illustrate the intent of the construction documents. The client receives type-written specifications illustrating the drawings' intent, suitable for bidding the equipment package.

#### **Construction Administration**

CMA reviews bids with client and submits recommendations, followed by the assessment and approval of shop drawings and contractor's submission. In this phase, periodic inspections determine field problems and attendance in the demonstration of equipment complete the process.

#### **Service Fees**

Most clients select CMA's complete range of services to insure maximum efficiency of operation and to guarantee full value for their capital investment. However, fees-for-services can be arranged to suit the particular needs of the client. Some circumstances dictate a selective or partial use of our consulting services to meet specific situations, and we are ready to address those client needs. In addition to the above standard services, Crabtree McGrath Associates provides special surveys and feasibility studies concerning unique problems and overall systems analysis.

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## Earning High Marks in K-12

nown for creative thinking and economically feasible solutions, Crabtree McGrath Associates, Inc. is highly regarded within the public and private education sectors. Projects such as King Open Elementary School in Cambridge, Massachusetts, and Hanley Vocational and Technical High School in Providence, Rhode Island, are just two successful examples of our commitment to achieving your goals.

CMAs' team of specialists has the technical resources and breadth of experience to provide a full range of foodservice equipment planning services for your school project. Below is a partial listing of our public and private elementary, middle, and high school implementations.



King Open Elementary School



Hanley Vocational and Technical High School



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#### K-12 SCHOOL CLIENTS (partial list)

#### CONNECTICUT

**Amity High School,** Woodbridge

Bennett Elementary School, Manchester

Bridgeport Elementary Schools, Bridgeport

**Brookfield High School,** Brookfield

Center Road Elementary School, Vernon

Central Elementary School,

East of River Magnet School, East Hartford

Fairchild Wheeler Multi Magnet High School, Trumbull

Fitch High School, Groton H.H. Ellis Technical High School, Danielson

Kolnaski Elementary School, Groton

Lake Street Elementary School, Vernon

M. D. Fox Elementary School, Hartford

Manchester High School, Manchester

Marine Science High School, Groton

New Grade 5-6 School, Newtown

North Middle School, Westport

Plainville High School, Plainville

Saxe Middle School, New Canaan

Skinner Road Elementary School, Vernon Suffield Academy, Suffield

Suffield High School, Suffield

The Rumsey Hall School,

Washington Depot Terryville Elementary School, Plymouth

Terryville High School, Plymouth

University High of Science and Engineering, Hartford

and Engineering, Hartford Vernon Center Middle

School, Vernon
Waterbury Career

Academy, Waterbury
Waterford High School

Waterford High School, Waterford

#### MAINE

Sanford High School, Sanford

#### MARYLAND

Seaford High School, Seaford

Seaford Central Elementary School, Seaford

Seaford Culinary Arts Lab, Seaford

Gilpan Manner School,

Perryville Elementary School, Perryville

#### **MASSACHUSETTS**

Acton/Boxborough High School, Acton

Angeir Elementary School, Newton

**Beverly Elementary Schools** (6), Beverly

**Boston Latin School,** Boston **Brookline High School,** Brookline

**Brooks School,** Andover **Brookwood School,** Manchester by the <u>Sea</u>

Cabot Elementary School,
Newton

Calzetta Farm School, North Andover

Cardinal Spellman High School, Brockton

Carr Elementary School, Newton

Center School, Winthrop Center Street School,

Mattapoisett

Eliot Elementary School,
Boston

Framingham High School, Framingham

Gibbs Middle School, Needham

**Graystone Elementary School.** Westford

Hartford Avenue Elementary School, Westford

Hingham High School, Hingham

Hopkinton High School, Hopkinton

Hull Elementary, Middle and High Schools, Hull John D. Runkle School,

King Philip Regional High School, Wrentham

Lynnfield Elementary, Middle and High Schools, Lynnfield

Malden Elementary Schools (5), Malden

Milton Academy, Milton Monarch High School, Springfield

Narragansett Regional 5-12 School, Baldwinville North Andover Middle & High Schools,

North Middle School, Wrentham

North Andover

North Middle School, Wrentham

Old Hammondtown School, Mattapoisett

Parker Middle School,
Taunton

Phillips Academy, Andover Sacred Heart School,

South Elementary School, Hingham

Taunton Elementary, Middle & High Schools, Taunton

The Rivers School, Weston
Triton Regional Middle/High

School, Byfield

Van Sickle Middle-High School, Springfield

Weston High School

renovations, Weston
Zervas Elementary School,
Newton

#### **NEW HAMSHIRE**

Dover High School & Culinary Art Teaching Facility, Dover

Kimball Union Academy, Meriden

Monadnock Regional School, Swanzey

Phillips Academy, Exeter Salem High School & Culinary Art Teaching Facility, Salem

South High School, Nashua

Windham High School, Windham

#### **NEW JERSEY**

Lawrenceville School, Lawrenceville Montclair Kimberly Academy, Montclair

#### **NEW YORK**

Hawthorn Valley Farm,

Rippowam Cisqua High School, Bedford

#### **PENNSYLVANIA**

Milton Hershey School, Hershey

#### RHODE ISLAND

Central Falls High School, Central Falls

Cranston West High School, Cranston

East Providence High School, East Providence

Feinstein High School for Public Service, Providence Fort Barton Elementary

School, Tiverton

Garden City Elementary
School, Cranston

New High School, Kingstown

North Providence Elementary Schools (2), North Providence

Pell Elementary School, Newport

Pocasset Elementary School, Tiverton

Providence Career & Technical High School, Providence

Ranger Elementary School, Tiverton

The MET School, Newport Wheeler School, Providence

#### VERMONT

Champlain Valley Union High School, Hinesburg Elementary School renovations, Woodstock

# LEED, CHPS, & NET ZERO PROJECTS

rabtree McGrath Associates, Inc. is a foodservice consulting firm with more than 65 years of experience specializing in foodservice equipment planning. CMA is committed to ensuring that kitchens are environmentally sensitive, energy-efficient, and sustainable.

We recognize that a sustainable kitchen design is critical to increasing employee productivity and essential in promoting healthy and nutritious food. Below is a partial listing of our implementations.



King Open Elementary School, Cambridge



Brown Brothers Harriman, Boston



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#### LEED, CHPS, & NET ZERO PROJECTS (partial list)

#### CONNECTICUT

M.D. Fox School
Hartford

South Kent School, Center for Innovation South Kent

#### **MASSACHUSETTS**

**Abington Middle School** Abington

**Amesbury Elementary School** Amesbury

**Beverly Middle School** Beverly

**Blamers Middle School** Northbridge

Bristol County Agricultural High School, Gilbert Hall Dighton

**Brown Brothers Harriman Boston** 

Colegrove Park
Elementary School
North Adams

**Danvers High School** Danvers

**Dedham Avery School** Dedham

Easthampton Maple Elementary School Easthampton

**Estabrook Elementary School** Lexington

Franklin High School Franklin

**Greenfield High School**Greenfield

**Higgins Middle School** Peabody

Hingham Middle School Hingham

Holyoke Community College Dining Hall Holyoke

Hurld-Wyman Elementary School Woburn

John W. Rogers High School Rockland

John W. Rogers Middle School Rockland King Open
Elementary School
Cambridge

MLK Elementary School Cambridge

**MLK Middle School** Cambridge

New Douglas Elementary School Douglas

Nixon Peabody, LLP Boston

Norton High School Norton

Plymouth South High School Plymouth

**Sanofi US**Cambridge

**Scituate Middle School** Scituate

**Webster Park Avenue Schools**Webster

Westfield Middle School Westfield

Wilmington High School Wilmington

#### **NEW YORK**

Hawthorn Valley Farm Ghent

#### **RHODE ISLAND**

**East Providence High School**East Providence







K-12 SCHOOL PROJECT SPOTLIGHT

## The King Open School, Cambridge Street Upper Schools and Community Complex

This educational complex is a community resource in the City of Cambridge. It includes King Open School, Cambridge Street Upper School, Cambridge Public Schools Administration, Cambridge Public Library branch, Department of Human Services programs, a community pool, and over an acre of open space. The facilities allow for after-hours and weekend use for both the surrounding neighborhood and the entire Cambridge community.

The project is designed to be Net Zero Emissions, with buildings using 43% less energy than the average Massachusetts school and 70% less than a typical school in the United States. Nearly 3,600 photovoltaic building panels produce renewable energy to offset the building's energy use.

Crabtree McGrath Associates developed and implemented a fully capable cooking kitchen, including high efficiency cooking and food preparation equipment, comprised of walk-in refrigerated rooms, multiple food preparation counters, and combination cooking ovens utilizing state-of-the-art technology which maximize production output with minimal utility input.

Double-sided serving lines allow students to choose from a variety of hot and cold food offerings. Both serving lines funnel into a common area where a custom-made fruit and vegetable bar, which allows students second servings, is strategically placed to gently encourage and teach healthy choices and eating habits.

NUMBER OF STUDENTS: 850

LOCATION: Cambridge, Massachusetts

FACILITY: Cooking Kitchen

**OPENING DATE:** September 2019

FOODSERVICE EQUIPMENT PACKAGE COST: \$450,000

**ARCHITECTS:** William Rawn Associates, Architects, Inc. & Arrowstreet, Inc.

**SERVERY SQUARE FOOTAGE:** 780 sq. ft.

BACK OF HOUSE SQUARE FOOTAGE: 1,800 sq. ft.

**TOTAL SQUARE FOOTAGE:** 2,580 sq. ft.

**MEALS SERVED PER DAY:** 500 meals per day

**FEATURED SERVERY STATIONS:** Fresh vegetable and fruit bar



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crabtree-mcgrath.com | 978-352-8500



#### References

Highly regarded in the industry for professionalism and knowledge, and as the nation's leading foodservice equipment planning and consulting firm, Crabtree McGrath Associates, Inc. takes enormous pride in fostering long-term relationships with our clients.

"CMA is thankful for the opportunity to serve our clients. It is our responsibility to put them in the best position possible to succeed and we take that responsibility very seriously. CMA looks at our repeat clients and referrals as coveted business that we need to earn on each and every project."

– JOHN SOUSA, PRINCIPAL CRABTREE MCGRATH ASSOCIATES, INC.

#### America's Test Kitchen

Boston, MA

Ms. Alice Carpenter Director, Creative Operations

617-232-1000 x4702

alice.carpenter@ americastestkitchen.com

#### **Gienapp Architects**

Danvers, MA

Dale Gienapp, AIA, MCPPO Principal

978-750-9062

dgienapp@gienapp architects.com

#### Newmark Knight Frank

Hartford, CT

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