

MEETING MINUTES



Town of Maynard Green Meadow Elementary School Project

Working Group Meeting	Meeting No.	01
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Date: January 6, 2023 **Location:** Via Zoom
Time: 1:00 pm **Other Info:** Enter Additional Info (if required) or N/A

Attendees:	Company:	Email:
Justine St. John	✓ Town of Maynard	jstjohn@TownofMaynard.net
Greg Johnson	✓ Town of Maynard	gjohnson@TownofMaynard.net
Brian Haas	✓ Maynard Public Schools	bhaas@maynard.k12.ma.us
Jerry Culbert	✓ GMES Building Committee	gfcars@yahoo.com
Phil Palumbo	✓ Colliers Project Leaders	Phil.palumbo@collierseng.com
Matt Sturz	✓ Colliers Project Leaders	Matt.sturz@collierseng.com
Chris LeBlanc	✓ Mount Vernon Group	cleblanc@mvgarchitects.com
Frank Tedesco	✓ Mount Vernon Group	ftedesco@mvgarchitects.com
Dennis Daly	✓ Mount Vernon Group	ddaly@mvgarchitects.com

Additional Distribution:

XXX	X	XXX	XXX
File			

Attachments:

Working Group Presentation

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to phil.palumbo@collierseng.com within one week of publication.

Item #	Date	Description	Action By:	Date Due	Status
WORKING GROUP PURPOSE					
1.1	1/6/2023	Colliers indicated the purpose of the Working Group is to develop project-confidence in the Maynard Selectboard.	XXX	Date	Open
PROJECT TIMELINE					
1.2	1/6/2023	Colliers indicated the new project timeline is the following: <ul style="list-style-type: none"> - SD Estimate Reconciliation: 3/6 – 3/17 - SBC Mtg to Approve Const. Budget: Week of 3/20 - SD Docs Ready for Review by Selectboard, SBC, Finance Committee and School Committee: 3/27 - SBC Vote on SD Package: 4/17 - Selectboard Vote on SD Package: 4/18 - SD Submission to MSBA: 4/27 	XXX	Date	Status

MEETING MINUTES

<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
		<ul style="list-style-type: none"> - Confirmation from MSBA on Budget: end of May - MSBA Project Scope & Budget Approval: 6/21 			
1.3	1/6/23	<p>Working Group Timeline Colliers indicated it would be beneficial for the project to have the Selectboard's confidence by time of SD documents review by the SBC, etc.</p>			
BUILDING SQUARE FOOTAGE					
1.4	1/6/2023	MVG presented the design evolution and process that occurs from the Preliminary Design Program through the Schematic Design. The purpose of this presentation was to highlight that although there's a building layout at the Preferred Schematic submission, there's further user meetings that occurred during the initial stages of Schematic Design to ensure the floor plan accommodates the District's and the Town's needs.	MVG	Date	Status
1.5	1/6/23	<p>Square Footage Increase MVG indicated the below floor plan adjustments were made during the SD phase:</p> <ul style="list-style-type: none"> - Added PreK classroom - Added Support Spaces - Adjusted Before/After School Program Space - Adjusted Custodial/Utility/Mechanical Spaces - Other: Parent Room, (2) Guidance Offices, Before/After School Program Space - GSF Floor Plan Increase: 2,320 GSF 	MVG		
1.6	1/6/23	<p>Apply Cost to Added Square Footage It was indicated for a matrix to be developed to show what the estimated cost is to each of the added spaces that account for the additional 2,320 GSF to assist in analyzing the issue.</p>	MVG/Colliers	1/13/23	Open
PROJECT COST					
1.7	1/6/2023	<p>Value Engineering (VE) Colliers presented the VE effort that is getting started now that the project is at that point in SD. They indicated that the VE effort will continue through the SD estimate reconciliation process, as well as continue through the remaining phases of design if the project is approved to move forward.</p>	XXX	Date	Status
1.8	1/6/23	<p>MSBA Share vs. Local Share Colliers presented the Total Project Budget (TPB) breakdown utilizing the MSBA's new reimbursement policy adjustments. With the MSBA's reimbursement policy adjustments, the local share dropped from 68% (\$54M) as presented at the 11/29 Community Forum to 62% (\$48.7M).</p>			

Next Meeting

The next meeting will be: TBD

GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



I. Working Group Purpose

- a. Develop project-confidence in Maynard Selectboard

II. Project Timeline Base on Schedule Push

- a. Schematic Design (SD) Estimate Reconciliation Process: 3/6/23 – 3/17/23
- b. SBC Meeting to Approve Project Budget: Week of March 20th
- c. SD Docs Ready for Selectboard and SBC Review: 3/27/23
- d. SBC Vote to Approve SD Package: 4/17/23
- e. Selectboard Vote to Approve SD Package: 4/18/23
- f. SD Submission to MSBA: 4/27/23
- g. Confirmation from MSBA on Budget: end of May '23
- h. MSBA Board Approval of SD Package: 6/21/23

III. Working Group Timeline Based on the Above Project Timeline

- a. Want Maynard Selectboard project-confidence by SD document upload on 3/27/23



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IV. Building Square Footage

- a. Building square footage at Preferred Schematic submission:
87,980 GSF
- b. Current building square footage: 90,300 GSF
- c. Difference: 2,320 GSF
- d. Discussion on why...



Project Leaders

MVG

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Preliminary Design Program Phase

- Review/Investigate Existing Building & Site Deficiencies
- Define Programmatic Requirements
 - Review Preliminary Education Program
 - Accommodate Student Population
 - Visioning Workshops
- Prepare Preliminary Solution Options
 - Similar Requirements / Varied Configurations



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Preferred Schematic Report Phase

- Develop Added Alternative Solutions
- Identify Changes Resulting from Further Evaluations
 - Administration Meetings
 - Updated Education Program Information
 - Space Summary Template
- Narrow Down Alternatives to Preferred Solution
 - Review Criteria – Education Program & Visioning Goals



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Schematic Design Phase

- Flush-out Space Requirements and Adjacencies
 - Administration & Staff Meetings
- Further Develop and Finalize Design
 - Added Additional Pre-K Classroom
 - Added Support Spaces / Adjusted Adjacencies
 - Adjusted Before/After School Program Space
 - Adjusted Utility / Custodial / Mechanical Space
 - All Spaces are in line with MSBA Guidelines
 - Other – Parent Room, (2) Guidance Offices, Before/After School Program Space (1,500 s.f.)
 - Gross Square Foot Increase – 87,980 s.f. to 90,300 s.f. – (2,320 s.f.)



Project Leaders

MVG

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V. Project Cost

- a. SD Budget needs to afford the project 18 months from time of MSBA approval but needs to be a number the majority of Maynard taxpayers will support
- b. Value Engineering (VE) associated with SD estimate process
 - i. VE scopes being priced:
 1. Sheet vinyl flooring in lieu of terrazzo at Cafetorium
 2. Porcelain tile in lieu of terrazzo at Main Lobby
 3. Eliminate the metal panel accents around the windows and continue the brick
 4. Reduce larger curtainwalls along front elevation with regular size windows
 5. Replace larger curtainwall at rear elevation at the Cafetorium with brick and hollow metal door assembly
 6. Replace retaining walls at rear of school with less slope and rip-rap for stabilization of soil
- c. Alternate scopes being priced:
 - i. Add geothermal wells
 - ii. Add pickle ball courts
 - iii. Add solar canopy
 - iv. Add emergency shelter
- d. Design Adjustments post MSBA and local vote approval
 - i. Anything is possible as long as educational space sizes are not decreased and the overall character of the building and site design is maintained.
 - ii. For any design adjustments that add costs, those added costs are 100% on the local share.



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V. Project Cost

a. Total Project Budget Breakdown – MSBA Share vs. Local Share

GMES Budget Breakdown at \$700/SF			
Budget Items	Costs	Eligible	Ineligible
Construction			
Building Costs	\$52,843,560	\$393/SF X 90,300 SF = \$35,487,900	\$17,355,660
Site Costs	\$10,366,440	\$39/SF X 90,300 SF = \$3,521,700	\$6,844,740
Soft Costs			
Architect (assuming 10% of const.)	\$63.2Mx10% = \$6.32M	\$550x90,300 SF = \$49.67M x 10% = \$4.967M	\$1.353M
OPM (assuming 3.5% of const.)	\$63.2Mx3.5% = \$2.2M	\$550x90,300 SF = \$49.67M x 3.5% = \$1.58M	\$620K
Remaining Soft Costs such as Owner Estimator, Permitting, Other Admin Costs, etc.	\$3,160,000	\$3,160,000	
FF&E	\$474,000	\$474,000	
Technology	\$474,000	\$474,000	
Construction Contingency (4% of const)	\$2,528,000	\$63.2M x 2% = \$1,264,000	\$2,528,000 - \$1,264,000 = \$1,264,000
Owner Contingency (1% of const)	\$632,000	\$632,000	
TOTALS	\$79M	\$51,560,600	\$27,439,400
MSBA SHARE = ELIGIBLE COSTS X 58.63% → \$51,560,600 X 58.63% = \$30,229,980 (38%)			
LOCAL SHARE = \$79M – MSBA SHARE → \$79M - \$30,229,980 = \$48,770,020 (62%)			



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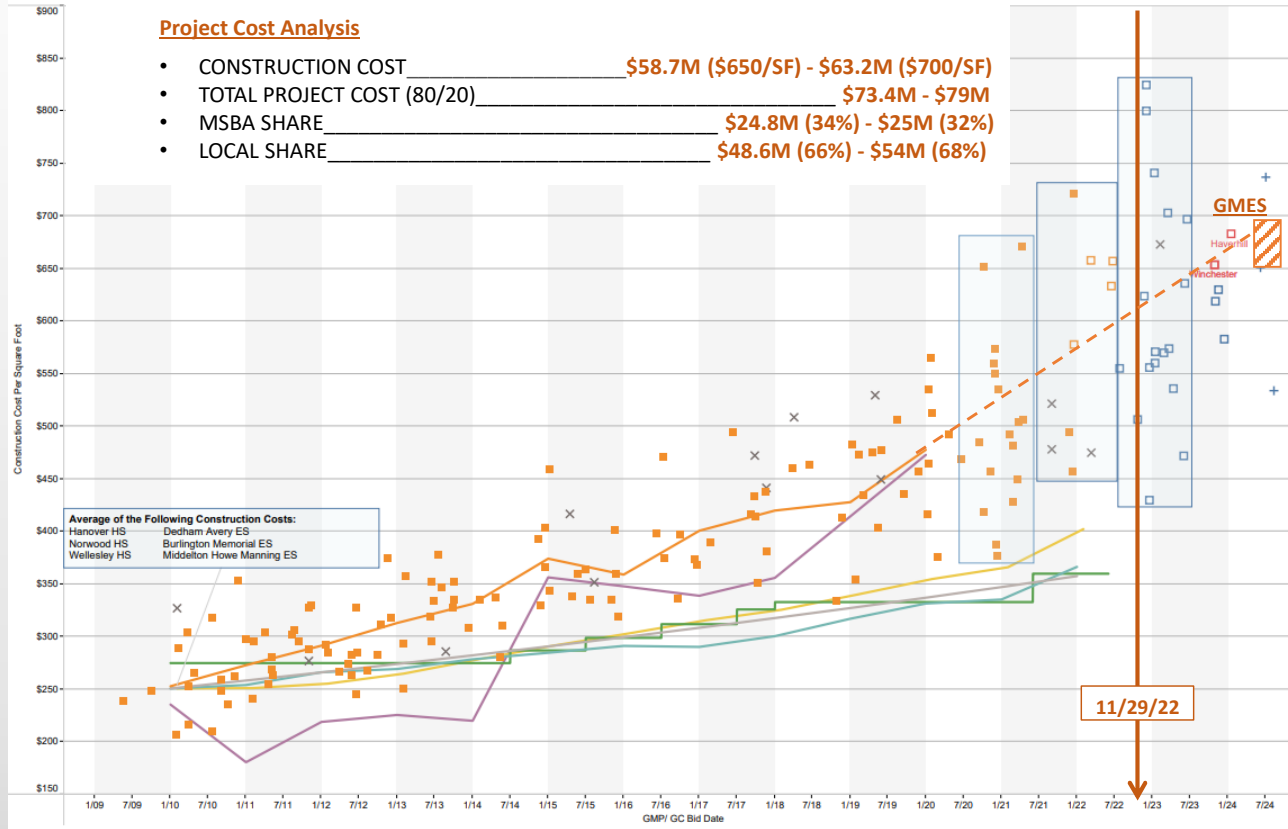
BUILDING PROJECT



New Construction Costs Compared to Common Economic Indicators | October 5, 2022

Project Cost Analysis

- CONSTRUCTION COST _____ \$58.7M (\$650/SF) - \$63.2M (\$700/SF)
- TOTAL PROJECT COST (80/20) _____ \$73.4M - \$79M
- MSBA SHARE _____ \$24.8M (34%) - \$25M (32%)
- LOCAL SHARE _____ \$48.6M (66%) - \$54M (68%)



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