

**Caleb Dustin Hunking School – Haverhill, MA****Meeting Minutes**

<u>School Building Committee (SBC)</u>	Date:	November 26, 2013
	Location:	Haverhill City Hall, School Department Conf. Room
	Time:	8:30 AM

Attendees:

<b>Name</b>	<b>Assoc.</b>	<b>Present</b>	<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
<u>School Building Committee (Voting):</u>			<u>Public:</u>		
Mayor James J. Fiorentini	SBC	Y			
Superintendent James F. Scully	SBC	Y	<u>Haverhill Public Schools (HPS)</u>		
Charles Benevento	SBC	N	Beverly Woodhouse	HPS	N
Robert DeFusco	SBC	Y	Beverly Cassano	HPS	Y
Robert Driscoll	SBC	Y	Donna Capodelupo	HPS	Y
Jonathan Goldfield	SBC	Y			
Michael Peugh	SBC	Y	<u>Joslin Lesser + Assocs. (JLA)</u>		
Robert Scatamacchia	SBC	Y	Bill Cunniff	JLA	Y
David Van Dam	SBC	N	Jeffery Luxenberg	JLA	Y
Scott Wood	SBC	N	Jennifer Gareau	JLA	Y
Ernest DiBurro	SBC	Y	Stephanie Gilman	JLA	Y
<u>School Building Committee (Non-Voting):</u>			<u>JCJ Architecture (JCJ)</u>		
Thomas Geary	SBC	Y	James LaPosta	JCJ	N
Principal Jared Fulgoni	SBC	Y	Stephen Armington	JCJ	N
Mary Malone	SBC	Y	Jim Hoagland	JCJ	Y

Superintendent James Scully called the meeting to order

1. Approval of Meeting Minutes from October 22, 2013 SBC Meeting:

**MOTION** made by R. Driscoll, seconded by R. Scatamacchia, and approved unanimously, to approve the October 22, 2013 SBC meeting minutes.

2. Preferred Schematic – New Submission:

JLA explained that the MSBA has requested changes be made to the Preferred Schematic submission to clarify how the educational plan and the building design relate to each other. JCJ summarized the changes made to the submission.

A member of the committee asked if permanent off-site modular construction is still being considered at this stage. JLA explained that once a CM at Risk is under contract, there will be a thorough informational meeting on the topic so that an informed discussion can occur before the SBC makes a decision on whether or not to pursue permanent off-site modular construction. Some discussion followed.

A member of the committee noted that the public needs to be better informed about the project. It was suggested that someone be responsible for responding to misinformation with facts before the public's perception of the project is tainted by rumors.

JCJ explained MSBA-requested changes to the PSR. Several important site changes include a smaller building footprint with better site traffic circulation, and outdoor play space for both the upper and lower schools. There was discussion about the size of the hard-scaped play space, the Superintendent explained that there needs to be a larger space than both play areas shown on the plans that will serve as a gathering space for the entire building in case of an emergency evacuation. JCJ stated that they will address this issue. Members of the committee expressed concern about having enough parking to accommodate all teachers and staff, as well as the occasional large event held at the school. JCJ stated that they would discuss code requirements and other parking options with the Haverhill Fire Department.

Changes were also made to the building plans, including the switch to a three story building, and the development of corridors as additional learning/teaching spaces. A member of the committee suggested reworking the administration and entry area of the school. JCJ explained that plans will be further developed in the Schematic Design phase of the project.

JLA explained that while the new building will service grades K through 8, it will act more like two schools sharing core facilities in the middle. The lower school is on one side serving grades K through 4, while the majority of the upper school is on the other side serving grades 5 through 8. The model is conducive to more intimate learning "neighborhoods." The upper school will serve the students that have moved through the lower school as well as those that attended the Bradford School, which will be reconfigured to serve grades K through 4.

Vote to Submit the New Preferred Schematic Report to the MSBA:

**MOTION** made by R. Scatamacchia, seconded by R. Driscoll, to approve submittal of a new Preferred Schematic Report to the MSBA.

3. Construction Manager at Risk:

JLA noted that seven CM at Risk firms submitted Statements of Qualifications, and that the Prequalification Committee will be meeting later today to discuss the submissions and decide which firms are qualified to handle the Caleb Dustin Hunking School project.

Based upon past experience, JLA recommended that the upcoming Request for Proposals (RFP), which is the second step in the CM at Risk selection process, state that fee proposals over \$975,000 will be considered not advantageous. It is important to put this language into the RFP because once a CM at Risk firm is chosen, the fee is non-negotiable.

A member of the committee asked whether the MSBA's model school program would be a good fit for this project. JLA responded that the MSBA would need to invite Haverhill into the program, and that the existing Hunking site seems to have too many constraints to support a model school.

A member of the committee asked whether the SBC could vote to prequalify all seven firms, so that all of the companies would be invited to submit a proposal. JLA explained that the Prequalification Committee has seen all of the proposals and would discuss whether the companies who submitted qualifications are truly qualified to move on to the next step of the process. Another member of the committee noted that the RFQ states that the decision will be made by the Prequalification Committee, and that the outlined process should not be bypassed. Some discussion followed.

4. Invoice Approval:

**MOTION** made by R. Scatamacchia, seconded by E. DiBurro, and approved unanimously, to approve Joslin, Lesser + Associates Invoice #9 in the amount of \$15,250.00, and JCJ Architecture Invoice #6 in the amount of \$16,500.00.

5. Public Comment

No members of the public were present.

6. Other Business

No Other Business to discuss.

7. Upcoming Meetings and Activities

- 11/26/13 @ 9:30 a.m. – CM at Risk Prequalification Committee Meeting – City Hall
- 12/10/13 @ 3:00 p.m. – Pre-proposal Conference for Qualified CM Firms – Hunking School
- 12/18/2013 @ 10:00 a.m. – FAS Meeting and Presentation – MSBA Conference Room

**MOTION** made by R. Scatamacchia, seconded by E. DiBurro, and approved unanimously to adjourn the meeting.

*Prepared by: Jennifer Gareau, Joslin, Lesser + Associates*

*-End of Minutes-*



# Massachusetts School Building Authority

Steven Grossman  
*Chairman, State Treasurer*

John K. McCarthy  
*Executive Director*

January 29, 2014

The Honorable James J. Fiorentini, Mayor  
City of Haverhill  
City Hall, Office of the Mayor, Room 100  
4 Summer Street  
Haverhill, MA 01830

Re: City of Haverhill, Caleb Dustin Hunking Middle School

Dear Mayor Fiorentini:

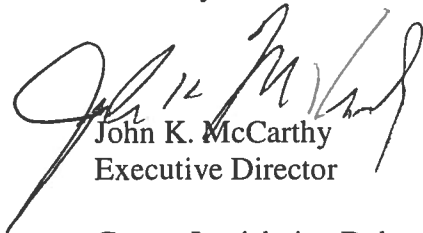
I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the City of Haverhill (the "City"), as part of its invitation for Feasibility Study, to proceed into schematic design to replace the existing 6-8 Caleb Dustin Hunking Middle School (the "Proposed Project") with a new co-located K-4 lower school and 5-8 upper school facility on the existing site.

It is my understanding that the City anticipates seeking community approval for this Proposed Project in April 2014. Therefore, it is critical that the City, in conjunction with its Owner's Project Manager and Designer, submit a schedule to the MSBA as soon as possible, which should include: the work plan to complete all of the required documentation for presentation to the MSBA's Board of Directors at a future Board meeting; the date of the City Meeting(s) at which the Proposed Project will be considered; and the anticipated design and construction schedule. We have attached a listing of the remaining deliverables for your use in preparing this schedule.

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's vote to approve the City of Haverhill to proceed into schematic design to replace the existing 6-8 Caleb Dustin Hunking Middle School with a new co-located K-4 lower school and 5-8 upper school facility on the existing site.

I look forward to continuing to work with you as the MSBA's grant program progresses. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy  
Executive Director

Cc: Legislative Delegation  
John A. Michitson, President, Haverhill City Council  
David S. Van Dam, Chief of Staff to the Mayor, City of Haverhill  
Linda Koutoulas, Executive Assistant to Mayor Fiorentini, City of Haverhill  
Shaun Toohey, President, Haverhill School Committee  
James F. Scully, Superintendent, Haverhill Public Schools  
Bill Cunniff, Owner's Project Manager, Joslin Lesser + Associates, Inc.  
Stephen Armington, Designer, JCJ Architecture  
File: 10.2 Letters (Region 3)

**Exhibit B**  
**City of Haverhill – Caleb Dustin Hunking Middle School**  
**Schedule of Deliverables – January 29, 2014**

<b>Deliverable</b>	<b>Status/ Received</b>
Initial Compliance Certification	Complete
School Building Committee	Complete
Local Vote Authorization	Complete
Mass. Historical Commission Approval	Complete
Enrollment Questionnaire	Complete
Executed Enrollment Certification	Complete
Educational Space Summary	Complete
OPM Selection	Complete
Executed MSBA Standard OPM Contract	Complete
Designer Selection	Complete
Executed MSBA Designer Standard Contract	Complete
MSBA Educational Space Template	Complete
Preliminary Evaluation of Alternatives	Complete
Budget Statement for Preferred Schematic Design	Complete
Recommendation of Preferred Schematic Design	Complete
Final Design Program for Preferred Schematic Design	Still Required
Schematic Building Floor Plans	Still Required
Room Data Sheets	Still Required
A letter from the Superintendent demonstrating SPED compliance with Chapters 70 and 71B	Still Required
Schematic Exterior Building Elevations	Still Required
Mass DESE Special Education Space Approval Letter	Still Required
Narrative Building Systems Descriptions	Still Required
Preliminary Summary of Ineligible Spaces	Still Required
Construction Systems: Outline of Specifications	Still Required
MA-CHPS Scorecard	Still Required
Furnishings, Fixtures & Equipment Specification and Estimate	Still Required
Value Engineering Plan for Detailed Design	Still Required
Total Project Budget	Still Required
Construction Estimate Unifomat II, Level 3	Still Required
Project Cash Flow	Still Required
Project Schedule	Still Required



## **DOUGLAS K. ROBERTS AIA, LEED AP, MCPPO**

### **SENIOR PROJECT MANAGER**

#### **EXPERIENCE**

29 Years

#### **EDUCATION**

Clemson University,  
Bachelor of Science, Design

The Ohio State University  
Master of Architecture

#### **REGISTRATION**

Registered Architect in CT, MA  
Registered Interior Designer in CT  
Leadership in Energy and Environmental  
Design Accredited Professional (LEED AP)

Massachusetts Certified Public Purchasing Official  
(MCPPO)

National Council of Architectural Registration Boards  
(NCARB)

#### **MEMBERSHIPS**

American Institute of Architects (AIA)

Academy of Architecture for Health (AAH) & Committee  
on Architecture for Education (CAE)

Doug is a registered architect and project manager with extensive experience leading innovative construction for public schools, both new and renovation projects. His strong organizational and communication skills help to facilitate projects that run smoothly to a successful completion. Mr. Roberts has been an integral part of numerous educational facility design projects, including additions and renovation to the Vernon Public Schools, addition and renovations for Waterbury Public Schools, addition and renovations for Portsmouth (NH) Public Schools, and the recently completed Glover Elementary School in Marblehead, Massachusetts.

#### **SELECT PROJECT EXPERIENCE**

- Glover Elementary School, Marblehead, MA
- Portsmouth Middle School, NH
- Ft. Barton School, Tiverton, RI
- Pocasset School, Tiverton, RI
- Vernon Center Middle School, Vernon, CT
- Center Road Elementary School, Vernon, CT
- Lake Street Elementary School, Vernon, CT
- Maple Street Elementary School, Vernon, CT
- Northeast Elementary School, Vernon, CT
- Skinner Road Elementary School, Vernon, CT
- Rockville High School, Vernon, CT
- Crosby High School, Waterbury, CT
- Duggan School Feasibility Study, Waterbury, CT
- Duggan PreK-8 School, Waterbury, CT
- Middletown Public Schools, Middletown, CT
- The Wooster School Library, Washington, CT\*
- Ft. Wright Elementary School, Kenton County, KY\*
- Ryland Heights Elementary School, Kenton County, KY\*
- R.C. Hinsdale Elementary School, Kenton County, KY\*

*\*Projects completed by Douglas with previous firm.*

## MEMORANDUM

To: Jane Johnson, Budget and Grants Analyst, City of Haverhill  
From: William G. Cunniff - Joslin, Lesser + Associates, Inc.  
Date: December 16, 2013  
Re: November 2013 Invoice Summary: Caleb Dustin Hunking School  
Cc: James F. Scully; Robert DeFusco; Jeffery Luxenberg; Jennifer Gareau

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

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice
0001-0000	JLA	10	OPM – Feasibility Study/ Schematic Design	OPM Services: November 2013	\$ 6,100.00
0002-0000	JCJ	7	Architect – Feasibility Study/ Schematic Design	A/E Services: November 2013	\$ 3,000.00
TOTAL:					\$9,100.00

The items listed above are consistent with the Total Project Budget and, to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Joslin, Lesser + Associates recommends that these items be approved and paid. Note: The October 2013 Monthly Report, which includes the Total Project Budget, was electronically distributed to the MSBA on December 12, 2013, and to the City of Haverhill on December 16, 2013. If you have any questions, please feel free to contact the Owner's Project Manager, Joslin, Lesser + Associates, Inc.



# Joslin, Lesser + Associates, Inc.

# INVOICE

44 Pleasant Street  
Watertown, MA 02472

Phone 617-744-3110 Fax 617-924-3800

DATE	INVOICE #
12/2/2013	10

**BILL TO:**

Jane Johnson, Budget and Grants Analyst  
City of Haverhill  
4 Summer Street  
Haverhill, MA 01830

PERIOD
November 1- 30, 2013

PROJECT	
Haverhill Caleb Dustin Hunking School	
DESCRIPTION	AMOUNT
Feasibility Study Phase Lump Sum Payment Propay Code 0001-0000	\$ 6,100.00
Approved Lump Sum Fee - Feasibility Study and Schematic Design	\$ 150,000.00
Total Billed Amount	125,600.00
Previously Billed Amount	119,500.00
<b>Current Invoice</b>	<b>\$ 6,100.00</b>
<b>Balance to Finish</b>	<b>\$ 24,400.00</b>
<b>TOTAL</b>	<b>\$ 6,100.00</b>

Make all checks payable to Joslin, Lesser + Associates, Inc.



Project Management

November 30, 2013

Project No: B13020.00

Invoice No: 000000007

City of Haverhill  
c/o Joslin, Lesser & Associates, Inc  
44 Pleasant Street  
Watertown, MA 02472

Project B13020.00 Caleb Dustin Hunking School

Professional Services from November 01, 2013 to November 30, 2013

Phase 00 General  
Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Preliminary Studies	150,000.00	100.00	150,000.00	3,000.00
Schematic Design	245,000.00	0.00	0.00	0.00
Geotechnical Investigation	15,334.00	0.00	0.00	0.00
Phase I Preliminary Site Assessment	5,280.00	0.00	0.00	0.00
Hazardous Bldg Materials Investigation	26,950.00	0.00	0.00	0.00
Updated Wetlands Survey	3,300.00	0.00	0.00	0.00
Total Fee	445,864.00		150,000.00	3,000.00

Previous Fee Billing 147,000.00

Total Fee

3,000.00

Total this Phase

\$3,000.00

Total this Invoice

\$3,000.00

### Outstanding Invoices


Number	Date	Balance
000000006	10/31/2013	16,500.00
Total		16,500.00

Total Now Due

\$19,500.00

OK [Signature] 12/3/13

## MEMORANDUM

To: Jane Johnson, Budget and Grants Analyst, City of Haverhill  
From:  William G. Cuniff - Joslin, Lesser + Associates, Inc.  
Date: January 10, 2014  
Re: December 2013 Invoice Summary: Caleb Dustin Hunking School  
Cc: James F. Scully; Robert DeFusco; Jeffery Luxenberg; Jennifer Gareau

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

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice
0001-0000	JLA	11	OPM – Feasibility Study/ Schematic Design	OPM Services: December 2013	\$ 6,100.00
0002-0000	JCJ	8	Architect – Feasibility Study/ Schematic Design	A/E Services: December 2013	\$ 50,864.00
TOTAL:					\$56,964.00

The items listed above are consistent with the Total Project Budget and, to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Joslin, Lesser + Associates recommends that these items be approved and paid. Note: The December 2013 Monthly Report, which includes the Total Project Budget, was electronically distributed to the MSBA on January 10, 2014, and to the City of Haverhill on January 10, 2014. If you have any questions, please feel free to contact the Owner's Project Manager, Joslin, Lesser + Associates, Inc.



Project Management

# Joslin, Lesser + Associates, Inc.

# INVOICE

44 Pleasant Street  
Watertown, MA 02472

Phone 617-744-3110 Fax 617-924-3800

DATE	INVOICE #
1/2/2014	11

**BILL TO:**

Jane Johnson, Budget and Grants Analyst  
City of Haverhill  
4 Summer Street  
Haverhill, MA 01830

PERIOD
December 1 - 31, 2013

PROJECT	
Haverhill Caleb Dustin Hunking School	
DESCRIPTION	AMOUNT
Feasibility Study Phase Lump Sum Payment Propay Code 0001-0000	\$ 6,100.00
Approved Lump Sum Fee - Feasibility Study and Schematic Design	\$ 150,000.00
Total Billed Amount	131,700.00
Previously Billed Amount	125,600.00
<b>Current Invoice</b>	<b>\$ 6,100.00</b>
<b>Balance to Finish</b>	<b>\$ 18,300.00</b>
<b>TOTAL</b>	<b>\$ 6,100.00</b>

Make all checks payable to Joslin, Lesser + Associates, Inc.

OK  
JLA 1/6/14



Project Management

December 31, 2013

Project No: B13020.00

Invoice No: 000000008

City of Haverhill  
c/o Joslin, Lesser & Associates, Inc  
44 Pleasant Street  
Watertown, MA 02472

Project B13020.00 Caleb Dustin Hunking School  
Professional Services from December 01, 2013 to December 31, 2013

Phase 00 General  
Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Preliminary Studies	150,000.00	100.00	150,000.00	0.00
Schematic Design	245,000.00	0.00	0.00	0.00
Geotechnical Investigation	15,334.00	100.00	15,334.00	15,334.00
Phase I Preliminary Site Assessment	5,280.00	100.00	5,280.00	5,280.00
Hazardous Bldg Materials Investigation	26,950.00	100.00	26,950.00	26,950.00
Updated Wetlands Survey	3,300.00	100.00	3,300.00	3,300.00
Total Fee	445,864.00		200,864.00	50,864.00

Previous Fee Billing 150,000.00

**Total Fee 50,864.00**

**Total this Phase \$50,864.00**

**Total this Invoice \$50,864.00**

## Outstanding Invoices


Number	Date	Balance
000000007	11/30/2013	3,000.00
<b>Total</b>		<b>3,000.00</b>

**Total Now Due \$53,864.00**

OK [Signature] 1/6/14  
JLA

JCS Amendments 1 & 2

**MEMORANDUM**

To: Jane Johnson, Budget and Grants Analyst, City of Haverhill  
From:  William G. Cunniff - Joslin, Lesser + Associates, Inc.  
Date: February 4, 2014  
Re: January 2014 Invoice Summary: Caleb Dustin Hunking School  
Cc: James F. Scully; Robert DeFusco; Jeffery Luxenberg; Jennifer Gareau

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

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice
0001-0000	JLA	12	OPM – Feasibility Study/ Schematic Design	OPM Services: January 2014	\$ 6,100.00
TOTAL:					<b>\$6,100.00</b>

The items listed above are consistent with the Total Project Budget and, to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Joslin, Lesser + Associates recommends that these items be approved and paid. Note: The January 2014 Monthly Report, which includes the Total Project Budget, will be electronically distributed to the MSBA on February 12, 2014, and to the City of Haverhill on February 12, 2014. If you have any questions, please feel free to contact the Owner's Project Manager, Joslin, Lesser + Associates, Inc.

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# Joslin, Lesser + Associates, Inc.

# INVOICE

44 Pleasant Street  
Watertown, MA 02472

Phone 617-744-3110 Fax 617-924-3800

DATE	INVOICE #
2/1/2014	12

**BILL TO:**

Jane Johnson, Budget and Grants Analyst  
City of Haverhill  
4 Summer Street  
Haverhill, MA 01830

**PERIOD**

January 1 - 31, 2014

PROJECT	
Haverhill Caleb Dustin Hunking School	
DESCRIPTION	AMOUNT
Feasibility Study Phase Lump Sum Payment Propay Code 0001-0000	\$ 6,100.00
Approved Lump Sum Fee - Feasibility Study and Schematic Design	\$ 150,000.00
Total Billed Amount	137,800.00
Previously Billed Amount	131,700.00
<b>Current Invoice</b>	<b>\$ 6,100.00</b>
<b>Balance to Finish</b>	<b>\$ 12,200.00</b>
<b>TOTAL</b>	<b>\$ 6,100.00</b>

Make all checks payable to Joslin, Lesser + Associates, Inc.

OK [Signature] 2/4/14  
JA



Project Management