

Agawam High School

Agawam, MA

School Building Committee Meeting #18

January 22, 2024



TODAY'S AGENDA

1. Call meeting to order
2. Presentation from MA Office of Campaign and Political Finance
3. Approval of previous Meeting Minutes *[vote required]*
4. Review Project Budget, Approve Invoices *[vote required]*
5. CM-r procurement update
6. Schematic Design update
7. Public comment
8. New business
9. Adjourn



MEETING MINUTES

VOTE:
Approval of Meeting Minutes from the
December 18th SBC Meeting



 THE RIGHT CHOICE IN PROJECT MANAGEMENT

3:00PM

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA
SCHOOL BUILDING COMMITTEE (SBC) MEETING #17
 December 18, 2023

Agawam Public Library
Meeting Minutes for December 18, 2023

A scheduled meeting of the Agawam High School Building Committee was held on December 18, 2023 at 3:00pm at the Agawam Public Library. Committee members and attendees present were:

	Present	Absent	Notes
Voting Member			
William Sapelli-Chair	X		
Jim Blain			
Jennifer Bonfiglio	X		
Raymond Casella	X		
Robert Clickstein	X		
Louis Conte	X		
Dawn DeMatteo	X		
Sheila Hoffman	X		
Timothy Karetka	X		
Brian Meloni	X		
Brian Pagella	X		
Anthony Suffati	X		
Robin Wozniak	X		
Christopher Caputo	X	X	
Project Team Members			
Linda Liporto	X	X	
James Riefstahl	X	X	
Jim Rogers			Leftfield - Senior Project Manager
Adele Sands	X		Leftfield - Project Director
Kent Kovacs	X		Leftfield - Project Manager
Jessica Libby	X		Leftfield - Owner
Russ Higgins			Flansburgh - Education Liaison
	X		Flansburgh - Principal in-Charge
	X		Flansburgh - Project Architect
	X		Flansburgh - Project Architect

7 voting members required for a quorum

Meeting was called to order by Mayor Sapelli at 3:00 pm.

1 – Agenda

Linda Liporto went through the agenda for the meeting.

Agawam High School Building Committee Meeting Notes – December 18, 2023
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BUDGET TRACKING

Agawam High School - Agawam, MA

December 31, 2023

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Uncommitted	Comments
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 365,000	\$ (15,000)	\$ 350,000	\$ 350,000	100%	\$ 215,000	61%	\$ 135,000	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 740,000	\$ (55,000)	\$ 685,000	\$ 685,000	100%	\$ 457,015	67%	\$ 227,985	\$ -	
0003-0000	Environmental & Site	\$ 130,000	\$ (30,000)	\$ 100,000	\$ 100,000	100%	\$ 32,945	33%	\$ 67,055	\$ -	
0004-0000	Other	\$ 15,000	\$ 100,000	\$ 115,000	\$ 611	1%	\$ 611	1%	\$ -	\$ 114,389	
	SUB-TOTAL	\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 705,571	56.4%	\$ 430,040	\$ 114,389	
TOTAL PROJECT BUDGET		\$ 1,250,000	\$ -	\$ 1,250,000	\$ 1,135,611	91%	\$ 705,571	56%	\$ 544,429	\$ 114,389	

FUNDING SOURCES	
Maximum State Share	\$ 748,000 59.84%
Local Share	\$ 502,000 40.16%
SUB-TOTAL	\$ 1,250,000 100%

CONSTRUCTION COST ESTIMATES					
	Date	Estimator	Amount	SF	Cost/SF
Designer FS Cost Estimate					
Designer SD Cost Estimate					
OPM SD Cost Estimate					
PFA Budget					

Feasibility Study Agreement Budget Transfers:



INVOICE LOG

**VOTE: Approval of LeftField's
invoice for December services for
\$15,000 and Flansburgh's
invoices for \$46,400, \$8,360 and
\$1,485 as presented**

MEMORANDUM

To: Jennifer Bonfiglio, Chief Procurement Officer
From: Linda Liporto, LeftField, LLC
Date: January 5, 2024
Re: Agawam High School - December 2023 Invoice Summary
Cc: James Riefstahl, LeftField, LLC

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

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0001-0000	LeftField, LLC	13	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for December 2023	\$ 15,000.00
0002-0000	Flansburgh	33248	A&E Feasibility Study/Schematic Design	FS Phase Project Management Services for December 2023	\$ 46,400.00
0003-0000	Flansburgh	33259	Environmental & Site	FS Phase E&S Services for December 2023	\$ 8,360.00
0003-0000	Flansburgh	33260	Environmental & Site	FS Phase E&S Services for December 2023	\$ 1,485.00
				TOTAL:	\$ 71,245.00



CM-r SCHEDULE UPDATE

- *Application to The Office of the Inspector General* December 9, 2023
- *Issue Request for CM Qualifications* December 13, 2023
- *Request for CM Qualifications Due* January 10, 2024
- *Issue CM Request for Proposals* January 17, 2024
- Pre-Proposal Conference - 1:30pm start at the Public Library Meeting Room for a brief presentation, then walk the HS January 24, 2024
- CM Request for Proposals Due February 7, 2024
- CM Subcommittee Review of Responses February 8, 2024
- CM Interviews February 14-15, 2024
- CM Approved/Notice to Proceed February 16, 2024
- CM at Risk Contract Executed February 19-26, 2024
- CM Preconstruction Services (Design Development) Late February - May 2024



Schematic Design Update

TASKS COMPLETED

- Refining Space Template
- Completed initial user group meetings;
 - School Counseling
 - Performing arts
 - Special Ed – STRIVE and ASPIRE
 - Science + Healthcare Pathway
 - IT Department
 - Business + Instructional Technology
 - IT Pathway
 - Core Academic
 - Technical Education
 - Library/Media Center
 - Early Childhood Center
 - Visual Arts
 - Advanced Manufacturing
 - Physical Education

- Refining site plan
- Refining overall massing and fenestration
- Hydrant flow test completed
- Continuing consultant coordination

UPCOMING TASKS

- Cost Estimate Set – 3/8/2024
- CM process ongoing
- Building Systems Review with Vanderweil
- Interior materials review
- Exterior materials review
- Follow up user group meetings
- Security meeting w/SRO