

AGENDA

1. Call meeting to order
2. Approval of meeting minutes,
3. Introduction of LeftField
 - a. MSBA OPM panel approval, May 12
4. MSBA Process overview
5. Proposed overall schedule and next steps
 - a. Designer RFS process
 - i. *Recommendation to assign an individual to be delegated to assist with this task as a point person*
 - ii. *Assignment of Designer Selection Panel [DSP] members*
6. Proposed Feasibility Study Budget
7. Future SBC committee schedule
8. Public comment
9. Meeting Adjournment

OWNER'S PROJECT MANAGEMENT SERVICES

**Colonel Moses Parker
Elementary School**
Chelmsford, MA

March 19, 2025





Established in 2007 by
Jim Rogers



Locally owned with 49
employees



Significant MSBA experience
with elementary schools



Experience with both DBB and
CM-at-Risk methodologies



Boston, Providence (RI), Rockland,
Worcester, and Manchester (NH)

Depth of our Firm

- 1 Principal
- 32 Project Managers
- 7 Clerks
- 3 MEP Specialists
- 1 Design Review Expert
- 1 Cost Manager
- 1 Education Liaison
- 1 Business Strategy Director
- 1 Administration Director
- 1 Marketing Coordinator

Services Provided

- Owner's Representation
- Educational Programming
- Clerk of the Works
- Cost Management and Reporting
- Construction Administration
- Relocation Management
- Audit Services
- MEP Expertise

75%

of business
from repeat
clients

\$4.4B

in active
public
projects

92%

percentage of
our work in
the K-12 &
higher ed
market

97%

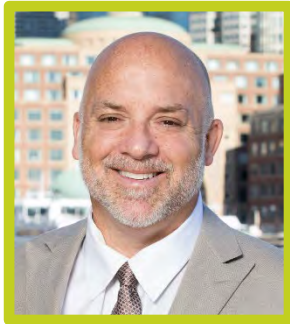
employee
retention

30%

women/
minority
employees

PROJECT TEAM

CORE TEAM



Jim Rogers
Principal in Charge



David Saindon
Project Director



Hamdi Cobanoglu
Sr. Project Manager



Brian Johnson
On-Site Project Manager

SUBCONSULTANTS

Cost Estimating

PM&C

Code Consulting

 JENSEN HUGHES

Envelope Consultant



CORE TEAM OF EXPERTS



Brian Dakin
Project Advisor



Dan McSweeney
Cost Manager



Jay Faxon
MEP Specialist



Josh Brewster
Relocation Manager



Adele Sands
Education Liaison

PROJECT TEAM

LOCAL PROJECT TEAM

Core Team Location

- Hamdi | Acton, MA [12 miles]
- David | North Andover, MA [16 miles]
- Brian J | Gloucester, MA [45 miles]
- Jay | Haverhill, MA [24 miles]
- Josh | Merrimack NH [28 miles]
- Brian D | Revere, MA [32 miles]



PROJECT TEAM

LOCAL EXPERIENCE

Town of Chelmsford	High School Kitchen Renovation	MSBA / Marblehead	Brown Elementary School	MSBA / Billerica	Billerica Memorial HS
MSBA / Gloucester	O'Maley Innovation Middle School ARP	Town of Marblehead	High School Roof Replacement		
MSBA / Groton	Florence Roche Elementary School	Town of Marblehead	Schools HVAC Assessment	Town of Billerica	PHR Recreation Complex
Groton-Dunstable	MEP Review / Designer Procurement	Town of Marblehead	HVAC Designer Procurement	Town of Billerica	Pinehurst Fire Station
City of Haverhill	Haverhill HVAC PM study	City of Nashua	Public Works Garage	Town of Billerica	Vining & Ditson Demo
Haverhill Schools Ventilation)	Haverhill Mechanical Study (School	MSBA / Revere	Garfield School	Town of Billerica	Town Hall Chiller
MSBA / Leominster	Fall Brook Elementary School	MSBA / Revere	Revere High School		
UMBA/UMass Lowell	McGauvran Hall Dining Renovation	City of Revere	Multiple School Repairs	Town of Billerica	Library HVAC
UMBA/UMass Lowell	Fox Hall Elevator Modernization	MSCBA / Salem State	Marsh Hall	Town of Billerica	Town Hall Chiller, Pollard Field, Vining Field
UMass Lowell	45 Lawrence - Advancement	MSCBA / Salem State	Atlantic Hall	Town of Billerica	Recreation Building
UMass Lowell	5 Lawrence - Outdoor Recreation/Bike Shop	MSCBA / Salem State	Gassett Fitness Center	Town of Billerica	North Fire Station
UMass Lowell	Cumnock Hall	MSCBA / Salem State	Sophia Gordon Center		
MSBA / Lowell	Bailey Elementary School ARP	MSCBA / Salem State	Viking Hall	Town of Billerica	Police Station
MSBA / Lowell	Daley Middle School ARP	MSCBA / Salem State	Parking Garage	Town of Billerica	Old Ditson Park
MSBA / Lowell	Greenhalge Elementary School ARP	MSCBA / Salem State	Salem State Summer Projects (2020)	Town of Billerica	Billerica Skate Park
MSBA / Lowell	McAuliffe Elementary School ARP	Salem HS	School Ventilation (MEP) Support (2020)		
MSBA / Lowell	Rogers Early Learning Centre ARP	Salem	Witchcraft Heights Chiller Replacement		
MSBA / Lowell	Sullivan Middle School ARP	MSCBA / Salem State	Peabody and Atlantic Hall Hot Water (2021)		
MSBA / City of Lynn	Pickering Middle School	MSCBA / Salem State	Bowditch Hot Water Replacement 2022		
City of Lynn	Park Playground and Field Improvements	MSBA / Tyngsborough	Tyngsborough Middle School		
Lynn Health Center	Health Center MEP Assessment	MSBA / Wakefield	Walton Elementary School		
Lynnfield	Huckleberry Hill & Summer Schools	Wakefield	Wakefield Public Safety Facility		
Expansion		MSBA / Wakefield	Wakefield Memorial High School		
Town of Lynnfield	ESCO Projects HVAC (Municipal Buildings)	MSBA / Wareham	Wareham Middle School ARP		
Manchester, NH	Priority One (6 Modular Sites, 1 Elementary and 4 Middle	MSBA / Wareham	Wareham High School ARP		
		MSBA / Westford	Abbot Elementary School		
		MSBA / NVTSH RSD	Nashoba Valley Technical High School ARP		

PROJECT APPROACH

Topic #1 – Project Approach

Our Project Approach is defining what makes a Project Successful and applying the management for a successful outcome.

1. What is a successful project?

- a. Having a design/ project that can pass at the ballot box; **know your audience**
- b. Delivering a **cost-effective, educationally appropriate** design to the Community
- c. Designing and constructing a facility that delivers its intended **educational needs and vision, does not leak, functions correctly, is energy efficient with realistic upfront capital costs, and easy to operate and maintain**
- d. Develop a realistic schedule and budget and continue with **discipline**
- e. Successful projects have traits with the ability to **say “no – at times”**

2. How do we do this?

- a. Being **hands-on** and involved in decision making. Not that we are the decision makers, but we will ensure you understand the pros and cons of said decisions. **Wise decisions develop into a successful project!**
- b. We challenge the project team members and ‘pull back the curtains’ on many items. **We ask the uncomfortable questions** in the room, such as, “how much does that cost?” “How long till the upfront capital cost is neutral by the long-term savings?”

PROJECT EXPERIENCE

MIDDLE SCHOOLS

Multiple Enrollments Studied



PROJECT STATS

CLIENT	TOWN OF CANTON
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	TBD
BUILDING AREA	176,000 SF
PROJECT COST	\$175 MILLION (EST.)
SCHEDULE	STUDY COMPLETION IN 2024
ARCHITECT	Ai3 ARCHITECTS
CONTRACTOR	TBD

Multiple Enrollments Studied



PROJECT STATS

CLIENT	CITY OF LYNN
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	260,000 SF
PROJECT COST	\$160 MILLION
SCHEDULE	COMPLETION BY FALL 2026
ARCHITECT	SYMMES, MAINI & MCKEE
CONTRACTOR	BOND BUILDING COMPANY



PROJECT STATS

CLIENT	TOWN OF TYNGSBOROUGH
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	112,000 SF
PROJECT COST	\$83 MILLION
SCHEDULE	COMPLETION BY 2026
ARCHITECT	JCJ ARCHITECTURE
CONTRACTOR	FONTAINE BROS., INC.

PROJECT EXPERIENCE

ELEMENTARY SCHOOLS



Multiple Enrollments Studied



Brown Elementary School
Marblehead, MA

PROJECT STATS

CLIENT	TOWN OF MARBLEHEAD
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	82,000 SF
PROJECT COST	\$56 MILLION
COMPLETION	DECEMBER 2021
ARCHITECT	RAYMOND DESIGN ASSOC.
CONTRACTOR	GILBANE BUILDING COMPANY

Multiple Enrollments Studied



Florence Roche Elementary
Groton, MA

PROJECT STATS

CLIENT	GROTON-DUNSTABLE RSD
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	110,000 SF
PROJECT COST	\$89 MILLION
SCHEDULE	AUGUST 2024
ARCHITECT	STUDIO G ARCHITECTS
CONTRACTOR	GILBANE BUILDING COMPANY

Multiple Enrollments Studied



Woodland Elementary School*
Milford, MA

PROJECT STATS

CLIENT	TOWN OF MILFORD
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	132,5000 SF
PROJECT COST	\$60.9 MILLION
COMPLETION	JULY 2016
ARCHITECT	HMFH ARCHITECTS
CONTRACTOR	SHAWMUT

PROJECT EXPERIENCE

HIGH SCHOOLS



Billerica Memorial High School
Billerica, MA

PROJECT STATS

CLIENT	TOWN OF BILLERICA
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	326,000 SF
PROJECT COST	\$176 MILLION
COMPLETION	OCTOBER 2020
ARCHITECT	PERKINS+WILL
CONTRACTOR	SHAWMUT



BMC Durfee High School
Fall River, MA

PROJECT STATS

CLIENT	CITY OF FALL RIVER
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	501,330 SF
PROJECT COST	\$263 MILLION
COMPLETION	OCCUPIED SEPTEMBER 2021
ARCHITECT	Ai3 ARCHITECTS
CONTRACTOR	SUFFOLK



Waltham High School
Waltham, MA

PROJECT STATS

CLIENT	CITY OF WALTHAM
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	CM-AT-RISK (CH. 149A)
BUILDING AREA	400,000 SF
PROJECT COST	\$375 MILLION
SCHEDULE	COMPLETION BY 2024
ARCHITECT	SYMMES, MAINI & MCKEE
CONTRACTOR	CONSIGLI

PROJECT EXPERIENCE

ADDITION/ RENOVATION



Wachusett Regional High School*
Holden, MA

PROJECT STATS

CLIENT	WACHUSETT REGIONAL SD
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	DESIGN-BID-BUILD
BUILDING AREA	400,000 SF
PROJECT COST	\$74 MILLION
SCHEDULE	FEBRUARY 2008
ARCHITECT	RAYMOND DESIGN ASSOC.
CONTRACTOR	TLT CONSTRUCTION

**Managed by LeftField staff when employed by other firm*



PROJECT EXPERIENCE

COMMUNITY TELEMEDIA FACILITY EXPERIENCE



PROJECT STATS

CLIENT	TOWN OF BILLERICA
SERVICES	OWNER'S PROJECT MANAGER
DELIVERY METHOD	DESIGN-BID-BUILD
BUILDING AREA	10,000 SF
PROJECT COST	\$9 MILLION
SCHEDULE	OCTOBER 2022
ARCHITECT	PRA ARCHITECTS
CONTRACTOR	BC CONSTRUCTION



MEP EXPERIENCE

PUBLIC PROJECTS – K-12 SCHOOLS

MEP Services

- Drawing and plan review
- Equipment inspection as it arrives on site
- Field inspections during construction to insure proper installation
- Equipment useful life maximization
- Existing buildings, mechanical assessments and review
- New building operations training for staff



Clients

- Billerica Memorial High School
- BMC Durfee High School
- Nashoba Valley Regional Technical High School
- Waltham High School
- Brown Elementary School
- Florence-Roche Elementary School
- Billerica Howe School
- Brookline Driscoll K-8 School

HVAC Assessments & Studies Clients

- Whittier Regional Vocational Technical High School
- Old Rochester Regional School District Schools
- Salem Public Schools
- Fall River Public Schools
- Haverhill Public Schools

PARKER MIDDLE SCHOOL

MOVE MANAGEMENT

Principles

- Planning
- Communications/Transparency
- Decluttering/Downsizing
- Budgeting
- Defining Ideal Process
- Scenario Planning
- Ease of Access Maintaining
Accurate Data
- Simple Request Process
- Leader & Employee Satisfaction



Process

- Coordinate Utilities
- Comprehensive Inventory
- Create Move Plan
- Solicit Moving Vendors
- Pack & Label
- Information Technology Coordination
- Procurement of Temporary Space
- Temporary Space Construction/Setup
- Move Into Temporary Space
- Move Into New Location
- Quality Control/Post-Move

COMMUNICATION

Topic #2 – Communication Strategy

1. Start with a **listening tour** to the community. Obtain data, know your audience.
2. Routinely **meet with Town leadership, committees, boards**, etc., to ensure all stakeholders are aware of developments of the Project.
3. Develop a **project website** to provide accurate fact-driven data, a place of truth.
4. At the appropriate time, have a ballot committee create a **ballot committee website**.
Members of this committee should not be members of the building committee.
5. Develop an **overall Communication Plan**.
6. Develop and discuss **building committee roles and responsibilities**.

COMMUNICATION

COMMUNITY OUTREACH

Interim **SAVE
THE DATES!**
mailer/
postcard
utilized in
Tyngsborough

Save the Dates!

May 3rd Annual Town Meeting

7PM TYNGSBOROUGH HIGH SCHOOL

A 2/3 affirmative vote at Town Meeting moves the project to the May 17th ballot

May 17th Town Election

POLLS OPEN 7AM – 8PM

Majority vote required for successful passage of the project

Since 2011, the Town of Tyngsborough has worked to partner with the MSBA on addressing our middle school facility needs. After 8 years of submitting a statement of interest to the MSBA, we were invited to partner in February, 2020. Shortly thereafter, the Town committed \$950,000 to this endeavor. For the past 26 months, we have worked with our Owners Project Manager (Leftfield) and Architect (JCJ Architecture) to design a facility that meets our educational needs in the most fiscally responsible manner. **Now our community is two votes away from making a new middle school construction project a reality.**

Financial Information

Total Project Cost: **\$82,530,000**

Cost to Residents: **\$54,450,000**

MSBA Reimbursement: **\$28,080,000**

Tax Implication

Average cost for the entire project to the taxpayer: \$34 per month

Scan this QR code with your mobile phone camera to visit the Tyngsborough Middle School Project website



Tyngsborough Middle School Building Project

COMMUNICATION

COMMUNITY OUTREACH

**Mailer/
postcard
utilized in
Tyngsborough
for Town
Meeting and
ballot vote**



Financial Information

Total Project Cost: **\$82,530,000**
Cost to Residents: **\$54,450,000**
MSBA Reimbursement: **\$28,080,000**

Tax Implication

Average cost for the entire project
to the taxpayer: \$34 per month

	PARTIAL TAX IMPACT DURING CONSTRUCTION			FULL TAX IMPACT
	FY 24	FY 25	FY 26	FY 27-57
Annual tax impact \$ *	\$103	\$207	\$103	\$413
Annual tax impact %	1.55%	3.10%	1.55%	6.21%

*FY 22 average home value \$455,600, FY 22 average single family tax bill \$6,665
Amounts shown are incremental, accounting for the final Elementary School debt payment dropping off in FY 26

Tri-Board Support (13-1)

In order to minimize the tax burden, the Tyngsborough Tri-Board, including Selectmen, School Committee, and Finance Committee, voted overwhelmingly to fund \$1 Million/ year of the Middle School Construction debt within the existing operating budget. To meet this goal, the Tri-Board will recommend a budget to Town Meeting that earmarks portions of revenue from several large residential and commercial developments over the next 5-10 years.

Important Dates

May 3rd Annual Town Meeting
A 2/3 affirmative vote at Town Meeting
moves the project to the May 17th ballot


May 17th Town Election
Majority vote required for successful
passage of the project

Scan this QR code with
your mobile phone
camera to visit the
Tyngsborough Middle
School Project website




COMMUNICATION

COMMUNITY OUTREACH – PROJECT WEBSITE




TOWN OF WAKEFIELD

HOME PROJECT TEAM ▾ CONSTRUCTION PHASE DESIGN ▾ SCHEDULE MEETINGS/EVENTS DOCUMENTS ▾ FAQs



Wakefield Memorial High School Building Project



Project Overview

Past Meetings and Materials →

Wakefield Memorial High School ("WMHS") was originally built as a Junior High School in 1960. In 1972, the Junior High was converted into the current WMHS through the construction of major additions to the north and south of the school. Since then, except for some relatively small improvements and modifications made toward meeting the accreditation requirements, the High School has remained virtually untouched.

In 2016 a comprehensive facilities assessment was completed and presented to the Wakefield Permanent Building Committee. The study highlighted numerous physical building challenges, the most significant being related to the buildings envelope and lack of thermal insulation in the exterior walls, poor ventilation and air quality of the mechanical systems, outdated electrical and fire alarm systems, insufficient plumbing and large sections of the building that are not ADA/M&A&R compliant.

NOTIFICATIONS

- IMPORTANT NOTIFICATION: 04.08.24 - Construction Start Notification
- IMPORTANT: Early Construction Phases Pedestrian Logistics - Pedestrian Access Path to Landrigan Field
- WMHS Construction Activity (4) Week Look Ahead Schedule
- WMHS Construction Logistics Plans

Scan
Me!



PARKER MIDDLE SCHOOL

PROJECT UNDERSTANDING/ INITIAL THOUGHTS

An aerial photograph of Parker Middle School, a large brick building with a flat roof covered in solar panels. The school is surrounded by a parking lot, a baseball field, and a large open field. The surrounding area includes residential houses and dense trees.

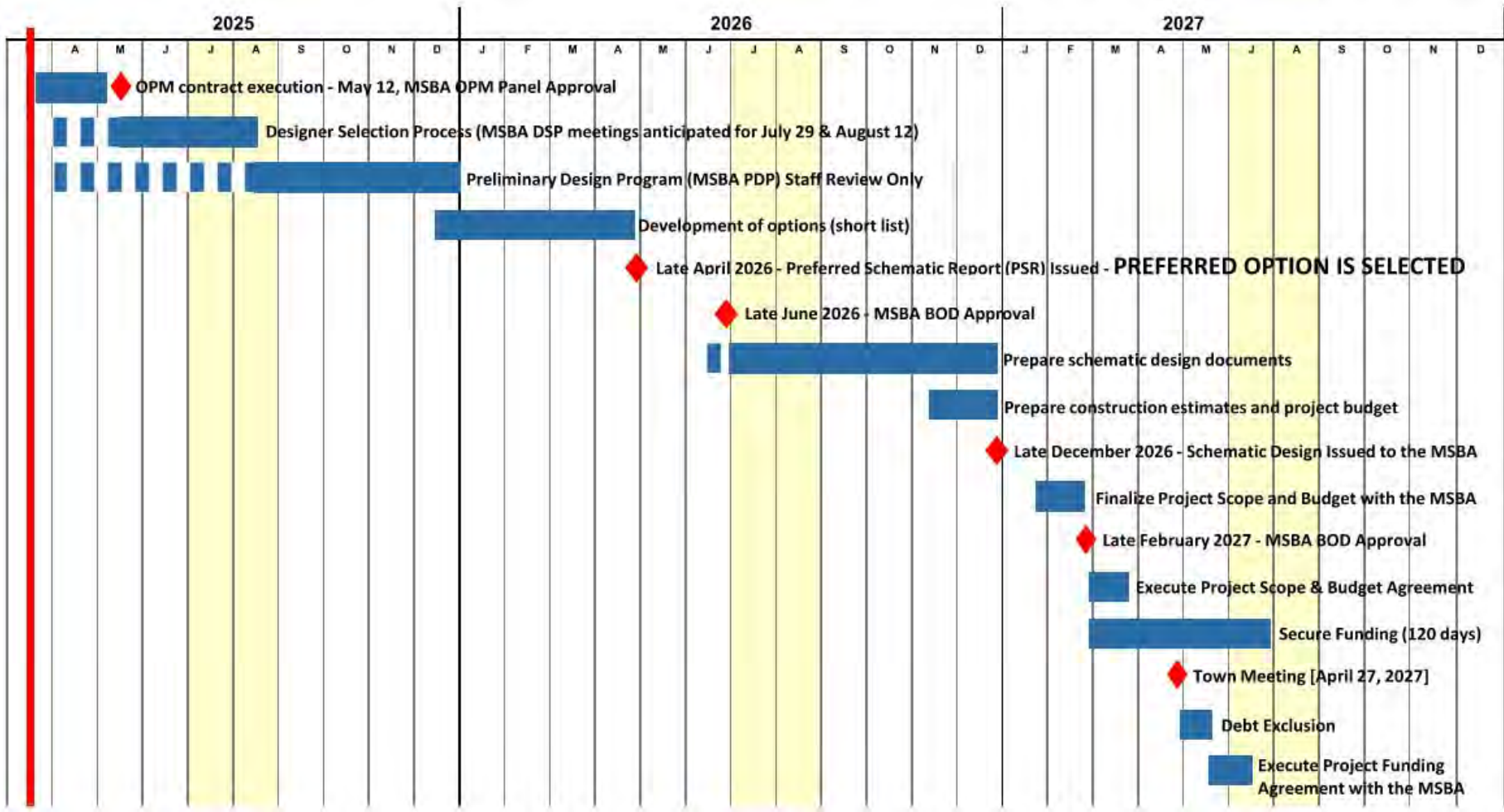
**NOW LET'S TALK ABOUT
YOUR PROJECT!**

PARKER MIDDLE SCHOOL

DRAFT FEASIBILITY SCHEDULE TIMELINE

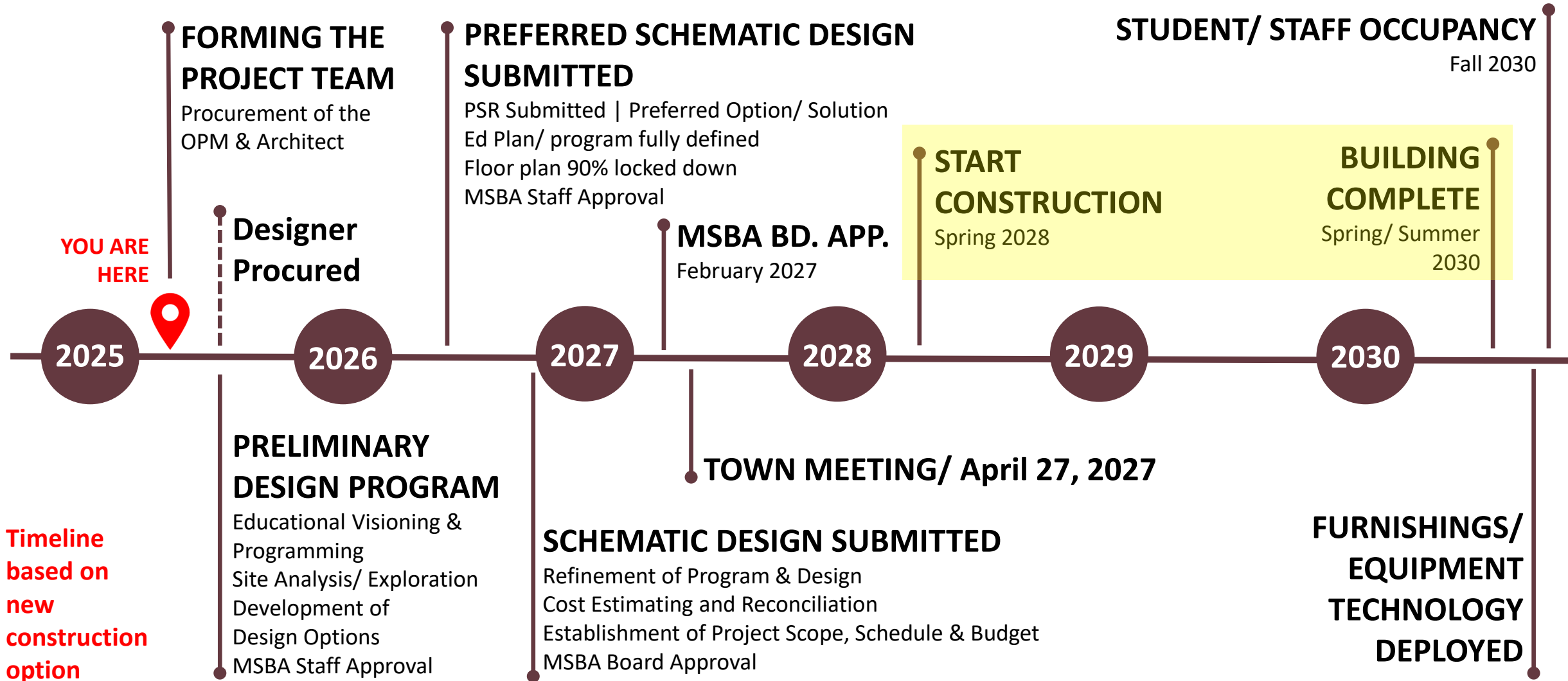
Draft Feasibility Schedule for
Spring 2027
[April 27, 2027]
Town Meeting

This is attainable and could
be improved!



PARKER MIDDLE SCHOOL

DRAFT FEASIBILITY SCHEDULE TIMELINE



PARKER MIDDLE SCHOOL

SITE LOCUS



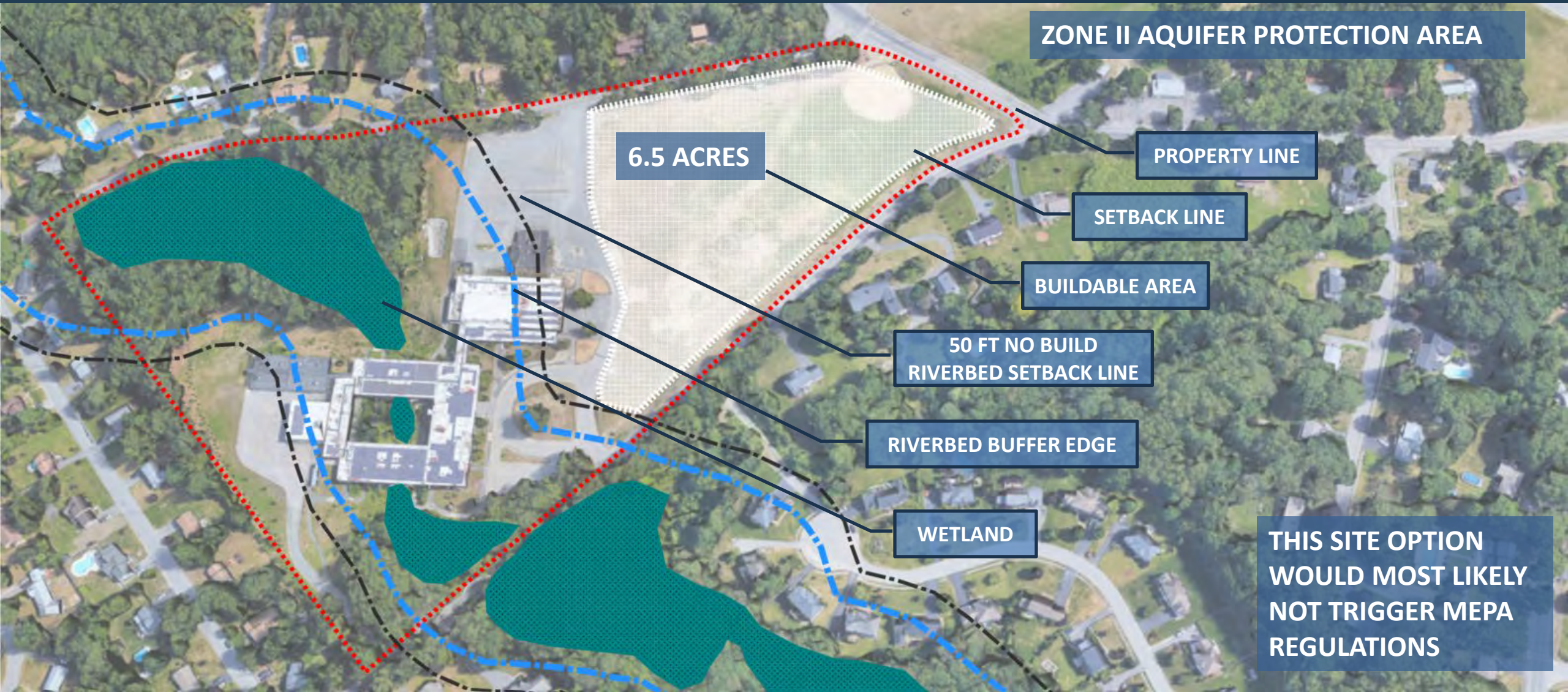
**HARRINGTON
ELEMENTARY SCHOOL**

**CHELMSFORD HIGH
SCHOOL**

**MCCARTHY
MIDDLE SCHOOL**

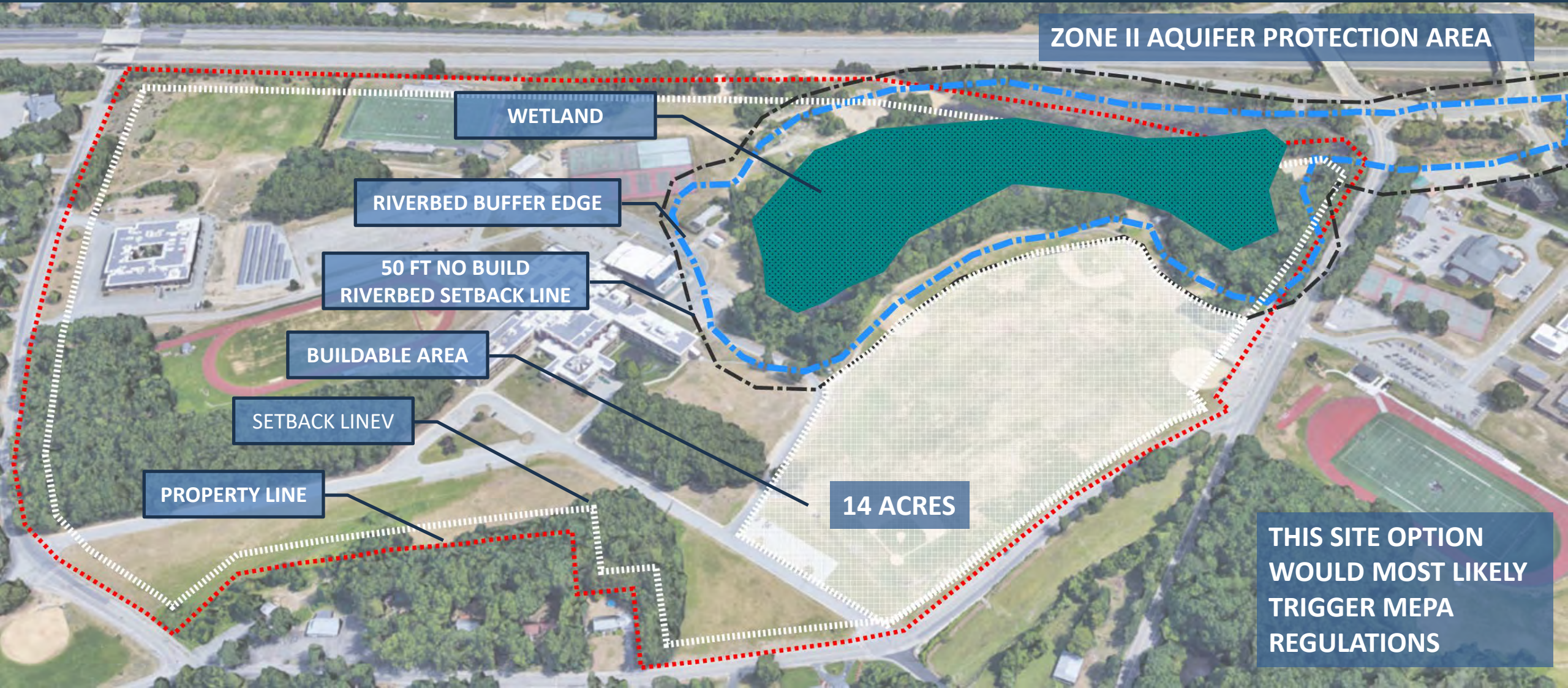
**PARKER
MIDDLE SCHOOL**

PARKER SCHOOL SITE



PARKER MIDDLE SCHOOL

BALLFIELD SITE



ZONE II AQUIFER PROTECTION AREA

WETLAND

RIVERBED BUFFER EDGE

50 FT NO BUILD
RIVERBED SETBACK LINE

BUILDABLE AREA

SETBACK LINE

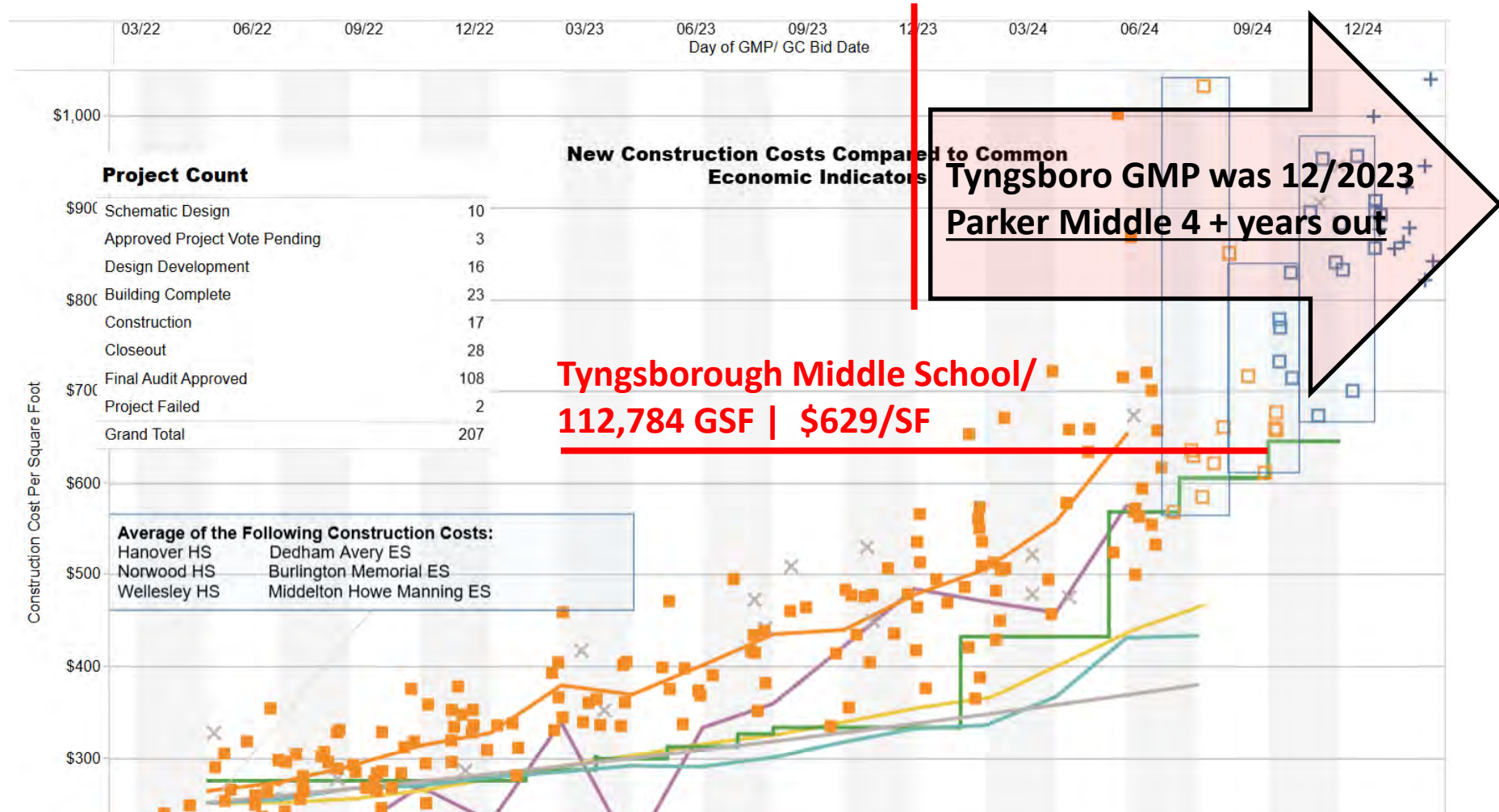
PROPERTY LINE

14 ACRES

THIS SITE OPTION
WOULD MOST LIKELY
TRIGGER MEPA
REGULATIONS

PARKER MIDDLE SCHOOL

MSBA CONSTRUCTION COST DATA



PARKER MIDDLE SCHOOL

PRELIMINARY BUDGET

Budget Element / Description	Parker Middle Grades 5-6		Parker Middle Grades 4-6		Parker Middle Grades 5-8	
	New	Renovation/ Addition	New	Renovation/ Addition	New	Renovation/ Addition
Enrollment	930		1,390		1,885	
MSBA ISS per Student (NSF)	102,450		142,363		186,065	
Space Beyond MSBA Guidelines	6,000		7,000		8,000	
Net Square Footage	108,450		149,363		194,065	
Assumed Net to Gross Factor 1.5 (GSF)	54,225		74,682		97,033	
Assumed Gross Square Feet	162,675		224,045		291,098	
Cost per Sq Ft. Construction *	\$850		\$840		\$830	
Order of Magnitude Construction Cost	\$138,273,750		\$188,197,380		\$241,610,925	
Escalation (4%/ year for 4 years) **	23,486,980		31,966,936		41,039,684	
Adjusted Order of Magnitude Construction Cost	\$161,760,730		\$220,164,316		\$282,650,609	
Soft costs (20% of hard costs)	\$29,116,931		\$39,629,577		\$50,877,110	
Modular Classrooms [Unknown]	\$0		\$0		\$0	
Anticipated Total Project Cost	\$190,877,661		\$259,793,893		\$333,527,718	
Total Project Budget Range:	\$187M to \$195M		\$255M to \$265M		\$328M to \$338M	

* Cost/ SF value can adjust based on Client needs and decisions made during the design process.

** Assumed New Construction would be CM-R, Ch. 149A, early release packages are utilized, and construction would start [early release] in spring of 2028 with GMP executed later in the year.

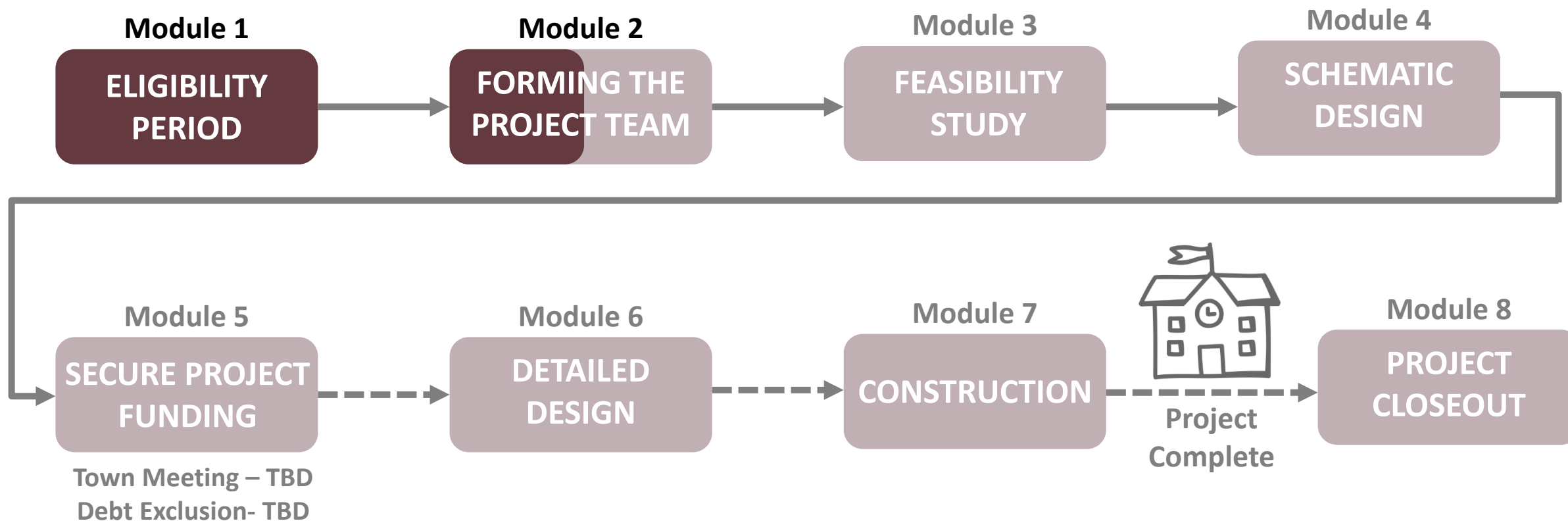
THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT

Boston | Worcester | Providence | Manchester (NH)

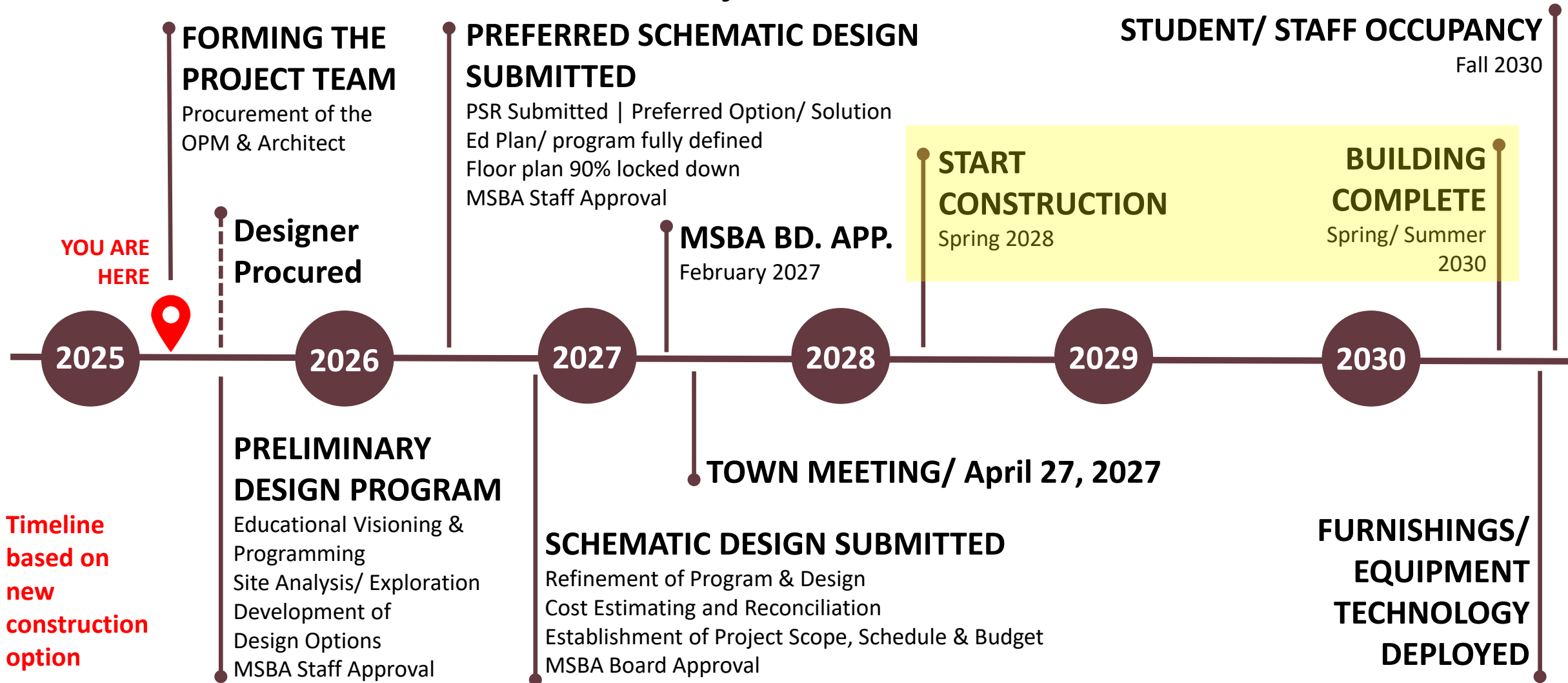
Massachusetts School Building Authority [MSBA] Process



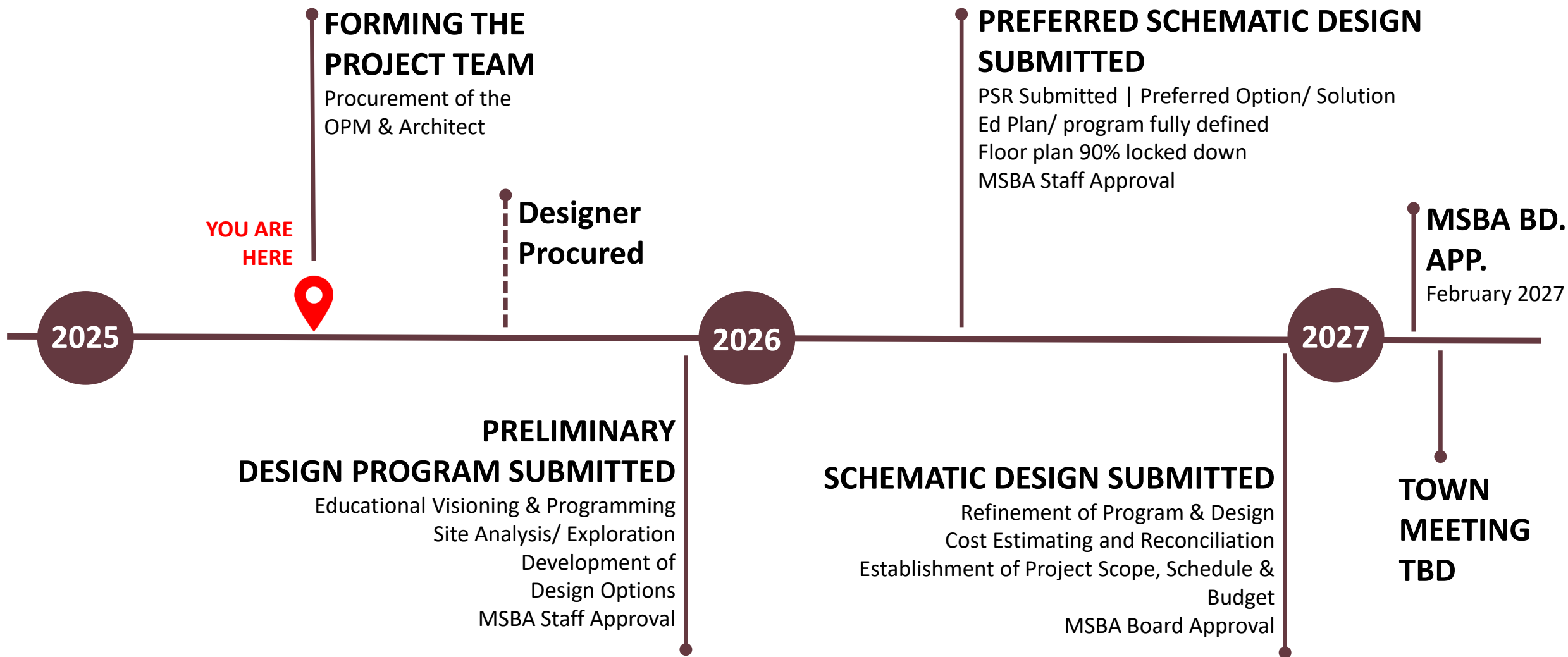
For more details about the Modules, visit:

https://www.massschoolbuildings.org/building/modules_overview

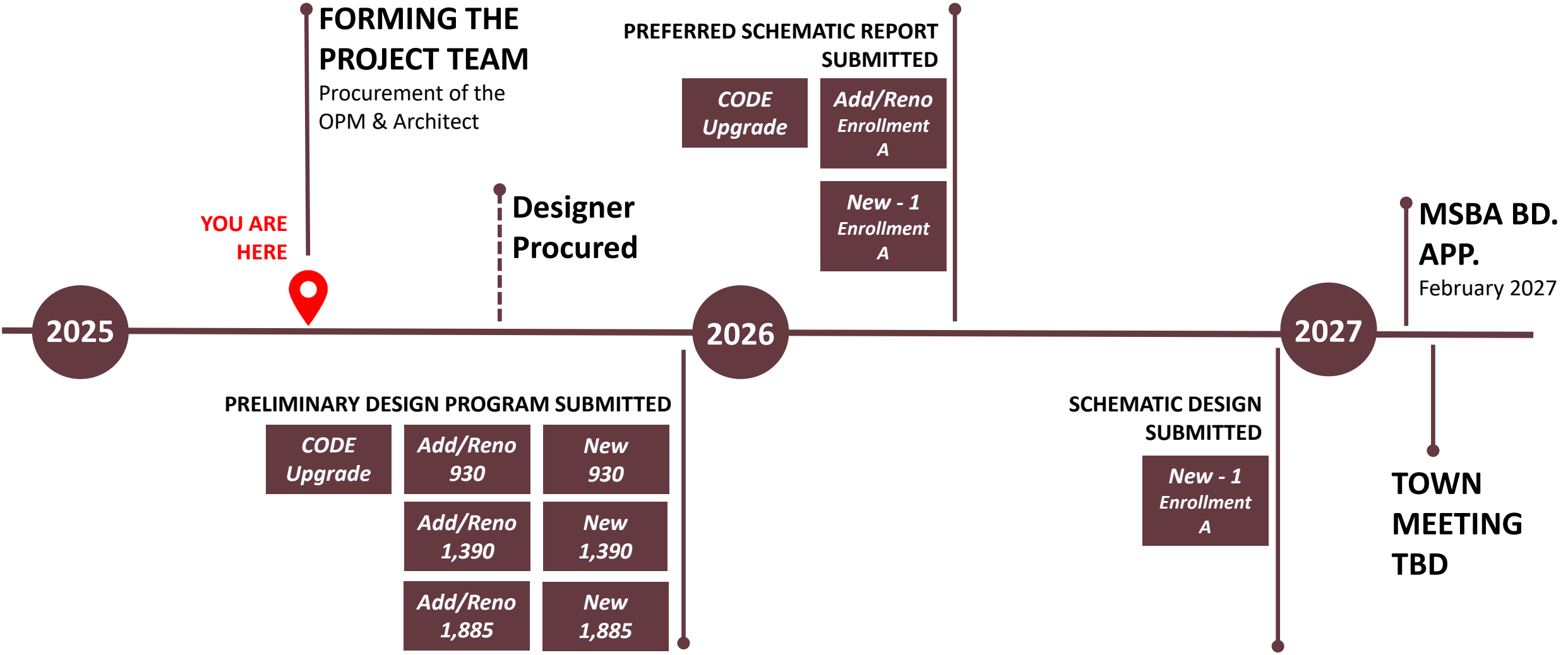
Project Timeline

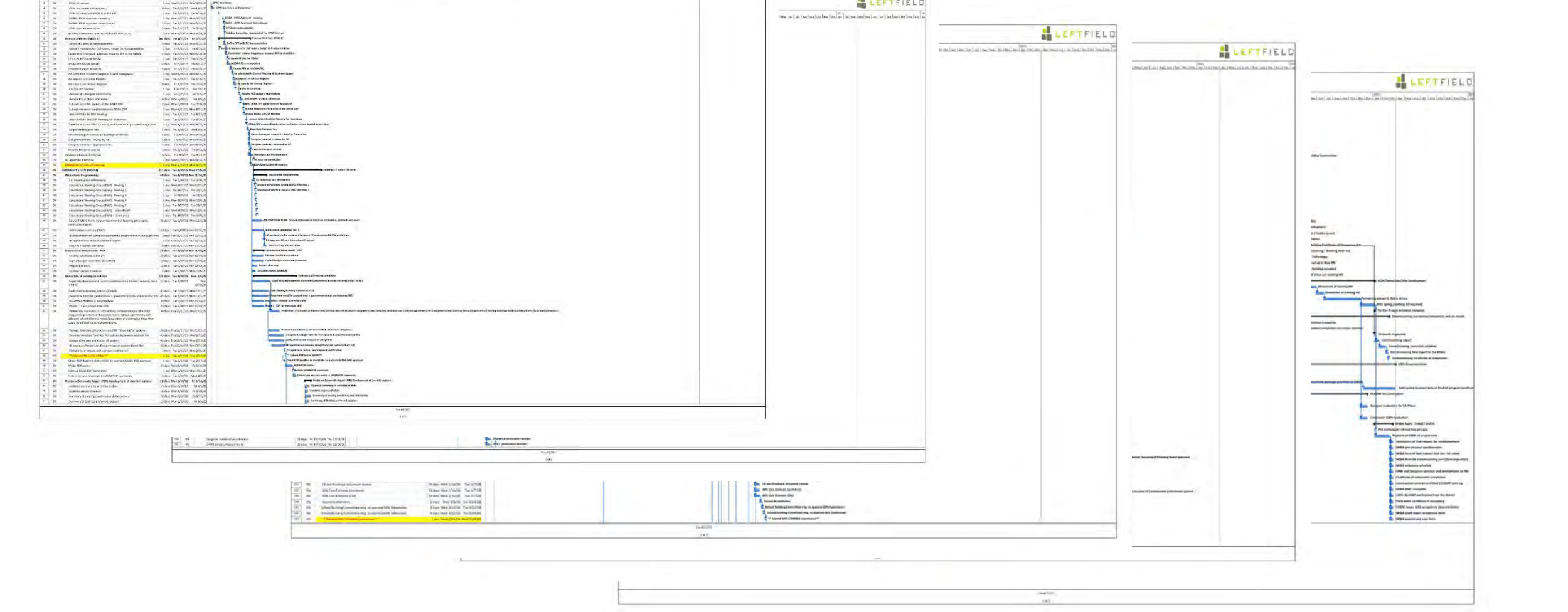


Feasibility / Schematic Design Timeline



Feasibility / Schematic Design Timeline – Options to Study



[illegible]

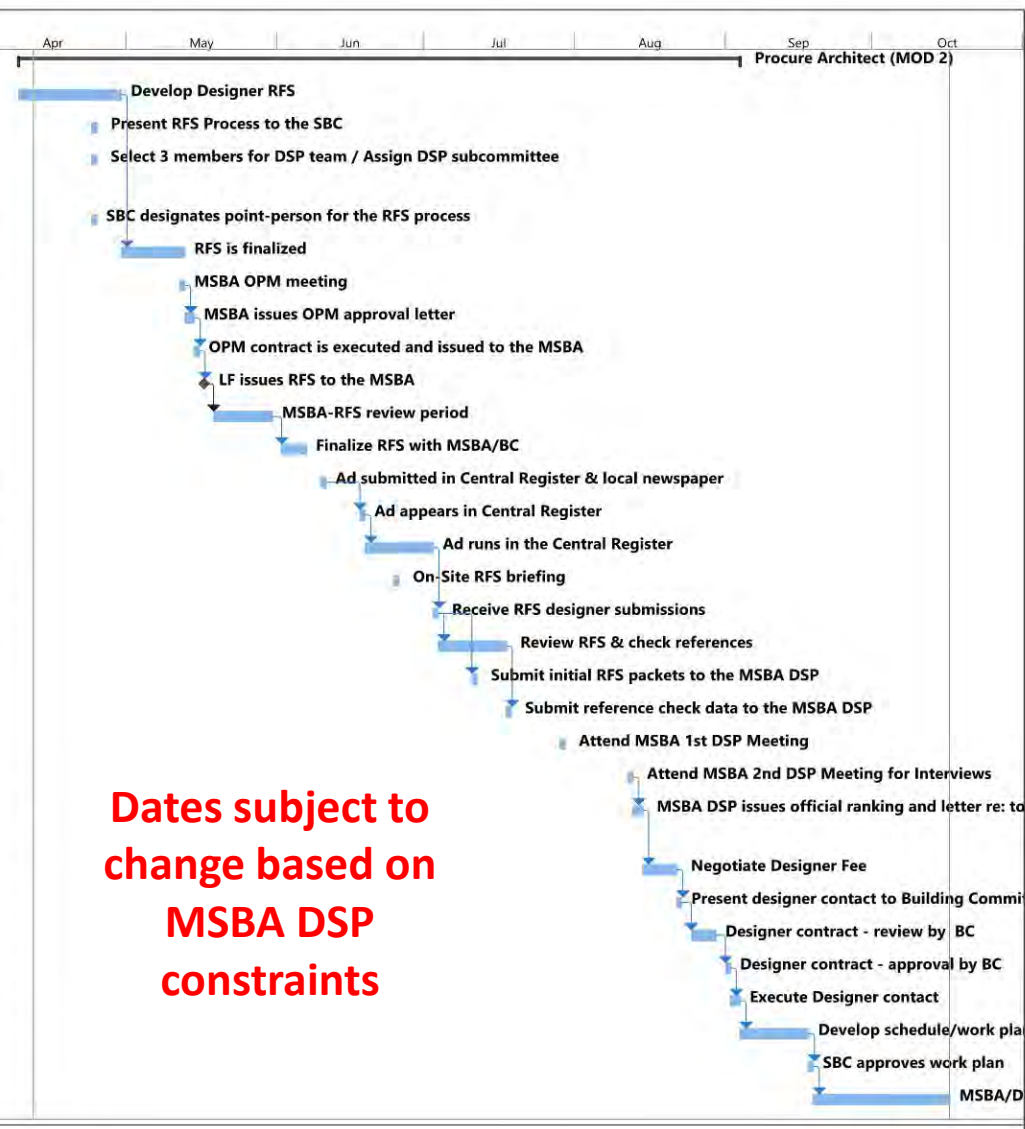
Designer Selection RFS Process

RFS is issued to the MSBA
May 15

Attend Designer Selection Panel
[DSP] meetings
July 29, Aug 12. TBD

Execute Designer Contract
September

ID	% Work Complete	Task Name	Duration	Start	Finish
1	0%	Procure Architect (MOD 2)	106 days	Wed 4/9/25	Wed 9/3/25
2	0%	Develop Designer RFS	15 days	Wed 4/9/25	Tue 4/29/25
3	0%	Present RFS Process to the SBC	1 day	Thu 4/24/25	Thu 4/24/25
4	0%	Select 3 members for DSP team / Assign DSP subcommittee	1 day	Thu 4/24/25	Thu 4/24/25
5	0%	SBC designates point-person for the RFS process	1 day	Thu 4/24/25	Thu 4/24/25
6	0%	RFS is finalized	9 days	Wed 4/30/25	Mon 5/12/25
7	0%	MSBA OPM meeting	1 day	Mon 5/12/25	Mon 5/12/25
8	0%	MSBA issues OPM approval letter	2 days	Tue 5/13/25	Wed 5/14/25
9	0%	OPM contract is executed and issued to the MSBA	1 day	Thu 5/15/25	Thu 5/15/25
10	0%	LF issues RFS to the MSBA	1 day	Fri 5/16/25	Fri 5/16/25
11	0%	MSBA-RFS review period	10 days	Mon 5/19/25	Fri 5/30/25
12	0%	Finalize RFS with MSBA/BC	5 days	Mon 6/2/25	Fri 6/6/25
13	0%	Ad submitted in Central Register & local newspaper	1 day	Tue 6/10/25	Tue 6/10/25
14	0%	Ad appears in Central Register	1 day	Wed 6/18/25	Wed 6/18/25
15	0%	Ad runs in the Central Register	10 days	Thu 6/19/25	Wed 7/2/25
16	0%	On-Site RFS briefing	1 day	Wed 6/25/25	Wed 6/25/25
17	0%	Receive RFS designer submissions	1 day	Thu 7/3/25	Thu 7/3/25
18	0%	Review RFS & check references	10 days	Fri 7/4/25	Thu 7/17/25
19	0%	Submit initial RFS packets to the MSBA DSP	1 day	Fri 7/11/25	Fri 7/11/25
20	0%	Submit reference check data to the MSBA DSP	1 day	Fri 7/18/25	Fri 7/18/25
21	0%	Attend MSBA 1st DSP Meeting	1 day	Tue 7/29/25	Tue 7/29/25
22	0%	Attend MSBA 2nd DSP Meeting for Interviews	1 day	Tue 8/12/25	Tue 8/12/25
23	0%	MSBA DSP issues official ranking and letter re: top ranked design firm	2 days	Wed 8/13/25	Thu 8/14/25
24	0%	Negotiate Designer Fee	5 days	Fri 8/15/25	Thu 8/21/25
25	0%	Present designer contact to Building Committee	1 day	Fri 8/22/25	Fri 8/22/25
26	0%	Designer contract - review by BC	5 days	Mon 8/25/25	Fri 8/29/25
27	0%	Designer contract - approval by BC	1 day	Mon 9/1/25	Mon 9/1/25
28	0%	Execute Designer contract	2 days	Tue 9/2/25	Wed 9/3/25
29	0%	Develop schedule/work plan	10 days	Thu 9/4/25	Wed 9/17/25
30	0%	SBC approves work plan	1 day	Thu 9/18/25	Thu 9/18/25
31	0%	MSBA/District kick off meeting - TBD	20 days	Fri 9/19/25	Thu 10/16/25



Dates subject to
change based on
MSBA DSP
constraints

MSBA Designer Selection Process

1. RFS Overview
2. Designer Selection Panel Composition
3. Public Notice
4. Master File Brochure and Application
5. Selection Criteria
6. Selection Process
7. Award of Contract
8. RFS overview
9. Schedule of tasks/activities

MSBA Designer Selection Process

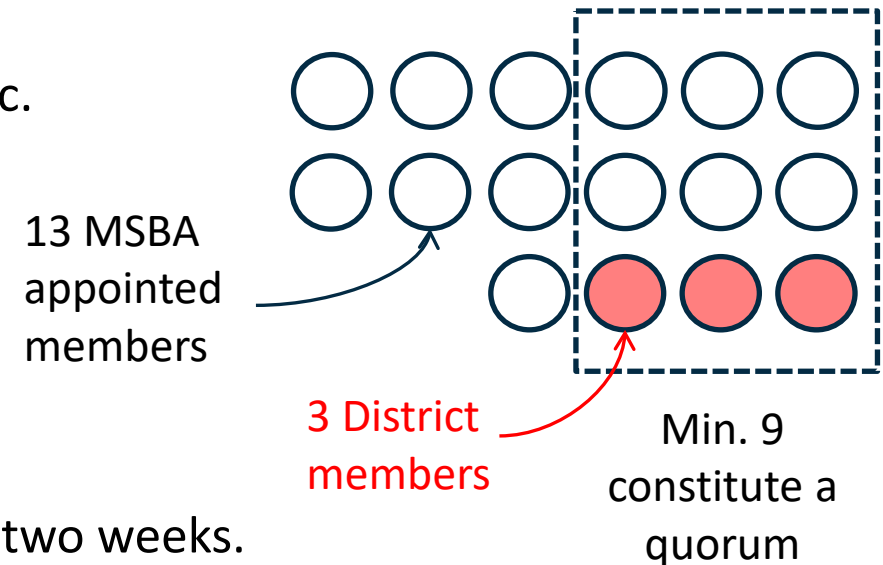
RFS overview

- Standard MSBA RFS (Request For Services) shall be utilized.
- Edits to the RFS shall be reviewed and approved by the MSBA prior to public advertising.
- Sample edits:
 - Project background data.
 - Specific project goals can be defined.
 - Scopes of services can be refined.
 - Project specific schedule milestones.

Designer Selection Panel (DSP) Composition

Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of expertise, plus....
- 3 members proposed by the respective city/town/district, etc.
 - *1 member shall be designated by the school committee.*
 - *1 member shall be the superintendent of schools.*
 - *1 member shall be the CEO of the city/Town.*
- Min. of 9 members shall constitute a quorum.
- Meetings are open to the public and are typically held every two weeks.



MSBA Designer Selection Process

Selection Criteria

- Qualified Designer within the meaning of M.G.L. Ch. 7C, section 44.
- MCPPO certified.
- Must agree to contract with MBE/WBE businesses percentage requirements
- Experience/performance.
- Workload.
- Qualifications of personnel / consultants assigned to the project.
- Financial stability.
- Geographical proximity of the firm.

NOTE:

Cities, towns, regional school districts, and independent agricultural and technical schools subject to these procedures **shall not rank or pre-rank applicants. Rankings shall occur only by vote of the DSP in accordance with these procedures and shall occur only after interviews, if allowed by vote of the DSP, have been concluded by the DSP.**

MSBA Designer Selection Process

Selection Process Options

- DSP may request interviews with highest point total applicants. After interviews are completed, the DPS shall rank the firms in order of qualifications.
- If the DSP chooses not to conduct interviews, then the DSP shall rank the 3 highest point total firms in order of qualifications/ranking.
- In the event of ties, the chairperson of the DSP shall determine a procedure to break such tie.

MSBA Designer Selection Process

Award of Contract

- Contract is subject to the approval of the MSBA.
- **If the Applicant (Chelmsford) choses not to proceed with the highest ranked designer a written justification shall be issued to the DSP, and the applicant shall not proceed until they have received written approval to proceed from the Executive Director.**

Additional information on the MSBA selection process can be found via the following links:

<https://www.massschoolbuildings.org/index.php/building/team/dsp>

<https://www.massschoolbuildings.org/building/team/dsp/process>

[https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP%20Procedures%20February%202025\(1\).pdf](https://www.massschoolbuildings.org/sites/default/files/edit-contentfiles/Building_With_Us/Project_Team/Designer/DSP%20Procedures%20February%202025(1).pdf)

MSBA Pro Pay | LeftField Project Budget

Chelmsford Parker Middle School Feasibility Study - BUDGET TRACKING

MSBA ID:

Chelmsford Parker Middle School Feasibility Study

Project Director / Manager: David Saindon / Hamdi Cobanoglu

Period Ending

5/31/2025

MSBA Reimbursement Package

1

Includes CM Requisition / CO #

N/A

Current Budget



	<u>FSA Budget</u>	<u>Budget Changes</u>	<u>Rev. FSA Budget</u>	<u>Committed Costs</u>	<u>Expended</u>	<u>Unspent</u>	<u>Remaining Budget</u>	<u>% Complete</u>	<u>CTC</u>	<u>Anticipated C @ C</u>	<u>Variance</u>
	(A)	(B)	(C)	(D)	(E)	(F)=(D)-(E)	(G)=(C)-(D)	(H)=(E)/(J)	(I)=(G)/(H)	(J)=(D)+(I)	(K)=(C)-(J)
0001 0000 Owner's Project Manager	\$445,000	\$0	\$445,000	\$0	\$0	\$0	\$445,000		\$445,000	\$445,000	\$0
0001 0000 Feasibility Study (Leftfield, LLC)	\$445,000	\$0	\$445,000	\$0	\$0	\$0	\$445,000		\$445,000	\$445,000	\$0
0002 0000 Designer	\$1,005,000	\$0	\$1,005,000	\$0	\$0	\$0	\$1,005,000		\$1,005,000	\$1,005,000	\$0
0002 0000 Feasibility Study	\$1,005,000	\$0	\$1,005,000	\$0	\$0	\$0	\$1,005,000		\$1,005,000	\$1,005,000	\$0
0003 0000 Environmental & Site Feasibility Study	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$250,000		\$250,000	\$250,000	\$0
0003 0000 Subconsultants	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$250,000		\$250,000	\$250,000	\$0
0004 0000 OTHER	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
0004 0000 Owner's Contingency/Other	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000		\$100,000	\$100,000	\$0
FEASIBILITY STUDY AGREEMENT TOTALS	\$1,800,000	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000		\$1,800,000	\$1,800,000	\$0

Sample Invoice Log for Committee Approval

Florence Roche Elementary School (Groton, MA)

MSBA Data Entry Sheet

Date: 5/1/2019
 Period Ending: 4/30/2019
 MSBA Reimbursement Package #: Sample Invoice Summary #1
 Included GC/CM Requisition: N/A

Invoice #	Invoice Date	Vendor	Cost Code	Eligible	Ineligible
1	5/1/2019	Leftfield, LLC (OPM Services for April 2019)	0001 0000	\$10,000.00	
Subtotal:				\$10,000.00	\$0.00
Subtotal:				\$0.00	\$0.00
Subtotal:				\$0.00	\$0.00
Total of Invoices Submitted Eligible + Ineligible				\$10,000.00	

Leftfield Project Manager _____ Date _____

GDBC Representative _____ Date _____

GDBC Meeting Date: _____

Chelmsford Parker School Building Committee | Committee Meeting 1 – April 24, 2025

Future Committee Meetings

DSP Mtg. 7-29 & 8-12
TBD

May

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

MSBA OPM
Approval

Submit RFS to
the MSBA

June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

July

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

August

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Execute Designer
contract in Sept

October

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

November

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

December

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Submit PDP to MSBA –
Staff Review Only

Thank You!

Q/A