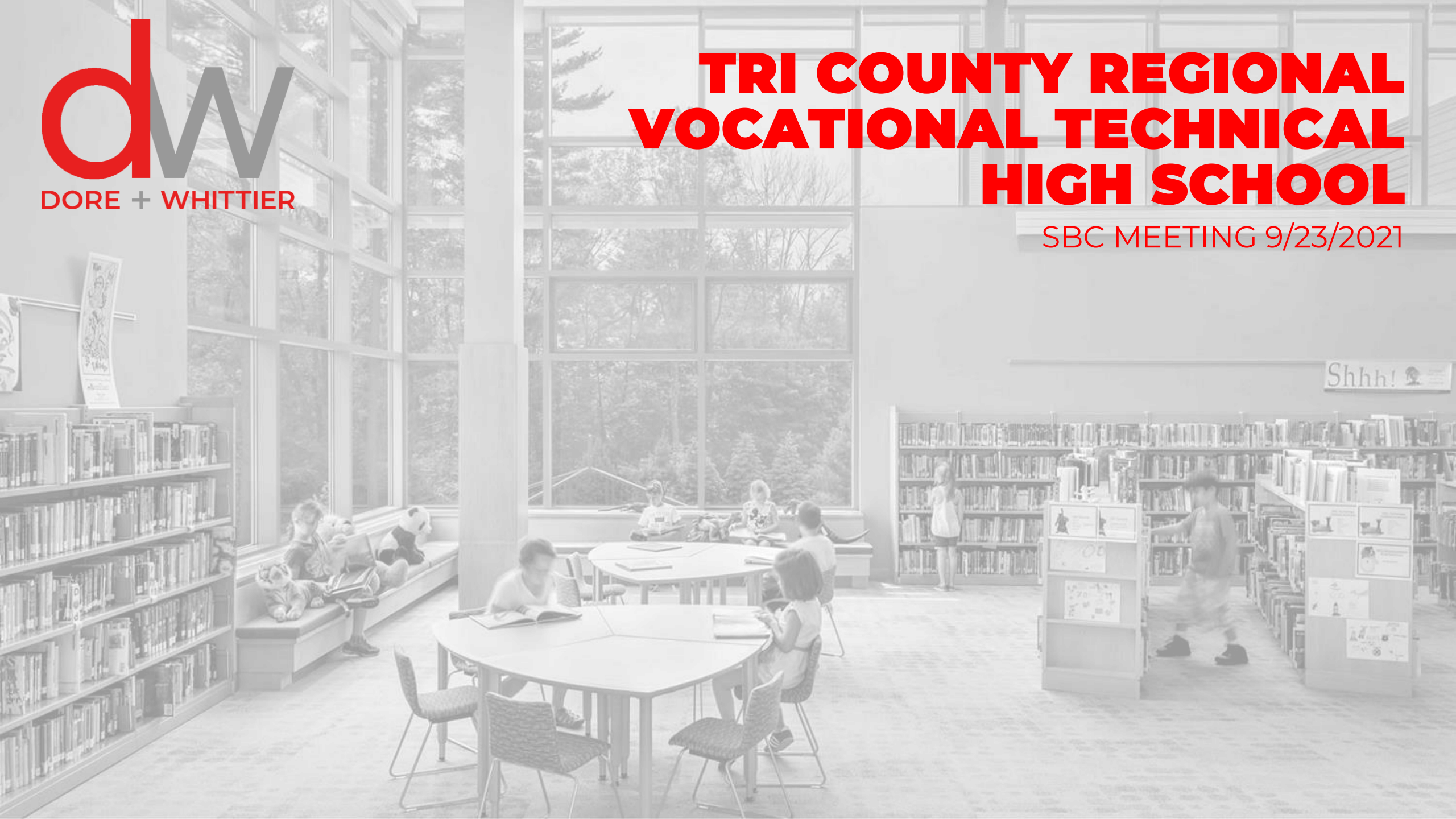




# TRI COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

SBC MEETING 9/23/2021



- 1. Call to Order & Intro**
- 2. Previous Topics & Approval of May 5, 2021, June 22, 2021, and July 12, 2021 Meeting Minutes**
- 3. Invoices and Commitments for Approval**
  - **Contract Approval**
- 4. Introduction of the OPM, Dore and Whittier Management Partners Team**
- 5. Owner Process**
  - **Financials Approvals**
  - **Working Groups**
  - **Communications**
  - **SBC Goals**
- 6. Draft Schedule**
- 7. SBC Meeting Schedule, Formats, Invitations**
- 8. Propay System/ Monthly Report**
- 9. Architect RFS Review**
  - **Vote to send RFS to MSBA for review**
- 10. Architect Selection Committee**
- 11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting**
- 12. Public Comments**
- 13. Next Meetings**
- 14. Adjourn**

# **1. Call to Order & Intro**

## **2. Previous Topics & Approval of May 5, 2021, June 22, 2021, and July 12, 2021 Meeting Minutes**

### **3. Invoices and Commitments for Approval**

- **Invoices will be reviewed by SBC for approval**
- **OPM contract approval**

## **4. Introduction of OPM, Dore and Whittier Management Partners Team**

# Staffing Plan

**Mike  
Burton**



**Trip  
Elmore**



**Christina  
Dell Angelo**



**Mike  
Cox**



**Rachel  
Donner**



**Charlie  
Lyons**



*Project Director*

*Project Executive*

*Project Manager –  
Process*

*Project Manager –  
Controls*

*Assistant Project  
Manager*

*CVTE Specialist*

- Team leadership
- 28 years of building experience
- Insight into options
- Schedule & cost
- Risk management
- Team accountability

- Team leadership
- 35 years of building experience
- Net Zero experience
- Risk management
- Schedule & cost
- Building oversight

- MSBA process management
- SBC leadership
- Meeting manager & facilitator
- Communication manager

- Financial manager
- Budget & ProPay management
- Change management
- MSBA budget coordination

- Documentation & record management
- Meeting minutes
- Communication coordinator
- Assist other team members

- 28 Years as Superintendent at Shawsheen Valley Technical
- 24 Years as an Arlington Selectman
- Recognized Expert in School and Municipal Finance
- Past President of MA Association of Vocational Admin

## 5. Owner Approval Process

- **Financial Approvals**

- DWMP reviews all invoices, contracts, amendments and provides recommendation to the SBC for approval
- All of the financial tracking is reviewed with our dashboard system to ensure proper utilization



## 5. Owner Approval Process

- **Working Groups**

Educational	Facilities	Executive	Public Relations
Develop Educational Program	Document existing deficiencies	Invoice review	Identify key stakeholders
Program evaluation / modifications	Existing building system review	Review budgets / information for public	Community relations strategies
Educational Technology	Set goals for future system requirements	Change order review	Community meetings
FFE	Haz/mat documentation	Value engineering	Chose information to be made available
	Swing space	Develop local financial models	
<b>Typical Members</b>	<b>Typical Members</b>	<b>Typical Members</b>	<b>Typical Members</b>
Superintendent, principal, assist principal, dept heads	Facilities Dept, SBC members w/ specific knowledge	Business Manager, Superintendent, SBC Chair/member(s)	Superintendent, Business Manager, SBC Member(s)

## 5. Owner Approval Process

- **Communications**
  - Project Website
  - File Sharing
  - Website Reporting
  - Community Engagement
  - Neighbor Communication
  - Website example: [www.welchbuildingproject.com](http://www.welchbuildingproject.com)

## 5. Owner Approval Process

- **SBC Goals**
  - **Cost Efficiency**
  - **Scheduling**
  - **21<sup>st</sup> Century Learning**
  - **Educational Program**
  - **Quality Construction**

# Goals

“Designing/building a school that **meets the needs** of the district and the taxpayers.”

“**Cost** efficiency -- the Essex Elementary School will be next so both towns have to see that this can be done within a **reasonable** budget and in a way that does not prevent/preclude or substantially delay a future redo of EES”

“**Balance!** I want a good learning environment for students and staff that does not **cost** so much it is called Taj Mahal.”

“**Educational program** for students -- innovative and current to prepare students for a dynamic and ever-changing world”

“**Design** and **cost** are the two top items of most importance. Because of the constrained site conditions, the building layout and configuration are or paramount concern to assure the **mandates of the Ed program** are met.”

“Building what we need (not more than we need), on time and on **budget**; Ensuring that design meets educational needs; Ensuring that we go to the towns knowing that we will get a YES vote for Construction”

“Budget, **sustainability** (maintenance and green construction) and a final product that will be serviceable, both physically and programmatically, for many years.”

“To strike a compromise: between **program** and **cost**; energy efficiency and simplicity; design and pragmatism.”

“**21st Century learning**, architecture conducive to learning and collaboration, cost efficiency, scheduling”

“**Excellence of the overall project**, resolving any political differences between Essex and Manchester regarding cost, keeping the existing auditorium, not reducing size of the existing gymnasium”

“Being proactive on **budget management** and communications. Ensuring **quality construction**.

Sensitivity to needs of multiple constituencies. Timely follow up from partners (OPM, Designer, Contractor). Detailed record keeping.”

“A building designed to support **21st century learning**, a building process that is sensitive to the needs of the current school while in operation, **flexibility** of design (ie. grade level configurations can change from year to year), traffic flow/patterns, parking, etc.”

## **6. Draft Schedule**

# Milestone schedule - Tri-County Regional Vocational Technical High School

		2021												2022												2023											
Activity	Year Target Date	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								
<b>Hire the Achitect</b>																																					
RFS issued	10/20/2021		█																																		
Designer walk thru	28-Oct		█																																		
Porposals received	11/17/2021			█																																	
DSP proposal review	12/14/2021				█																																
DSP interview and selection	1/11/2022					█																															
<b>Districts Education Plan Development</b>			█	█	█	█	█																														
<b>Feasibility Study</b>																																					
Exsisting Conditions	5/12/2022						█	█	█																												
Option Development	8/4/2022								█	█	█	█																									
MSBA - Preliminary Design Program - PDP	8/26/2022												█																								
MSBA Review	10/4/2022													█																							
Development of the Perferred Option	12/30/2022														█	█	█																				
MSBA - Preferrd Schematice Report - PSR	1/16/2023															█																					
MSBA Review	2/22/2023																█																				
MSBA Board Meeting to enter Schematic Design	3/9/2023																	█																			
<b>Schematic Design</b>																																					
DESE Submission	4/6/2023																			█																	
Schematic Design	6/2/2023																			█	█	█															
MSBA Schematic Design Review	7/14/2023																				█	█	█														
MSBA Board Meeting Approval	8/25/2023																						█														
<b>Local Funding</b>																																					
District has 120 days to get local funding approved																										█	█	█	█								

## 7. SBC Meeting Schedule, Formats, Invitations

### SBC Meetings

SBC No. 2 – October 28, 2021

SBC No. 3 - November 18, 2021

SBC No. 4 - December 9, 2021

SBC No. 5 – January 6, 2022

SBC No. 6 – February 3, 2022

- Meet once/twice per month

- Format/Invitations
  - In Person vs. Remote
- File Sharing
  - OneDrive

## 8. Propay Systems/Monthly Report

- <https://doreandwhittier.knack.com/pm-dashboard#admin/project-details/5f761d32ef22790017ce757b/>





Tri-Country  
Regional Vocational Technical  
High School

## OWNER'S PROJECT MANAGER REPORT SEPTEMBER 2021



*Owner:*  
Tri-Country  
Regional Vocational Technical  
School District

*Owner's Project Manager:*  
Dore & Whittier Management Partners  
Newburyport, MA

*Designer:*  
TBD

*Construction Manager:*  
TBD

September 2021

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### Section 1 – Executive Summary

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- MBE/WBE

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- Summary of Monthly Activities
- Next Month Look Ahead

### Section 3 – Project Budget Review

- Cashflow Summary
- Contract Summary
- Contingency Summary
- Monthly Invoices

### Section 4 – Quality Assurance/Quality Control Summary (QA/QC)

### Section 5 – Community Outreach

### Section 6 – Potential Risks

### Section 7 – Progress Photos

### Section 8 – Attachments

- Project Dashboard
- Cashflow Projections
- Change Management Log
- Project Schedule

## **9. Architect RFS Review**

- **Vote to send the RFS to MSBA for their review**

## **10. Architect Selection Committee**

- **3 Representatives to represent the District at the MSBA Designer Selection Panel**
  - **Includes 1 member designated by SC, Superintendent or his/her designee, CEO of the City or Town or his/her designee**
- **Vote to allow selection committee review and approval of Architect advertisement in: Central Register, Local Newspaper, COMMBUYS**

## **11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting**

## **12. Public Comment**

## **13. Next Meetings**

- **10/28/21 at 4:00pm**

**14. Adjourn**

# Thank You



**dw**  
DORE + WHITTIER