

## Agenda

Project: Stoneham High School Feasibility Study  
Re: School Building Committee Meeting  
Prepared by: Joel Seeley  
Location: Central Middle School Media Center  
Distribution: Attendees (MF)

Project No.: 20033  
Meeting Date: 3/9/2020  
Meeting Time: 7:00 PM

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1. Call to Order
  2. Pledge of Allegiance
  3. Approval of Minutes
  4. OPM Review Panel Meeting Update
  5. Review Designer Selection Process and Schedule
  6. Subcommittee Updates
  7. New or Old Business
  8. Committee Questions
  9. Next Meeting: TBD
  10. Adjourn

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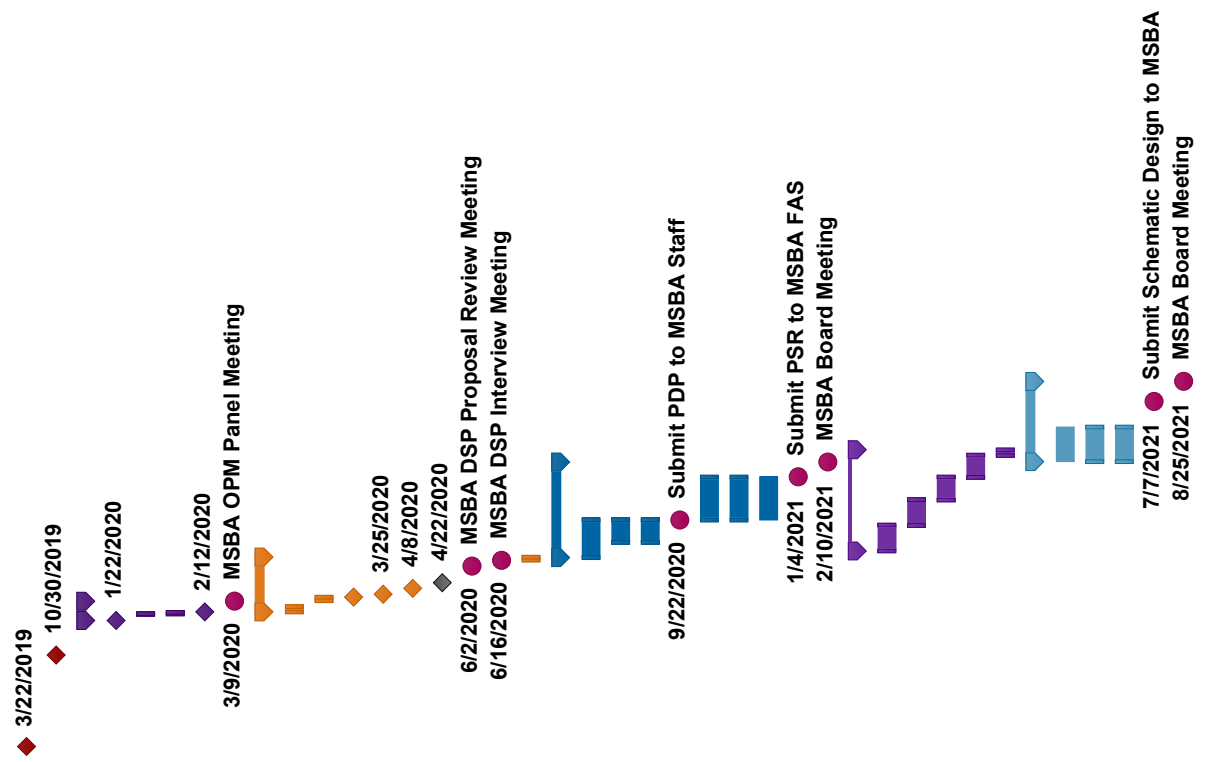
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ID	Task Name	Duration	Start	Finish	2019	2020	2021	2022	2023	2024	2025
1	<b>MSBA PREREQUISITES</b>	158 days	3/22/2019	10/30/2019							
2	Statement of Interest (SOI) Submission	0 days	3/22/2019	3/22/2019							
3	MSBA Invite into Eligibility	0 days	10/30/2019	10/30/2019							
4	<b>RETAIN OPM</b>	33 days	1/22/2020	3/9/2020							
5	Submit OPM Proposals	0 days	1/22/2020	1/22/2020							
6	OPM Interview	2 days	2/6/2020	2/7/2020							
7	Negotiate OPM Contract	2 days	2/7/2020	2/10/2020							
8	Submit Documents to MSBA OPM Panel	0 days	2/12/2020	2/12/2020							
9	<b>MSBA OPM Panel Meeting</b>	0 days	3/9/2020	3/9/2020							
10	<b>RETAIN DESIGNER</b>	95 days	2/12/2020	6/23/2020							
11	Draft Designer RFS and Submit to MSBA	9 days	2/12/2020	2/24/2020							
12	MSBA Approve Draft RFS	7 days	3/10/2020	3/18/2020							
13	Submit to Central Register	0 days	3/19/2020	3/19/2020							
14	Notice in Central Register	0 days	3/25/2020	3/25/2020							
15	Briefing Session	0 days	4/8/2020	4/8/2020							
16	Submit Designer Proposals	0 days	4/22/2020	4/22/2020							
17	<b>MSBA DSP Proposal Review Meeting</b>	0 days	6/2/2020	6/2/2020							
18	<b>MSBA DSP Interview Meeting</b>	0 days	6/16/2020	6/16/2020							
19	Negotiate Designer Contract	5 days	6/17/2020	6/23/2020							
20	<b>FEASIBILITY STUDY (FS)</b>	166 days	6/23/2020	2/10/2021							
21	Develop Preliminary Design Program (PDP)	66 days	6/23/2020	9/22/2020							
22	Community Presentations	39 days	7/30/2020	9/22/2020							
23	Tri-Board Meetings	39 days	7/30/2020	9/22/2020							
24	<b>Submit PDP to MSBA Staff</b>	0 days	9/22/2020	9/22/2020							
25	Develop Preferred Schematic Report (PSR)	75 days	9/22/2020	1/4/2021							
26	Community Presentations	75 days	9/22/2020	1/4/2021							
27	Tri-Board Meetings	75 days	9/22/2020	1/4/2021							
28	<b>Submit PSR to MSBA FAS</b>	0 days	1/4/2021	1/4/2021							
29	<b>MSBA Board Meeting</b>	0 days	2/10/2021	2/10/2021							
30	<b>CONSTRUCTION MANAGER (CM)</b>	176 days	7/9/2020	3/11/2021							
31	Develop and Submit IG Application	45 days	7/9/2020	9/9/2020							
32	IG Application and Approval	45 days	9/9/2020	11/10/2020							
33	RFQ Process	40 days	11/10/2020	1/4/2021							
34	RFP Process	40 days	1/4/2021	2/26/2021							
35	Negotiate CM Contract	10 days	2/26/2021	3/11/2021							
36	<b>SCHEMATIC DESIGN (SD)</b>	139 days	2/11/2021	8/25/2021							
37	Develop Schematic Design	60 days	2/11/2021	5/5/2021							
38	Community Presentations	60 days	2/11/2021	5/5/2021							
39	Tri-Board Meetings	60 days	2/11/2021	5/5/2021							
40	<b>Submit Schematic Design to MSBA</b>	0 days	7/7/2021	7/7/2021							
41	<b>MSBA Board Meeting</b>	0 days	8/25/2021	8/25/2021							
42	<b>LOCAL APPROPRIATION</b>										
45	<b>DESIGN AND CONSTRUCTION (TBD)</b>										



## Stoneham High School Feasibility Study February 24, 2020 (Updated February 28, 2020)

### Designer Selection Timeline

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February 17, 2020	SMMA Submits Draft Designer Request for Services (RFS) for Review
<i>February 24, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Draft RFS</li> </ul>
February 26, 2020	Town Submits Designer RFS to MSBA for Review
March 9, 2020	MSBA OPM Review Panel Meeting – 2:00 PM
<i>March 9, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
March 19, 2020	SMMA Submit Designer RFS Advertisement to: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
March 25, 2020	Designer RFS Advertised/Noticed in: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
<i>March 30, 2020</i>	<i>School Building Committee Meeting – 7:00 PM (To Be Confirmed)</i>
April 8, 2020	Informational Briefing at Stoneham High School and Tour – 3:30 PM
April 9, 2020	Deadline for Designer Submission of Questions
April 22, 2020	Designer Qualification Packages Due – 2:00 PM
<i>April 27, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
<i>May 11, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Qualification Packages</li> </ul>
June 2, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Shortlist Designers</li> </ul>
<i>June 8, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Prepare Questions for Designer Interviews</li> </ul>
June 16, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Designer Interviews</li> </ul>
<i>June 22, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i> <ul style="list-style-type: none"> <li>• Introduce Designer</li> </ul>