Medford High School Project Updates

Medford High School
Medford, MA

School Building Committee Meeting
8/11/2025

LeftField



TODAY'S AGENDA

1. Roll call
2. Approval of Meeting Minutes from June 11, 2025 (vote required)
3. Approval of Project Invoices (vote required)
4. Designer Selection Process Update
    A. High Level Review of Example Proposal
    B. Review Evaluation Materials
    C. Questions/Discussion on DSP Process
5. Educational Plan Update
6. Site Selection Matrix
7. Adjournment



MEDFORD HIGH SCHOOL

Approval of Project Invoices

INVOICES (Payments)						
ProPay Code	**Invoice Date**	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0001-0000	6/30/2025	LeftField	1	OPM Feasibility Study	OPM Services from June 1 - June 30, 2025	$ 25,000.00
0001-0000	7/31/2025	LeftField	2	OPM Feasibility Study	OPM Services from July 1 - July 31, 2025	$ 25,000.00
					TOTAL:	**$ 50,000.00**

The invoices listed above are consistent with the approved Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. LeftField, LLC recommends that the invoices be approved and paid.

Contract Status	**Budget**	**Previous**	**Current**	**Total To Date**	**Balance**
Feasibility Study/Schematic Design Phase	$525,000	$25,000	$25,000	$50,000	$475,000
Design Development Phase	$0	$0	$0	$0	$0
Construction Documents Phase	$0	$0	$0	$0	$0
Bid Phase	$0	$0	$0	$0	$0
Construction Phase	$0	$0	$0	$0	$0
Closeout Phase	$0	$0	$0	$0	$0
OPM Services Total:	$0	$25,000	$25,000	$50,000	$475,000
Reimbursable Expenses Total:	$0	$0	$0	$0	$0
Total Contract:	**$0**	**$25,000**	**$25,000**	**$50,000**	**$475,000**

MEDFORD HIGH SCHOOL
REQUEST FOR SERVICES

Designer RFS

- Medford Designer Procurement Schedule:
  - RFS Available to Interested Firms – **July 30, 2025**
  - Designer Site Visit at Medford HS – **August 18, 2025**
  - Questions Due – **August 20, 2025**
  - Designer SOQ's and Proposals Due - **August 27, 2025**
  - DSP Meeting #1: Application Review – **September 23, 2025**
  - DSP Meeting #2: Interviews – **October 7, 2025**
  - Negotiate Fee with Highest Ranked Designer – **October 7, 2025 – November 7, 2025**
  - Execute Contract with Designer – **November 7, 2025 (TBD based on negotiations)**

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DESIGNER SELECTION

1. Important Concepts in the Designer Selection Process:

- The Designer Selection Process adopted by the MSBA exempts its projects from the jurisdiction of the Commonwealth's DCAMM Designer Selection Board.

- The Designer Selection Process is a required process for projects with an estimated construction value equal to or greater than $5 million.

- Designer selection is a **Qualifications-based** selection process; the list of finalists and the determination of the top-ranked finalist is based on the quality of the applicant firms without consideration of the design fee.

- The initial contract will extend from *Feasibility Study* through *Schematic Design*.
  - If and when the MSBA Board of Directors gives approval for the project to move into Detailed Design, the District may negotiate a separate contract from *Detailed Design* through the *Project Closeout*

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DESIGNER SELECTION

5. Designer Qualifications and Selection Criteria

- **Qualified Designer** within the meaning of M.G.L. Ch. 7C, section 44
- The project architect must be **MCPPO certified**
- Must agree to contract with **MBE and WBE businesses** to meet or exceed the participation goals established by the Supplier Diversity Office (SDO)
- Past **Experience & Performance**
- Current **workload**
- Qualifications of **consultants**
- **Financial stability**
- Qualifications of **personnel**
- Geographic proximity or willingness of the firm to make **site visits**
- Other criteria identified by the DSP

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DESIGNER SELECTION

4. Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of applicable expertise, plus….

- 3 members proposed by the respective City/District, etc.
  - **Mayor Breanna Lungo Koehn**
  - **Dr. Suzanne Galusi**
  - **Ms. Jenny Graham**

- A minimum of 9 members shall constitute a quorum.

- Meetings are open to the public and are typically held twice a month.

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DESIGNER SELECTION

6. DSP Meetings

- **The 3-member District DSP Participants or any of the MSBA-appointed DSP members shall not rank or pre-rank applicants. Rankings shall only occur by vote of the DSP after review of proposals and after interviews (if required by the DSP).**

- Ranking of applicants is determined by ballot at the DSP Meeting #1 (Sept 23, 2025)

- Typical Example:
  - Each DSP member assigns points to their 1st, 2nd and 3rd choices.
    - *1st choice = 3 points*
    - *2nd choice = 2 points*
    - *3rd choice = 1 point*
  - Ballots are collected and tallied.
  - Top 3 applicants are invited to interview at DSP Meeting #2 (Oct 7, 2025)
    - If total points are close, the DSP may choose to invite the 4th ranked applicant to interview as well

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DESIGNER SELECTION

7. Award of Contract

- After the top-ranked finalist is identified by the **Designer Selection Panel (DSP)**, the District will attempt to negotiate a contract with that firm, including their fee.

- The District begins contract negotiations with the 1st ranked designer.
  - If negotiations are successful, a draft contract is prepared and sent to the MSBA.
  - If not, then negotiations with the 1st ranked designer are ended, and negotiations with the 2nd ranked designer are begun. The process continues until an agreement is reached.

- The award of a Contract for Designer Services is subject to the approval of the MSBA.

- **If the District chooses not to proceed with the highest ranked designer, a written justification shall be issued to the DSP and the District shall not proceed until they have received written approval from the MSBA's Executive Director.**

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DESIGNER SELECTION – LeftField To



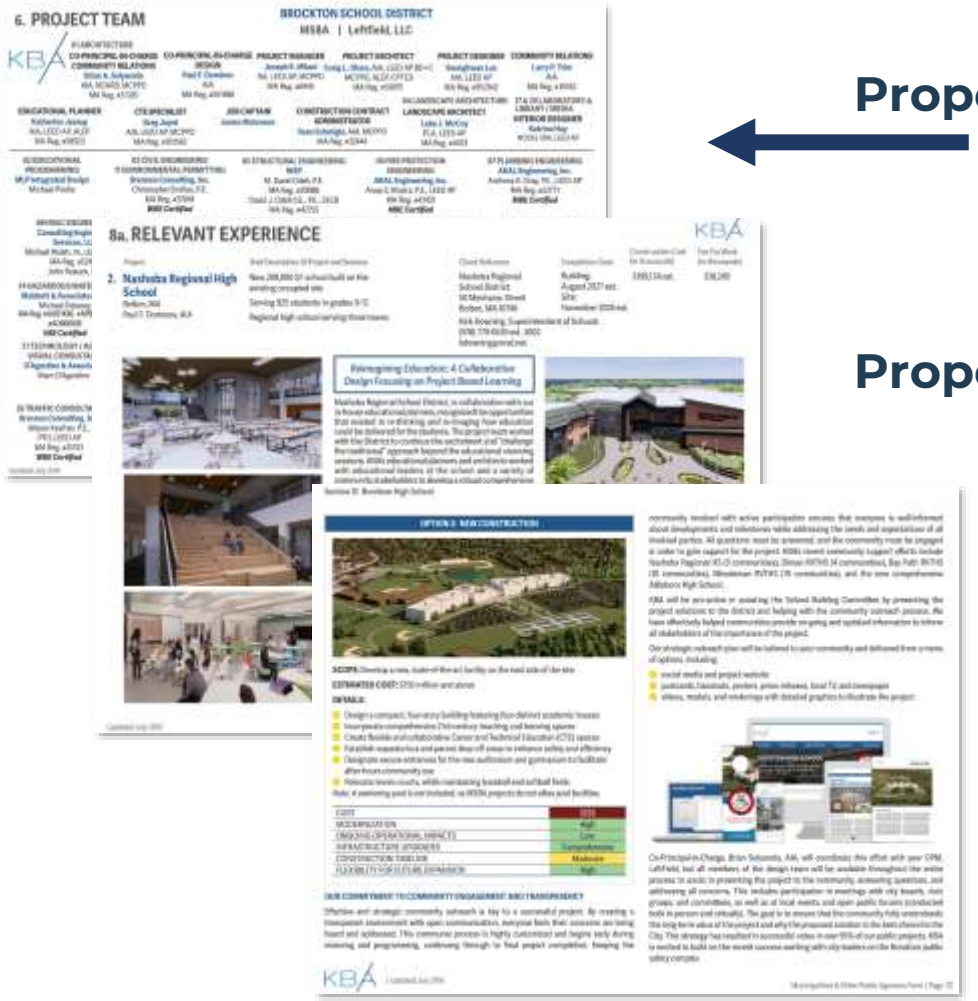
DSP Subconsultant Matrix

MSBA Reference Checklist



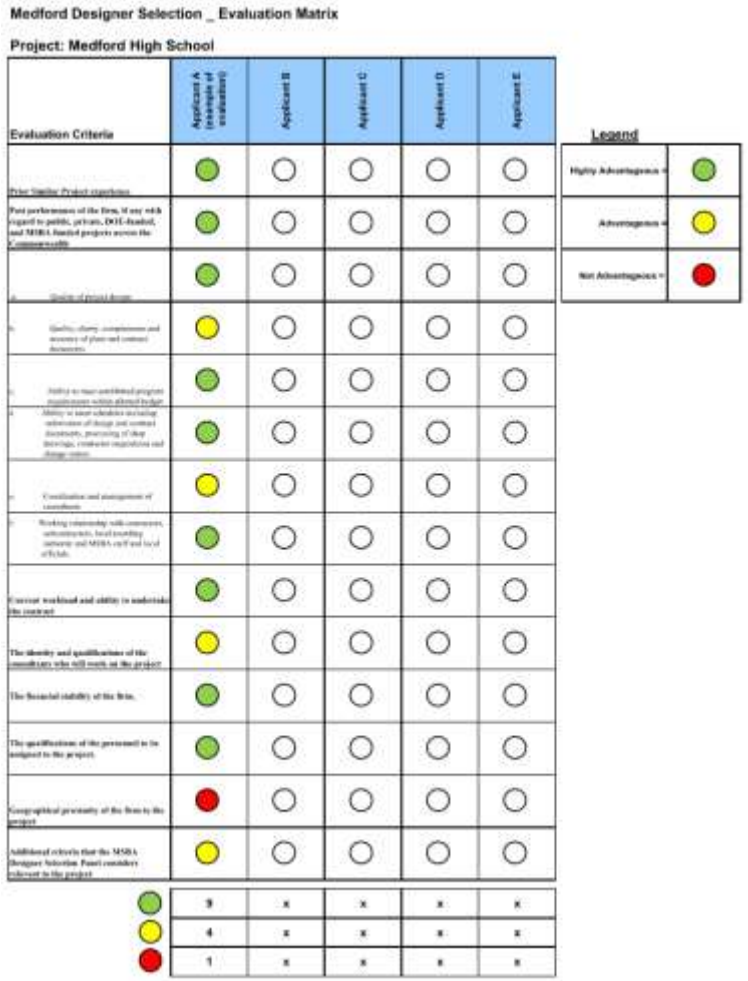
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DESIGNER SELECTION – SBC/DSP Members to



Proposal Review

Proposal Evaluation Matrix



MEDFORD HIGH SCHOOL
Educational Plan Update

June 24, 2025: Adele and Jen joined MHS Administrative Retreat to review the Educational Plan purpose and process

June 28, 2025: Dr. Galusi sent a memo reviewing the process and the why for administrators to have in a document That was sent on June 28th. This allowed them to be thinking as the summer began!

July 27, 2025: Follow up memo as a reminder and to set clear expectations regarding timeline.

July 27, 2025: Dr. Galusi held a meeting for administration to review the educational plan in person.

July 28, 2025: Notification to administrators and high school teachers regarding school tours.

1) 8/6/2025: Toured Dover HS
2) 8/7/2025: Toured Waltham HS
3) 8/11/2025: Toured Attleboro HS

August 20, 2025: Administrator Ed Plan drafts are due

MEDFORD HIGH SCHOOL

Site Selection Evaluation

Medford High School - Site Selection Options

										
	Base Repair Options	**Renovation**	**Add/Reno**	**New - Andrews MS**	**New - Existing HS Site**	**New - Existing Site Modified**	**New - Medford Square**	**New - Columbus Park**	**New - Playstead Park**	**New - Tufts Park**
MSBA Enrollment	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395
SITE	Existing High School	Existing High School	Existing High School	Educational, public	Existing High School	Existing High School	Medford Square	Park, public, residential,	Park, public, residential	Park, public, residential
OWNER	City (School)	City (School)	City (School)	City (School)	City (School)	City (School)	City	City (Parks)	City (Parks)	City (Parks)
COST TO OBTAIN (CURRENT ASSESSED VALUE)	$0	$0	$0	$0	$0	$0	N/A	Article 97	Article 97	Article 97
ADDITIONAL NOTES	May not meet the educational program and vision of the District	A straight renovation option may not meet the educational program, however the existing facility could have enough GSF to meet the MSBA standards. Added cost for swing space/modular trailers	Addition and renovation would meet educational program. Sufficient space on site for multi-phased project. Opportunity to save/renovate the existing pool/gym	Existing Andrews Middle School. Addition and renovation of the existing MS to accommodate the HS program. Andrews MS would need to be relocated (second project)	A new build would meet educational program. Sufficient space on site for multi-phased project. Opportunity to utilize the entire site for most educationally appropriate designs	A new build would meet educational program. Sufficient space on site for multi-phased project. Opportunity to utilize the entire site for most educationally appropriate designs	The City has selected development company Transom Real Estate as a partner in the City's project to transform three undeveloped city-owned lots in Medford Square along Clippership Drive and Riverside Avenue, into a combination of mixed-use retail and residential with ample parking options for our seniors and Chevalier theatre	Potential Article 97 approval needed in order to build on the park	Potential Article 97 approval needed in order to build on the park	Potential Article 97 approval needed in order to build on the park
DESCRIPTION	Existing location and footprint of the current Medford HS	Install modular trailers in parking lots for swing space. Move partial enrollment to trailers. Phased selective demo and abatement and renovation of academic wings. Use modular trailers and new renovated wing as swing space for rest of enrollment. Selective demo, abate and renovate remaining academic spaces. "Summer slammer" for kitchens, back of house spaces, major MEP work. Phase downtime of MEP during off-season and off-hours. Limit emergency power back up usage for life safety and operations and equipment	Phased addition and renovation. Build new Classroom wings on existing parking or football field, move to new construction wings. Renovate existing school. Opportunity to keep the pool	Site is large enough to accommodate a new school, access roads and parking. Based on the shared parcel with the McGlynn MS and Hormel Stadium, replacing all of the existing fields on this site may not be possible	Phased construction for entirely new build. Build new Classroom wings on existing parking or football field, move to newly constructed wings. Demolish existing school and build new. If all new, and the pool is kept in the design, the MSBA will not reimburse for that scope of work	Explore additional options at the existing high school site with the potential use of DCR land and other Article 97 land swap opportunities	Site no longer available due to being contracted for retail, residential and parking facilities	Proposed site does not have enough acreage to build a new high school with the associated bus drop-off, parking and athletic fields	Site is large enough to accommodate a new school and the associated parking and access roads. Construction of new athletic fields to replace what is existing at the HS site may not fit on this site	Site is large enough to accommodate a new school, access roads and some parking. Athletic fields would need to be located at a different site
ACREAGE	30	30	30	43+ (entire parcel) 13+ (Andrew MS only)	30	30	19 +/-	5	12+	10+
TRAFFIC & TRANS.	No Change from current Operations	No Change from current Operations	No Change from current Operations	Good walk-able location but could result in congested car traffic and bus traffic due to the other schools around this location	Potential minor changes from current operations	Potential to create a new entrance point to the new school site. Would require Article 97 for land abutting Winthrop or Franklin Ave	Best central location. Would improve other aspects of Medford Square (sidewalks, crosswalks, bike lanes, ADA compliance. Enough space to accommodate on site bus and car queuing to alleviate traffic concerns	Due to small site, major traffic concerns in a residential neighborhood. Fully surrounded by residential buildings	Residential neighborhood not centrally located in Medford. Presents bussing concerns for large majority of student population	N/A
BUS ROUTES	Well connected	Well connected	Well connected	Not known	Well connected	Not known	Well connected	Well connected	Not known	Not known
PEDESTRIAN ACCESS	Yes - Existing access pathways to the school are known	Yes - Existing access pathways to the school are known	Yes - Existing access pathways to the school are known	Yes - Location is ideal from a walk-ability and accessibility standpoint. Located near other educational facilities.	Yes - Existing access pathways to the school are known	Yes - Existing access pathways to the school are known	Yes - Location is the most ideal from a walk-ability and accessibility standpoint. Centrally located in Medford. Not applicable due to site not being available	Yes - Location is ideal from a walk-ability and accessibility standpoint. Located in a residential area	No - Location is less ideal than the current HS location. Abuts the train tracks so not fully surrounded by residential housing.	Yes - Location more centrally located with good walk-ability and accessibility. Located in a residential area.

MEDFORD HIGH SCHOOL

Site Selection Evaluation (continued)

Medford High School - Site Selection Options

										
COMMUNITY / PROXIMITY	Existing HS site. Known location to the community	Existing HS site. Known location to the community	Existing HS site. Known location to the community	Currently an educational facility	Existing HS site. Known location to the community	Existing HS site. Known location to the community	Central to community in known location	Currently a public park and a know location to the community	Currently a public park and a know location to the community	Currently a public park and a know location to the community
SITE ATTRIBUTES	Existing HS site	Existing HS site	Existing HS site	The site could accommodate a new high school, but may have trouble fitting all of the fields at this location	Existing HS site	Existing HS site	Site is large enough but has recently been contracted for retail and residential use	Site is very small and would be a challenge to fit just the high school and parking at this location. All the athletic fields would need to be at a different location	The site could accommodate a new high school, but may have trouble fitting all of the fields at this site	The site could accommodate a new high school, but may have trouble fitting all of the fields at this site
CONSTRUCTION / PHASING	Long phasing as the building will need to stay occupied and the site is limited as to space for temp classrooms	Install modular trailers in parking lots for swing space. Allow partial enrollment to trailers. Phased selective demo and abatement and renovation of academic wings. Use modular trailers and new renovated wing as swing space for rest of enrollment. Selective demo, abate and renovate remaining academic spaces. "Summer slammer" for kitchens, back of house spaces, major MEP work. Phase downtime of MEP during off-season and off-hours. Limit emergency power back up usage for life safety and operations and equipment	Phased addition and renovation. Build new Classroom wings on existing parking or football field, move to new construction wings. Renovate existing school. Opportunity to keep the pool	Phase renovation and additional to the existing Andrews MS. Could require additional swing space for current MS students. Ideally build new addition, move faculty and students into the new wing then renovate the existing school	Phased construction for entirely new build. Build new Classroom wings on existing parking or football field, move to newly constructed wings. Demolish existing school and build new. Possible opportunity to keep the pool as a slight renovation. If not kept, a new pool facility would be entirely on the City to fund	Phased construction for entirely new build. Build new Classroom wings on existing parking or football field, move to newly constructed wings. Demolish existing school and build new. Possible opportunity to keep the pool as a slight renovation. If not kept, a new pool facility would be entirely on the City to fund	Site no longer available due to being contracted for retail, residential and parking facilities	Proposed site does not have enough acreage to build a new F high school with the associated bus drop-off, parking and athletic fields	New school would be constructed while the existing school stays in operation. Once the new school and surrounding landscape has been completed, the faculty and students would relocate to the new school. The athletic fields would need to remain at the existing HS site or relocated elsewhere	New school would be constructed while the existing school stays in operation. Once the new school and surrounding landscape has been completed, the faculty and students would relocate to the new school. The athletic fields would need to remain at the existing HS site or relocated elsewhere
PROS	1) POSSIBLE TO RENOVATE LARGER THAN ALLOWABLE FIELDHOUSE/POOL 2) WALKABLE SITE/ACCESS TO TRANSPORTATION 3) EASY ACCESS TO CITY FIELDS 4) ADD/REND & NEW OPTION 5) CITY OWNS PROPERTY	1) POSSIBLE TO RENOVATE LARGER THAN ALLOWABLE FIELDHOUSE/POOL 2) WALKABLE SITE/ACCESS TO TRANSPORTATION 3) EASY ACCESS TO CITY FIELDS 4) ADD/REND & NEW OPTION 5) CITY OWNS PROPERTY	1) POSSIBLE TO RENOVATE LARGER THAN ALLOWABLE FIELDHOUSE/POOL 2) WALKABLE SITE/ACCESS TO TRANSPORTATION 3) EASY ACCESS TO CITY FIELDS 4) ADD/REND & NEW OPTION 5) CITY OWNS PROPERTY	1) LARGE ENOUGH TO FIT SCHOOL AND ACCESSROADS AND SOME ATHLETIC FIELDS 2) IDEAL LOCATION WHERE 3 EXISTING EDUCATIONAL FACILITIES CURRENTLY ARE 3) ABUTTS THE	1) MOST FLEXIBLE BUILDING OPTIONS 2) WALKABLE SITE/ACCESS TO TRANSPORTATION 3) EASY ACCESS TO CITY FIELDS 4) ADD/REND & NEW OPTION 5) CITY OWNS PROPERTY 6) MOST EFFICIENT SCHEDULE AND PHASING PLAN	1) MOST FLEXIBLE BUILDING OPTIONS 2) WALKABLE SITE/ACCESS TO TRANSPORTATION 3) EASY ACCESS TO CITY FIELDS 4) ADD/REND & NEW OPTION 5) CITY OWNS PROPERTY 6) MOST EFFICIENT SCHEDULE AND PHASING PLAN	1) LOCATION IS IDEAL CENTRAL IN MEDFORD 2) THE SITE IS LARGE ENOUGH TO FIT A NEW SCHOOL AND THE ASSOCIATED ATHLETIC FIELDS	1) GOOD LOCATION BUT STILL NOT AS CENTRALLY LOCATED AS SEVERAL OTHER SITES	1) LARGE ENOUGH TO FIT SCHOOL AND ACCESSROADS AND SOME ATHLETIC FIELDS	1) LARGE ENOUGH TO FIT SCHOOL AND ACCESSROADS AND SOME ATHLETIC FIELDS
CONS	1) POSSIBLE LONG PHASED/OCCUPIED PROJECT 2) NOT CENTRALLY LOCATED IN MEDFORD 3) WILL NOT MEET THE EDUCATIONAL PROGRAM	1) POSSIBLE LONG PHASED/OCCUPIED PROJECT 2) MIGHT TEMPORARILY DISPLACE PARKING 3) MIGHT DISRUPT EDUCATION SPACES 4) SWING SPACE REQUIRED - NON REIMBURSEABLE 5) NOT CENTRALLY LOCATED IN MEDFORD	1) POSSIBLE LONG PHASED/OCCUPIED PROJECT 2) MIGHT TEMPORARILY DISPLACE PARKING 3) TIGHT SIGHT SHARED WITH MIDDLE SCHOOL AND FIELDS 3) MIGHT DISRUPT EDUCATION SPACES 5) POTENTIAL SWING SPACE REQUIRED - NON-REIMBURSEABLE BY MSBA 6) NOT CENTRALLY LOCATED IN MEDFORD	1) SITE MAY NOT BE ABLE TO FIT ALL ATHLETIC FACILITIES 2) NOT CENTRALLY LOCATED 3) IN A RESIDENTIAL NEIGHBORHOOD 4) TRANSPORTATION AND BUSSING CONCERNS	1) ELIMINATES POTENTIAL TO RENOVATE EXISTING FIELDHOUSE/POOL 2) NOT CENTRALLY LOCATED IN MEDFORD	1) ELIMINATES POTENTIAL TO RENOVATE EXISTING FIELDHOUSE/POOL 2) POTENTIAL ARTICLE 97 LANDSWAP 3) NOT CENTRALLY LOCATED IN MEDFORD	1) SITE ACQUISITION - NON-REIMBURSEABLE BY THE MSBA 2) NO LONGER AVAILABLE DUE TO ANOTHER DEVELOPMENT AT THIS SITE	1) SITE IS TOO SMALL TO FIT ALL HS FACILITIES 2) ARTICLE 97 3) # SCHOOL AND PARKING COULD FIT, THE ATHLETIC FIELDS WOULD NEED TO BE AT A DIFFERENT LOCATION	1) SITE MAY NOT BE ABLE TO FIT ALL ACADEMIC AND ATHLETIC FACILITIES 2) NOT CENTRALLY LOCATED 3) IN A RESIDENTIAL NEIGHBORHOOD 4) TRANSPORTATION AND BUSSING CONCERNS	1) SITE MAY NOT BE ABLE TO FIT ALL ACADEMIC AND ATHLETIC FACILITIES 2) NOT CENTRALLY LOCATED 3) IN A RESIDENTIAL NEIGHBORHOOD 4) TRANSPORTATION AND BUSSING CONCERNS
CONSIDERATION FOR USE	YES	YES	YES	NO Eliminate from Consideration	YES	YES	NO Eliminated from Consideration on 8/11/2025	NO Eliminated from Consideration on 8/11/2025	YES	YES



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