Medford High School Project Updates

Medford High School
Medford, MA

School Building Committee Meeting
10/27/2025

LeftField



TODAY'S AGENDA

1. Roll call
2. Approval of September 15, 2025 SBC Meeting Minutes
3. Approval of September 2025 OPM Invoice
4. Designer Selection Panel Meeting #1 and #2 Recap
5. Top Ranked Firm: Contract Negotiation Process
5. Feasibility Study Next Steps
6. Adjourn

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2. Approval of SBC Meeting Minutes

Vote to approve the Medford SBC meeting minutes from the September 15, 2025 SBC Meeting

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3. Approval of Invoices

INVOICES (Payments)						
ProPay Code	**Invoice Date**	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0001-0000	9/30/2025	LeftField	4	OPM Feasibility Study/Schematic Design	OPM Feasibility Study Services from September 1 - September 30, 2025	$ 20,000.00
					TOTAL:	**$ 20,000.00**

Vote to approve LeftField September invoice for $20,000

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3. Approval of Invoices - Budget Update

Medford High School - Medford, MA — **September 30, 2025**

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	Comments
	FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	$ 600,000		$ 600,000	$ 525,000	88%	$ 95,000	16%	$ 505,000	
0002-0000	A&E Feasibility Study/Schematic Design	$ 1,500,000		$ 1,500,000	$ -	0%	$ -	0%	$ -	
0003-0000	Environmental & Site	$ 400,000		$ 400,000	$ -	0%	$ -	0%	$ 400,000	
0004-0000	Other	$ 500,000		$ 500,000	$ -	0%	$ -	0%	$ 500,000	
	SUB-TOTAL	$ 3,000,000	$ -	$ 3,000,000	$ 525,000	18%	$ 95,000	3%	$ 1,405,000	
	TOTAL PROJECT BUDGET	$ 3,000,000	$ -	$ 3,000,000	$ 525,000	18%	$ 95,000	3%	$ 2,905,000	

FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.
Maximum State Share	$ 1,599,600	$ 1,599,600
Local Share	$ 1,400,400	$ 1,400,400
SUB-TOTAL	$ 3,000,000	$ 3,000,000

Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
$ 3,000,000		$ -		53.32%

CONSTR. COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF
PSR Cost Estimate					
CM SD Cost Estimate					

Total committed to date: 18%

Total spent to date: 3%

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4. DSP Meetings #1 & #2 Recap

Designer Selection Panel Meetings #1 Recap

Designer Selection Panel Meeting #1

- The DSP reviewed all four (4) of the Designer Proposals and discussed the advantages and disadvantages of each proposal
- DSP voted to rank the firms based on their proposals and the DSP discussion:
- The DSP ranked the four firms as follows and will interview the top 3 on October 7, 2025
  - Ai3
  - SMMA
  - Perkins & Will
  - DLR Group + JLA

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4. DSP Meetings #1 & #2 Recap (continued)

Designer Selection Panel Meetings #2 Recap

Designer Selection Panel Meeting #2

- The DSP interviewed the top three ranked firms from the September 25, 2025 DSP Meeting
- The order of the interviews was
  - Ai3
  - Perkins&Will
  - SMMA
- Key Takeaways from the Interviews

- After the interviews, the DSP re-ranked the firms. The rank from the first DSP meeting do NOT carry over. The ranking of the firms after the interviews was:
  - SMMA
  - Ai3
  - Perkins & Will

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5. Top Ranked Firm: Contract Negotiation Process

Designer Selection Contract Negotiation

With xxx being ranked as the top firm, the City of Medford and LeftField will proceed to negotiate a fee with xxx. If fee negotiations can not be agreed upon, the City has the option to proceed to fee negotiations with the second ranked firm (xxx). An explanation must be provided to the MSBA who must also agree to proceed with negotiating with the second ranked firm.

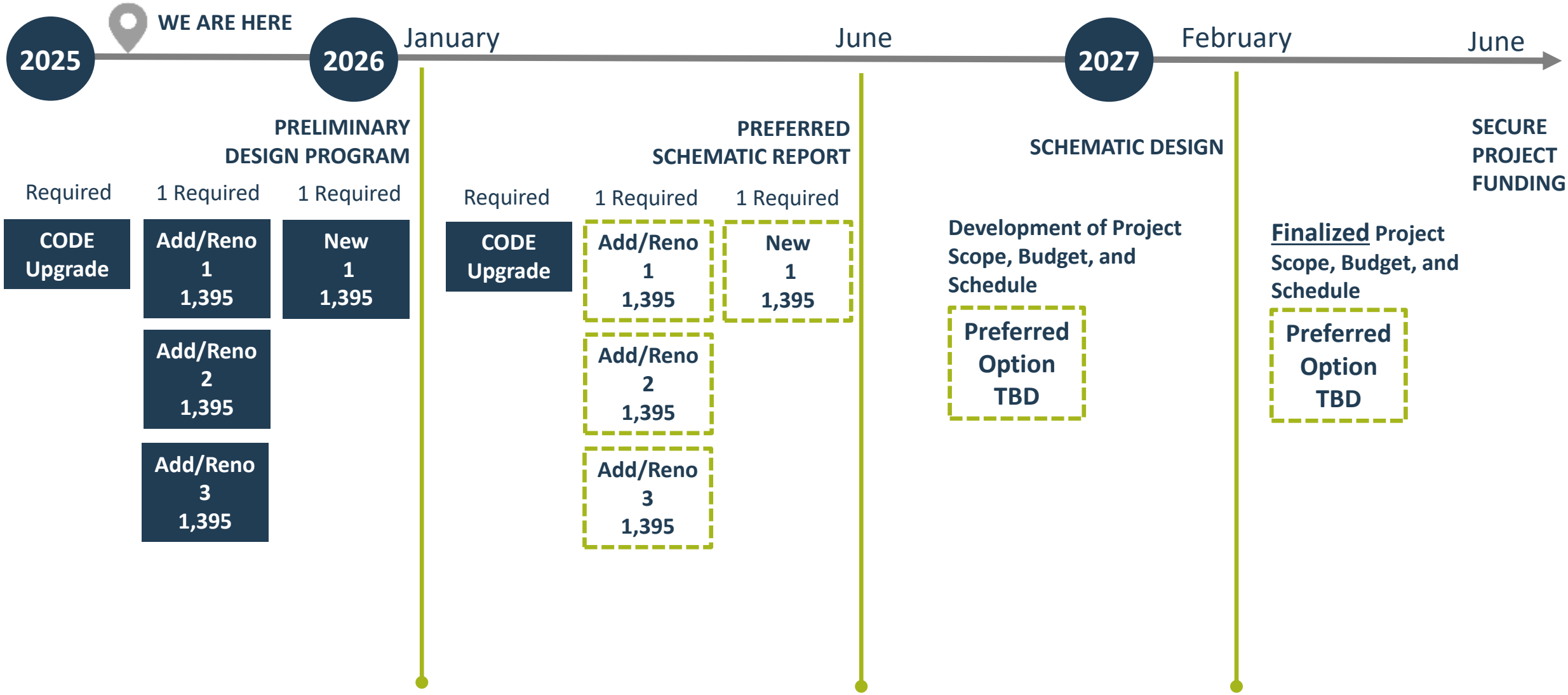
<u>Feasibility Study Budget</u>
Total Budget = $3,000,000
Committed OPM Fee = $525,000
Budgeted A/E Fee = $1,500,000
Remaining Feasibility Budget = $975,000 (environment & site and other)

Feasibility Study Next Steps

MSBA Module 3: Feasibility Study

PDP
PSR
SD

MSBA PROCESS – OPTIONS TO BE STUDIED



Adjourn!

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

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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



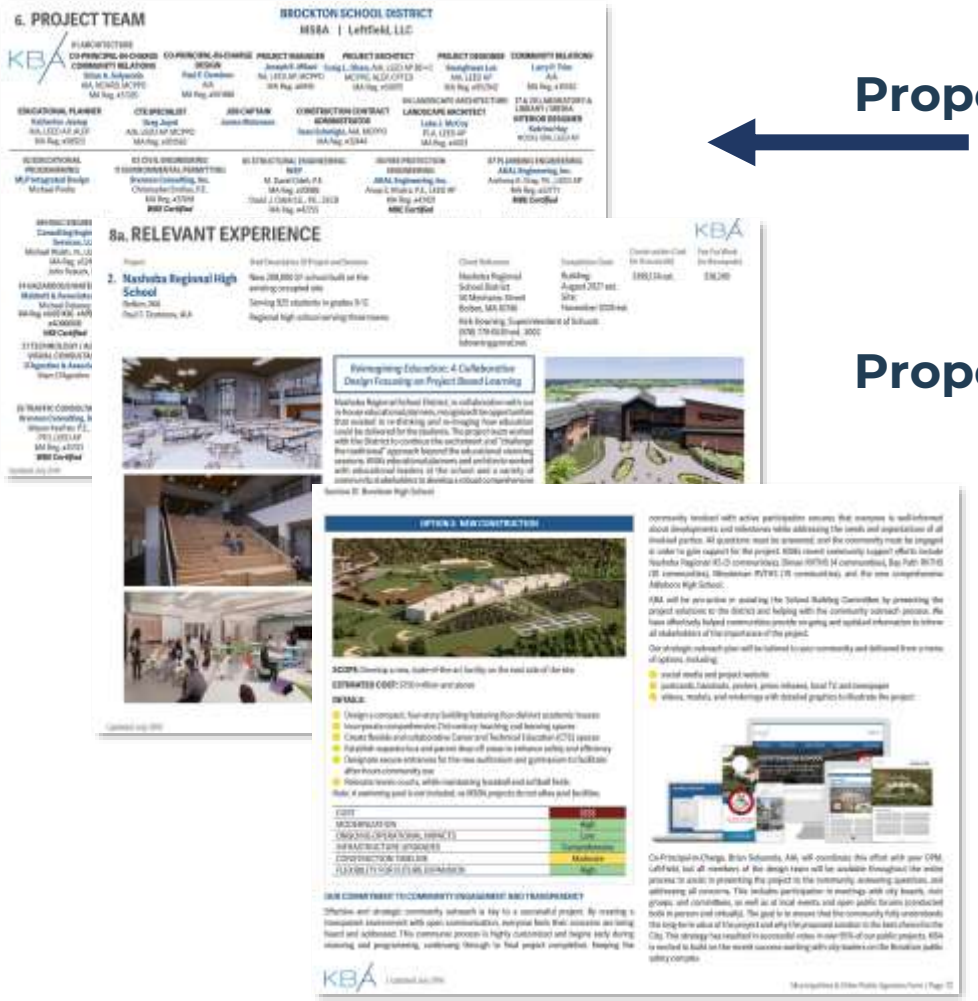
DSP Subconsultant Matrix

MSBA Reference Checklist



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DESIGNER SELECTION – SBC/DSP Members to



Proposal Review

Proposal Evaluation Matrix

