Medford High School



Medford Comprehensive High School Building Committee Meeting

11/24/2025

smma

LeftField
THE RIGHT CHOICE IN PROJECT MANAGEMENT

AGENDA

1. Roll call
2. Approval of October 27, 2025 SBC Meeting Minutes
3. Approval of October 2025 OPM Invoice
4. Motion to Approve Designer Contract
5. PDP Progress Update
    - Educational Visioning
    - Progress towards Preliminary Design Program (PDP)
    - Overall Feasibility Study Timeline
5. Adjourn

Vote to approve the Medford SBC meeting minutes from the October 27, 2025 SBC Meeting

Approval of October 2025 Invoices

INVOICES (Payments)						
ProPay Code	**Invoice Date**	**Vendor**	**Invoice #**	**Budget Category**	**Description of Services**	**Invoice $**
0001-0000	10/31/2025	LeftField	5	OPM Feasibility Study/Schematic Design	OPM Feasibility Study Services from October 1 - October 31, 2025	$ 20,000.00
					TOTAL:	**$ 20,000.00**

Vote to approve LeftField October 2025 invoice for $20,000

Budget Update

Total committed to date: 18%
Total spent to date: 4%

Medford High School - Medford, MA — **October 31, 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%	$ 115,000	19%	$ 485,000	
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%	$ 115,000	4%	$ 1,385,000	
	TOTAL PROJECT BUDGET	$ 3,000,000	$ -	$ 3,000,000	$ 525,000	18%	$ 115,000	4%	$ 2,885,000	

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					

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Motion to Approve SMMA's Feasibility and Schematic Design contract for the Medford HS building project

Feasibility Study

Architectural and Engineering services - **$900,000**

Environmental & Site Services - **$466,319**

Subtotal **- $1,366,319**

Schematic Design

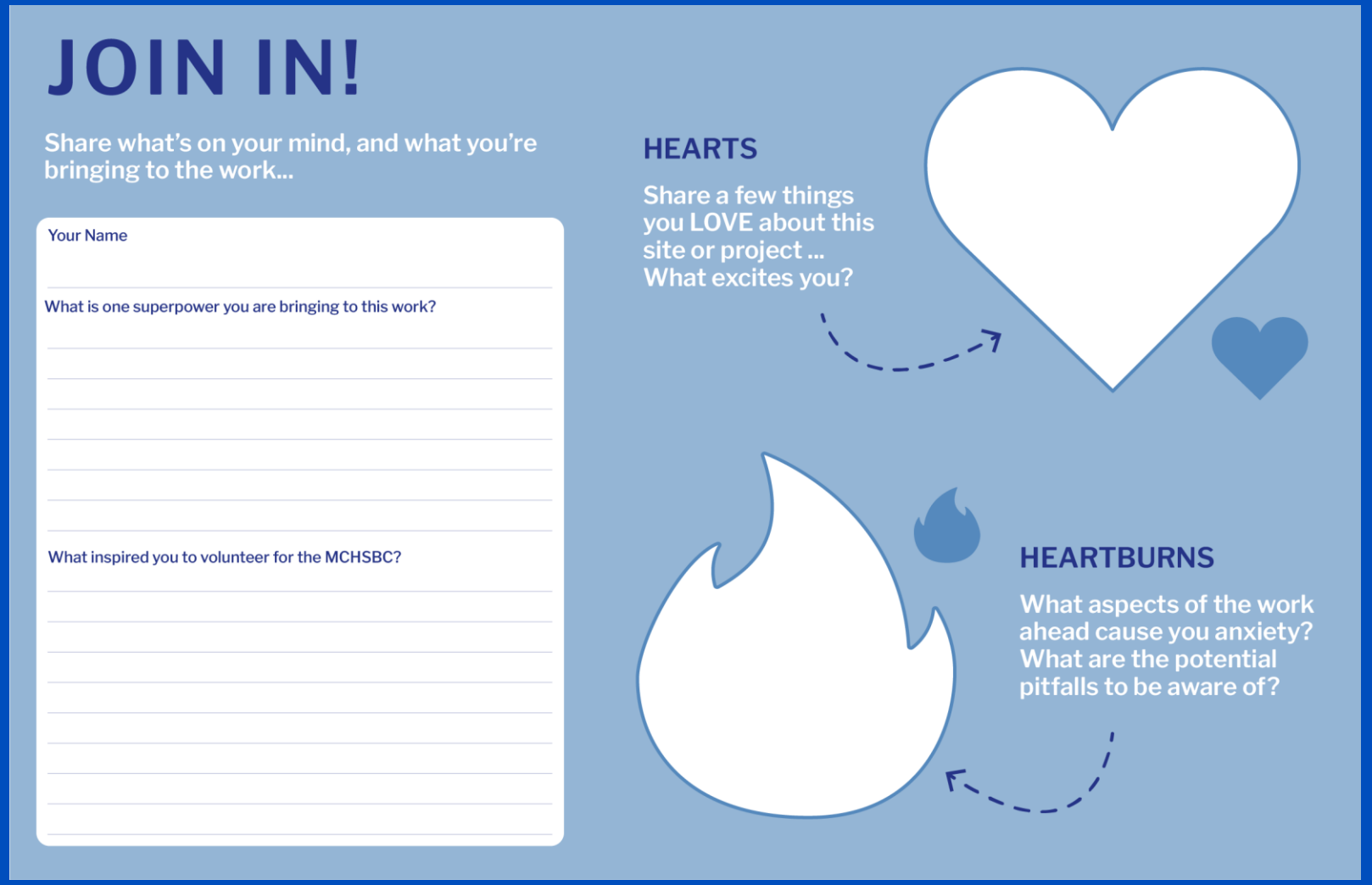
Architectural and Engineering services - **$691,536**

Environmental & Site Services - **$62,128**

Subtotal - **$753,664**

Total $2,119,983

The Placemats



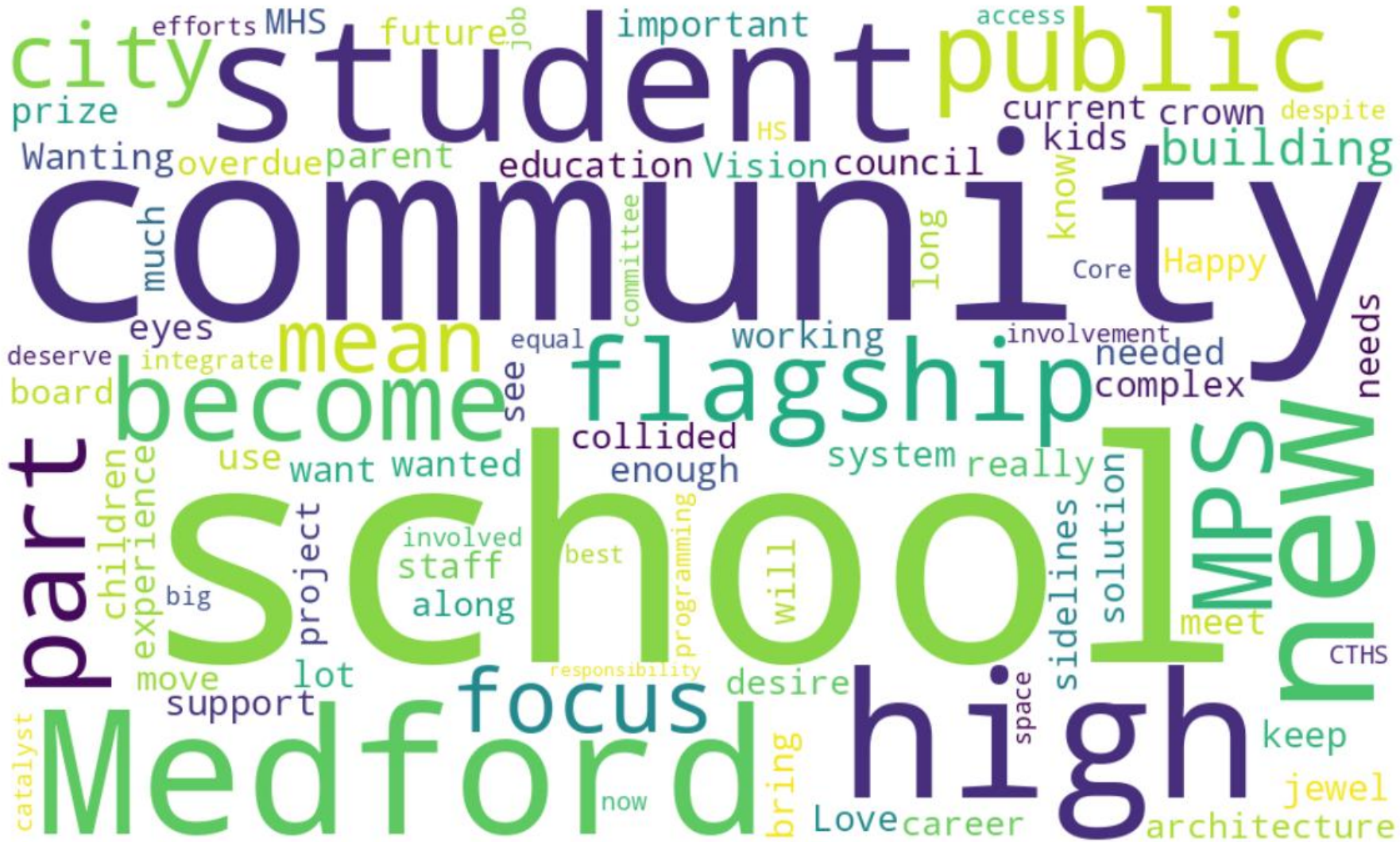
Hearts: What do you love about this site or project? What excites you?



Heartburns: What aspects of the work ahead cause you anxiety? What are the potential pitfalls to be aware of?



What inspired you to volunteer for the MCHSBC?



What is one superpower you are bringing to this work?



Feasibility Study/ Schematic Design Overview

Step 1
Preliminary Design Program (PDP)

FEB. 25 2026 — MSBA Staff Review Only

- Existing Conditions Evaluation
- Visioning & Educational Program
- Initial Educational Space Summary
- Alternative Options Evaluation

Step 2
Preferred Schematic Report (PSR)

JUN. 25 2026 — MSBA Board of Director's Meeting Aug 2026

- Existing Conditions Final Evaluation
- Final Educational Program
- Preferred Solution Development
- Alternatives Final Evaluation

Step 3
Schematic Design (SD)

FEB. 25 2027 — MSBA Board of Director's Meeting Apr 2027

- Final Design Program
- Schematic Design Documents Development
- Project Scope & Budget Development
- Cost Estimates
- Site Evaluations

PDP Progress: Key Deliverables

Educational Visioning

Visioning Kick-off – 10/31/2025 - complete
Visioning Workshop 1 – 12/9/2025
Visioning Workshop 2 – 12/17/2025

Educational Programming

Programming Meetings - 11/12- 11/24 - complete
Student Shadow Day – 11/20/2025 - complete

Space Summary

(Informed by Ed Visioning and Ed Programming)
Draft Space Summary – 12/22/2025

Existing Conditions Report

Draft Existing Conditions Report – 12/22/2025

PDP Cost Estimate

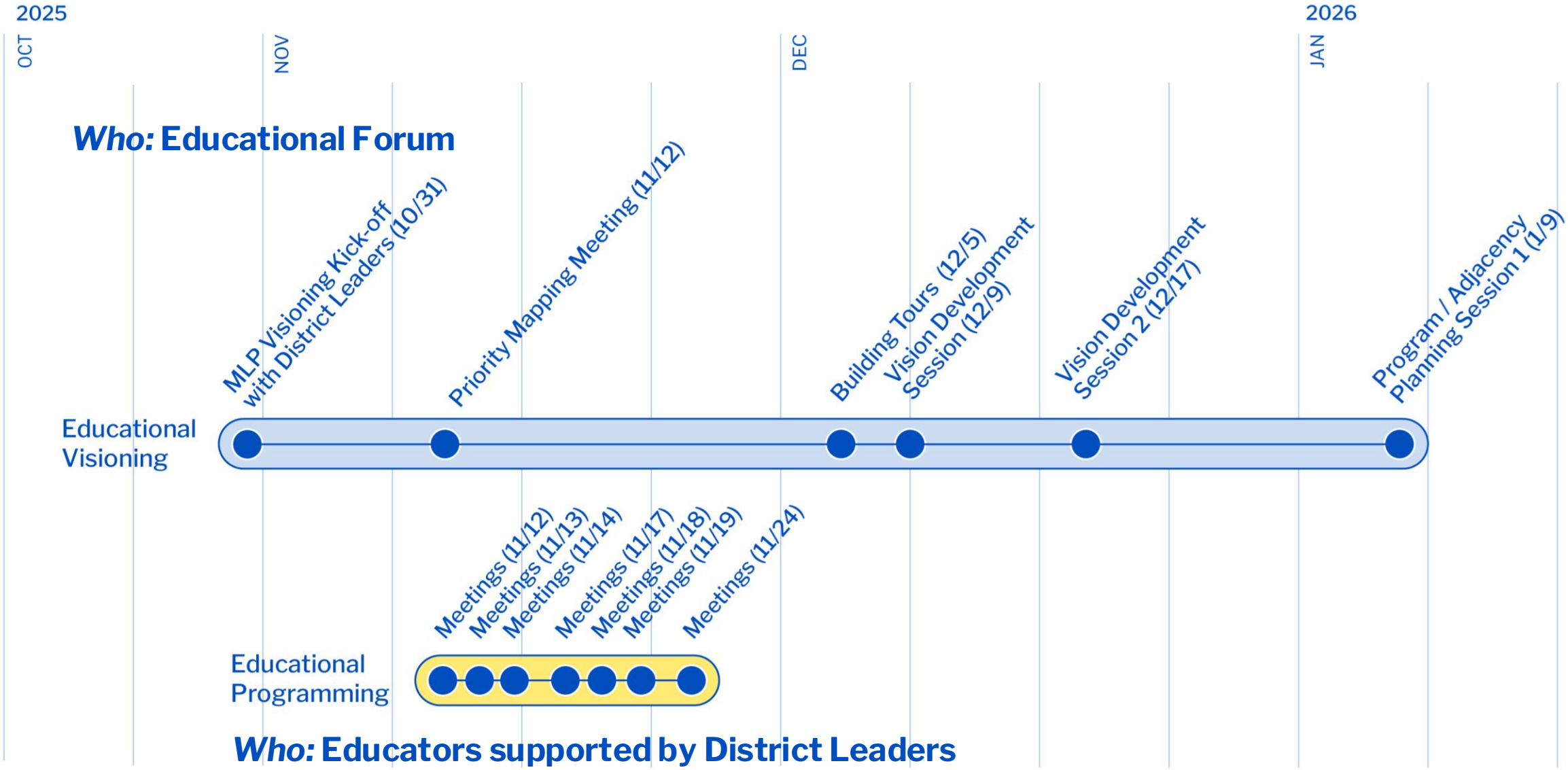
Options to Cost Estimators – 1/20/2025
(Based on comparative cost per square foot)

SBC Meetings and Approvals

11/24/2025 - Provide update on PDP
12/22/2025 - Space Summary + Exist. Conditions
1/14/2026 - Ed Visioning Update
2/11/2026 - Review PDP Estimates
2/23/2026 - Approval of PDP
(Authorize LeftField to submit the PDP to MSBA)

Educational Programming & Visioning Updates

PDP: Ed Visioning and Programming Timeline



Ed Planning - Building Medford's Vision

Phase 1
Immersion + Inspiration

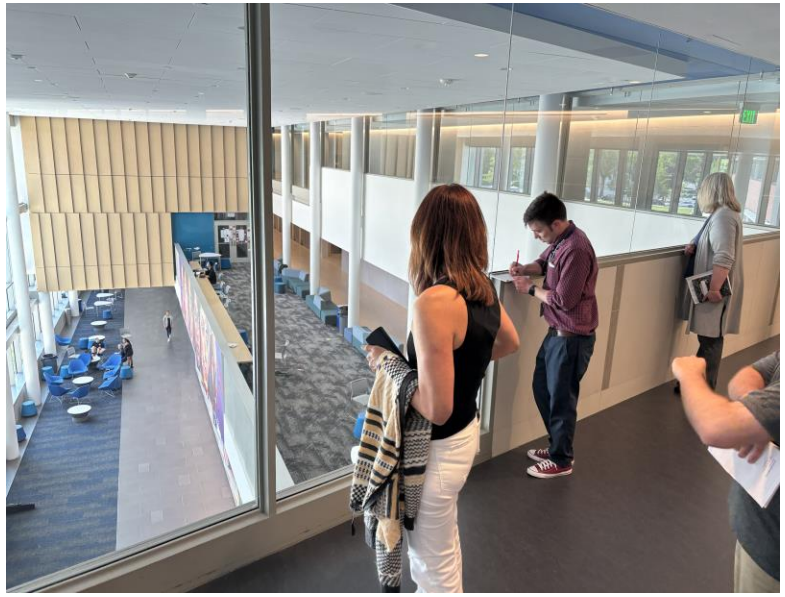
- ☑ Goal + priority mapping (in progress)
- ☑ Student Shadowing (11/20)
- ❑ Precedent tours (12/5)

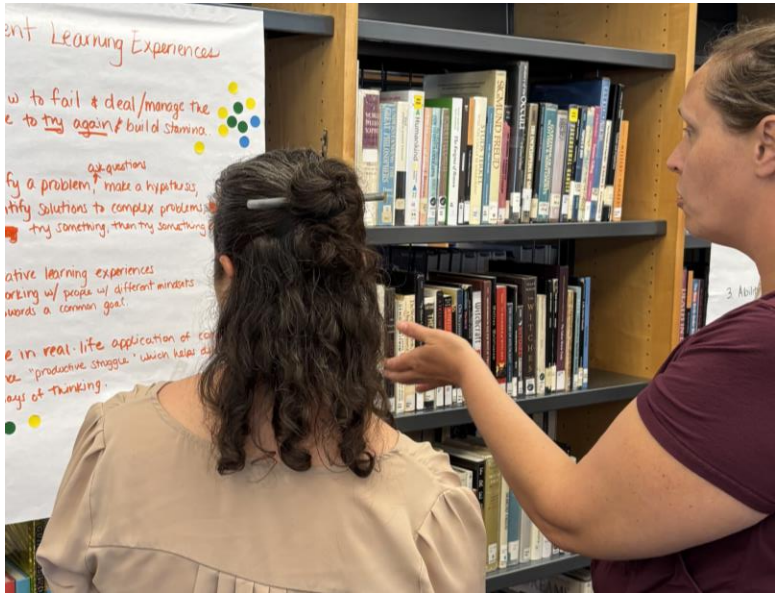
Phase 2
Vision Development

- ❑ Visioning 1 – 12/9 from 7:30-2:30
- ❑ Visioning 2 – 12/17 from 7:30-2:30

Phase 3
Programming + Synthesis

- ❑ Program & Adjacency Mapping – 1/9/26 from 8:00-1:00





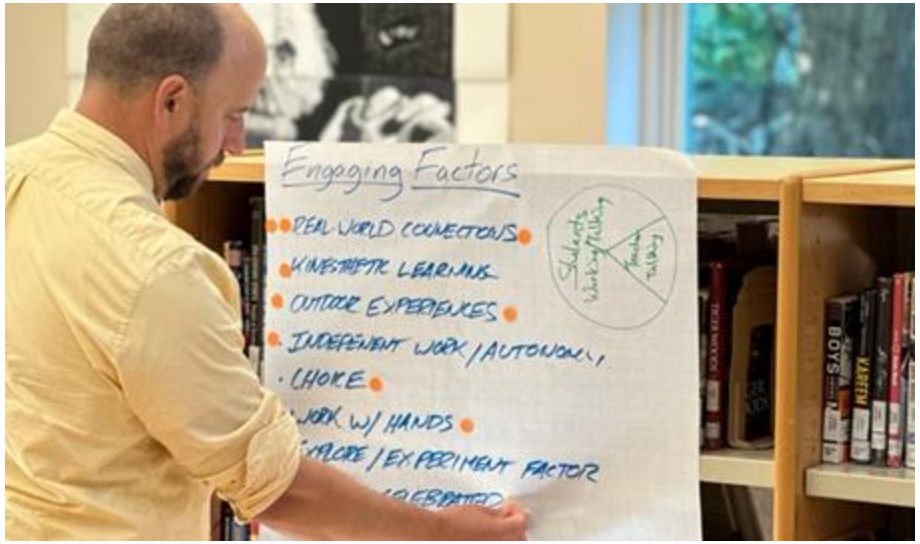


Ed Planning - Engaging Diverse Perspectives

Educational Leadership Team:

- Represents major program areas
- Translates big ideas into program needs, spatial relationships, and structures to support learning
- Who: Superintendent, Assistant Superintendent, Principal, School Committee Member, CTE Director, EL Director, Student Services Director









Educational Forum:

- Who: Educators, Students, Parents + Community
- Builds consensus around a shared educational vision

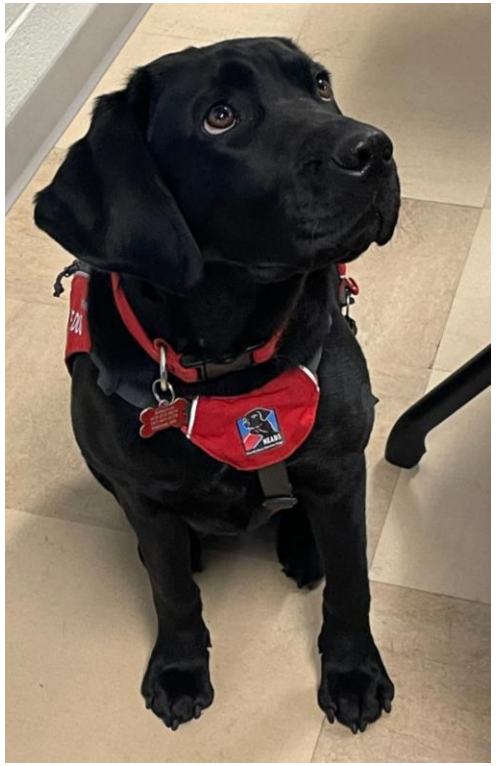
Programming Meetings

1 Principals, Associate Principals, CTE Director - 1st meeting
2 Principals, Associate Principals, CTE Director - 2nd meeting
3 Academic Support
4 Admin. Assistants/ Administration/ Main Office / Dept Heads
5 Athletics/ Pool
6 School Counselors/ Psychologists / Adjustment Counselors
7 Custodial and Facilities
8 ELL
9 English
10 Food Service
11 Instructional Technology/ IT/ AV
12 Library/ Media Center
13 Math/ Computer Science
14 Media and Technology
15 Nurses
16 PE and Health
17 Performing Arts (Music and Drama)
18 Science
19 Social Studies
20 Special Ed - General Population
21 Special Ed - Specialized Programs
22 Students (a variety with different perspectives)
23 Visual Arts and Design (2D, 3D, Photography, Digital Art)
24 World Language
25 Chapter 74 Programs Kick-Off Meeting
26 Automotive
27 Biotechnology
28 Business Marketing
29 Carpentry
30 Construction Craft Laborers
31 Cosmetology
32 Culinary Arts
33 Early Education and Care
34 Electrical
35 Engineering and Robotics
36 Graphic Design
37 Film & TV
38 Health Assisting
39 Metal Fabrication & Welding
40 Programming and Web Development
41 New/Proposed Programs (with CTE Leadership)
42 Pre-K Program (MEEP)
43 Curtis Tufts High School
44 Daycare - Kids' Corner
45 Central Office
46 After School/ Community Schools
47 Parent Information Center
48 Medford Family Network
49 Medford Community Media

Programming Takeaways

- There is a need for spaces to support differentiated styles of instruction/learning (small group collaborative spaces, large instructional spaces for multiple classes at once, etc)
- Teachers are working hard to ensure that students have agency of their high school experience and education
- Students need spaces to just "be" - for fostering relationships with peers, for collaboration, and for taking a quiet moment to themselves
- Co-teaching model for inclusionary support is working well
- There is a desire to expand the many strong interdisciplinary collaboration opportunities that MHS already offers
- Special Education programs are expected to see an increase in students over the coming years, especially with the Connections program coming to the high school
- CTE program growth is being planned for, with some existing programs adding instructors and the addition of four new CTE programs.
- Sensory/calming/restorative spaces are needed for the students
- There is a continued increasing need for mental health and social emotional support for students
- The school needs more ways to show off the great student work to the rest of the school
- Life Skills training should be offered to more students
- Toilet rooms were flagged by all occupants as a significant issue - the condition, access, and availability of them

Programming Takeaways



- There is a desire to increase access to high quality outdoor classrooms and learning spaces
- The Fells is a valuable resource to the school and is used by many departments and programs
- The Auditorium is a true community asset and has many potential school and community uses that would support a 1,000 seat capacity
- Some CTE programs operate on an A/B schedule which improves access to co-op, and some operate on a C schedule which improves access to electives and AP courses. Both scheduling approaches have value and need to be accounted for in the design.
- Some users wish to have more physical integration between CTE and academic programs, and some see more value in maintaining physical adjacencies amongst the CTE programs.
- There is interest in understanding the shared core academic classroom and teacher planning space model that is inherent within the MSBA guidelines.
- There will be several schools/spaces within the building that want to have a public presence/identity, which will require thoughtful design of building perimeter. Medford High School, Medford Academy, Curtis-Tufts, Transitions program, Medford Family Network, MEEP, Kids Corner, public facing CTE programs, MCM, the pool, Central Offices, etc.
- Kelsey, the Assistance Dog, is doing an amazing job.

Building & Site Investigations

Investigations



Site survey - Brennan



Geotechnical Borings & Test Pits - Haley & Aldrich



Investigations



Environmental Acoustics - ACENTECH



Wetlands Flagging - CDW

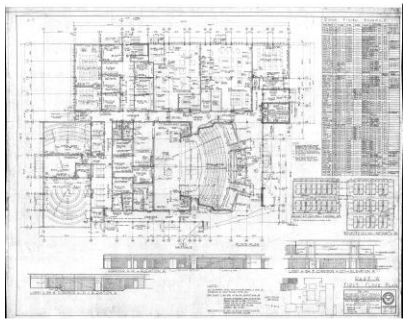


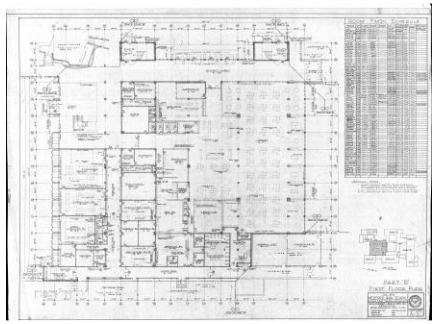
Geophysical Survey – Haley & Aldrich

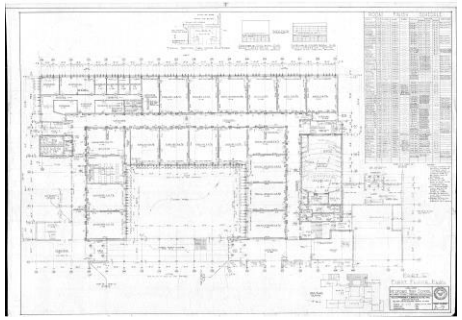


Hydrant Flow Test – through AKAL

Investigations







Architects & Engineers & Haz Mat Consultant Site Visit – SMMA, AKAL, KMA, BFA, ADS, CDW, GHT



Traffic Study – Fort Hill



3D Building Scanning - GPRS Existing Conditions

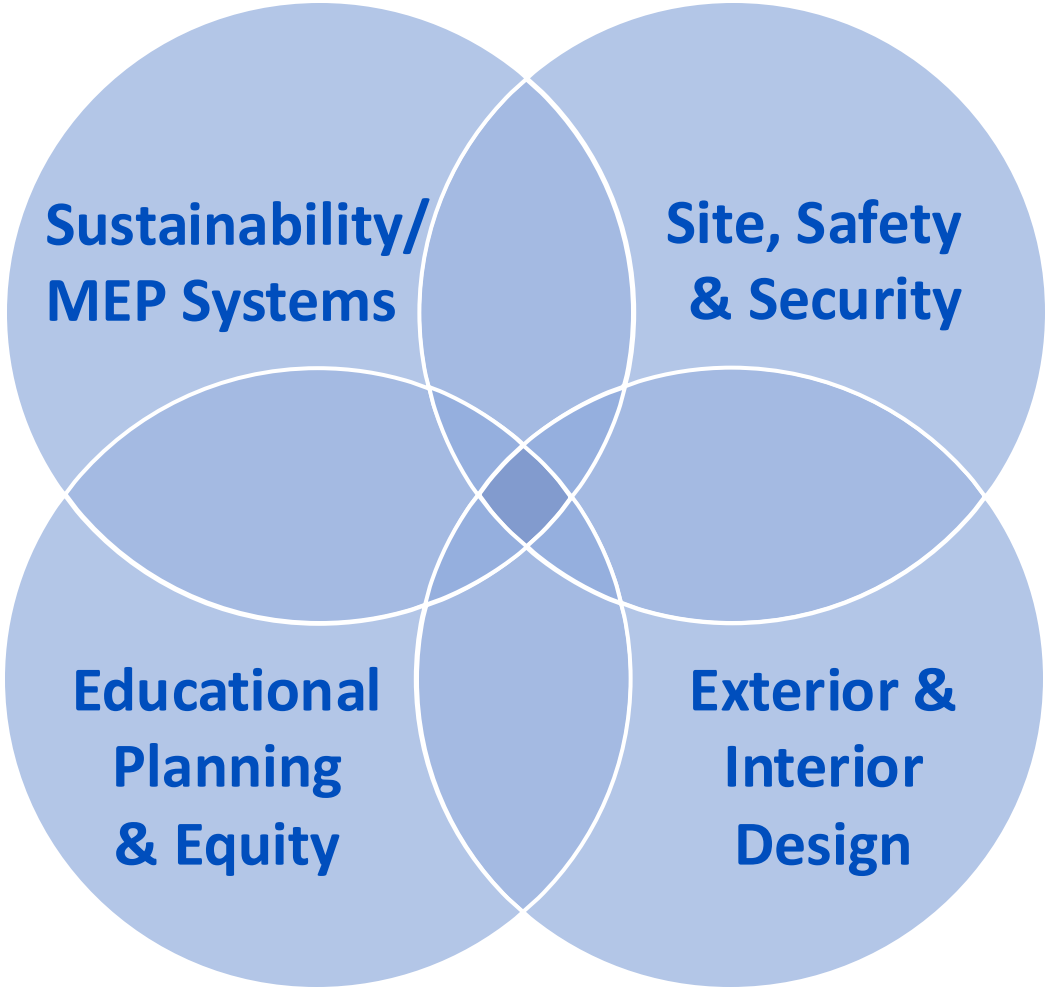
Upcoming Volunteer Opportunities

Community Stakeholder Engagement – Advisory Teams

Advisory teams are a method of collecting broad community input on key priorities and desired outcomes for the project.

***Who* : Educators, Students, City Departments, Boards & Commissions, Expert Community Members**

Reviews preferred MEP systems, sustainable design features and components, healthy materials; site design and landscape features for environmentally friendly design.



Reviews development of the site design for traffic, circulation, safety and security. Includes conversations about parking, driveways and circulation, fields, and offsite improvements and coordination with City Departments.

Reviews overall goals from educational planning perspectives, educational programming meetings and visioning sessions.

Reviews exterior design concepts including composition of form and exterior material selections. Review of the products and materials selected for interior finishes such as flooring, paint colors, wall finishes and ceilings.

Sustainability & MEP Systems

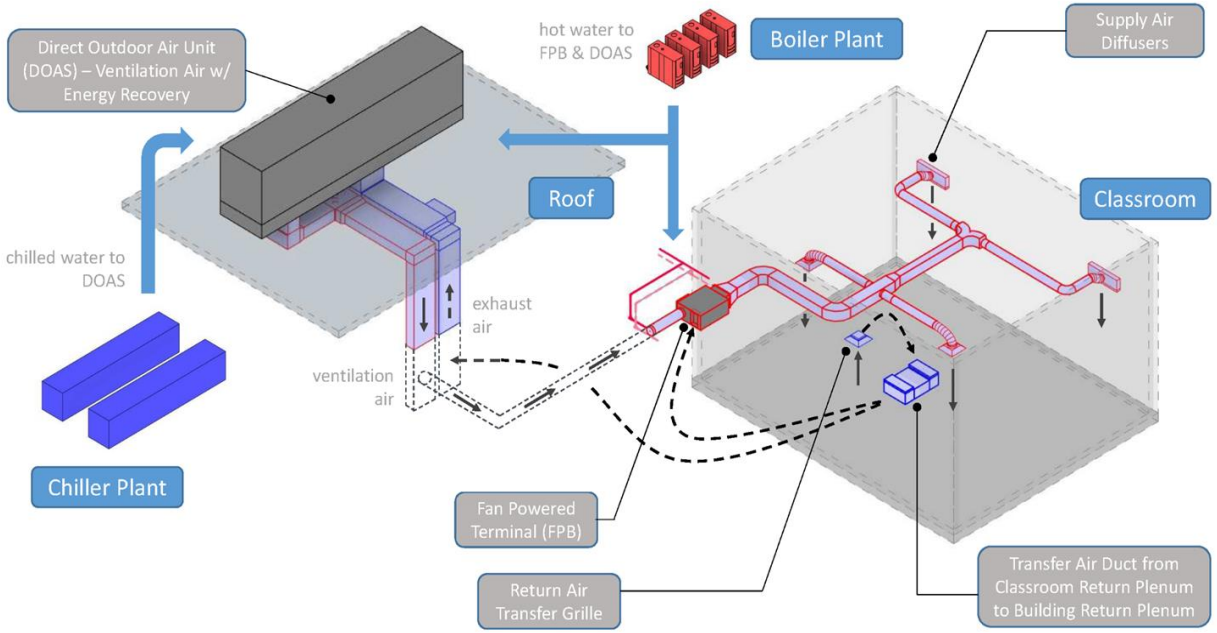
Who : SBC reps, District reps, City Departments, Boards & Commission reps, and Expert Community Members

Purpose: Reviews preferred MEP systems, sustainable design features and components, healthy materials; site design and landscape features for environmentally friendly design.

Time Commitment: Attend 4 virtual meetings: December 2025, January, March & September 2026

Seeking up to **15** members





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Site, Safety & Security

Who: SBC members, Educators, Students, City Department reps, Boards & Commissions reps, Expert Community Members, First Responders

Purpose: Reviews development of the site design for traffic, circulation, safety and security. Includes conversations about parking, driveways and circulation, fields, and offsite improvements and coordination with City Departments.

Time Commitment: Attend 4 virtual meetings: December 2025, January, March & September 2026

Seeking up to **15** members





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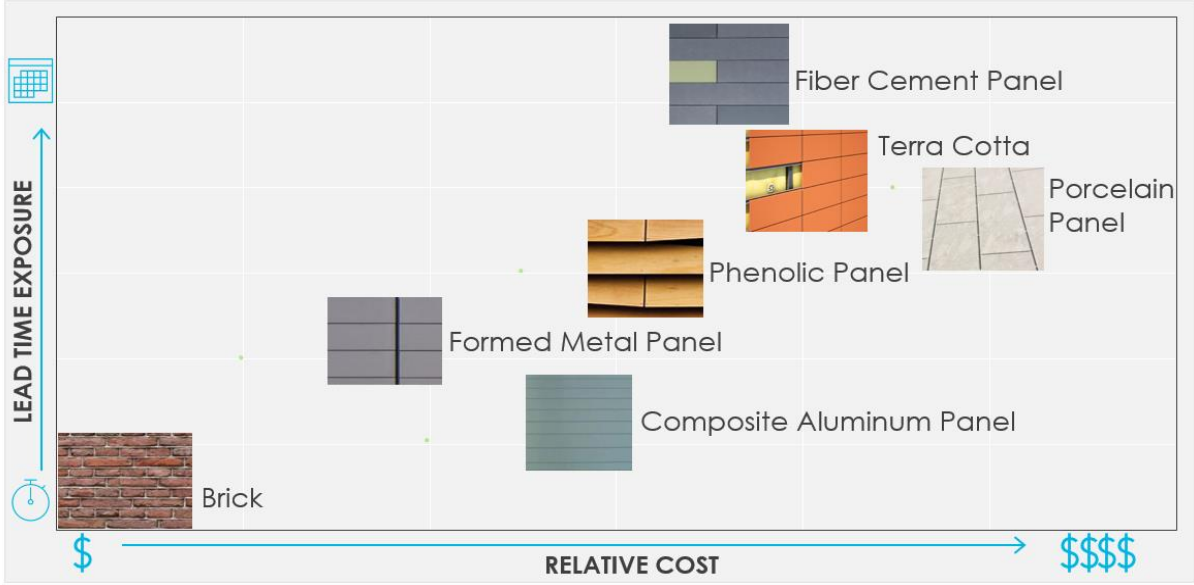
Exterior & Interior Design

Who: SBC members, Educators, Students, Expert Community Members

Purpose: Reviews exterior design concepts including composition of form and exterior material selections. Review of the products and materials selected for interior finishes such as flooring, paint colors, wall finishes and ceilings.

Time Commitment: Attend 4 virtual meetings: December 2025, January, March & September 2026

Seeking up to **15** members







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Educational Planning & Equity

Who: SBC reps, Educators, Students, Expert Community Members

Purpose: Works with the Educational Leadership Team to review overall goals from educational planning perspectives, educational programming meetings and visioning sessions.

Time Commitment: Attend 4 virtual meetings: December 2025, January, March & September 2026

Seeking up to **5** additional members*

*This group includes the Educational Leadership Team





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Intro to the Space Summary



Programming/ Space Summary

Date:[Enter Date] [Enter Submittal]

MEDFORD PUBLIC SCHOOLS MEDFORD HIGH SCHOOL	EXISTING CONDITIONS			PROPOSED PROGRAM									VARIATION TO MSBA GUIDELINES			MSBA GUIDELINES (DO NOT MODIFY) (Refer to Educational Facility Planning for additional information)			
				EXISTING TO REMAIN / RENOVATED			NEW CONSTRUCTION			TOTAL									
ROOM TYPE	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	ROOM NFA[1]	# OF ROOMS	AREA TOTALS	COMMENTS
CORE ACADEMIC			0			0		-	0		-	0		-	0		-	0	Science Lab Guidelines
SPECIAL EDUCATION			0			0			0			0		-	0			0	Special Education spaces require DESE review and approval.
(List rooms of different sizes separately)																			# of Rooms based on Total Enrollment
Public Day Education Spaces																			-
ART & MUSIC			0			0		-	0		-	0		-	0		-	0	# of Rooms based on FTE Enrollment
VOCATIONS & TECHNOLOGY			0			0			0			0		-	0			0	# of non Chapter 74 Rooms based on FTE Enrollment
Non-Chapter 74 Programs																			STE Guidelines Policy
Chapter 74 Programs																			- Inclusion of Chapter 74 Programs require DESE review and approval.
HEALTH & PHYSICAL EDUCATION			0			0		-	0		-	0		-	0		-	0	Excess PE Spaces Policy
MEDIA CENTER			0			0			0			0		-	0			0	Media Center size based on FTE Enrollment
AUDITORIUM / DRAMA			0			0			0			0		-	0			0	Excess Auditorium Spaces Policy
DINING & FOOD SERVICE			0			0			0			0		-	0			0	Cafeteria, Table Storage & Kitchen size based on Total Enrollment
MEDICAL			0			0			0			0		-	0			0	Room quantities based on Total Enrollment
ADMINISTRATION & GUIDANCE			0			0			0			0		-	0			0	Room sizes/quantities based on Total Enrollment
CUSTODIAL & MAINTENANCE			0			0		-	0		-	0		-	0		-	0	Room sizes based on Total Enrollment
OTHER			0			0		-	0		-	0		-	0		-	0	
								-			-						-		
Total Building Net Floor Area (NFA)			0			0			0			0			0			0	Total Building Net Floor Area (NFA)
Proposed Student Capacity / Enrollment															1,395			1,395	Enter Total Enrollment
Academic Students															625			1,269	
CTE Students (not including exploratory)															770				FTE Enrollment = Academic + Adjusted CTE/Academic
CTE Students (including exploratory)															1,000				
Exploratory Students															230				
Adjusted CTE Students w/ Academic Space Usage																			
NON-PROGRAMMED SPACES					% of GFA	0		% of GFA	0		% of GFA	0		-			-		Complete this category with Schematic Design Submittal
Unoccupied MEP / FP Spaces				-	#DIV/0!			#DIV/0!		-	#DIV/0!	0							
Unoccupied Closets, Supply Rooms, and Storage Rooms				-	#DIV/0!		-	#DIV/0!		-	#DIV/0!	0							
Toilet Rooms				-	#DIV/0!		-	#DIV/0!		-	#DIV/0!	0							
Circulation (corridors, stairs, ramps and elevators)				-	#DIV/0!		-	#DIV/0!		-	#DIV/0!	0							
Remaining[3]				-	#DIV/0!	0	-	#DIV/0!	0	-	#DIV/0!	0							
Total Building Gross Floor Area (GFA)[2]			0			0			0			0			0			0	Total Building Gross Floor Area (GFA)[2]
Grossing Factor (GFA / NFA)			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			1.50	Grossing Factor (GFA / NFA)

Next Steps

Deliverables before 12/22/2025 SBC Meeting

- *Complete Educational Visioning - ongoing*
- *Complete Educational Programming – ongoing (last meeting held 11/24/2025)*
- *Complete Existing Conditions Survey – ongoing*

Review Draft Space Summary and Existing Conditions Report on 12/22/2024

Deliverables before 1/14/2026 SBC Meeting

- *Complete Educational Visioning – ongoing*
- *Review Latest PDP Alternative Options*

Deliverables before 2/9/2026 SBC Meeting

- *Complete PDP Comparative Cost Estimates*
- *Compile DRAFT of PDP Submission*

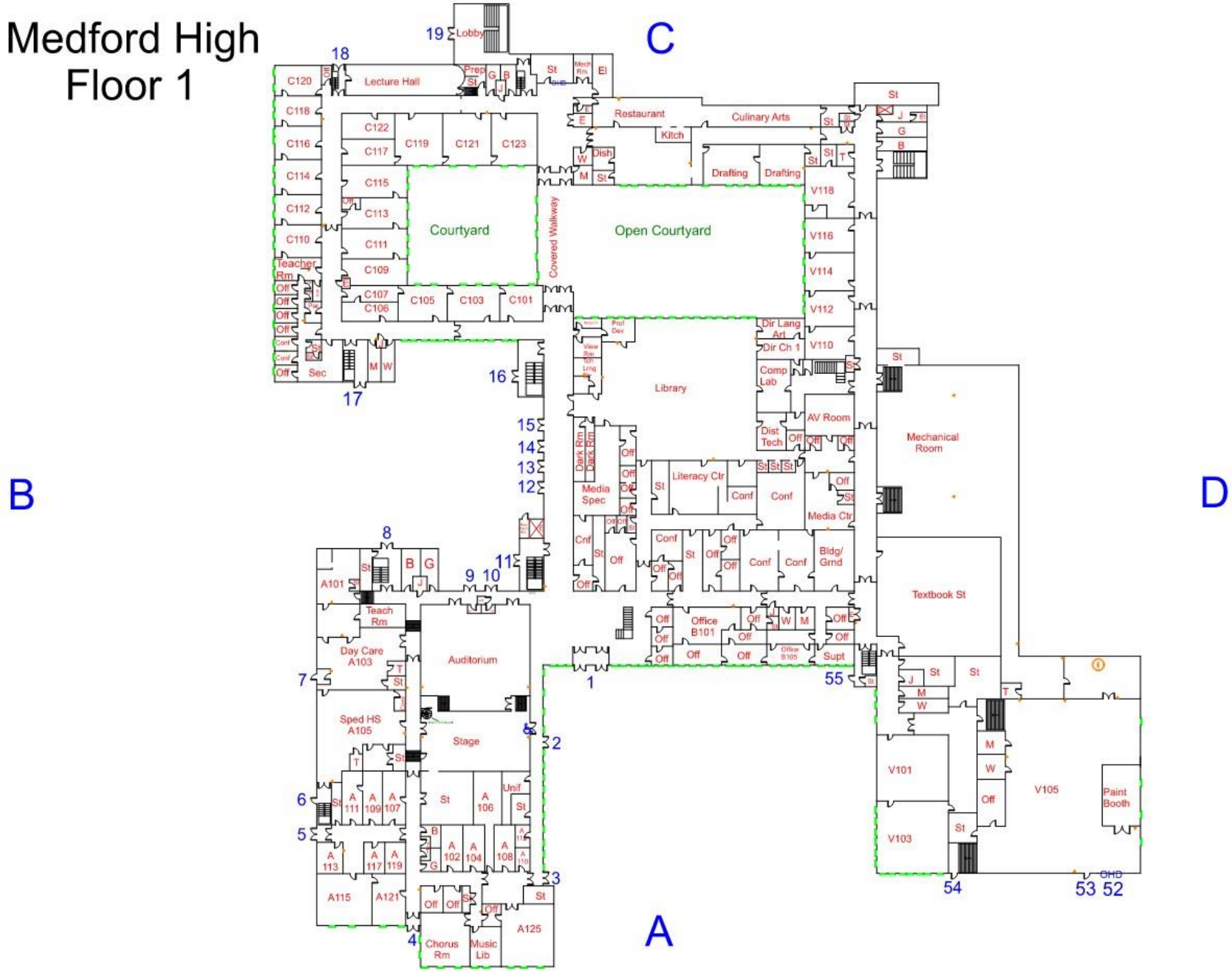
Review Draft of PDP Submission on 2/6/2026 and prepare for PDP approval on 2/23/2026

SBC Meetings: Dec 22, 2025; Jan 14, 2026; Feb 11,2026; Feb 23, 2026

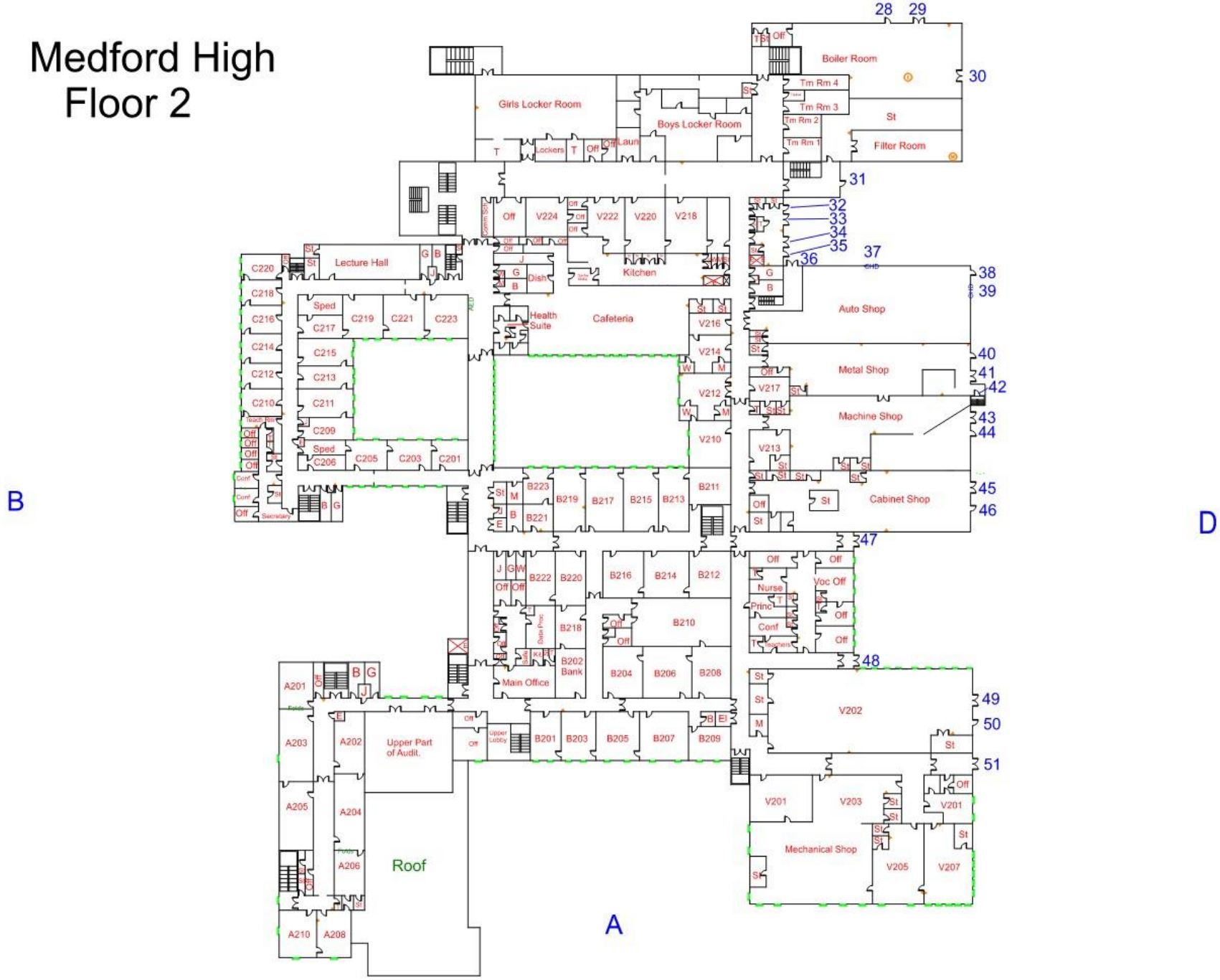
Thank you.



Medford High
Floor 1



Medford High
Floor 2



Medford High
Floor 3

