

# Medford High School

Medford Comprehensive High School  
Building Committee Meeting

04/15/2026



**smma**

 LeftField

## Agenda

- Roll call
- Approval of Meeting Minutes
  - [March 23 MCHSBC Meeting](#)
- Approval of Invoices
- Review of MSBA Eligible vs. Ineligible Costs
- Adjournment



**Vote to approve the Medford SBC meeting minutes from the  
March 23, 2026 SBC Meetings**



## Approval of Invoices

INVOICES (Payments)						
ProPay Code	Invoice Date	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0001-0000	3/31/2026	LeftField	10	OPM Feasibility Study/Schematic Design	OPM Feasibility Study Services from March 1 - March 31, 2026	\$ 25,000.00
0002-0000	3/31/2026	SMMA	64513	A&E Feasibility Study/Schematic Design	A&E Feasibility Study Services from March 1 - March 31, 2026	\$ 90,000.00
0003-0000	3/31/2026	SMMA	64513	Environmental & Site	Environment & Site Feasibility Study Services from March 1 - March 31, 2026	\$ 166,206.66
					<b>TOTAL:</b>	<b>\$ 281,206.66</b>

LeftField: March 2026 lump sum fee of \$25,000

SMMA: March 2026 lump sum fee of \$90,000

### Enviro & Site

CDW: \$32,132 (HazMat building materials review/inspection)

Fort Hill Companies: \$6,803.50 (Existing conditions study)

Haley & Aldrich: \$127,270 (Test borings, test pit exploration, and geotech reports)



## Budget Update

Category	Feasibility Study Budget	Committed to Date	Spent to Date
OPM Feasibility Study/Schematic Design	\$ 600,000	\$ 542,600	\$ 230,000
A&E Feasibility Study/Schematic Design	\$ 1,591,536	\$ 1,591,536	\$ 405,000
Environmental & Site	\$ 528,447	\$ 553,747	\$ 372,076
Other	\$ 280,017	\$ -	\$ -
<b>SUB-TOTAL</b>	<b>\$ 3,000,000</b>	<b>\$ 2,687,883</b>	<b>\$ 1,007,076</b>



# MSBA REIMBURSEMENT GRANT ASSESSMENT AND COST CAPS



### ***Mechanics of the Evaluation***

- The MSBA requests all associated project costs to confirm the Total Project Budget
- Evaluates those costs against MSBA scope and cost limits
- Subtracts those costs that are categorically (100%) ineligible or over the cost limits from the Total Project Budget to then
- Determine the cost basis that the reimbursement rate will be applied to
- This will confirm the grant funding that the MSBA will provide to the project.

# MSBA Cost Caps/Limits

## - MSBA Caps/Limits\*\*

- Building Cost Funding Limit: Up to **\$605/sf** of eligible building gross square footage (Medford approx. \$950 - \$1,066 GSF)
- Sitework Cost Funding Limit: Up to **\$73/sf** of eligible building gross square footage
- Demolition Cost Funding Limit: Up to **\$42/sf** of eligible existing building square footage (Abatement Costs are Ineligible)
- Soft Cost Cap Funding Limit: up to **20%** of construction cost
- Furniture, Fixtures and Equipment (FF&E) up to **\$1,915** per student
- Computer Equipment & Technology up to **\$1,570** per student (FF&E and Tech combined \$3,485/student)
- Owner's Contingency Capped at **.5%**
- Construction Contingency Capped at **1%**

## - MSBA Incentive Points

- 0-2 Maintenance (**Waiting on MSBA PDP Comments**)
- 0-6 Newly Formed Regional School District (**N/A in Medford**)
- 0-5 Major Reconstruction or Reno/Reuse (**TBD based on preferred option selected**)
- 0-3 Energy Efficiency – “Green Schools” (**Medford targeting 3 points**)
- 0-1 Indoor Air Quality – “Green Schools” (**Medford targeting 1 point**)
- 0-1.5 Overlay Zoning (MGL 40R or 40S) (**City of Medford Reviewing with MSBA**)

\*\* Based on MSBA Total Project Budget Template – January 2026



# MSBA Eligible vs Ineligible Cost Overview

## Scope and Service Exclusion Evaluations

Certain costs are **categorically (100%) ineligible**, such as:

- Legal services
- Site acquisition costs (not applicable to Medford)
- Rental or storage costs (modular classrooms)
- Demolition costs\* (\*unless deemed as the most cost-effective solution)
- Asbestos Containing Materials (ACM) associated with flooring and ceilings
- District administrative offices
- Swimming pools, skating rinks, indoor tennis courts
  
- For more information, please visit the MSBA website:
  - <http://www.massschoolbuildings.org/guidelines/statutes>
  - 963 CMR 2.00 SCHOOL BUILDING GRANT PROGRAM, Section 2.16, Article 5 – Ineligible costs



### Timing

- **February 2027:** SD Submission to the MSBA
- **April 2027:** MSBA Board of Directors Meeting
  - Pending the MSBA's review and comments of the SD submission, the MSBA will approve the project to proceed into the design phases. The MSBA will issue a Project Funding Agreement (PFA) that will finalize the total project cost, the MSBA's maximum facilities grant and what the City of Medford's Share will be.
- **May 2027** The City of Medford votes
  - Medford has 120 days from the BOD meeting to secure the necessary approvals



# Sample of the MSBA's Total Project Budget 3011 form

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of	Estimated Basis of	Estimated Maximum Total Facilities Grant <sup>1</sup>	NOTE that ineligible costs can not exceed Estimated Budget Cost for any individual line item, distribute across multiple lines if needed.	Template Effective: January 1, 2026 Incorporates revisions to MSBA's project funding limits policy, which was approved at the August 27, 2025 MSBA Board of Directors Meeting.
<b>Feasibility Study Agreement</b>						<b>Soft Cost Reimbursement</b>
OPM Feasibility Study	\$0			\$0		Category: Administration: \$0 Excluded Costs: \$0 Eligible Soft Costs: \$0
A&E Feasibility Study	\$0			\$0		Category: A/E Services: \$0 Excluded Costs: \$0 Eligible Soft Costs: \$0
Environmental & Site	\$0			\$0		Category: Site Acquisition: Ineligible, therefore not included in calculation
Other	\$0			\$0		Category: Miscellaneous Project Costs: \$0 Excluded Costs: \$0 Eligible Soft Costs: \$0
<b>Feasibility Study Agreement Subtotal</b>	<b>\$0</b>			<b>\$0</b>		Category: FFE: \$0 Excluded Costs: \$0 Eligible Soft Costs: \$0
Administration	\$0			\$0		Category: Owners Contingency: Not included in this calculation
Legal Fees	\$0			\$0		Total Eligible Soft Costs = \$0
<b>Owner's Project Manager</b>						<b>Construction Costs associated with Soft Cost Cap Calculation</b>
Design Development	\$0			\$0		Category: CM Pre-Construction Services: \$0
Construction Contract Documents	\$0			\$0		Category: Construction Cost: \$0
Bidding	\$0			\$0		Category: Construction Contingency: Not included in this calculation
Construction Contract Administration	\$0			\$0		Total Construction Cost: \$0
Closeout	\$0			\$0		Soft Cost Allowance: 20%
Extra Services	\$0			\$0		Reimbursable Soft Cost: \$0
Reimbursable & Other Services	\$0			\$0		Eligible minus Reimbursable = \$0 If >0 enter into Cell C116
Cost Estimates	\$0			\$0		If Eligible minus Reimbursable is negative: OK
Advertising	\$0			\$0		If Eligible minus Reimbursable is positive enter value into "Soft Costs that exceed 20% of Construction Cost" below in the Ineligible column.
Permitting	\$0			\$0		
Owner's Insurance	\$0			\$0		
Other Administrative Costs	\$0			\$0		
<b>Administration Subtotal</b>	<b>\$0</b>			<b>\$0</b>		
<b>Architecture and Engineering</b>						<b>Scope Excluded OPM &amp; Designer Costs associated with Scope Excluded Building Costs</b>
Basic Services	\$0			\$0		Scope Excluded Aud/PE (GSF): 0 #DIV/0!
Design Development	\$0			\$0		Total (GSF): 0
Construction Contract Documents	\$0			\$0		OPM Basic Services: \$0 #DIV/0! Scope Excluded Costs: #DIV/0!
Bidding	\$0			\$0		Designer Basic Services: \$0 #DIV/0! Scope Excluded Costs: #DIV/0!
Construction Contract Administration	\$0			\$0		
Closeout	\$0			\$0		
Other Basic Services	\$0			\$0		
<b>Basic Services Subtotal</b>	<b>\$0</b>			<b>\$0</b>		<b>Scope Excluded OPM &amp; Designer Costs associated with Scope Excluded Site Work</b>
Reimbursable Services	\$0			\$0		Scope Excluded Direct Construction Cost (\$): \$0 #DIV/0!
Construction Testing	\$0			\$0		Total Direct Construction Costs (\$): \$0
Printing (over minimum)	\$0			\$0		OPM Basic Services: \$0 #DIV/0! Scope Excluded Costs: #DIV/0!
Other Reimbursable Costs	\$0			\$0		Designer Basic Services: \$0 #DIV/0! Scope Excluded Costs: #DIV/0!
Hazardous Materials	\$0			\$0		
Geotechnical & Geo-Environmental	\$0			\$0		Total Scope Excluded OPM Fees (\$): #DIV/0! Enter in Cell C13
Site Survey	\$0			\$0		Total Scope Excluded Designer Fees (\$): #DIV/0! Enter in Cell C28
Wetlands	\$0			\$0		
Traffic Studies	\$0			\$0		
<b>Architectural / Engineering Subtotal</b>	<b>\$0</b>			<b>\$0</b>		<b>Ineligible Fees associated with OPM (3.5%) &amp; Designer (10%) Fee Caps</b>
<b>CM at Risk Pre-Construction Services</b>						Upper Limit: \$0 \$578 /sf
Pre-Construction Services	\$0			\$0		Construction Budget: \$0
Site Acquisition	\$0			\$0		Basis of OPM & Designer Fee Caps: \$0
Land / Building Purchase	\$0			\$0		OPM Services Estimated Budget Ineligible Costs Eligible Costs OPM Value @ 3.50% Value > 3.5%
Appraisal Fees	\$0			\$0		Basic Services: \$0 \$0 \$0 \$0
Recording fees	\$0			\$0		Extra Services: \$0 \$0 \$0 \$0 If >0 enter into Cell C15
<b>Site Acquisition Subtotal</b>	<b>\$0</b>			<b>\$0</b>		Designer Services Estimated Budget Ineligible Costs Eligible Costs Designer Value @ 10.00% Value > 10%
Construction Costs	\$0			\$0		Basic Services: \$0 \$0 \$0 \$0
<b>SUBSTRUCTURE</b>						Extra Services: \$0 \$0 \$0 \$0 If >0 enter into Cell C30
Foundations	\$0			\$0		
Basement Construction	\$0			\$0		
<b>SHELL</b>						<b>Ineligible Building Area</b>
Super Structure	\$0			\$0		Ineligible NSF Ineligible Aud/PE GSF Other Ineligible GSF Estimated District Cost
Exterior Closure	\$0			\$0		Core Academic: - #DIV/0!
Exterior Walls	\$0			\$0		Special Education: - #DIV/0!
Exterior Windows	\$0			\$0		Art & Music: - #DIV/0!
Exterior Doors	\$0			\$0		Vocations & Technology: - #DIV/0!
Roofing	\$0			\$0		Chapter 74 CTE: - #DIV/0!
<b>INTERIORS</b>						Health & Physical Education: - #DIV/0!
Interior Construction	\$0			\$0		Media Center: - #DIV/0!
Staircases	\$0			\$0		Auditorium / Drama: - #DIV/0!
Interior Finishes	\$0			\$0		Dining & Food Service: - #DIV/0!
<b>SERVICES</b>						Medical: - #DIV/0!
Conveying Systems	\$0			\$0		Administration & Guidance: - #DIV/0!
Plumbing	\$0			\$0		Custodial & Maintenance: - #DIV/0!
HVAC	\$0			\$0		Other: - #DIV/0!
Fire Protection	\$0			\$0		Total: - #DIV/0!
Electrical	\$0			\$0		
<b>EQUIPMENT &amp; FURNISHINGS</b>						Grossing Factor: 1.50
Equipment	\$0			\$0		
Furnishings	\$0			\$0		
						<b>Mark Up Ratio</b>
						Construction Budget \$0 #DIV/0! = Mark Up Ratio

# Sample of the MSBA's Total Project Budget 3011 form

SPECIAL CONSTRUCTION & DEMOLITION				Construction Trades Subtotal			
Special Construction	\$0	\$0		Construction Trades Subtotal		\$0	
Existing Building Demolition	\$0	\$0		<b>Eligible Demolition and Abatement Costs</b>			
In-Building Hazardous Material Abatement	\$0	\$0		Total Demolition and Abatement Costs:		\$0	0 Existing Building GSF
Asbestos Containing Floor Material / Ceiling Tile Abatement	\$0	\$0		Ineligible Demolition and Abatement Costs:		\$0	\$42 D&A Funding Level (\$/sf) includes Markup
Other Hazardous Material Abatement	\$0	\$0		Eligible Demolition and Abatement Costs:		\$0	\$0 D&A Funding Level includes Markup
<b>BUILDING SITE WORK</b>				<b>Marked Up Eligible Demolition and Abatement Costs:</b>			
Site Preparation	\$0	\$0		#DIV/0!			
Site Improvements	\$0	\$0		<b>Eligible Site Work Cost</b>			
Site Civil / Mechanical Utilities	\$0	\$0	Cell C96 - Scope Excluded	Total Direct Site Work Costs:		\$0	0 Eligible Building GSF
Site Electrical Utilities	\$0	\$0	Site Work costs such as a stadium, out buildings, concession stand etc. (Enter Direct Construction Costs)	Ineligible Site Work Costs:		\$0	
Scope Excluded Site Work	\$0	\$0		Potentially Eligible Direct Site Work Costs:		\$0	\$73 Site Work Cost Limit (\$/sf) includes Mark Up
<b>Construction Trades Subtotal</b>	\$0	\$0		Potentially Eligible Marked Up Site Work Costs:		#DIV/0!	\$0 Site Work Cost Allowance includes Mark Up
Contingencies (Design and Pricing)	\$0	#DIV/0!		<b>Marked Up Eligible Site Work Costs:</b>			
Sub-Contractor Bonds	\$0	#DIV/0!		#DIV/0!			
D/B/B Insurance	\$0	#DIV/0!		<b>Construction Costs and Funding Cap</b>			
General Conditions	\$0	#DIV/0!		Total Building Area (GSF):		0	<b>Ineligible Cost Breakdown</b>
D/B/B Overhead & Profit	\$0	#DIV/0!		Ineligible Excess Auditorium/PE Areas (GSF):		0	Scope Excluded Site Work: \$0
GMP Insurance	\$0	#DIV/0!		Other Ineligible Building Areas (GSF):		0	Site Work Cost beyond Funding Limit: #DIV/0!
GMP Fee	\$0	#DIV/0!		Eligible Building GSF:		0	Ineligible Demo & Abatement: #DIV/0!
GMP Contingency	\$0	#DIV/0!		<b>Building Cost Funding Limit (\$/sf):</b>		\$605	Scope Excluded Aud/PE Areas: #DIV/0!
Escalation to Mid-Point of Construction	\$0	#DIV/0!	Cell C98 - Represents construction costs over MSBA funding limits (Cell H103)	Eligible Building Costs:		\$0	Other Ineligible Building Areas: #DIV/0!
<b>Construction Cost over Funding Cap</b>	\$0	#DIV/0!		Eligible Site Work Costs:		#DIV/0!	Construction Cost over Funding Cap: #DIV/0!
<b>Construction Budget</b>	\$0	#DIV/0!		Eligible Demolition & Abatement Costs:		\$0	
Alternates (See Alternates Tab)			Cell C108 - Costs associated with swing space / modulars are ineligible for reimbursement.	<b>Basis of Construction Costs:</b>		#DIV/0!	<b>Construction Cost Breakdown</b>
Ineligible Work Included in the Base Project	\$0	\$0		Construction Budget:		\$0	Total Construction Cost (\$/sf): #DIV/0!
Alternates Included in the Total Project Budget	\$0	\$0		Basis of Construction Costs:		#DIV/0!	Reimbursable Construction Cost (\$/sf): #DIV/0!
Alternates Excluded from the Total Project Budget	\$0	\$0	Cell C109 - Costs associated with mailing and moving are ineligible for reimbursement.	Ineligible Construction Costs:		#DIV/0!	Marked Up Building Costs (\$/sf): #DIV/0!
<b>Subtotal to be included in Total Project Budget</b>	\$0	\$0		Construction Cost over Funding Cap:		#DIV/0!	Marked Up Site, Building Takedown & Haz Mat (\$/sf): #DIV/0!
Miscellaneous Project Costs	\$0	\$0		If > 0 enter value into Cell C98			Direct Building Cost (\$/sf): #DIV/0!
Utility Company Fees	\$0	\$0		<b>FF&amp;E Reimbursement</b>			
Testing Services	\$0	\$0	Cell C112 - Represents the amount exceeding the \$1,915 per student allowance for FF&E (Cell J109)	Eligible Enrollment:		0	Enter Eligible Enrollment
Swing Space / Modulars	\$0	\$0		Furniture, Fixtures & Equipment:		\$1,915/student	Funding Limit
Other Project Costs (Mailing & Moving)	\$0	\$0		Computer Equipment & Technology:		\$1,570/student	Estimated Budget
<b>Miscellaneous Project Costs Subtotal</b>	\$0	\$0				\$0	Eligible Costs
Furnishings and Equipment	\$0	\$0	Cell C113 - Represents the amount exceeding the \$1,570 per student allowance for Computer Equipment and Technology (Cell J110)			\$0	Ineligible Costs
Furniture, Fixtures, and Equipment	\$0	\$0				\$0	\$0 If > 0 enter in Cell C112
Computer Equipment and Technology	\$0	\$0				\$0	\$0 If > 0 enter in Cell C113
<b>FF&amp;E Subtotal</b>	\$0	\$0		<b>Incentive Points</b>			
Soft Costs that exceed 20% of Construction Cost	\$0	#DIV/0!	Cell C116 - Soft costs that exceed 20% of the construction cost (Cell G21)	#DIV/0!			
<b>Project Budget</b>	\$0	#DIV/0!		#DIV/0!			

  

Board Authorization		0.00 Reimbursement Rate Before Incentive Points	
Design Enrollment	0	0.00 Total Incentive Points	
Total Building Gross Floor Area (GSF)	0	0.00% MSBA Reimbursement Rate	
<b>NOTES</b>			
This template was prepared by the MSBA as a tool to assist Districts and consultants in understanding MSBA policies and practices regarding potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimates generated by the District using this template.			
1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA.			
2 - Costs associated with the commissioning of ineligible building area is estimated to result in the recovery of a portion of the overall commissioning cost. The OPM has estimated this recovery of funds to be \$ _____. The proposed demolition of the _____ School is expected to result in the MSBA recovering a portion of state funds previously paid to the District for the _____ project at the existing facilities completed in _____. The MSBA will perform an independent analysis based on a review of its records and information and estimates provided by the District for the proposed school project that may or may not agree with the estimated cost recovery generated by the District and its consultants using this template.			
3 - Pursuant to Section 3.21 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.			

  

Commissioning (Cx) Costs associated with Ineligible Building Area			
Building GSF:	0		
Cx Fee per GSF:	#N/A		
Ineligible GSF:	0		
Ineligible Cx Costs:	#N/A	If > 0 enter in Cell B128	

  

Cost Recovery associated with Prior Projects			
Prior Project ID Number:		Enter Date. Assume 15th of August if new school opens in September. For example if turnover is June, new school will not be used until September by students.	
Prior Project Total Grant:			
Propose School Opens:			
Prior Project Substantial Completion:			
Beneficial use (years):	0.00		
Unused Years:	20.00		
Unused Years as % of 20:	100.00%		
Prior Project Cost Recovery:	\$0	If > 0 enter in Cell B128	
Enter Date. If only month is known, assume 15th of the month.			

## Upcoming Meetings

- **4/15 Community Meeting 3** process update and current list of alternatives
- **4/27** (In Person) **MCHSBC** meeting to review MSBA PDP comments & GSF
- **5/11 Community Meeting 4** process update and respond to community questions
- **5/13** (In Person) Abutters Meeting #2
- **5/20** (In Person) **MCHSBC** meeting to review cost estimates
- **5/27** (In Person) **MCHSBC** meeting to discuss alternatives
- **6/03 Community Meeting 5** review of alternatives with cost information
- **6/10** (In Person) **MCHSBC** meeting to select a single option
- **6/22** (In Person) **MCHSBC** meeting to review and approve PSR submission



Thank you.

