

MONTHLY REPORT



LEXINGTON HIGH SCHOOL



December 2023

DORE + WHITTIER

I. EXECUTIVE SUMMARY

This is the fourth monthly report for the Lexington High school project that will cover December 2023. During the month of December, we held several working group meetings and our SBC Meeting No. 6.

At the December 5th Ed Planning Visioning Workshop SMMA's ed planning consultant, David Stephen from NewVista met with teachers, educators, admin, staff, students, and community members. The workshop was well attended, and all were extremely engaged in the process. This workshop will be a series of meetings that will occur over the next couple of months. This information will help form the educational program that is an important piece of the Preliminary Design Program that will be submitted to the MSBA in May of 2024.

All LHS weekly team meetings are met with the D+W, SMMA and DPF team. The project team discusses upcoming meetings, agendas, calendars, explorations, and schedules. These meetings occur every Thursday from 11am-12pm. We had two in the month of December on the 7th and 14th. The 21st regularly scheduled meeting had a conflict with our SBC meeting no. 6, and the 28th regularly scheduled meeting was cancelled due to the holiday week.

At the December 11th LHS programming meeting with staff this was our first programming meetings schedule. The project team met with tech team, facilities/custodial, METCO, Health Education, Athletics, Academic Support Teachers, and the Community Education staff. The meetings were an hour in length where we discussed what their current space looks like now, what works and what doesn't, what they would like for teach space and how each department can work collaboratively within the school. Like the Ed Planning Visioning workshops, this data gathering will help form the Preliminary Design Program which will be submitted in May 2024 to the MSBA.

At the December 12th Communications Working group meeting the project team discussed our upcoming community meeting in February, distribution, the website, content that is stated at public meetings, and a mass mailer. It was ultimately decided to schedule biweekly/weekly meetings with the Communications Working group where we can talk about specific topics at each.

At the December 12th Agenda Setting Working group meeting the project team reviewed a new format for SBC meetings and SBC coordination meetings moving forward. The SBC coordination meetings will be held on Mondays at noon for one hour on the 1st, 2nd, and 4th weeks of each month. The regularly two-hour SBC meetings will be held on the 3rd Monday of each month.

At the December 15th Focus Group Kick Off Meeting the project team reviewed the four focus groups. The participants introduced themselves as far as what board, committee or they with the Town or school, the purpose of the focus groups (goals and responsibilities), group definitions, confirming participation in each group, and future meetings and scheduling.

Goals: Gather input from across the Town Boards, Committees, Teachers, and Students in a diverse group relative to a specific topic. Listen to each other's point of view and define opportunities for the Project. Share experiences and best practices.

Responsibilities: Groups make recommendations to the School Building Committee for discussion and decisions

Group Definitions:

Sustainability/MEP Systems: Review preferred MEP systems, Integrated Design Policy, and sustainable design features and components, healthy materials; site design and landscape feathers for environmentally friendly design. Review goals currently established in IDP, review minimum standards included MSBA, Specialized stretch code, LEED building code,

December 2023

discuss Lexington Public Schools experience with systems, best practices, additional goals, all electric MEP systems, materials, renewable opportunities, and other

Educational Planning & Equity: Reviews overall goals from educational planning perspectives, educational programming meetings and visioning sessions. Review feedback from Visioning and programming sessions, discuss goals for space, goals for access (open campus, after school hour use, security), cultural representation DEI, affinity spaces, all gender restrooms, other

Site, Safety, and Security: Review 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 Town Departments Review goals for site access, Crime Prevention through Environmental Design Principals (CPTED), first responders, review traffic and circulation, parking requirements, fields, active and passive space, wetlands integration opportunities, landscaping and plantings, and other

Exterior & Interior Design: Reviews exterior design concepts including composition of form and material selections such as brick, precast, metal panels, etc. Review of the projects and materials selected for finishes such as flooring, tile, ceilings, wood paneling, paint colors, etc. Review goals and aspirations for design, discuss potential materials and systems, massing and presence expectations, site design integration, and salvaged/historic considerations, and other.

At the December 18th Ed Planning Visioning Workshop SMMA's ed planning consultant, David Stephen from NewVista met with teachers, educators, admin, staff, students, and community members. The workshop was well attended, and all were extremely engaged in the process. The focus of this meeting was to drill down the patterns that resonated within the groups and the groups created their priority list for the educational vision. These workshops will be a series of meetings that will occur over the next couple of months. This information will help form the educational program that is an important piece of the Preliminary Design Program that will be submitted to the MSBA in May of 2024.

At the December 21st SBC Meeting No. 6, the project team reviewed and discussed the agenda topics:

Designer Update

Communications Working Group Update

Agenda Detting Working Group/Propose new SBC schedule

Article 97

Website Update

Upcoming Meetings

The meeting notes can be found [here](#).

SMMA provided a design update regarding existing conditions investigations which includes:

- Wetlands Flagging – field work completed 12/15
- Traffic Observations – performed on site 12/14 & 12/15
- Geotechnical Borings – have been marked and will be performed 12/21 & 12/22
- Geothermal test well – still needs to be located and performed
- Environmental acoustics baseline measurements – scheduled to be performed around 4/1
- Land survey – field work underway and will be complete in approximately 3 weeks, pending weather

December 2023

- Existing Building Architecture, Structure and Systems Review – Two days scheduled for SMMA team to visit LHS 12/19 & 12/20

SMMA provided an update regarding educational visioning meetings, the focus group kick off, and the educational programming meetings:

Educational Programming:

- Initial day of meetings completed on 12/11
- Departments/groups met with on the first day include LHS Principal, LPS Technology, Facilities/Custodial, METCO, Health, Athletics, Academic Support Teachers & Lexington Community Education
- Days 2, 3, 4 & 5 scheduled for 12/21, 1/5, 1/9 and 1/10 Respectively

Focus Group Kick off

- Held on 12/15 to introduce the process, general introductions, establish the schedule and decide on the format for subsequent meetings (goal of hybrid)
- Detailed meetings for each group will be conducted between January & April of 2024, with a final meeting of all focus groups to outline recommendations that will be forwarded to the SBC

Educational Visioning

- Workshops #1 & #2 were held 12/5 & 12/20
- Workshops #3 & #4 are scheduled for 1/10 & 1/24

Jon Himmel representative from the Communications Working group provided an update to the SBC. The notes from the meeting can be found [here](#).

Superintended Hackett representative from the Agenda Setting working group provided an update to the SBC. The notes from the meeting can be found [here](#).

D+W provides an update regarding the overall project schedule and will provide a fully vetted schedule after the Holidays to the schedule working group for review. The notes from the meeting can be found [here](#).

The website review will take place in the next couple of Communications working group meetings. The upcoming meetings include:

Coordination Meeting #1 – January 8, 2024
SBC#7 - January 18, 2024

December 2023

Community Meeting #3 – February 13, 2023. Designer updates, timeline review
SBC#8 – February 15, 2024
SBC#9 – March 7, 2024
SBC#10 – March 21, 2024
SBC#11 – April 18, 2024
Community Meeting #4 – May 1, 2024. Review preliminary options.

SMMA has implemented their consultants to start preliminary feasibility study on geotechnical borings, site survey, wetland flagging, traffic analysis, and environmental acoustics baseline measurements. A geothermal test well will be performed this spring. SMMA consultants utilized the holiday break to access the building for existing conditions analysis.

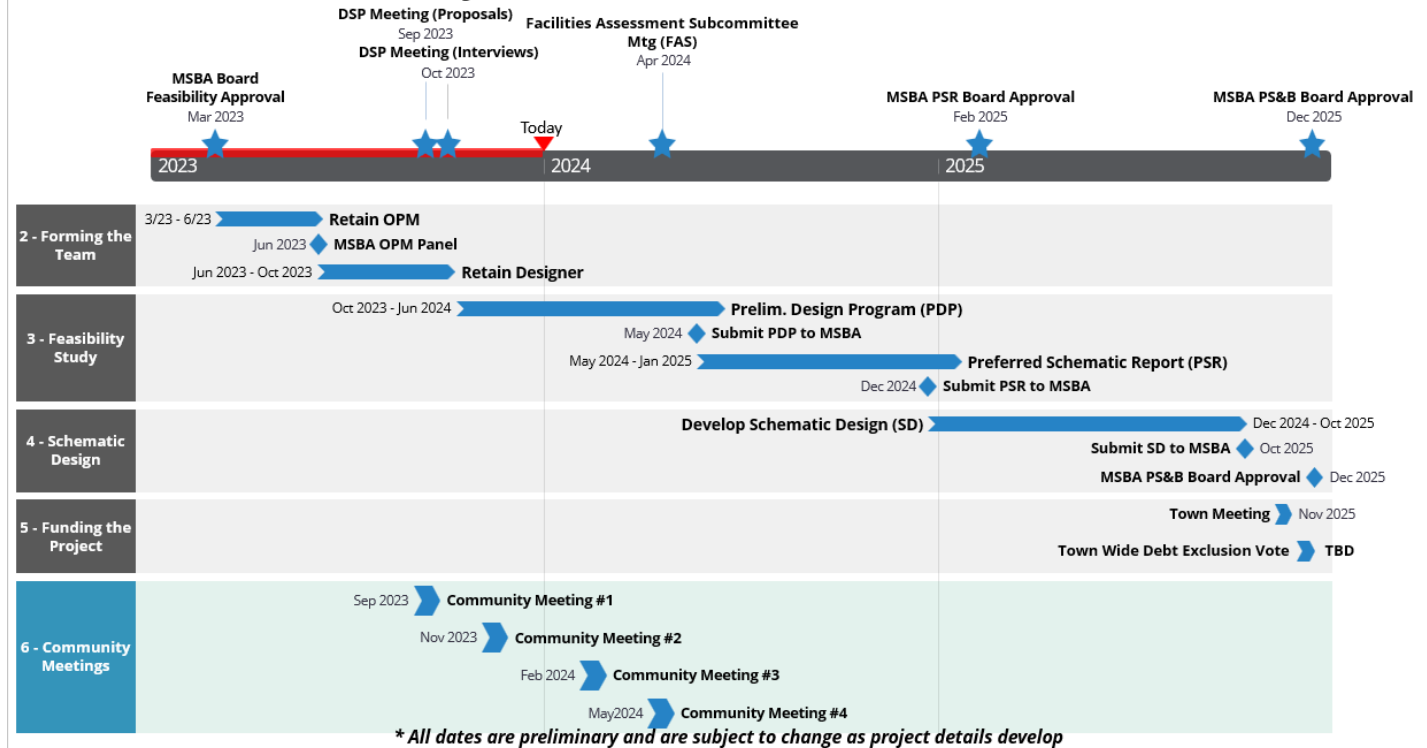
In addition to the working group meetings and sessions we had one SBC meeting and our second community meeting. The SBC meeting was held at the district central offices, and the community meeting at Cary Hall. All meetings were held via hybrid and recorded. Agendas, meeting minutes, and recordings can all be found on the project website.

[A New Vision for Lexington High School \(lexingtonma.org\)](https://lexingtonma.org)

It was decided in the December 2023 SBC that there was a need for weekly SBC coordination meetings will be held Mondays at noon on the 1st, 2nd, and 4th weeks of each month. The typical SBC meetings will be 2 hours and occur on the 3rd Monday of each month. Holidays and scheduling issues may impact this schedule.

II. PROJECT SCHEDULE OVERVIEW

Feasibility & Schematic Timeline Modules 2-5



III. TASKS COMPLETED

A series of meetings were held in the month of December, they include:

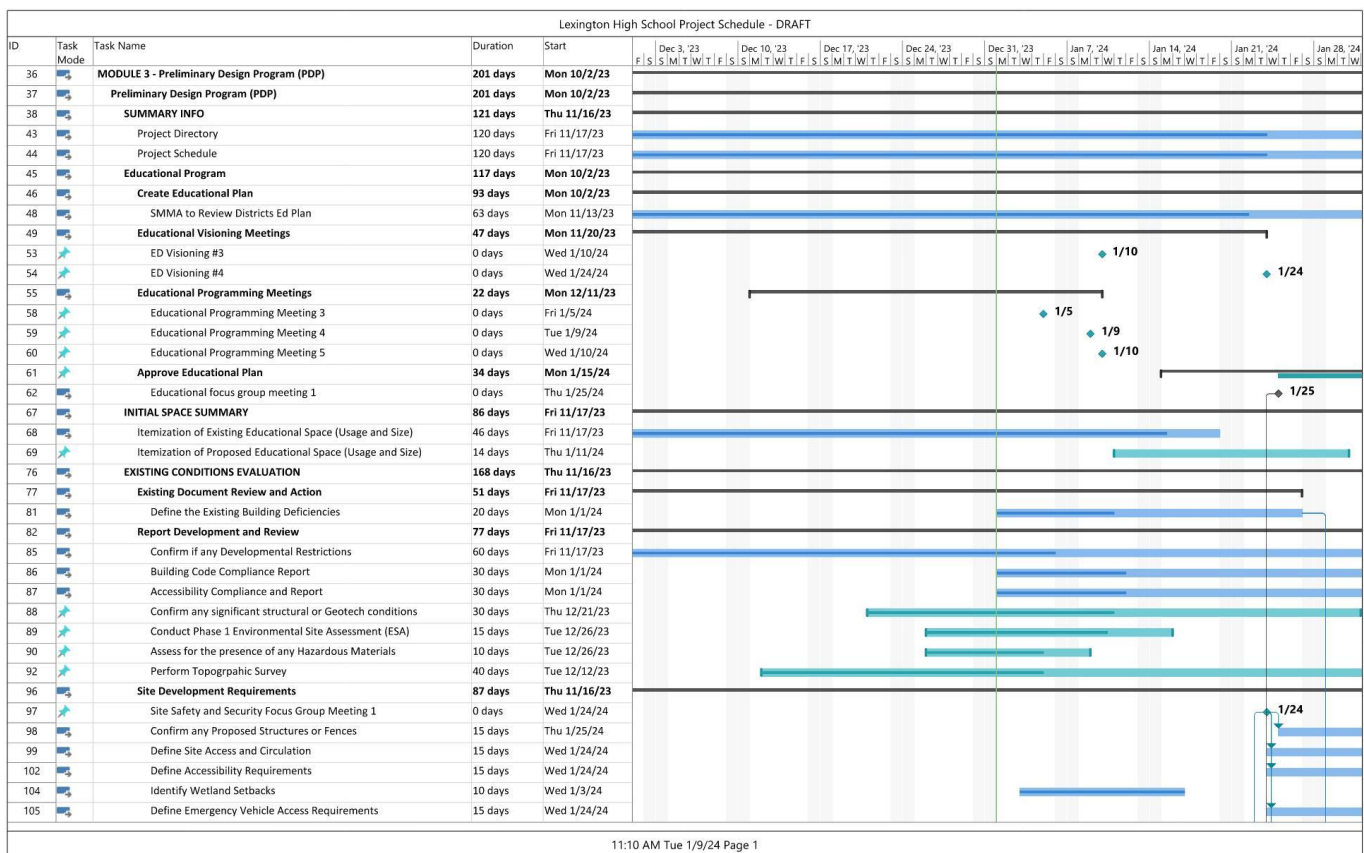
- 12/5-Ed Program Visioning Workshop
- 12/7-Weekly LHS Team Meeting
- 12/11-Programming Staff Meeting
- 12/12-Communications Working Group
- 12/12-Agenda Setting Working Group
- 12/14-Weekly LHS Team Meeting
- 12/15-Focus Group Meeting
- 12/18-Ed Program Visioning Workshop
- 12/21-Programming Staff Meeting
- 12/21-SBC Meeting No. 6

IV. 30-DAY LOOK AHEAD

In the month of January, we will be further discussing Article 97 & the Public Lands Preservation Act (PLPA) meeting with various working groups, programming and visioning sessions, and have an SBC meeting on January 22st. The project team has started to implement SBC coordination meetings which will occur on the first, second, and fourth Monday of each month (unless it is a holiday). The SBC coordination meetings will be one hour where we discuss a look back on the previous week, a look ahead of upcoming meetings and milestones, and proposed topics for the next agenda. Our regular two-hour SBC meetings will occur on the third Monday of each month.

D+W and SMMA will be submitting an overall project schedule to the schedule working group for their review. The schedule will include many milestones that are outlined in the Integrated Design Policy. Once reviewed, the project team will present it to the SBC.

Attached below is a 4 week look ahead from our project schedule. The attached is included as backup to this document.



ID	Task Mode	Task Name	Duration	Start	Dec 3, '23	Dec 10, '23	Dec 17, '23	Dec 24, '23	Dec 31, '23	Jan 7, '24	Jan 14, '24	Jan 21, '24	Jan 28, '24
106		Define Safety and Security Requirements	15 days	Wed 1/24/24									
108		Define Athletic Fields and Outdoor Educational Spaces	15 days	Wed 1/24/24									
109		Define Site Orientation and Other Location Considerations	15 days	Wed 1/24/24									
114		Preliminary Evaluation of Alternatives	137 days	Fri 11/17/23									
115		Analysis of School District Student Assignment Practices and Available Spaces in Other School Districts	60 days	Fri 11/17/23									
116		Tuition Agreements with Adjacent School Districts	60 days	Fri 11/17/23									
117		Rental or Acquisition of Existing Building that Could be Made Available for School Use	60 days	Fri 11/17/23									
118		MEP and Sustainability Focus Group Meeting 1	0 days	Thu 1/25/24									
119		Exterior & Interior Design Focus Group Meeting 1	0 days	Fri 1/26/24									
120		Code Upgrade Option - Repair Systems, No Modifications to Space	40 days	Mon 1/29/24									
121		Renovation and/or Addition Option(s) of Varying Degrees	40 days	Mon 1/29/24									
122		New Building Option(s)	40 days	Mon 1/29/24									
125		Develop Evaluation Criteria	60 days	Fri 11/17/23									
126		SBC to discuss evaluation criteria	1 day	Mon 1/22/24									
137		Local Actions and Approvals	141 days	Fri 11/17/23									
138		Log of All Meetings Held for the Project to Date	130 days	Fri 11/17/23									
139		Copies of Materials Presented at Meetings	130 days	Fri 11/17/23									
230		Other Project Activities	1856 days?	Thu 9/14/23									
260		Article 97	787 days	Tue 1/2/24									
270		Lexington Process	482 days	Thu 10/12/23									
271		PBC/SBC Meetings - Feasibility and Schematic Design Phase	482 days	Thu 10/12/23									
272		PDP	164 days	Thu 10/12/23									
276		SBC Meeting - Other Program Discussion, Evaluation Criteria, Focus Group updates, ed program/existing conditions updates.	0 days	Mon 1/22/24									
314		Focus Group Meetings	78 days	Fri 12/15/23									
316		Educational focus group meeting 1	0 days	Thu 1/25/24									
319		Site Safety and Security focus group meeting 1	0 days	Wed 1/24/24									
322		MEP and Sustainability focus group meeting 1	0 days	Thu 1/25/24									
325		Exterior & Interior Design focus group meeting 1	0 days	Fri 1/26/24									
328		Integrated Design Policy	1856 days?	Thu 9/14/23									
331		Review and evaluate Program	121 days	Mon 10/2/23									
334		PBC Monitor IBD & CGC, Monthly updates w/ look ahead	300 wks	Fri 11/17/23									
336		Submit Draft overall schedule	0 days	Fri 1/19/24									
337		Study of all options PDP (New, Add/reno/Reno)	127 days	Fri 11/17/23									

11:10 AM Tue 1/9/24 Page 2

Upcoming Meetings:

- 1/4 LHS Weekly Project Meeting @11am
- 1/5 Programming Staff Meeting @8am
- 1/8 SBC Coordination Meeting @12pm
- 1/9 Programming Staff Meeting @8am
- 1/10 Programming Staff Meeting @8am
- 1/10 Educational Visioning Workshop @3:30pm
- 1/11 LHS Weekly Project Meeting @11am
- 1/11 PBC Meeting @5pm
- 1/18 LHS Weekly Project Meeting @11am
- 1/22 SBC Meeting No. 7 @12pm
- 1/24 Focus Group Site, Safety, Security @1pm
- 1/24 Educational Visioning Workshop @3:30pm
- 1/25 Focus Group Education @1pm
- 1/25 Focus Group Sustainability @3:30pm
- 1/25 LHS Weekly Project Meeting @11am
- 1/26 Focus Group Exterior/Interior Design @3:30pm
- 1/29 SBC Coordination Meeting @12pm

I. PROJECT BUDGET

Budget Status Narrative: In the month of November, TOL and SMMA entered into an agreement for the Feasibility and Schematic Design phase of the project. Additionally, four (4) invoices were submitted for payment against the project budget. In January, Dore & Whittier will submit a budget revision request (BRR) to transfer funds from 0002-0000 A&E – Feasibility Study into 0001-0000 OPM – Feasibility Study and 0003-0000 – Environmental & Site to align the budget and contract values within the associated lines.

January 5, 2024

Project Name: Lexington High School

Subject: Monthly Report Budget Update

1. MSBA Reimbursement Status:

PR No.	Payment Request Date	Submitted Amount	Ineligible Project Costs	Eligible Project Costs	Eligible Grant	Recommended Payment Amount	MSBA Last Payment Date	MSBA Payment Amount
1	10/4/2023	\$46,262	\$1,600	\$44,662	\$13,845	\$0	12/21/2023	\$13,845
Total		\$46,262				\$0		\$13,845

Lexington High School



Project Details

DWMP Project No.	MP 22-0129	Project Type	High School
Project Name	Lexington High School	Scope Type	
Project Address	251 Waltham Street Lexington, MA 02421	MSBA Project?	No
Project Phase	Feasibility Study		
Phase End-Date	01/31/2025		
Phase % Complete	18%		

[Edit Project Details](#)
[Budgets](#)
[Budget Transfers](#)
[Contracts](#)
[Invoices](#)
[Vendors](#)
[Meetings](#)
[Monthly Reporting](#)

Project Budget Summary

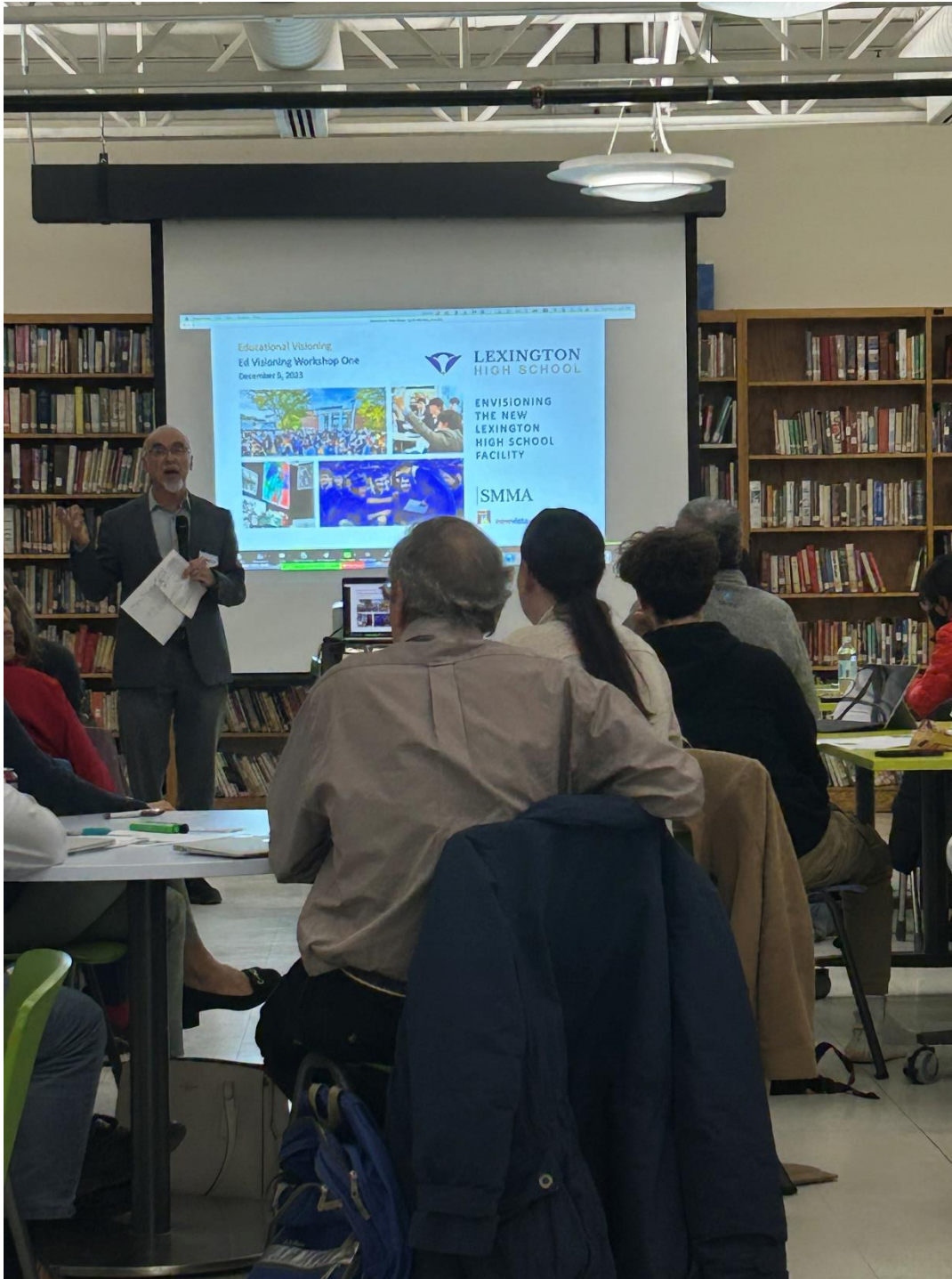
Budget Category	Orig. Budget	Transfers	Upd. Budget	Contract Amt.	% Committed	Expended	% Expended	Contract Remain'g	Bud. Balance
0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$400,000.00	\$0.00	\$400,000.00	\$430,000.00	107%	\$212,101.00	49%	\$217,899.00	-\$30,000.00
0002-0000: A&E - Feasibility Study	\$1,000,000.00	\$0.00	\$1,000,000.00	\$642,700.00	64%	\$40,000.00	6%	\$602,700.00	\$357,300.00
0003-0000: Environmental & Site	\$350,000.00	\$0.00	\$350,000.00	\$357,300.00	102%	\$2,752.50	0%	\$354,547.50	-\$7,300.00
0004-0000: Other	\$75,000.00	\$0.00	\$75,000.00	\$10,884.24	14%	\$884.24	8%	\$10,000.00	\$64,115.76
Total - 0000-0000 Feasibility Study Agreement	\$1,825,000.00	\$0.00	\$1,825,000.00	\$1,440,884.24		\$255,737.74		\$1,185,146.50	\$384,115.76

II. PROJECT PHOTOS

Educational visioning sessions held by David Stephen from NewVista Design with various teachers, staff, students, and community members. The two visioning sessions to date were held in the LHS library.







Lexington High School Project Schedule - DRAFT					
ID	Task Mode	Task Name	Duration	Start	
					F S Dec 3, '23 Dec 10, '23 Dec 17, '23 Dec 24, '23 Dec 31, '23 Jan 7, '24 Jan 14, '24 Jan 21, '24 Jan 28, '24
					S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W
36		MODULE 3 - Preliminary Design Program (PDP)	201 days	Mon 10/2/23	
37		Preliminary Design Program (PDP)	201 days	Mon 10/2/23	
38		SUMMARY INFO	121 days	Thu 11/16/23	
43		Project Directory	120 days	Fri 11/17/23	
44		Project Schedule	120 days	Fri 11/17/23	
45		Educational Program	117 days	Mon 10/2/23	
46		Create Educational Plan	93 days	Mon 10/2/23	
48		SMMA to Review Districts Ed Plan	63 days	Mon 11/13/23	
49		Educational Visioning Meetings	47 days	Mon 11/20/23	
53		ED Visioning #3	0 days	Wed 1/10/24	◆ 1/10
54		ED Visioning #4	0 days	Wed 1/24/24	◆ 1/24
55		Educational Programming Meetings	22 days	Mon 12/11/23	
58		Educational Programming Meeting 3	0 days	Fri 1/5/24	◆ 1/5
59		Educational Programming Meeting 4	0 days	Tue 1/9/24	◆ 1/9
60		Educational Programming Meeting 5	0 days	Wed 1/10/24	◆ 1/10
61		Approve Educational Plan	34 days	Mon 1/15/24	
62		Educational focus group meeting 1	0 days	Thu 1/25/24	◆ 1/25
67		INITIAL SPACE SUMMARY	86 days	Fri 11/17/23	
68		Itemization of Existing Educational Space (Usage and Size)	46 days	Fri 11/17/23	
69		Itemization of Proposed Educational Space (Usage and Size)	14 days	Thu 1/11/24	
76		EXISTING CONDITIONS EVALUATION	168 days	Thu 11/16/23	
77		Existing Document Review and Action	51 days	Fri 11/17/23	
81		Define the Existing Building Deficiencies	20 days	Mon 1/1/24	
82		Report Development and Review	77 days	Fri 11/17/23	
85		Confirm if any Developmental Restrictions	60 days	Fri 11/17/23	
86		Building Code Compliance Report	30 days	Mon 1/1/24	
87		Accessibility Compliance and Report	30 days	Mon 1/1/24	
88		Confirm any significant structural or Geotech conditions	30 days	Thu 12/21/23	
89		Conduct Phase 1 Environmental Site Assessment (ESA)	15 days	Tue 12/26/23	
90		Assess for the presence of any Hazardous Materials	10 days	Tue 12/26/23	
92		Perform Topogrpahic Survey	40 days	Tue 12/12/23	
96		Site Development Requirements	87 days	Thu 11/16/23	
97		Site Safety and Security Focus Group Meeting 1	0 days	Wed 1/24/24	◆ 1/24
98		Confirm any Proposed Structures or Fences	15 days	Thu 1/25/24	
99		Define Site Access and Circulation	15 days	Wed 1/24/24	
102		Define Accessibility Requirements	15 days	Wed 1/24/24	
104		Identify Wetland Setbacks	10 days	Wed 1/3/24	
105		Define Emergency Vehicle Access Requirements	15 days	Wed 1/24/24	

11:10 AM Tue 1/9/24 Page 1

[illegible]