

Lexington High School

March 2024



MONTHLY REPORT

LEXINGTON HIGH SCHOOL

March 2024

DORE + WHITTIER

I. EXECUTIVE SUMMARY

This is the seventh monthly report for the Lexington High school project that will cover March 2024. During the month of March, we held several working group meetings and our SBC Meeting No. 9. (Please note that ALL meeting recordings, agenda, minutes, and materials can be found on the project website found here: [A New Vision for Lexington High School \(lexingtonma.org\)](https://www.lexingtonma.org))

At the March 1st communications working group meeting the project website was reviewed and discussed. The project website was updated with the following changes:

- Contact us as a tab at the top
- Stay informed as a tab at the top
- Translation for the same languages the school and town website
- Project timeline on cover page
- Updated flyers and postcards for upcoming community events
- Existing conditions report
- Most recent meetings to be listed first under the documents and SBC meetings tab
- Review of FAQ's

The communications working group scheduled another meeting for March 26th.

At the March 4th School Building Committee Coordination Meeting, the Superintendent and District presented the following agenda:

- Call to Order
- MSBA Module Review
- Review ED focus group recommendations
- Review draft summary of spaces
- Proposed Topics for Next Agenda
- Public Comment
- Adjourn

The SBC Coordination Meetings will be held every first, second and fourth Monday of the month from 12-1pm. The meeting minutes can be found [here](#).

At the March 5th Focus Group meeting (Site, Safety and Security) the project team met for the third time to review the process for the 4 meetings. The project team reviewed the objective:

Meeting #2 Agenda:

- Design team will present draft recommendations to be shared to the SBC based on discussions in Meetings #1 and #2
- Focus group will provide feedback and finalize recommendations so they can be shared with the SBC in Meeting #4.
- Next Steps

Focus Group Objective:

Discuss site design for traffic, circulation, safety, and security. Includes conversations about parking, driveways, and circulation, fields, and offsite improvements and coordination with Town Departments.

Meeting #4 Objective:

Confirm and Recommend

What to expect in Meeting #4:

The four focus groups will reconvene to discuss each group's recommendations

When and where?

May 16th, 3:30-5:30pm virtual zoom

The meeting presentation and notes can be found under the documents and SBC meetings tab on the project website and [here](#).

The project team met on March 7th as our typical weekly Thursday meetings. We reviewed upcoming meetings, project schedule, outstanding items, deliverables etc.

At the March 11th School Building Committee Coordination Meeting, the Superintendent and District presented the following agenda:

- Call to Order
- MSBA Module Review
- Educational Focus Group Recommendations
- Review FG Site Recommendations
- Review Site Development Requirements
- Proposed Topics for Next Agenda
- Public Comment
- Adjourn

The SBC Coordination Meetings will be held every first, second and fourth Monday of the month from 12-1pm. The meeting minutes can be found [here](#).

The project team met on March 14th as our typical weekly Thursday meetings. We reviewed upcoming meetings, project schedule, outstanding items, deliverables etc.

At the March 14th Evaluation Criteria Working Group meeting the criteria matrix was reviewed and the following edits were requested:

- Scoring of 0, 2, and 5 instead of 1, 2, 3
- Additional facts given at the top for qualification and evaluation

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- Thumbnails of the options
- Elimination of similar criteria in other sections
- No total at the bottom

The working group will plan to reconvene in April to further evaluate the matrix.

At the March 18th School Building Committee meeting the project team presented the following agenda:

- Call to Order and Intro
- Previous Meeting Minutes for Approval
- Design Update
 - Accept Proposed Space Summary
 - Accept Site Development Requirements
 - Review Concept Massing Alternatives
- Community Meeting Feedback
- Communications Working Group Update
- Upcoming Meetings
- Other Topics Not Reasonably Anticipated 48 hours prior to the meeting
- Public Comment
- Adjourn

A copy of the agenda, minutes, presentation, and recording can be found on the project website and [here](#).

At the March 19th Permanent Building Committee Meeting the project team presented a review of the space summary package and the developed massing studies.

A copy of the meeting notes can be found on the Town's website and [here](#).

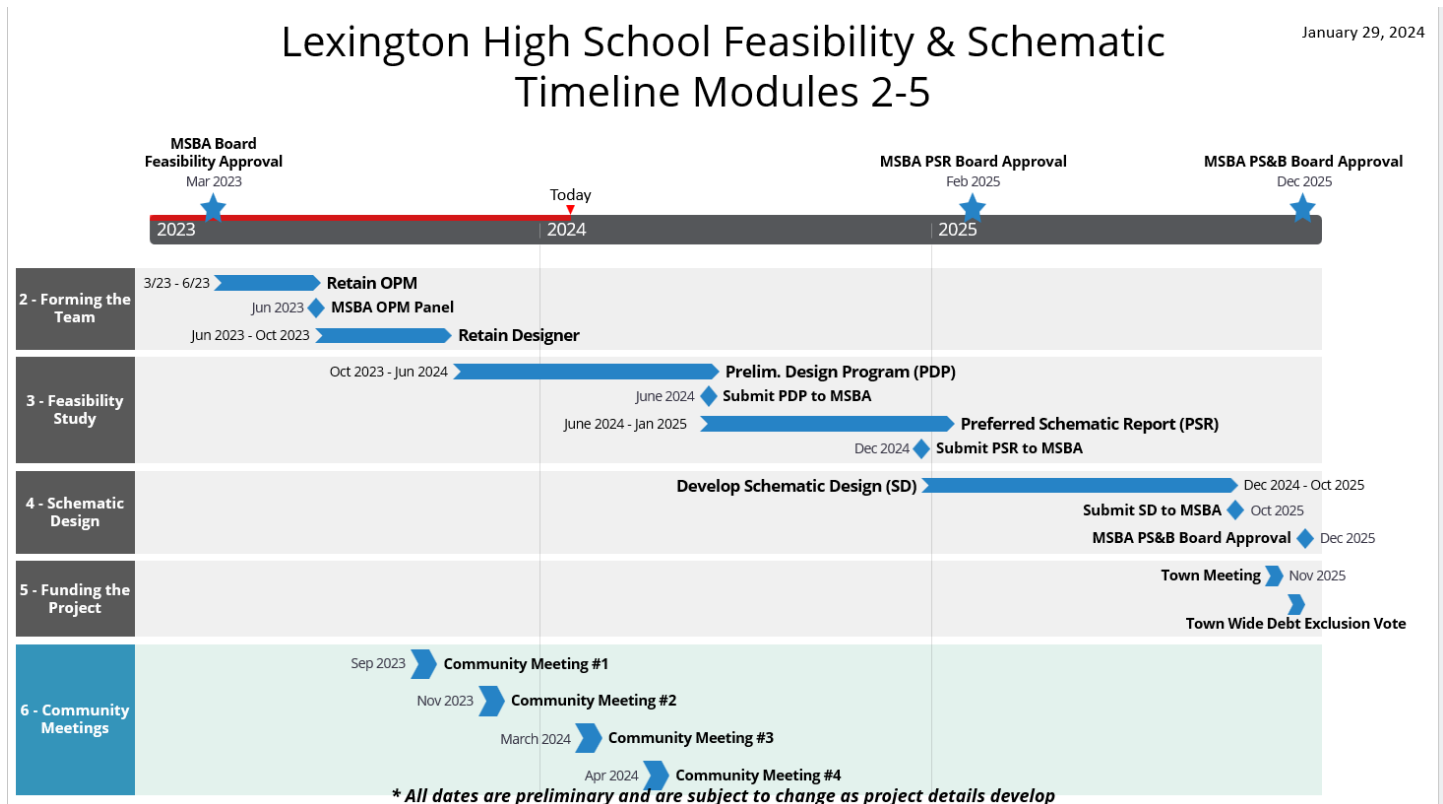
At the March 25th School Building Committee Coordination Meeting the Superintendent and District presented the following agenda:

- Call to Order
- [MSBA Module Review](#)
- [VA School Visits-Reflections](#)
- Discussion and Review of Potential Items for Cost Estimate Consideration
 - [Advocacy Emails/Videos](#)
- Safety Considerations in Design Process
- Proposed Topics for Next Agenda
- Public Comment
- Adjourn

The SBC Coordination Meetings will be held every first, second and fourth Monday of the month from 12-1pm. The meeting minutes can be found [here](#).

The project team met on March 28th as our typical weekly Thursday meetings. We reviewed upcoming meetings, project schedule, outstanding items, deliverables etc.

II. PROJECT SCHEDULE OVERVIEW



III. TASKS COMPLETED

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

- 3/1/24 Communications Working Group
- 3/4/24 SBC Coordination Meeting
- 3/5/24 Site Safety and Security Focus Group
- 3/7/24 LHS Weekly Project Team Meeting
- 3/11/24 SBC Coordination Meeting
- 3/14/24 LHS Weekly Project Team Meeting
- 3/14/24 Evaluation Criteria Working Group
- 3/18/24 SBC Meeting No. 9
- 3/19/24 Permanent Building Committee Meeting

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- 3/25/24 SBC Coordination Meeting
- 3/28/24 LHS Weekly Project Team Meeting

IV. 30-DAY LOOK AHEAD

In the month of April, the project team will be reviewing the following:

Existing Conditions

Educational Program

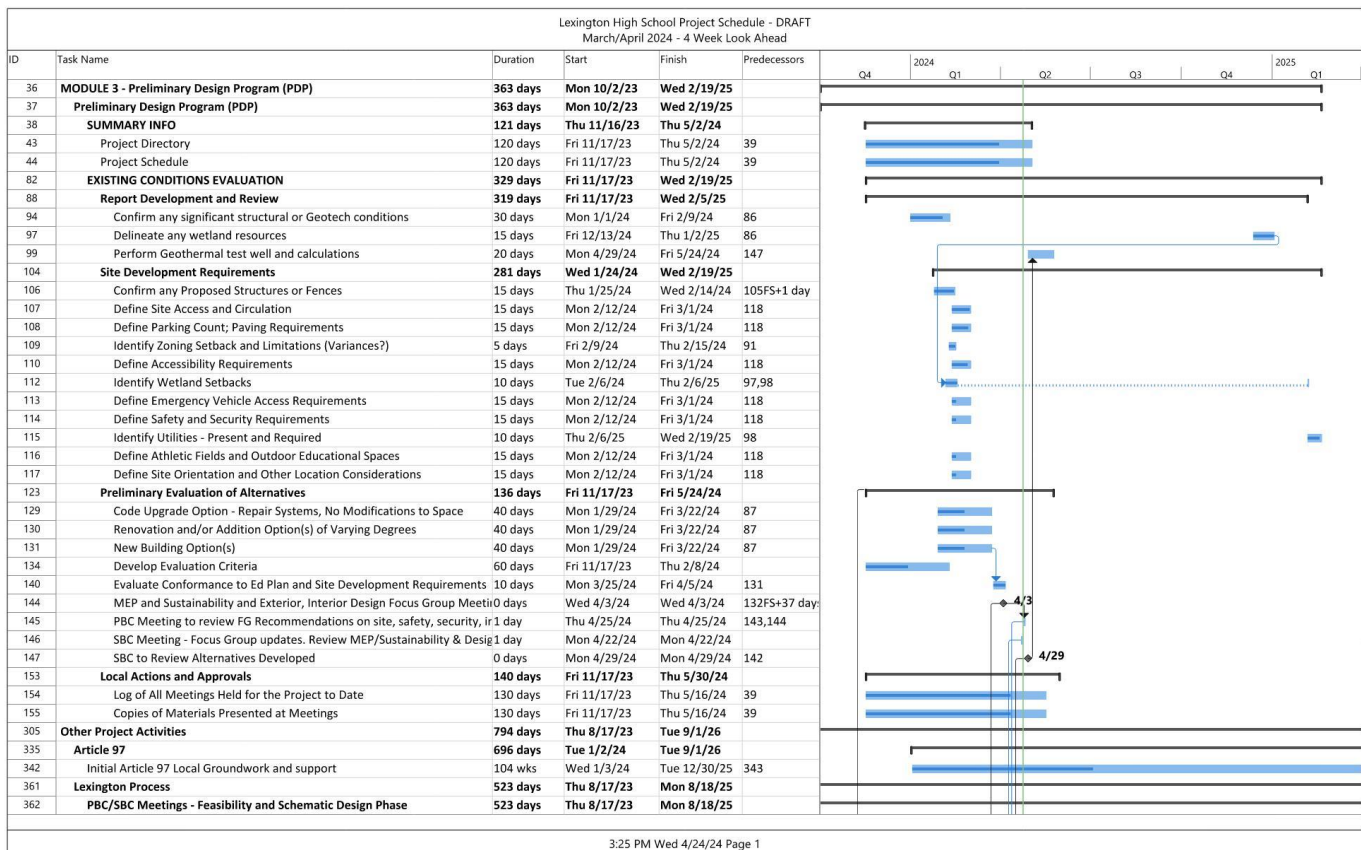
Evaluation Criteria

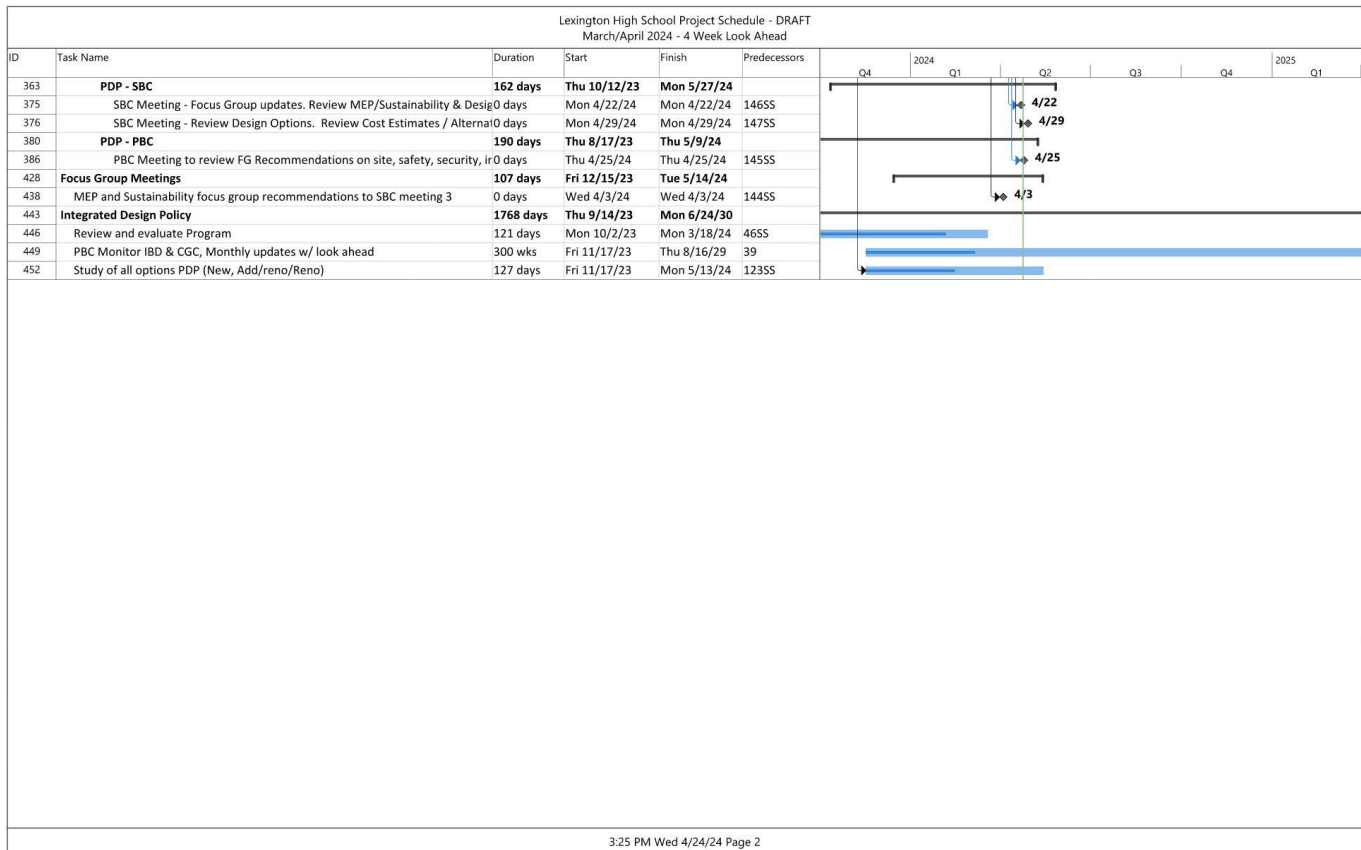
Space Summary

Our 4th Community Meeting will be held on May 2nd from 6:30-8:30pm.

The project team will be providing alternatives, assumptions and qualifications, ROM estimated sqfts and total for cost estimates to be developed and reconciled. This is based on ROM costs to be included in the PDP submission to the MSBA.

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





Upcoming Meetings:

- 4/1/24 SBC Coordination Meeting
- 4/1/24 Exterior and Interior Design Focus Group Meeting
- 4/3/24 MEP and Sustainability Focus Group Meeting
- 4/4/24 LHS Weekly Project Team Meeting
- 4/5/24 Evaluation Criteria Working Group Meeting
- 4/8/24 SBC Coordination Meeting
- 4/16/24 PDP Cost Estimate Reconciliation
- 4/11/24 LHS Weekly Project Team Meeting
- 4/18/24 LHS Weekly Project Team Meeting
- 4/22/24 SBC Meeting No. 10
- 4/23/24 High School and Center Recreation Working Group Meeting
- 4/25/29 Permanent Building Committee Meeting
- 4/29/24 SBC Coordination Meeting

I. PROJECT BUDGET

Budget Status Narrative: In the month of March, four (4) invoice(s) were submitted for payment against the project budget and propay reimbursement request no. 4 was submitted to the MSBA.

April 4, 2024


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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
2	1/10/2024	\$89,198	\$1,568	\$87,630	\$27,165	\$0	2/1/2024	\$27,166
3	2/2/2024	\$254,269	\$0	\$254,269	\$78,823	\$0	3/21/2024	\$78,823
4	3/1/2024	\$92,828	\$0	\$92,828	\$28,777	\$0	3/21/2024	\$28,777
5	4/2/2024	\$45,239	\$0	\$45,239	\$14,024	\$14,024		
Total		\$527,796				\$14,024		\$148,611

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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	36%		

[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%	\$404,975.00	94%	\$25,025.00	-\$30,000.00
0002-0000: A&E - Feasibility Study	\$1,000,000.00	\$0.00	\$1,000,000.00	\$642,700.00	64%	\$88,000.00	13%	\$554,700.00	\$357,300.00
0003-0000: Environmental & Site	\$350,000.00	\$0.00	\$350,000.00	\$357,300.00	102%	\$27,495.65	7%	\$329,804.35	-\$7,300.00
0004-0000: Other	\$75,000.00	\$0.00	\$75,000.00	\$20,170.34	26%	\$10,170.34	50%	\$10,000.00	\$54,829.66
Total - 0000-0000 Feasibility Study Agreement	\$1,825,000.00	\$0.00	\$1,825,000.00	\$1,450,170.34	300%	\$530,640.99	165%	\$919,529.35	\$374,829.66