

**Baltimore City Public School Construction Program
Executive Committee Meeting Minutes
Wednesday, December 3, 2014
200 North Avenue, Baltimore Maryland, Conference Room 301
3:00 pm**

PARTICIPANTS

IAC

Dr. David Lever, Chair

Bill Levy

Maryland Stadium Authority

Michael Frenz
David Raith
Lisa Johnson

Gary McGuigan
Eric Johnson
Joe Mayzck

City Schools

Dr. Gregory Thornton
Dr. Lynette Washington
Shawn Matlock
Larry Flynn

John Land
Jessica Clark
Alison Perkins-Cohen

Baltimore City

Dawn Kirstaetter

Tom Stosur

APPROVALS

Dr. David Lever called the meeting to order at 3:00 pm and asked for a motion to approve the open minutes from the September 30, 2014 meeting.

- The motion was made and seconded, and the vote was unanimous with no discussion.
- The Agenda and handouts from the meeting are attached.

Dr. Lever asked for a motion to approve the change of meeting time to 1:30 pm for calendar 2015.

- The motion was made and seconded, and the vote was unanimous with no discussion.

New Baltimore City Schools Project Director representing the 21st Century Building Program, Ms. Mignon Anthony, was introduced.

Dr. Lever asked for a motion to adjourn.

- The motion was made and seconded, and the vote was unanimous with no discussion.
- The meeting adjourned at approximately 4:15 P.M.

INFORMATIONAL

Open Session Agenda, December 3, 2014

Committee Reports:

Coordinating Committee – Tom Stosur, City of Baltimore

See attached items, pages G– 4:

- City-BCPS Coordinating Committee Meeting on School Construction, October 15, 2014
- INSPIRE Program Update – December 2014

Collaborative Group – Dawn Kirstaetter, City of Baltimore

- Ms. Kirstaetter gave an update on the status of the Collaborative Group's progress to date and next steps.

STAT Committee – Eric Johnson, Maryland Stadium Authority

See attached item, pages Í – F€:

- STAT Committee Kick-off Meeting Agenda, MOU Section 13, and Minutes, November 6, 2014

IAC Report – David Lever and William Levy, Interagency Committee

See attached item, pages FF – FG

- Baltimore City Public Schools MOU Executive Committee – IAC Report, December 3, 2014

Financial – David Raith, Maryland Stadium Authority

See attached item, pages 13 – 16:

- Statement of Revenues and Expenditures, December 3, 2014

City Schools Report – Larry Flynn, Baltimore City Public Schools

See attached item, pages 17 – 18:

- Baltimore City Schools Update, December 3, 2014

MSA Report – Eric Johnson, Maryland Stadium Authority

See attached items, pages 19 – 20:

- Maryland Stadium Authority Update, December 3, 2014
- MOU Action Items, December 2014 – March 2015

**Baltimore City Public School Construction Program
Executive Committee Meeting Agenda
Wednesday, December 3, 2014
3:00 pm**

OPEN SESSION

Approvals

- Upcoming year of Executive Committee meeting dates and times.

Informational

- Committee Reports
 - Coordinating Committee (Tom Stosur)
 - Update on City-BCPS MOU for Recreational/Community use of 21stCentury School Facilities
 - Collaborative Group (Dawn Kirstaetter)
 - STAT Committee (Eric Johnson)
 - Status Reports
 - IAC Report (David Lever)
 - Educational Specifications (Barbara Bice)
 - Financial (David Raith)
 - City Schools Report (Larry Flynn)
 - MSA Report (Eric Johnson)
 - Upcoming MOU Milestones (Gary McGuigan)

Meeting Summary

City-BCPS Coordinating Committee Meeting on School Construction

October 15, 2014

Attendees: Tom Stosur (Planning), Sara Paraniham (Planning), Dawn Kirstaetter (Mayor's Office), Leon Pinkett (Mayor's Office), Keith Scroggins (BCPS), Larry Flynn (BCPS), Alison Perkins Cohen (BCPS), Eric Johnson (MSA), Kate Brower (Rec and Parks), Tracy Estep (Rec and Parks), Frank Patinella (ACLU), Kim Boone (Hess Construction), Corretta Bennett (Hess)

1. Review and Approve Minutes of Jul 16, 2014 - Approved
2. Status Reports

A. City Schools

- **Year 1 Schools Feasibility Studies: Status/Next Steps to Complete:** EAP approved for Fort Worthington and Frederick. School Board approved for John Eager Howard and Lyndhurst. Forest Park and Cherry Hill schools are in the final stages. Robert Poole is almost finalized, but awaiting final 10-year plan recommendations. Patterson, Lake Clifton, Arlington and Pimlico are on hold awaiting 10-year plan recommendations.
- **Year 1 Schools: Cooperative use space:** Still planning for 3000 square foot of cooperative use space if desired by school community. Architects for Fort Worthington and Frederick will begin addressing this aspect as they move forward with the design.
- **Year 2 Schools: Launch of Feasibility Studies/Schedule:** Scheduled to begin feasibility study phase in Fall 2014, issued in four separate lots, with staggered starts.
- **Evaluation RFP for 21st Century Building Plan:** RAND was selected to complete comprehensive study. BCPS is working with RAND and Fund for Educational Excellence to raise funds to complete the study.
- **Surplus School Sites: Update for 2014-15:** According to MOU Exhibit 6, Waverly Middle School is scheduled to be surplus at this time. On November 11, BCPS will announce if there are any additional schools recommended for surplus. School Board will vote on proposed surplus schools on December 17. Planning will receive a letter this week with the proposed surplus schools. Planning has 60 days to prepare a recommendation on the proposals.
- **Fiber to all Schools:** BCPS IT and MOIT are coordinating on this issue.

B. Maryland Stadium Authority

- **Architect Selection Process/Schedule Update:** Architects onboard for Fort Worthington and Frederick. Meetings with architects will be set with City agencies in the next few weeks and with community stakeholders per the engagement milestones identified on the subway map. RFP to be issued for architects for John Eager Howard and Lyndhurst the week of 10/20; should be onboard by January.
- **Year 1 Schools: Design Schedule** – See attached chart.
- **Sustainability/LEED Consultant Selection Update-** Lorax Partnerships was hired.

C. City of Baltimore

- **Public Art Consultant Update** – MSA has received assessments for several schools, but needs assessments for Fort Worthington, Frederick, John Eager Howard, and Lyndhurst.
- **INSPIRE: Update** – First workshops were held in the last few weeks at John Eager Howard and Lyndhurst. Workshop scheduled for October 23 for Fort Worthington and being scheduled for Frederick. Workshops are being scheduled after School Board approval of preferred design from the feasibility study. First workshop engages stakeholders in discussion about strengths, weaknesses, opportunities, and vision. Planning will engage City agencies before scheduling second workshop and will invite relevant agencies to participate in the second workshop. Planning will share workshop schedule and notes.
- **Recreation and Parks** – MOU – In the last few weeks, Colin Tarbert sent a letter to Dr. Thornton regarding developing an MOU between BCPS and Rec and Parks regarding joint use of facilities. As a result, BCPS asked the City to start drafting an MOU. It was suggested that existing agreements can be used as a template.

3. Other Issues/Announcements

- **21st Century Czar** – At the request of several partners, Dr. Thornton is interviewing for a senior management position to serve as the central point of contact for all aspects of the 21st Century Initiative.
- **General Obligation Bonds** – On November 4, voters will have a chance to support the City's General Obligation Bonds, which includes \$34m for City Schools. As a recipient of funds, BCPS is urged to partner with the City in prominently displaying brochures and lawn signs at every school.
- **Harford Road bridge** – The bridge is scheduled to be closed for reconstruction starting in May 2015 for 18 months. This will have a significant impact on traffic patterns, but DOT examined many options and determined this was the best alternative.

4. Wrap-up & Adjourn

Next Scheduled Coordinating Committee Meeting

January 21, 2014 at 9:00 a.m.

INSPIRE

Investing in Neighborhoods and
Schools to Promote Improvement,
Revitalization, and Excellence



Stephanie Rawlings-Blake
Mayor

Thomas J. Stosur
Director of Planning

INSPIRE Program Update – December 2014

The INSPIRE program kicked off at three Phase 1 schools this fall with a community planning workshop. At these workshops, the Department of Planning led school and community stakeholders through a process to examine existing conditions around the school and identify strengths, weaknesses, and opportunities. These are summarized below:

John Eager Howard – September 30, 2014 (30 participants)

Priority Issues:

- Public safety – crime, drug activity and traffic safety
- Housing – vacancies, supporting existing homeowners and the future of Madison Park North
- Recreation – ensuring continued and new opportunities for meaningful social interaction

Lyndhurst – October 7, 2014 (15 participants)

Priority Issues:

- Recreation – improve and expand on Lyndhurst Rec Center; dirt bike enforcement
- Code enforcement – poor appearance/disinvestment of residential and commercial properties
- Transportation – improve pedestrian infrastructure and safety focusing on Seniors and Children

Fort Worthington – October 23, 2014 (43 participants)

Priority Issues:

- Transportation to school – many in-zone families live and walk up to a mile to school through a badly disinvested neighborhood with high crime and vacancy rates
- Housing – vacant properties (residential and industrial) concentrated near the school
- Recreation – retaining and improving recreational opportunities in and around the school

Frederick – January 2015 (date TBD)

Next Steps

Additional Community Engagement – Building upon the strength of the first workshops, the Department of Planning is utilizing a multi-pronged approach to engage more stakeholders between Workshops 1 and 2. A new community planner dedicated to the INSPIRE program started in November and will spearhead this effort.

Agency Outreach - The Department of Planning has been engaged in conversations with City agencies to discuss how we can leverage the agency's existing "tools" to target public improvements in the INSPIRE plan areas. We hope to continue meeting with other City Agencies, and hope to secure agency representation at upcoming INSPIRE workshops.

Workshop #2 – The Department of Planning is working towards holding a second INSPIRE workshop at each of the three schools in late January 2015. At this workshop, community members will crystallize their vision for the plan and begin discussing specific plan recommendations, in consultation with city agency partners.

**Baltimore City Public School Construction Program
STAT Committee Kick-off Meeting Agenda
Thursday, November 6, 2014
12:30 pm**

- Introductions
- MOU Outline/Goals
 - Metrics/Reporting
 - Reporting Format
 - Meetings
- Committee Membership
 - MSA, City Schools, IAC, City Committee Representatives
- Project Management Software
 - Status
- Open Discussion
- Adjournment

9.16.13

13. STAT REPORTING PROGRAM

A. General

The STAT reporting program for the Funded 10-Year Plan will be a performance measurement and management tool to make government more efficient through a process of continually evaluating and refining State performance.

B. Software Program

1. The Authority will procure a comprehensive Project Management Software Program ("PMSP") that will:

- a. Assist tracking and reporting the status of:
 1. Schedule;
 2. Budget;
 3. Contracts;
 4. Procurements;
 5. Change Orders;
 6. Payments;
 7. Contingency;
 8. MBE participation; and
 9. Project documentation.
- b. Assist tracking and reporting during the following stages of the 10- Year Plan Projects:
 1. Planning/Pre-Design
 - i. Educational Specifications, Feasibility Studies and Schematic Design Schedules; and
 - ii. Budget/Cost Modeling.
 2. Replacements managed by the Authority
 - i. Design;
 - ii. Bidding Phases;
 - iii. Construction; and
 - iv. Warranty/Maintenance.

9.16.13

3. Renovations managed by the School Board

- i. Design;
- ii. Bidding Phases;
- iii. Construction; and
- iv. Warranty/Maintenance.

- c. Allow for real time snapshots of project status and reporting capability based on parameters established per project (i.e., weekly, monthly, quarterly, annually).
- d. Be available for access and/or use by the Parties.

2. City Schools will be included as a PMSP selection committee member.

C. STAT Committee

1. A STAT Committee will be comprised of representatives from each Party and chaired by the Authority.

2. The STAT Committee shall hold meetings monthly (or as otherwise agreed by all Parties) to review the data in the PMSP, once selection of design consultants for 10-Year Plan Projects is complete.

3. All Parties will jointly determine the format and timing of the reports to be provided in advance of each monthly meeting of the STAT Committee.

4. At least two (2) days prior to each meeting of the STAT Committee, the Authority will deliver a set of standard reports on the status of progress in the areas outlined above in §§ 13.B.1.a and 13.B.1.b to all Parties.

5. If a Party seeks information that is not available in the standard reports or otherwise accessible via the PMSP, the Parties agree to use their best efforts to provide that information along with the standard reports in a reasonable amount of time but at least two (2) days prior to the next meeting of the STAT Committee.

6. The STAT Committee will review the data and updates in the PMSP.

7. The STAT Committee will review the data of Baltimore City resident employment and work-based student learning opportunity engagement.

9.16.13

8. The STAT Committee meetings shall be a forum for the Parties to raise any questions or issues regarding the management and/or financing of the 10-Year Plan Projects.

9. Each Party shall ensure the attendance of appropriate staff representatives who will be able to respond substantively to questions and issues at the meetings of the STAT Committee.

10. The STAT Committee will report status updates regularly to the Executive Committee.

11. As work progresses on the 10-Year Plan Projects, the Parties may determine that there are other areas not outlined above that shall be included in the standard, periodic reporting.



BALTIMORE CITY PUBLIC SCHOOLS



MINUTES

PROGRAM	Baltimore City Schools Construction Program (City Schools)
SUBJECT	STAT Committee
DATE	11/06/14
MEETING NO.	01

ATTENDEES:

	Name	Email	Company
*	Gary McGuigan	gmcguigan@mdstad.com	Maryland Stadium Authority
✓	Eric Johnson	ejohnson@mdstad.com	Maryland Stadium Authority
✓	Dawn Sanders	dsanders@mdstad.com	Maryland Stadium Authority
✓	Larry Flynn	lflynn01@bcps.k12.md.us	Baltimore City Public Schools
✓	Will Mangrum	wmangrum@programmanagers.com	City School Partners
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	Greg Ramirez	Greg.Ramirez@mckissackdc.com	City School Partners
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✓	Mark H. Grimes	Markh.grimes@baltimorecity.gov	Office of the Mayor
✓	Khalil Zaied	Khalil.zaied@baltimorecity.gov	Office of the Mayor
✓	William Levy	William.levy@maryland.gov	PSCP (IAC)

*Teleconference

Item No.	Description	Action Summary/Resp Party/Due
	NEW BUSINESS	
1.01	11/06/2014 – STAT Reporting Format MSA reported that it, with support from its program management team (CSP), will provide STAT reporting via	

MEETING MINUTES (continued)

	<p>Proliance, a comprehensive capital project management software. The group discussed content to be included in the regular committee update reports and MSA indicated that it intends to track items identified in Section 13 of the MOU (see attached for reference), as well as any additional metrics that get identified as the program continues. CSP will develop a draft report template for committee consideration within the next two weeks. Balt City will also provide current templates being used for reference.</p> <p>Committee members will review the draft report template and provide any additional reporting requests as soon as possible. City Schools and Mayor's office representatives emphasized importance of including local hiring and apprenticeship tracking data.</p> <p>In addition, STAT committee members will be provided access to the software so that they can generate custom reports in real time as needed. MSA requested that committee members identify staff for software training and license access.</p>	<p>Provide Draft Report BCMO/CSP</p> <p>Add'l Report Reqs. CMTE</p> <p>ID Proliance Users CMTE</p>
1.02	<p>11/06/2014- Committee Membership</p> <p>MSA requested that each member party identify who will be participating in the regular committee meetings.</p>	<p>ID CMTE members / CMTE</p>
1.03	<p>11/06/2014 – Meeting Frequency</p> <p>The committee briefly discussed the frequency of meetings and MSA suggested that as the program ramps up quarterly meeting will likely suffice, but will revisit frequency as program progresses once construction begins. The group agreed that the meetings need to be scheduled to occur in advance of Executive Committee meetings. The City representatives tentatively identified Tuesday afternoons as a possible meeting time.</p> <p>The next meeting of the STAT committee needs to be scheduled. Note that the next Executive Committee meeting occurs in approximately three weeks.</p>	<p>Confirm next meeting MSA</p>

Next Meeting: TBD

Please contact CSP at with any clarifications or omissions within 48 hours of receipt of these meeting minutes.

Attachments: Meeting Agenda, MOU STAT Report Requirements



STATE OF MARYLAND
PUBLIC SCHOOL CONSTRUCTION PROGRAM
200 W. BALTIMORE STREET
BALTIMORE, MARYLAND 21201
410-767-0617

DAVID G. LEVER
EXECUTIVE DIRECTOR

MARTIN O'MALLEY
GOVERNOR

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION

LILLIAN M. LOWERY, Ed.D
CHAIRPERSON

**BALTIMORE CITY PUBLIC SCHOOLS
MOU EXECUTIVE COMMITTEE - IAC REPORT**

December 3, 2014

MOU §1.D ROLES, RIGHTS, AND RESPONSIBILITIES – Executive Committee

- The MOU requires the Executive Committee to “schedule public forums to provide opportunities for public questions and comments about the 10-Year Plan.” The Partners met on November 14, 2014 to begin planning for the public forums.

MOU §2.A EDUCATIONAL SPECIFICATIONS, FEASIBILITY STUDIES, AND DESIGN ELEMENTS

- At the request of the IAC on September 26, 2014, MSDE School Facilities Branch and the Department of Legislative Services staff compared the educational specifications for the 21st Century Schools with those of other jurisdictions.
- The draft report states that “[o]verall, the prototype educational specifications reflect the unique conditions of City Schools and are generally consistent with those of other Maryland school systems.”

MOU §4.C IAC AND BPW PROCESS – 10-Year Plan Project Submissions

- Two projects will be taken to the IAC for project and EAP approval on December 4:
 - Lyndhurst Elementary/Middle School #88
 - John Eager Howard Elementary School #61
- IAC staff is prepared to review feasibility studies and new project requests as they are submitted in the fall and winter of 2014.

MOU §11 COMPREHENSIVE AND BUILDING MAINTENANCE PLANS

- **Comprehensive Maintenance Plan (CMP) and Maintenance Performance Metrics:**
 - The IAC staff continues to meet with City Schools staff to discuss:
 - The template Building Maintenance Plan (BMP). The template is being developed around the recently opened Waverly PK-8 school and is currently being reviewed by PSCP staff..
 - Completion of Maintenance Performance Metrics.
 - ▶ The Metrics not completed depend on implementation of the computerized maintenance management system (CMMS) and at least partial completion of the facility asset inventory, a multi-year task that has begun.
 - ▶ The baseline for certain items, particularly work orders, will be reset in the autumn of 2015 based on implementation of the CMMS, the increase of City Schools maintenance staffing that begins with the FY 2015 operating budget, and the reorganization of staffing and regions that is also within the FY 2015 and FY 2016 budgets.
 - Specific departmental and divisional work plans.
- **School tours:**
 - IAC staff continues to visit from one to three schools per week.
 - The Program Manager, Mr. William Levy, accompanied the PSCP Maintenance Inspectors on surveys of 32 schools this autumn. Individually, the Designees joined the team for selected tours.
 - The Program Manager has been and will be involved in the design meetings for Weinberg/QZAB Library-Media Centers.

MOU §10 and §12 SCHOOL CLOSURES / UTILIZATION PLAN & TARGETS

- The Board of Public Works approved the closures of the Paquin Building and the CORPS Building on October 1, 2014.
- The IAC staff has reviewed the proposed program and facility closures under consideration by the Board of School Commissioners, and has raised questions about the impact of these actions on the Utilization Rate.
 - A meeting was held on November 14 to clarify terminology, the method for measuring utilization, and the schedule for application of the target Utilization Rates.
 - It is our understanding that City Schools is developing a chart that will show the impact on utilization of:
 - Anticipated increases in student enrollment
 - The proposed school closures
 - Increases of capacity due to replacement schools or renovation/addition at existing schools



Martin O'Malley
Governor

Michael J. Frenz
Executive Director

Members

John Morton III
Chairman

Leonard J. Attman
Joseph C. Bryce
John P. Coale
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To: Executive Committee
From: David Raith, Chief Financial Officer
Date: December 3, 2014
Re: Baltimore City Public Schools – September 2014

Attached is the Statement of Revenues and Expenditures related to the activities for the Baltimore City Public Schools.

Revenues

Revenues were for \$3.33 million for the year and those funds were received.

Expenditures

Overall, expenses through September 2014 are under budget by \$329,000. Below are some of the major variances:

Salaries, Wages and Benefits

This category is under budget for by \$115,000. The primary reason is the budget allocation for attorneys and accounting was budgeted for thirty percent (30%) but the actual was less than five percent (5%).

Telephone

The budget is based on dedicated landlines and internet services. Both services are paid for by MSA Administration and the services are allocated to BCPS. For the month of September 2014, the allocation was only \$364. This category is under by \$5,100.

Travel

Budget based on travel to various project sites. Since construction has not started, travel is down. This category is under budget by \$7,900.

Contractual Services

This category is under budget by \$230,000. This is primarily related to the program manager fees. This quarter's budget included \$300,000 for the program manager and MSA has not been invoiced as of September 2014. This quarter includes payments for the project management software that was budgeted in the second quarter, \$65,000.

Office Supplies and Equipment

These categories were over budget by \$1,800 and \$15,000 respectively. Equipment is for the purchase of cubical that were budgeted for the second quarter.

Fixed Charges

This category is over budget for the year by \$10,147. The represents four months of rent and the budget is for three. This will correct itself in the second quarter.

Please review this information and let me know if you have any questions.

Maryland Stadium Authority
Pgm 56 & 57 - Baltimore City Public Schools
Statement of Revenues and Expenses
3 Periods Ended 9/30/2014

(Unaudited)

	CURRENT QUARTER	BUDGET QUARTER	CURRENT YTD	BUDGET YTD	ANNUAL BUDGET
REVENUES:					
Total Revenues	\$3,333,333	\$3,333,333	\$3,333,333	\$3,333,333	\$18,000,000
EXPENSES:					
Subtotal-Salaries, Wages & Fringe Benefits	\$227,909	\$342,098	\$227,909	\$342,098	\$1,796,108
Subtotal-Technical and Special Fees (Object .01)	\$0	\$0	\$0	\$0	\$0
Subtotal-Communications (Object .03)	\$814	\$5,900	\$814	\$5,900	\$23,600
Subtotal-Travel (Object .04)	\$210	\$8,112	\$210	\$8,112	\$32,448
Subtotal-Contractual Services (Object .08)	\$81,919	\$309,000	\$81,919	\$309,000	\$8,235,500
Subtotal-Supplies and Materials (Object .09)	\$4,837	\$3,000	\$4,837	\$3,000	\$12,000
Subtotal-Equipment Additional (Object .11)	\$14,654	\$0	\$14,654	\$0	\$17,000
Subtotal-Fixed Charges (Object .13)	\$40,697	\$31,670	\$40,697	\$31,670	\$168,920
Subtotal-Land and Structures (Object .14)	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$371,039	\$699,780	\$371,039	\$699,780	\$10,285,577

Baltimore City Public School Revitalization Act 2013
Maryland Stadium Authority
Contract Awards
as of September 2014

Vendor	Services	Award	Amount	School
Meridian/Trimble - Proliance Partners for Revitalization of Baltimore City Public Schools	Project Management Software	November-13	\$298,400.00	All
Lorax Partnership	Program Manager	May-14	\$6,257,816.30	All
Grimm + Parker Architects	LEED\Sustainability Consultant	August-14	\$905,358.00	All
USA Architects Planners and Interior Designers	A\E Design Services	September-14	\$1,941,357.00	Fort Worthington
	A\E Design Services	September-14	\$1,527,000.00	Frederick Elementary
			<u>\$10,929,931.30</u>	

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
December 3, 2014

Baltimore City Schools Update

Feasibility Studies

- The feasibility studies and enhanced approval packages (EAP's) for the projects at Fort Worthington, Frederick, John Eager Howard and Lyndhurst have been approved by the Board of School Commissioners.
 - Fort Worthington and Frederick have been approved by the Executive Committee and are currently in the design stage.
 - John Eager Howard and Lyndhurst are anticipated to be approved by the IAC on December 4th and then proceed to Executive Committee approval.
- Four studies are complete and the A/E teams are finalizing the enhanced approval packages. They are anticipated for approval by the Board of School Commissioners in December 2014 and January 2015.
 - Robert Poole Building
 - Forest Park
 - Cherry Hill
 - Arundel
- Three studies are dependent on the proposed annual revisions to the 21st Century Building Plan and will be ready to begin the approval process soon after the December 17th Board of School Commissioners on the proposed revisions.
 - Arlington
 - Pimlico
 - Patterson
- Year 2 Feasibility Studies
 - RFP's to be issued in 4 groups in December, January, February and April.

Educational Specifications, Feasibility Studies, and Design Elements

- City Schools participated in the review of the Educational Specification studies prepared by MSDE School Facilities Branch and the Department of Legislative Services. City School staff served as reviewers of the draft documents. Staff appreciated the opportunity to provide feedback and express concerns with various iterations of the document.

School Closures/Utilization Plan & Targets

- City Schools is reviewing Exhibit 6 to make revisions to the document for submission to MSA for final review and acceptance by January 2, 2015
 - City Schools is submitting a formal letter to the IAC staff in response to comments in review of the 2014 Comprehensive Educational Facilities Master Plan regarding the revisions to Exhibit 6. City School will submit the past and current criteria used to revise and substitute building on Exhibit 6.
 - Review of Exhibit 6 will include the following:
 - Substituting Harbor City West
 - Aligning exhibit 6 with latest 10 year plan amendments

- Providing latest dates for program and building closures
 - Updating swing space usage
 - Review outstanding bond analysis
 - Adding Sq ft column
- City Schools met with the IAC staff on November 14th to follow up on the IAC staff preliminary presentation of City Schools' utilization progress. The purpose of the meeting was to discuss methodology, concerns and discrepancies with the data presented at the Portfolio Briefing meeting in October.
 - City Schools indicated the importance to ensure all parties calculate utilization in according to the MOU: with and without swing space
 - City Schools discussed the implications of the calculation as it related to the Board resolution to meet 86% utilization
 - City Schools discussed discrepancies in the data related to capacity and enrollment projections to ensure all parties are using accurate and consistent data
 - City Schools and IAC agreed to have data reconciled by December 1, IAC staff has request an extension to review City Schools backup data
 - Upon reconciliation of data, City School will prepare chart to show impact of Utilization

Computerized Maintenance Management System (CCMS)

- The RFP responses for the computerized maintenance management system (CCMS) have been received and evaluated. We are currently requesting best and final offers from the 3 short listed firms and expected to have the system operational in the spring.

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
December 3, 2014

Maryland Stadium Authority Update

Current Status:

- A/E contracts awarded in mid-September and currently in design: Frederick ES renovation and Ft Worthington ES replacement.
- Program LEED/Sustainability Consultant contract awarded in September and currently finalizing the sustainability goals from the program level as well as the project-specific level.
- Project Management Software System
 - Proliance training and setup completed in November. Implementation of overall budget setup and individual projects being created in the software currently.
 - Contracts and workflow processes will be implemented on a project level basis as the contracts get awarded.

Current Procurements:

- Construction Manager (CM) RFPs for preconstruction/planning services technical and price submissions received for Frederick and Ft Worthington projects. Anticipate award in mid-December 2014
- Commissioning Agent (Cx) technical and price submissions received for Frederick and Ft Worthington projects. Anticipate award by mid-December 2014
- Architect/Engineer Request for Proposals (RFPs) technical submissions received for Lyndhurst and John Eager Howard November 25, 2014. Currently under review.
- Construction Manager RFPs (preconstruction/planning serves) technical submissions due for Lyndhurst and John Eager Howard December 17, 2014.

Upcoming Procurements

- Cx for Lyndhurst and John Eager Howard to begin process early January 2015
- Feasibility Study procurements to begin process starting later in December 2014 and continue through Spring 2015
- A/E, CM, and Cx procurements for remaining Plan Year 1 schools to begin process in early 2015 and continue through Spring 2015.

MOU Action Items

December 2014 – March 2015

December – City Schools Board approves 10-Year Plan amendment.