

Baltimore City Public School Construction Program
Executive Committee Meeting Minutes
Wednesday, March 4, 2015
200 North Avenue, Baltimore Maryland, Conference Room 301
1:30 pm

PARTICIPANTS

IAC

Dr. David Lever, Chair

Bill Levy
Helen McCall

Maryland Stadium Authority

Michael Frenz
David Raith

Eric Johnson

City Schools

Dr. Lynette Washington
Shawn Matlock
Larry Flynn

Jessica Clark
Alison Perkins-Cohen

Baltimore City

Vu Dang
Tom Stosur

21st Century Schools

Mignon Anthony

APPROVALS

Dr. David Lever called the meeting to order at 1:30 pm and asked for a motion to approve the minutes from the December 4, 2014 open meeting.

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

A motion was made to approve the EAPs for three projects that were approved by the IAC on February 23, 2015:

Robert Poole Building #56 – Renovation/Addition
Cherry Hill Elementary/Middle #159 – Renovation/Addition
Arundel Elementary #164 – Replacement

All three projects were approved.

The meeting adjourned at approximately 2:25 P.M.

INFORMATIONAL

Open Session Agenda, March 4, 2015

Committee Reports:

Coordinating Committee – Tom Stosur, City of Baltimore

See attached items, page 2:

- Coordinating Committee Update, March 4, 2015

Collaborative Group – Vu Dang, City of Baltimore

- No new information to report, page 3.

STAT Committee – Eric Johnson, Maryland Stadium Authority

See attached item, page 4:

- 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 5-6:

- Baltimore City Public Schools MOU Executive Committee – IAC Report, March 4, 2015

Financial – David Raith, Maryland Stadium Authority

See attached item, page 7:

- Statement of Revenues and Expenditures, March 4, 2015

City Schools Report – Larry Flynn, Baltimore City Public Schools

See attached item, page 8:

- Baltimore City Schools Update, March 4, 2015

MSA Report – Eric Johnson, Maryland Stadium Authority

See attached items, page 9:

- Maryland Stadium Authority Update, March 4, 2015

**Baltimore City Public School Construction Program
Executive Committee Meeting Agenda
200 North Avenue, Baltimore Maryland, Conference Room 301
Wednesday, March 4, 2015
1:30 pm**

OPEN SESSION

Approvals

- Minutes, Meeting of December 4, 2014
- EAP Approvals:
 - Robert Poole Building #56 Renovation/Addition
 - Cherry Hill Elementary/Middle School #159 Renovation/Addition
 - Arundel Elementary School #164 Replacement

Informational

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

Baltimore City Public School Construction Program
Coordinating Committee Report to MOU Executive Committee
March 4, 2015

1. Last Coordinating Committee meeting was held January 21, 2015.
2. Attendees: Tom Stosur (Planning), Sara Paraniyam (Planning), Leon Pinkett (Mayor's Office), Alison Perkins Cohen (BCPS), Kate Brower (Rec and Parks), Tracy Estep (Rec and Parks), Joseph Mayzck (Maryland Stadium Authority), Cyndi Smith (BCPS), Mignon Anthony (BCPS), Jessica Clark (BCPS), Robert Wall (Recreation and Parks), Peter Engel (Housing)
3. Items Discussed:
 - Status Reports from City Schools and MSA on 21st Century Building Project schedules & milestones
 - Need for further coordination among partners and Family League on Cooperative Use Space
 - Need to make progress on the City-BCPS MOU for recreation spaces/uses
 - Need for progress report on delivering fiber/broadband capability to all 21st Century Schools
 - Need to finalize the 21st Century Initiative Comprehensive Web Site application
 - Need to continue progress on integrating public art into all 21st Century Projects in a meaningful way
 - Need for ongoing coordination between the City (Planning and Housing) and BCPS on how planning initiatives and housing development projects should be discussed/considered during the annual BCPS portfolio review process for school facility closure/relocation recommendations.
 - Updates on the INSPIRE Neighborhood Planning process were provided.

Next Scheduled Coordinating Committee Meeting

April 15, 2015 at 9:00 a.m.

Baltimore City Department of Planning

417 E. Fayette Street, 8th Floor

Baltimore City School Construction Program
MOU Executive Committee Meeting
March 4, 2015

Collaborative Group: No New Information

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
March 4, 2015

STAT Committee Update

Current:

- Meeting was held on February 23, 2015. In attendance were representatives from three of the four MOU partners. Items discussed were:
 - Draft reporting template was established and discussion on format and inclusion metrics to be tracked. A final draft will be issued for the committee to approval.
 - Status of the Proliance Project Management Software, which went live in house in February for project-specific input. Currently obtaining the extra licenses for committee members, and anticipate the analytics portion of software to start implementation in April, which will incorporate the metrics established in the reporting template. After analytics implementation, Proliance training for the committee representatives will be held.

Next Steps:

- Finalize reporting draft for implementation & tracking metrics.
- Implement analytics into Proliance. Establish metrics for tracking per the reporting requirements established.
- Proliance software training for committee members.
- Establish next meeting date.



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

DAVID G. LEVER
EXECUTIVE DIRECTOR

LAWRENCE J. HOGAN, JR.
GOVERNOR

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION

LILLIAN M. LOWERY, Ed.D
CHAIRPERSON

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

March 4, 2015

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.” Discussion was held on January 29 among David Lever of the IAC and Dawn Kirstaetter and Howard Libit of Baltimore City.

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

- No new information.

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

- Summary of IAC actions to date (project approval and EAP):
 - Of 11 Year 1 Schools, seven projects have been approved by the IAC.
 - Three of these projects were approved by the IAC for project and EAP approval on February 23, 2015:
 - Robert Poole Building #56 Renovation/Addition
 - Cherry Hill Elementary/Middle School #159 Renovation/Addition
 - Arundel Elementary School #164 Replacement
 - The IAC agenda items for all three schools note that approval is granted “with the understanding that the Designees comments, dated [*date provided*], will be addressed during the schematic design.” For the Cherry Hill and the Arundel projects, there is a further stipulation that “and [that] the area of the building may be further reduced.” These clauses reflect IAC concern that the feasibility studies for the Cherry Hill and Arundel projects show that there are opportunities to reduce the square footage without sacrificing the educational programmatic elements.
- IAC staff reports that two feasibility studies and new project requests have been received. Submission of formal 102.1 MSA forms for these projects is pending Board of School Commissioner’s approval.

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.
 - ▶ MSA staff is reported to be in final review of proposals for the computerized maintenance management system (CMMS) that is needed for completion of the Metrics.
 - ▶ IAC staff has expressed concern about whether the method used by City Schools to inventory assets, particularly HVAC systems and equipment, will accurately capture the condition of the assets.
 - Specific departmental and divisional work plans. FM&O has initiated a CIP Team composed of staff from Contract Maintenance, Mechanical Services and

Engineering who will collaborate with other departments to review current and future CIP requests. The team will work on expanding project scopes and providing full assessments, in order to better identify the needs.

- City Schools reports implementation of the CMP in these areas:
 - Staffing: It is reported that of the 15 positions proposed to date, three hires have taken place and FM&O is actively working on filling the other new positions. Additionally, existing open positions are being filled using the \$3 million increase of funding approved by the BOC
 - Budget: In addition to staffing, the additional \$3 million funding to FM&O is reportedly being allocated to improve efficiency and provide necessary Preventive Maintenance requirements to the departments.
 - Reorganization of Educational Building Supervisors: The proposed plan to reorganize EBSs from the Network to the COO's staff is currently in the planning stages, and it is reported that transfer of assignment and responsibilities will take place over the next three years.
- **School tours:**
 - Mr. William Levy, the PSCP Baltimore City Program Manager, continues to visit from one to three schools per week, with a focus on schools with project requests in the FY 2016 Capital Improvement Program and schools that have projects under construction.
 - Mr. Levy continues to be involved in the design meetings for Weinberg/QZAB Library-Media Centers as well as other CIP project meetings.

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

- A meeting to discuss the Utilization Plan was held on Wednesday, March 4.

**Maryland Stadium Authority
Baltimore City Public Schools Program
Cash Balance as of December 31, 2014**

	Fiscal Year 2014	Fiscal Year 2015
Beginning Cash Balance	\$0	\$16,982,264
Revenues		
Baltimore City	\$18,000,000	\$11,363,471
Expenditures		
Maryland Stadium Authority	-\$1,017,736	-\$1,021,416
Ending Cash Balance	<u>\$16,982,264</u>	<u>\$27,324,319</u>

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
March 4, 2015

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, Lyndhurst, Robert Poole, Cherry Hill, Arundel and Forest Park have been approved by the Board of School Commissioners.
 - Fort Worthington, Frederick, have been approved by the Executive Committee and are currently in the schematic design phase.
 - John Eager Howard and Lyndhurst have been approved by the Executive Committee and are currently in the concept design phase.
 - Robert Poole, Cherry Hill and Arundel were approved by the IAC on February 23rd and are awaiting Executive Committee approval.
 - Forest Park was approved by the Board of School Commissioners on February 24th and is awaiting IAC approval before being submitted to the Executive Committee.
- The completion of the remaining Year 1 studies, Arlington, Pimlico and Patterson, was dependent on proposed annual revisions to the 21st Century Building Plan, which were approved by the Board of School Commissioners on December 17, 2014.
 - The revised feasibility studies and EAP's for Arlington and Pimlico are complete and are in the Board of School Commissioners approval process with the approval expected this month.
 - The revised feasibility study and EAP for Patterson is complete and is under review by City Schools staff prior to submission to the Board of School Commissioners for approval. Approval is anticipated in April.
- Year 2 Feasibility Studies
 - RFP's to be issued in 4 groups beginning this month.

School Closures/Utilization Plan & Targets

- City Schools will meet with IAC staff on March 4th to discuss plan contents, methodology, and timelines as follows:
 - Discuss clarifying language and targets to for utilization with and without swing space.
 - Discuss revising assumptions for swing space and construction schedule
 - Discuss timeline for utilization milestones
 - Discuss readability of the plan for various stakeholders

Computerized Maintenance Management System (CMMS)

- Based on evaluation of the best and final offers from the three short listed firms, one was recommended as the software for the CMMS. City Schools and the MSA are currently in discussions regarding obtaining required approvals, the implementation of the software and scheduling of the implementation.

Baltimore City Schools Construction Program
MOU Executive Committee Meeting
March 4, 2015

Maryland Stadium Authority Update

Current Status:

- Lyndhurst and John Eager Howard. Architect/Engineer (A/E) and Construction Manager (CM) preconstruction services contracts awarded in January and currently in design.
- Ft Worthington replacement project submitted schematic design package for review/comment/approval, and continues in design.
- Frederick renovation project received concept package approval and is submitting schematic package for review/comment/approval.
- Project Management Software System setup completed and is live in house for inputting contracts and invoicing. Training to occur for consultants currently under contract for project input/tracking in March.
- Commissioning Agent (Cx) for Frederick and Ft Worthington projects awarded in January

Current Procurements:

- Robert Poole A/E and CM contract awards for design and preconstruction/planning expected in mid-March.
- A/E Request for Proposals (RFPs) technical submissions received for Arundel and Cherry Hill, currently under review.
- CM RFPs (preconstruction/planning serves) technical submissions received March 3, 2015.
- Third Party Code Consultant procurement in process.
- Cx procurements for balance of year 1 schools in process.
- Forest Park RFPs for A/E and CM issued March 2, 2015

Upcoming Procurements

- A/E and CM procurements for balance of year 1 schools: Arlington, Pimlico, and Patterson.
- Plan Year 2 Feasibility Study procurements in process