
REVERE HIGH SCHOOL PROJECT – Revere, MA

SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING

November 5, 2020

Zoom Virtual Meeting

1:00PM

PLEASE JOIN VIA THIS WEB LINK OR DIAL-IN INFORMATION:

<https://us02web.zoom.us/j/85055428984?pwd=RmozTTkwWXQ3T0RDcElxWU9DbXJQdz09>

(646) 558 8656 -or- (301) 715 8592 Meeting ID 850 5542 8984 Passcode 123456

Agenda

1. Introductions
2. Communication Protocol
 - Team Members Contact Information/Project Directory
 - List of Those to be Copied on Correspondence
3. Revere High School Project
 - Discuss Projects' Background Information
 - Collect Available Project Data from District (Reports, Floor Plans, etc.)
4. MSBA Process
 - Designer Request for Services (RFS) Review
 - Assignment of Designer Selection Panel (DSP) Representatives – (Vote of SBC)
 - [Information on MSBA Designer Selection Process Link](#)
 - Determine who will Enter into ProPay and Schedule ProPay Training (if needed)
 - ProPay and OPM Report Access Forms
5. Project Schedule
 - DSP Schedule
 - Discuss Potential Project Schedule and Determine Timeline for Feasibility Study/Schematic Design
 - Look-Ahead Schedule/Work Plan
6. Project Budget
 - Discussion on Project Budget, Target Designer Fees, Target Site & Environmental Fees and Contingency
7. Communication/Outreach
 - Discuss How Information is Disseminated
 - Discuss/Develop Communications Plan
8. Public Comment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.