District: City of Holyoke
School Name: Lt. Clayre Sullivan Middle School
Maurice A. Donahue Elementary School
Recommended Category: Project Funding Agreement
Date: December 5, 2025

Recommendation

That the Executive Director be authorized to enter into a Project Funding Agreement with the City of Holyoke (the "District") for a partial roof replacement project at the Lt. Clayre Sullivan Middle School, and a partial roof replacement project at the Maurice A. Donahue Elementary School.

District Information	
District Name	City of Holyoke
Elementary Schools	E.N. White Elementary School (PK-5) H.B. Lawrence Elementary School (PK-5) Kelly Elementary School (PK-5) Lt. Elmer J. McMahon Elementary School (PK-5) Maurice A. Donahue Elementary School (PK-5) Morgan Full Service Community School (PK-5)
Middle Schools	Dr. William R. Peck Middle School (4-8) Lt. Clayre Sullivan Middle School (6-8)
High School	Holyoke High School (9-12)

School Information		
School Name	Lt. Clayre Sullivan Middle School	Maurice A. Donahue Elementary School
Type of School	Middle School	Elementary School
Grades Served	6-8	PK-5
Year Opened	1962	1973
Total Building Square Footage	112,000	70,550
Additions	In 1989, the school added seventeen classrooms.	In 1989, the school added a library and seventeen classrooms.
Building Issues	Roof	Roof
2024-2025 Enrollment	463	317

MSBA Votes	
Invitation to Participate in the Accelerated Repair Program	October 30, 2024
Project Funding Agreement Authorization	On December 12, 2025, Board agenda
Reimbursement Rate	80.00%

Consultants

Owner's Project Manager (the "OPM")	Atlantic Construction and Management, Inc.
Designer	CSS Architects, Inc.

Discussion

The Owner's Project Manager ("OPM") and Designer conducted a feasibility analysis of the facilities and developed Schematic Designs, including proposed scopes of work, schedules, and estimated budgets. The District's Designer, CSS Architects Inc., recommends a partial roof replacement project at the Lt. Clayre Sullivan Middle School and a partial roof replacement project at the Maurice A. Donahue Elementary School. The Designer has confirmed that the proposed partial roof replacements will comply with the MSBA's sustainability requirements.

MSBA staff reviewed the existing conditions analyses, which were provided by the District's consultants, as well as the District's proposed schedules. MSBA staff also discussed the proposed scopes and budgets with the District and its consultants.

At the Lt. Clayre Sullivan Middle School, the District has provided a Total Project Budget of $6,739,962, which includes a construction cost of $5,317,382. Construction costs include the following components:

- $4,044,506 for installation of single-ply PVC membrane roofing;
    - $1,204 is ineligible for reimbursement due to permit and fees;
- $26,826 for solar readiness upgrades; and
- $1,246,050 for accessibility upgrades.

At the Maurice A. Donahue Elementary School, the District has provided a Total Project Budget of $5,753,418, which includes a construction cost of $4,410,024. Construction costs include the following components:

- $3,285,108 for installation of single-ply PVC membrane roofing;
    - $936 is ineligible for reimbursement due to permit and fees;
- $23,830 for solar readiness upgrades; and
- $1,101,086 for accessibility upgrades.

MSBA staff recommends the Estimated Total Facilities Grants and the Maximum Total Facilities Grants as are set forth in the table below, subject to MSBA approval and audit:

Project Funding Agreement	Lt. Clayre Sullivan Middle School	Maurice A. Donahue Elementary School
Enrollment	463	317
Existing Square Footage	112,000	70,550
Project Budget[1]	$6,169,374	$5,273,016
Scope Exclusions/Ineligible Costs[2]	$1,204	$936
Estimated Basis of Total Facilities Grant	$6,168,170	$5,272,080
Reimbursement Rate	80.00%	80.00%
Estimated Maximum Total Facilities Grant[3]	$4,934,536	$4,217,664

Project Funding Agreement	Lt. Clayre Sullivan Middle School	Maurice A. Donahue Elementary School
Project Contingencies[4]	$570,588	$480,402
Potentially Eligible Owner's and Construction Contingencies	$292,390	$239,280
Potential Additional Grant Funds for Eligible Owner's and Construction Contingency Expenditures[5]	$233,912	$191,424
Total Project Budget	$6,739,962	$5,753,418
Maximum Total Facilities Grant[6]	$5,168,448	$4,409,088

[1]Does not include Owner's or Construction Contingencies.

[2] Scope exclusions/ineligible costs include roofing permits and fees and soft costs that exceed 20% of the construction budget cap.

[3]The "Estimated Maximum Total Facilities Grant" is calculated by applying the reimbursement rate to the "Estimated Basis of Total Facilities Grant." It does not include any grant funds for potentially eligible Owner's or Construction Contingency Expenditures and is subject to MSBA review and audit.

[4]Includes eligible and ineligible Owner's and Construction Contingency.

[5]The "Potential Additional Grant Funds for Eligible Owner's and Construction Contingency Expenditures" is calculated by applying the reimbursement rate to the "Potentially Eligible Owner's and Construction Contingencies."

[6]Includes maximum possible Owner's and Construction Contingency grant funds, the final amount of which, if any, shall be determined by the MSBA in accordance with its policies for the determination of eligibility. The MSBA does not anticipate that the District will expend all of its contingency funds on expenses that are eligible for MSBA reimbursement.