



Massachusetts School Building Authority

Steven Grossman
Chairman, State Treasurer

John K. McCarthy
Executive Director

December 20, 2013

Dr. Edward Bouquillon, Superintendent
Minuteman Regional Vocational Technical School District
758 Marrett Road
Lexington, MA 02421

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Dr. Bouquillon:

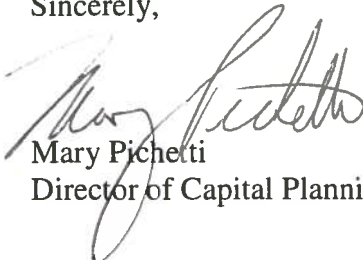
The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Minuteman Technical High School project received by the MSBA on November 1, 2013.

The MSBA has provided review comments for this submission with the understanding that potential changes to the regional agreement are currently being considered locally which could have an impact to the proposed educational plan and the proposed space summary provided. The attached comments should be considered preliminary until the regional agreement is finalized. It is important for the MSBA to fully understand the status of the regional agreement review and when the regional agreement is anticipated to be finalized in order to gauge potential schedule impact to program, scope, and schedule.

Responses to the attached comments shall be forwarded to the assigned Project Field Coordinator, Michael Lawson (Michael.Lawson@MassSchoolBuildings.org) through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Chris Alles (Chris.Alles@MassSchoolBuildings.org). Thank you.

Sincerely,



Mary Pichetti
Director of Capital Planning

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Minuteman Technical High School

Attachments:

Attachment 'A' Preliminary Design Program Review Comments

Attachment 'B' Preliminary Design Program Space Summary Review

Cc: Legislative Delegation

Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Alice DeLuca, Chair, Minuteman School Committee

File: Letters 10.2 (Region 4)

Attachment 'A' - Module 3 Preliminary Design Program Review Comments

District: Minuteman Regional School District
School: Minuteman Regional Vocational Technical High School
Submittal Due Date: November 4, 2013
Submittal Received Date: November 1, 2013
Review Date: November 4 – December 9, 2013
Reviewed by: C. Alles

MSBA REVIEW COMMENTS:

The following comments¹ on the Preliminary Design Program submittal are issued pursuant to a review of the project submittal document for the Minuteman Regional Vocational Technical High School presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines, as produced by Kaestle Boos Associates, Inc. and its consultants. Certain supplemental components from the Owner's Project Manager (OPM) – Skanska, are included.

Items Requiring Immediate Action: *The MSBA needs to further understand the District's anticipated budget capacity prior to the submission of a preferred alternative as several of the options being considered for further evaluation far exceed the construction budget cost range indicated in the District's Designer Request for Services.*

3.1 Preliminary Design Program

- Introduction – *Refer to comments shown in italics.*
- Educational Program – *Refer to comments shown in italics.*
- Initial Space Summary – *Refer to comments shown in italics.*
- Evaluation of Existing Conditions – *Refer to comments shown in italics.*
- Site Development Requirements – *Refer to comments shown in italics.*
- Preliminary Evaluation of Alternatives – *Refer to comments shown in italics.*

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

3.1.1 Introduction

- Overview of the process taken that concludes with the submittal of the Preliminary Design Program – *Not provided, please submit.*
- Narrative Summary of the Capital Budget Statement and Target Budget for Proposed *The narrative does not include a proposed target budget or District's not-to-exceed budget for this project. It should be noted that the Designer Request for Services indicated a construction budget range of \$30-60M. The preliminary construction estimates provided in the Preliminary Design Program for the options being considered for further evaluation range from approximately \$40-100M with only the base repair option falling within the \$30-60M construction budget range. No rationale or explanation is provided that indicates the District's budget capacity with respect to the range of construction cost indicated in the Designer Request for Services. The MSBA needs to further understand the District's anticipated budget capacity prior to the submission of a preferred alternative.*
- Updated Project Schedule – *Variance from the schedule outlined in the District's Feasibility Study Agreement has not been provided, please submit.*

3.1.2 Educational Program –*MSBA staff continues to review the Educational Program as it relates to the proposed project and how it corresponds to the various alternatives presented. The MSBA understands that potential changes to the regional agreement are currently being discussed locally. The MSBA is looking to understand the status of the regionalization agreement review and how the finalization of this agreement and thereby the resolution of the design enrollment will impact the educational program. Please provide an update to the project schedule specific to the status and plan for finalizing the regionalization agreement.*

3.1.3 Initial Space Summary

- Completed MSBA space summary spreadsheet - *Refer to detailed comments in 'Attachment B'.*
- Narrative description of reasons for all variances between proposed net and gross areas as compared to MSBA guidelines. – *Not provided, please submit.*

3.1.4 Evaluation of Existing Conditions

- Existing historically significant features (if applicable) and any related effect on the project design and/or schedule – *It should be noted that a letter from the Massachusetts Historical Commission (MHC) is included in the appendix indicating further action with respect to the adjacent property. The District should keep the MSBA informed about the position of the MHC based on their review of the feasibility study documentation.*
- Evaluation of building code compliance – *The designer is responsible for the coordination and implementation of the appropriate codes and regulations, including anticipated adoption of the new International Energy Conservation Code that will be in effect as of July 2014.*
- Determination for need and schedule for soils exploration and geotechnical evaluation – *The Geotechnical report found in the appendix indicates that further exploration and evaluation will be required. Please indicate when the design team intends to perform such exploration and evaluation.*

- Environmental site assessments minimally consisting of a Phase I: Initial Site Investigation – *The project team should be aware of the current policies associated with MSBA’s participation in the abatement and removal of hazardous materials. The Phase I report concludes with recommending additional surveys and investigation. Please indicate when these are anticipated to be complete. The report does not indicate if a Phase II site investigation will be performed. Please confirm if a Phase II will be performed/ required.*
- Assessment of the facility for the presence of hazardous materials – *The project team should be aware of the current policies associated with MSBA’s participation in the abatement and removal of hazardous materials.*

3.1.5 Site Development Requirements

- Narrative describing project requirements related to site development to be considered during the preliminary and final evaluation of alternatives.
- Existing site plan(s) including the following features: - *Several aerial maps have been provided and indicate some of the general locations of the features listed below. However, a single existing site plan that includes the following features has not been provided. Please submit.*
 - Structures and fences;
 - Site access and circulation;
 - Parking and paving;
 - Code requirements;
 - Zoning setbacks and limitations;
 - Accessibility requirements;
 - Easements;
 - Wetlands and/or flood restrictions;
 - Emergency vehicle access;
 - Utilities;
 - Athletic field and outdoor educational spaces; and
 - Site orientation and other location considerations.

3.1.6 Preliminary Evaluation of Alternatives

- *The Preliminary Design Program does not conclude with identifying which options will be considered for further evaluation. Upon discussion with the Owner’s Project Manager, it is understood that all six options listed in the Preliminary Evaluation of Alternatives will be considered for further evaluation in the next phase of the feasibility study. The six options are identified as follows:*
 1. *Base Repair (800 students)*
 2. *Renovation (435 students)*
 3. *New Construction (435 students)*
 4. *Addition/ renovation I (800 students)*
 5. *Addition/ renovation II (800 students)*
 6. *New Construction (800 students)*

- *It should be noted that the report indicates the Base Repair option “will not satisfy requirements of the educational program and the space use summary and requires additional renovation of existing spaces”. Please indicate why this option should be included in further evaluation as it appears to not meet the District’s needs.*
- *With regard to the study enrollment effort, the Owner’s Project Manager must notify and contact the MSBA upon a decision of which enrollment has been selected well in advance of the Preferred Schematic Report submission in order to understand how the District arrived at their conclusion.*

End

Attachment 'B' –Module 3 PDP Initial Space Summary Review

District: Minuteman Regional School District

School: Minuteman Regional Vocational Technical High School

Submittal Due Date: November 4, 2013

Submittal Received Date: November 1, 2013

Review Date: November 4 – December 9, 2013

Reviewed by: C. Alles, J. Jumpe

The Massachusetts School Building Authority (the “MSBA”) has completed its review of the proposed initial space summary included with the Preliminary Design Program as produced by Kaestle Boos Associates, Inc. and its consultants. This review involved evaluating the extent to which the Minuteman Regional Vocational Technical High School’s proposed space summary conforms to the MSBA guidelines and regulations.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

The MSBA and the District have mutually agreed to study design enrollments of no more than 435 students serving grades 9-12 for Member District Enrollment only or no more than 800 students serving grades 9-12 for Member and Non-Member Enrollment.

As indicated in the PDP submittal, the District’s strong preference is to provide an 800 student facility. This preference will need to be supported based on an agreed-upon regionalization agreement which clearly indicates the member population. The MSBA is providing its review on the proposed Educational Program included with the Preliminary Design Program for the study enrollment for an 800 student facility. However, this review will be subject to change dependent upon the final design enrollment. The District will be required to submit an updated space summary that reflects the actual preferred enrollment and project type in order for the MSBA to accurately compare the proposed spaces to the MSBA guidelines.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing to provide a total of 33,490 net square feet (nsf). The MSBA notes the following:
 - Ten Freshman Core Classrooms are proposed for Periods 1 and 2 for academic study. Please explain how these classrooms will be utilized for Periods 3 through 7.

- Four Computer Labs are proposed that do not appear in the existing spaces column. Please provide a detailed description of the proposed programs and intended utilization of these spaces.
 - Science storage should be factored in the building gross and should not appear on the space summary, however central chemical storage should remain in the net square footage.
- **Special Education** – The District is proposing to provide a total of 12,450 net square feet (nsf) which exceeds the MSBA guidelines by 3,390 nsf.
 - The proposed appears to consist of a significant square footage increase to the existing. Please provide a detailed description of the proposed program clearly outlining a comparison to the existing.
 - Please note that Self-contained special education classroom spaces should be of equal size when compared to other general classrooms.

Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (DESE). The District should provide the information required for this submittal with the documents required for a project, scope, and budget. Formal approval of the District’s proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA.

- **Art and Music** – The District is proposing to provide a total of 2,975 nsf which is 3,650 nsf below the MSBA guidelines.
 - Drama Club storage should be included in the net square footage.
- **Vocations and Technology: Chapter 74 Programs** - The District is proposing to provide a total of 103,530 nsf for the delivery of existing Chapter 74 approved programs and includes Related Theory Classroom and other supporting spaces associated with Chapter 74 approved programs. The MSBA guidelines and the spaces associated with vocations and technology are not specific to the requirements of programs recognized as Chapter 74 programs. The MSBA notes the following:
 - Please provide clarification as to the number of existing Chapter 74 approved programs. It is understood that the District intends to eliminate three existing Chapter 74 approved programs and provide three new vocational programs. Please provide description of efforts and communication with DESE regarding the proposed changes to existing Chapter 74 programs.
 - Of the three proposed new vocational programs, only Dental Assisting is recognized as a Chapter 74 program. Please provide a description of efforts and communication with DESE regarding the approval of this program. Criminal Justice and Entertainment Engineering are not

- recognized as Chapter 74 programs and will be carried as non-chapter 74 programs in the space template.
- Please clarify how sizes for each Related Theory Classroom have been determined.
 - Please confirm that the proposed Chapter 74 spaces will be adequately staffed and sized in accordance with all DESE regulations related to Chapter 74 approved programs.
- **Vocations and Technology: Non Chapter 74 Programs** - The District is proposing to provide a total of 3,000 nsf which is below the MSBA guidelines by 3,400 nsf. The MSBA notes the following:
 - Please provide a proposed plan for the two non-Chapter 74 programs for Criminal Justice and Entertainment Engineering. The plan should demonstrate the benefits of adding these programs over expanding enrollment in existing programs and include the market need for the new programs, outcomes expected of students who complete the programs, how students will be selected to participate in the programs, staffing, development of the curriculum, and schedule for the rollout of the proposed programs.
 - **Health and Physical Education** – The District is proposing to provide a total of 31,204 nsf which exceeds the MSBA guidelines by 10,524 nsf.
 - PE alternatives should not exceed the MSBA Guidelines.
 - The existing pool accounts for 9,274 nsf. Please confirm if the District intends to provide a pool if a new construction option is selected as the preferred alternative. It should be noted that the MSBA will not participate in the renovation and/ or construction of a pool or natatorium.
 - **Media Center** – The District is proposing to provide a total of 4,900 nsf which meets the MSBA guidelines. No further action required.
 - **Auditorium/ Drama** - The District is proposing to provide a total of 8,783 nsf which exceeds the MSBA guidelines by 620 nsf. The existing facility does not have an auditorium and the proposed Auditorium/Drama category should not exceed the MSBA guidelines. Reduce the area associated with Auditorium/Drama to conform to the overall area included with the guidelines.
 - It appears that the proposed Drama storage has already been accounted for in the Art and Music category, please adjust.
 - **Dining and Food Service** – The District is proposing to provide a total of 7,650 nsf which exceeds the MSBA guidelines by 150 nsf. Please provide a description of the proposed Food Service Director’s space and indicate if this space will serve as a central administration space or in a regionalized capacity.

- **Medical** – The District is proposing to provide a total of 910 nsf which meets the MSBA guidelines.
- **Administration and Guidance** – The District is proposing to provide a total of 11,825 nsf which exceeds the MSBA guidelines by 7,850 nsf.
 - Please clarify square footage associated with District-wide spaces.
 - Prior to the MSBA considering approval of this variation to the guidelines, provide a space variance as compared to the MSBA guidelines and clarify the need for spaces and why they are necessary for a vocational facility.
- **Custodial and Maintenance** – The District is proposing to provide a total of 7,248 nsf which exceeds the MSBA guidelines by 5,023 nsf.
 - The proposed includes a 5,000 nsf Central Warehouse. Prior to the MSBA considering approval of this variation to the guidelines, please provide a clarification/ detailed description of this space, intended use, location, etc.
- **Total Building Net Floor Area**– The District is proposing to provide a total of 224,965 nsf which exceeds the MSBA guidelines by 115,407 nsf and includes Chapter 74 approved vocational spaces and Related Theory Classroom space.
- **Total Building Gross Floor Area** – The District is proposing to provide a total of 337,448 gsf inclusive of Chapter 74 programs which exceeds the MSBA guidelines by 172,648 gsf.

Based on the materials provided, MSBA staff has identified several categories requiring clarification and/ or detailed description to key elements associated with the proposed space summary. Also, as previously referenced above, the District will be required to submit an updated space summary that reflects the actual preferred enrollment and project type in order for the MSBA to accurately compare the proposed spaces to the MSBA guidelines. This shall be submitted prior to completing the final evaluation of options.

Please note that upon moving forward the District should utilize the MSBA space summary available and downloadable from the MSBA website. Minor deviations from the MSBA High School Template for 800 students were found within the space summary submitted for this project. Further, programs unique to the District that do not appear on the MSBA template should be shown in italics to differentiate unique programs.

Should a space summary for multiple variations of program offerings be required, please submit a separate space summary for each option. Please refrain from submitting space summaries with additional columns, formatting, and color shading. Carry all curriculum dedicated to vocational spaces under the Vocations and Technology category and all academic classrooms under the Core Academic category and distinguish clearly between approved Chapter 74 program spaces from non-Chapter 74 approved spaces.

End