

Manchester Memorial Elementary School SBC Meeting No. 1

SBC Meeting No. 1 3/28/17



Agenda

1. Call to Order
2. Introduction-DWMP
3. MSBA Process
4. Project Timeline
5. Architect RFS & Selection Process Timeline
6. State Ethics Course
7. AGC Open Meeting Law Guidelines Handout
8. Meeting Minutes/Public Comments
9. Communications
10. Working Groups Discussion/Briefing
11. Review/Responses to DWMP SBC Questionnaire
12. Project Goals Discussion/Briefing
13. Next Meetings
14. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
15. Public Comments
16. Adjourn

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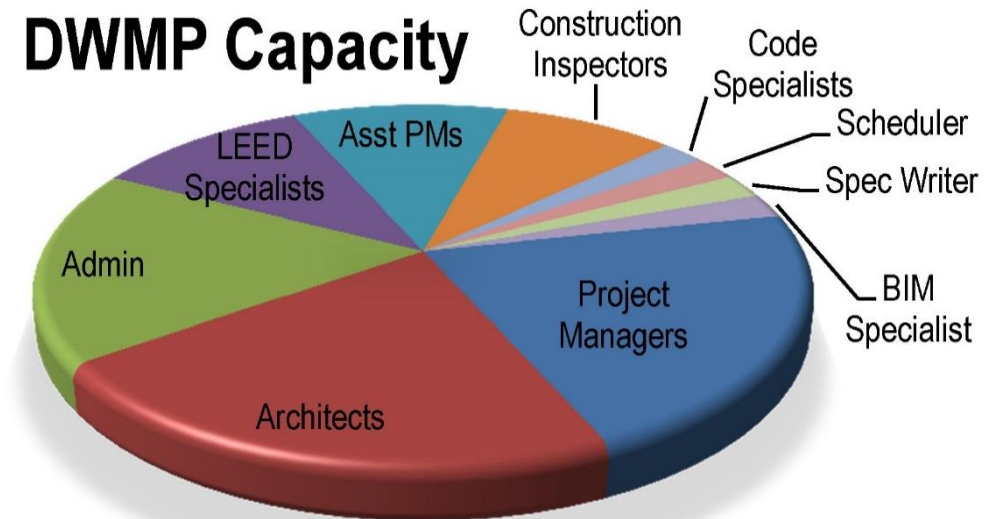


1. Call to Order



2. Introduction - Dore & Whittier

- Established in 1992
- Service-based Firm
- 60 Professionals
- 2 Offices
- Massachusetts Public School Focus
- MSBA & K-12 Experience



2. Introduction - DWMP



Trip Elmore

Partner

- 10+ Years as OPM
- 30+ Years in Construction
- Partner
- MCPPO Certified



Mike Burton

Partner/Project Director

- 16+ Years as OPM
- 25+ Years in Construction
- Partner
- MCPPO Certified
- Mass Construction Supervisors License



Steve Brown

Project Manager

- 5+ Years as OPM
- 11+ Years school design
- 16+ Years in design/construction
- MCPPO Certified



Christina Shefferman

Assistant Project Manager

- 10+ Years in Construction
- 10+ Years in Project Management
- 6+ Years Business Development



2. Introduction - Dore & Whittier

Role of Owner's Project Manager (OPM)

The OPM is the centerpiece of a project management process designed to maximize value by achieving a number of goals including:

- Controlling the project budget from beginning to end
- Minimizing schedule delays
- Ensuring quality construction
- Improving communication between all parties working on the project
- Facilitating prompt dispute resolution



3. MSBA Process

Who is the Massachusetts School Building Authority?

Quasi-independent government authority created to reform funding of capital improvement in the commonwealth's public schools.

Your partner to support the design and construction of school that will be:

- educationally appropriate
- flexible
- sustainable
- cost-effective

Current agreement shows Feasibility & Schematic Reimbursement – 31% eligible costs

Task: Explore construction options for a school with agreed upon enrollment of 335 students



3. MSBA Process



3. MSBA Process

Module 3 Activities - Feasibility:

SBC tasked with developing and evaluating multiple construction options such as new school, add/reno, and renovation. The SBC will recommend the most cost effective and educationally appropriate solution to the MSBA Board of Directors for their consideration

- **Submit Preliminary Design Program (PDP)**
 - Educational program
 - Existing Conditions Report
 - Establish Design Parameters
 - Develop and evaluate alternates
- **Submit Preferred Schematic Report (PSR)**
 - Summarize the process and conclusions of the Preliminary and Final Evaluation of Alternatives
 - Document District's selection
 - Cost comparison table
- **Confirm delivery process – CM-at-Risk vs Design Bid Build**



3. MSBA Process

Module 4 Activities – Schematic Design:

- Schematic Design Submission
 - Initial Plans / Specs
 - More detailed Estimates (Designer and CM)
 - SBC approvals



3. MSBA Process

Module 5 Activities – Funding the project:

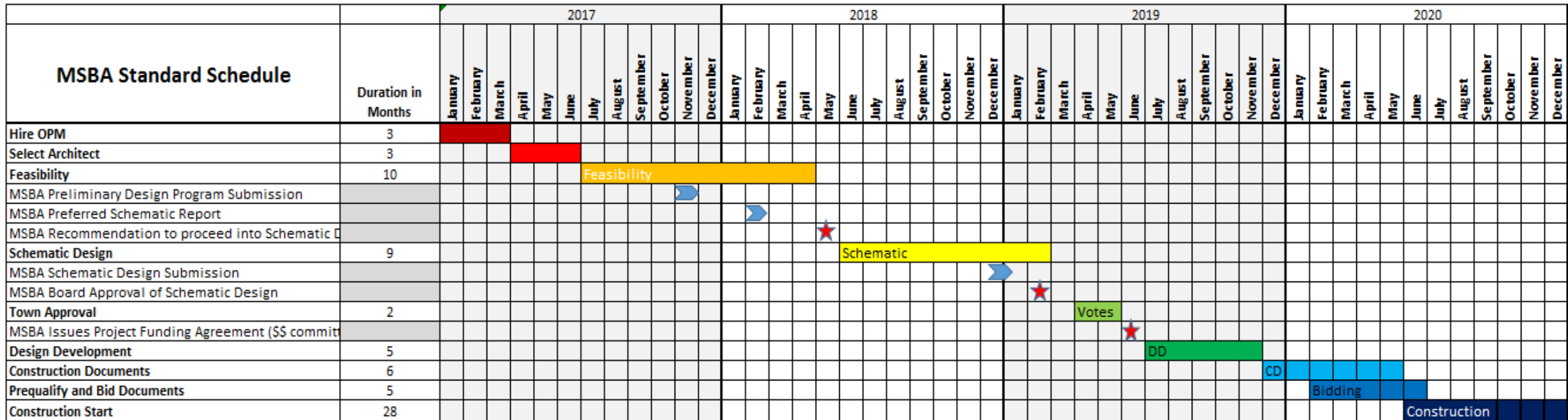
- Project Scope & Budget Agreement (PS&B)
 - Confirmation of Scope
 - Confirmation of Cost
 - Confirmation of Schedule
- Local Action approvals (120 days from SD approval)
- Project Funding Agreement (PFA)

If approved, proceed to Module 6 – Detailed Design



4. Project Timeline

Two Year Feasibility & Schematic Design



The school District will be meeting with representatives from Manchester and Essex at a collaborative session in March and again in May where they discuss the implications of multiple proposed timelines.

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5. Designer Selection Process / Timeline

- The MSBA Designer Selection Panel (DSP) has jurisdiction over the procurement of designers
- OPM will manage the procurement process, Develop RFP, compile responses, perform reference checks, and provide information to SBC.
- The DSP is made up of 13 appointed members and three representatives of the regional school district who are selected by the District on a project-by-project basis.
- Meetings are held at the MSBA offices in Boston and are open to the public.
- DSP will have an opportunity to vote on the applicants. After the points are tallied, the DSP then will decide whether to rank the top three choices and authorize the community to begin negotiations to award a contract to the top choice, or to interview the top-ranked firms
- MSBA Process saved to Dropbox folder



5. Designer Selection Process / Timeline

Submit Draft RFS to MSBA – 2 week review	3/10/17
SBC approve draft RFS	3/28/17
Submit Advertisement in Central Register & local paper	3/29/17
2 weeks advertisement complete	4/12/17- 4/26/17
Designer walkthrough (4pm)	4/19/17
Questions due	4/21/17
Proposals Due	4/28/17
OPM reference checks Complete	5/5/17
SBC Meeting to discuss	5/9/17
Submit to MSBA	5/10/17
MSBA DSP	6/6/17
Interviews (if required)	6/13/17

- **4/26/17 SBC Meeting No. 2**
Designer RFS Update, Working Groups Update, Goals Brainstorm
- **5/9/17 SBC Meeting No. 3**
SBC Designer discussion, Working Group Updates, Schedule Update, Refine Goals
- **6/13/17 SBC Meeting No. 4**
Designer Kick-off, Working Groups Update, Goals Established
- **7/11/17 SBC Meeting No. 5**

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6. State Ethics Course

- State Ethics Guidelines
- Available Online: conflict of interest course – www.muniprogram.eth.state.ma.us
- Applies to paid & unpaid positions



7. AGC Open Meeting Law Guidelines Handout

- We recommend that each SBC member review the Mass Open meeting law regulations. The pdf is saved to the dropbox.
- [https://www.dropbox.com/sh/xwe4i8fegu1fmu8/AADHw5LhPD
BEj-u8MNKiVmiua?dl=0](https://www.dropbox.com/sh/xwe4i8fegu1fmu8/AADHw5LhPDBEj-u8MNKiVmiua?dl=0)



8. Meeting Minutes/Public Comments

- DWMP will take action item based meeting minutes
- Meeting minutes will be uploaded to MERSD website once approved by SBC
- Public comments end of meeting



9. Communications - Project Team

- To date SBC Contact List is available on the dropbox link that was shared to every member
- <https://www.dropbox.com/sh/xwe4i8fegu1fmu8/AADHw5LhPDBEj-u8MnKiVmiua?dl=0>
- DWMP will be uploading all documents for SBC meetings to the dropbox at least 48 hours prior to the meeting for electronic use
- In the shared dropbox link you will find a folder for every SBC meeting with the date of the meeting and all corresponding backup material within the folder; for example:
 - Agenda
 - Schedule
 - Open Meeting Law Guidelines
 - DSP Process

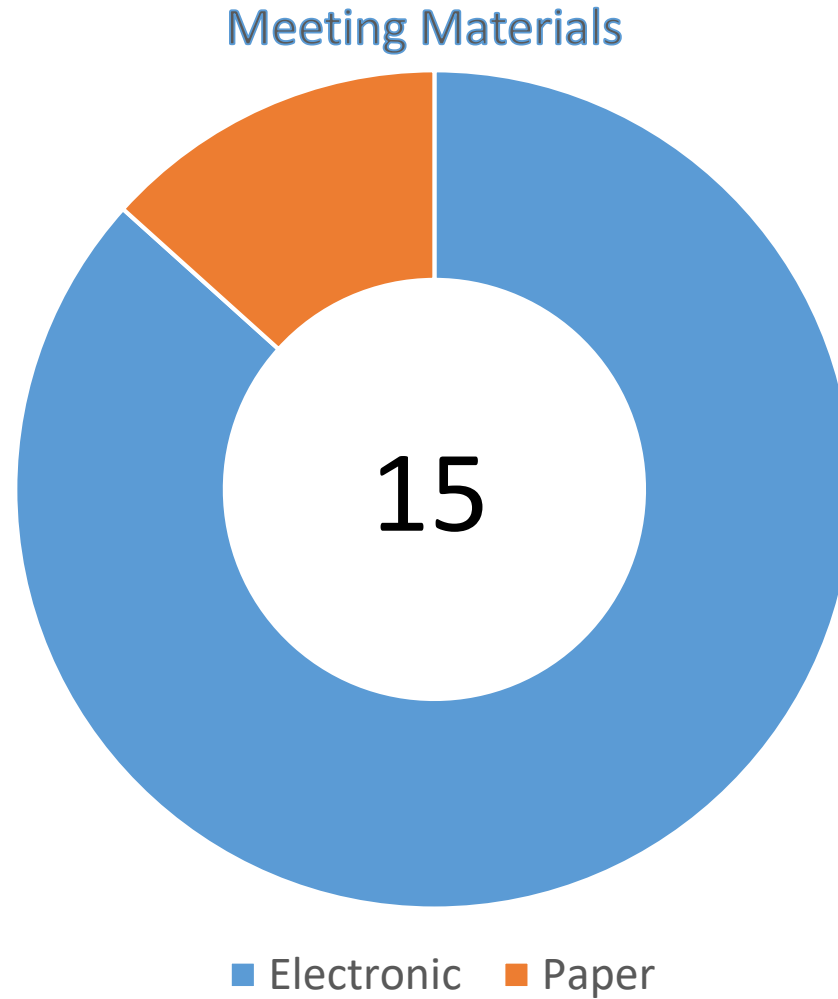


9. Communications - Public

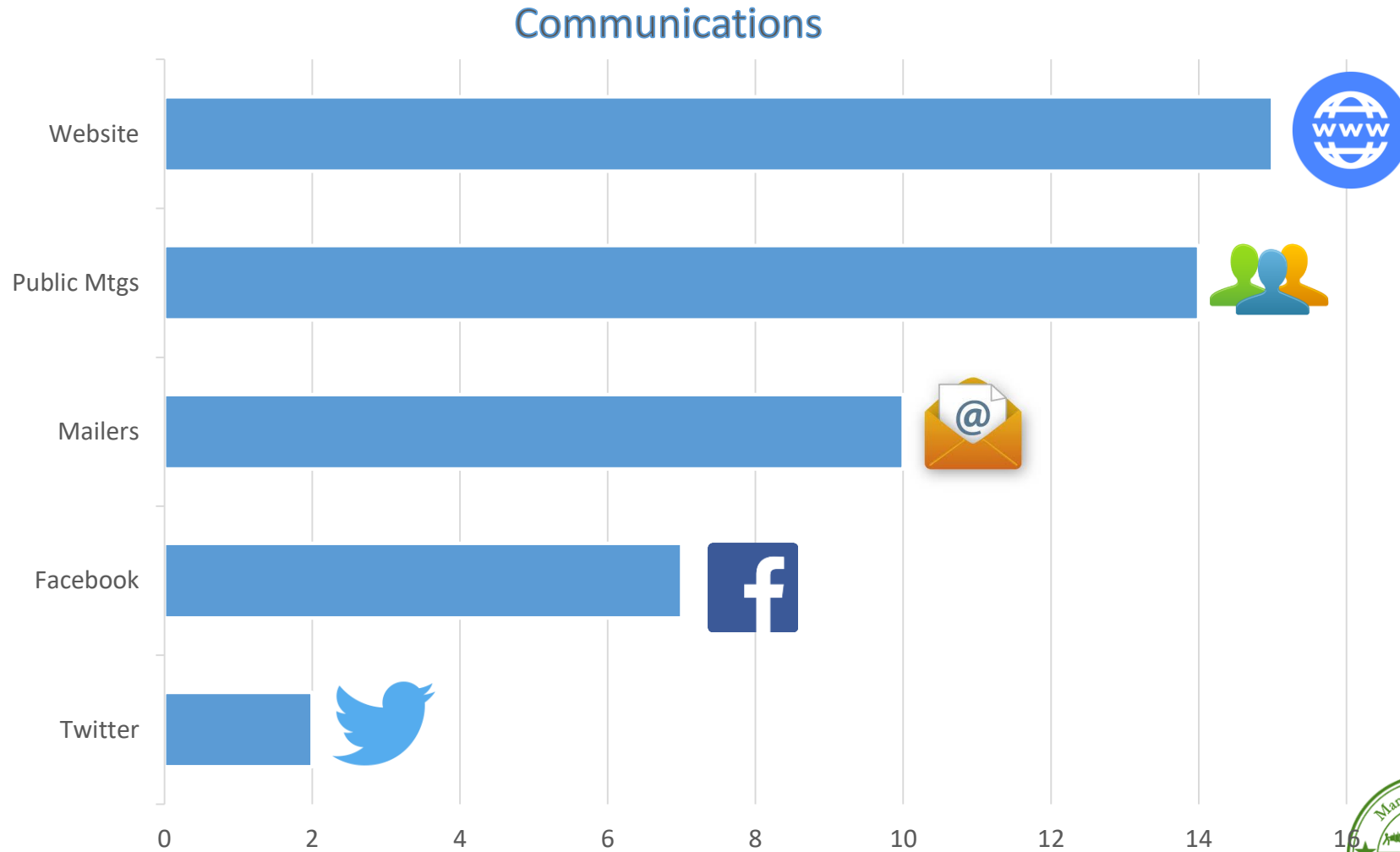
- SBC Meetings – Televised
- Project Website
 - Hosted by MERSD
 - DWMP will provide information to be posted by the District.



9. Communications – Survey Results



9. Communications – Survey Results



10. Working Groups Discussion/Briefing

- A working group can consist of SBC members or resident experts
- Attendance should not generate a quorum
- Intended to make best use of SBC Meeting time

Designer Selection (Proposal Review) - 10 votes

Financial (Budget, Borrowing, Bonding) - 2 votes

Educational (Programming/Learning Technology) - 7 votes

Facilities Assessment (Ex. Conditions, Maint.) - 7 votes

Public Relations - 8 votes

Green Buildings and Sustainability Initiatives - 6 votes



11. Review/Responses to SBC Questionnaire

“**Designing**/building a school that meets the needs of the district and the taxpayers.”

“**Educational program** for students -- innovative and current to prepare students for a dynamic and ever-changing world”

“**Budget**, sustainability (maintenance and green construction) and a final product that will be serviceable, both physically and programmatically, for many years.”

“Being proactive on **budget** management and communications. Ensuring quality construction. Sensitivity to needs of multiple constituencies. Timely follow up from partners (OPM, Designer, Contractor). Detailed record keeping.”

“**Cost** efficiency -- the Essex Elementary School will be next so both towns have to see that this can be done within a reasonable budget and in a way that does not prevent/preclude or substantially delay a future redo of EES”

“**Design** and **cost** are the two top items of most importance. Because of the constrained site conditions, the building layout and configuration are or paramount concern to assure the mandates of the Ed program are met.”

“To strike a compromise: between **program** and **cost**; energy efficiency and simplicity; design and pragmatism.”

“A building designed to support **21st century learning**, a building process that is sensitive to the needs of the current school while in operation, flexibility of design (ie. grade level configurations can change from year to year), traffic flow/patterns, parking, etc.”

“Balance! I want a good learning environment for students and staff that does not **cost** so much it is called Taj Mahal.”

“Building what we need (not more than we need), on time and on **budget**; Ensuring that design meets educational needs; Ensuring that we go to the towns knowing that we will get a YES vote for Construction”

“**21st Century learning**, architecture conducive to learning and collaboration, cost efficiency, scheduling”

“**Excellence of the overall project**, resolving any political differences between Essex and Manchester regarding cost, keeping the existing auditorium, not reducing size of the existing gymnasium”



12. Project Goals Discussion/Briefing

- Goals are brief, positive, written statements about what ***YOU*** want to accomplish
- Keep the SBC focused
- **Agree** to accomplish & **Why** it is important



12. Project Goals Discussion/Briefing

- Brainstorm
- Refine & Refine
- Develop a Consensus



13. Next Meetings

- **4/26/17 SBC Meeting No. 2** *Designer RFS Update, Working Groups Update, Goals Brainstorm, F&S timeline update*
- **5/9/17 SBC Meeting No. 3** *SBC Designer discussion, Working Group Updates, Schedule Update, Refine Goals*
- **6/6/17 MSBA Meeting** *Designer Selection Panel. 6/20/17 MSBA Interview, if required*
- **6/13/17 SBC Meeting No. 4** *Designer Kick-off, Working Groups Update, Goals Established*
- **7/11/17 SBC Meeting No. 5** *Backup designer kickoff or designer update*



14. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting



15. Public Comments



15. Adjourn

