



OPM UPDATE REPORT

PROJECT: Smith Elementary School, Danvers

DATE: August 3, 2018

Designer	Tappe Architects	Project Phase	Feasibility Study
Facility Type	Elementary School (Grades K-5)	Current MSBA Phase	Module #3 (PSR)
Construction Type	TBD	MSBA Board Vote	December 2018
Building Size	83,050 SF (approx.)	MSBA Funding	Currently 50.58% of eligible costs
Enrollment Projection	465 students	Construction Method	CMR (C149A)

Recent Project Milestones:

Preferred Schematic Report (Second Half of MSBA Feasibility Study): (MSBA Module #3)

- PSR submitted to MSBA 6/6/18
- MSBA's PSR review comments received on 7/17/18
 - MSBA did not have many comments on the submission and thanked the team for its thoroughness. MSBA questions asked for more detail on the project budget, need for flow tests, Mass. Historic Application, zoning setbacks/limitations, and use of project areas.
- MSBA Facilities Assessment Subcommittee (FAS) Meeting on 7/25/18
- Project team responded to MSBA review comments on 7/31/18

Recent Meetings:

The following list summarizes recent project meetings:

- Smith School Faculty Programming Meeting: 6/12/18
- Project Briefing w/ Asst. TM: 6/14/18
- Design Meeting w/ Educators: 6/20/18 (*Summarized below*)
- Preliminary Budget Meeting #1: 7/9/18
- Preliminary Budget Meeting #2: 7/18/18
- MSBA FAS Meeting: 7/25/18 (*Summarized below and incorporated into Tappe's presentation*)
- DTAC Meeting: 7/26/18 (*Summarized below and incorporated into Tappe's presentation*)
- Abutter Meeting: 8/1/18

Significant Notes / Follow-up Items from Recent Meetings:

6/20/18 Educators Meeting:

- Discussed drop-off lanes and loading dock location. Came to consensus that current locations are safest and preferred.
- Discussed drawbacks of flipping Gym/Cafeteria. DPS agrees with Tappe/PMA that this is not desirable.
- Discussed budget and project team inquired about reducing classroom sizes. DPS not comfortable with making classrooms any smaller. Asked to find cost savings elsewhere.
- Discussed "chill out" areas for special education spaces. DPS expressed desire for flexibility in case practices change in the future.
- Discussed STEAM room, and new librarian's role/needs.
- Discussed teacher planning rooms and shading for classroom interior glazing.
- Discussed flexible hallway spaces, staff dining area, and cafeteria layout (round tables desired, etc.)

7/25/18 MSBA FAS Meeting:

- Superintendent Dana and Charlie Hay of Tappe presented the project to the MSBA. Lisa spoke to the educational visioning sessions, key educational program goals/highlights (K-2 and 3-5 arrangement, student collaboration, social/emotional learning, student engagement, etc.) and discussed how the proposed design incorporates elements of the education plan via flexible learning spaces and having a learning commons.

- Charlie began by speaking to the PDP process, future redistricting and capacity analyses done at other Danvers Elementary Schools. Continued discussing the PSR process, public zoning of school, site configuration, flexible classroom arrangement, and treating grades K and 5 as transition years.
- Tappe’s presentation included slides showing the following: Site plans, building plans, phasing and construction logistics plans, classroom pod views, adjacency/site transportation diagrams, preliminary budget, and project schedule.
- MSBA staff asked various questions and commented on the following topics:
 - Would like to see more shade on west side of building.
 - Accessibility, instrument storage in music rooms, adapted PE or OT/PT for “fragile or sound sensitive” students.
 - Managing maker’s spaces, art room, kiln space.
 - Access for students to do work in wetlands.
 - Opportunities for future expansion.

7/26/18 DTAC Meeting: *(Please refer to Tappe’s presentation for further information.)*

- Prior to this meeting, Tappe and their Traffic Engineer (HSH) provided the traffic analyses to DTAC & the BETA Group for their review and preliminary questions. HSH responded to all questions to the satisfaction of DTAC/BETA prior to the meeting and incorporated their suggestions into the presentation.
- Tappe and HSH presented to the DTAC at a meeting that was well-attended by Smith School abutters and Town representatives. DTAC confirmed that they have no major concerns regarding the proposed plans at this time.
- Neighbors expressed concerns related to crossing guards, speed of vehicles on Summer Street, and concerns with the proposed plans (building blocks view of field, no path to the field, field parking, sidewalks for walkers, dropoff locations, etc.).
 - School representatives explained that additional crossing guards and staff at pickup/drop-off times will be used to accommodate the additional students on site, and pointed out that field visitors currently need to walk a further path than what is proposed.
 - Danvers Police Lieutenant Bettencourt addressed traffic control and field parking questions, stating that the DPD keeps clubs liable to ensure that they park in the designated areas. This has been successful after the MS and HS projects in Town.
 - The DTAC chair stated that these do not appear to be significant concerns.
 - David Lane committed to considering adding new sidewalks on Lobao to connect to the proposed sidewalk that will be added as part of the project.
- An abutter asked if the proposed staff parking lot can be used instead as a bus dropoff loop.
 - David Lane explained that the turning radii of busses may make this difficult, and this may limit parking; however, David committed to having Tappe investigate.

Next Steps with MSBA: Module 4 – Schematic Design:

Deliverables for the Schematic Design will include more detailed site plans, floor plans, building sections, and building elevations, identify major systems and materials, and more detailed computer images, renderings, and models. From this effort, more detailed construction cost estimates will also be performed and the total project budget will be established.

Work and design elements that will be further developed include, but are not limited to, the following:

- Room Data Sheets
- Schematic Exterior Building Elevations
- Narrative Building Systems Descriptions (MEP, FP, security, IT) and Outline Specifications
- Preliminary Summary of Ineligible Spaces
- LEED Updates and Checklist
- FF&E Specification and Estimate
- Value Engineering Plan for Detailed Design
- Total Project Budget (Form 3011) (includes preliminary summary of ineligible costs)
- Construction Estimate; UniFormat II, Level 3
- Updated Project Cash Flow
- Updated Project Schedule

Department of Elementary & Secondary School (DESE) Submission shall include the following:

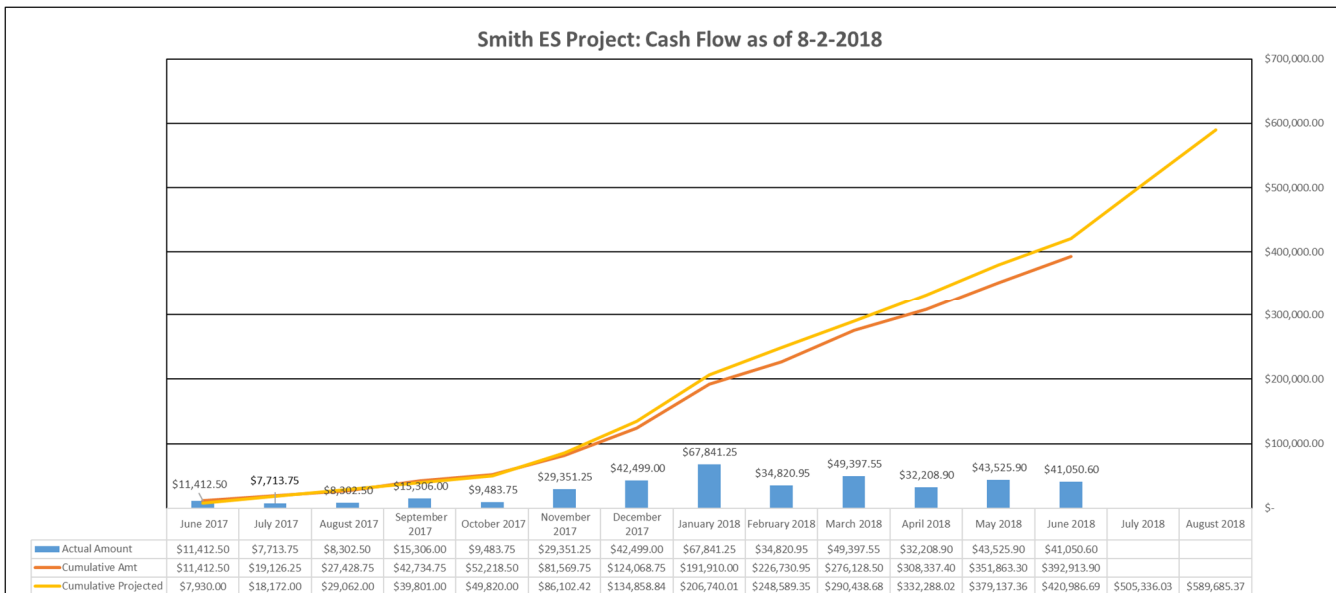
- Special Education Delivery Methodology
- Updated & Signed Educational Space Summary
- Updated Floor Plans showing integrated locations of DESE spaces.

CMR Procurement:

CMR Procurement/Selection is multi-step process consisting of the following:

- Submit CMR Application to OIG.
 - Application is mostly complete. Need to fill in SBC experience with CMR (if any) & receive Town Counsel and Town Manager signature once application is completed.
- Establish Prequalification & Selection Committees (can be the same members)
 - 1 OPM and 1 Design representative, minimum of 2 representatives from the Town
- Request for Qualifications (RFQ)
 - RFQ responses reviewed, at least 3 firms must be prequalified (by committee)
- Request for Proposals (RFP)
 - Issue RFP to prequalified CMR firms
 - CMR site visit
 - Issue addenda (formal response to questions asked)
 - Receive CMR Proposals (Pricing & Non-pricing) from prequalified firms and verify that statutory requirements are met
- Select Appropriate CMR Firm
 - Evaluate CMR Proposals based on predetermined scoring criteria (keeps review process uniform)
 - Price Proposal
 - Non-Price Proposal: References, relevant project experience, management, etc.
 - Selection Committee reviews and establishes ranking
 - Interview firms (if interviewing one firm, must interview all. PMA typically recommends interviewing)
 - Establish final ranking after interview and price reviews
 - Notice of intent to award to selected CMR
 - Negotiate fee
 - Final legal counsel review of contract for preconstruction services
 - Execute contract

Current Cash Flow:



MSBA Grants:

- Reimbursements to date = \$155,957
- Pending Reimbursements = \$42,779

Note: **100%** of requested reimbursements to MSBA have been received to date.