

School Building Committee

Thursday, November 3, 2022, 6-7 p.m.

Location: Virtual or in-person at 57 Suffolk St, 1st floor, if you RSVP to elinville@hps.holyoke.ma.us

Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>

Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

Please let Erin Linville know by Wed 11/2 AM if you plan to be in person

Meeting Objectives:

- Discuss designer applications
- Finalize Interview Questions and review expectations for Nov. 17th meeting

Attendees:

- *School Building Committee Members:* Josh Garcia, Anthony Soto, Whitney Anderson, Erin Brunelle, Mark Lubold, Jaime Morrow, Kathy Ortiz, Jessica Perella, Reina Lorenzi, Peter Tallman, Debra Vega, David Yos
 - Missing: Kenia Davila, Jackie Glasheen,
- *Working Group Members:* Ron Collamore, Wendy Weiss, Ysaaca Axelrod
- *Additional Community Members:* n/a
- *Additional Staff:* Erin Linville, Margaret Wood, Interpreters

To Prepare for this meeting:

- Review [Comparison of Designer Applications](#) (this is the chart that Margaret copy/pasted into her 10/28 email)
- Review [Designer applications](#) (this is the dropbox link from Margaret)
 - Tips for reviewing
 - Focus on the resume of the project leader
 - Closely review Section 6 of each application which describes all of the consultants who are on each team. The architect comes with a big team of consultants who they manage to produce the design and construction documents and it is their work as well as the designers which must be updated to reflect design changes.
- Review the **proposed common interview questions** (this is the “clean” version that Margaret worked on after our input last meeting)
- Reminder: [Selection Timeline](#)
- <FYI> [Background materials](#)

Time	Mins.	Topic	Owner
6:00	5	Welcome and Public Comment FYI: Members of the public wishing to submit public comments can email erinfontainebrunelle@gmail.com no later than 3:00 p.m. on the day of the meeting to request the opportunity to speak for up to 2 minutes or to request a written statement be read aloud. No public comment	Erin Brunelle
6:05	35	Discuss designer applications	Margaret

6:40	15	Finalize Interview Questions and review expectations for Nov. 17th meeting	Margaret
6:55	5	<p>Review next steps from last meeting or other Notes</p> <ul style="list-style-type: none"> ● Approve SBC meeting minutes from the October 20th meeting. ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Action: Anthony will see if there are any students interested in serving on the School Building Committee ● Next Meetings: <ul style="list-style-type: none"> ○ Thursday, November 17, 5 p.m. <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p> <ul style="list-style-type: none"> ● 	Erin Brunelle
		<p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● 11/17 - interviews ● Late Nov / Dec - updated financial forecast 	

Designer Selection Timeline

Optional Site Visit	10/20/22 at 10:00am (Margaret, Whitney, Erin L. will be in attendance)
Deadline for questions	10/21/22 at 3:00pm
Deadline for proposals	10/27/22 at 3:00pm
Committee reviews proposals	11/3/22 at 6:00 p.m. during the SBC meeting
Short-listed firms notified	11/4/22
Interviews	11/17/22 beginning at 6:00 p.m. during the SBC meeting

Firms Invited

- DiNisco Design for the building design of the Lexington, Estabrook Elementary School and/or the Lexington, Hastings Elementary School;
- Flansburgh Architects for the building design of the Norfolk, Freeman-Kennedy Elementary School and/or the West Bridgewater Middle/High School;
- Mount Vernon Group Architects for the building design of the Athol Community Elementary School and/or the New Bedford, Lincoln Elementary School; and,
- Raymond Design Associates for the building design of the Burlington, Memorial Elementary School and/or the Uxbridge High School.

Email from Dinisco Designs on 9/29 to the MSBA

Dear John and Elena,

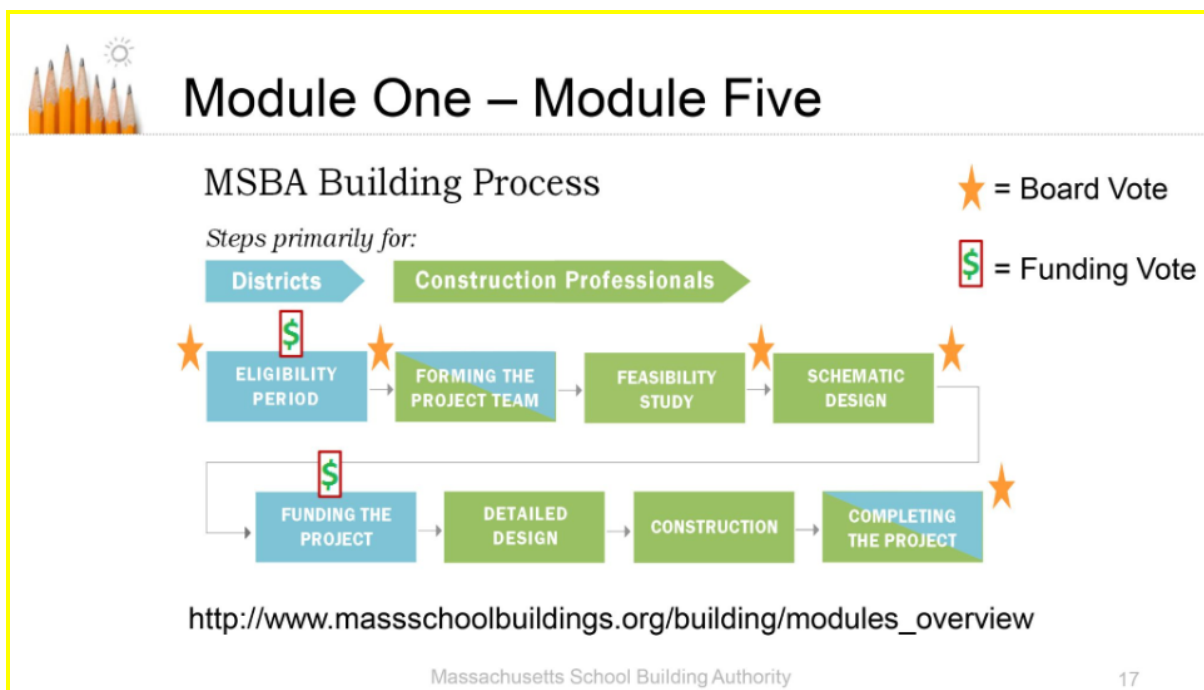
Thank you very much for thinking of DiNisco Design for a potential model school for the Peck Middle School project. After quickly reviewing the information you provided, we do not believe the Estabrook or Hastings Schools would be easily adaptable to accommodate the middle school programming for the Peck Middle School.

In addition, the Estabrook School was designed in 2011-12 and there would be significant changes required to bring the design up to code (with the new code coming shortly).

We wish Holyoke the best of success with their new school project.

Donna

See MSBA Modules Visual below.



Module 1: Eligibility

Module 2: Project Team (procure the services of the Owner’s Project Manager and Designer)

Module 3: Feasibility (document the educational program & existing conditions, generate an initial space summary, establish design parameters, evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution / submit two reports: a Preliminary Design Program and a Preferred Schematic Report)

Module 4: Schematic Design (develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project)

Module 5: Project Scope and Budget and Project Funding Agreements (establish the project scope, budget, schedule, and MSBA financial participation / after approval by MSBA, enter into a Project Funding Agreement)

Module 6: Design Development, Construction Documentation, and Bidding (advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the aProject Funding Agreement)

Module 7: Construction Administration (MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement)

Module 8: Project Closeout (MSBA performs final audit to determine final total grant amounts and make final payment)