



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Thursday, November 17, 2022, 5-9 p.m.
 Location: Virtual only
 Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>
 Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

- Meeting Objectives:**
- Interview designers/architects
 - Select designer/architect

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

- To Prepare for this meeting:**
- <For reference> [Comparison of Designer Applications](#)
 - <For reference> [Designer applications](#)
 - Review the [interview questions](#)
 - Review [program area summary](#) (Still waiting for Mount Vernon Group - should have by 11/11)
 - <For reference> [11/3 Design Fees Tutorial by Margaret Wood](#)
 - <For reference> [Selection Timeline](#)
 - <FYI> [Letter to Atty Berquoist about selection process for OPM \(required by MSBA\)](#)
 - <FYI> [Background materials](#)

Time	Mins.	Topic	Owner
		ARRIVE BY 4:55 P.M. WE WILL START PROMPTLY AT 5 P.M.	
5:00	50	Interview Designer: Mount Vernon Group (Frank Tedesco)	Margaret Wood Josh Garcia Erin Brunelle
5:50	10	Break	
6:00	50	Interview Designer: Flansburg (Kent Kovac)	Margaret Wood Josh Garcia Erin Brunelle
6:50	10	Break	

7:00	50	Interview Designer: Jones Whitsett (Dorrie Brooks, Kristian Whitsett)	Margaret Wood Josh Garcia Erin Brunelle
7:50	10	Break	
8:00	5	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.	Erin Brunelle
8:05	45	Discuss interviews and applications and vote on preferred designer	Margaret Wood Josh Garcia Erin Brunelle
8:50	10	Review next steps from last meeting or other Notes <ul style="list-style-type: none"> ● Approve SBC meeting minutes from the November 3rd meeting. <ul style="list-style-type: none"> ○ ● 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, December 3 <ul style="list-style-type: none"> ■ What will we want to talk about? <ul style="list-style-type: none"> ● updated financial forecast? ● Next steps with designer? <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p>	Erin Brunelle
		Possible Topics for Future Meetings <ul style="list-style-type: none"> ● 11/17 - interviews ● Late Nov / Dec - updated financial forecast <p>Parking Lot for Discussion later</p> <ul style="list-style-type: none"> ● Location and quantity of bathroom fixtures ● Parking along Crosier Field ● Protected outdoor space for waiting (Jackie, in response to a concern from Camilia) 	

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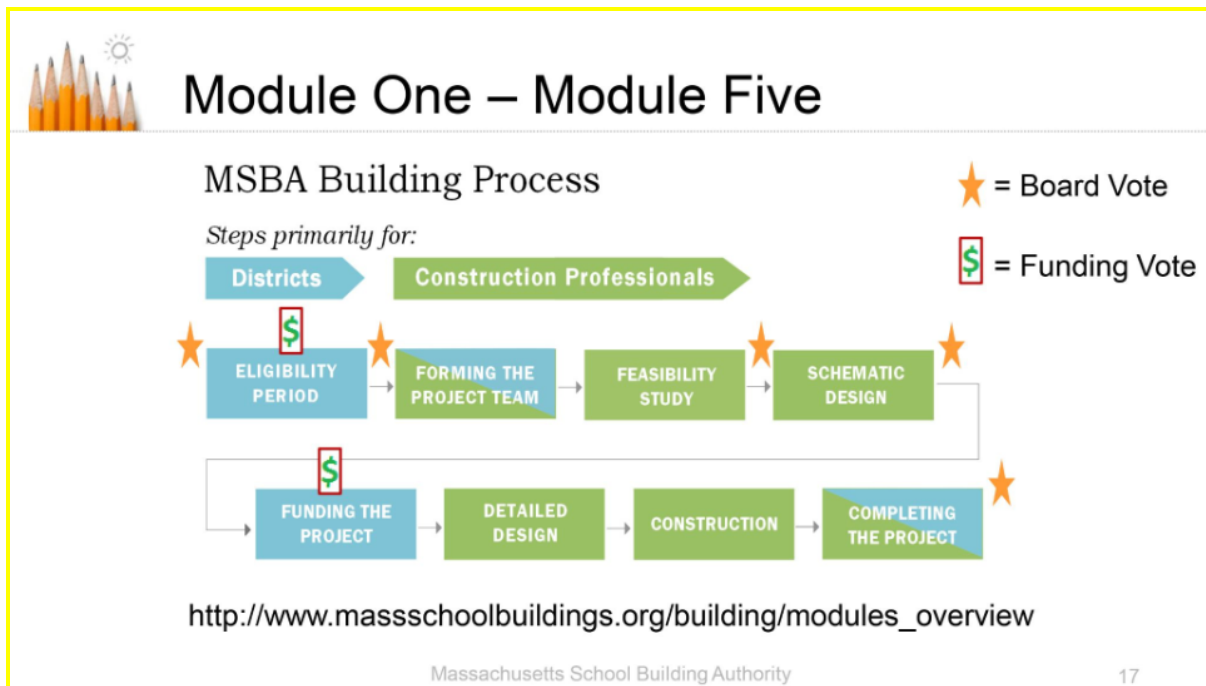
Designer Selection Timeline

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.

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)