



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Thursday, December 15, 2023 at 6 p.m.
 Location: Virtual or in person at 57 Suffolk (Email Erin by Wed morning if you want to be in-person)
 Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>
 Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

- Meeting Objectives:**
- Participate in Round 2 Interview with MVG
 - Discuss Goodnow School (Marlborough) site visit, MVG references, reimbursement details, and other outstanding items
 - <Tentative> Rank firms and vote on the designer in which to proceed for negotiation

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

- To Prepare for this meeting:**
- Review the [questions that the designer](#) has been asked to prepare answers to for a second interview
 - Review 11/17 SBC [meeting minutes](#) and [12/1 meeting minutes](#)
 - Review notes from [MVG reference calls](#) (will be completed by EOD Thursday by Whitney, Reina and Erin)
 - If possible, walk outside the Peck building to refresh your memory on the site constraints
 - <FYI> [Background materials](#) (including the links from the 11/17 meeting)

Time	Mins.	Topic	Owner
6:00	5	<p>Welcome and Public Comment</p> <p>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.</p>	Erin Brunelle
6:05	60	<p>Participate in Round 2 Interview with Mount Vernon Group (MVG)</p> <ul style="list-style-type: none"> ● Frank Tedesco, Hugo Coutinho, Dennis Daly 	Margaret Wood
7:05	25	<p>Discuss Goodnow School (Marlborough) site visit, MVG references, reimbursement details, and other outstanding items</p>	Margaret Wood

7:30	20	<Tentative> Rank firms and vote on the designer in which to proceed for negotiation	Margaret Wood
7:50	10	<p>Review next steps from last meeting or other Notes</p> <ul style="list-style-type: none"> ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ All - Review meeting minutes from 11/17 (ready for review) and 12/1 (only partially completed as of right now) ○ Margaret to send Erin Linville a sample template for references. - done ○ All - If you're willing to do reference checks, email Erin Linville ASAP. Otherwise, MArgaret, Erin Linville and/or Whitney will do them before December 15. ○ Margaret to ask MVG and JWA if we can tour one of their schools (Marlborough location for MVG) by Dec. 15th. Then she will send out a doodle poll. ○ Margaret to invite MVG and JWA to attend the Dec. 15th meeting to answer follow-up questions, especially around a similar cost estimate and schedule. Need to be comprehensive with costs - "all in" (e.g. not just building, but also site design) and need to use current dollars or mid-point of construction dollars ● Next Meetings: <ul style="list-style-type: none"> ○ Thursday, January 5th <ul style="list-style-type: none"> ■ Note: Erin Linville is off this day and will need someone else to run tech ■ Purpose: Provide an update on designer selection process and if available, proposed approach for the schematic design ○ Thursday, January 19th ○ Other Items <ul style="list-style-type: none"> ■ updated financial forecast? <p>Other Notes</p> <p>Next Steps</p>	Erin Brunelle
		<p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● Early Jan - 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) 	

		<ul style="list-style-type: none">● Outdoor spaces for physical activity and learning (Mark Lubold)	
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Questions for Designers

- Describe in detail what you anticipate for construction cost. Include your understanding of likely demolition, site costs and construction cost and escalation to the mid-point of construction and state your escalation assumption. Participation by your estimator is preferred: if they are not able to attend, written responses on their letterhead should be provided.
- Describe in more detail how your building works, in plan and section, with the site. Include accessible approaches to secure public entry for school use and after school use.
- Assuming the following, provide a revised schedule for the project.
 - The City cannot authorize the designer to proceed with Schematic Design until a contract is executed.
 - The City cannot authorize the designer to proceed with Detailed Design until the City Council authorizes funding no later than May 31st, 2023.
 - The City may choose not to authorize demolition until the entire project has been bid (i.e. provide an alternate schedule where demolition and construction are bid together rather than in sequence).

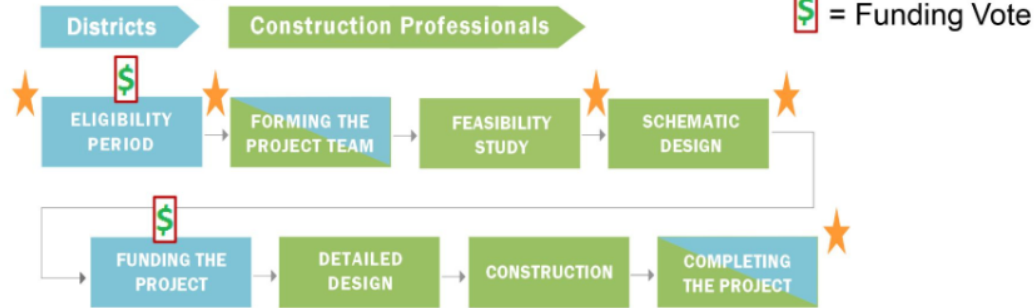
See MSBA Modules Visual below.



Module One – Module Five

MSBA Building Process

Steps primarily for:



http://www.massschoolbuildings.org/building/modules_overview

Massachusetts School Building Authority

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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)