

## Meeting Minutes

Name of Committee: Pierce School Building Committee

Meeting Date: 18 June 2020 Time: 11:00 a.m. Meeting Location: WebEx

Minutes Approved: 06 October 2020

Attendees: B. Greene, M. Kleckner, H. Charlupski, S. Federspiel, K. Kaplan, C. Simmons, L. Ryan Miller, A. Williams, N. Zuker, M. Goff, C. Levin, T. Guigli

Next Meeting: 6 October 2020, 8:00 a.m., Location TBD.

Topic: Meeting Minutes – *Meeting Minutes of 22 April 2020 unanimously approved by roll call vote (with two abstentions Greene and Goff).*

Topic: Update on Owners Project Manager (OPM) selection

T. Guigli presented the Pierce School Project Request for Services (RFS) for the Owner’s Project Manager (OPM), and described the schedule for procurement including the goal of presenting the Town’s choice to the Massachusetts School Building Authority (MSBA) at their OPM Board Meeting of 3 August 2020. It is an aggressive schedule and staff from the Building Department, School Department and Purchasing worked together in the crafting of the RFS and the processes and schedule of procurement. In addition, staff have been in communication with the MSBA as needed. The Office of the Massachusetts Inspector General (IG) requires that public awarding authorities establish a process for designer selection that is in keeping with their guidelines. The Town of Brookline addresses it via a “Committee of Seven” per the By-Laws. The IG requires that selection of an OPM follow the designer selection process(es). At its meeting on Tuesday 16 June 2020 the Select Board appointed said Committee of Seven for the Pierce OPM Selection.

The RFS was advertised in the Commonwealth of Massachusetts Central Register on 3 June 2020 and in the Brookline TAB on 4 June 2020 to fulfill the requirements of the IG office in terms of advertising; to include a local newspaper. In addition, it was posted on COMMBUYS. Proposals from interested parties are due 18 June 2020 at 2:00 p.m. local time. The Committee of Seven is scheduled to meet on Wednesday 24 June 2020 to rank the proposals so received and to short-list firms for interviews which will happen on 30 June 2020, so that negotiations with the finalist for a contract can be completed prior to the 8 July 2020 deadline to submit the entire package of process, selection and draft contract to the MSBA. If approved by the MSBA at that time, the contract would then be presented to the Town of Brookline boards (Building Commission, School Committee and Select Board) for consideration. In that scenario, the OPM would be under contract sometime in August or September 2020. At that time, the process for designer selection would begin, largely managed by the OPM.

T. Guigli noted there are significant reporting requirements of everything related to this to the MSBA. One of them is approval of the OPM RFS and its advertisement by the Building Committee.

After some discussion Chair Greene made the following motion seconded by H. Charlupski:

*To approve the Pierce School Project Request for Services (RFS) for the Owner’s Project Manager (OPM) which was made available to interested firms on 3 June 2020 and to approve the advertisement of the RFS which appeared in the Massachusetts Central Register on 3 June 2020 and in the Brookline TAB on 4 June 2020.*

*Unanimously approved by roll call vote.*

Topic: Sustainable Design and Design Overall

T. Guigli noted that he believes the design of this project is subject to “fossil free” requirements as determined by Town Meeting. One call-in participant D. Rivers stated her opinion that the project should consider going beyond “fossil free” and explore and consider other sustainable approaches as well. She further asked that sustainable design be emphasized in the procurement of the design team. It was agreed she would share information with Town staff for further review.

Further discussion on design included the need to carefully select a designer given the various challenges of the project including sustainability, construction and siting of the existing school, program and fiscal issues.

Topic: Building Committee

H. Charlupski suggested a representative from the Parks and Open Space Commission should be included in the membership of the Committee. In addition there will be a new interim School Superintendent. She will work with the Select Board Office on these changes and the required notification to the MSBA whenever such changes are implemented by the Select Board.

The next meeting of the Building Committee is tentatively scheduled for 6 October 2020 at 8:00 a.m. venue TBD.

Meeting Adjourned at approximately 11:30 a.m.

Respectfully submitted,  
Anthony Guigli  
Project Administrator