

JOHN R. PIERCE SCHOOL – BROOKLINE, MA	MEETING MINUTES Approved October 6, 2020
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PIERCE SCHOOL BUILDING COMMITTEE		September 23, 2020
Location:		Online GoToMeeting
Time:		11:00 AM
Name	Assoc.	Present
Bernard Greene	Voting Member – Committee Chair, Select Board	Y
Melvin Kleckner	Voting Member – Town Administrator	Y
Helen Charlupski	Voting Member – School Committee	Y
Suzanne Federspiel	Voting Member – School Committee	Y
Dr. Jim Marini	Voting Member – Interim Superintendent of Schools	N
Charlie Simmons	Voting Member – Director of Public Buildings	Y
Daniel Bennett	Voting Member – Building Commissioner	Y
Lesley Ryan-Miller	Voting Member – Pierce School Principal	Y
Carol Levin	Voting Member – Advisory Finance Committee	Y
Steve Heikin	Voting Member – Planning Board	N
Ken Kaplan	Voting Member – Building Commission	Y
Aaron Williams	Voting Member – Pierce School Parent	Y
Nurit Zuker	Voting Member – Pierce School Parent	N
Nancy O’Connor	Voting Member – Parks and Recreation Commission	Y
Mary Ellen Normen	Non-Voting Member – Assistant Superintendent of School Administration & Finance	Y
Melissa Goff	Non-Voting Member – Deputy Town Administrator	N
Michelle Herman	Non-Voting Member – Deputy Superintendent	N
Tony Guilgli	Non-Voting Member – Building Department Project Manager	Y
Matt Gillis	Non-Voting Member – School Department Director of Operations	Y
Jim Rogers	LEFTFIELD	Y
Lynn Stapleton	LEFTFIELD	Y
Jen Carlson	LEFTFIELD	Y

The meeting was called to order at 11:15 AM.

Leftfield was introduced as the Owner’s Project Manager (OPM) for the John R. Pierce School Project. Jim Rogers introduced himself as the owner of the company and Project Director for the Pierce Project, Jen Carlson introduced herself as the Project Manager for the project, and Lynn Stapleton introduced herself as an advisor to the Project Team.

Leftfield presented an update on the Pierce Project explaining that the following deadlines provided to the Project Team by the MSBA are tighter than has been typical, but that meeting the dates outlined is very important to keep the project on schedule from the beginning.

- Designer Request for Services (RFS) due to MSBA: 09/24/2020
- Ad placed in Central Register: 10/01/2020
- Ad appears in Central Register: 10/07/2020
- Designer Applications due to District: 11/04/2020
- Designer Applications due to MSBA: 11/12/2020
- DSP Meeting to Review Applications: 12/01/2020

Leftfield explained the MSBA process. The Pierce Project is currently in MSBA Module 2 – Forming the Project Team. Once a Designer is on board, the Project will move into Module 3 – the Feasibility Study, Module 4 – Schematic Design, and then into Module 5 – Funding the Project. From now to a Town Vote at Town Meeting in May 2022 is a 20-month window in which it will be imperative to hit every milestone to stay on track.

Once a Designer is on board, the Project Team will begin assembling a list of potential solutions, begin developing the Educational Program, analyzing the existing conditions of the Pierce School, and conducting preliminary evaluations of all options available. This will be submitted to the MSBA as the Preliminary Design Program (PDP) for their review and comment. From there, the team will narrow the options down to one that is preferred as they dig into each more closely. The Preferred Schematic Report (PSR), a report highlighting the single preferred solution and outlining the process taken to get to that solution, is then submitted to the MSBA for review and voted on by the MSBA Board of Directors (BOD), a board that only meets every other month.

Once a preferred solution is approved by the MSBA BOD, the team moves into Schematic Design (SD) to further develop the solution. This solution will again be submitted to the MSBA for review and voted on by the MSBA BOD. After the SD submission is approved by the MSBA, the project will need to secure funding through a vote at Town Meeting in May 2022.

Leftfield reviewed the MSBA Designer Selection Process that will be used to procure the Designer. The process was adopted by the MSBA to serve as an exemption from the jurisdiction of the Commonwealth Designer Selection Board. The process is required for projects with an estimated construction value to be equal to or greater than \$5m.

The Designer Selection Panel (DSP) is composed of 13 members appointed by the Executive Director of the MSBA with varying areas of expertise, plus 3 members proposed by the Town. These 3 members will include 1 member designated by the School Committee, 1 member that is the superintendent of schools or a designee, 1 member that is the CEO of the Town or a designee. A minimum of 9 members in attendance shall constitute a quorum of the DSP.

Contracts for designer services shall be advertised in a local newspaper and the Central Register at least two weeks before filing deadlines. Prior to filing on any project, Designers are required to file a Master File Brochure to the DSP and update it on an annual basis.

Examples of Selection Criteria within the MSBA's standard Designer RFS include the following: the firm needs to be a qualified Designer within the meaning of M.G.L. Ch. 7C, section 44, they will need a project lead that is MCPPO Certified, they must agree to contract with MBE/WBE businesses at the goal set by the Supplier Diversity Office; the goal set for Pierce is 5.1% MBE / 10% WBE, past project experience and performance, current and future workload, qualifications of personnel and consultants assigned to project, financial stability, and geographical proximity of the firm.

Leftfield explained that the 3-member District DSP participants or any of the MSBA appointed DSP members shall not rank applicants prior to attending the DSP review meeting.

The DSP may request interviews with the highest point total applicants. After interviews are completed, the DSP shall rank the firms in order of qualifications. If the DSP chooses not to conduct interviews, then the DSP shall rank the 3 highest point total firms in order of qualifications. In the event of a tie, the chairperson of the DSP shall determine a procedure to break such tie. Members of the committee expressed that the Town would like to conduct interviews of the top ranked firms.

Leftfield added that If the Town chooses not to proceed with the highest-ranked designer as determined by the DSP, a written justification shall be issued to the DSP and the applicant shall not proceed until they have received written approval to proceed from the Executive Director. The Designer Contract is subject to the approval of the MSBA. More information on the process can be found here: <http://www.massschoolbuildings.org/building/team/dsp>.

Leftfield explained that the Designer RFS that was distributed for the School Building Committee's review on Friday, September 18th was updated from the standard MSBA RFS. All edits to the RFS are made in red text per MSBA guidelines and shall be reviewed and approved by the MSBA prior to being posted publicly on Wednesday, October 7th. The MSBA has requested that a draft be submitted for their review on Thursday, September 24th. The Designer RFS Schedule was reviewed – key dates are noted above and a chart can be found in the presentation materials for this meeting.

The Project Team noted that the Pierce School Building Project Website will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes and presentation materials will be posted to the website as well. To subscribe to project updates, please visit the website: <https://www.brookline.k12.ma.us/Page/2453>.

The meeting was adjourned at 12:00 PM.