



JOHN R. PIERCE SCHOOL

School Building Committee



AGENDA

1. Introductions
2. Vote to approve meeting minutes - June 18, 2020
4. MSBA process
5. Designer procurement process
 - Assignment of Designer Request For Service [RFS] point person
 - Assignment of Designer Selection Panel [DSP] members
6. Look-ahead project schedule / work plan
7. Communication / outreach update
8. Public comment



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Good morning, Mr. Greene:

With the understanding that the executed OPM Contract for the John R. Pierce School is forthcoming, I wanted to provide you with a few target dates for the Designer Selection Panel:

- RFS due to MSBA: September 24, 2020 (two weeks before Ad appears in Central Register)
- Ad placed in “Designer Services” section of Central Register: October 1, 2020
- Ad appears in Central Register: October 7, 2020
- Applications due to District: November 4, 2020
- Applications due to the MSBA: November 12, 2020
- DSP Applications Review: December 1, 2020

Please note that Districts are added to the DSP meeting agenda on a first-come, first-serve basis signified by receipt of the finalized Designer RFS. Please also note that the District will be scheduled to appear at a DSP meeting based on the availability of timeslots for applications/interviews, as determined by the MSBA.

Thank you,

Brittany



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PIERCE SCHOOL FEASIBILITY STUDY BUDGET COMING SOON!

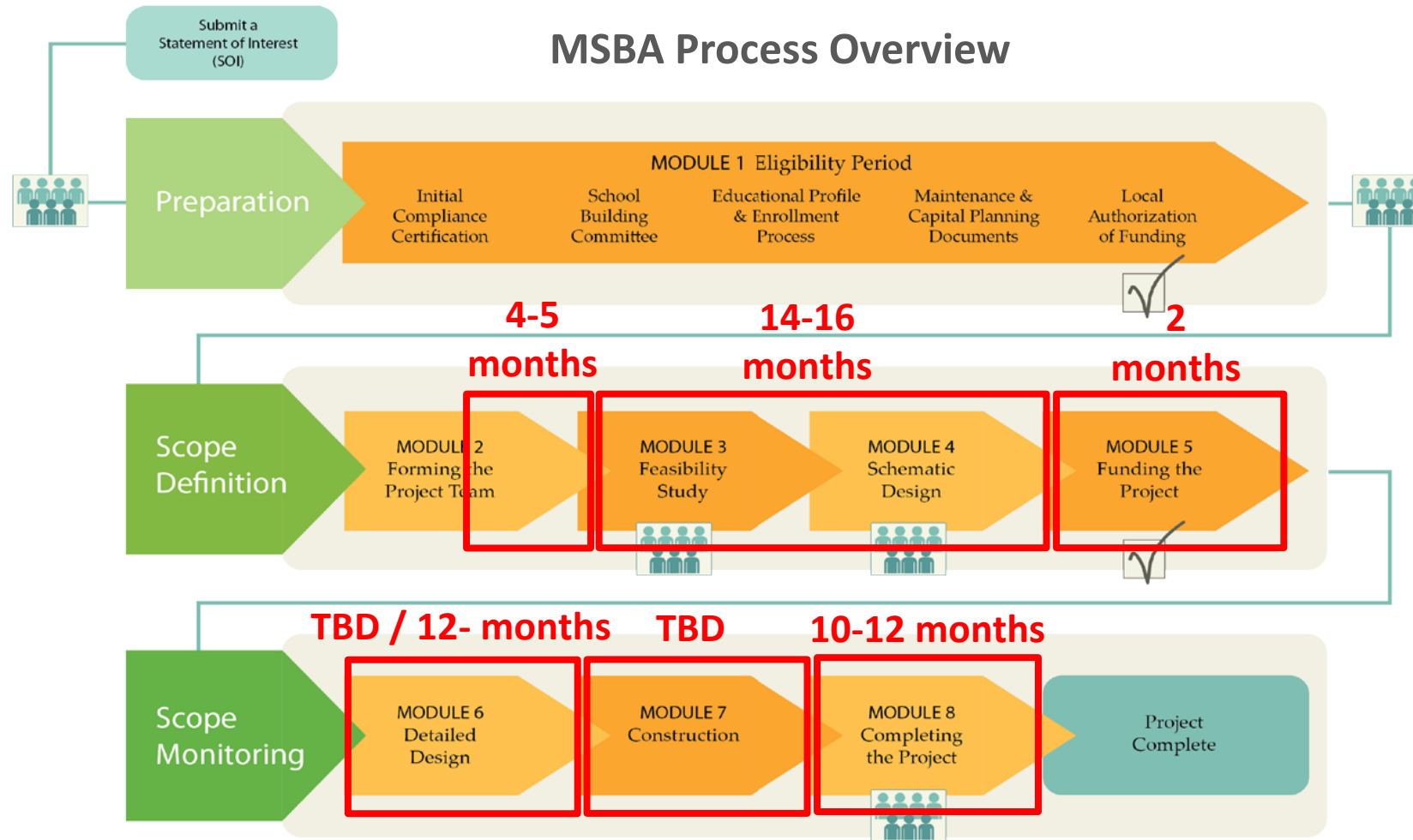
Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 418,348		\$ 418,348	\$ 418,348	100%	\$ 418,348	100%	\$ -	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,252,195		\$ 1,252,195	\$ 1,252,195	100%	\$ 1,252,195	100%	\$ -	
0003-0000	Environmental & Site	\$ 503,494		\$ 503,494	\$ 503,494	100%	\$ 503,494	100%	\$ -	
0004-0000	Other	\$ 10,000		\$ 10,000	\$ 10,000	100%	\$ 10,000	100%	\$ -	
	SUB-TOTAL	\$ 2,184,037	\$ -	\$ 2,184,037	\$ 2,184,037	100%	\$ 2,184,037	100%	\$ -	



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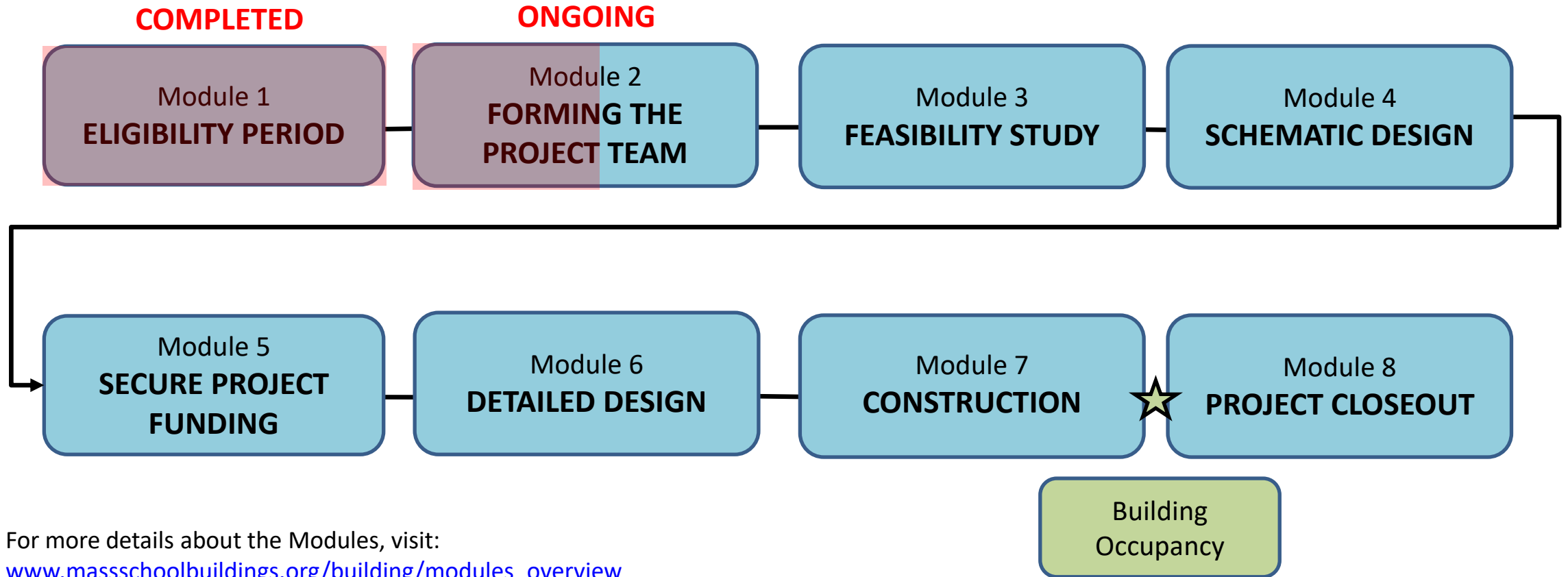
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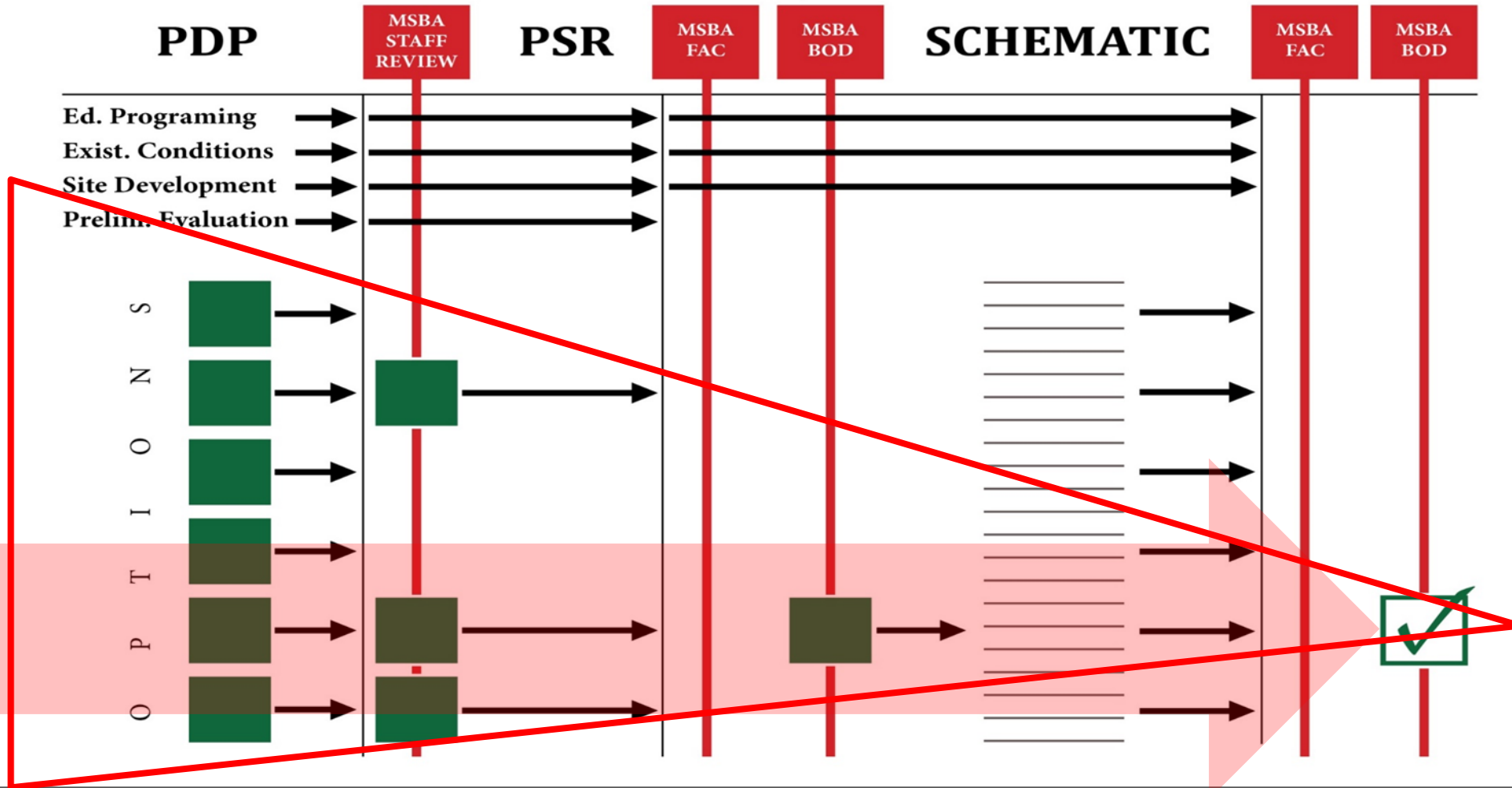
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MSBA Designer Selection Process

1. Introduction
2. Designer Selection Panel
3. Public Notice
4. Master File Brochure and Application
5. Selection Criteria
6. Selection Process
7. Award of Contract
8. RFS overview
9. Schedule of tasks/activities



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MSBA Designer Selection Process

Introduction

- A designer selection process adopted by the MSBA to serve as an exemption from the jurisdiction of the Commonwealth Designer Selection Board.
- Process required for projects with an estimated construction value to be equal to or greater than \$5m.



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MSBA Designer Selection Process

Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of expertise, plus....
- 3 members proposed by the Town
 - *1 member shall be designated by the school committee.*
 - *1 member shall be the superintendent of schools or designee.*
 - *1 member shall be the CEO of the Town or designee.*
- Min. of 9 members shall constitute a quorum.
- Meetings are open to the public and are typically held every two weeks.



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MSBA Designer Selection Process

Public Notice

- Contracts for designer services shall be advertised in a local newspaper and the Central Register at least two weeks before filing deadlines.

Master File Brochure and Application

- Prior to filing on any project Designers are required to file a Master File Brochure to the DSP and update on an annual basis.



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MSBA Designer Selection Process

Selection Criteria

- Qualified Designer within the meaning of M.G.L. Ch. 7C, section 44
- MCPPO certified
- 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 experience /performance
- Workload
- Qualifications of personnel / consultants assigned to the project
- Financial stability
- Geographical proximity of the firm



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MSBA Designer Selection Process

Selection Process

- **The 3-member District DSP participants or any of the MSBA appointed DSP members shall not rank or pre-rank applicants. Rankings shall only occur by vote of the DSP or after interviews (if required by the DSP).**
- Rankings (points assigned) are done via ballot form at the DSP meetings. *Example: number one choice shall receive 3pts, number two choice shall receive 2pts., etc.*
- Ballots are collected and tallied. Total points are read aloud.



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MSBA Designer Selection Process

Selection Process Options

- DSP may request interviews with 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.



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MSBA Designer Selection Process

Award of Contract

- Contract is subject to the approval of the MSBA.
- **If the Applicant (Brookline) chooses not to proceed with the highest ranked designer, 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.**

Additional information on the MSBA selection process can be found at:

<http://www.massschoolbuildings.org/building/team/dsp>



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MSBA Designer Selection Process

RFS overview

- Standard MSBA RFS (Request For Services) shall be utilized.
- Edits to the RFS shall be reviewed and approved by the MSBA prior to public advertising.
- Sample edits:
 - Project background data
 - Specific project goals can be defined
 - Scopes of services can be refined
 - Project specific schedule milestones



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Designer RFS Schedule Outline

Develop RFS

Thursday	Sept 17	LEFTFIELD reaches out to SDO re: MBE/WBE percentage goals
Friday	Sept 18	LEFTFIELD provides SDO with project information
Friday	Sept 18	LEFTFIELD sends DRAFT RFS to SBC for review
Wednesday	Sept 23	SBC Meeting to designate TOB contact and approve RFS
Thursday	Sept 24	LEFTFIELD sends DRAFT RFS to MSBA for review
Thursday	Oct 1	SBC DRAFT RFS comments due to LEFTFIELD by 5:00 pm
Friday	Oct 2	LEFTFIELD sends updated RFS to SBC for final review
Tuesday	Oct 6	SBC votes to approve final RFS



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**Advertisement,
Briefing, Receive
Proposals, Review
and Submit to the
MSBA**

Thursday	Oct 1	LEFTFIELD submits notice to the <u>Central Register</u>
Friday	Oct 2	TOB emails legal notice to <u>The Brookline Tab</u> by 5:00 pm deadline
Tuesday	Oct 6	TOB posts RFP on http://www.brooklinema.gov/Bids.aspx after 5:00 pm
Wednesday	Oct 7	Notice appears in the <u>Central Register</u>
Wednesday	Oct 7	TOB submits notice to <u>COMMBUYS</u>
Thursday	Oct 8	Notice appears in <u>The Brookline Tab</u>
Tuesday	Oct 20	Site Visit at Pierce School, 50 School Street, Brookline, MA at 3:00 PM
Thursday	Oct 22	Issue Addendum on Site Visit include handouts, attendee list and Q & A to date
Monday	Oct 26	Questions, must be received by jcarlson@leftfieldpm.com by 5:00 pm
Wednesday	Oct 28	LEFTFIELD issues Addendum in response to questions, if any, for TOB to post by noon
Wednesday	Nov 4	Proposals, attention Jen Carlson, must be received by 2:00 pm
Tuesday	Nov 10	Selection Committee meets to review Proposals
Thursday	Nov 12	Proposals and Reference Check info due to the MSBA



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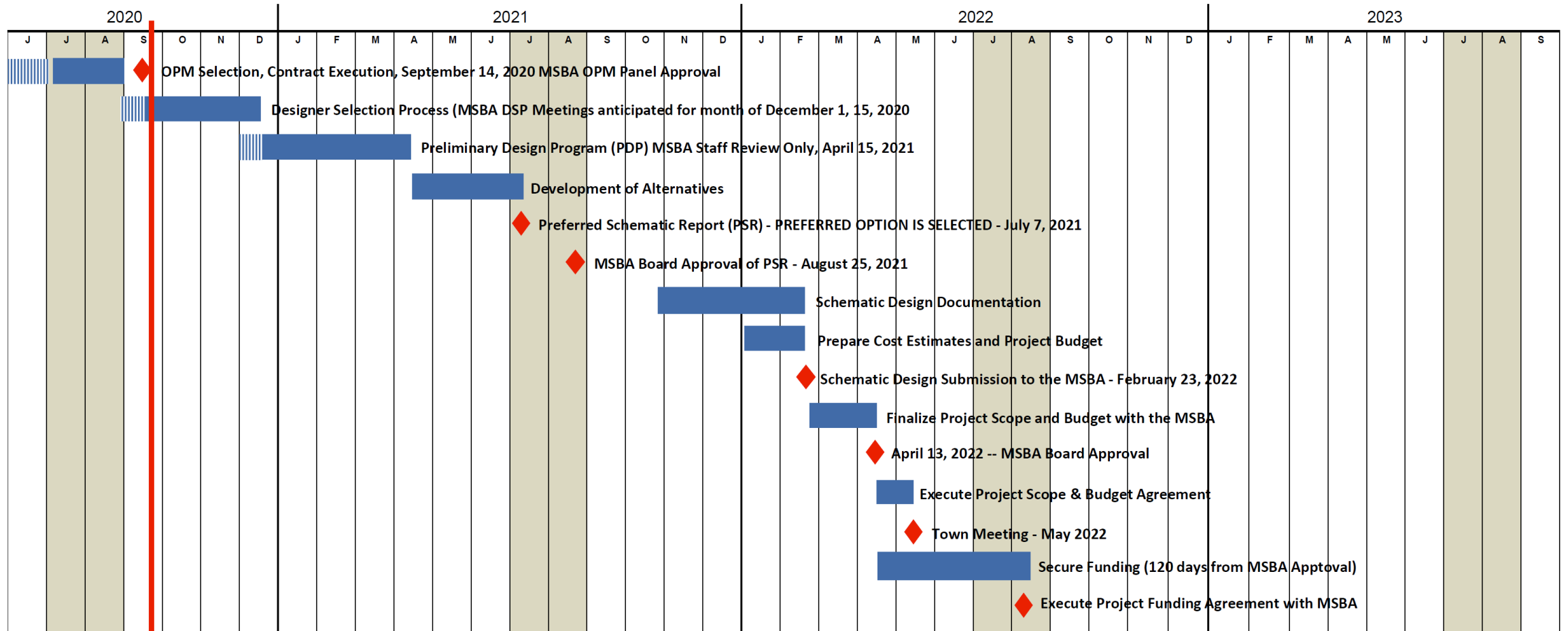
**Attend DSP
Interviews, DSP
Ranking, Contract
Development &
Approvals**

Tuesday	Dec 1	1 st DSP Meeting - Proposal Review
Tuesday	Dec 15	2 nd DSP Meeting – Interviews
Wednesday	Dec 16	DSP issues official ranking and letter
Monday	Jan 4	Complete fee negotiations
Tuesday	Jan 5	SBC votes to recommend contract to Building Commission LEFTFIELD sends contract to Building Commission for review
Tuesday	Jan 12	Building Commission vote to approve Designer Contract
Wednesday	Jan 13	Execute Designer Contract
Friday	Jan 22	LEFTFIELD sends proposed work plan to SBC for review
Tuesday	Jan 26	SBC votes to approve proposed work plan



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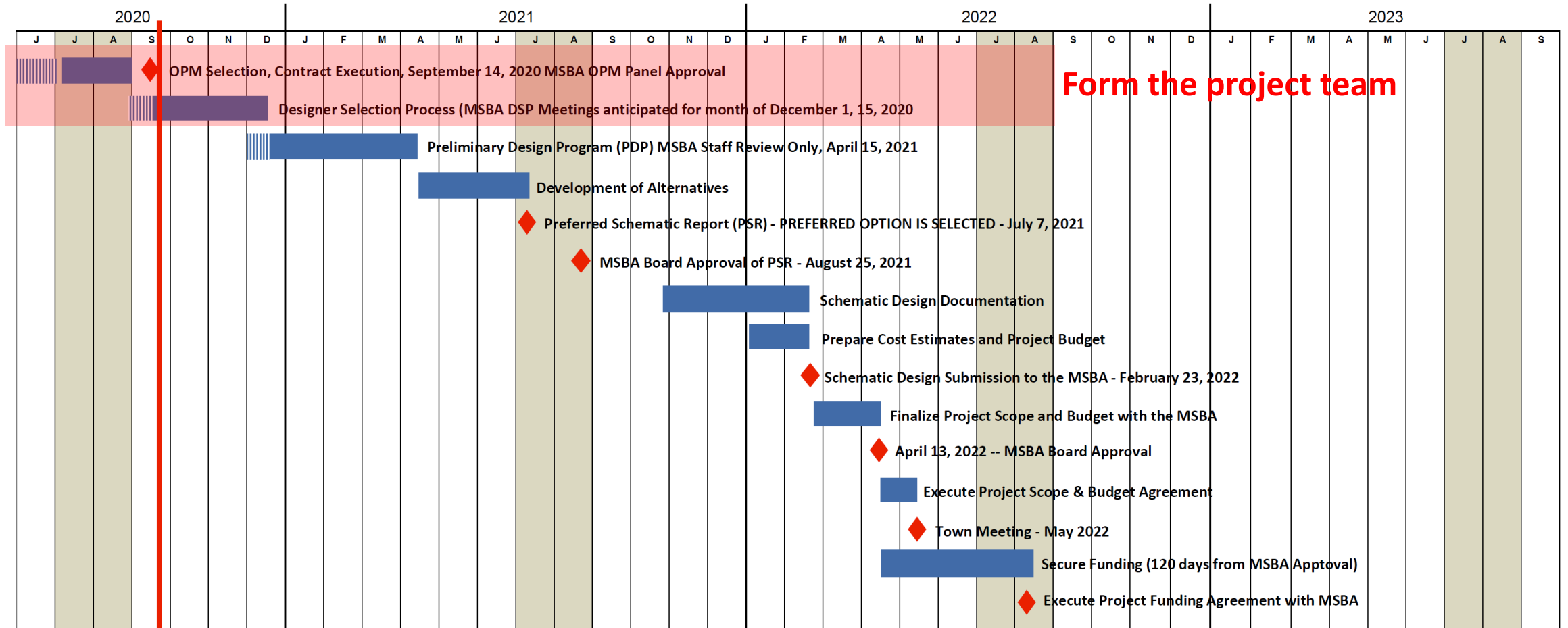
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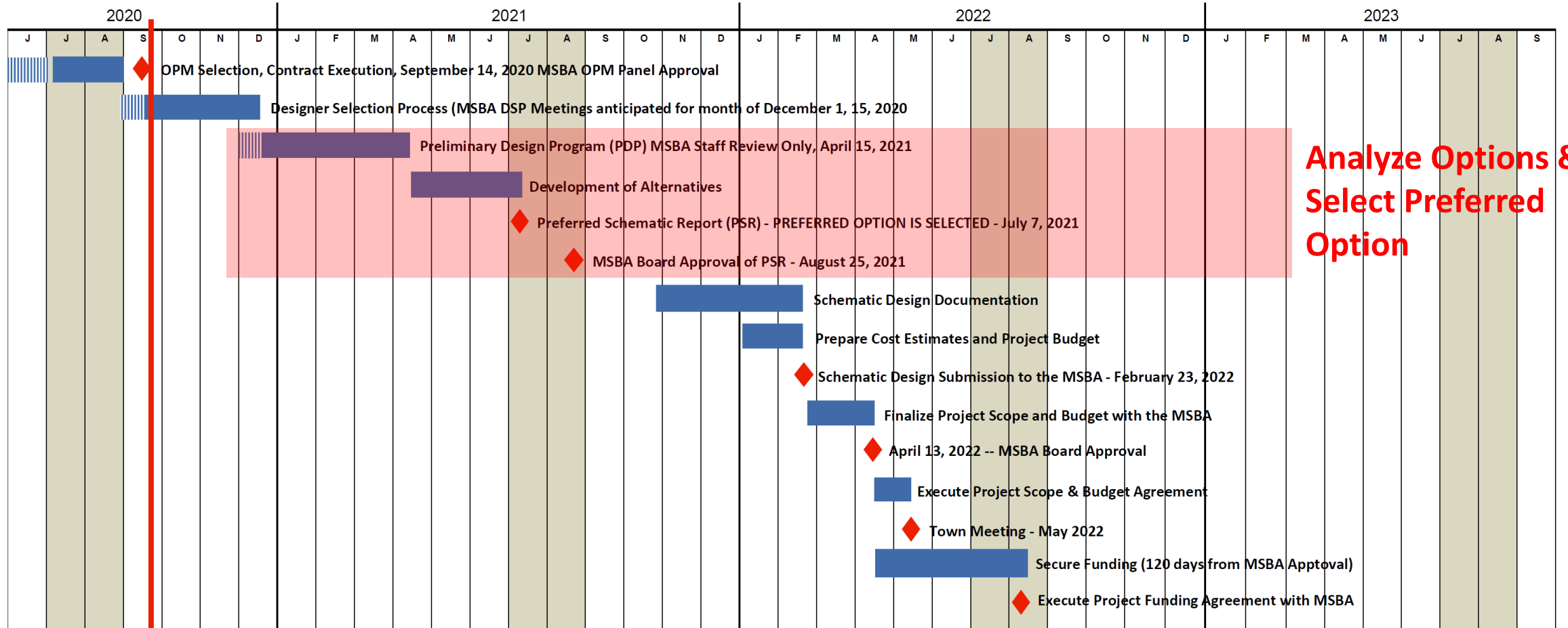
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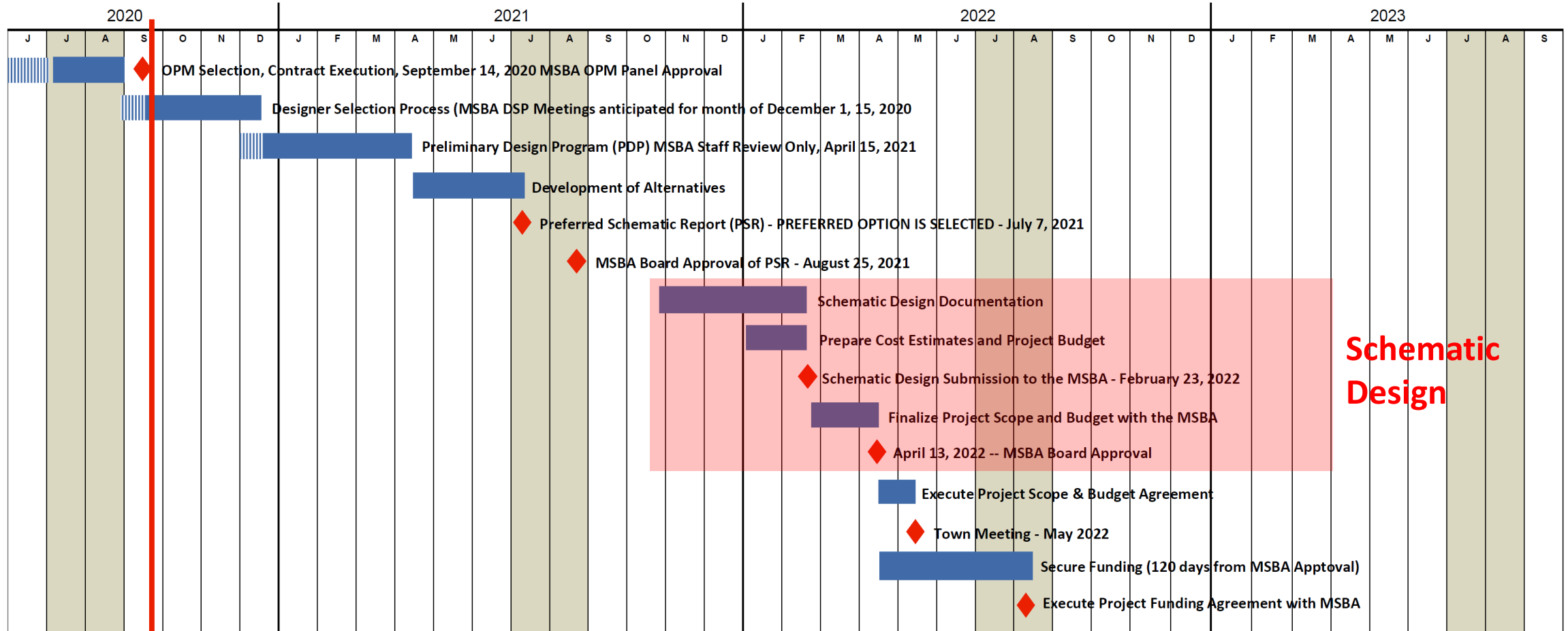
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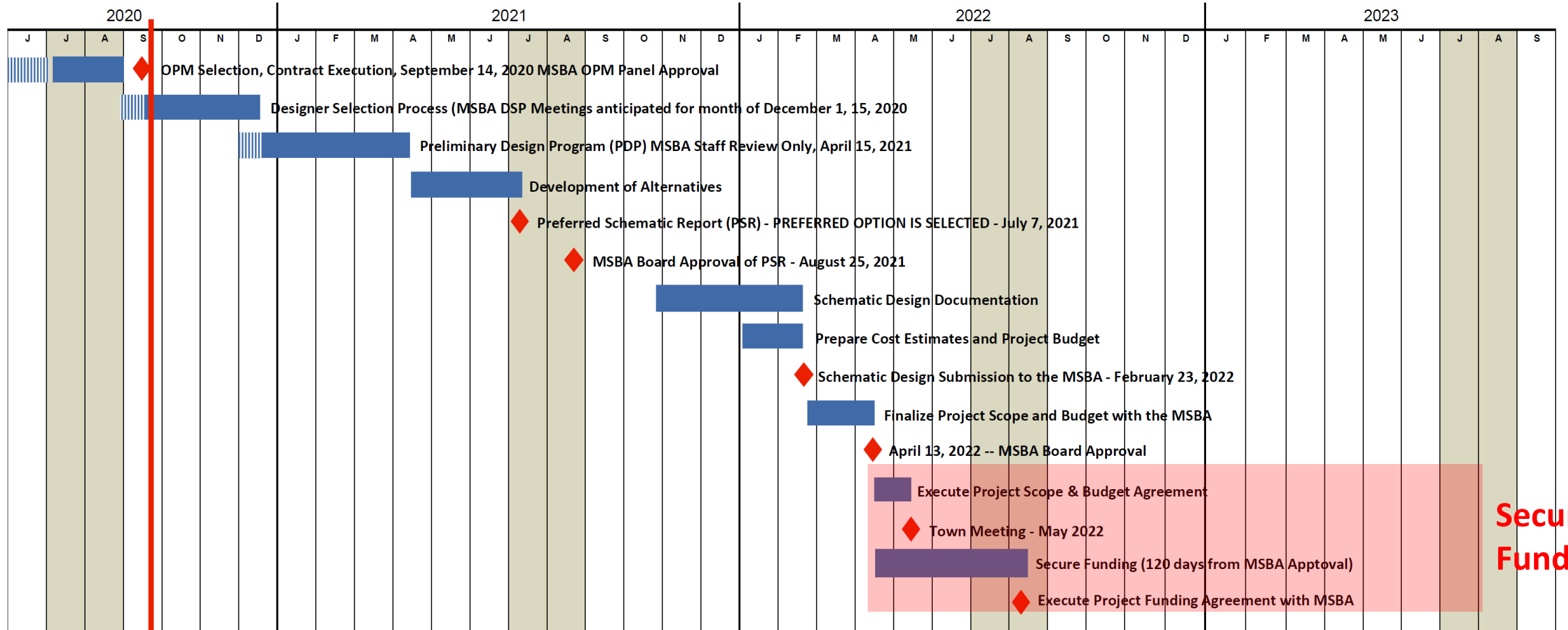
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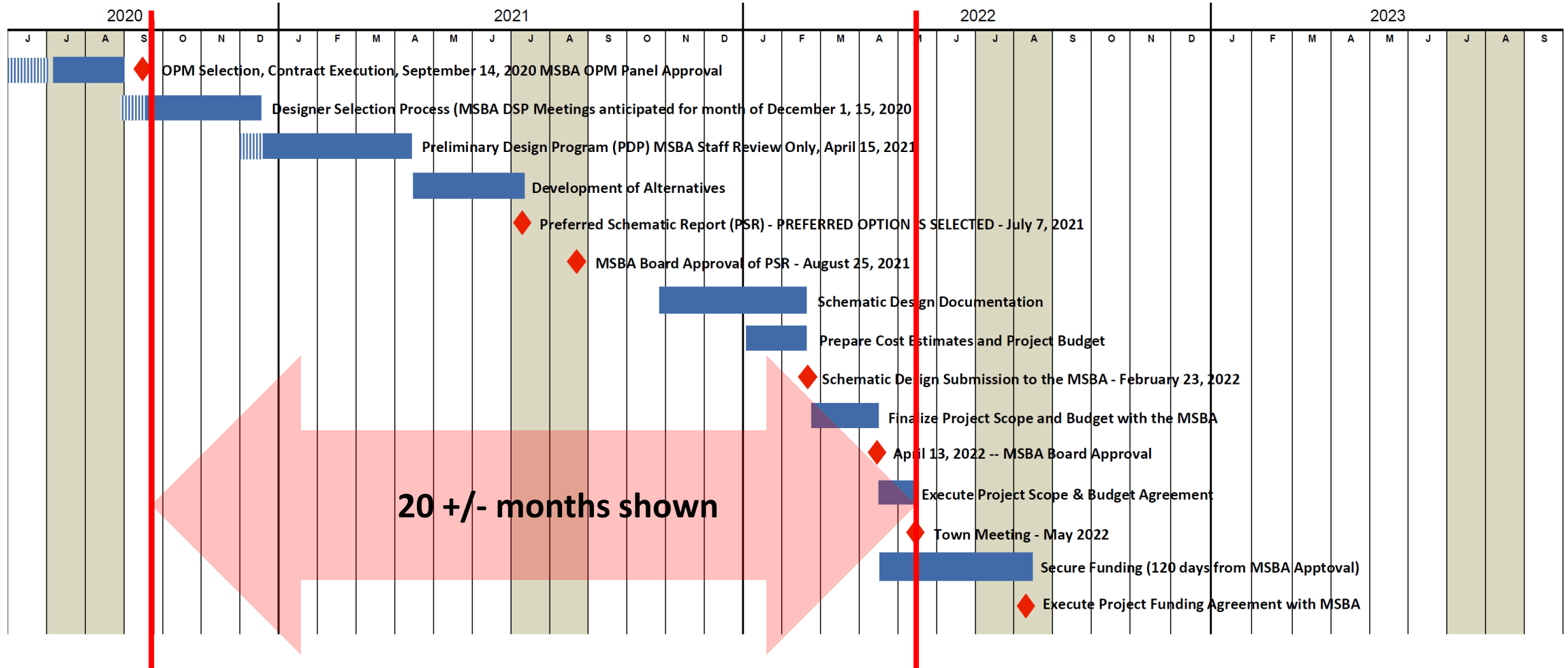
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Pierce School Building Project - Overview

MSBA Votes to Move the Pierce School Building Project Forward

At their Board of Directors meeting on April 14, 2020, the Massachusetts School Building Authority voted to partner with the Public School of Brookline to conduct a Feasibility Study for the Pierce School Building Project. Working closely with the MSBA during this phase of the project, Brookline will explore fiscally responsible and educationally appropriate solutions to the space challenges that exist at Pierce School. The vote this week does not represent approval of the building project but is a critical next step in our building project plans.

Twelve school districts submitted a Statement of Interest (SOI) to the MSBA to seek approval for a Feasibility Study and only five - including Brookline - were selected. We are proud of the comprehensive work done by our staff, the Town's building department and the School Committee to keep this important project on track.

[FAQ'S](#)[SUBMIT A QUESTION OR COMMENT](#)[SUBSCRIBE TO EMAIL UPDATES](#)



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Thank You!

Q/A



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