



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

January 23, 2018

The Honorable Dr. Yvonne M. Spicer, Mayor
City of Framingham
150 Concord Street, Room 121
Framingham, MA 01702

Re: City of Framingham, Fuller Middle School

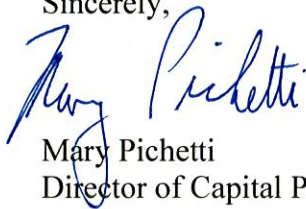
Dear Mayor Spicer:

The Massachusetts School Building Authority (the “MSBA”) is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Fuller Middle School project in the City of Framingham, received by the MSBA on December 20, 2017.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Allison Jones (Allison.Jones@MassSchoolBuildings.org), through the Owner’s Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Fenton Bradley (Fenton.Bradley@MassSchoolBuildings.org).

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments: Attachment ‘A’ Preliminary Design Program Review Comments
Space Summary Guidelines Revision Recommendation Memorandum

Cc: Legislative Delegation
Cheryl Tully Stoll, Chair, Framingham Board of Selectmen
Robert J. Halpin, Town Manager, Framingham
Jennifer A. Pratt, Framingham Assistant Chief Financial Officer

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Fuller Middle School PDP Review Comments

Adam Freudberg, Chair, Framingham School Committee

Dr. Robert A. Tremblay, Superintendent, Framingham Public Schools

Dr. Frank Tiano, Assistant Superintendent, Framingham Public Schools

Matthew Torti, Director of Buildings and Grounds, Framingham Public Schools

Carol Brodeur, Executive Assistant, Building and Grounds, Framingham Public Schools

Nancy Piasecki, Executive Director to the Office of the Superintendent,
Framingham Public Schools

Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates

Jonathan Levi, Jonathan Levi Architects LLC

File: 10.2 Letters (Region 4)

ATTACHMENT A
MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS

District: City of Framingham
School: Fuller Middle School
Owner’s Project Manager: Symmes Maini & McKee Associates, Inc.
Designer Firm: Jonathan Levi Architects, LLC.
Submittal Due Date: December 20, 2017
Submittal Received Date: December 20, 2017
Review Date: December 21-January 12, 2018
Reviewed by: S. Jimenez, F. Bradley, C. Alles, J. Jumpe

MSBA REVIEW COMMENTS

The following comments¹ on the Preliminary Design Program (PDP) submittal are issued pursuant to a review of the project submittal document for the proposed project presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines.

3.1 PRELIMINARY DESIGN PROGRAM

Overview of the Preliminary Design Program Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1 Introduction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Educational Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Initial Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Site Development Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 Preliminary Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Local Actions and Approvals Certification(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Appendices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

3.1.1 INTRODUCTION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Summary of the Facility Deficiencies and Current S.O.I.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Date of invitation to conduct a Feasibility Study and MSBA Board Action Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Executed Design Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Narrative of the Capital Budget Statement and Target Budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Directory with contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Updated Project Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

4) *The information provided indicates the estimated preliminary project costs range from \$88.9 million to \$124.8 million and the local share of the debt is to be funded via a debt exclusion supported by the tax levy of the City. It is noted that the estimated project costs listed in the OPM's Request for services is \$54 million to \$65 million. In response to these review comments, please provide a narrative that describes the increase in the estimated project costs and indicate the District's not-to exceed budget for the proposed project.*

6) *In the Preferred Schematic Report, please provide an updated project schedule that incorporates both of the tentative dates for the Facilities Assessment Subcommittee presentation on May 23, 2018 and June 6, 2018.*

No further review comments for this section.

3.1.2 EDUCATIONAL PROGRAM

Provide a summary and description of the existing educational program, and the new or expanded educational vision, specifications, process, teaching philosophy statement, as well as the District's curriculum goals and objectives of the program. Include description of the following items:

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Grade and School Configuration Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class Size Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	School Scheduling Method	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Teaching Methodology and Structure				
	a) Administrative and Academic Organization/Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Curriculum Delivery Methods and Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) English Language Arts/Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Mathematics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	e) Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Social Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) World Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Academic Support Programming Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Student Guidance and Support Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Teacher Planning and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Pre-kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Lunch Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Technology Instruction Policies and Program Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Media Center/Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Performing Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Physical Education Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Special Education Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Vocation and Technology Programs				
	a) Non-Chapter 74 Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Chapter 74 Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Transportation Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Functional and Spatial Relationships	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Security and Visual Access Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

In addition to providing a response to the following review comments, the District must provide an updated educational program to be submitted with the Preferred Schematic Report that addresses the items below; one copy that indicates changes made to the original submittal, and a second “clean copy” that documents the educational program to inform the feasibility study and design of the proposed project:

4c-f) Please provide additional detailed information associated with the District’s core academic program; including how the ELA, math, science, and social studies programs are delivered and how the proposed project will help deliver the District’s educational program.

8) The information provided indicates the Fuller Middle School provides three lunch servings per day. However, it is not clear if the District is proposing the same lunch seating schedule in the proposed project. It should be noted MSBA guidelines are based on two seatings for middle school populations. As part of the District’s response to these review comments, please provide:

- *The number of lunch seatings the District proposes;*
- *The District’s rationale for the proposed number of seatings;*
- *The length of time for each lunch period; and*
- *Describe how lunch periods will be coordinated into the overall schedule.*

9) In response to these review comments, please confirm if the District will incorporate assisted listening technology in each classroom for hearing impaired accessibility, as well as general use throughout educational spaces within the proposed project.

10) Please indicate the anticipated staffing requirements for the new Media Center/Library and the Cohort Commons. In addition, provide the anticipated utilization of the Cohort Commons and provide additional information associated with the utilization as well as physical requirements needed for this space.

13) The information provided indicates that adaptive P.E. services are provided in all of Framingham’s public schools. Please provide additional information including but not limited to; the anticipated location of these activities, the utilization of this space, the sound treatment and physical separation that will be incorporated to isolate the adaptive P.E. population from other P.E. activities, and indicate the anticipated physical requirements of this space.

17) It is noted that “Classrooms as Makerspace” was identified as a priority that was developed by the Educational Workshop Group during the educational visioning sessions. However, the educational program indicates that “a large open classroom outfitted with large tables, tools, equipment and various supplies for a designated MakerSpace is required to deliver Framingham’s STEAM program. Please provide an update of the development of this project goal and confirm which rooms in the Space Summary Template will be used to provide these hands-on project experiences.

Please provide additional information that further describes the anticipated need for outdoor educational spaces, outdoor play spaces, playing fields, courts and other recreational areas. In addition, indicate how these portions of the site will be utilized and list any required adjacencies to interior learning spaces that are needed to deliver the District’s educational program.

3.1.3 INITIAL SPACE SUMMARY

Provide the following Items		Complete; No response required	Provided; District’s response required	Not Provided; District’s response required	Receipt of District’s Response; To be filled out by MSBA Staff
1	Space summary; one per approved design enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Floor plans of the existing facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Narrative description of reasons for all variances (if any) between proposed net and gross areas as compared to MSBA guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) Based on an agreed upon enrollment of 630 students in grades 6-8, the MSBA has performed an initial review of the space summary and offers the following:

- **Core Academic** – The District is proposing to provide a total of 50,070 net square feet (nsf) which exceeds the MSBA guidelines by 20,490 nsf. Per the information provided, the following spaces will be proposed in order for the District to deliver its educational program:

Anticipated Core Academic Spaces	MSBA Comments
(21) General Classrooms	Proposes (1) classroom below guidelines
(9) ELL Classrooms*	The existing facility includes (9) ELL Classrooms based on the high percentage of non-English speaking students. District to confirm if the proposed number of Classrooms can be reduced by utilizing other spaces.
(9) Science Classrooms/ Labs	The existing facility includes (10) Science Labs. The Proposed results in (3) Science Labs in excess of guidelines. Please provide an example of a daily schedule that supports the need for (3) Science Labs per grade.
(9) Science Prep Spaces	Proposes (3) spaces in excess of guidelines. See above and also explore opportunities to provide shared spaces.
(3) Small Group Seminar Spaces**	Refer to comments above in the educational program section.
(15) Classroom Breakout Spaces**	Please provide potential conceptual layouts being explored to further understand use and adjacencies.
(15) Teacher Planning Spaces	Please provide potential conceptual layouts being explored to further understand use and adjacencies.
(5) Science Teacher Planning Spaces	Please provide potential conceptual layouts being explored to further understand use and adjacencies.
(3) Cohort Commons**	Unique to the District. As noted in the educational program section, please relocate the square footage associated with the Cohort Commons to the Media Center category and adjust to meet the guidelines if necessary.

*Please provide proposed scheduling information specific to these spaces.

**The MSBA will rely on the District’s Educational Program and additional information to understand how proposed spaces that are unique to the District will be utilized in the proposed project.

In order for the MSBA to accept an overall building utilization lower than the target of 85% and any other proposed variations to the guidelines in subsequent submissions, the MSBA needs to better understand how the ‘ELL’ Classrooms are proposed to be scheduled in conjunction with the proposed ‘General Classrooms’ and Science Labs and how these spaces support the delivery of the proposed curriculum. In addition, please explain the functional relationship between the proposed ‘Classroom Breakout’ spaces and the ‘Small Group’ seminar spaces.

- **Special Education** – *The District is proposing to provide a total of 9,090 nsf which exceeds the MSBA guidelines by 1,540 nsf. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (“DESE”). The District should provide the required information required with the Schematic Design submittal. Formal approval of the District’s proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA.*
- **Art & Music** – *The District is proposing to provide a total of 3,650 nsf which exceeds the MSBA guidelines by 400 nsf. This overage is primarily due to the inclusion of two proposed Band/Chorus spaces. The MSBA does not accept this variation to the guidelines; please reduce overall area to align with guidelines. No further preliminary comments.*

- **Vocations & Technology** – *The District is proposing to provide a total of 4,150 nsf which is below the MSBA guidelines by 2,250 nsf. Please confirm that this area will meet the District’s needs.*
- **Health & Physical Education** – *The District is proposing to provide a total of 8,185 nsf which is below the MSBA guidelines by 215 nsf. The MSBA accepts this variation to the guidelines. No further preliminary comments.*
- **Media Center** – *The District is proposing to provide a total of 1,900 nsf which is below the MSBA guidelines by 2,103 nsf. As noted above, please move the Cohort Common spaces to this category and pursue strategies to reduce the overall square footage to align with guidelines. No further preliminary comments.*
- **Dining & Food Service** – *The District is proposing to provide a total of 8,923 nsf which meets MSBA guidelines. No further preliminary comments.*
- **Medical** – *The District is proposing to provide a total of 610 nsf which meets MSBA guidelines. No further preliminary comments.*
- **Administration & Guidance** – *The District is proposing to provide a total of 4,940 nsf which exceeds the MSBA guidelines by 1,510 nsf. The MSBA does not object to including square footage exceeding guidelines in the proposed project, however, square footage in excess of these guidelines will be considered ineligible for reimbursement. No further preliminary comments.*
- **Custodial & Maintenance** – *The District is proposing to provide a total of 2,105 nsf which meets MSBA guidelines. No further preliminary comments.*
- **Other** – *The District is proposing to provide 3,000 nsf of Adult English Second Language (ESL) offices to accommodate an existing Adult ESL evening program presently housed within the Fuller Middle School. The MSBA does not object to including this space in the proposed project, however, this square footage will be considered ineligible for reimbursement. Please acknowledge.*

This review is based on the submitted preliminary space summary for new construction. The final MSBA determination of compliance with MSBA space guidelines in subsequent submittals will vary (in part) depending on the District’s preferred solution and the extent that the proposed spaces are located either in existing construction, substantially renovated existing areas, or newly constructed portions of the proposed facility. MSBA will expect spaces located in new or substantially renovated areas to be compliant with MSBA space standards. Please note that upon selection of a preferred solution, the District may be required to adjust spaces/square footage that exceeds the MSBA guidelines and is not supported by the educational program provided.

No further review comments for this section.

3.1.4 EVALUATION OF EXISTING CONDITIONS

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Confirmation of legal title to the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Determination that the property is available for development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Existing historically significant features and any related effect on the project design and/or schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Determination of any development restrictions that may apply.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Initial Evaluation of building code compliance for the existing facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Initial Evaluation of Architectural Access Board rules and regulations and their application to a potential project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Preliminary evaluation of significant structural, environmental, geotechnical, or other physical conditions that may impact the cost and evaluations of alternatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Determination for need and schedule for soils exploration and geotechnical evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Environmental site assessments minimally consisting of a Phase I: Initial Site Investigation performed by a licensed site professional.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Assessment of the school for the presence of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Previous existing building and/or site reports, studies, drawings, etc. provided by the district, if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) *The information provided in the project schedule indicates that a Project Notification Form has been filed and it is anticipated that MHC clearance will be received by March 5, 2018. Please note that filing with the Massachusetts Historical Commission (“MHC”) and obtaining MHC approval is a requirement prior to construction bids. The District should keep the MSBA informed of any decisions and/or proposed actions and should confirm that the proposed project is in conformance with Massachusetts General Law 950, CRM 71.00. Please Acknowledge.*

4) *The information provided indicates the existing site is zoned R-1 with 30' minimum front and side yard setbacks. 50% of the site must be open space and the building height is limited to 35' and 3 stories. It is noted that the preliminary evaluation of alternatives includes a three-story option; in the Preferred Schematic Report submittal, please provide a narrative that identifies how zoning restrictions may impact each option carried in the final evaluation of alternatives. In addition, list any anticipated zoning variances and provide a timeline associated with the required approvals in an updated project schedule if required. Please acknowledge.*

8) The information provide indicates the existing site is surrounded on the north, south, and west sides by wetland areas within woods that is subject to the City of Framingham’s wetland regulations. In addition, it is noted there is a perennial stream that is located within the wetlands with an associated 200’ river setback, a 125’ buffer zone, and a 30’ no alteration zone that requires approval from the Massachusetts Department of Environmental Protection. It is noted that the preliminary evaluation of alternatives includes options which propose development within the 125’ buffer zone, where work is allowed under certain conditions. In the Preferred Schematic Report, please provide a narrative that identifies the timeline associated with acquiring all state and local environmental approvals and provide a list of the conditions that must be satisfied to develop within this portion of the site. Please acknowledge.

9) The information provided in the Phase I Environmental Site Assessment provided by McPhail Associates LLC indicates that two underground storage tanks were replaced in 2001; however, the narrative included in the evaluation of existing conditions indicates that these tanks were removed. In response to these review comments, please clarify.

Additionally, please note that all costs associated with abatement of contaminated soil from any source and the abatement and removal of fuel storage tanks must be itemized in the cost estimates and will be considered ineligible for MSBA reimbursement. Please acknowledge.

10) Based on the findings of the hazardous materials report provided by CDW, INC., it appears that the existing facility includes flooring material containing asbestos. It should be noted that all costs associated with the removal of flooring and ceiling tiles containing asbestos are ineligible for MSBA reimbursement. It is noted that the preliminary cost estimates include an itemized cost for the abatement of asbestos flooring. In response to these review comments, please confirm how the District will account for potential costs in its total project budget.

No further review comments for this section.

3.1.5 SITE DEVELOPMENT REQUIREMENTS

Provide the following Items		Complete; No response required	Provided; District’s response required	Not Provided; District’s response required	Receipt of District’s Response; To be filled out by MSBA Staff
1	A narrative describing project requirements related to site development to be considered during the preliminary and final evaluation of alternatives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Existing site plan(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The information provided does not appear to include an exploration of additional sites to be considered for the proposed project. In response to these review comments, please provide a narrative that indicates if the District has evaluated alternative sites for development or provide a rationale for not investigating additional sites.

Additionally, “In the District’s response to these comments, for each option describe how the proposed building massing, major educational spaces and classroom areas are configured on the site in response to solar orientation and views to the exterior. Describe any limitations in this regard that may affect the proposed design(s), how these limitations could be mitigated, and how these limitations may determine the District’s selection of a preferred option. Describe any

intended sun control or shading devices that may respond to the proposed orientation; i.e. window configuration, exterior louvers, shading devices, roof overhangs, interior deflecting shelves, etc.”

2) In subsequent submissions, please resubmit an updated existing site plan that indicates the following;

- Site access and circulation;
- Zoning setbacks;
- Easements;
- Emergency vehicle access; and
- outdoor educational spaces

Additionally, it is noted that the District is considering including parking for the District’s 80 school buses, currently being parked off-site on parkland, in the proposed project. The MSBA does not object to including a District-wide school bus parking lot in the project; however the cost associated with this improvement will not be considered eligible for reimbursement. Please acknowledge.

No further review comments for this section.

3.1.6 PRELIMINARY EVALUATION OF ALTERNATIVES

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Analysis of school district student school assignment practices and available space in other schools in the district	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Tuition agreement with adjacent school districts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Rental or acquisition of existing buildings that could be made available for school use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Code Upgrade option that includes repair of systems and/or scope required for purposes of code compliance; with no modification of existing spaces or their function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Renovation(s) and/or addition(s) of varying degrees to the existing building(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Construction of new building and the evaluation of potential locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	List of 3 distinct alternatives (including at least 1 renovation and/or addition option) are recommended for further development and evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

6) It is noted that the existing site has development restrictions. In response to these review comments, please provide additional information in either graphic or narrative form that describes the evaluation of alternative locations on the existing site for the new construction options.

7) The submittal proposes five options for further consideration in the Preferred Schematic Report including:

- **Base Repair Option:** Code Upgrade/ renovation option
- **Addition / Renovation Option A:** (New Classrooms/Administration and renovates the existing auditorium and gymnasium).
- **New Construction Option B-2:** (New construction with new auditorium).
- **New Construction Option C-2:** (“Folded Hands” Compact three-story volume).
- **New Construction Option D:** (“Butterfly” two-story massing with central spine).

All options being considered for further evaluation are being proposed on the existing site. The preliminary project costs for these options range from \$88.9 to \$124.8 million. In subsequent submittals, and for cost comparative purposes, please carry the base repair/code repair option in the final evaluation of alternatives. Please acknowledge

No further review comments for this section.

3.1.7 LOCAL ACTIONS AND APPROVAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Certified copies of the School Building Committee meeting notes showing specific submittal approval vote language and voting results, and a list of associated School Building Committee meeting dates, agenda, attendees and description of the presentation materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed Local Actions and Approvals Certification(s):				
	a) Submittal approval certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Grade reconfiguration and/or redistricting approval certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide the following items to document approval and public notification of school configuration changes associated with the proposed project				
	a) A description of the local process required to authorize a change to the existing grade configuration or redistricting in the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) A list of associated public meeting dates, agenda, attendees and description of the presentation materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c)	Certified copies of the governing body (e.g. School Building Committee) meeting notes showing specific grade reconfiguration and/or redistricting, vote language, and voting results if required locally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	A certification from the Superintendent stating the District's intent to implement a grade configuration or consolidate schools, as applicable. The certification must be signed by the Chief Executive Officer, Superintendent of Schools, and Chair of the School Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No review comments for this section.

3.1.8 APPENDICES

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Current Statement of Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	MSBA Board Action Letter including the invitation to conduct a Feasibility Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Design Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No review comments for this section.

Additional Comments:

It is noted that the preliminary evaluation of alternatives includes an option that proposes a new auditorium. Please note as of the November 9, 2016 Board of Directors meeting, the District may choose to build an auditorium even though the MSBA space guidelines do not include an auditorium for middle schools and no portion of the design and construction of an auditorium will be considered eligible for reimbursement, including the stage, regardless of whether the District chooses not to include a stage in its cafetorium. If the District chooses to build an auditorium, the auditorium must not exceed 13,300 nsf. Please acknowledge.

Additionally, the MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers (OPM's, and Designers in an effort to facilitate the efficient and effective administration of proposed projects currently pending review by the MSBA. The advisories can be found on the MSBA's website. In response to these review comments, please confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable.

End

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: Maureen G. Valente, Chief Executive Officer
John K. McCarthy, Executive Director, Deputy Chief Executive Officer
SUBJECT: Staff Recommendation for policy revisions to allow for auditorium and
gymnasium spaces in excess of the MSBA Space Summary Guidelines at the
district's sole expense
DATE: November 2, 2016

Based upon review of project data and discussions with the Board of Directors, staff is recommending a policy revision to the Massachusetts School Building Authority (the "MSBA") space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines.

Background

Based on project reviews in late fall 2015, the Board of Directors requested that staff provide information regarding the potential to revise the policies for space guidelines to allow for requests by districts for spaces in excess of the MSBA's guidelines at the district's sole expense. Staff presented an overview of current policies and practices at the March 16, 2016 Board of Directors meeting and followed with additional information regarding potential revisions at the March 30, 2016 Board of Directors meeting.

Based on the discussions and input received from the Board members, staff has prepared a Potential Revised Policy, included as Attachment A, which will allow districts to include spaces in excess of the MSBA's space summary guidelines at the district's sole expense for two program areas: auditorium and gymnasium. Staff has received favorable feedback regarding this proposed revision to the MSBA's policies, and as noted at the September 29, 2016 Board of Directors meeting and further reviewed at the October 19, 2016 Facilities Assessment Subcommittee meeting, staff have prepared this recommendation to revise the MSBA's policy for the Board of Directors approval.

Recommendation

Specific details are set forth in Attachment A: Potential Revised Policy – Auditorium and Gymnasium spaces above guidelines requested to support community use at district's sole expense.

Key features of the policy revision include:

- Areas in excess of the MSBA guidelines will be at the sole expense of the district;
- Community support must be demonstrated prior to MSBA approval of a district’s proposed project scope and budget;
- The MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) above guidelines for these areas as shown below in the sample calculation. This amount will not change over the term of the grant even if the bids come in at a lower amount.

- High Schools:
 - Upper limits on allowable nsf in excess of guidelines include:
 - The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot (“nsf”) (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf; and
 - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan.

- Middle Schools/Elementary Schools:
 - Upper limits on allowable nsf in excess of guidelines include:
 - The district may choose to build an auditorium even though the MSBA space guidelines do not include an auditorium and no portion of the design and construction of an auditorium will be reimbursed, including the stage, regardless of whether the district chooses not to include a stage in its cafetorium or gymnasium. If the district chooses to build an auditorium, the auditorium cannot be larger than 13,300 nsf; and
 - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium itself exceed 12,000 nsf. The MSBA will participate in a gymnasium up to no more than 6,000 nsf, unless adjusted by the MSBA to increase teaching stations for enrollment and/or the education plan.

 - Sample Calculation for Auditorium space in a high school in excess of guidelines at the district’s sole expense:

Total net square footage (nsf) requested by the District	13,300 nsf
Total nsf for Auditorium Category allowed as eligible by MSBA space guidelines	10,400 nsf
Excess net square footage equals District request minus net	2,900 nsf

square footage allowable by MSBA space guidelines	
Gross square foot (gsf) exclusion = Excess net square feet times the project's grossing factor. For illustration purposes, project's sample grossing factor is 1.5	2,900 nsf x 1.5 = 4,350 gsf
Total cost of exclusion = Gross square foot times the project's total construction cost/square foot. For illustration purposes, project's total construction cost/square foot is \$375 per square foot.	4,350 gsf x \$375/gsf = \$1,631,250
Total cost of exclusion	\$1,631,250

Recommendation

MSBA staff is recommending a policy revision to the MSBA space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines. This recommendation would be effective for districts that are approved to proceed into schematic design on or after January 1, 2017.