

Fall Brook Elementary School

Leominster, MA

Fall Brook Building
Committee Meeting #5

September 26, 2023

 LeftField



LEOMINSTER
MASSACHUSETTS



TODAY'S AGENDA

1. Call to Order
2. Review Prior Meeting Minutes
 - a. 8/8/2023 meeting – **Vote**
3. OPM Report
 - a. Education Liaison
 - b. Schedule Update
 - c. Invoices Log, Warrant for Approval – **Vote**
 - d. Designer Procurement
4. Next Steps
5. Items Not Anticipated 48 Hours in Advance of Meeting
6. Public Comment
7. Adjournment



ROLL CALL

- Eight (8) voting members required for a quorum.

Voting Member	Present	Absent
Mr. Peter Angelini		
Mr. Mark Bodanza		
Mr. Greg Chapdelaine		
Mr. Bill Charpentier		
Ms. Paula Deacon		
Mr. Steven Mammone		
Mayor Dean Mazzeo, Chair		
Ms. Melanie Mikels		
Mr. Elliot Nadeau		
Ms. Jennifer Reddington		
Mr. Brandon Robbins		
Mr. Jeffrey Sullivan		
Mr. Gregory Thomas		
Mr. James Whitney		



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MEETING MINUTES FOR APPROVAL

- “Motion to approve the August 8, 2023 meeting minutes by _____, seconded by _____.”
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain
Mr. Peter Angelini			
Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
Mayor Dean Mazarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			



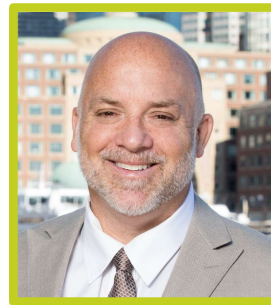
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PROJECT TEAM

KEY PERSONNEL & SUBCONSULTANTS



Jim Rogers
Principal in Charge



Craig DiCarlo
Project Director



Linda Liporto
Sr. Project Manager



Adele Sands
Education Liaison



Bernie Melone
Site Representative



Jay Faxon
MEP Specialist



Sally Rogers
ProPay Administrator



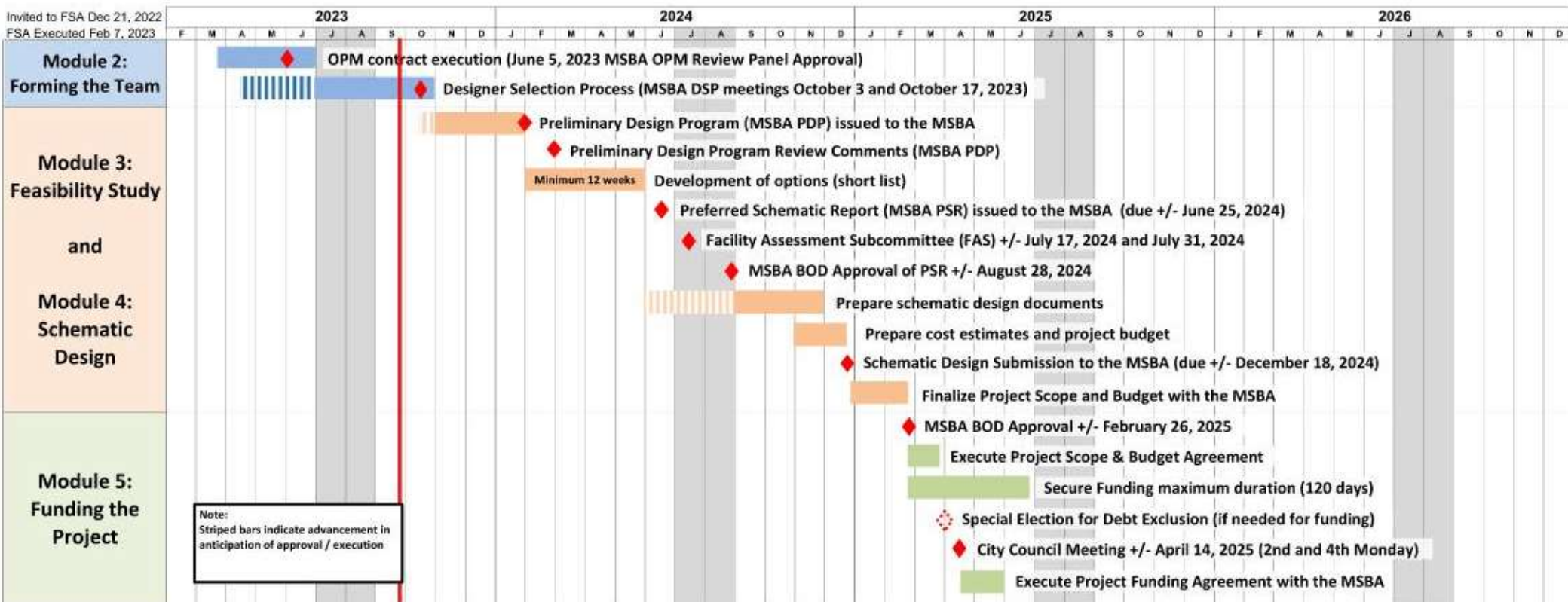
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FEASIBILITY SCHEDULE

Invited to FSA Dec 21, 2022
FSA Executed Feb 7, 2023



DESIGNER PROCUREMENT

Updated Schedule of Tasks & Activities

Monday	May 15	LEFTFIELD sends DRAFT Request for Services (RFS) to City & LPS for review
Wednesday	May 24	City & LPS sends comments on DRAFT RFS to LEFTFIELD
Tuesday	May 30	LEFTFIELD sends DRAFT RFS to Fall Brook Building Committee (FBBC) for review
Tuesday	Jun 6	FBBC Meeting to approve RFS – Provisional approval to submit to the MSBA
Monday	+/- Jun 19	KP Law forward draft Designer RFS review comments
Thursday	July 20	LEFTFIELD sends DRAFT RFS to MSBA for review
Wednesday	Aug 2	LEFTFIELD sends FINAL RFS to FBBC and MSBA
Thursday	Aug 3	LEFTFIELD submits notice to the Central Register
Friday	Aug 4	Purchasing Dept emails legal notice to the Sentinel & Enterprise by 12:00 pm
Wednesday	Aug 9	Notice appears in the Central Register
Wednesday	Aug 9	Purchasing Dept submits notice to COMMBUYS
Wednesday	Aug 9	Notice appears in the Sentinel & Enterprise
Wednesday	Aug 16	Site Visit at Fall Brook Elementary School, 25 Decicco Drive, Leominster, MA 01453 at 2:00-3:30 pm
Thursday	Aug 17	Issue Addendum including Site Visit include handouts, attendee list, and Q & A to date
Monday	Aug 28	Questions from designers must be received by 5:00 pm, attention Craig DiCarlo cdicarlo@leftfieldpdm.com
Tuesday	Aug 29	LEFTFIELD issues Addendum in response to questions, if any, and posts by 12:00 pm on City's WEBSITE

Tuesday	Sept 6	Proposals, must be received by 2:00 pm Attention: Craig DiCarlo, 800 Hingham Street, Office 101AN, Rockland, MA
Wednesday	Sept 7	LEFTFIELD distributes Proposals to Local Designer Selection Panel (DSP) members and sends to MSBA DSP members
Tuesday	Sept 26	Proposals and Reference Check information due to the MSBA
Tuesday	Sep 26	Local DSP members meet to review Proposals
Monday	Oct 2	DSP meeting "dry run"
Tuesday	Oct 3	1 st DSP Meeting – Proposal Review
Tuesday	Oct 17	2 nd DSP Meeting – Interviews
Wednesday	Oct 18	Anticipate DSP issues official ranking and letter
Friday	Oct 27	Complete fee negotiations
Thursday	Nov 2	FBBC votes to approve contract
Thursday	Nov 2	Execute Designer Contract
Thursday	Nov 9	Designer send proposed workplan, LEFTFIELD forward to FBBC for review
TBD	TBD	MSBA & District kick off meeting



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INVOICE LOG



MEMORANDUM

To: Gregory Chapdelaine, Purchasing Agent
 From: Linda Liporto, LeftField, LLC
 Date: September 7, 2023
 Re: Fall Brook Elementary School - August 2023 Invoice Summary
 Cc: Craig DiCarlo, LeftField, LLC

Enclosed for approval and processing, please find the following invoices:

INVOICES (Payments)					
ProPay Code	Vendor	Invoice #	Budget Category	Description of Services	Invoice \$
0001-0000	LeftField, LLC	2023.009-003	OPM Feasibility Study/Schematic Design	FS Phase Project Management Services for August 2023	\$ 11,028.00
				LEFTFIELD TOTAL	\$ 11,028.00
				TOTAL:	\$ 11,028.00

The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Leftfield, LLC recommends that the invoices be approved and paid.

The August 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required September 12, 2023 deadline. All invoices above are included in the August 2023 Project Budget Report but can be revised if rejected by the City of Leominster.

If you have any questions, please feel free to contact Linda Liporto, Owner's Project Manager, Leftfield, LLC.

	TOTAL:	\$ 11,028.00
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The invoices listed above are consistent with the Total Project Budget and to the best of our knowledge, are eligible for reimbursement from the Massachusetts School Building Authority. Leftfield, LLC recommends that the invoices be approved and paid.

The August 2023 OPM Monthly Report was electronically submitted to the MSBA and to the City of Leominster by the required September 12, 2023 deadline. All invoices above are included in the August 2023 Project Budget Report but can be revised if rejected by the City of Leominster.

If you have any questions, please feel free to contact Linda Liporto, Owner's Project Manager, Leftfield, LLC.



WARRANT APPROVAL

- “Motion to approve warrant number W14FY24 in the amount of \$11,028.00.” made by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain
Mr. Peter Angelini			
Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
Mayor Dean Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			

A/P VOUCHER TRANSMITTAL FORM

CITY OF LEOMINSTER, MA.

FY24

WARRANT NUMBER: W14FY24
WEEK ENDING: 10/5/2023

VENDOR NUMBER	Vendor Name	ACCOUNT NUMBER		AMOUNT	School	School Dept. Use Only	
		ORG CODE	OBJECT			SCHL P.O.#	INVOICE #
	Leftfield, LLC	3205300	530500	\$ 11,028.00	FALL		2023.009-003
TOTAL				\$ 11,028.00			

I/we hereby certify that the supplies and/or services as shown on the bills enclosed in this voucher have been received by this department in quantity and quality as ordered. The prices have been verified and that the above amounts are due and hereby approved for payment. The above statements are made under the penalties of perjury.

Signature: _____
 Title: _____ Mayor Superintendent of Schools Business Manager

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DESIGNER PROCUREMENT

- Advertisement for designers was posted on 8/9/23
 - 23 design, engineer & subconsultant firms requested the RFS
- Walkthrough for designers and subconsultants took place on 8/16/23
 - 10 companies attended the walkthrough
- Nine (9) design firms made submittals by the 9/6/23 deadline:
 - D21 Architects
 - Finegold Alexander Architects
 - Lamoureux Pagano Associates | Architects (LPA/A)
 - Machado Silvetti
 - Miller Dyer Spears Architects
 - Mount Vernon Group
 - Raymond Design Associates
 - SAAM Architecture
 - Studio G Architects
- MSBA confirmed receipt of the **proposals, reference checks, subconsultant matrix**, and local **DSP member acknowledgement forms**. We await the invitation and link for the DSP meeting on 10/3/23 and designer interviews on 10/17/23.



DESIGNER PROCUREMENT

Designer Review Matrix

Project: Fall Brook Elementary School

	Applicant A - D21 Architects	Applicant B - Finegold Alexander	Applicant C - LPA/A	Applicant D - Machado Silvetti	Applicant E - MDS	Applicant F - Mount Vernon Group	Applicant G - RDA	Applicant H - SAAM Architecture	Applicant I - Studio G
LEFTFIELD NOTES	MBE; Joint venture w/ Signal Works; PIC worked for the MSBA	WBE	Arch for the Leominster High School	Firm new to MSBA, but PM and PA have experience	WBE			WBE	WBE
Team Experience in Past 5 years (Active Projects - Section 9)	10 projects listed - 10 other, no EM/MS/HS	20 projects listed - 5 EM/MS, 15 other	10 projects listed - 3 EM/MS, 7 other	20 projects listed - 2 EM/MS, 18 other	62 projects listed - 3 EM/MS, 59 other	22 projects listed - 12 EM/MS, 10 other	36 projects listed - 12 EM/MS, 24 other	42 projects listed - 1 EM/MS, 41 other	19 projects listed - 3 EM/MS, 16 other
PM Team Capacity	2 Principals, 1 SPM, 1 PM. All 40- 50% capacity	1 Principal, 1 PM, 1 Design Principal. No percentages listed, all currently working on 4-6 other projects	1 Principal, 1 Project Arch, 1 PM. Partial to full capacity (percentage not listed)	2 Principals, 1 PM's, 1 Project Arch. 25-75% capacity	2 Principals, 1 PM, 1 Project Arch, 1 Interior Designer. 40-100% capacity	1 Principal, 1 Proj. Exec, 1 Project Arch, 1 PM 1 Interior Designer, 1 Designer. % capacity not listed, all working on several other projects.	1 Principal, 2 PM's, 1 Dir. Of Design, 1 QCM/CA, 1 LEED DC, Job Captain, 1 production professional. % capacity not listed, all working on several other projects.	1 Project Exec, 1 PIC/PM, 1 Designer, 1 Proj. Arch, 1 Arch, 25-60% available	1 Principal, 2 PM's, 2 Proj. Arch's. 40- 100% available
Referenced Projects - Relevant Cost	4 projects 50-75M, 1 > 100M	5 projects <75M	5 projects <70M	1 project > 200M, 3 projects < 35M	2 projects 70M, 1 project 158M, 2 projects < 12M	5 projects 28-70M	5 projects 40-60M	2 projects 20-60M, 1 project 175M, 2 N/A	5 projects 20-80M
Referenced Projects - Relevant Size	1 project 600-800 enrollment	1 project 600-800 enrollment	3 project 600-1,000 enrollment	Not listed in enrollment or sq ft	2 projects 800-1,000 enrollment. 3 no listed enrollment	2 project 600-1,000 enrollment. 3 no listed enrollment	4 projects 900+ enrollment. 1 no listed enrollment	3 projects 600-1,150 enrollment. 2 no listed enrollment/sq ft	5 projects 600-1,400 enrollment.
Relevant Work - New or Add/Reno	4 New Construction, 1 Add/Reno	1 New Construction, 4 Add/Reno	3 New Construction, 2 Add/Reno	2 New Construction, 3 Add/Reno	2 New Construction, 3 Add/Reno	3 New Construction, 2 Add/Reno	2 New Construction, 3 Add/Reno	3 New Construction, 2 Add/Reno	5 New construction
Relevant Work Completed	2 completed 2021, 2022, 3 to be completed 2023, 2024, 2025	4 completed 2014, 2017, 2018, 2019. 1 to be completed 2025	5 completed 2013, 2016, 2017, 2021	3 completed 2009, 2014, 2023, 2 to be completed 2024	3 completed 2014, 2015, 2020, 2 to be completed 2023, 2027	5 completed 2017, 2019, 2021, 2022	4 completed 2009, 2022, 2023, 1 to be completed 2024	2 completed 2012, 2021, 3 to be completed 2023, 2025, 2026	4 completed 2015, 2017, 2018, 2022, 1 to be completed 2024
MSBA Projects 2018-2023	0 projects	1 MS since 2018	2 new construction projects	0 projects	1 new construction, 1 add/reno	4 new construction	3 new construction, 1 add/reno	1 new construction	2 new construction
Company Size	5 person firm	42 person firm	18 person firm	20 person firm	47 person firm	32 person firm	16 person firm	24 person firm	22 person firm
References	All Excellent from 1 respondent; mixed from 1 respondent	All Excellent from 3 respondents	All Excellent from 2 respondents	All Excellent from 1 respondent; mixed from 1 respondent	All Excellent from 3 respondents	All Excellent from 3 respondents	All Excellent from 3 respondents	All Excellent from 1 respondent	All Excellent from 2 respondents; mixed from 1 respondent

DESIGNER PROCUREMENT

- Questions for Designer Interviews

- Ask about experience that is important to the city

E.g., Have you designed projects on fully occupied sites? What design strategies were used?

E.g., How many net zero energy use and net zero carbon emission projects have you completed?

E.g., How many projects have you completed using chapter 149A procurement (Construction Manager at Risk)?

- Ask open-ended questions to get them talking

E.g., How do you approach designing an elementary school for the next 50 to 75 years knowing that educational methods and needs are constantly evolving?

- Questions from the FBBC?



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NEXT STEPS

Tuesday 10/3/23, 8:30am	Designer Selection Panel (DSP) virtual meeting #1
Tuesday 10/17/23, 8:30am	Designer Selection Panel (DSP) virtual meeting #2
Thursday 11/2/23, 1:00pm 1:30pm	Special FBBC Mtg to Approve Designer Fee Introduce Designer
Tuesday 11/14/23, 1:00pm	Regular FBBC Meeting (recommend postpone to December)
Tuesday 12/12/23, 1:00pm	Regular FBBC Meeting



SEPTEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27			30	31		2
		Receive Proposals			Proposals to FBBC	
3			6	7	8	9
10	11	12	13	14	15	16
		Check References				
	Special FBBC Meeting	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
		Design Work – Prepare for PSR				
12	13	14	15	16	17	18
		Visioning Space Planning Educational Plan				
	FBBC Meeting	21	22	23	24	25
26	27	28	29	30	1	2

OCTOBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
8	9	10	11	12	13	14
	DSP Meeting #2	17	18	19	20	21
		Negotiate Designer Fee				
22	23	24	25	26	27	28
					Special FBBC Meeting	
29	30	31	1	2	3	4

DECEMBER 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
		Design Work – Prepare for PSR				
		- Visioning - Space Planning - Educational Plan				
	FBBC Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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ADJOURNMENT

- “Motion to adjourn.” by _____, seconded by _____.
- Discussion
- Vote

Voting Member	Yea	Nay	Abstain
Mr. Peter Angelini			
Mr. Mark Bodanza			
Mr. Greg Chapdelaine			
Mr. Bill Charpentier			
Ms. Paula Deacon			
Mr. Steven Mammone			
Mayor Dean Mazzarella, Chair			
Ms. Melanie Mikels			
Mr. Elliot Nadeau			
Ms. Jennifer Reddington			
Mr. Brandon Robbins			
Mr. Jeffrey Sullivan			
Mr. Gregory Thomas			
Mr. James Whitney			



THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT



DESIGNER PROCUREMENT



School District: City of Leominster

Project: Fall Brook Elementary School

Explanation of Terms

Project Client

Must be a client of the designer (for ex.; Chair of SBC, Superintendent, Principal, Director of Facilities, etc.); Indicate the project name, person or contact for the project (name), that person's title, and contact information. *Do not include references from OPMs*

Type of Project

What kind of work did this applicant perform? Was it new construction? Was it renovation? Did it include the same kind of work anticipated for this project (i.e. new building, roof replacement, window replacement, electrical system upgrade, etc.)?

Communication

How well did the applicant communicate. Did they keep all parties informed of project developments and events? Did they hold/attend meetings regularly? Did they document meetings adequately (i.e. prepare meeting minutes., etc.)?

Budget Control

Were their estimates accurate? How well did the applicant adhere to the budget? If the program exceeded the budget, did they offer recommendations as to how to reduce the scope to fit the budget?

Document Quality

Did the construction documents adequately describe the work and the bidding requirements? Were there any bid protests resulting from misinterpretation of the documents? Were there any change orders resulting from misinterpretation of the documents?

Schedule Control

Did the applicant meet the required deadlines for document submissions, etc.?

Construction Control

Did the applicant adequately protect the Owner's interest on issues such as shop drawing review, product substitutions, change order negotiations, payment requisition reviews, etc.? Did the applicant hold regular job meetings and prepare appropriate meeting minutes?

Comments

Provide any additional comments that may help in evaluating this applicant.



DESIGNER PROCUREMENT

	Project Client Name, Title & Contact Information	Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: D21 Architects								
Ref. #1	Matthew Haffner, Director of Facilities and Maintenance 508-272-1785 mhaffner@dedham.k12.ma.us	Town of Dedham - Design Services Safety Vestibule Project	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	Small reno project. MH recently became involved. Documents could be better, there is currently a contractor protest. Project is not going great. Would be cautious about lack of big project experience. When contractor and owner are at odds, D21 acts as an intermediary, would prefer they stand with the owner. MEP design does not always make a lot of sense. D21 are nice people.
Ref. #2	Jonathan Quell 203-807-3163 quell@ai3architects.com	Dr Earl Calcutt Middle School Construction Administration Services 112 Washington St, Central Falls, RI 02863	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Left voicemail 9/21.
Ref. #3	Fitzemeyer & Tocci Associates, Abdullah Khaliqi, PE, CPQ 781-285-2284	City of Haverhill - House Doctor Project Management, Design, Mechanical Engineering Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	There were issues regarding the schedule and they were amazing. Very effective communicators. They gave us real time updates. Great at building and fostering relationships. Excellent team effort.



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: Finegold Alexander								
Ref. #1	Brian J. Melia Sr. Project Manager, Boston Public Facilities Dept. brian.melia@boston.gov, 617.293.7532	Eliot Innovation School Grades 5-8, Boston 26 Court Street, Boston, MA 02113 Design Services	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	Communication was excellent. Readily available to community. Worked well with all constituents. Very impressed with their work.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
Ref. #2	Gino J. Baroni Methuen HS, Trident Building Group (603) 898-6110, gbaroni@tridentgrp.com	Methuen High School 155 N. Broadway, Salem, NH 03079 Design Services	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	I have dealt with Jim Alexander for many years. I worked for Skanska for a long time. I have enjoyed every relationship I have had. They are the most creative designers I have ever met. Willing to listen. That is key. The present solutions.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
Ref. #3	Ellen Linzey Executive Director, AMSA Charter School (508) 597-2456, elinzey@amsacs.org	Advanced Math and Science Academy 201 Forest Street, Marlborough, MA 01752 Design Services	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	Cannot say enough about them. They have made this process very easy. Construction projects are never a simple process, but they have been a pleasure to work with. The entire team has been great.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
			<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: LPA/A								
Ref. #1	K. Russell Adams, Deputy Director (508) 799-1454 adamsk@worcesterma.gov	Nelson Place Elementary School Design Services City of Worcester - Dep. of Public Facilities Worcester, MA 01609	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Have used them on three sch projects and numerous city projects. Pour their heart into work. Cannot speak more highly. Very cohesive team.
Ref. #2	Dr. Joseph Sawyer, Superintendent (508) 841-8400 jsawyer@shrewsbury.k12.ma.us	Major Howard W. Beal Elementary School Town of Shrewsbury Design Services	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Left message with assistant 9/21.
Ref. #3	Jennifer Parson, Former Principal 508-282-2833 jparson@plainville.k12.ma.us	Lincoln Street Elementary School Town of Northborough Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	To hire again. On time and below budget. A very complicated project. Occupied add/reno. Multi phased moving students around. Outstanding team. Had a deep bench of professionals. Very knowledgeable. Dealt well with OPM and contractor. Never lost their cool



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information	Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
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Applicant: Machado Silvetti

Ref. #1	Kirk Goetchius, Visual Arts Chair 617.803.5240	The Shady Hills School Arts & Athletic Centers Cambridge, MA Design Services for New Construction	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Poor	The buildings are beautiful, but the finishes didn't work out. The gym floor had to be torn up -buckled after a couple of years. The electric skylights in the gym stopped working. Very nice group to work with.
Ref. #2	Stephen Saracco Assistant Director 617.961.9858	BPS Horace Mann School (HMS) Relocation Boston, Public Facilities Dept. 22 Drydock Ave, Boston, MA 02210	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Adaptable to client need. Knowledgeable. Very responsible. Protects client interest. Good partner.
Ref. #3	Lisa Hoang Project Director 617.518.8370	Perkins School Study Boston Public Schools 1216 Dorchester Ave. Boston, MA 02125	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Cannot say enough good things. They had unrealistic deadlines put on them and they still pulled it off. Great designers. Very accommodating.



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: MDS								
Ref. #1	Johannes Hoffman Architect at Johker Design 443-852-9678, jfharchitect@gmail.com	New Hampshire Job Corps Center - Manchester, NH Design Services for New Construction	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	Best design and construction project he's been involved with in his 30 year career.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
			<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	
Ref. #2	Dr. Frank Hackett Interim Supt. Winchester Schools/ Former Supt. 781-721-7000 x1004, fhackett@winchesterps.org	Braintree East Middle School - Braintree, MA Design Services for Add/Reno	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	Great listeners. Were short staffed for a bit and quickly corrected it. Project wrought with construction problems They handled it well. Made excellent compromises when necessary.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
			<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	
Ref. #3	John Sullivan Asst. VP Business Services/Physical Plant 508-286-3484, sullivan_john@wheatoncollege.edu	Davis Discovery Center Wheaton College Design Services / Renovation	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Excellent	Have worked with MDS on a number of projects, they do a great job every time.
			<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	
			<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: Mount Vernon Group								
Ref. #1	Ken Pacheco, Chief Operating Officer Fall River Public Schools 508-675-8420 X53704	Letourneau Elementary School Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	He highly recommends them and has done 7 projects with them to date.
Ref. #2	Edward McManus, Building Committee Co-Chair 508-527-7620	Monomoy Regional School District Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	He highly recommends them, this was a tough project schedule-wise and they adhered to the schedule and came in on time and under budget.
Ref. #3	Lee Delliker, Bldg. Comm. Chair 978-526-9410	Manchester-Essex Regional Middle/ High School Design Services Manchester-By-The-Sea, MA	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Their specialty is public schools and they do them well.



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: RDA								
Ref. #1	Dr. Margaret Adams, Superintendent of Schools 339-236-5356	Foster Elementary School Hingham, Massachusetts Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Very empathetic in trying to understand what client is asking and be responsive. Strong knowledge of programmatic needs. During a time of cost escalation they showed a deep knowledge of the industry, trends in the market, and provided alternatives to stay on budget. During construction they are an active participant. Care deeply about the project, are personally invested. Have a strong sense of educational needs, willingness to hear and listen from educators, and be responsive to their needs.
Ref. #2	Ms. Maryann Perry, Superintendent of Schools 781-589-1259	Lucretia & Joseph Brown Elementary School Marblehead, Massachusetts Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Gene and team are awesome. They stayed with us through every phase of the process. Available to staff, teachers and community. A wonderful partner and the building is amazing.
Ref. #3	Derek Swenson, Former Superintendent 774-930-8470	Mitchell Elementary School Bridgewater, Massachusetts Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Gene Raymond is amazing. Excellent communication with our team and with crafting presentations for the public. On time and under budget during COVID. Incredibly thorough. It's a team you can have hard conversations with. Worked with state and local office



DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: SAAM								
Ref. #1	Mark X. Haley (617) 886-7316	Roger E. Wellington Elementary School Belmont, MA Design Services	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	He could not answer the P/G/E questions because he did the rock work. He said that Lorraine was great and they have a great team.
Ref. #2	Robert M. Jokela, Former Supt: (978) 660-0851	Crocker Elementary School, Fitchburg, MA Fitchburg Public Schools 376 South Street, Fitchburg, MA 01420	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	They are an excellent match for Fitchburg. Worked well with the OPM. There was some VE needed but they worked within the parameters and still kept the vision.
Ref. #3	Alistair Lucks: (617) 908-0373	Melvin H. King South End Academy 90 Warren Avenue Boston, MA 02116 Design Services	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Left message

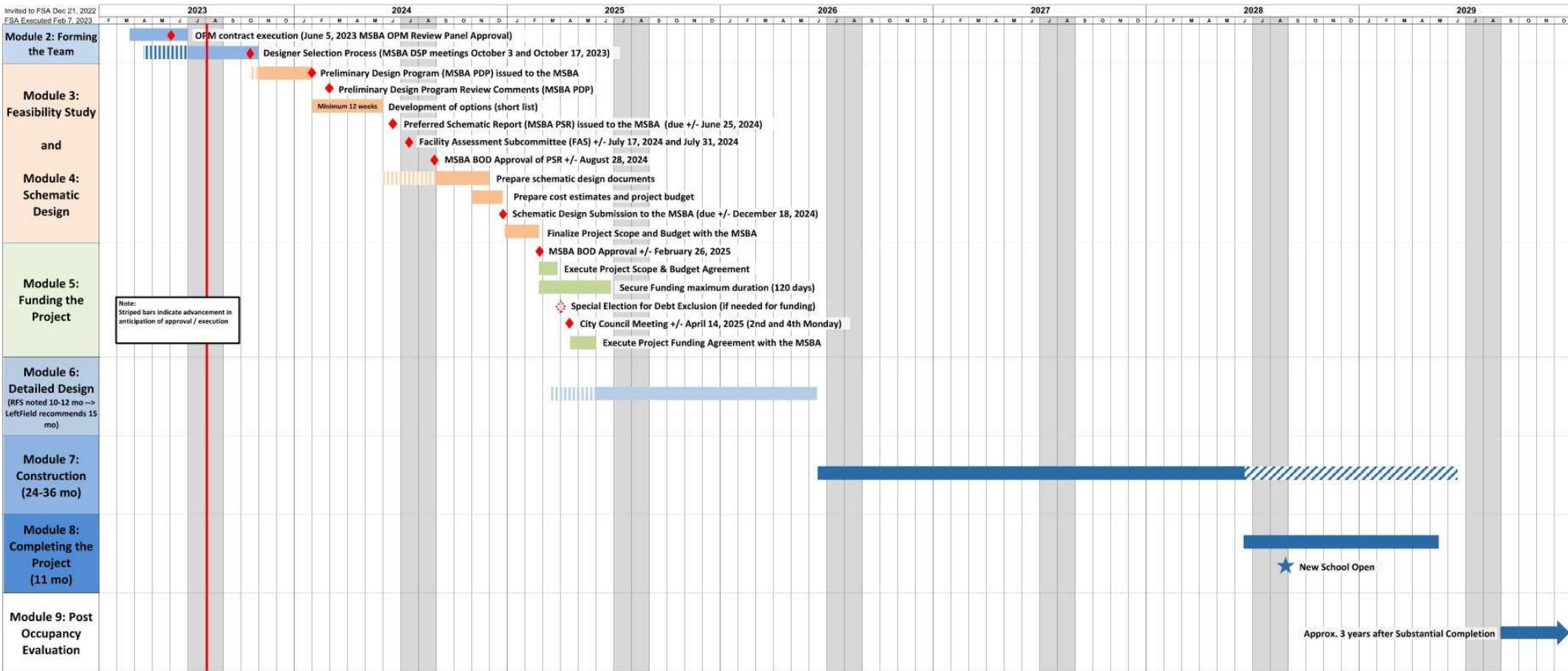


DESIGNER PROCUREMENT

Project Client Name, Title & Contact Information		Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
Applicant: Studio G								
Ref. #1	Laura Chesson, Superintendent, (978) 448-5505 lchesson@gdrsd.org	MSBA Florence Roche Elementary School Groton-Dunstable Regional School District Design Services	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Very difficult situation and they have done a wonderful job with the SBC. Have worked closely with admin and site management has been excellent. They communicate really well. Flexible. Have handled some difficult issues really well.
Ref. #2	Robert Beatty, Executive Director (508) 672-1821; robert.beatty@atlantiscs.org	Atlantis Charter School - Design Services 2501 South Main Street Fall River, MA 02724	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Great team players. Very positive experience. Love the building (complete in 2018). They were very responsive and kept us informed of everything they did. Great communication.
Ref. #3	Graham VanderZanden, Former Director of Strategic Projects (360) 606-0840; gvanderzanden@gmail.com	Boston Prep Charter Public School - design services for new construction 1286 Hyde Park Ave Boston, MA 02136	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	Did two projects with SGA; Phase 1 and Phase 2 buildings. Chose to continue with SGA which shows confidence in them. Phase 1 had a few issues with design docs and communication, led to change orders and other challenges. Phase 2 had aggressive timeline and schedule and a strict budget, SGA was excellent in working within those constraints to deliver the building on time and on budget.



DRAFT PROJECT SCHEDULE



DSP SLIDES FROM MAY 30, 2023



DESIGNER SELECTION PROCESS

1. Important Concepts
2. Advertisement and Request for Designer Services
3. Master File Brochure and Application
4. Designer Selection Panel
5. Qualifications and Selection Criteria
6. DSP Meetings
7. Award of Contract
8. Schedule of Tasks and Activities



DESIGNER SELECTION PROCESS

1. Important Concepts in the Designer Selection Process:

- The Designer Selection Process adopted by the MSBA exempts its projects from the jurisdiction of the Commonwealth's DCAMM Designer Selection Board.
- The Designer Selection Process is a required process for projects with an estimated construction value equal to or greater than \$5 million.
- Designer selection is a **Qualifications-based** selection process; the list of finalists and the determination of the top-ranked finalist is based on the quality of the applicant firms without consideration of the design fee.
- The initial contract will extend from *Feasibility Study* through *Schematic Design*.
 - If and when the MSBA Board of Directors gives approval for the project to move into Detailed Design, the District may negotiate a separate contract from *Detailed Design* through the *Project Closeout*



DESIGNER SELECTION PROCESS

2. Advertisement and Request for Designer Services (RFS)

- The OPM and District will develop a written Request for Designer Services based on the MSBA's template
- After submission to and approval by the MSBA, the RFS will be made publicly available
- The Designer RFS shall be advertised in a local newspaper, the Massachusetts Central Register, and COMMBUYS at least two weeks before Designer proposals are due.
- Prior to the deadline for proposals, the District should hold a pre-proposal conference to help applicants become familiar with the project.
- Questions from applicants must be addressed in writing and made available to all
- Direct communication between individual applicants and the District is prohibited



DESIGNER SELECTION PROCESS

3. Master File Brochure and Application

- Prior to submitting a proposal on any project, Designers are required to have previously submitted a Master File Brochure to the MSBA which must be current. Master File Brochures must be updated annually.
- The RFS will communicate to all eligible Designers the information that is required by the Designer Selection Panel as well as how and when to submit an application.



DESIGNER SELECTION PROCESS

4. Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of applicable expertise, plus....
- 3 members proposed by the respective City/Town/District, etc.
 - **1 member shall be the Mayor or his designee.**
 - **1 member shall be the Superintendent of Schools or her designee.**
 - **1 member shall be designated by the School Committee.**
- A minimum of 9 members shall constitute a quorum.
- Meetings are open to the public and are typically held twice a month.



DESIGNER SELECTION PROCESS

5. Designer Qualifications and Selection Criteria

- **Qualified Designer** within the meaning of M.G.L. Ch. 7C, section 44
- The project architect must be **MCPPO certified**
- Must agree to contract with **MBE and WBE businesses** to meet or exceed the participation goals established by the Supplier Diversity Office (SDO)
 - Note: participation goals for the Fall Brook ES are not yet finalized.
- Past **Experience & Performance**
- Current **workload**
- Qualifications of **consultants**
- **Financial stability**
- Qualifications of **personnel**
- Geographic proximity or willingness of the firm to make **site visits**
- Other criteria identified by the DSP



DESIGNER SELECTION PROCESS

6. DSP Meetings

- **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 after review of proposals and after interviews (if required by the DSP).
- Ranking of applicants is determined by ballot at the DSP meeting.
- Typical Example:
 - Each DSP member assigns points to their 1st, 2nd and 3rd choices.
 - *1st choice = 3 points*
 - *2nd choice = 2 points*
 - *3rd choice = 1 point*
 - Ballots are collected and tallied.
 - The firm with the most total points is ranked 1st, etc.
 - The top 3 applicants are invited to interview at the subsequent DSP meeting
 - If total points are close, the DSP may choose to invite the 4th ranked applicant to interview as well.



DESIGNER SELECTION PROCESS

6. DSP Meetings

- Optional Meeting #2
 - The DSP may request interviews with the 3 (or 4) highest ranked applicants.
 - After interviews are completed, the DPS will again rank the firms in order of preference, considering each applicant's proposal and interview.
- If the DSP chooses not to conduct interviews, the DSP relies on the initial ranking of applicants.
 - Interviews are typically not waived unless the top ranked firm matches the District's preference, there is a wide point spread, and the District feel strongly about their preference.
- In the event of a tie, the chairperson of the DSP shall determine a procedure to break the tie.



DESIGNER SELECTION PROCESS

7. Award of Contract

- After the top-ranked finalist is identified by the **Designer Selection Panel (DSP)**, the District will attempt to negotiate a contract with that firm, including their fee.
- The District begins contract negotiations with the 1st ranked designer.
 - If negotiations are successful, a draft contract is prepared and sent to the MSBA.
 - If not, then negotiations with the 1st ranked designer are ended, and negotiations with the 2nd ranked designer are begun. The process continues until an agreement is reached.
- The award of a Contract for Designer Services is subject to the approval of the MSBA.
- **If the District chooses not to proceed with the highest ranked designer, a written justification shall be issued to the DSP and the District shall not proceed until they have received written approval from the MSBA's Executive Director.**

For more details about the Designer Selection Process, visit:
<http://www.massschoolbuildings.org/building/team/dsp>

