

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
School Building Committee (SBC) Approved Minutes**

R.J. Grey Library
16 Charter Road, Acton, MA 01720

May 9, 2018
7:00 p.m.

Members Present: Mary Brolin; Amy Krishnamurthy; Bill McAlduff; Marie Altieri; Jason Cole; Bob Evans; JD Head; Lynne Newman; Katie Raymond (7:10); Mac Reid; Chris Whitbeck.

Members Absent: Peter Berry; Dennis Bruce; Adam Klein; Gary Kushner; Steve Mielke; Maria Neyland.

Other: Karen Coll; Bill Hart; Dave Verdolino; Representatives from Skanska: Chuck Adam, Dale Caldwell, Victoria Clifford, Sovathya Sar; Members of the public

1. Mary Brolin called the meeting to order at 7:03pm. Building Committee attendees and representatives from Skanska, the firm hired to be Owner's Project Manager (OPM) for this building project, introduced themselves.
2. Mac Reid moved, Bob Evans seconded, and the minutes of the April 11, 2018 School Building Committee Meeting were unanimously approved.
3. MSBA Update

Bill McAlduff said that he had received the official letter from the MSBA approving Skanska as our OPM. Dave Verdolino has begun completing the required paperwork and we are ready to proceed.

Bill and JD Head attended the MSBA's OPM Advisory Panel on May 7th, along with representatives from Skanska. Skanska gave a presentation and responded to questions and comments. The MSBA commended JD for the report he had sent to them, noting in particular the format of the OPM applicant interviews and the list of questions the OPM subcommittee had put together. The OPM Panel was already familiar with Skanska's work and was very comfortable with them.

The OPM Panel asked some questions related to the process of hiring a designer. They want to ensure that the designers' Request for Services (RFS) process is truly open and that it results in a number of competing proposals. We will need a minimum of three respondents to the RFS.

4. Designer Selection (Module 2)

Dale Caldwell of Skanska made a presentation, including an overview of their team. He noted that Chuck Adam will be our interface with the firm. The presentation also included overviews of Skanska's other K-12 school building experience and of some of the site issues that may be identified in the feasibility study. Skanska had prepared an outline of the project schedule, which will be tweaked to meet our needs, such as planning for Town Meetings. They will build a total project budget showing eligible and ineligible costs, the district's share of the costs, options for bonding and other financial considerations. The firm will also walk through options comparisons with the committee, showing the advantages and disadvantages of various choices as decisions are made.

The next step will be to send out an RFS for designers. Dale explained the MSBA Designer Selection Panel (DSP) process; the 16-member panel will include 13 members selected by the MSBA and three representatives selected by the district. Skanska's proposed schedule sets a target to be on the agenda of the DSP meeting on July 10th, which is an aggressive time frame; the next DSP meeting after that will be July 24th. The hope is to have the designer on board by late July or early August. In order to have

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materials to the MSBA in time for the July 10th meeting, we would need to receive them by June 12th. Skanska will review the applications and check references. Bill noted that we would have more control over later phases of the project, Modules 3, 4 and 5, once the team is fully assembled, so it might be possible to make up time if the designer selection process is delayed.

Committee members discussed the designer RFS process. Katie Raymond asked whether the committee would need to vote to approve the RFS, as was required for the OPM RFS. Chuck said that, because the designer selection process is primarily driven by the MSBA, the RFS document is fairly standardized and more straightforward than the one for the OPM. Some building committees assign a representative with authority to approve the designer RFS, rather than requiring a vote by the entire committee.

In response to Katie's question whether we would be able to insert specific items of interest to us into the RFS, Chuck said that they had already put in some things from the OPM RFP, like the desire for net zero environmental impact. They will also put a link to earlier work done by Dore & Whittier into the RFS so all applicants will have ready access to that information.

Amy Krishnamurthy moved to allow JD Head and Bill McAlduff to authorize release of the designer RFS once it has been approved by the MSBA, Mac Reid seconded, and the committee unanimously **VOTED** to approve the motion.

Members were reminded that the three representatives from the district to be part of the DSP would include:

- The Superintendent or a designee
- One representative selected by the School Committee
- One representative selected by the Building Committee

Although there will be only three district representatives on this 16-member panel, MSBA will listen to the local members, especially if they are united and clear about their preferences. Members discussed who should represent the district on the DSP. There will be discussion of the proposals at the DSP meeting and representatives will be asked to weigh in on each of the applicants. The committee determined that, while he will be new to the district and the project, incoming Superintendent Peter Light would participate on the DSP rather than designating someone else as a representative. Because his participation is automatic, there was no need to vote on it, but we will need to let the MSBA know that Peter will be the new Superintendent.

Chris Whitbeck moved to designate JD Head as the Building Committee's representative to the DSP, Mac Reid seconded, and the committee **VOTED** unanimously to approve the motion.

Bob Evans moved to recommend to the School Committee that Marie Altieri be their representative to the DSP, Amy Krishnamurthy seconded, and the committee **VOTED** unanimously to approve the motion. Amy will put this item on the School Committee's agenda for its May 17th meeting.

After discussion, the committee decided not to create an RFS Review subcommittee; instead the full committee will review all of the proposals. Each proposal will include the entire team to be assembled by the designer, including architects, engineers, and other specialists. Members of the Building Committee have varying areas of expertise and specific interests, so committee members wanted to have a chance to review each of the teams. Once the team has been put together, there are only rarely substitutions among the individual members, so members want to know who those individuals may be. In addition, some designers may be more comfortable than others using our past work with D&W, which could save time and, potentially, expense.

Members discussed the process for reviewing proposals from prospective designers. If we receive all materials by June 12th, electronically and as hard copies, they can be distributed at the June 13th meeting

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but members would probably need a second meeting in June to discuss them after reviewing them on their own. Mary Brolin asked whether we needed to meet and have Skanska coach the committee on methodologies for assessing the proposals. Skanska will provide a document describing the process and giving guidance about evaluating the proposals. Peter Light asked whether there was a process for disqualifying some applicants and avoiding wasted time reviewing non-qualified proposals. Skanska will do an initial review as soon as the proposals arrive to ensure that they are complete; if not, they will be disqualified.

Because the proposals will have just arrived before the June 13th committee meeting, and we will need an extra meeting later in the month to review them, it may make sense to cancel the June 13th meeting. Members decided to schedule a later meeting on June 25th at 7:00pm but to defer the decision about canceling the June 13th meeting until after seeing the review document provided by Skanska and deciding whether that provides enough guidance to evaluate the proposals. Chuck will send us the document this week. Designers can come to the Building Committee meetings, as well as the MSBA DSP meeting, as these are all open to the public.

5. Feasibility Study (Module 3) – Skanska

Dale and Chuck provided a brief overview of the Feasibility Study process, Module 3, including the steps and expected timing. Skanska will make sure we know what is coming up and that there are no surprises. In response to a question from Jason Cole, they confirmed that we would have to wait until the design team is on board before beginning site evaluations such as perc tests because the schedule is dictated by the MSBA, which will only reimburse if we adhere strictly to their guidelines.

6. Update on School Building Committee Membership – Mary Brolin is still talking to several potential members and hopes to have decisions about their joining the committee in the near future.

7. Additional Planning to Move Forward – Discussed above.

8. Scheduling of July, August and Fall Meetings

A list of planned monthly meeting dates was distributed but was not discussed at this time. Changes in the June dates discussed above.

9. When asked, there were no questions from members of the public. Jason Cole moved, Amy Krishnamurthy seconded and the meeting was unanimously adjourned at 8:35pm.

Respectfully submitted,

Karen H. Coll

Next Building Committee Meetings:

June 13 (Note: Meeting will be in Superintendent’s Conference Room, Admin Building, Downstairs, Room 13)

June 25 (Added meeting date)

Document Used:

List of Proposed Meeting Dates, 2018-2019

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