

ATTACHMENT A
MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS

District: Town of Burlington
School: Fox Hill Elementary School
Owner’s Project Manager: Dore & Whittier Management Partners, Inc.
Designer Firm: DiNisco Design, Inc.
Submittal Due Date: October 5, 2023
Submittal Received Date: July 14, 2023
Review Date: July 14, 2023 – August 18, 2023
Reviewed by: M. Esdale, V. Dagkalakou, C. Forde, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Appendices	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) Please note and acknowledge that the District will be required to execute a Design Enrollment Certification based on its Preferred Schematic. The MSBA will prepare a certification to be forwarded for signature upon approval by the MSBA Board of Directors for its Preferred Schematic.

4) The information provided indicates that the estimated total project cost could range from \$60-\$155.4 million. For reference, the OPM Request for Services (“RFS”) indicated an estimated total project cost range of \$40-\$85 million, and the Designer RFS indicated an estimated construction cost range of \$40-\$85 million. In response to these review comments, please review and respond to the following:

- Provide the District’s not-to-exceed budget for the proposed project.
- Describe this variation and provide information that indicates that the District has discussed and acknowledged the increase in estimated costs.
- Describe how the District and design team intend to maintain the District’s project budget through schematic design.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Social Studies	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Arts Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Performing Arts Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Physical Education Programs	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Security and Visual Access Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

In response to these review comments address the comments below. Additionally, as part of the District’s Preferred Schematic Report (“PSR”) submittal include (2) copies of the updated educational program, (1) redlined copy and (1) clean copy. Please note and acknowledge the updated educational program must address the comments below, include District updates, provide a Designer response for each component of the educational program, and align with the District’s Preferred Schematic.

Additionally, the MSBA notes the effort and thought that went into the submitted educational program. The submitted educational program demonstrates that the District has programs and goals that are working well and so does not intend to change the programs but instead better support the District’s program and goals with a facility that has improved spaces, layouts, equipment, utilities, and adjacencies.

5) Provide additional information regarding the District’s plan to provide professional development opportunities to prepare for a newly designed facility with a potentially consolidated population (should that option be selected by the District); including how the District is preparing to effectively utilize the renovated or new facility, current and planned preparations before and after the opening of the proposed project.

7) In response to these review comments, please provide information describing the steps the District has taken to support lower-income families in accessing full-day kindergarten.

8) Describe local discussions and design considerations regarding the design and use of core program spaces that would promote a small-school feel and support the District’s goal of maintaining two smaller schools in the larger school.

9) The MSBA suggests the District consider providing assisted listening technology in each classroom, as well as general use throughout educational spaces within the proposed project for hearing impaired accessibility. Please acknowledge. Additionally, please provide the following information:

- Please describe the District’s plan for students to use their technology devices at home, if any.
- If yes, describe whether the District has a regular program to ensure that all students have access to internet at home and at an affordable cost.

11) The MSBA suggests the District consider sculpting with polymer clay in the youngest grades to reduce exposure to highly toxic glazes with young children. Please note and acknowledge art storage should include secure and appropriately ventilated space for toxic and hazardous materials as well as an accessible file of Safety Data Sheets.

Additionally, please consider including a safety light outside the kiln room that automatically illuminates when the kiln room light is on so that in an emergency it is clear that the room is occupied or in use.

12) Please confirm if the performing arts program includes dance and gymnastics, and if so describe the design features being considered that would support this programming.

18) Please confirm that first responding emergency representatives will be consulted in the planning process and associated requirements will be incorporated into the Preferred Schematic.

No further review comments for this section.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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MSBA Review Comments:

1) The MSBA has performed a preliminary review of the space summaries for new construction for the two study enrollment options and offers the following:

- **Study Enrollment Options:**
 - Enrollment 1: 325 students in grades K-5
 - Enrollment 2: 640 students in grades K-5
- **Core Academic** – The overall proposed square footage for this category exceeds the MSBA guidelines by 8,150 net square feet (“nsf”) for Enrollment 1, and 17,250 nsf for Enrollment 2. Based on the information provided, the following spaces have been proposed in order for the District to deliver its educational program:

Core Academic Spaces	Enrollment 1: Grades K-5 for 325 students			Enrollment 2: Grades K-5 for 640 students		
	Proposed No. Rooms	MSBA Guidelines No. Rooms	Variance	Proposed No. Rooms	MSBA Guidelines No. Rooms	Variance
Kindergarten Classroom	3	3	0	6	6	0
General Classroom	15	12	+3	30	23	+7
STE Room (Grades 3-6)	1	0	+1	2	0	+2
STE Storage Room	1	0	+1	2	0	+2
ESL Room	2	0	+2	4	0	+4
Literacy Specialist Room	1	0	+1	2	0	+2
Math Specialist Room	1	0	+1	2	0	+2
Tutor Small Group Room	1	0	+1	2	0	+2
Literacy Library	1	0	+1	2	0	+2

The District is proposing the following spaces:

- **Kindergarten Classroom (with toilet)** – The District is proposing (3) 1,200 nsf Kindergarten Classrooms totaling 3,600 nsf for Enrollment 1; and (6) 1,200 nsf Kindergarten Classrooms totaling 7,200 nsf for Enrollment 2, which aligns with the MSBA guidelines for each enrollment option.

In response to these review comments, please confirm that the proposed project will provide a minimum of (2) sinks in each Kindergarten Classroom. Please refer to the attached memo regarding MSBA’s Staff Recommendation for 2018 STE Area Guidelines.

- **General Classroom (Grades 1-5)** – The District is proposing (15) 950 nsf General Classrooms totaling 14,250 nsf for Enrollment 1, which exceeds the MSBA guidelines by (3) General Classrooms and 2,850 nsf. For Enrollment 2, the District is proposing (30) 950 nsf General Classrooms totaling 28,500 nsf, which exceeds the MSBA guidelines by (7) General Classrooms and 6,650 nsf.

In response to these review comments, please confirm that the proposed project will provide a minimum of (2) sinks in each General Classroom for grades 1-5. Please refer to the attached memo regarding MSBA's Staff Recommendation for 2018 STE Area Guidelines.

- **Science, Technology, Engineering (“STE”) Rooms** – *The District is proposing (1) 1,080 nsf STE Room for Enrollment 1 and (2) 1,080 nsf STE Rooms for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option. This information provided on page 14 of the District's educational program states:*

“A designated STE Classroom and/or flexible makerspace (separate from an STE-optimized general classroom) would provide additional instructional room to support students' development of engineering/design and other 21st century skills that are applicable across subjects, particularly in project-based learning: e.g., creative thinking, problem solving, prototyping, testing and revising. Spaces like cubbies and countertops are recommended so that student work can be set up for extended periods of time. Low shelving provides students with easy access to the materials they need. An open floor space permits rearrangement of furniture for different purposes.”

In response to these review comments, please review and respond to the following:

- *Provide additional information that describes how the proposed space(s) will be scheduled and staffed.*
- *Confirm the grades that will have access to the proposed STE Room(s).*
- *Describe the educational activities that would be scheduled for the proposed space(s) that could not be delivered in the general classrooms.*

Please note that the MSBA guidelines include general classrooms that are designed to support delivery of science, engineering, and technology content for students in grades K-2. The MSBA would not object to the District including a second STE Room for Enrollment 2; however, the space and storage room associated with the second STE Room will be ineligible for reimbursement. Please acknowledge.

- **STE Storage Room** – *The District is proposing (1) 120 nsf STE Storage Room for Enrollment 1, and (2) 120 nsf STE Storage Rooms totaling 240 nsf for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option. See note above regarding second STE Room associated with Enrollment 2.*
- **English as a Second Language (“ESL”) Room** – *The District is proposing (2) 500 nsf ESL Rooms totaling 1,000 nsf for Enrollment 1, and (4) 500 nsf ESL Classrooms totaling 2,000 nsf for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option.*

In response to these review comments, please provide additional information that describes how this space will be scheduled and staffed during the school day.

- **Math Specialist Room** – *The District is proposing (1) 250 nsf Math Specialist Room for Enrollment 1; and (2) 250 nsf Math Specialist Rooms totaling 500 nsf for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option.*

In response to these review comments, please describe the scheduling and utilization of the proposed area(s) including why a single space would not support the needs for Enrollment 2.

- **Literacy Specialist Room** – *The District is proposing (1) 950 nsf Literacy Specialist Room for Enrollment 1; and (2) 950 nsf Literacy Specialist Room totaling 1,900 nsf for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option.*

In response to these review comments, please describe the scheduling and utilization of the proposed area(s) including the activities that could not be delivered in the general classrooms, the Literacy Center, Tutor Small Group Rooms, or the Media Center, and if still required, why a single space, would not support the needs for Enrollment 2.

- **Tutor Small Group Room** – *The District is proposing (1) 950 nsf Tutor Small Group Room for Enrollment 1 and (2) 950 nsf Tutor Small Group Rooms totaling 1,900 nsf for Enrollment 2, which exceeds the MSBA guidelines for each enrollment option.*

In response to these review comments, please provide the following information:

- *Describe the anticipated adjacencies.*
- *Describe the scheduling and utilization of the proposed areas including the activities that could not be delivered in the general classrooms, the Literacy Specialist Rooms, Literacy Center, or the Media Center, and, if still required, why a single space would not support the needs of Enrollment 2.*
- *Provide examples of activities that will occur in these areas.*
- **Literacy Center** – *The District is proposing (1) 950 nsf Literacy Center for Enrollment 1 and (2) 950 nsf for Enrollment 2 totaling 1,900 nsf which exceeds the MSBA guidelines for each enrollment option. In response to these review comments, please provide the following information:*
 - *Describe the scheduling and utilization of the proposed area(s) including the activities that could not be delivered in the general classrooms, the Literacy Specialist Rooms, Tutor Small Group Rooms, or the Media Center, and if still required, why a single space, would not support the needs for Enrollment 2.*
 - *Describe how these areas will be staffed and who will be responsible for maintaining the area(s).*
- **Overall Utilization of the Proposed Options** – *The District is proposing (3) Kindergarten Classrooms and (18) General Classroom size spaces (15 General Classrooms, 1 Literacy Specialist Room, 1 Tutor Small Group Room, and 1 Literacy Center) totaling (21) classroom sized Core Academic spaces, yielding an effective utilization rate of about 67% for Enrollment 1. The District is proposing (6) Kindergarten Classrooms and (36) General Classroom size spaces (30 General Classrooms, 2 Literacy Specialist Room, 2 Tutor Small Group Room, and*

2 Literacy Center) totaling (42) classroom sized Core Academic spaces, yielding an effective utilization rate of about 66% for Enrollment 2. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and more closely align with MSBA guidelines.

- **Special Education** – The overall proposed square footage for this category exceeds the MSBA guidelines by 10,795 nsf for Enrollment 1 and 16,425 nsf for Enrollment 2.

The information provided indicates that the District is a member of the LABBB (Lexington, Arlington, Burlington, Bedford, Belmont, Watertown) Collaborative. The existing Fox Hill Elementary School hosts (1) LABBB program known as EDBD (Emotionally Disturbed/ Behaviorally Disturbed Program). Due to existing space limitations at the Fox Hill Elementary School, there is an additional classroom located at the Memorial Elementary School. As part of the proposed project the District intends to relocate both EDBD spaces at the Fox Hill Elementary School.

In response to these review comments, review and respond to the following:

- Confirm whether the use of the Team Chair Office, Team Chair Conference Room, School Psychologist Office, and Adjustment Counselor Office is exclusive to the use of the Special Education program.
- Please note and acknowledge 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 overall proposed square footage for this category aligns with the MSBA guidelines for each enrollment option. No further preliminary comments.
- **Health & Physical Education** – The overall proposed square footage for this category exceeds the MSBA guidelines by 1,000 nsf for each enrollment option. Please note and acknowledge that all square footage exceeding the MSBA guidelines for this category will be considered ineligible for reimbursement.
- **Media Center** – The overall proposed square footage for this category exceeds the MSBA guidelines by 20 nsf for Enrollment 1 and aligns with the MSBA guidelines for Enrollment 2. Please note and acknowledge that all square footage exceeding the MSBA guidelines for this category will be considered ineligible for reimbursement.
- **Dining & Food Service** – The overall proposed square footage for this category exceeds the MSBA guidelines by 40 nsf for Enrollment 1 and aligns with the MSBA guidelines for Enrollment 2. Please note and acknowledge that all square footage exceeding the MSBA guidelines for this category will be considered ineligible for reimbursement.
- **Medical** – The overall proposed square footage for this category exceeds the MSBA guidelines by 90 nsf for Enrollment 1 and 790 nsf for Enrollment 2. Please note and acknowledge that all square footage exceeding the MSBA guidelines for this category will be considered ineligible for reimbursement.

- **Administration & Guidance** – The overall proposed square footage for this category exceeds the MSBA guidelines by 220 nsf for Enrollment 1 and 2,125 nsf for Enrollment 2. Please note and acknowledge that all square footage exceeding the MSBA guidelines for this category will be considered ineligible for reimbursement.
- **Custodial & Maintenance** – The overall proposed square footage for this category aligns with the MSBA guidelines for each enrollment option. No further preliminary comments.

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; 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	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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) The information provided indicates a Project Notification Form (“PNF”) will be submitted to the Massachusetts Historical Commission (“MHC”) if necessary. Please note MHC approval is

required for all MSBA-funded projects prior to construction bids. In response to these review comments, please include the timeline associated with filing a PNF to the MHC and incorporate the timeline in the overall project schedule.

4) The information provided for the Fox Hill Elementary School site states the following:

- “Four wetlands were identified during the field surveys. The presence of these resource areas will trigger Burlington’s 100-foot buffer zone for wetlands and vernal pools, requiring a permit from the Burlington Conservation Commission. Additionally, due to the proximity of the site to Wilmington and because at least a portion of the wetlands north of the school grounds are located withing Wilmington, additional permitting (ANRAD) is anticipated with the Wilmington Conservation Commission”.*
- “The property to the north and east of the site is conservation land. Extensive woodland (mixed deciduous and coniferous) borders the developed area of the site along most edges, with more narrow woodland buffers between the property and nearby residential areas to the northeast, south, and southwest. The Sawmill Brook Conservation Area abuts the site’s southeastern property line”.*
- “A raised area in the southeast corner slopes downward across southeastern woodlands. Toward the bottom of this wooded slope lies the wetland categorized as “Wooded Swamp Deciduous” by MassDEP, containing an NHESP Certified Vernal Pool.”*

Additionally, the information provided for the Pine Glen Elementary School site states the following:

- “Along with the surrounding woodlands, the site contains various significant trees”.*
- “The soils have appeared very sandy”.*
- “ More detailed wetland delineation would be needed to confirm the limits of the resource areas.”*

In response to these review comments, identify any potential challenges and steps that may be required for these resolutions, if any. Additionally, please ensure that future versions of the project schedule will include dates of anticipated approvals and key steps of the proposed site.

5, 6) Please note that although the 2015 International Building Code (“IBC”) and 2018 International Energy Conservation Code (“IECC”) are in effect as the basis for the current 9th edition of the Massachusetts Building Code, a 10th edition of the Massachusetts Building Code based on the 2021 IBC and 2021 IECC (including any MA amendments) is pending. In response to these review comments, the design team should review the project’s anticipated permit date based on the project schedule and verify coordination with the code analysis and all systems basis of design in subsequent phases.

7, 8) The information provided from the Geotechnical report for the Fox Hill Elementary School site states the following:

- “Based on our field observations and the results of the grain-size analyses, the onsite soils are not suitable for reuse as Ordinary Fill or Structural Fill”*
- “We recommend performing additional explorations at the site after the proposed building location, size, layout, and finished floor elevation are established. We*

recommend performing at least eight (8) borings and six (6) test pits, including installing a groundwater observation well”.

In response to these review comments, provide the timeline associated with any additional site testing or review and analysis and note that all cost increases subsequent to a Project Scope and Budget Approval from the MSBA’s Board of Directors will be the sole responsibility of the District. Please acknowledge.

9) Please note and acknowledge that costs associated with the removal of fuel storage tanks and associated contaminated soil is considered ineligible for reimbursement.

10) Please note and acknowledge the following:

- That all costs associated with the removal of flooring and ceiling materials containing asbestos are ineligible for MSBA reimbursement.
- The project team should be aware of the current policies associated with MSBA’s participation in the abatement and removal of hazardous materials.
- That work associated with the removal of associated contaminated soil and materials are considered ineligible for reimbursement.

11) In response to these review comments, provide any previous existing building and/or site reports, studies, drawings, etc. provided by the District.

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:

The information provided indicates that the District preliminarily evaluated the following (2) sites for potential development:

- Fox Hill Elementary School site (37.90 acres); and,
- Pine Glen Elementary School site (11.80 acres).

1) In response to these review comments, describe how site constraints are impacting the design options explored in the Preliminary Evaluation of Alternatives section. As part of the District’s PSR submittal, please review and respond to the following:

- Describe how the onsite number of parking spaces for staff and visitors will be determined. Describe whether the required parking will be determined by school needs,

after-hours athletic/performance needs, and/or local zoning requirements. Please acknowledge.

- Provide a timeline associated with the needed permits, filings, and reviews discussed in this section. Please acknowledge.
- Provide site section(s) that illustrates how the Preferred Schematic sits on the site and how the proposed location impacts access and circulation. Please acknowledge.

2) As part of the District’s PSR submittal, please provide circulation diagrams for each option explored as part of the Final Evaluation of Alternatives.

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 checked="" type="checkbox"/>	<input 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:

7) As part of the Preliminary Evaluation of Alternatives, the District explored the following (8) options at the existing Fox Hill Elementary School and Pine Glen Elementary School sites. Please note that the District intends to further evaluate all options listed below as part of its PSR submittal:

- **Option 1:** Code upgrade/repairs only of the existing Fox Hill Elementary School for 325 students in grades K-5; with an estimated project cost \$61 million.
- **Option 2:** Addition/renovation at the existing Fox Hill Elementary School for 325 students in grades K-5; with an estimated project cost of \$113 million.

- **Option 3:** *New construction at the existing Fox Hill Elementary School site for 325 students in grades K-5; with an estimated project cost of \$102 million. This option includes the following (4) sub options:*
 - **Option 3A:** *New construction of a 3-story building on the eastern part of the Fox Hill Elementary School site.*
 - **Option 3B:** *New construction of a 3-story building on the northern part of the Fox Hill Elementary School site.*
 - **Option 3C:** *New construction of a 2-story building on the eastern part of the Fox Hill Elementary School site.*
 - **Option 3D:** *New construction of a 2-story building on the northern part of the Fox Hill Elementary School site.*
- **Option 4:** *Code upgrade/repairs only of the existing Pine Glen Elementary School for students in grades K-5; with an estimated project costs \$62 million.*
- **Option 5:** *Addition/renovation of the existing Fox Hill Elementary School for 640 students in grades K-5; with an estimated project cost of \$155 million.*
- **Option 6:** *New construction at the existing Fox Hill Elementary School site for 640 students in grades K-5; with an estimated project cost of \$145 million. This option includes the following (2) sub options:*
 - **Option 6A:** *New construction of a 3-story building on the eastern part of the Fox Hill Elementary School site.*
 - **Option 6B:** *New construction of a 3-story building on the northern part of the Fox Hill Elementary School site.*
- **Option 7:** *Addition/renovation at the existing Pine Glen Elementary School for 640 students in grades K-5; with an estimated project cost of \$144 million.*
- **Option 8:** *New construction at the existing Pine Glen Elementary School site for 640 students in grades K-5; with an estimated project cost of \$141 million.*

As part of the District's PSR submittal, please provide the following information:

- *Floor plan diagrams that include a key/legend for clarity that showcase all the spaces with adjacencies to further understand the connections of the proposed spaces*
- *Ensure that further detail is provided in the subsequent phases of the project that clearly describes and illustrates the separation, safety provisions, and possible construction laydown areas that will be applied during construction on the occupied site. Please acknowledge.*
- *Please continue to use the same naming convention of options. Please acknowledge.*

No further review comments for this section.

3.1.7 LOCAL ACTIONS AND APPROVAL

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	Signed Local Actions and Approvals Certification: (original)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) *The information provided as part of the School Building Committee (“SBC”) meeting on June 28, 2023, (page 1,252) indicates the District’s potential local share of the project cost. Please note that a potential grant from the MSBA is calculated at the conclusion of the schematic design phase and the District and project team should be cautious in how this is communicated as the project further develops. Please acknowledge.*

Also, please note that the MSBA updates district reimbursement rates annually and applies the reimbursement in effect at the time the MSBA Board of Directors approves a district’s proposed project scope and budget. Please acknowledge.

No further 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) *Please see comment above in Section 3.1.1, Item 3.*

No further review comments for this section.

Additional Comments:

- *Please note that as part of the upcoming Preferred Schematic submittal process, districts and their consultants are required to provide a summary overview of the proposed project to the MSBA Facilities Assessment Subcommittee (the “FAS”). In preparation,*

the MSBA requests that the District submit a complete PowerPoint of the FAS presentation with the PSR submittal. For your reference, the guidance memorandum for preparing an FAS presentation is attached.

- *The MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers (“OPM”), 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.*

Regarding Past Projects:

MSBA records do not indicate previous grants associated with Fox Hill Elementary School or the Pine Glen Elementary School.

End