

November 1, 2022



**Burlington Fox Hill Elementary
School Project
School Building Committee Meeting #1
November 1, 7:00 PM**

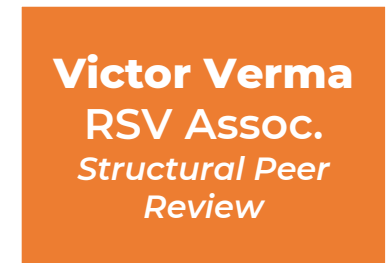
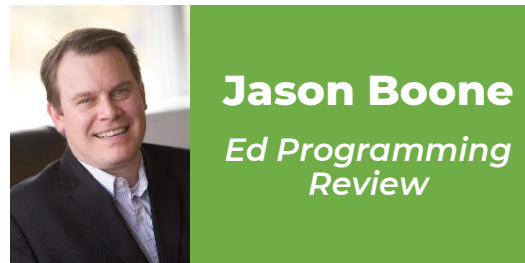
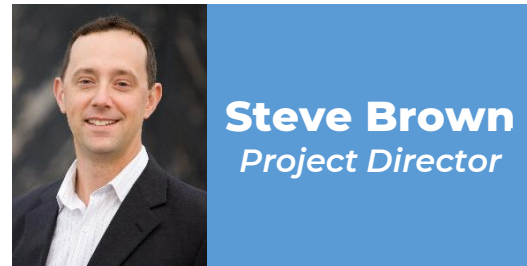


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2. *Dore & Whittier Introductions*
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4. *Invoices and Commitments for Approval*
5. *SBC Voting Member Review and Approval*
6. *Designer Procurement Timeline*
7. *Designer RFS Review and Approval to Submit to MSBA*
8. *SBC Goals*
9. *Working Groups*
10. *Project Website*
11. *Early Consultants (Hazmat/Geotech)*
12. *Educational Program*
13. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting.*
14. *Public Comment*
15. *Next meetings*
16. *Adjourn*

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Team Introduction



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Previous Meeting Minutes

1. August 15th, 2022, Minutes

2. August 29th, 2022, Minutes

3. August 30th, 2022, Minutes

4. August 31st, 2022, Minutes

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MSBA Contract Approval to select D&W as the OPM



Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

October 12, 2022

Mr. Paul F. Sagarino, Jr., Town Administrator
Town of Burlington
Burlington Town Hall
29 Center Street
Burlington, MA 01803

Re: Town of Burlington, Fox Hill Elementary School, Owner's Project Manager Approval Letter

Dear Mr. Sagarino:

Pursuant to the provisions of G.L. c. 149, s. 44A ½ and 963 CMR 2.11, the Town of Burlington (the "Town") is required to procure the services of an Owner's Project Manager (the "OPM") for the Fox Hill Elementary School project using a qualifications based selection process. As required by 963 CMR 2.11 (3), the Town has certified in writing to the Massachusetts School Building Authority (the "MSBA") that it has used a qualifications based selection process that complies with Massachusetts law. Pursuant to 963 CMR 2.11 (2) and G.L. c. 70B, s. 2, the Town has requested in writing that the MSBA approve its selection of Dore & Whittier Management Partners, LLC as the OPM for the Fox Hill Elementary School project.

The MSBA has reviewed the information submitted by the Town in support of its selection of Dore & Whittier Management Partners, LLC. Based upon the information provided by the Town, the MSBA hereby approves its selection of Dore & Whittier Management Partners, LLC for the Fox Hill Elementary School project and to the key personnel and consultants identified by Dore & Whittier Management Partners, LLC in the proposal that was submitted to the Town and reviewed by the MSBA, and as presented to the MSBA's Owner's Project Manager Review Panel on October 3, 2022. The MSBA's approval is specific to Dore & Whittier Management Partners, LLC and to the key personnel identified by Dore & Whittier Management Partners, LLC in the proposal that was submitted and reviewed by the MSBA. Pursuant to the provisions of 963 CMR 2.11 (4) and the applicable requirements of any agreements between the MSBA and

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SBC Voting Member Review and Approval

1. Nichole Coscia*
2. John Danizio*
3. Paul Sagarino*
4. Melissa Massardo*
5. Eric Conti*
6. Bob Cunha*
7. David Rosenblatt*
8. Dennis Villano*
9. Roger Riggs
10. Ed Parsons
11. Jennifer Priest
12. Tara Carroll
13. Audrey Boeri
14. George Papyannis
15. Thomas Murphy Jr.*
16. Katherine Bond*
17. Carl Foss*
18. Christine Monaco*
19. Martha Simon*

*Voting Member

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Designer Procurement Timeline

- *RFS due to MSBA: (two weeks before Ad appears in Central Register) November 9, 2022*
- *Ad placed in “Designer Services” section of Central Register: November 17, 2022*
- *Ad appears in Central Register: November 23, 2022*
- *Applications due to District: December 21, 2022*
- *Applications due to the MSBA: December 29, 2022*
- *DSP Applications Review: **January 17, 2023***

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Draft Designer RFS

REQUEST FOR DESIGNER SERVICES (RFS)

[Town] of Burlington, MA
Burlington Public Schools

[Fox Hill Elementary School Project]

10 05, 2022

Invitation: The *Town* of Burlington (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Fox Hill Elementary School in Burlington, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (“MSBA”) in accordance with the MSBA’s Designer Selection Procedures.

The Owner is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. Subject to the approval of a Project by the MSBA and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project. A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction. Upon the completion of a Feasibility Study (Module 3), and if the District’s preferred option is determined to be new construction, the District may consider participation in the MSBA Model School Program.

**Motion to submit the Designer RFS to the MSBA for review and approval*

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SBC Goals

Step 1 – Project Goals

- *Ensure the fair representations of the school district and the community at large during the decision-making process. Also, be transparent and actively and frequently engage and inform all stake holders.*

Step 2 – Gathering SBC Member Project Goals

- *Questionnaire*

Step 3 – Combining SBC Member Project Goals

- *Compile responses*

Step 4 – Creating Project Goals Statements

- Example: *“The goal of the Burlington Fox Hill ES Project as set forth by the School Building Committee is a well-designed, site-specific project that supports the educational program; creates collaborative, flexible spaces; and incorporates technology for continuing the educational excellence.*

Step 5 – Publishing the Project Goals on the Website

SBC Goals

"Designing/building a school that **meets the needs** of the district and the taxpayers."

"**Cost** efficiency -- the Essex Elementary School will be next so both towns have to see that this can be done within a **reasonable** budget and in a way that does not prevent/preclude or substantially delay a future redo of EES"

"**Balance!** I want a good learning environment for students and staff that does not **cost** so much it is called Taj Mahal."

"**Educational program** for students -- innovative and current to prepare students for a dynamic and ever-changing world"

"**Design** and **cost** are the two top items of most importance. Because of the constrained site conditions, the building layout and configuration are or paramount concern to assure the **mandates of the Ed program** are met."

"Building what we need (not more than we need), on time and on **budget**; Ensuring that design meets educational needs; Ensuring that we go to the towns knowing that we will get a YES vote for Construction"

"Budget, **sustainability** (maintenance and green construction) and a final product that will be serviceable, both physically and programmatically, for many years."

"To strike a compromise: between **program** and **cost**; energy efficiency and simplicity; design and pragmatism."

"**21st Century learning**, architecture conducive to learning and collaboration, cost efficiency, scheduling"

"**Excellence of the overall project**, resolving any political differences between Essex and Manchester regarding cost, keeping the existing auditorium, not reducing size of the existing gymnasium"

"Being proactive on **budget management** and communications. Ensuring **quality construction**. Sensitivity to needs of multiple constituencies. Timely follow up from partners (OPM, Designer, Contractor). Detailed record keeping."

"A building designed to support **21st century learning**, a building process that is sensitive to the needs of the current school while in operation, **flexibility** of design (ie. grade level configurations can change from year to year), traffic flow/patterns, parking, etc."

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Working Groups

Burlington SBC – Workgroup descriptions

11-2-22

The potential / proposed work groups list below illustrates options for the SBC to organize in a non-public meeting forum to investigate issues and make a recommendation to the SBC, before a SBC vote or action is taken. There is no requirement to have a “Workgroup” organization or structure, this is simply an option presented for consideration if the members of the SBC want more time to study segments of the process. Examples of “potential working groups” are listed below.

- **Education programming and learning technology**
- **Existing Facilities assessment**
- **Public relations/information sharing**
- **Financial review**
- **Green buildings and sustainability initiatives**
- **Interior design**
- **Exterior design/Landscaping**
- **Resident / community facility use**
- **Site logistics and phased occupancy**

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Project Website

English Español

Fox Hill Elementary School Building Project

[Home](#) [About](#) [Existing Conditions](#) [Community Outreach](#) [Committee](#) [News](#) [FAQ](#) [Team](#) [Contact](#)



WELCOME

Welcome to the Fox Hill Elementary School Building Project website. We encourage you to explore the site to learn more about this project and its impact on the Town and how it involves the community.

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Early Consultants

1. *Site survey*
2. *Traffic study*
3. *Phase 1 environmental assessment*
4. *Geotechnical*
5. *Hazmat*

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Cost Effective

Thoughtful

Collaborative

Detailed

Committed

Creative

Experienced

Proactive