



# CABOT SCHOOL BUILDING COMMITTEE

SETTI D. WARREN  
MAYOR

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## DRAFT MINUTES

April 17, 2014  
Rm. 210, Education Center  
CSBC Meeting 2

### Present:

\*Co-Chair – Dori Zaleznik, CAO  
\*Diana Fisher Gomberg, School Committee Member  
\*Joshua Morse, Commissioner of Public Buildings  
\*Angela Pitter-Wright, School Committee Member  
\*Alderman Emily Norton  
Joseph Russo, Assist. Super. Elementary Education  
David Fleishman, Superintendent of Schools (*present for part of meeting*)  
\*Karen Wasserman, Resident Member  
Arthur Cohen, DRC Chair  
\* Indicates Voting Members

\*Co-Chair - Sandra Guryan, Dept. Super./CAO School  
\*Alderman Susan Albright  
\* Alderman Ruthanne Fuller (*present for part of meeting*)  
\*Andrea Streenstrup Resident Member

### Staff:

Ouida Young, Law Department  
Mike Cronin, School Department

Carol Chafetz, School Department  
Alex Valcarce, Public Buildings

### Absent:

Setti Warren, Mayor  
Nicholas Read, MCPPO Certified Member  
Matt Hills, School Committee Chair  
\* Indicates Voting Members

\*Dr. Mary Lou DiBella, Cabot School Principal  
\* Margaret Albright  
\*Maureen Lemieux, CFO

Members of the Designer Selection Committee and Design Review Committee were also in attendance

### Designer Selection Committee:

Arthur Cohen, Member  
Benjamin Tucker, Member

### Design Review Committee:

Arthur Cohen, Chair  
Ellen Light, Member  
Peter Barrer, Member

### Design Review Committee:

Jonathan Kantar, Member  
Eve Tapper, Member  
Marc Resnick, Member  
Mark Susser, Member  
Tom Gloria, Member

The CSBC held the kickoff meeting with members of the DSC and DRC for a presentation on the integration of the MSBA's project process and the City's process for Owner's Project Manager (OPM) and Designer Selection, and Design Review. The CSBC also met to establish committee organizational procedures and to provide MSBA required authorizations as part of the OPM selection process. Alex Valcarce, Project Manager for the Public Buildings Department, indicated that there were two organizational items and three MSBA required authorizations to be voted.

## **Presentation:**

### Welcome and Introduction

Sandy Guryan, Deputy Superintendent of Schools/Chief Administrative Officer, convened the meeting at 5:00 p.m. She welcomed the group and explained her role as co-chair of the Cabot School Building Committee and asked members to introduce themselves. After introductions, she noted that the City is fortunate to be embarking upon the Cabot Elementary School building project as the third elementary school that will undergo renovation or replacement to meet today's educational and building standards. With the Angier and Zervas schools nearing construction and design, respectively, Cabot will be the second school in the MSBA school building process. CSBC member Dori Zaleznik joined the meeting a few minutes later and Sandy introduced her as the City's newly appointed Chief Administrative Officer and also co-chair of the CSBC.

### Highlights of 8 MSBA Modules

Alex Valcarce gave an overview of the MSBA school building process which is organized in eight separate modules. He described each module and the typical duration of each from Eligibility to Project Close-out/Completion.

Alex described the preliminary work conducted by the School administration and the City during the Eligibility Module which began in December 2013, including the preparation of significant amount of data on enrollments and building maintenance/capital projects and planning and the establishment of the Cabot School Building Committee (CSBC). He noted that the MSBA will be calculating the amount of reimbursement funding the City will receive for the project at the ending of schematic design. Much of the work done upfront to describe building maintenance as well as energy conservation measures in the design will serve to position the project to receive what are called "incentive points" which translate into additional funding. The items completed during the Eligibility Module were summarized as:

- Certify Program Compliance & Enrollment Projection
- Form School Building Committee (SBC)
- Provide Maintenance / Capital Improvements Information
- Approve Feasibility Study Funding
- Sign Feasibility Study Agreement

Once the MSBA received and reviewed all of this information, they held a meeting to discuss design enrollment for a new or renovated school. Both the school administration and the MSBA had each determined an optimal design enrollment of 480 students. Alex indicated that the MSBA Board of Directors invited the Cabot Elementary School to enter into a Feasibility Study Agreement with the agency on March 26, 2014. As a result the City is now in Module 2 of the MSBA Process which is called Team Selection. The work to be conducted by the Committee tonight revolves around items that will enable team selection, the first step of which is engaging the services of an Owner's Project Manager (OPM). The CSBC members acknowledged that they had received the draft Request for Services (RFS) and advertisement for an OPM prior to the meeting. Alex indicated that approval of the RFS and advertisement will take place later in the meeting and summarized Team Selection as follows:

#### SELECT OWNER'S PROJECT MANAGER

- City / SBC advertises, Interviews, Ranks & Selects OPM
- City Negotiates OPM Services Contract
- MSBA OPM Panel Approves Selected OPM

#### SELECT DESIGNER

- City advertises Request for Services (RFS) for Designer
- City assigns three (3) members to MSBA Designer Selection Panel
- Designer Selection Panel Ranks Designers
- City Negotiates Design Services Contract

Alex provided an overview of the Feasibility Study, providing information of how the process evolved in the Angier School Project but noting that while the educational program in Newton is fairly standardized each building and site is unique. Sandy Guryan explained that the School Department's educational program is the basis for the feasibility study and early planning. The elementary education program which has been developed for the Angier Elementary School will be the design basis for Cabot and all other elementary schools. The development of four classroom pods per grade is part of the program, but most importantly the educational program meets the MSBA minimum standards for all spaces including classrooms, gymnasium, library/media, art, music, administration, and all other programs.

It was also noted that Designer Selection will begin after an OPM is hired; however the Designer Selection process is conducted through the MSBA's Designer Selection Panel (DSP) which includes three city or school appointees out of the total of 13 DSP members. The city and school members of the DSP look for a design firm which they believe will provide the best fit in working collaboratively with the city process and with the school administration. A committee member gave an example from another community and hoped that the city/school Panel members could be a unified force in the selection process.

#### Project Timeline

Josh Morse, Commissioner of Public Buildings, provided an overview of a typical MSBA-funded project timeline and a preliminary timeline for the Cabot project. He highlighted milestones in the process and how the MSBA process is melded with the City's own design process which includes a Designer Selection Committee and a Design Review Committee. In addition the City Ordinances include a provision for the Board of Aldermen to vote on Site Plan Approval and to also vote City funding for the project. He explained that this public process is an opportunity for everyone to help rebuild our school and make the city/school long range plan come to fruition.

#### Role & Integration of SBC

To further illustrate the melding of the City process with the MSBA process, Alex presented a graphic that outline the flow of information and approvals between various groups during the course of a school construction project including the Cabot working group, the CSBC, the Board of Aldermen, the School Committee, the Design Review Committee and the MSBA. It was noted that the working group serves as a strategic planning group for coordination of all activities and presentations. It also advises the executive department and vets information provided by the OPM and designers and plans meeting agenda for the CSBC. The DRC is invited to all CSBC meeting however they have separate technical design meeting, which are open to the public so members of the CSBC may also attend these if they so wish. At any point at which the CSBC will be moving towards providing input to the MSBA, updates by the working group and project team are given to the School Committee and Board of Aldermen to gather their input. Subsequently the CSBC will meet to review the design or information for a vote and a package of information will be submitted to the MSBA.

Sandy Guryan expanded upon the role of school staff and administration members during the design phase stating that the Newton Public Schools has developed a very clear educational program for the development of future building designs. Essentially schools are envisioned to contain pods of four classrooms for each grade for a total of twenty-four instructional classrooms. These pods per grade provide adjacencies which enable student and teacher collaboration across classrooms. Program adjacencies, however, can be modified to suit the particular school and the building's own physical layout challenges if any.

Alex Valcarce explained that tonight the CSBC will vote on assigning the City's Designer Selection Committee (DSC) as the group that will assist the city in selection of the OPM. The DSC will review applications received and will interview firms at a DSC meeting, which is open to the public. Upon conclusion of interviews, the DSC will rank the firms in terms of various selection criteria and give the names of the top three firms to the Mayor who will select one. This selection is made based on professional criteria, not fee. The city will negotiate the fee. After updates on this process are given to the School Committee and Board of Aldermen, a package of what has transpired during OPM selection will be submitted to the MSBA as required.

### **Committee Procedural Authorizations**

With assistance from Ouida Young, Assistant City Solicitor, the CSBC determined the requirements for establishing a quorum for its meetings, and the number of votes required for approvals.

#### **Establishing a Quorum**

It was proposed that a quorum would be established by the presence of seven members of the thirteen voting members of the CSBC. There was some discussion with respect to having a higher percentage than the suggested 50% of the voting members as the basis for establishing a quorum. It was pointed out that the Committee would meet for about two years and that not everyone would be able to attend every meeting. It was noted that requiring seven of the thirteen voting members to establish a quorum has worked well for the Angier School Building Committee and therefore it was recommended that the CSBC be organized in the same fashion.

##### *Determine Requirements for a Quorum*

Susan Albright moved that a majority of the voting members of the Cabot School Building Committee constitutes a quorum; the motion was seconded by Diana Fisher-Gomberg. The motion passed unanimously, 9-0.

#### **Establishing Number of Votes for Approvals**

It was recommended that the number of votes required for approvals for submittals to the MSBA and other such matters would be a simple majority of the quorum present. It was noted that should there be only seven voting members present, that approvals would be based on having four affirmative votes. The question was asked if that had ever happened with the ASBC. Alex Valcarce indicated that he could not recall of an instance where there were only four affirmative votes on a matter before the ASBC.

##### *Determine Number of Votes Required for Recommendations to MSBA*

Susan Albright moved that matters coming before the Cabot School Building Committee that require a vote be approved by a majority of those voting members present; the motion was seconded by Diana Fisher-Gomberg. The motion passed unanimously, 9-0.

### **Committee Authorizations for MSBA:**

#### **Delegation Regarding the Procurement of OPM Services**

Under the MSBA the CSBC is required to identify and approve the selection committee for the OPM. Under the City Ordinance, Section 5-35 this responsibility belongs to the Designer Selection Committee (DSC). Therefore, it was discussed that the DSC should be authorized to rank / interview the OPM Respondents to the RFS and then make its recommendation to the Mayor under the City's established Designer Selection Procedure

##### *Authorize Designer Selection Committee (DSC)*

Susan Albright moved that the Designer Selection Committee established by Section 5-35 of the Revised Ordinances of the City of Newton be authorized to oversee the selection of the OPM in accordance with the requirements of City ordinances, state laws and regulations, and Massachusetts State Building Authority's requirements for the Cabot Elementary School Project; the motion was seconded by Angela Pitter-Wright. The motion passed unanimously, 9-0.

#### **Composition of the Selection Committee for OPM Services**

As required by the MSBA the CSBC reviewed the credentials of the DSC .members. Alex Valcarce identified the current members, their backgrounds and experience.

##### *Approve Composition of DSC for OPM Selection*

Susan Albright moved that the composition of the Designer Selection Committee for procurement of OPM services for the Cabot Elementary School Project shall be in accordance with the requirements of Section 5-36 of the Revised Ordinances of the City of Newton, the motion was seconded by Angel Pitter-Wright.

Authorize Request and Advertise for OPM Services

As required by the MSBA the CSBC authorized the request for, and advertisement of OPM services. Alex Valcarce gave an overview of the services identified in the RFS. He explained that the RFS is a template provided by the MSBA which includes the OPM application form, and the MSBA standard contract for OPM services which the City is required to follow. The DSC had reviewed the RFS and provided input. Arthur Cohen indicated that typically the OPM also manages cost proposals, change orders and similar cost related items.

Alex also provided an overview of project objectives and OPM services identified in the RFS. One item is the understanding that the project will need approval from Massachusetts Historical Commission (MHC) should the feasibility study determine that the building should be replaced in whole or part. The OPM's assistance in that process would be required. It was also noted that the Property Review Application has been submitted to Newton Historic Commission for its review.

The question was asked whether the Building Commissioning at the conclusion of a project will include the building envelope for energy purposes and whether it will include post-occupancy commissioning. It was discussed that if these items were not included as part of the Commissioning Agents services under the MSBA, and should the City wish to include them, then the OPM RFS should include language that additional OPM coordination of commissioning would be required. Alex said that he would find out if building envelope and post-occupancy reviews are included in the MSBA/Commissioning Agent agreement.

An overview of the evaluation criteria for the OPM selection was also discussed which included the evaluation criteria and the basis for the ranking system as required to be used in the selection process. The advertisement for the OPM RFS was reviewed as well.

*Authorize Advertisement of and Issue OPM RFS*

Diana Fisher-Gomberg moved that the City of Newton acting through its Public Buildings Commissioner and Designer Selection Committee issue a Request for Services for an OPM for the Cabot Elementary School Project and place an advertisement for such RFS at the earlier date possible; the motion was seconded by Susan Albright who indicated that the additional Commissioning Agent language be included if needed. The motion passed unanimously, 9-0.

In response to a question regarding status update, it was stated that the CSBC will be informed of the status of the designer selection process, including who from the schools/city is appointed to the MSBA Designer Selection Panel.

Next Steps 3-6 Months

The committee reviewed the following schedule:

|                            |                    |
|----------------------------|--------------------|
| OPM Selection              | May – June 2014    |
| Designer Selection         | June – August 2014 |
| Feasibility Study Kick-Off | September- 2014    |

Adjournment

Angela Pitter-Wright moved to adjourn the meeting which was seconded by Emily Norton and unanimously approved 9-0.

**END OF MEETING MINUTES**