

BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
Thursday, September 29, 2016
Homer Building Gallery
7:30 AM

2017 JAN 31 AM 9:19

Meeting #7

Committee Members Attending:

Chair Lovallo; Members: Sami Baghdady, John Phelan, Tom Caputo, Gerry Boyle, David Kale, Phyllis Marshall, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Dan Richards, Jamie Shea, Pat Bruschi

Members Absent: Chris Messer and Phillip Ruggiero

I. Call to Order

The meeting was called to order at 7:35 a.m. by Chair Lovallo. He briefly reviewed the agenda. Mr. Boyle introduced Cindy Papa, the Facilities Department Admin, filling in today for Lisa Gibalerio.

II. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes of 8/31/16
The motion passed unanimously by those in attendance at the above noted meeting.

III. Treasurer's Report

Assistant Town Administrator, Phyllis Marshall, noted that there is no report, as no new expenses have been incurred. She will have an invoice for the McKibben report for approval at the next meeting.

IV. Presentation to School Teachers and Staff

Superintendent Phelan informed the committee of his communications with the MSBA. The MSBA will not support the funding of a Public Library component as part of this project. Nor will they support, through reimbursement, a separate Pre-K K facility on the same site. He recently explained to staff and teachers this process is still in the Eligibility Period and the next move is to supply the MSBA with enrollment numbers. Superintendent Phelan will submit an email to the MSBA saying the district will move forward with the following possible grade configurations as best to explore:

Grades 9 -12
Grades 8 -12
Grades 7 -12

Mr. McLaughlin noted his concerns regarding the social effects of combining 7th grade students with 12th grade students. Superintendent Phelan responded that younger students would have minimal interaction with upperclassmen i.e. separate building entrances, separate physical education classes etc.

V. District Enrollment Update

Discussion moved to enrollment numbers. Superintendent Phelan noted that there is an annual enrollment spike averaging 24 – 25 at the elementary schools and whatever is decided for Belmont High School directly effects what happens to all grades below. He noted the average grade consists of 350 students. Chair Lovallo requested that the committee move towards a vote of a configuration study for grades 7 - 12 housing approximately 2200 students in addition to the previous configuration studies for grades 9 - 12 housing 1475 students and for grades 8 - 12 housing 1845 students. Superintendent Phelan believes these three options are healthy to explore for the future of this district.

Mr. Mooney moved: To approve the configuration study for the enrollment certification of the following:

9-12 housing 1475 students

8-12 housing 1845 students

7-12 housing approximately 2200 students (to be confirmed by MSBA)

The motion passed unanimously.

VI. MSBA Feasibility Study Agreement

Ms. Marshall stated that the draft MSBA Feasibility Study Agreement is a boiler plate contract without specific Belmont Project details as this time. However the Town's lawyer did review and note some minor changes in definition and language clarification. She drafted a letter to send to the MSBA requesting said changes.

VII. Discussion of Feasibility Study Budget

Ms. Marshall explained the breakdown of the budget which totals \$1,750,000.00 with 23% allocated to an Owner's Project Mgr, 63% for the Designer, 9% for Environmental & Site Investigation and 6% to Other.

She said this breakdown is based on other comparable projects, is somewhat flexible and includes the funds for a School Facilitator. The Environmental component was requested by Town Meeting and Mr. Mooney agreed the budget amount of \$150,000.00 is acceptable.

Mr. McLaughlin moved: To approve the budget breakdown for feasibility study as follows:

OPM - \$400,000

Designer - \$1,100,000

Environmental - \$150,000

Other - \$100,000

A vote was taken to approve the budget which passed unanimously.

VIII. Next Meeting

The next meeting has been rescheduled to Thursday, October 27, 2016 at 7:30 am in the Homer Gallery due to Wednesday conflicts. This will be the last meeting from the original schedule.

IX. New Business

The Committee is responsible for hiring the Owner's Project Manager and drafting the Request for Proposals from the MSBA template. Chair Lovallo would like members to think about breaking into sub-committees to review information. The OPM should be on board early in 2017, the applicant interview process involves entire Committee. Chair Lovallo explained that a possible selection process may involve a sub-committee reviewing all applicants and making a recommendation of a short list of applicants to the entire Committee for final review and selection.

Outreach to Community is important. Superintendent Phelan asked for volunteers to appear with him on the Belmont Media channel for a Q&A. Pat Bruschi suggested that PTA's schedule a Q&A session with Committee members as well.

X. Related Meeting Documents

1. Superintendent Phelan Presentation to School Committee 9-27-16
2. MSBA Response Letter 9-8-16
3. Feasibility Study Budget

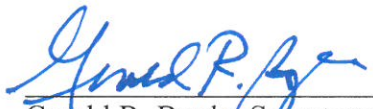
XI. Adjournment

The meeting was adjourned at 8:40 a.m.

Respectfully submitted by:

Cindy Papa

Approved:


Gerald R. Boyle, Secretary

10/27/16
Date

BELMONT HIGH SCHOOL BUILDING PROJECT UPDATE

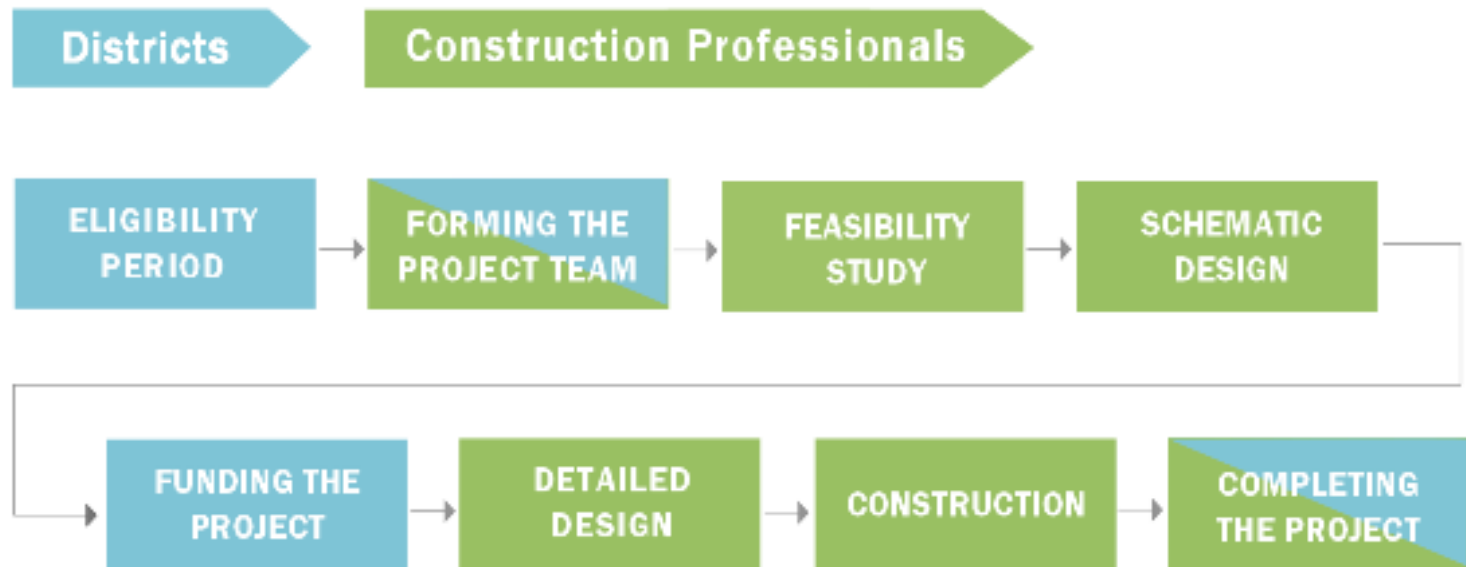
BHS-BC Meeting

September 29, 2016

MSBA Building Process

MSBA Building Process

Steps primarily for:



Module #1: Eligibility Period Schedule and Deliverables

Deliverable	Days	Due Date and Status
✓ Initial Compliance Certification	30	By March 11, 2016
✓ School Building Committee	60	By April 19, 2016
✓ Educational Profile Questionnaire	90	By May 10, 2016
✓ Online Enrollment Projection	90	By May 10, 2016
<input type="checkbox"/> Enrollment/Certification Executed	180	By August 8, 2016 Extension Granted by MSBA
✓ Maintenance and Capital Planning Information	180	By August 8, 2016
✓ Local Vote Authorization	270	By November 7, 2016
<input type="checkbox"/> Feasibility Study Agreement	270	By November 7, 2016
✓ Complete		<input type="checkbox"/> Pending

What does the Enrollment Certification consist of?

In short -

- How many students do you envision on this school site (projected enrollment).
- Who do you think you will have on this school site? (grade configuration).

What grade configurations were proposed?

- Although our initial application was for a 9-12 high school the MSBA allows districts to explore reconfiguration options for their district within a building project.
- With the goal of wanting to explore options for relieving pressure on our middle and/or elementary schools we asked the MSBA to review the following options:

Potential Grade Configurations	
▪ Grades 9-12	• Grades 8-12
▪ Grades 9-12 plus an Integrated Pre School and Kindergarten	• Grades 7-12
▪ Grade 9-12 plus a K-5 elementary school	

What grade configurations are moving forward?

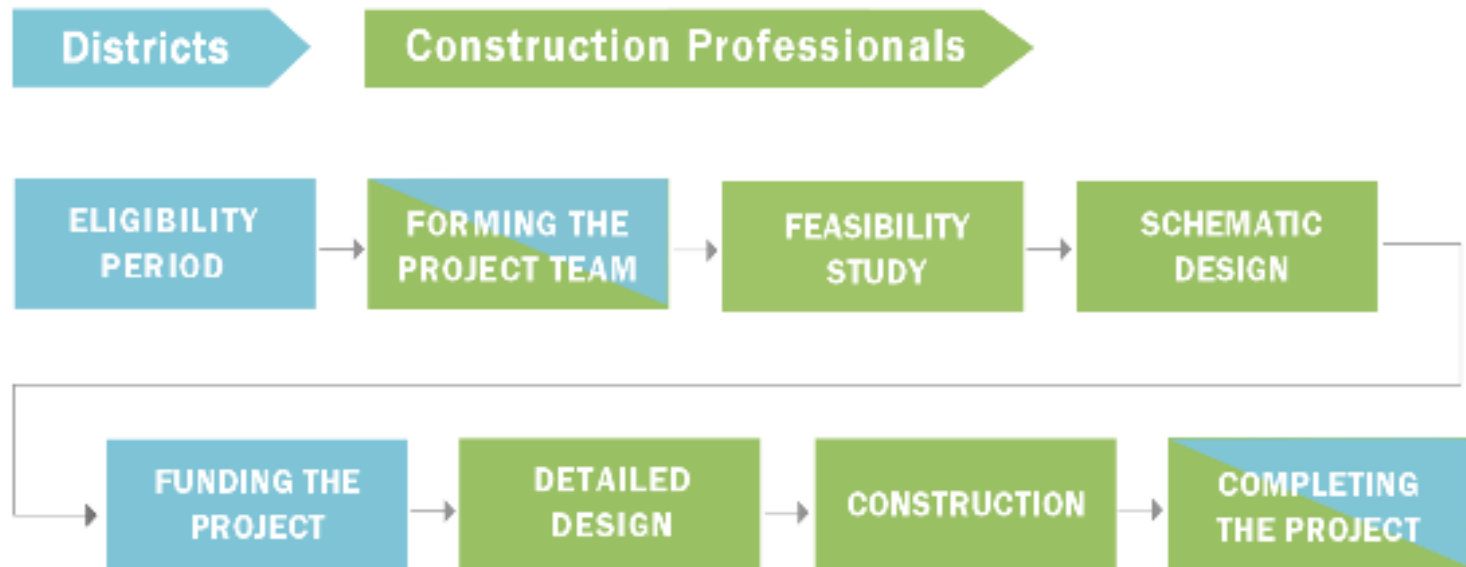
- Given the guidance from the MSBA in their letter dated September 8, 2016 the district will be moving the following grade configurations forward:

Grade Configurations Submitted to MSBA	
▪ Grades 9-12	
• Grades 8-12	
• Grades 7-12	

MSBA Building Process

MSBA Building Process

Steps primarily for:



Module #1: Eligibility Period Schedule and Deliverables

Per a conversation with the MSBA, an updated Enrollment Certification letter will be sent to Belmont to be signed along with the Feasibility Agreement to complete Module #1 on November 7, 2016.

Module #2: Forming a Team

The Belmont High School Building Committee (BHS-BC) will put out bids to hire:

1. An “Owner’s Project Manager” (OPM) and
2. Architect

These two firms will form the Team that will support the work in the Module # 3: Feasibility Study.

Module #3: Feasibility Study

This is a time frame where by the BHS-BC will continue to work with the staff, students, and the community to identify the preferred Educational Program and what it will look like as it informs the work of the Project Team.

Community Input

During Modules #2 and #3

The district will seek to work with the BEA, the teachers, staff, students and community members to get feedback and input into this process.

These conversations will yield a great amount of information that will also serve as the founding principles of our next five year Belmont Public School Strategic Plan.

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

September 8, 2016

Mr. Mark A. Paolillo, Chair
Belmont Board of Selectmen
Office of the Board of Selectmen
455 Concord Avenue, 2nd Floor
Belmont, MA 02478

Re: Town of Belmont, Belmont High School

Dear Mr. Paolillo:

The Massachusetts School Building Authority ("the MSBA") is in receipt of the Town of Belmont's ("the District's") letters dated August 1, 2016, August 2, 2016, and August 8, 2016 in which the District has posed several questions related to a proposed project at Belmont High School. The MSBA has reviewed the District's inquiries and offers the following information.

District Question from August 1, 2016 Letter:

What restriction or constraints would the MSBA impose if the Town of Belmont decided to construct a new Public Library connected to the new or renovated Belmont High School Building?

Although the MSBA understands the District's interest in constructing a new Public Library, the MSBA has not approved funding for school building projects that are connected to other facilities. Consequently, a project option that includes a public library will be considered ineligible for reimbursement. If the District chooses to explore the possibility of locating a public library as part of a separate project on the high school site, the District will need to work with its consultants to determine if the proposed site is sufficient to accommodate the needs of the proposed school project and the potential public library. All work associated with the design of the public library and its associated site work would need to be performed by separately procured consultants.

District Question from August 2, 2016 Letter:

We respectfully ask that we are able to explore a Pre-K - K facility that would not be physically attached to the high school building. This building would be on the campus of the high school.

On January 27, 2016, the MSBA Board of Directors invited the District to commence with Eligibility Period for a high school which serves students in grades 9 -12. During a meeting on June 13, 2016 between the MSBA and the District, enrollment projections and methodologies were reviewed for the high school and the District expressed its interest in examining a number of potential configurations including maintaining the current configuration of grades 9-12 and creating an early childhood center in the high school facility by moving the Pre-K and K students from the District elementary schools. The MSBA enrollment letter dated June 24, 2016 acknowledged the different configurations requested by the District to be explored including the option that would relocate Pre K- K students from the existing elementary schools into the proposed high school facility. At the District's request upon receipt of the MSBA enrollment letter, a subsequent meeting was held on July 28, 2016 to further discuss the different configurations, in particular, interest in constructing a dedicated facility for Pre K- K students on the campus of the high school.

The MSBA enrollment discussions as well as the enrollment letter and certification reflect a configuration that would house the Pre-K - K students within the footprint of the proposed high school facility. Any other option outside the footprint of the high school facility would constitute a separate project, therefore a separate Statement of Interest and independent action by the MSBA Board of Directors.

District Question #1 from August 8, 2016 Letter:

What restrictions would the MSBA impose if the Town of Belmont decided to include repairs or improvements to our existing indoor pool and/or field house as part of a new or renovated Belmont High School building project?

Under current policy and practice the MSBA would not object to a proposed project that includes a renovated field house, provided that all areas in excess of those included in MSBA guidelines would be ineligible for reimbursement. Similarly, under current policy and practice the MSBA would not object to a proposed project that includes renovation of an existing swimming pool, provided that all associated costs including, study, design, management, and construction, would be ineligible for reimbursement. However, the MSBA expects spaces located in new or substantially renovated areas to be compliant with MSBA space standards.

District Question #2 from August 8, 2016 Letter:

If the Town of Belmont wanted to design a new or renovated Belmont High School Building in excess of the MSBA Study Enrollment Certification estimate for various grade configurations, or include additional instructional spaces that were in excess of the MSBA criteria, is that possible? If so, how would the allocation of the additional costs be managed and reported to the MSBA?

Compliance with MSBA space guidelines will vary depending on the District's preferred solution, the educational needs documented in the District's educational program, and the extent that the proposed spaces are located either in existing construction, substantially renovated existing areas, or newly constructed portions of the proposed facility. The MSBA will expect spaces located in new or substantially renovated areas to be compliant with MSBA space standards.

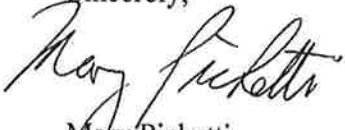
Page 3
September 8, 2016
Belmont Letter

District Question regarding time extension to complete the Enrollment Certification:

The request for an extension of time beyond the 180-day period to conclude the enrollment process is granted. The MSBA looks forward to receiving the signed Enrollment Certification from the District on or before October 14, 2016.

We hope that the information in this letter helps to inform local discussion and decisions as the District moves forward in the MSBA Grant Program process.

Sincerely,



Mary Pichetti
Director of Capital Planning

Cc: Legislative Delegation
David J. Kale, Belmont Town Administrator
Floyd S. Carman, Belmont Treasurer & Collector
Lisa Fiore, Chair, Belmont School Committee
John P. Phelan, Superintendent, Belmont Public Schools
File: 10.2 Letters (Region 4)

Agenda Item 7

Discussion of Feasibility Study Budget

Phyllis Marshall

Belmont School Building Committee			
MSBA Approved Feasibility Study Budget			
		Budget	
Owner's Project Manager		400,000.00	23%
Designer		1,100,000.00	63%
Environmental & Site Investigation		150,000.00	9%
Other		100,000.00	6%
		1,750,000.00	

**DESIGNER AND OPM Fees [ON OR AFTER JANUARY 1, 2014]
TOTALS - ALL SCHOOL TYPES**

The information and data contained in this spreadsheet is based on the MSBA's review of contracts and other documentation provided by cities, towns, and regional school districts, may include a preliminary review of scope exclusions and is intended for informational purposes only. The data may have changed based on actual construction bids or contract amendments, for example, and the MSBA shall have no responsibility or duty to update any of the information contained therein. Please contact the Districts for exact information. The MSBA hereby disclaims any and all liability and responsibility that may arise in connection with the information contained in this spreadsheet. All costs identified are subject to review and audit by the MSBA and may not be eligible for reimbursement by the MSBA.

Description	TOTAL - ALL ELEMENTARY SCHOOLS		TOTAL - ALL MIDDLE SCHOOLS		TOTAL - ALL MIDDLE/HIGH SCHOOLS		TOTAL - ALL HIGH SCHOOLS		GRAND TOTAL - ALL SCHOOLS	
	Cost	% of Total Construction	Cost	% of Total Construction	Cost	% of Total Construction	Cost	% of Total Construction	Cost	% of Total Construction
Designer	All Designers		All Designers		All Designers		All Designers		All Designers	
Basic Services										
Feasibility Study	\$7,850,095	1.55%	\$8,498,705	1.08%	\$1,718,579	0.83%	\$7,506,478	1.00%	\$23,573,851	1.18%
Design Development	\$11,705,669	2.32%	\$12,368,401	2.05%	\$4,310,250	2.09%	\$14,013,295	2.04%	\$42,397,585	2.12%
Construction Contract Documents	\$17,295,235	3.42%	\$20,688,940	3.43%	\$8,378,250	3.09%	\$24,750,383	3.60%	\$80,112,809	3.45%
Bidding	\$2,098,465	0.42%	\$1,986,727	0.33%	\$848,250	0.31%	\$3,016,189	0.44%	\$7,740,611	0.39%
Construction Contract Administration	\$12,486,736	2.47%	\$13,252,218	2.19%	\$4,250,138	2.06%	\$17,328,417	2.52%	\$47,317,500	2.36%
Closedout	\$1,037,454	0.21%	\$1,232,875	0.20%	\$855,541	0.32%	\$1,278,795	0.19%	\$4,202,665	0.21%
Other Basic Services	\$370,835	0.07%	\$298,000	0.05%	\$75,000	0.04%	\$1,257,230	0.18%	\$2,001,065	0.10%
Subtotal Designer Basic Services	\$52,844,489	10.46%	\$56,325,868	9.32%	\$18,036,008	8.75%	\$69,148,737	10.06%	\$198,355,100	9.80%
Reimbursable Services										
Construction Testing	\$787,000	0.15%	\$334,000	0.06%	\$289,500	0.14%	\$75,000	0.01%	\$1,485,500	0.07%
Printing (Over Minimum)	\$396,100	0.08%	\$380,000	0.06%	\$125,000	0.06%	\$539,000	0.08%	\$1,443,100	0.07%
Other Reimbursable Costs	\$568,800	0.12%	\$337,300	0.06%	\$180,000	0.09%	\$596,300	0.08%	\$1,670,400	0.08%
Sub-Consultants										
Hazardous Materials	\$802,000	0.12%	\$899,700	0.15%	\$411,200	0.20%	\$1,465,370	0.21%	\$3,378,270	0.17%
Geotech & Geotech Environment	\$1,075,375	0.21%	\$957,900	0.16%	\$408,000	0.20%	\$840,000	0.12%	\$3,279,275	0.16%
Site Survey	\$277,030	0.05%	\$185,095	0.03%	\$106,000	0.05%	\$148,700	0.02%	\$716,825	0.04%
Wetlands	\$377,000	0.07%	\$104,000	0.02%	\$88,000	0.03%	\$158,000	0.02%	\$705,000	0.04%
Traffic Studies	\$135,870	0.03%	\$154,500	0.03%	\$80,000	0.03%	\$193,500	0.03%	\$543,870	0.03%
Total Designer Fees	\$57,684,884	11.30%	\$59,678,381	9.88%	\$19,678,708	9.64%	\$73,134,807	10.84%	\$209,667,340	10.48%
Owner's Project Manager	All OPMs		All OPMs		All OPMs		All OPMs		All OPMs	
Feasibility Study	\$2,281,863	0.45%	\$2,393,940	0.40%	\$885,478	0.33%	\$2,811,419	0.41%	\$8,172,700	0.41%
Design Development	\$1,402,730	0.28%	\$1,013,845	0.17%	\$804,000	0.34%	\$1,293,585	0.19%	\$4,404,464	0.22%
Construction Contract Documents	\$1,807,876	0.36%	\$1,788,869	0.30%	\$889,300	0.48%	\$2,167,885	0.32%	\$6,753,530	0.34%
Bidding	\$514,600	0.10%	\$624,487	0.10%	\$364,480	0.18%	\$728,069	0.11%	\$2,231,646	0.11%
Construction Contract Administration	\$11,511,318	2.28%	\$12,789,284	2.12%	\$4,078,940	1.98%	\$18,854,575	2.71%	\$47,034,115	2.35%
Closedout	\$1,078,127	0.21%	\$823,898	0.14%	\$247,840	0.12%	\$781,000	0.11%	\$2,930,865	0.15%
Other Services	\$208,998	0.04%	\$10,000	0.00%	\$75,000	0.04%	\$309,112	0.04%	\$603,108	0.03%
Other Project Manager Costs	\$57,250	0.01%							\$57,250	0.00%
Reimbursables & Other Services	\$209,275	0.04%	\$295,000	0.05%	\$75,583	0.04%	\$111,000	0.02%	\$690,858	0.03%
Cost Estimates	\$495,500	0.10%	\$408,800	0.07%	\$273,000	0.13%	\$448,050	0.06%	\$1,623,150	0.08%
Total OPM Fees	\$19,687,646	3.87%	\$20,147,730	3.34%	\$7,483,421	3.83%	\$27,302,788	3.87%	\$74,601,484	3.72%
Total Designer and OPM Fees	\$78,632,208	15.17%	\$79,826,081	13.22%	\$27,163,129	13.17%	\$100,437,405	14.61%	\$284,068,834	14.18%
Total Construction Costs	\$505,193,281		\$604,037,388		\$208,184,108		\$887,444,718		\$2,002,868,514	

DESIGNER RATIO $\frac{\$7,506,478}{\$7,506,478 + 2,811,419} = 0.728$

DESIGNER BUDGET = \$1,500,000 x 0.728 = \$1,092,000

OPM RATIO $\frac{\$2,811,419}{\$7,506,478 + 2,811,419} = 0.272$

OPM BUDGET = \$1,500,000 x 0.272 = \$408,000