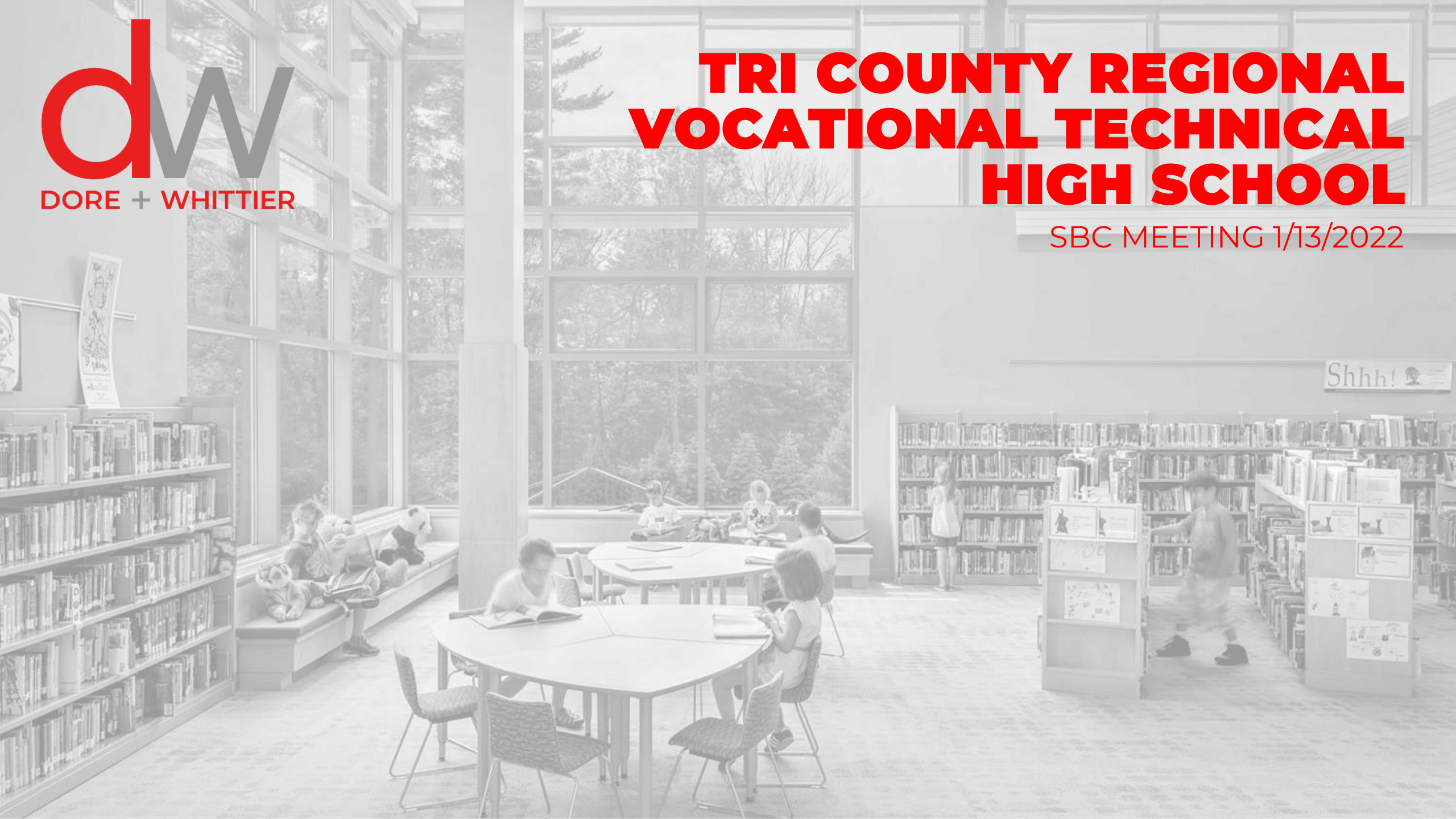




TRI COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

SBC MEETING 1/13/2022



- 1. Call to Order & Intro**
- 2. Previous Topics & Approval of November 18, 2021 Meeting Minutes**
- 3. Invoices and Commitments for Approval**
- 4. MSBA Architect Selection Update, Designer Proposal Review and Acceptance**
 - Vote Expected**
- 5. Educational Program Update and Potential Schedule**
- 6. Existing Condition evaluation Schedule**
- 7. Website Update**
- 8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting**
- 9. Public Comments**
- 10. Next Meetings**
- 11. Adjourn**

1. Call to Order & Intro

2. Previous Topics & Approval of November 18, 2021 Meeting Minutes

MEETING MINUTES

Project: Tri-County Vocational High School
 Subject: School Building Committee Meeting No. 3
 Location: Tri-County Conference Room
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 11/18/2021
 Time: 4:00 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Prese	Name	Affiliation
✓	Brian Mushnick*	SBC Chair		Mike Burton	DWMP
✓	Karen Maguire*	Superintendent	✓	Trip Elmore	DWMP
	Dan Haynes*	Business Admin.	✓	Christina Dell Angelo	DWMP
✓	Michael Procaccini*	Principal		Mike Cox	DWMP
✓	Jonathon Dowse*	SBC Member	✓	Rachel Donner	DWMP
✓	Brendan Bowen*	SBC Member		Charlie Lyons	DWMP
	Stanley Widak Jr.*	SBC/SC Member			
✓	Harry Takesian*	Facilities Manager			
✓	Jane Hardin*	SBC Member			

* SBC Voting Member

Item No.	Description	Action
3.1	Call to Order: 4:07 pm meeting was called to order by SBC Chair B. Mushnick with 7 of 9 voting members in attendance.	Record
3.2	Previous Topics & Approval of October 28, 2021, Meeting Minutes: A motion to approve the 10/28/2021 meeting minutes as submitted made by J. Dowse and seconded by B. Bowen. Discussion: None. Abstentions: J. Hardin. All in favor: Motion passes, minutes approved.	Record
3.3	Invoices and Commitments for Approval: None.	Record
3.4	<p>Designer RFS Proposals Received/Committee Review Process:</p> <ul style="list-style-type: none"> ➤ DSP Qualifications Review and potential ranking on 12/14/21 ➤ DSP If there are Interviews, and ranking on 1/11/22 <p>C. Dell Angelo shares we received 3 designer proposals.</p> <ol style="list-style-type: none"> 1. DRA 2. KBA 3. Jones Whitsett <p>All 3 proposals were accepted.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire asks is this KBA the same KBA who did our initial study? T. Elmore responded no, that he has heard that Knight Bagge Anderson, who did the initial building study, is no longer in business. ➤ C. Dell Angelo asks does anyone have any initial thoughts on the proposals? T. Elmore notes the proposals are qualifications of the firm and their team, the place to look for specific project references is section 10. In section 10 there are 6 pages where they can talk about your project. The MSBA process is set up so that the Design Selection Panel(DSP) ranks and votes as a group, which includes 3 representatives from the district, and that the district can review and comment on proposals but not vote and/or rank the submissions in advance of the DSP Meeting. ➤ B. Mushnick asks how involved can the designers be when they only took a quick walk through the building? They haven't asked the committee what we would like. T. Elmore shares in this stage it is really qualification based. In section 10 you get a sense of whether the firm is qualified for this type of facility. Two of the firms, (KBA and DRA) do most of the Vocational Technical schools in the state. It will be interesting to see how much creative effort they put into their presentations if we go to an interview. ➤ K. Maguire asks at the DSP meeting on December 14th, we have 3 votes. Can the other SBC members attend as public? T. Elmore responds yes but they will not have a vote. 	Record

	<ul style="list-style-type: none"> ➤ K. Maguire asks are the designers interviewed on the 14th? C. Dell Angelo responds no. The DSP could pick one design firm, or they may choose to interview some or all 3 firms. ➤ C. Dell Angelo shares her experience in Manchester. There were 4/5 qualified designers. It was decided to interview 4 of them. 	
3.5	<p>Goals update/Next Steps:</p> <p><u>Problem:</u> The Tri-County Regional Vocational Technical School building was constructed in 1977. The school district has done an amazing job maintaining the existing facility. Ultimately key systems have reached the end of their useful life. The design of educational spaces has developed significantly since the building was originally designed 50 years ago. Furthermore, the building is not up to current life safety, accessibility, and other building code requirements.</p> <p><u>Solution/Goal:</u> In collaboration with all 11 member communities and the Massachusetts School Building Authority (MSBA), the School Building Committee will determine a fiscally responsible solution for the Tri-County Regional Vocational Technical School that ensures 21st century learning, maximized accessibility, flexibility for current and future programs, and efficient building performance.</p> <p><u>Goal Suggestions:</u></p> <ul style="list-style-type: none"> ➤ Have a transparent and welcoming process to encourage community involvement ➤ Long term flexibility of the facility to evolve in future learning environments ➤ Provide a solution that can be built without interrupting the current learning environment ➤ Provide training and learning opportunities for students as the project is constructed ➤ Maximize the character/topography of the site to be cost effective ➤ Give the final building a feeling of refresh and newness (when done, does it still feel like the old building?) ➤ Provide comfortable interior conditions with fresh air and natural light <p>C. Dell Angelo shares we have discussed this at every SBC meeting, and we need to establish project goals for this SBC and the project itself. This is a draft statement of what the problem/issue is, and the solution goal based on information submitted. This will be helpful to us with the project moving forward. We can use this on all different platforms including the website,</p>	Record

	<p>community meetings, community outreach, etc. T. Elmore notes this could be fairly prominent on the website, so we want to make sure the statement is fairly representing what we all agree are the primary issues that want to be addressed in the project. C. Dell Angelo mentions on your OPM RFS and SOI you had some objectives outlined and we can use these going forward to spread the word about the project.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none">➤ B. Mushnick suggests simplifying/refining the problem and solution language. B. Bowen agrees.➤ T. Elmore mentions that some of the goals may want to be refined as well so that when the community sees your goals, they understand your focus.➤ C. Dell Angelo comments as you further refine these goals and we get more feedback and input, it is going to help you make the project decisions.➤ J. Hardin suggests we should say “concerns or challenges to be addressed”.➤ H. Takesian mentions the reality is we are trying to use 2021 technology and systems in a 1970s infrastructure, and the building cannot support today’s technology.➤ B. Bowen comments we are struggling to identify the goals since we do not understand what we want to do with the building yet because we have not done the exploratory and have not heard the cost of everything. A goal could be finding a way to refresh the building face. Another goal could be, we have added programs wherever space was available but now it is time to get everything to where they belong.➤ C. Dell Angelo mentions the first round of goals we put on our website could be extremely high level and we can add more detail as we go along.➤ M. Procaccini asks are we supposed to create an educational plan that we want, then see what we can do? T. Elmore responds that is correct. You need to start somewhere then worry about A. what works and B. what you can afford. The state will only participate in a project that says our education is delivered according the your educational plan and we need a facility that allows that to happen. Each option explored will have a cost and then you need to decide what the committee feels is the best option and propose it to the state.➤ B. Mushnick asks how will the state look at us if we try to be smart about money and make the right decisions? T. Elmore shares the state wants you to be successful in building the right facility. They want projects to pass with the voters and the communities.	
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	<ul style="list-style-type: none"> ➤ J. Dowse notes we are trying to be transparent to hopefully avoid any issue with the community. K. Maguire shares we are also working with the alumni committee to get them involved. ➤ C. Dell Angelo mentions once we get the designer on board, we should schedule our first community meeting as soon as possible. We will invite all of the communities. At the first meeting we will tell them about the process, why we are here and what the initial plan is. ➤ C. Dell Angelo asks could we use local TV access channels if people do not want to come in person. K. Maguire responds we can use zoom that also has a webinar feature. ➤ B. Bowen asks what is communicated at the community meeting? T. Elmore shares we will introduce the committee, the OPM and the designer along with walking through the MSBA process. We will also give K. Maguire and B. Mushnick an opportunity to make a statement about the importance of this project. The OPM will run through the schedule and the designer might highlight projects where they have improved similar facilities. ➤ C. Dell Angelo will resend the project goals link to all SBC members. 	
3.6	<p>Working Groups:</p> <p><u>Educational:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Mushnick <p><u>Facilities:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Mushnick ➤ J. Dowse ➤ B. Bowen <p><u>Executive:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Mushnick <p><u>Public Relations:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Mushnick ➤ J. Dowse ➤ D. Haynes <p><u>Financial and Bonding:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ D. Haynes 	Record

	<p><u>Design:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Bowen <p><u>Sustainability:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire ➤ B. Bowen <p>Discussion:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo will send the working groups link to J. Hardin. 	
3.7	<p>Project Website Development: C. Dell Angelo shares a draft version of the project website with the SBC. SBC members can use the link in the presentation and give comments directly on the website. T. Elmore mentions the goal is to have this website live by the middle of December. This will be an evolving website.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ R. Rincon will add J. Hardin to the SBC members. 	Record
3.8	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
3.9	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
3.10	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ SBC Meeting No. 4 - December 16th at 4:00 pm 	Record
3.11	<p>Adjourn: 5:01 pm A motion was made by J. Dowse and seconded by M. Procaccini to adjourn the meeting, Discussion: None.</p>	Record

Sincerely,

DORE + WHITTIER

Rachel Rincon

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

3. Invoices and Commitments for Approval

Dore and Whittier Management Partners, LLC

260 Merrimac Street

Bldg. 7

Newburyport, MA 01950

Tri-County Regional Technical School District
147 Pond Street
Franklin, MA 02038

Invoice number 00002
Date 11/30/2021

Project 21-0122 TRI-COUNTY REGIONAL
TECHNICAL HIGH SCHOOL

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	40,000.00	10,000.00	10,000.00	20,000.00	20,000.00
Feasibility Phase	130,000.00	0.00	0.00	130,000.00	0.00
Schematic Design	130,000.00	0.00	0.00	130,000.00	0.00
Total	300,000.00	10,000.00	10,000.00	280,000.00	20,000.00

Invoice total **10,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00001	10/26/2021	10,000.00		10,000.00			
00002	11/30/2021	10,000.00	10,000.00				
Total		20,000.00	10,000.00	10,000.00	0.00	0.00	0.00

Dore and Whittier Management Partners, LLC

260 Merrimac Street

Bldg. 7

Newburyport, MA 01950

Tri-County Regional Technical School District
147 Pond Street
Franklin, MA 02038

Invoice number 00003
Date 12/31/2021

Project 21-0122 TRI-COUNTY REGIONAL
TECHNICAL HIGH SCHOOL

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	40,000.00	20,000.00	10,000.00	10,000.00	30,000.00
Feasibility Phase	130,000.00	0.00	0.00	130,000.00	0.00
Schematic Design	130,000.00	0.00	0.00	130,000.00	0.00
Total	300,000.00	20,000.00	10,000.00	270,000.00	30,000.00

Invoice total **10,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00002	11/30/2021	10,000.00		10,000.00			
00003	12/31/2021	10,000.00	10,000.00				
Total		20,000.00	10,000.00	10,000.00	0.00	0.00	0.00

4. MSBA Architect Selection Update, Designer Proposal Review and Acceptance

- **Vote Expected**

January 12, 2022

Mr. Trip Elmore, Project Executive
Dore & Whittier Project Management
260 Merrimac Street
Building 7, 2nd Floor
Newburyport, MA 01950

Re: Tri-County Regional Vocational School

Dear Trip:

Drummey Rosane Anderson, Inc (DRA) is excited and honored by our recent selection as Designer for the Tri-County project. We welcome the challenges and opportunities this Project presents. We also look forward to working with you and Dore & Whittier again.

In response to your request, we are pleased to submit the attached fee proposal to provide Feasibility and Schematic Design services as defined by the MSBA's Contract for Designer Services. Please note upon approval of this proposal, we will complete pages 1 and 2 of the MSBA Contract (the listing of our consultants) and "Attachment A" containing the proposed fees for the Feasibility Phase and Schematic Design Phase.

The scope of services shall be as per the Owners Request for Services (RFS) and as defined by the MSBA Contract. Specifically, we include the services of all of the consultants listed on pages 1 and 2 of the Contract for Designer Services in our Basic Services fee with the following clarifications:

We call your attention to a few specific scope issues:

1. The Geotechnical services included in our Basic Services fee include only the review of geotechnical investigations. Performing borings, test pits and the preparation of a report, including foundation recommendations will be provided as a reimbursable service as needed.
2. We understand that a topographic survey, if needed will be provided as a Reimbursable Expense.
3. We do not currently include hazardous material services in our Basic Services fee. We understand that the scope of hazardous materials services including testing, sampling, and destructive testing will be handled as a reimbursable expense.
4. We do not currently include geo-environmental services in our Basic Services fee. We understand that the scope of these services will be handled as a reimbursable expense as needed.

5. We do not currently include traffic consulting services in our Basic Services fee. If needed, these services will be provided as a reimbursable expense.
6. We understand that the scope of Educational Consulting services within Basic Services is limited to reviewing previous visioning documents, participating in a one-half day programming session, and reviewing and commenting on the District's Educational Program.

FEES

A summary of our fee breakdown is as follows:

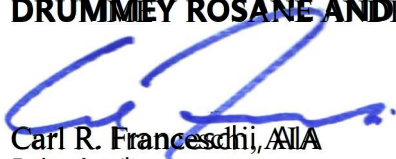
Basic Services	
Feasibility Study Phase	\$285,000.
Schematic Design Phase	\$340,000.
Total Basic Services	\$625,000.

We trust that this proposal responds to your needs. It represents our best understanding of the project at this time and is based upon our experience with projects of similar size, scope, and complexity.

After your review and consultation with the Owner, we will prepare the execution version of the Contract with all of the required attachments.

Please let us know if you need anything further from us at this time.

Sincerely,
DRUMMEY ROSANE ANDERSON, INC.



Carl R. Franceschi, AIA
Principal

MOTION- To approve the DRA Architects proposal as submitted on the letter dated 1/12/2022 for the initial MSBA defined Feasibility Study and Schematic Design phases for designer and their consultants services.

by:

2nd by -

- VOTE -

	Attendees name	Town/Affiliation	YES (to approve)	NO (to reject)	Abstain (from VOTING)
1	Brian Mushnick	SBC Chair			
2	Karen Maguire	Superintendent			
3	Dan Haynes	Business Manager			
4	Johnathon Dowse	Sherborn SC Member			
5	Brendon Bowen	No. Attleboro			
6	Stanley Widak Jr.	Plainville SC Member			
7	Michael Procaccini	Principal			
8	Harry Takesian	Facilities Manager			
9	Jane Harden	Millis SC Member			

VOTE Certified by the CEO and School Superintendent - Karen Maguire

1/13/2022

DRA Presentation

5. Educational Program Update and Potential Schedule

- School draft completed for internal review and comment on 1/12/22
- School Department review completed by 1/20/22
- Issue draft Educational Plan to the design team on 1/20/22 for review
- February 1, afternoon Education Planning session with the school and design team to refine the Education Plan

6. Existing Condition Evaluation Schedule

- Existing drawings made available to the Design team on 1/11/22
- Building access is available to the design team through Harry Takesian, Facilities Director
- Anticipate facilities survey being complete in March

7. Website

www.tri-countybuilding.com

8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting

9. Public Comment

10. Next Meetings

- **2/3 at 4:00pm**

SBC Meetings

SBC No. 4 - December 9, 2021-DSP update

SBC No. 5 – January 13, 2022-Arch contract approval, arch intro, work group report

SBC No. 6 – February 3, 2022-Arch/OPM/SBC Kick off, Arch work plan and meeting schedule, budget update, overall schedule review

11. Adjourn

Thank You

