Willard School Building Committee
Minutes of October 4, 2006

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Willard Building Committee was held at the Willard School Library.

Members present: David Anderson, Scott Bates, Franklin Cannon, Pat Fernandes, Brenda Finn, Ted Hanselman, Richard Keleher, Anthony Logalbo, Pat Nelson, Jerry Wedge,

Members Absent: Philip Benincasa, Christopher Whelan

Others Present: David Wilson, resident; Alice Lencioni, resident; Bonnie Gallagher, resident; Betsy Bilodeau, School Committee member

1. The Meeting was called to order at 6PM by Co-Chair Pat Nelson.
2. No minutes were considered for approval. They will be re-issued for the next meeting.
3. Pat Nelson announced that she had received notice from Assistant Town Manager Douglas Meagher that he was searching for a clerk for the Committee amongst Town and School Department employees. Ruth Lauer has agreed to continue until a replacement is found.
4. Update on Committee Charge. The amended Charge language was distributed. The new language makes it clear that the project is moving forward during the State's funding moratorium and that the Town Manager and the School Committee are responsible to keep the MSBA apprised of the committee's progress. Tony Logalbo noted the correct identifier for 963 CMR 2.00 cited in the Charge. No vote is needed by the Building Committee.
5. Target Dates.

   <u>Committee Review and Approval of RFP for Designer Services.</u>

   Tony Logalbo noted that his prospective calendar for selection of a Designer (architect) is based on a successful selection of the PM as required by MSBA regulations and Chapter 193 of the Acts of 2004, which call for PM input into the Designer RFP. If all goes well, the Designer could be on board by February 2, 2007. Jerry Wedge sought a way to expedite the process, possibly using the expertise of Dave Anderson. Extensive Committee discussion of the issues included: if MSBA approves Dave Anderson to act as PM on an interim basis, this could shorten the process by one to two months; the successful PM candidate could comment on the Designer RFP during the period that the Town Manager was negotiating his/her contract; it would be unfortunate not to have the services of the permanent PM right from the beginning; Dave Anderson has other obligations to the school department; the permanent PM will have insights into the professionals responding to the process; the PM is helpful in the community participation portion of the design process; without a permanent PM in place, there is a risk the architect might be chosen on the basis of how well he/she replies to the RFP; the Town Manager has the statutory responsibility to determine that Dave Anderson has the experience of a project of similar scope and nature, which will take time.

   It was the consensus of the Committee that Jerry Wedge and Brenda Finn would propose to MSBA that Dave Anderson was qualified to act as PM in the interim. If the Authority agreed, the Committee would recommend this to the Town Manager. If the Authority rejects the proposal, the Committee will continue on the schedule proposed by Tony Logalbo. Either way, the calendar is an obstacle. In some proposals evaluations and interviews

could be scheduled in the holiday periods. For instance, the RFP could be published in the Central Register on October 18, with responses due November 8. There could be one week to review and rank respondents, interviews could occur immediately after Thanksgiving with the decision made on December 1. A similar pace could result in the Committee evaluating and interviewing over the December holidays for a decision by January 1.

Scott Bates pointed out that there are three ways to move ahead on the RFP's – sequentially, simultaneously, or slightly lagging one another. The Designer RFP can be substantially created, but not issued until there is comment from the PM. He stated that every month counts in preparing to start construction early in 2008. If an aggressive schedule is pursued, children may start school in a new building in 2009. If the project were slowed, it could still be open in 2010, earlier than the MSBA timeline.

Committee Review of Education Program Specifications

Jerry Wedge reported that Brenda Finn, Asst. Supt. Diana Rigby, and the principals were working on the educational specifications for the new building. It was anticipated that the School Committee would review these on October 24th. The faculty and community would be given an opportunity to comment before final approval. In addition to programmatic space needs, there is also an opportunity for adjustments made to space allocations for community needs such as meeting rooms, larger gymnasium or auditorium spaces. Brenda Finn agreed to research the process for adding community spaces to the specifications. School Committee Member Betsy Bilodeau stated that community spaces increased the cost of the Alcott and Thoreau buildings and were eliminated as cost savings measures. She stated that the Facilities Sub-Committee of the School Committee was gathering input from a number of stakeholders regarding space needs. In addition, someone has proposed a larger gymnasium at the new building. She noted that changes to the educational specifications must come from the School Committee.

The feasibility report authored by the Office of Michael Rosenfeld estimates the size of the new building to be 80,000 square feet to accommodate 500 students. It is the intention of the School Committee that there will be parity between the three elementary schools. If additional stuff is added, the estimated cost of $26MM for design and construction would quickly increase.

Jim Terry arrived at the meeting and was introduced as the individual who will replace Andy Berman. Jim has experience, along with Frank, Jerry, and Dave on the Alcott and Thoreau Building Committees.

Frank Cannon commented that it is more productive to know what will be required before commencing rather than after the job is bid. He reminded the Committee that anything in addition to the state reimbursable limits would be paid entirely by Concord taxes. He expects that the project will exceed those limits. Richard Keleher stated that he would not want to sacrifice quality for square footage.

Community Review of Educational Program Specifications

Ted Hanselman asked the committee's intentions regarding community meetings on which he has agreed to take the lead. They were proposed to begin in early November. However, this phase of the process generally is an activity in which the designer will participate, the basis of discussion is generally the education specifications created by the School Department, and there are lessons learned from the previous buildings that can become part of the conversation. Should the meetings continue on schedule? It was suggested that if the meetings went ahead, some portion at least would need to be done again with the architect.

Educational Facilities Master Plan

The School Department will pull together documentation of their facilities master plan for submission to the MSBA.

6. Other Business

Richard Keleher distributed copies of *Energy and Economics* to offer an example of how different approaches to design can be compared in terms of first costs, operating costs, payback, and energy savings, etc.

Tony Logalbo distributed copies of draft RFP # 179 for Project Manager Services. He stated that he incorporated the MSBA draft model contract into the RFP. He asked for input on what additional components should be included. Amongst committee suggestions were: a list of supplemental duties; LEED certification; Project Manager by name, not by corporation; fee not to be mentioned in the RFP, only qualifications; a written narrative; and a request to tailor responses to Concord needs. Any additional comments should be sent to Tony Logalbo who will re-issue the document to reflect changes.

Scott Bates suggested that the RFP will get many responses since the moratorium is still in effect and there is pent-up demand for work. It was agreed that all members of the committee will review all proposals. It was the consensus of the committee that there was no need for a pre-bid conference. The choice will be made on the basis of experience, reputation, and finances. The Committee must develop a one-page list of the criteria on which the proposals will be evaluated.

Tony Logalbo asked whether there was a need for an RFP for surveying services. Frank Cannon pointed out that this was difficult to get in a timely way for the earlier two school buildings, but it would be useful for the range of permitting that will be part of the construction. He pointed out that the Town may need to address a replacement septic system before construction can begin, since the new building is shown to be built on a corner of the current system in the OMR report. Funding for this could be sought at the 2007 Annual Town Meeting regardless of whether the construction costs are ready for consideration. If so, it would not be part of the reimbursable amounts.

7. Citizen Comment.

David Wilson stated that it seems wisest to have the input of the PM when hiring the Designer. He believes that the timeframe for 2009 completion is optimistic since the new building would not be occupied until the current building is demolished.

Bonnie Gallagher asked whether the Committee's materials would be posted on the Town website. She asked that she be added to the distribution list for materials.

Regarding surveying, Alice Lencioni commented that she would be interested in the size of the parcel, since various surveys have noted different acreage.

8. Adjournment

Upon a motion duly made and seconded, the meeting adjourned at 7:55 PM. The next meeting will be on October 18th.

Respectfully submitted,

Ruth C. Lauer, Clerk
Approved: October 18, 2006