

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

June 22, 2016

Mr. Thomas M. Guerino, Town Administrator
Bourne Town Hall
24 Perry Avenue, Room 101
Bourne, MA 02532-3441

Re: Town of Bourne, James F. Peebles Elementary School

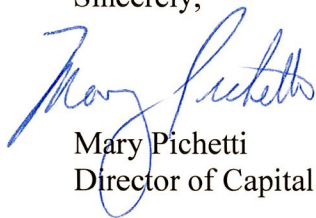
Dear Mr. Guerino:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Module 3 Feasibility Study Preferred Schematic Report submission for the James F. Peebles Elementary School project received by the MSBA on June 3, 2016.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Katie DeCristofaro (Kathryn.DeCristofaro@MassSchoolBuildings.org), through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Christina Forde (Christina.Forde@MassSchoolBuildings.org).

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Attachment 'A' Preferred Schematic Report Review Comments

Attachment 'B' Preferred Schematic Space Summary Review Comments

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June 22, 2016

James F. Peebles Elementary School PSR Review Comments

Cc: Legislative Delegation

Donald J. Pickard, Chair, Bourne Board of Selectmen

Christopher Hyldborg, Chair, Bourne School Committee

Steven Lamarche, Superintendent, Bourne Public Schools

Edward Donoghue, Director of Business Services, Bourne Public Schools

James Potter, Chair, Bourne School Building Committee

Joel Seeley, Owner's Project Manager, Symmes Maini & McKee Associates

Kent Kovacs, Designer, Flansburgh Associates

File: 10.2 Letters (Region 6)

Attachment A – Module 3 Preferred Schematic Report Review Comments

District: Town of Bourne

School: James F. Peebles Elementary School

Submittal Due Date: June 2, 2016

Submittal Received Date: June 3, 2016

Review Date: June 6-20, 2016

Reviewed by: C. Forde, C. Alles, J. Jumpe

MSBA REVIEW COMMENTS:

The following comments¹ on the Preferred Schematic Report submittal are issued pursuant to a review of the project submittal document for the proposed new construction of the James F. Peebles Elementary School presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines, as produced by Flansburgh Associates, Inc., and its consultants. Certain supplemental components from the Owner's Project Manager (OPM) – Symmes Maini & McKee Associates are included.

3.3 Preferred Schematic Report

Preferred Schematic Report shall include the following:

- OPM certification of completeness & conformity – *Complete with no further review comments.*
- Table of Contents – *Complete with no further review comments.*
- Introduction – *Refer to review comments in section 3.3.1, shown in italics.*
- Evaluation of Existing Conditions – *Complete with no further review comments.*
- Final Evaluation of Alternatives – *Refer to review comments in section 3.3.3, shown in italics.*
- Preferred Solution – *Refer to review comments in section 3.3.4, shown in italics.*
- Local Actions and Approval Certification – *Refer to review comments in section 3.3.5, shown in italics.*

3.3.1 Introduction – Provide the following:

- Overview of the process undertaken since submittal of the Preliminary Design Program that concludes with submittal of the Preferred Schematic Report, including any new information and changes to previously submitted information – *This section of the submittal refers to Option 5A as a PK-8 grade configuration with 460 students, but it actually is a 3-5 grade configuration with 460 students.*

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

Please correct this information, and make sure the option details are consistent throughout the submission moving forward.

- Summary of updated project schedule, including:
 - Projected MSBA Board of Directors Meeting for approval of Project Scope and Budget Agreement – *Provided with no further review comments.*
 - Projected Town/City vote for Project Scope and Budget Agreement – *Provided with no further review comments.*
 - Anticipated start of construction – *Provided with no further review comments.*
 - Target move in date – *Provided with no further review comments.*
- Summary of the final evaluation of existing conditions – *Provided with no further review comments.*
- Summary of final evaluation of alternatives – *Provided with no further review comments.*
- Summary of District's preferred solution – *Provided with no further review comments.*
- A copy of the MSBA Preliminary Design Program project review and corresponding District response – *Provided with no further review comments.*

3.3.2 Evaluation of Existing Conditions

Describe any changes resulting from new information that informs the conclusions of the evaluation of the existing conditions and its impact on the final evaluation of alternatives. If changes are substantive, provide an updated Evaluation of Existing Conditions and identify as final. Identify additional testing that is recommended during future phases of the proposed project and indicate when the investigations and analysis will be completed. – *Provided with no further review comments.*

3.3.3 Final Evaluation of Alternatives

Include at least three potential alternatives, with at least one renovation and/or addition option. Include the following for each alternative where appropriate:

- An analysis of each prospective site including natural site limitations, building footprint(s), athletic fields, parking areas and drives, bus and parent drop-off areas, site access, and surrounding site features – *Provided with no further review comments.*
- Evaluation of the potential impact that construction of each option will have on students and measures recommended to mitigate impact – *The information provided indicates that Options 1A, 4A, and 5A would be new construction projects at the existing Peebles Elementary School site. The information provided also indicates that these three options would result in minimal disruption to students because they would be single phase construction projects. Option 4B would be a renovation with additions at the existing Peebles Elementary School; this would require phased construction because the school would be occupied during construction. Finally, Option 2A would be a renovation with additions at the existing Bournedale Elementary School; this would require phased*

construction because the school would be occupied during construction. Please ensure that further detail is provided in the subsequent schematic design documents that clearly describes and illustrates the separation, safety provisions, and possible construction laydown areas that will be applied during construction on the occupied site.

- Conceptual architectural and site drawings that satisfy the requirements of the education program – *Provided with no further review comments.*
- An outline of the major building structural systems – *Provided with no further review comments.*
- The source, capacities, and method of obtaining all utilities
 - *Storm drainage – Per the Civil Engineering Report, it has been recommended that any proposed work should include the cleaning of the existing drainage system around the school site, and all existing catch basins and drainage structures should be inspected to determine if any structures need to be replaced. Please confirm this recommendation will be incorporated into the schematic design.*
 - *Natural gas – As indicated in the submission there is currently a gas moratorium for new projects on the Cape side of the canal. Please confirm that the preferred solution will not exceed the current load of the existing school.*
 - *Fuel storage tanks – As indicated in the submission there are several fuel storage tanks that exist at the Peebles Elementary School site, which will be removed with the construction of a potential new school. The project team should be aware of the current policies associated with MSBA's participation in the abatement and removal of hazardous materials. Please note that work associated with the removal of fuel storage tanks and associated contaminated soil is considered ineligible for reimbursement.*
- A narrative of the major building systems – *Provided with no further review comments.*
- A proposed total project budget and a construction cost estimate using the Uniformat II Elemental Classification format (to as much detail as the drawings and descriptions permit, but no less than Level 2) – *This section of the submittal refers to Option 5A as a K-5 grade configuration with 460 students, but it actually is a 3-5 grade configuration with 460 students. Please correct this information, and make sure the option details are consistent throughout the submission moving forward.*
- Permitting requirements and associated approval schedule – *Provided with no further review comments.*
- Proposed project design and construction schedule including consideration of phasing – *Provided with no further review comments.*
- Completed Table 1 – MSBA Summary of Preliminary Design Pricing spreadsheet – *Provided with no further review comments.*

3.3.4 Preferred Solution – Provide the following:

- **Educational Program**

- Summary of key components and how the preferred solution fulfills the educational program
 - *Please indicate if the District plans to incorporate 1:1 technology in the future.*
 - *Please describe how the District plans on utilizing computer labs in the future.*
 - *Please provide a detailed narrative that describes the District's transportation schedule as a result of the proposed grade reconfigurations.*
- Proposed variances to, and benefits of, any changes to the current grade configuration (if any) and a related transition plan – *Provided with no further review comments.*

- **Preferred Solution Space Summary**

- Updated MSBA Space Summary spreadsheet – *Refer to detailed comments in 'Attachment B'.*
- Narrative description of reasons for all variances (if any) between proposed net and gross areas as compared to MSBA guidelines – *Provided with no further review comments.*

- **Preliminary NE-CHPS or LEED-S scorecard**

- Completed scorecard and a statement from the Designer certifying – *Provided with no further review comments.*

- **Building Plans**

- Provide conceptual floor plans of the preferred solution, in color that are clearly labeled to identify educational spaces.
 - *Please label all spaces on the floor plans and confirm they align with the space summary provided.*
 - *Please provide an interior circulation diagram that describes how students will transition into the school from the drop off areas, from the classrooms to the cafeteria, and exit the school at time of dismissal. In addition, provide the same information for an individual that is physically challenged. The intent is to understand how students will be traveling through the building on a daily basis.*
 - *Please describe how the physically challenged will access the stage.*
 - *Please indicate if the building is intended to be used by the community. If so, please describe how the building will be used, how the community will enter the building, and how the building will be secured and monitored.*

- **Site Plans** – Provide clearly labeled site plans of the preferred solution including, but not limited to:
 - Structures and boundaries – *Provided with no further review comments.*
 - Site access and circulation – *Please describe other alternatives that were explored as part of developing the Preferred Schematic Report, specifically the circulation and location of the busses and parent pick-up/drop-off. In addition, please describe how a physically challenged individual will access the building.*
 - Parking and paving – *Provided with no further review comments.*
 - Zoning setbacks and limitations – *Provided with no further review comments.*
 - Easements and environmental buffers – *Provided with no further review comments.*
 - Emergency vehicle access – *Provided with no further review comments.*
 - Safety and security features – *Not specifically indicated on plans. Please provide. Also, please confirm that first responding emergency representatives have been consulted in the planning process and associated requirements have been incorporated into the preferred solution.*
 - Utilities – *Not specifically indicated on plans. Please provide.*
 - Athletic fields and outdoor educational spaces (existing and proposed) – *Provided with no further review comments.*
 - Site orientation – *Provided with no further review comments.*

- **Budget** – Provide an overview of the Total Project Budget and local funding including the following:
 - Estimated total construction cost – *Provided with no further review comments.*
 - Estimated total project cost – *Provided with no further review comments.*
 - Estimated funding capacity – *Provided with no further review comments.*
 - List of other municipal projects currently planned or in progress – *Not provided, please include as part of the District's response to MSBA's PSR review comments.*
 - District's not-to-exceed Total Project Budget – *The submittal indicates in section 3.3.4H that the District's not-to-exceed Total Project Budget is \$41,492,585. In addition, this section of the submittal refers to Option 5A as a K-5 grade configuration with 460 students, but it actually is a 3-5 grade configuration with 460 students. Please correct this information, and make sure the option details are consistent throughout the submission moving forward.*
 - Brief description of the local process for authorization and funding of the proposed project – *Provided with no further review comments.*
 - Estimated impact to local property tax, if applicable – *Provided with no further review comments.*
 - Completed MSBA Budget Statement – *Provided with no further review comments.*

- **Schedule** – Provide an updated project schedule including the following projected dates:
 - Massachusetts Historical Commission Project Notification Form – *The Preliminary Design Program submission indicated that District submitted the Project Notifications Form (PNF) to the Massachusetts Historical Commission (MHC) on November 18, 2015 and obtained MHC approval on December 14, 2015.*
 - MSBA Board of Directors meeting for approval to proceed into Schematic Design – *The District is targeting the July 20, 2016 MSBA Board of Directors meeting for Preferred Schematic approval.*
 - MSBA Board of Directors meeting for approval of project scope and budget agreement and project funding agreement – *The District is targeting the November 9, 2016 MSBA Board of Directors meeting for Project Scope and Budget approval.*
 - Town/City vote for project scope and budget agreement – *Provided with no further review comments.*
 - Design Development, 60% Construction Documents, and 90% Construction Documents submittal dates – *Provided with no further review comments.*
 - MSBA Reviews for Design Development, 60% Construction Documents, and 90% Construction Documents submittals (include required 21-day duration) – *Provided with no further review comments.*
 - District Response to MSBA Review Comments – *Please incorporate fourteen (14) days for the District to respond to the MSBA's review comments for DD, 60% CD and 90% CD submittal reviews.*
 - Anticipated bid date/GMP execution date – *Provided with no further review comments.*
 - Construction start – *Provided with no further review comments.*
 - Move-in date – *Provided with no further review comments.*
 - Substantial completion – *Provided with no further review comments.*

3.3.5 Local Actions and Approvals to include:

- Certified copies of the School Building Committee meeting notes showing specific submittal approval vote language and voting results, and a list of associated School Building Committee meeting dates, agenda, attendees and description of the presentation materials – *Please provide the School Building Committee meeting documentation for the May 26, 2016 meeting.*
- Signed Local Actions and Approvals Certification(s):
 - Submittal approval certificate – *Provided with no further review comments.*
 - Grade reconfiguration and/or redistricting approval certificate – *Provided with no further review comments.*
- Provide the following to document approval and public notification of school configuration changes associated with the proposed project:

- A description of the local process required to authorize a change to the existing grade configuration or redistricting in the district – *Please confirm that there are no additional votes or approvals required to reconfigure the elementary schools from the current neighborhood configuration to the proposed District-wide configuration.*
- A list of associated public meeting dates, agenda, attendees and description of the presentation materials – *Provided with no further review comments.*
- Certified copies of the governing body (e.g. School Building Committee) meeting notes showing specific grade reconfiguration and/or redistricting, vote language, and voting results if required locally – *Provided with no further review comments.*
- A certification from the Superintendent stating the District's intent to implement a grade configuration or consolidate schools, as applicable. The certification must be signed by the Chief Executive Officer, Superintendent of Schools, and Chair of the School Committee – *Provided with no further review comments.*

Additional Comments

- Design Enrollment Certification – *Please note that the District will be required to execute a final Design Enrollment Certification based on the preferred solution. The MSBA will prepare a certification to be forwarded for signature upon approval by the Board of Directors for the preferred solution.*

End

Attachment B – Module 3 Preferred Schematic Space Summary Review

District: Town of Bourne

School: James F. Peebles Elementary School

Submittal Due Date: June 2, 2016

Submittal Received Date: June 3, 2016

Review Date: June 6-20, 2016

Reviewed by: C. Forde, C. Alles, J. Jumpe

The Massachusetts School Building Authority (the “MSBA”) has completed its review of the proposed space summary of the preferred alternative as produced by Flansburgh Associates, Inc., and its consultants. This review involved evaluating the extent to which the James F. Peebles Elementary School’s proposed space summary conforms to the MSBA guidelines and regulations.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

MSBA recognizes the benefits and the challenges associated with saving or renovating existing spaces, and may consider variations in the guidelines for renovation projects beyond those included below. Please note that any spaces in new construction or substantially renovated spaces must be compliant with MSBA space standards for both allotted area and room quantity unless otherwise approved in writing by the MSBA.

The following review is based on the submitted new construction project option with an agreed upon design enrollment of 460 students in grades 3-5.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing to provide a total of 18,900 net square feet (nsf) which is 1,100 nsf below the MSBA guidelines. The MSBA accepts this variation to the guidelines. However, please include the 1,000 nsf Innovation Studio (“iStudio”) space in this category.
- **Special Education** – The District is proposing to provide a total of 5,540 net square feet (nsf) which meets the MSBA guidelines. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (DESE). The District should provide this information for this submittal with the Schematic Design Submittal. Formal approval of the

District's proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA.

- **Art and Music** – The District is proposing to provide a total of 8,600 nsf which is 275 nsf below the MSBA guidelines. Please verify that the proposed square footage is sufficient to deliver the District's programmatic needs in the District's response to MSBA's Preferred Schematic Report review comments.
- **Health and Physical Education** – The District is proposing to provide a total of 6,300 nsf which meets the MSBA guidelines. No further action required.
- **Media Center** – The District is proposing to provide a total of 2,740 nsf which meets the MSBA guidelines. No further action required.
- **Dining and Food Service** – The District is proposing to provide a total of 6,778 nsf which meets the MSBA guidelines. No further action required.
- **Medical** – The District is proposing to provide a total of 510 nsf which meets the MSBA guidelines. No further action required.
- **Administration and Guidance** – The District is proposing to provide a total of 2,325 nsf which meets the MSBA guidelines. No further action required.
- **Custodial and Maintenance** – The District is proposing to provide a total of 2,060 nsf which meets the MSBA guidelines. No further action required.
- **Other** – The District is proposing to provide a 1,000 nsf "iStudio" space to be utilized as a resource space used by all classes. The proposed space is to be modeled after the "iStudio" at the current Bourne High School. Based on the information provided in the District's Educational Program which supports such a space, the MSBA takes no exception to include this space in the proposed project. However, please relocate this space into the Core Academic category and resubmit an updated space summary.
- **Total Building Net Floor Area** – The District is proposing to provide a total of 48,453 nsf which is 375 nsf below the MSBA guidelines. Please address the comments provided in the categories above and resubmit in order for the MSBA to establish an allowable nsf.
- **Total Building Gross Floor Area** – The District is proposing to provide a total of 72,680 gsf which is 1,533 gsf below the MSBA guidelines. Please address the comments provided in the categories above and resubmit in order for the MSBA to establish an allowable gsf.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to provide, with each submission, a signed, updated space summary that reflects the design and demonstrates that the design remains, except as

agreed to in writing by the MSBA, in accordance with the guidelines, rules, regulations and policies of the MSBA. Should the updated space summary demonstrate changes to the previous space summary include a narrative description of the change(s) and the reason for the proposed changes to the project.