

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

March 12, 2020

Ms. Sandra Wilson, Chair
Leicester Select Board
3 Washburn Square
Leicester, MA 01524

Re: Town of Leicester, Leicester Middle School

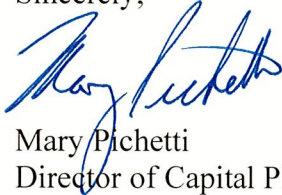
Dear Ms. Wilson:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments of the Schematic Design submission for the Leicester Middle School project, received by the MSBA on February 13, 2020.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Brittany Gomes (Brittany.Gomes@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 Rebecca Whidden (Rebecca.Whidden@MassSchoolBuildings.org).

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments: Attachment 'A' Schematic Design Review Comments
Attachment 'B' Schematic Design Space Summary Review Comments

Cc: Legislative Delegation
David A. Genereux, Leicester Town Administrator
Stella Richard, Chair, Leicester School Committee
Dr. Marilyn Tencza, Superintendent, Leicester Public Schools
Jeffrey Berthiaume, Director of Technology and Digital Learning, Leicester Public Schools
Tom Murphy, Owner's Project Manager, NV5 Consultants, Inc.
Melissa Gagnon, Owner's Project Manager, NV5 Consultants, Inc.
Regan Shields Ives, Designer, Finegold Alexander Architects, Inc.
File: 10.2 Letters (Region 2)

ATTACHMENT A
MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS

District: Town of Leicester
School: Leicester Middle School
Owner’s Project Manager: NV5
Designer Firm: Finegold Alexander Architects
Submittal Due Date: February 13, 2020
Submittal Received Date: February 13, 2020
Review Date: February 13 - March 5, 2020
Reviewed by: A. Alves, R. Whidden, C. Alles, K. Brown

MSBA REVIEW COMMENTS

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

4.1 SCHEMATIC DESIGN SUBMITTAL

Overview of the Schematic Design Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that Module Four states that “MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District’s project budget. Updates to the Total Project Budget that do not reflect the scope and schedule represented in the Schematic Design submittal will not be accepted. All value engineering activities must be complete, and the results incorporated into the Schematic Design documentation prior to being submitted to the MSBA.”

In future submissions provide the OPM Certification of Completeness and Conformity as part of the Schematic Design Binder (both digital and hard copies). Please also ensure that NV5 reviews and coordinates submission materials in all future submissions before signing the OPM Certification of Completeness and Conformity. Please acknowledge.

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.

4.1.1 DESE SUBMISSION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Cover Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Special Education Delivery Methodology Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Educational Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Special Education Adjacency Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3,4) In an email dated March 4, 2020, the MSBA requested an updated space summary and floor plans that show grade 7-8 Science Classroom / Lab space meeting the MSBA's minimum square footage requirements. The MSBA anticipates forwarding the District's DESE submission (with revised space summary and floor plan information) for review and approval by the DESE later this month, upon receipt of the requested materials.
No further review comments for this section.

4.1.2 SCHEMATIC DESIGN BINDER

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
1	Introduction				
	a) Summary of the MSBA approved Preferred Schematic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Community outreach overview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) The District's Total Project Budget for the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Updated description of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Site Plan, Floor Plans, and Elevations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) A copy of the MSBA Preferred Schematic Report review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Final Design Program				
	a) General and specific architectural characteristics desired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Educational space summary spreadsheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Narrative of how the proposed educational space summary supports the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Instructional technology (existing and proposed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Functional relationships and critical adjacencies that informed the basis of design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Security and visual access requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
	g) Site development requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Description of desired features of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Traffic Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental and Existing Building Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Geotechnical and Geo-environmental Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Code Analysis and List of Permitting and other Regulatory Filing Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utility Analysis and Soils Analysis for on-site septic/sewage treatment facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Massing Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Narrative Building Systems Descriptions				
	a) Sustainable design elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Plumbing and HVAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Verify adequate water capacity for new system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Confirm if a fire pump will be required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Sustainable Building Design Guideline Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Analysis of the design's compliance with ADA and the MAAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Timeline associated with filing the Project Notification Form with Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Room Data Sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed construction methodology (DBB / CMR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	District's anticipated reimbursement rate w/ incentive points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Total Project Budget spreadsheet and summary of cost reconciliation of the Designer's and OPM's estimates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Designer's Construction Cost Estimate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Independent OPM Construction Cost Estimate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Updated Project Work Plan – indicating changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Project Directory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	c) Communications and Document Control	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response To be filled out by MSBA Staff
	Procedures				
	d) Designer's Work Plan Project Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Local Actions and Approvals Certification				
	a) Completed and signed certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) SBC meeting dates, agendas, and attendees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified SBC meeting notes with vote language and vote results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Description of materials presented at such SBC meetings and where those materials may be viewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1e) The MSBA notes that the space summary provided with the Schematic Design submission used a grossing factor of 1.52. Because the MSBA's Regulations, 963 CMR 2.00, call for a maximum grossing factor of 1.50 or less for new construction, the MSBA requested an updated space summary and floor plans that reflect an acceptable grossing factor; this request was made in an email dated February 27, 2020 and the OPM provided revised materials on March 2, 2020. No response required.

The information provided indicates that the existing football field, which is adjacent to Leicester High School, will be upgraded to synthetic turf to allow for use by the District's football, soccer, and field hockey program, and that the existing 6-lane track that surrounds the field will be reconstructed in place to provide a more resilient surface. In response to these review comments clarify what grade levels will use the field and the track; indicate specifically the use and frequency of use anticipated by students in grades K-8. Indicate also any anticipated use, if any, by the community or other non-student groups.

2b) Refer to 'Attachment B' for more detailed review comments. Note that these comments reflect the MSBA's review of revised space summary and floorplans provided on March 2, 2020 and may be superseded upon the MSBA's receipt and review of the requested updated space summary and floor plans showing grade 7-8 Science Classroom / Lab space meeting the MSBA's minimum square footage requirements.

2g) The information provided notes that the current Leicester Middle School shares the site with the Leicester High School and the Leicester Primary School, and that as part of the proposed project, the existing Leicester Primary School will be consolidated with the Leicester Middle School; the High School will remain as is. In response to these review comments provide updated information about the District's intended use of the Primary School facility once it no longer houses the District's elementary students.

10) The MSBA notes that although the 2015 International Energy Conservation Code ("IECC") is currently in effect as the Massachusetts Energy Code, we are now in a concurrency period which is scheduled to end on August 7, 2020. On that date the updated MA Energy Code will be based on the 2018 version of the IECC, and the 2016 version of ASHRAE 90.1, including any MA amendments. This updated energy code is estimated to show a 15% increase for energy efficiency in educational facilities over the previous version.

In the District's response to these comments, the Designer should confirm the anticipated permit date based on the project schedule, verify coordination with the code analysis, and verify that the levels of additional energy efficiency attempted in the LEED/NE-CHPS scorecard conform to the standards using the correct version of the energy code. Compliance with MSBA Green Schools policy (and additional 2% reimbursement) will be based on the 2015 IECC (energy code) that was current at the time of Project Scope and Budget submission.

12) Provide an updated project schedule that incorporates the required information outlined in Module 4.

13) The Room Data Sheets indicate one sink per classroom for grades PK-4, one sink in one of the four grade 5 classrooms but no sink in the remaining three classrooms, and none in the grade 6 classrooms. Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines from February 2019 calls for a minimum of two sinks in each general classroom for grades K-6. Additionally, the February 2019 STE Guidelines stipulate that, "In conformance with existing state and federal regulations, one of these sinks must provide accessibility for persons with disabilities [and that] the remaining sink(s) should be designed to accommodate buckets or other similar large containers that facilitate STE exploration in the classroom." In an email dated March 4, 2020, the MSBA requested updated floor plans and budget information that reflect the provision of two sinks meeting the requirements listed above in each grade K-6 classroom.

The Room Data Sheets indicate one sink in the grade 6 science classroom/lab; no sinks in the science prep rooms; one sink in the grades 3-4, 5-6 and 7-8 STE classrooms; and no sinks in the Maker Spaces. In response to these review comments describe the District's rationale for providing one or no sinks in each of the spaces listed above; additionally, clarify whether the sinks indicated are anticipated to provide accessibility for persons with disabilities.

14) In response to these review comments provide an update on the anticipated timeline for receiving approval from the Massachusetts Office of the Inspector General on the District's Application to Proceed with the Construction Management at Risk delivery method. The MSBA understands that the District intends to submit the Application to Proceed following the MSBA Board of Director's meeting on April 15, 2020.

16) The proposed total project budget continues to be reviewed and will be further discussed with the project team leading up to a potential MSBA staff recommendation.

17) The Room Data Sheets provided call for two Art Workrooms, each with a kiln. The Fennessey Consulting Services cost estimate does not include kilns. In response to these review comments please confirm the number of kilns required as part of the proposed project and confirm that the required number of kilns have been accounted for in the District's total project budget.

18) The PM&C cost estimate includes one (1) kiln for the proposed project. In response to these review comments please confirm the number of kilns required as part of the proposed project and confirm that the required number of kilns have been accounted for in the District's total project budget.

The PM&C cost estimate includes a line item for "remov[ing] existing underground fuel storage tanks." Note that costs associated with the removal of existing fuel storage tanks and associated contaminated soils will be considered ineligible for reimbursement and must be itemized in the District's total project budget. Please acknowledge.

The PM&C cost estimate includes four (4) line items for "Adult fitness area." In response to these review comments clarify the intended use for this proposed space. Note that elements of the

project not designed for the exclusive use of students of the proposed school will be considered ineligible for reimbursement and must be itemized in the District's total project budget.

19a) The MSBA understands that the OPM's Project Director for the proposed project changed effective February 7, 2020. In response to these review comments please provide an updated project directory and coordinate submittal of additional required documentation with the assigned MSBA Project Coordinator.

19b,c) Please submit as part of the District's response to these review comments.

20b) The MSBA notes that the District has provided draft meeting minutes from the February 6, 2020 School Building Committee ("SBC") meeting during which the SBC voted to approve the submission of the Schematic Design package to the MSBA. These minutes are anticipated to be approved at the February 26, 2020 SBC meeting and sent to the MSBA following their approval. No response required.

No further review comments for this section.

4.1.3 SCHEMATIC DESIGN PROJECT MANUAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Outline specifications in Unifomat Divisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Itemization of all proprietary items (if any) with an explanation of each, explanation of the public interest for each item, and certification of local authorization that each item complies with state and local regulations, policies and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) Several instances occur where fewer than three named manufacturers and products are provided. Ensure that subsequent versions of the specifications list a minimum of three named products/manufacturers. Please acknowledge.

2) The information provided indicates that proprietary products for the proposed project are "not yet determined." Note that if propriety items are proposed in future submissions the District will be required to provide an affidavit indicating that an elected body of the District (School Committee, City or Town Council or Selectmen, but not an ad-hoc Building Committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that is in the public interest to do so. Additionally, the District should provide the MSBA with a certified copy of the vote of the elected body. Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M. Please acknowledge.

No further review comments for this section.

4.1.4 SCHEMATIC DESIGN DRAWINGS

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Existing site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Site development plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Schematic building floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interior elevations of a typical general classroom, and typical Pre-K/K Classroom and typical Science Classroom/Lab as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Schematic exterior building elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) Please submit in response to these review comments and as part of future submissions.

No further review comments for this section.

Additional Comments:

On August 28, 2019 the MSBA Board of Directors approved the District's Preferred Option 5C for a 143,458 square foot new construction option with an estimated total project cost of \$86,900,658. This Schematic Design submittal under review shows this same option currently as a 151,719 square foot new construction option with an estimated total project cost of \$90,675,633. This represents an increase of 8,261 square feet and an increase of \$3,774,975. The increase in square footage reflects increased wall thicknesses, increased MEP/FP space, an enlarged Gymnasium footprint, and the introduction of three additional Special Education spaces. The increase in cost reflects the additional square footage as well as the addition of a maintenance building, an underground stormwater management system, a turf field, and upgrades to the baseball field, soccer field, tennis courts, and running track.

Both the MSBA's enabling legislation, M.G.L. c. 70B, and the MSBA's regulations, 963 CMR 2.00 et seq., specifically address the issue of past projects. Pursuant to these requirements the MSBA will recover a pro-rated portion of the financial assistance that the District has received for previous renovation grants. MSBA records show a total MSBA payment of \$23,183 for the Leicester Memorial School project #201101510005G completed in November 2011 and a total MSBA payment of \$180,934 for the Leicester Primary School project #200801510010 completed in September 2008. Please refer to the total project budget to see the amount to be recovered as part of the proposed project.

End

ATTACHMENT B
MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW

District: Town of Leicester
School: Leicester Middle School
Owner’s Project Manager: NV5
Designer Firm: Finegold Alexander Architects
Submittal Due Date: February 13, 2020
Submittal Received Date: February 13, 2020
Review Date: February 13 - March 5, 2020
Reviewed by: C. Forde, R. Whidden, C. Alles, K. Brown

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

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.

The following review is based on a new construction project with an agreed upon design enrollment of 930 students in grades PK-8.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing a total of 46,411 net square feet (“nsf”) which is 1,571 nsf in excess of the MSBA guidelines. *The proposed area in this category has decreased by 2,127 nsf since the Preferred Schematic Report (“PSR”) submittal. When the proposed 1,605 nsf of makerspace is moved to the Vocations and Technology category as requested below, the proposed area in this category will fall 34 nsf below the MSBA guidelines. The MSBA notes the following spaces are proposed:*

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.

- (2) Pre-Kindergarten classrooms totaling 2,229 nsf. *As previously noted in MSBA's PSR Review Comments, the MSBA accepts this variation to the guidelines. However, since the PSR submission (1) Pre-Kindergarten ("PK") classroom has been moved to the Special Education category. In response to these review comments please submit an updated space summary that includes all proposed PK classrooms in the Core Academic category, including any proposed substantially separate PK classrooms.*
- (4) Kindergarten classrooms totaling 4,503 nsf which results in (2) classrooms below the MSBA guidelines. *Based on information provided that supports delivery of the District's educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (24) General Classrooms for grades 1-6 totaling 22,090 nsf which results in three classrooms below the MSBA guidelines. *Based on information provided that supports delivery of the District's educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (8) General Classrooms for grades 7-8 totaling 7,335 nsf which aligns with the MSBA guidelines. *No further action required.*
- (1) 915 nsf Health Classroom which exceeds the MSBA guidelines. *Based on information provided that supports delivery of the District's educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (1) 795 nsf Lower School Makerspace, and (1) 810 nsf Upper School Makerspace, with a combined total of 1,605 nsf. *Please note that the MSBA's Staff Recommendation for Science/Technology/Engineering Area Guidelines, published February 2019, indicates that "[i]f a room is indicated as being a Makerspace type space, it must be a minimum size of 1,440 nsf." Subsequent to receiving the schematic design submittal, MSBA staff discussed this criteria with the OPM and anticipate receiving revised floor plans and associated space summary that addresses adjustments to the originally proposed. Any revised documents must include a detailed rationale and decision-making process describing the proposed number of spaces, square footage, and whether the District considered combining the proposed Upper and Lower Makerspaces to provide a single Makerspace for grades 3-8 at a minimum of 1,440 nsf. In addition, please note that proposed Makerspaces should be relocated to the Vocations and Technology category of the MSBA's space summary template which should be reflected in the anticipated revisions.*
- (1) Grades 3-6 STE Room totaling 1,093 nsf which exceeds the MSBA guidelines by 13 nsf. *Based on information provided that supports delivery of the District's educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (1) Grades 3-6 STE Storage totaling 121 nsf which exceeds the MSBA guidelines by 1 nsf. *The MSBA accepts this variation to the guidelines. No further action required.*

- (1) Central Chemical Storage Room totaling 134 nsf which falls 16 nsf below the MSBA guidelines. *Please revise the space summary and floorplans in the District's next submission to provide the required 150 nsf for this space.*
- (1) Science Classroom / Lab for grade 6 totaling 1,045 nsf which falls 35 nsf below the MSBA guidelines. *Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines, published February 2019, designate grade 6 Science Labs as "STE Rooms" (1,080 nsf) and require an accompanying 120 nsf STE Storage space. In response to these review comments please submit an updated space summary and floorplans that meet these requirements. Please acknowledge.*
- (2) Science Classroom / Labs for grades 7-8 totaling 2,096 nsf which falls 784 nsf below the MSBA guidelines. *Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines, published February 2019, require a minimum of 1,440 nsf for grade 7-8 Science Labs. The MSBA has requested that the Designer revise the space summary and floorplans to provide the required minimum square footage for these spaces.*
- (8) Flex Learning spaces totaling 2,834 nsf which exceeds the MSBA guidelines by 2,834 nsf. *The MSBA accepts 2,666 nsf of this proposed area based on unallocated allowable classroom area for grades K-8. The remaining 168 nsf of proposed Flex Learning space will be considered ineligible for reimbursement. No further action required.*
- **Special Education** – The District is proposing a total of 12,689 nsf which exceeds the MSBA guidelines by 2,119 nsf. *The proposed area in this category has increased by 1,297 nsf since the PSR submittal and will decrease once the substantially separate PK classroom is reallocated to the Core Academic category as requested above. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education ("DESE") and that formal approval of the District's proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA.*
- **Art & Music / Vocations & Technology** – The District is proposing a combined total of 8,663 nsf which is 902 nsf below the MSBA guidelines. *The proposed area in this combined category has increased by 2,289 nsf since the PSR submittal. Once the 1,605 nsf of proposed makerspace is moved from Core Academic to Vocations and Technology as required above, the proposed area in this combined category will exceed the MSBA guidelines by 703 nsf. This overage can be attributed to the proposed provision of four (4) undersized STE-type spaces rather than two (2) correctly sized ones: a grades 5-6 STEM Classroom, a grades 7-8 STEM classroom, a lower school (grades 3-4) makerspace and an upper school (grades 5-8) makerspace. The MSBA does not object to this additional area in the project; however, all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement.*

- **Health & Physical Education** – The District is proposing a total of 11,239 nsf which exceeds the MSBA guidelines by 2,917 nsf. *The proposed area in this category has decreased by 1,879 nsf since the PSR submittal. As noted in the previous review, the MSBA does not object to this additional area in the project; however, all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. Additionally, ineligible OPM and Designer costs will be prorated based on the net ineligible areas as a percentage of the total net building area. No further action required.*
- **Media Center** – The District is proposing a total of 4,971 nsf which is 78 nsf below the MSBA guidelines. *The proposed area in this category has increased by 841 nsf since the PSR submittal. Based on information provided by the District that indicates the proposed square footage is sufficient to serve the District's Media Center needs, the MSBA accepts this variation to the guidelines. No further action required.*
- **Dining & Food Service** – The District is proposing a total of 11,520 nsf which is 127 nsf below the MSBA guidelines. *The proposed area in this category has increased by 1,897 nsf since the PSR submittal. Based on information provided by the District that indicates the proposed square footage is sufficient to meet the District's dining and food service needs, the MSBA accepts this variation to the guidelines. No further action required.*
- **Medical** – The District is proposing a total of 1,083 nsf which exceeds the MSBA guidelines by 373 nsf. *The proposed area in this category has decreased by 227 nsf since the PSR submittal. As noted in the previous review all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. No further action required.*
- **Administration & Guidance** – The District is proposing a total of 4,353 nsf which exceeds the MSBA guidelines by 829 nsf. The proposed area in this category has decreased by 144 nsf since the PSR submittal. *As noted in the previous review all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. No further action required.*
- **Custodial & Maintenance** – The District is proposing a total of 1,733 nsf which is 769 nsf below the MSBA guidelines. *The proposed area in this category has decreased by 1,169 nsf since the PSR submittal. This decrease can be attributed to the removal of a 347 nsf Custodial Workshop, a 400 nsf Recycling / Trash Room, and a 410 nsf Receiving / General Supply Room, and minor square footage adjustments to the remaining Custodial & Maintenance spaces. To address the square footage shortfall in this category the District is proposing a 1,384 nsf detached Maintenance Shed. The MSBA accepts this variation to the guidelines and notes that the proposed Maintenance Shed will be deemed ineligible for reimbursement. No further action required.*
- **Total Building Net Floor Area** – The District is proposing a total of 102,662 nsf which exceeds the MSBA guidelines by 7,132 nsf. *The proposed area has increased by 778 nsf since the PSR submittal. Based on the comments above the*

MSBA accepts this variation to guidelines, however certain square footage in the Core Academic, Health & Physical Education, Medical, and Administration & Guidance categories will be considered ineligible for reimbursement as noted above. No further action required.

- **Total Building Gross Floor Area** – The District is proposing a total of 151,685 gross square feet (“gsf”) which exceeds the MSBA guidelines by 8,030 gsf. *The proposed area has increased by 8,227 gsf since the PSR submittal. Based on the comments above the MSBA accepts this variation to guidelines, however certain square footage in the Core Academic, Health & Physical Education, Medical, and Administration & Guidance categories will be considered ineligible for reimbursement as noted above. No further action required.*

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.

End