

# TODAY'S AGENDA

- 01 INTRODUCTIONS
- 02 MSBA PROCESS
- 03 FEASIBILITY STUDY BUDGET
- 04 DESIGNER PROCUREMENT PROCESS
  - Review of Draft Designer RFS and Vote to approve submission to the MSBA
  - Vote to appoint 3 Local DSP Members
- 05 LOOK-AHEAD PROJECT SCHEDULE
- 06 OPEN DISCUSSION
- 07 NEXT MEETING

# GALVIN MIDDLE SCHOOL

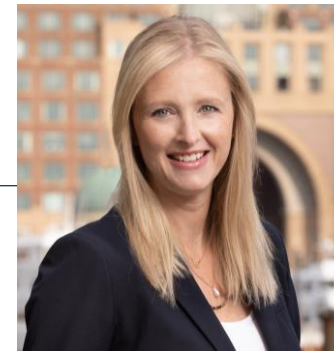
## PROJECT TEAM



Jim Rogers  
Principal in Charge



Jen Carlson  
Project Director



Linda Liporto  
Sr. Project Manager



Adele Sands  
Education Liaison



Bernie Melone  
Site Representative



Jay Faxon  
MEP Specialist



Lynn Stapleton  
Project Advisor

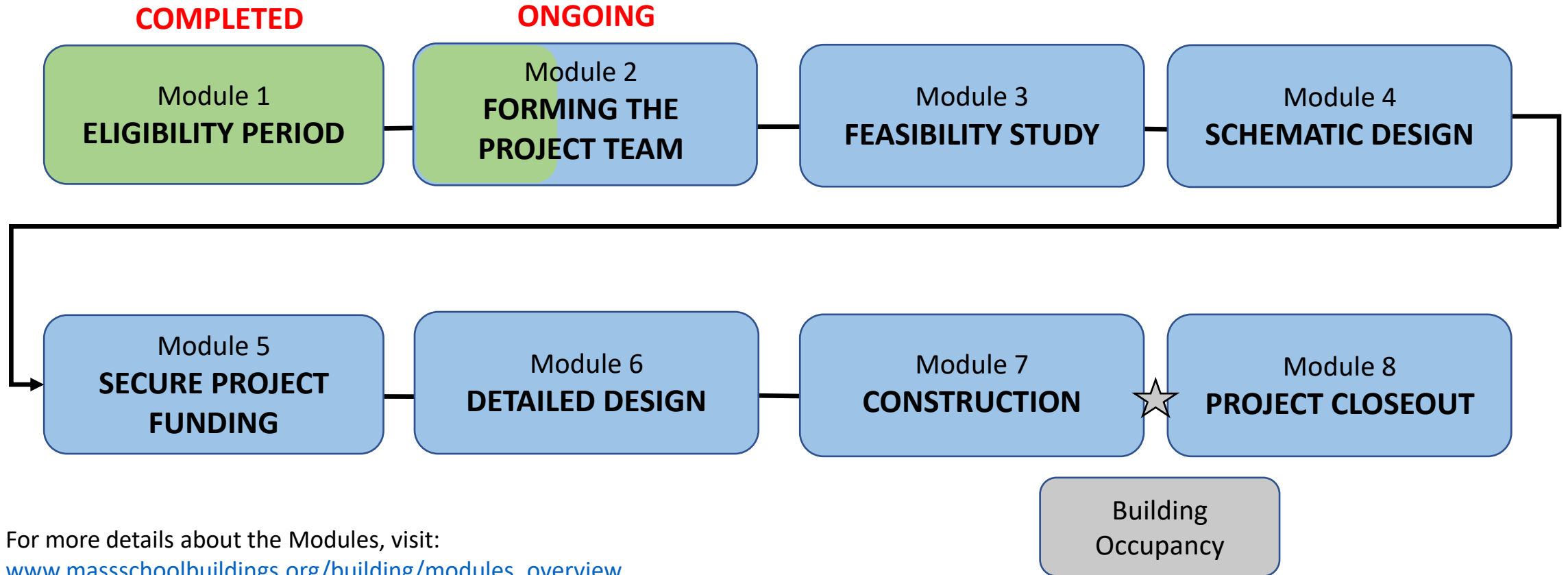


Sally Rogers  
ProPay Administrator

# GALVIN MIDDLE SCHOOL



## MSBA PROCESS



For more details about the Modules, visit:

[www.massschoolbuildings.org/building/modules\\_overview](http://www.massschoolbuildings.org/building/modules_overview)

# GALVIN MIDDLE SCHOOL

## CONCEPTUAL PROJECT BUDGET



<b>Middle School</b>	<b>New Construction</b>
<b>Grade Configuration</b>	<b>5 – 8</b>
<b>Enrollment – Grade 5-8</b>	<b>1,020</b>
<b>MSBA ISS (NSF)</b>	<b>114,301</b>
<b>Assumed Net to Gross Factor 1.5 (GSF)</b>	<b>176,000</b>
<b>Space Beyond MSBA Guidelines (GSF)</b>	<b>5,000</b>
<b>Cost per Sq Ft. New Construction</b>	<b>\$700</b>
<b>Cost to Sq. Ft Renovation</b>	<b>N/A</b>
<b>Order of Magnitude Construction Cost</b>	<b>\$126,700,000</b>
<b>Escalation (10%/year for 2 years)</b>	<b>\$12,986,750</b>
<b>Adjusted Order of Magnitude Construction Cost</b>	<b>\$139,686,750</b>
<b>Soft costs (25% of hard costs)</b>	<b>\$34,921,687</b>
<b>Anticipated (Range) Total Project Cost</b>	<b>\$174,608,437</b>

# GALVIN MIDDLE SCHOOL

## FEASIBILITY STUDY BUDGET



<b>OPM</b>	\$	<b>346,000</b>
<b>Designer</b>	\$	<b>900,000</b>
FS	\$	550,000
Schematic	\$	350,000
<b>Env + Site</b>	\$	<b>204,000</b>
Scan existing plans		n/a
Site survey [limited]	\$	30,000
Wetlands [limited]	\$	20,000
Geo Env phase 1	\$	15,000
Geo Env phase 2	\$	35,000
Geotechnical	\$	30,000
Geo-environmental	\$	15,000
Traffic	\$	20,000
Prel. Env permitting Analysis	\$	20,000
ACM survey	\$	15,000
Hydrant flow test	\$	4,000
<b>Owner Cont</b>	\$	<b>50,000</b>
	\$	<b>1,500,000</b>

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



1. Designer Selection Panel
2. Public Notice
3. Selection Criteria
4. Selection Process
5. Award of Contract
6. Overview of Draft Designer RFS
7. Schedule of Tasks/Activities during Designer Procurement

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



- The Designer Selection Process adopted by the MSBA allows exemption from the jurisdiction of the Commonwealth's DCAMM Designer Selection Panel.
- Required process for projects with an estimated construction value equal to or greater than \$5M.

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of applicable expertise, plus....
- 3 members proposed by the respective City/Town/District, etc.
  - *1 member shall be a representative of the School Committee.*
  - *1 member shall be the Superintendent of Schools or the Superintendent's designee.*
  - *1 member shall be the CEO of the City/Town or the CEO's designee.*
- A minimum of 9 members shall constitute a quorum.
- Meetings are open to the public and are typically held twice a month at MSBA.



# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### **Public Notice**

- Requests For Designer Services shall be advertised in a local newspaper, the MA Central Register and CommBuys at least two weeks before Designer Proposals are due.

### **Master File Brochure and Application**

- Prior to submitting a proposal on any project, Designers are required to have previously submitted a Master File Brochure to the MSBA which must be current. Master File Brochures must be updated annually.

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### **Selection Criteria**

- Qualified Designer within the meaning of M.G.L. Ch. 7C, section 44
- MCPPO certified
- Past Experience/Performance
- Current Workload
- Proposed Project Team/ Qualifications of Staff and Consultants assigned to the Project
- Financial Stability

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### Selection Process

- **The 3-member District DSP Participants or any of the MSBA appointed DSP members shall not rank or pre-rank applicants. Rankings shall only occur by vote of the DSP after review of proposals and after interviews (if required by the DSP).**
- Rankings (points assigned) are by ballot form at the DSP meetings.
- *Example: All voters get 3 votes for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices. A number one choice receives 3pts., a number two choice receives 2pts. and a number 3 choice receives 1pt. The highest number of points receives 1<sup>st</sup> place, etc.*
- Ballots are collected and tallied. The top 3 Designers are invited to interview. Sometimes a 4<sup>th</sup> place Designer will be invited if the tallies are close.

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### **Selection Process Options**

- DSP may request interviews with highest point total applicants. After interviews are completed, the DPS shall rank the firms in order of preference after interviews, considering both interviews and proposals.
- If the DSP chooses not to conduct interviews, the DSP identifies the 3 firms with the highest total points in order and the firm with the highest point total is selected. Interviews are typically not waived unless the District feel strongly about their selection and there is a wide point spread.
- In the event of a tie, the chairperson of the DSP shall determine a procedure to break such tie.

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



### **Award of Contract**

- The award of a Designer Contract is subject to the approval of the MSBA.
- **If the Applicant (Canton) chooses not to proceed with the highest ranked designer, a written justification shall be issued to the DSP and the applicant shall not proceed until they have received written approval to proceed from the Executive Director.**

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Additional information on the MSBA selection process can be found at:

<http://www.massschoolbuildings.org/building/team/dsp>

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



Monday	Mar 13	LEFTFIELD gets DRAFT RFS to Galvin SBC for review
Wednesday	Mar 15	SBC Meeting to approve RFS
Thursday	Mar 16	LEFTFIELD sends DRAFT RFS to MSBA for review
Thursday	Mar 30	LEFTFIELD submits notice to the <u>Central Register</u>
Thursday	Mar 30	LEFTFIELD emails legal notice to <u>The Canton Citizen</u>
Wednesday	Mar 30	CANTON submits notice to <u>COMMBUYS</u>
Wednesday	Apr 5	LEFTFIELD posts RFP to WEBSITE
Wednesday	Apr 5	Notice appears in the <u>Central Register</u>
Wednesday	Apr 5	Notice appears in <u>COMMBUYS</u>
Wednesday	Apr 5	Notice appears in <u>The Canton Citizen</u>
Monday	Apr 10	Site Visit at Galvin Middle School at 3:00 PM
Tuesday	Apr 11	Issue Addendum on Site Visit include handouts, attendee list and Q&A to date
Thursday	May 4	Questions, attention Jen Carlson – jcarlson@leftfieldpm.com, must be received by 5:00 pm

# GALVIN MIDDLE SCHOOL

## DESIGNER SELECTION PROCESS



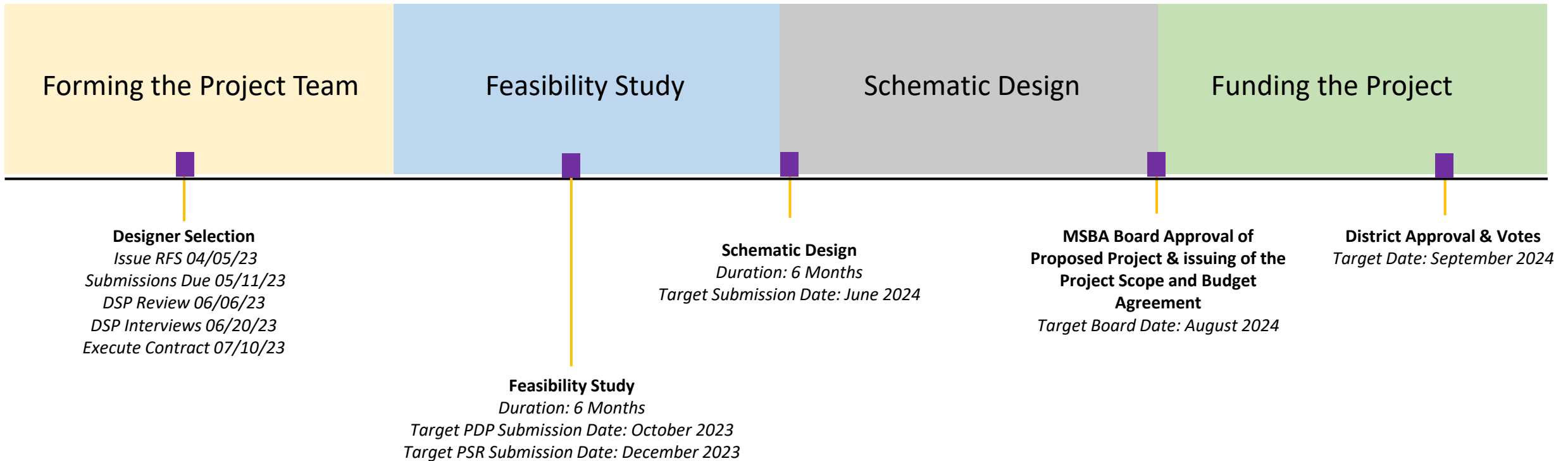
Friday	May 5	LEFTFIELD issues and posts Addendum in response to questions, if any, by 12:00 noon on website
Thursday	May 11	Proposals, must be received by 2:00 pm Attention: Stephen Marshall, Canton Public Schools
Tuesday	Jun 6	DSP Proposal Review (Pending MSBA Confirmation)
Tuesday	Jun 20	DSP Interviews (Pending MSBA Confirmation)
Wednesday	Jun 21	DSP issues official ranking letter
Thursday	Jun 29	Complete Designer fee negotiations
Wednesday	Jul 10	SBC votes to approve contract
Thursday	Jul 11	Execute Designer Contract
Thursday	Jul 11	Designer commences Preliminary Design Program (PDP) and development of Designer Work Plan

# GALVIN MIDDLE SCHOOL



## PROJECTED PROJECT TIMELINE \*

### Feasibility Study Duration: 18 Months



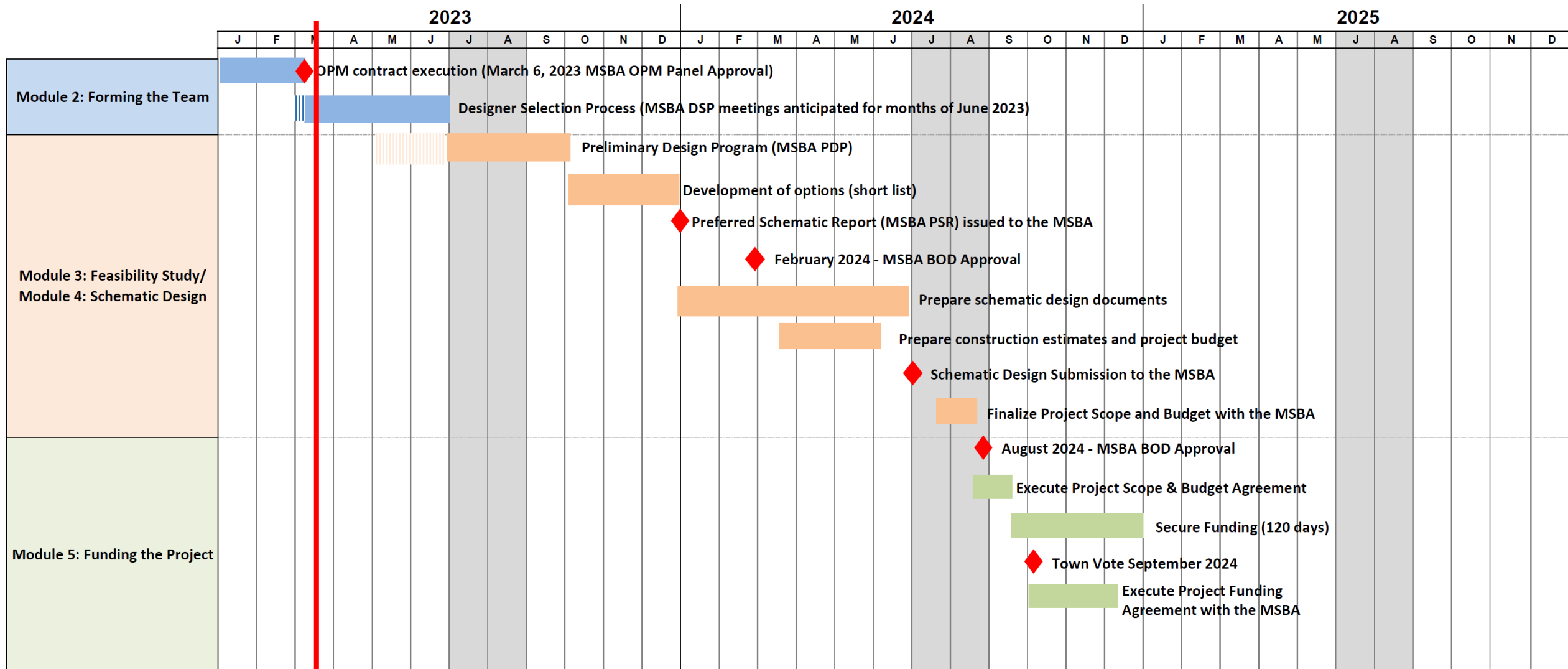
\*All dates are tentative and subject to change based on district and MSBA schedules



# GALVIN MIDDLE SCHOOL



## PROJECTED PROJECT TIMELINE \*



# THANK YOU!



THE RIGHT CHOICE IN PROJECT MANAGEMENT