

APPENDIX D

RESPONSE TO MSBA PDP REVIEW

MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS

District: Northeast Metropolitan Regional Vocational District

School: Northeast Metropolitan RVTHS

Owner's Project Manager: PMA Consultants, LLC

Designer Firm: Drummey Rosane Anderson, Inc.

Submittal Due Date: August 14, 2020

Submittal Received Date: August 14, 2020

Review Date: August 14 – October 7, 2020

Received: 10/16/2020

Reviewed by: M. Esdale, F. Bradley, C. Alles, J. Jumpe

Design Team Responses: *RED BOLD Italics*

MSBA REVIEW COMMENTS

The following comments¹ on the Preliminary Design Program (PDP) submittal are issued pursuant to a review of the project submittal document for the proposed project presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines.

3.1 PRELIMINARY DESIGN PROGRAM

Overview of the Preliminary Design Program 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>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1 Introduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Educational Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Initial Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Site Development Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 Preliminary Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Local Actions and Approvals Certification(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Appendices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

3.1.1 INTRODUCTION

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	Summary of the Facility Deficiencies and Current S.O.I.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Date of invitation to conduct a Feasibility Study and MSBA Board Action Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Executed Design Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Narrative of the Capital Budget Statement and Target Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Directory with contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Updated Project Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No review comments for this section.

3.1.2 EDUCATIONAL PROGRAM

Provide a summary and description of the existing educational program, and the new or expanded educational vision, specifications, process, teaching philosophy statement, as well as the District's curriculum goals and objectives of the program. Include description of the following items:

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	Grade and School Configuration Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class Size Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	School Scheduling Method	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Teaching Methodology and Structure				
	a) Administrative and Academic Organization/Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Curriculum Delivery Methods and Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) English Language Arts/Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Mathematics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Social Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) World Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Academic Support Programming Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Student Guidance and Support Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Teacher Planning and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Pre-kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
7	Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Lunch Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Technology Instruction Policies and Program Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Media Center/Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Performing Arts Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Physical Education Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Special Education Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Vocation and Technology Programs				
	a) Non-Chapter 74 Programming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Chapter 74 Programming	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Transportation Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Functional and Spatial Relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Security and Visual Access Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

*As part of the District's Preferred Schematic Report, include two copies of the District's updated Educational Program, one (1) redlined copy and one (1) clean copy. The updated Educational Program must address the comments below, include District updates, and provide a designer response for each component of the educational program that documents the design features and adjacencies needed to support delivery of the District's Educational Program. Please acknowledge. **Acknowledged- District will submit updated Educational Plan with the Preferred Schematic Report as stated above.***

In response to these review comments, please address the following:

*4d) Please indicate if the District has considered offering non-AP semester or trimester classes in courses such as biostatistics, data analysis, or topology. **Northeast Metro Tech (NEMT) has not considered said courses; however, we now offer Statistics at the College Prep level.***

*4e) Please indicate if the District has considered offering half-year or trimester classes that are non-AP but related to careers and vocations in emerging and growing fields such as genetics/immunology, climate research, alternative energy sources, battery/energy storage technology for seniors. **NEMT has recently added trimester elective classes in Science (Marine Biology, Forensics & Environmental Studies). All are offered at the Honors or College Prep level. Additionally, please confirm whether the use of fire blankets in science classrooms are recommended in the latest fire-safety courses. **Fire blankets will be specified in science classrooms and instructions for their proper use will be included in safety training courses.*****

*4f) Please indicate if the District has considered offering senior option classes that examine multidisciplinary questions such as the ethics of scientific research, economics of emerging industries, copyright, and intellectual property protection. **NEMT has not considered offering classes that examine said multidisciplinary questions; however, students can elect classes***

offered by Edgenuity, an online learning platform. Some of the topics suggested are part of courses available through Edgenuity.

12) Please indicate if the district currently offers or proposes to offer courses or student-activity groups that provide installation, repair, and training by students to support the rest of the school community. ***NEMT is considering a course that would engage students in technology repair and maintenance to support the rest of the school community.***

13) Please confirm the frequency and length of physical education/fitness classes for each student for the proposed facility; and confirm how the physical education programs would fit into the “Typical Day in the Life of a Student” narrative that was provided. ***Physical Education and Health are graduation requirements at NEMT. All 9th graders take 1 trimester of Health and 1 trimester of Physical Education. All 10th graders take 1 trimester of Physical Education. Juniors and Seniors must take 1 trimester elective in Physical Education or Health each year. Many 11th and 12th grade students take more than 1 Physical Education or Health elective. All classes meet 5 days per week, for 58 minutes each block.***

15b) The District has indicated that many of the existing shop spaces and their related classrooms are undersized for their current enrollments, which leads to overcrowding situations. Please confirm if the tech-vocational shop spaces are required to meet OSHA or any other vocational space planning standards. If so, how do the current sizes and spaces compare to those standards. ***As noted in the Design Team’s existing conditions analysis, the Cosmetology shop does not currently meet the State Board of Cosmetologist’s facilities requirements. The remaining shops were evaluated for their compliance with DESE Ch.74 Space Guidelines and deficiencies were documented in the Existing Conditions report. The school administration and Safety Coordinator report that all existing shops comply with applicable OSHA requirements. To the best of our knowledge, no other space standards apply to the existing shops. Please also see the updated Existing Conditions Report to be submitted with the Preferred Schematic Report.***

No further review comments for this section.

3.1.3 INITIAL SPACE SUMMARY

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	Space summary; one per approved design enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Floor plans of the existing facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Narrative description of reasons for all variances (if any) between proposed net and gross areas as compared to MSBA guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

Per the enrollment letter, dated February 20, 2019, the following enrollment configurations were established for this proposed project:

- *1,250 students in grades 9-12;*
- *1,722 students in grades 9-12 (full expansion of Chapter 74 programs;*

- A third enrollment between 1,250- 1,722 students in grades 9-12 (expansion of Chapter 74 programs).

It should be noted that between the range of 1,250 and 1,722, the District has indicated that they wish to further explore and evaluate enrollment options for 1,400, 1,600, and 1,660 students.

1) The MSBA has performed an initial review of the space summaries provided for proposed new construction options and offers the following:

Please note: The MSBA performed initial review of (5) space summaries associated with the study enrollment configurations for grades 9-12 listed above; 1,250 students in new construction; 1,400 students in new construction; 1,600 students in new construction; 1,660 students in new construction; and 1,722 students in new construction. For clarity, these space summaries are identified as “Enrollment1,” “Enrollment2”, “Enrollment3”, “Enrollment4”, and Enrollment 5 respectively, for the purposes of this review and are included in the comments below.

*The MSBA notes in the submittal that currently the District pairs 9th and 11th grade students and 10th and 12th grade students when scheduling vocational programming. To determine a “full-time equivalent” enrollment that reflects the week-on/ week-off schedule the MSBA considered enrollments over the last three years and flexibility for future leadership should a schedule be implemented that pairs the 9th and 10th grade students. Review of the last three years of enrollment as reported to DESE revealed that 9th and 10th grade students represented 53% of the total population on average. The MSBA will base its evaluation of proposed spaces by category as presented below. **Acknowledged***

*In addition, should the District select an addition/renovation project as their preferred schematic, the associated space summary is subject to further review. 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 MSBA will review and provide detailed comments for that specific space summary, noting any acceptance or ineligibility from the MSBA guidelines as part of its review of the District’s Preferred Schematic Report. Please acknowledge. **Acknowledged.***

- **Core Academic** – The overall proposed square footage for this category is below the MSBA guidelines for Enrollments 1-5. Per the information provided, the following spaces are proposed for the District to deliver its educational program:

<i>Anticipated Core Academic Spaces</i>	<i>Enrollment 1: 1,250 students Grades 9-12 New Construction</i>	<i>Enrollment 2: 1,400 students Grades 9-12 New Construction</i>	<i>Enrollment 3: 1,600 students Grades 9-12 New Construction</i>	<i>Enrollment 4: 1,660 students Grades 9-12 New Construction</i>	<i>Enrollment 5: 1,722 students Grades 9-12 New Construction</i>
<i>General Classrooms</i>	28	31	36	38	39
<i>Teacher Planning</i>	5	5	5	5	5
<i>Small Group Seminar</i>	5	5	5	5	5
<i>Science Classroom/ Lab</i>	6	7	8	8	8
<i>Prep Room</i>	6	7	8	8	8

<i>Anticipated Core Academic Spaces</i>	<i>Enrollment 1: 1,250 students Grades 9-12 New Construction</i>	<i>Enrollment 2: 1,400 students Grades 9-12 New Construction</i>	<i>Enrollment 3: 1,600 students Grades 9-12 New Construction</i>	<i>Enrollment 4: 1,660 students Grades 9-12 New Construction</i>	<i>Enrollment 5: 1,722 students Grades 9-12 New Construction</i>
<i>Central Chemical Storage Room</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>Language Lab*</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
<i>MSBA Comments</i>	<i>The MSBA notes that the proposed spaces align with the target utilization rates included in the MSBA guidelines based on the full-time equivalent enrollments. Based on the information contained in the educational program the MSBA accepts the variation to the guidelines regarding the proposed language lab. No further preliminary comments.</i>				

Please provide proposed scheduling information specific to these spaces. **The language lab is anticipated to be utilized by both World Language classes and English Language Learners. Specific scheduling information will be provided in the updated Educational Program submitted with the Preferred Schematic Report.*

*The MSBA will base its evaluation of proposed spaces for this category based on the full-time equivalent enrollment to align with the District's schedule. The overall square footage in this category is 7,200 nsf above the MSBA guidelines based on the full-time equivalent enrollments for Enrollment 1; 8,150 nsf above the MSBA guidelines for Enrollment 2; 9,600 nsf above the MSBA guidelines for Enrollment 3; 9,600 nsf above the MSBA guidelines for Enrollment 4; and 9,600 nsf above the MSBA guidelines for Enrollment 5. **The project team would like to respectfully request an explanation of MSBA calculations of these projected space overages. The design team calculates this category to be 3,850 sf over revised MSBA guidelines using Full-Time Equivalent calculations as per the Space Summary Forms in Appendix A of the PDP.***

- **Special Education** –The proposed square footage for this category are below the MSBA guidelines based on total enrollment by 5,040 nsf for Enrollment 1, 6,050 nsf for Enrollment 2, 8,060 nsf for Enrollment 3, and 9,070 nsf for Enrollment 4 and 5. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education ("DESE"). The District should provide the required information required 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. **Acknowledged***
- **Art & Music** – The information provided indicates there are no art and music spaces in the existing facility and are not being proposed in a potential project. Based on the information contained in the educational program the MSBA accepts this variation to the guidelines. No further action required. **Acknowledged; however, please note the District's intention of having a Choral program in the near future. The program's space needs would be served by the proposed Auditorium space.***
- **Vocations & Technology** – The overall square footage in this category exceeds the MSBA guidelines in all study enrollments. The proposed includes the following Chapter 74 programs: (The below includes proposed square footage associated with each program).*

Anticipated Chapter 74 Spaces	Enrollment 1: 1,250 students Grades 9-12 New Construction	Enrollment 2: 1,400 students Grades 9-12 New Construction	Enrollment 3: 1,600 students Grades 9-12 New Construction	Enrollment 4: 1,660 students Grades 9-12 New Construction	Enrollment 5: 1,722 students Grades 9-12 New Construction
<i>Technology/ Engineering Rooms</i>	1,440	1,440	1,440	1,440	1,440
<i>Automotive Collision Repair</i>	5,317	6,050	6,783	7,150	7,333
<i>Automotive Tech.</i>	9,900	11,183	12,833	13,200	13,750
<i>Business Office Technology</i>	2,200	2,273	2,567	2,713	2,787
<i>Carpentry</i>	8,100	9,150	10,500	10,800	11,250
<i>Cosmetology</i>	4,500	5,083	5,833	6,000	6,250
<i>Culinary Arts</i>	4,500	5,083	5,833	6,000	6,250
<i>Dental Assisting</i>	5,167	5,750	6,583	6,833	7,083
<i>Design & Visual Communications</i>	3,960	4,473	5,133	5,280	5,500
<i>Drafting & Design</i>	3,520	3,960	4,473	4,693	4,840
<i>Early Childhood Education</i>	1,800	1,800	1,800	1,800	1,800
<i>Electrical Tech.</i>	9,750	10,950	12,600	13,050	13,500
<i>Health Assisting</i>	4,500	5,083	5,833	6,000	6,250
<i>HVAC Technology</i>	7,200	8,133	9,333	9,600	10,000
<i>Metal Fabrication</i>	5,867	6,533	7,467	7,733	8,000
<i>Plumbing & Pipefitting</i>	6,500	7,300	8,400	8,700	9,000
<i>Robotics & Automation</i>	3,960	4,473	5,133	5,280	5,500
<i>New- Biotechnology</i>	3,960	4,473	5,133	5,280	5,500
<i>New- Marketing</i>	2,200	2,200	2,493	2,640	2,713
<i>New- Medical Assist.</i>	4,500	5,083	5,833	6,000	6,250
Total Proposed NSF	98,841 nsf	110,473 nsf	126,003 nsf	130,192 nsf	134,996 nsf
Variation from MSBA Guidelines	+85,881 nsf	+96,073 nsf	+110,163 nsf	+112,912 nsf	+117,716 nsf

Please note that the Department of Elementary and Secondary Education (DESE) has reviewed the District's pre-submission application and associated supplemental information and are in general agreement with the proposed Chapter 74 programs listed above going into the next phase of the proposed project, per the DESE letter provided on August 19, 2020. Please note that DESE and the MSBA will continue to work with the DESE to confirm agreement with the proposed Chapter 74 programs and monitor the proposed programs in subsequent submittals to confirm consistency with the District's

pre-submission documentation and alignment with program and safety recommendations.

Acknowledged

- **Health & Physical Education** – The proposed programmatic spaces exceed the MSBA guidelines based on full-time equivalent enrollments for Enrollments 1-5. In response to these review comments, please provide scheduling, and any other supporting information that further documents the District's need for square footage in excess of MSBA guidelines. No further preliminary comments. **NEMT believes that the space guidelines for this category should be based upon the TOTAL enrollment, not the Full-Time Equivalent. Physical Education and Health are four-year graduation requirements at NEMT. All 9th graders take 1 trimester of Health and 1 trimester of Physical Education. All 10th graders take 1 trimester of Physical Education. Juniors and Seniors must take 1 trimester elective in Physical Education or Health each year. Many 11th and 12th grade students take more than 1 Physical Education or Health elective. All classes meet 5 days per week, for 58 minutes each block. Students take Physical Education or Health classes during their academic week. Currently there are 4 teachers in the Physical Education/Health Department and often there are 3 or 4 classes running simultaneously. Please let us know if there is any other information we can provide to help clarify.**
- **Media Center** – The proposed square footage for this category is below the MSBA guidelines based on full-time equivalent enrollments by 3 nsf for Enrollment 1, and meets the MSBA guidelines for Enrollments 2, 3, 4, and 5. Based on the information provided in the space summary narrative, the MSBA accepts this variation to the guidelines. **Acknowledged**
- **Auditorium & Drama** – The proposed square footage for this category exceeds the MSBA guidelines based on total enrollment by 200 nsf for Enrollment 2. All other enrollment studies align with the MSBA guidelines. The MSBA suggests the District reduce the square footage for enrollment 2 to align with MSBA's guidelines. Please note that all square footage in excess of the MSBA guidelines will be considered ineligible for reimbursement. No further preliminary comments. **Acknowledged**
- **Dining & Food Service** – The proposed programmatic spaces align with the MSBA guidelines based on total enrollment for Enrollments 1-5. No further preliminary comments. **Acknowledged**
- **Medical** – The proposed programmatic spaces align with the MSBA guidelines based on total enrollment for Enrollments 1-5. No further preliminary comments. **Acknowledged**
- **Administration & Guidance** – The proposed spaces exceed the MSBA guidelines based on total enrollment by 4,567 nsf for Enrollment 1, 4,455 nsf for Enrollment 2, 4,305 nsf for Enrollment 3, 4,111 nsf for Enrollment 4, and 4,063 nsf for Enrollment 5. Based on the specific requirements of the District's Chapter 74 programming, the MSBA does not object to including additional administration space in this category. However, the MSBA requests that the District move the Adult Education Offices and Storage, Superintendent's Office, and the Business Office Suite into the "Other" Category. Please note all District-wide use spaces will be considered ineligible for reimbursement. Please acknowledge. **Acknowledged**
- **Custodial & Maintenance** – The proposed programmatic spaces exceed the MSBA guidelines based on total enrollment by 720 nsf for Enrollment 1, 775 nsf in Enrollment 2, 850 nsf in

Enrollment 3, 873 nsf in Enrollment 4, and 897 nsf in Enrollment 5. This overage is due to larger Storeroom space, larger Receiving and General Supply space, and the inclusion of a bathroom in the Custodial Workshop. The MSBA does not object to the District providing these additional spaces in the project; however, any area beyond that included in the guidelines will be deemed ineligible for reimbursement. Please acknowledge. **Acknowledged**

- **Other** – The proposed includes (1) 80 nsf Bank and (1) 1,800 nsf Maintenance Garage. The MSBA does not object to the District providing these additional spaces in the project; however, square footage associated with these spaces will be deemed ineligible for reimbursement. Please acknowledge. **Acknowledged.**

Please note that upon selection of a preferred solution, the District may be required to adjust spaces/square footage that exceeds the MSBA guidelines and is not supported by the Educational Program provided. **Acknowledged.**

No further review comments for this section.

3.1.4 EVALUATION OF EXISTING CONDITIONS

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	Confirmation of legal title to the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Determination that the property is available for development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Existing historically significant features and any related effect on the project design and/or schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Determination of any development restrictions that may apply.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Initial Evaluation of building code compliance for the existing facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Initial Evaluation of Architectural Access Board rules and regulations and their application to a potential project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Preliminary evaluation of significant structural, environmental, geotechnical, or other physical conditions that may impact the cost and evaluations of alternatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Determination for need and schedule for soils exploration and geotechnical evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Environmental site assessments minimally consisting of a Phase I: Initial Site Investigation performed by a licensed site professional.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Assessment of the school for the presence of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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
11	Previous existing building and/or site reports, studies, drawings, etc. provided by the district, if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) The information provided indicates a Project Notification Form will be filed with the Massachusetts Historical Commission (MHC) in a later phase of development. The timeline associated with filing with the Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids must be included in the schedule submitted with the preferred schematic report. Please acknowledge. **Acknowledged** The District should keep the MSBA informed of any decisions and/or proposed actions and should confirm that the proposed project is in conformance with Massachusetts General Law 950, CRM 71.00. **Please note that a Project Notification Form was filed with MHC on 6/25/2020. MHC has not yet responded as of this writing.**

4) The wetland resource area analysis report provided by LEC Environmental Consultants, Inc. indicates no portion of the site is located within the 100-year floodplain. However, wetlands, and other restrictions are noted to be present on the site. In response to these review comments, please provide a narrative that describes any preliminary information regarding how this may affect the buildable areas of the site (if any), any associated mitigation regarding proposed site and building floor elevations, and design resiliency considerations. **The wetland resource areas on the site will have no significant impact on the buildable areas under considerations. The building areas of all options are outside of any resource buffer areas and the floor levels are well above flood levels or subsurface water levels.**

The most significant impact of the wetlands will be upon the layout and configuration of driveways and athletic fields. The preliminary layouts of these site amenities does impact the buffer zones of the resource areas and may requiring minor filling and/or compensation. Our preliminary analysis suggests that there are appropriate strategies to mitigate these impacts. The design team has started the process to file an ANRAD to confirm the wetland resource areas with the Wakefield Conservation Commission. We expect to resolve this issue prior to submitting Schematic Design to the MSBA.

8) Preliminary soils and geotechnical evaluations indicate additional subsurface explorations should be performed to obtain further information once the location and configuration of the proposed school has been determined. Please confirm this work will occur prior to the submission of the District's schematic design and will be reflected in the proposed scope and budget. **Acknowledged that additional subsurface explorations will be performed prior to the Schematic Design submission and will be reflected in the proposed scope and budget.**

9) The Phase I Environmental Site Assessment Report provided by FS Engineers, Inc., indicates the existing site currently has one active 20,000-gallon underground storage tank (UST) and one 500-gallon active aboveground storage tank (AST). Additionally, the site had one former waste oil UST which was removed in 1998. A release of waste oil to soil and groundwater was documented during the UST removal. Remedial actions including soil excavation and in-situ bioremediation were completed and the release was closed with a Response Action Outcome

(RAO) report submitted to the Mass Department of Environmental Protection in September 2000. Please note that all costs associated with the abatement and removal of fuel storage tanks and the abatement of contaminated soil from any source will be considered ineligible for MSBA reimbursement and must be itemized in the cost estimates provided in the Schematic Design submittal. Please acknowledge. **Acknowledged.**

10) The Hazardous Materials Summary Report provided by CDW Consultants Inc. indicates the existing building contains flooring material containing asbestos. It should be noted that costs associated with the removal of flooring and ceiling materials containing asbestos, are categorically ineligible for MSBA reimbursement. Additionally, the project team should be aware of the current policies associated with MSBA participation in the abatement and removal of hazardous materials. Please acknowledge. **Acknowledged.**

3.1.5 SITE DEVELOPMENT REQUIREMENTS

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	A narrative describing project requirements related to site development to be considered during the preliminary and final evaluation of alternatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Existing site plan(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) The information provided indicates the existing site contains ledge outcroppings, and there is over a 100' change in elevation across the existing site. Due to the site constraints and the significant topographic changes throughout this site, retaining walls will likely be needed to address grade changes and provide accessibility. Additionally, storm-water drainage for the site will need to comply with Massachusetts Storm-water Management standards. The information provided indicates these standards require that the rate of storm-water run-off flow not be increased. The MSBA notes the Massachusetts Storm-water Management standards also require that the quality and quantity of storm water be addressed by proposing treatments to remove possible contaminants; and that a portion of the run-off be directed to the groundwater. In response to these review comments, please provide a narrative that describes any preliminary information regarding how this may affect the buildable areas of the proposed site (if any), any associated mitigation regarding proposed site and building floor elevations, and design resiliency considerations. **The Design Team acknowledges that the topography and geology of the site will require significant earthwork, ledge removal, and retaining walls to create buildable areas and to provide accessibility. These considerations will be included in the design options and in the scope and budget estimates.**

The Design Team also acknowledges that the proposed design options will need to meet the Massachusetts Stormwater Management standards for both quality and quantity of stormwater run-off. The primary strategy to be employed will be to infiltrate where possible. These designs will be further developed after the receipt of geotechnical information in the next phase of the project.

The wetland resource areas on the site will have no significant impact on the buildable areas under considerations. The building areas of all options are outside of any resource buffer areas and the floor levels are well above flood levels or subsurface water levels.

The most significant impact of the wetlands will be upon the layout and configuration of driveways and athletic fields. The preliminary layouts of these site amenities does impact the buffer zones of the resource areas and may requiring minor filling and compensation. Our preliminary analysis suggests that there are appropriate strategies to mitigate these impacts.

No further review comments for this section.

3.1.6 PRELIMINARY EVALUATION OF ALTERNATIVES

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	Analysis of school district student school assignment practices and available space in other schools in the district	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Tuition agreement with adjacent school districts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Rental or acquisition of existing buildings that could be made available for school use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Code Upgrade option that includes repair of systems and/or scope required for purposes of code compliance; with no modification of existing spaces or their function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Renovation(s) and/or addition(s) of varying degrees to the existing building(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Construction of new building and the evaluation of potential locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	List of 3 distinct alternatives (including at least 1 renovation and/or addition option) are recommended for further development and evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

6) Provide a brief description and details of any District or community interest to incorporate iconic or locally significant elements of the existing buildings into the new construction options.

The District has requested that the design of any potential new construction option should consider reflecting the industrial nature of the region. Without mimicking any specific buildings or elements in the 12 District-member Towns/Cities, there is a desire for a new building to take inspiration from the industrial history of the region that appropriately expresses the nature of career technical education while being visually appropriate/fitting for the heavily-wooded site.

At this time, there has been no interest in incorporating any significant portions of the existing building into new construction. The Design Team will work with the District to salvage and incorporate any plaques, dedication signs, student works, or other historically-significant elements into the new building.

Additionally, please ensure that further detail is provided in the subsequent phases of the project that clearly describes and illustrates the separation, safety provisions, and possible construction laydown areas that will be applied during construction on an occupied site. **Construction Phasing and Logistics information will be included in subsequent submissions to detail laydown areas and separation, safety, and access issues. Additionally, PMA acknowledges their responsibility to consider constructability while reviewing all future design submissions.**

7) The information provided indicates that after carefully considering a full range of options and evaluating the advantages and disadvantages of each, the District has determined that four design alternatives, will be developed, investigated, and evaluated as part of the Preferred Schematic Report. The District has acknowledged that a 'Base Repair' option will be carried through preferred schematic for cost comparison purposes only. Below is the anticipated list of options to be included in the Preferred Schematic Report:

- 1) Base Repair (for cost comparison purposes only)
- 2) Option 'B2' - Addition/renovation of the existing facility for enrollment options 1,400, 1,600, 1,660, and 1,722 students in grades 9-12.
- 3) Option 'C.1' - New five-story construction on the northern portion of the existing site for enrollment options 1,400, 1,600, 1,660, and 1,722 students in grades 9-12. In response to these review comments, please provide additional information that demonstrates how students, staff, and visitors will traverse vertically throughout the school day, the travel times associated with transitions between class periods, and safety features that will be included as part of the project's requirements. **Vertical travel within this Option will be accomplished with at least three appropriately sized and conveniently located stairways and at least two elevators. The maximum travel distances (both horizontally and vertically) between teaching stations is approximately 660 feet. With an allowance for congestion and stair travel, the associated travel time will be approximately three and one half to four minutes. This may require the School to reconsider its current school schedule that allows 3 minutes for passing time between periods. However, the proposed design featuring small learning communities may significantly limit the need for students to travel extensively between most classes. Safety features will be enumerated in greater detail in the PSR submission, but will include: Site design incorporating Crime Prevention Through Environmental Design (CPTED) principles; monitored and limited building entrances, including "sallyport" type visitor entrance adjacent to the Main Entrance; robust security camera and intrusion alarm systems; and segregation of building areas to limit off-hours access and allow for lockdowns.**
- 4) Option 'C.2' - New four-story construction on the two flat portions of the existing site to the west of the existing school for enrollment options 1,400, 1,600, 1,660, and 1,722 students in grades 9-12. In response to these review comments, please provide additional information that demonstrates how students, staff, and visitors will traverse vertically throughout the school day, the travel time associated with transitions between class periods, and safety features that will be included as part of the project's requirements. **Vertical travel within this Option will be accomplished with at least three appropriately sized and conveniently located stairways and at least two elevators. The maximum travel distances (both horizontally and vertically) between teaching stations is**

approximately 685 feet. With an allowance for congestion and stair travel, the associated travel time will be approximately three and one half to four minutes. This may require the School to reconsider its current school schedule that allows 3 minutes for passing time between periods. However, the proposed design featuring small learning communities may significantly limit the need for students to travel extensively between most classes

Safety features will be enumerated in greater detail in the PSR submission, but will include: Site design incorporating Crime Prevention Through Environmental Design (CPTED) principles; monitored and limited building entrances, including “sallyport” type visitor entrance adjacent to the Main Entrance; robust security camera and intrusion alarm systems; and segregation of building areas to limit off-hours access and allow for lockdowns.

Option ‘C.3’ - New three-story construction on the District’s undeveloped hillside area south of the existing school for enrollment options 1,400, 1,600, 1,660, and 1,722 students in grades 9-12. In response to these review comments, please provide additional information that demonstrates how students, staff, and visitors will traverse vertically throughout the school day, the travel times associated with transitions between class periods, and safety features that will be included as part of the project’s requirements.

Vertical travel within this Option will be accomplished with at least three appropriately sized and conveniently located stairways and at least two elevators. The maximum travel distances (both horizontally and vertically) between teaching stations is approximately 620 feet. With an allowance for congestion and stair travel, the associated travel time will be approximately three to three and one half minutes. This may require the School to reconsider its current school schedule that allows 3 minutes for passing time between periods. However, the proposed design featuring small learning communities may significantly limit the need for students to travel extensively between most classes

Safety features will be enumerated in greater detail in the PSR submission, but will include: Site design incorporating Crime Prevention Through Environmental Design (CPTED) principles; monitored and limited building entrances, including “sallyport” type visitor entrance adjacent to the Main Entrance; robust security camera and intrusion alarm systems; and segregation of building areas to limit off-hours access and allow for lockdowns.

The information provided also suggests that the 1,250-student enrollment option will not be further studied in the preferred schematic report. The submittal indicates that after careful consideration, the District, Building Committee, and School Committee decided that based upon their consistent wait list of applicants and projection of future growth, that the lowest reasonable enrollment for this project going forward should be 1,400 students; approximately 10% greater than the school’s current enrollment.

*Please note that in order to fulfill the requirements of the feasibility study based on the study enrollment(s) mutually agreed upon by the MSBA and the District, options associated with the 1,250 student enrollment must be further evaluated in the Preferred Schematic Report. Please acknowledge. **Acknowledged.***

No further review comments for this section.

3.1.7 LOCAL ACTIONS AND APPROVAL

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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed Local Actions and Approvals Certification(s):				
a)	Submittal approval certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Grade reconfiguration and/or redistricting approval certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide the following items to document approval and public notification of school configuration changes associated with the proposed project				
a)	A description of the local process required to authorize a change to the existing grade configuration or redistricting in the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	A list of associated public meeting dates, agenda, attendees and description of the presentation materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The MSBA notes that a certified copy of the SBC meeting notes showing specific submittal approval vote language following the District's August 13, 2020 SBC meeting were received subsequent to MSBA's receipt of this submittal on September 3, 2020.

No further review comments for this section.

3.1.8 APPENDICES

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	Current Statement of Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	MSBA Board Action Letter including the invitation to conduct a Feasibility Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Design Enrollment Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) A Study Enrollment Certification has been provided. However, once the District has selected a preferred schematic, an updated Design Enrollment Certification must be provided. Please note the District must select a single enrollment option prior to the submission of the **Preferred** schematic report. Please acknowledge. **Acknowledged.**

No further review comments for this section.

Additional Comments:

The MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers, and Designers in an effort to facilitate the efficient and effective administration of proposed projects currently pending review by the MSBA. The advisories can be found on the MSBA's website. In response to these review comments, please confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable. **The project team confirms that we have reviewed and accommodated for all MSBA project advisories and will continue to incorporate all future advisories into the proposed project as applicable.**

End