



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

January 24, 2019

The Honorable Jeannette A. McCarthy, Mayor
City of Waltham
Mayor's Office, Waltham City Hall
610 Main Street, Second Floor
Waltham, MA 02452

Re: City of Waltham, Waltham High School

Dear Mayor McCarthy:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Module 3 Feasibility Study Preferred Schematic Report submission for the Waltham High School project received by the MSBA on December 20, 2018.

Please note that the MSBA has expressed concerns regarding the City of Waltham's (the "District's") proposed preferred option, including the following:

1. The proposed preferred option exceeds the upper range of estimated construction costs described in the Designer's Request for Services by \$175 million. The proposed preferred option exceeds the cost of the new building on the existing site option by \$12 million (construction costs) and \$14 million (project costs), and the addition/renovation option on the existing site by \$53 million (construction costs) and \$65 million (project costs), both of which meet the educational needs described in the District's educational program.
2. The proposed preferred option includes substantial building area and project scope that will be ineligible for MSBA funding. Some of these additional costs are associated with the existing conditions of the preferred site. The District is aware that excessive program scope, construction costs, site costs and project costs may result in a reimbursement rate that is significantly lower than the District's statutory reimbursement rate. The MSBA encourages the District and its consultants to explore means of reducing excessive area and costs in the subsequent Schematic Design phase of the project. In the District's response to the attached review comments, please acknowledge the District's understanding of the proposed scope, costs and estimated impact to the District's share of the proposed project costs.
3. The MSBA notes that the proposed preferred option requires that the District gain full ownership, control and exclusive use of the proposed site. Until such time as this occurs, the MSBA will not enter into a Project Funding Agreement with the District. In the

District's response to the attached review comments, please provide any updates regarding ownership, control, and exclusive use of the property relating to the project schedule.

4. The MSBA notes a utilization rate of approximately 85% exclusive of Chapter 74 program spaces and the academic FTE enrollment of 1,695 students. The overall utilization rate of the proposed preferred option program is a relatively low 68% based on all student spaces and an agreed upon design enrollment of 1,830 students. The District could benefit from additional work with the Design team to reduce the amount of ineligible area proposed for this high school project and improve its efficiency. In the District's response to the attached review comments, please review the proposed spaces and investigate the potential for consolidating spaces and incorporating multi-functional design features that would support the educational needs with fewer spaces and higher efficiency of the proposed preferred option.
5. Based on the submitted material and discussions at the January 16, 2019 Facilities Assessment Subcommittee meeting, the higher cost of the proposed preferred option, which does not include costs associated with acquiring the site, is related to site development requirements. The Preferred Schematic Report, submitted to the MSBA on December 20, 2018, describes the District's desire to use the existing high school as either a K-8 or middle school, central district administration offices, a Parent Information Center, a Dual Language School, and other school or community uses not related to a K-8 or middle school. This appears to be a significant factor in its selection of the costlier option. As previously discussed, all costs not directly associated with the proposed new high school project, including work on the existing high school and site, must be funded, designed, managed and constructed separately outside of the MSBA-funded high school project.

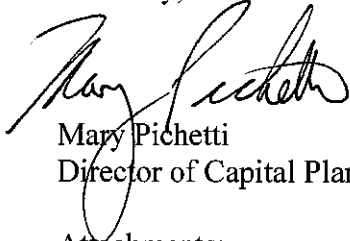
In the District's response to the attached review comments, please provide the following in support of each potential use of the existing high school included in the Preferred Schematic Report: 1) a brief summary of the current spaces being used to meet these needs, how the existing high school would be reconfigured to meet these needs, and the estimated costs associated with the reconfiguration; 2) an outline of the options considered in the analysis that concluded that the existing high school is the most appropriate location for the proposed use; and, 3) a summary of the local discussions that established the need to maintain the existing high school. This response from the District must document the information necessary for the District and the MSBA Board of Directors to understand that the proposed uses for the existing high school represent the most appropriate solution.

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

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Waltham High School

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

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Attachment 'A' Preferred Schematic Report Review Comments
Attachment 'B' Preferred Schematic Space Summary Review
Space Summary Guidelines Revision Recommendation Memorandum

Cc: Legislative Delegation
Paul J. Brasco, President, Waltham City Council
Thomas J. Magno, Waltham Treasurer/Collector
John Frassica, Vice Chair, Waltham School Committee
Dr. Drew M. Echelson, Superintendent, Waltham Public Schools
Leanne Wilcinski, Business Administrator, Waltham Public Schools
George Frost, Administrator of Human Resources, Waltham Public Schools
William G. Cuniff, Owner's Project Manager, NV5 Consultants, Inc.
Melissa Gagnon, Owner's Project Manager, NV5 Consultants, Inc.
Lorraine B. Finnegan, Designer, Symmes Maini & McKee Associates, Inc.
File: 10.2 Letters (Region 4)

ATTACHMENT A

MODULE 3 – PREFERRED SCHEMATIC REPORT REVIEW COMMENTS

District: City of Waltham

School: Waltham High School

Owner's Project Manager: NV5

Designer Firm: Symmes Maini & McKee Associates

Submittal Due Date: January 2, 2019

Submittal Received Date: December 20, 2018

Review Date: December 26, 2018 – January 18, 2019

Reviewed by: A. Waldron, A. Proia, K. Brown, J. Jumpe

MSBA REVIEW COMMENTS

The following comments¹ on the Preferred Schematic Report ("PSR") 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.

General comments:

Please note that the MSBA has expressed concerns regarding the District's proposed option, including the following:

- *The proposed preferred option exceeds the upper range of estimated construction costs described in the Designer's Request for Services by \$175 million. The proposed preferred option exceeds the cost of the new building on the existing site option by \$12 million (construction costs) and \$14 million (project costs) and the addition/renovation option on the existing site by \$53 million (construction costs) and \$65 million (project costs), both of which meet the educational needs described in the educational program.*
- *The proposed project includes substantial building area and project scope that will be ineligible for MSBA funding. Some of these additional costs are associated with the existing conditions of the preferred site. The District is aware that excessive program scope, construction costs, site costs and project costs may result in a reimbursement rate that is significantly lower than the District's statutory reimbursement rate. MSBA encourages the District and its consultants to explore means to reduce excessive area and costs in the subsequent Schematic Design phase of the project. Please acknowledge the District's understanding of the proposed scope, costs and estimated impact to the District's share of the proposed project costs.*
- *The MSBA notes that the proposed preferred option requires that the District gain full ownership control and exclusive use of the proposed site. Until such time as this occurs, the*

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.

MSBA will not enter into a Project Funding Agreement with the District. Please provide any updates regarding the ownership, control, and exclusive use of the property relating to the project schedule.

- *Based on the submitted material and discussions at the Facilities Assessment Subcommittee meeting on January 16, 2019, the higher cost of the preferred option, which does not include costs associated with acquiring the site, is related to site development requirements. The District's PSR describes its desire to use the existing high school as either a K-8 or middle school, central district administration offices, a Parent Information Center, a Dual Language School, and other school or community use not related to a K-8 or middle school which appears to be a significant factor in its selection of the costlier option. As previously discussed, all costs not directly associated with the proposed new high school project, including work on the existing high school and site must be funded, designed, managed and constructed separately outside of the MSBA funded high school project.*

In response to these review comments, staff asks the District to provide the following to support each potential use included in its PSR: 1) a brief summary of the current spaces being used to meet these needs, how the existing high school would be reconfigured to meet these needs, and the estimated costs, 2) an outline of the options considered as part of the analysis that concluded the existing high school is the most appropriate location for the proposed use, and 3) a summary of the local discussions that established the need to maintain the existing high school. This response from the District must document the information necessary for the District, the City, and the MSBA Board of Directors to understand that the proposed uses for the existing high school represent the most appropriate solution.

- *The MSBA notes a utilization rate of approximately 85% exclusive of Chapter 74 program spaces and the academic FTE enrollment of 1,695 students. The overall utilization rate of the proposed program is a relatively low 68% based on all student spaces and a design enrollment of 1,830 students. The City could benefit by additional work with the Design team to reduce the amount of ineligible area proposed for this project and improve this efficiency. Review the proposed spaces and investigate the potential for consolidating spaces and incorporating multi-functional design features that would support the educational needs with fewer spaces and higher efficiency of the proposed school.*

3.3 PREFERRED SCHEMATIC REPORT

Overview of Preferred Schematic Submittal	Complete	Provided: Refer to comments following each section	Not Provided: Refer to comments following each section	
OPM Certification of Completeness and Conformity	☒	☐	☐	
Table of Contents	☒	☐	☐	
3.3.1 Introduction	☐	☒	☐	
3.3.2 Evaluation of Existing Conditions	☐	☒	☐	
3.3.3 Final Evaluation of Alternatives	☐	☒	☐	
3.3.4 Preferred Solution	☐	☒	☐	
3.3.5 Local Actions and Approval Certification	☐	☒	☐	

3.3.1 INTRODUCTION

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of Response Required
1	Overview of the process undertaken since submittal of the Preliminary Design Program that concludes with submittal of the Preferred Schematic Report, including any new information and changes to previously submitted information	☒	☐	☐	☐
2	Summary of updated project schedule, including				
	a) Projected MSBA Board of Directors Meeting for approval of Project Scope and Budget Agreement	☒	☐	☐	☐
	b) Projected Town/City vote for Project Scope and Budget Agreement	☒	☐	☐	☐
	c) Anticipated start of construction	☒	☐	☐	☐
	d) Target move in date	☐	☐	☒	☐
3	Summary of the final evaluation of existing conditions	☒	☐	☐	☐
4	Summary of final evaluation of alternatives	☐	☒	☐	☐
5	Summary of District's preferred solution	☒	☐	☐	☐
6	A copy of the MSBA Preliminary Design Program project review and corresponding District response	☒	☐	☐	☐

MSBA Review Comments:

2d) The provided project schedule does not include a target move in date. Provide an updated project schedule including this information in the following Project Scope and Budget submittal.

4) The submittal makes multiple references to a Waltham Public Schools Master Plan and Space Utilization Study. In response to these comments, provide a brief description how the recommendations from that study inform the decisions made in the Preferred Schematic Report, notably how the preferred option was selected.

The Introduction / Summary of Final Evaluation of Alternatives (pages 5&6) incorrectly states that "This option (3B) is more cost effective than alternate 2B." Note that Option 3B (new construction on the existing site) has a project cost of \$367 million while Option 2B (add/reno of the existing school) has a project cost of \$316 million. Please confirm. Note that this information appears to be shown correctly in other parts of the submittal.

No further review comments for this section.

3.3.2 EVALUATION OF EXISTING CONDITIONS

Provide the following Items		Complete, No response required	Provided, District's response required	Not Provided, District's response required	
1	A narrative of any changes resulting from new information that informs the conclusions of the evaluation of the existing conditions and its impact on the final evaluation of alternatives	☐	☒	☐	
2	If changes are substantive, provide an updated Evaluation of Existing Conditions and identify as final. Identify additional testing that is recommended during future phases of the proposed project and indicate when the investigations and analysis will be completed	☒	☐	☐	

MSBA Review Comments:

1) Please respond to the following review comments:

- Provide a detailed narrative and associated timeline with achieving legal title of 554 Lexington Street site (also referred to as the Stigmatine site) that indicates full ownership, control, and exclusive use of the property, along with a narrative of any development restrictions for the site. Note that confirmation of full ownership, control and exclusive use will be required for the MSBA to execute a Project Funding Agreement with the District. Refer to the MSBA Project Advisory #45 "MSBA Requirements for Land Use" for more information.
- The submittal includes a Phase I Environmental Site Assessment ("ESA") on the 554 Lexington Street site which refers to an onsite 1,000 Gallon Underground Storage tank ("UST"), although no permit for the UST was on file. In response to these comments, provide documentation of the removal of this UST. If no such documentation exists, provide a plan and timeline associated with a site investigation to determine the location of any existing USTs, or confirm that the UST was removed. Note that all costs associated with the removal of underground storage tanks, as well as any special waste or hazardous or contaminated materials remediation, removal and disposal associated with site work are ineligible for MSBA reimbursement and should be itemized on all submitted cost estimates.
- The Phase I ESA indicates no User Questionnaire was received to inform the study. In response to these comments, provide a copy of the completed User Questionnaire, in the format sent to the District by CDW. Additionally, indicate the District's plan to address all recommendations made as part of the ESA.
- The information provided indicates a Hazardous Materials Inspection was performed visually on the 554 Lexington Street site, and there were indications of possible Asbestos Containing Material ("ACM") in multiple buildings on the property. It should be noted that all costs associated with the abatement of hazardous materials are ineligible for MSBA reimbursement and should be itemized on all cost estimates provided.

- *Note that all costs associated with demolition and abatement specific to the 554 Lexington Street site will be ineligible for MSBA funding and should be itemized on all cost estimates provided.*

No further review comments for this section.

3.3.3 FINAL EVALUATION OF ALTERNATIVES

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

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	
1	An analysis of each prospective site including:				
	a) Natural site limitations	☐	☒	☐	☐
	b) Building footprint(s)	☒	☐	☐	☐
	c) Athletic fields	☐	☒	☐	☐
	d) Parking areas and drives	☐	☒	☐	☐
	e) Bus and parent drop-off areas	☐	☒	☐	☐
	f) Site access and surrounding site features.	☒	☐	☐	☐
2	Evaluation of the potential impact that construction of each option will have on students and measures recommended to mitigate impact	☐	☒	☐	☐
3	Conceptual architectural and site drawings that satisfy the requirements of the education program	☐	☒	☐	☐
4	An outline of the major building structural systems	☒	☐	☐	☐
5	The source, capacities, and method of obtaining all utilities	☒	☐	☐	☐
6	A narrative of the major building systems	☒	☐	☐	☐
7	A proposed total project budget and a construction cost estimate using the Uniformat II Elemental Classification format (to as much detail as the drawings and descriptions permit, but no less than Level 2)	☒	☐	☐	☐
8	Permitting requirements and associated approval schedule	☐	☒	☐	☐
9	Proposed project design and construction schedule including consideration of phasing	☒	☐	☐	☐
10	Completed Table 1 – MSBA Summary of Preliminary Design Pricing spreadsheet	☒	☐	☐	☐

MSBA Review Comments:

General comment – the District’s stated selection criteria for evaluating the design options includes “...provid(ing) the K-8 capacity needs of the District as well as the needs of the District to provide space for the Central Office, Parent Information Center (PIC) and the Dual Language School.” Since the District has proposed these spaces be relocated to the existing high school building, this requirement precludes selection of a code upgrade or addition/renovation option for the high school project. The existing site is reportedly too small to allow for a new high school, required sports facilities, parking etc, and the existing / re-purposed high school building. Therefore, the evaluation of options implies that the preferred option must be a new building on a new site. MSBA notes that the preferred option has higher costs compared to the options located on the existing site, related to existing conditions on the proposed site. Refer to the General Comments above for additional information.

1a) The 3D topographic site image appears to show a disproportionate balance of cut to fill on the 554 Lexington Street site. The geo-technical report notes “cuts of up to 80 feet will be needed, requiring extensive site retaining walls.” This report also notes that some site excavation may require removal by controlled blasting. Describe any anticipated precautions for the adjoining residential structures including vibration control, dewatering, surveys and samples of water supply wells.

1c) The MSBA notes that all construction costs and soft costs (including associated Designer, OPM and commissioning consultant fees) associated with the synthetic turf field, bleachers, related support facilities (e.g. toilet facilities, concession stand, press box, elevators, etc.) and structured parking must be itemized in the following Project Scope and Budget submittal and identified as ineligible in the Total Project Budget spreadsheet.

1d) Describe how the District’s number of proposed parking spaces was determined.

1e) In response to these comments, provide a site diagram of the preferred option that clearly delineates anticipated bus, parent, pedestrian, and bicycle routes and drop-off areas.

2) For each option, the impact to students was assessed more in view of how the final building will affect the education of the students, including how the floor plan and adjacencies of New Construction Alternative 3B was less desirable than the floor plan and adjacencies of New Construction Alternative 5B. Describe why educationally equal plans could not be developed for both new construction options.

3) For Alternative 2B, only the ground floor plan was included, without the upper floor plan(s). Provide the missing plans in response to these comments.

8) Each option is noted to require a zoning board of appeals request for variance for the setback from the building to residential areas. In response to these comments, provide a narrative discussing the extent that this project may be required to comply with local zoning regulations, or exempted under the Dover Amendment. Describe any plans to address the issues during the Schematic Design phase of the project.

No further review comments for this section.

3.3.4 PREFERRED SOLUTION

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Comments
1	Educational Program				
	a) Summary of key components and how the preferred solution fulfills the educational program	☐	☒	☐	☐
	b) Design responses including desired features and/or layout considerations	☐	☒	☐	☐
	c) Proposed variances to, and benefits of, any changes to the current grade configuration (if any) and a related transition plan	☐	☒	☐	☐
2	Preferred Solution Space Summary				
	a) Updated MSBA Space Summary spreadsheet	☐	☒	☐	☐
	b) Itemization and explanation of variations from the initial space summary (and MSBA review) included in the Preliminary Design Program	☒	☐	☐	☐
3	Preliminary NE-CHPS or LEED-S scorecard	☐	☒	☐	☐
4	Conceptual floor plans of the preferred solution, in color that are clearly labeled to identify educational spaces	☐	☒	☐	☐
5	Clearly labeled site plans of the preferred solution including, but not limited to:				
	a) Structures and boundaries	☐	☒	☐	☐
	b) Site access and circulation	☐	☒	☐	☐
	c) Parking and paving	☐	☒	☐	☐
	d) Zoning setbacks and limitations	☐	☒	☐	☐
	e) Easements and environmental buffers	☐	☐	☒	☐
	f) Emergency vehicle access	☐	☐	☒	☐
	g) Safety and security features	☐	☐	☒	☐
	h) Utilities	☐	☐	☒	☐
	i) Athletic fields and outdoor educational spaces (existing and proposed)	☐	☒	☐	☐
	j) Site orientation	☐	☒	☐	☐
6	An overview of the Total Project Budget and local funding including the following:				
	a) Estimated total construction cost	☒	☐	☐	☐
	b) Estimated total project cost	☒	☐	☐	☐
	c) Estimated funding capacity	☒	☐	☐	☐
	d) List of other municipal projects currently	☒	☐	☐	☐

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Review of District's Response
	planned or in progress				
	e) District's not-to-exceed Total Project Budget	☐	☒	☐	☐
	f) Brief description of the local process for authorization and funding of the proposed project	☒	☐	☐	☐
	g) Estimated impact to local property tax, if applicable	☒	☐	☐	☐
	h) Completed MSBA Budget Statement	☐	☐	☐	☐
7	Updated Project Schedule including the following projected dates:				
	a) Massachusetts Historical Commission Project Notification Form	☐	☒	☐	☐
	b) MSBA Board of Directors meeting for approval to proceed into Schematic Design	☒	☐	☐	☐
	c) MSBA Board of Directors meeting for approval of project scope and budget agreement and project funding agreement	☒	☐	☐	☐
	d) Town/City vote for project scope and budget agreement	☒	☐	☐	☐
	e) Design Development submittal date	☒	☐	☐	☐
	f) MSBA Design Development Submittal Review (include required 21-day duration)	☒	☐	☐	☐
	g) 60% Construction Documents submittal date	☒	☐	☐	☐
	h) MSBA 60% Construction Documents Submittal Review (include required 21-day duration)	☒	☐	☐	☐
	i) 90% Construction Documents submittal date	☒	☐	☐	☐
	j) MSBA 90% Construction Documents Submittal Review (include required 21-day duration)	☒	☐	☐	☐
	k) Anticipated bid date/GMP execution date	☒	☐	☐	☐
	l) Construction start	☒	☐	☐	☐
	m) Move-in date	☒	☐	☐	☐
	n) Substantial completion	☒	☐	☐	☐

MSBA Review Comments:

1a) Provide information regarding how the expanded vocational programs will affect the school class schedule, including anticipated utilization information, and staffing levels for each program. Provide an example/prototypical proposed schedule for both CVTE students and traditional academic students.

1b) Respond to the following review comments:

- The District indicates the desire to create partnerships with Community-Based organizations to offer and provide additional health support to students and families. Provide an update as to the status of these partnerships.
- The information provided indicates the District's desire to include a variety of specialized, individual spaces including but not limited to a Student Writing Center, a "Waltham Room", a dedicated space to coordinate community service learning opportunities, language labs, and dedicated Afterschool Academic Support spaces. Refer to the review comments in Attachment B regarding the MSBA's eligibility determinations for these spaces. While the MSBA does not object to the District including these spaces in the proposed project, the MSBA encourages the District to explore programmatic efficiencies in which specialized, individual spaces could accommodate multiple programs through effective scheduling, staffing methods and building layouts. Please acknowledge.

1c) Respond to the following review comments:

- The submittal references a new "Dual Language School" that will be located in the existing high school building. Describe where these students are currently located and what grades the school intends to serve. If these students are currently in grades 9-12 or attendance will be shared with the proposed high school, provide a schedule of their attendance at this school. Verify that these students will not reduce the need for any student capacity at the proposed new high school. Refer to the General Comments above for additional information.
- The submittal indicates that, due to the poor conditions of the existing high school building, a code upgrade or addition/renovation option is not feasible for a comprehensive high school program. Since the District's preferred option includes re-using the existing building, clarify why this existing high school building is suitable for a K-8 or middle school population. Please provide information as to the City's plan and budget for addressing the building deficiencies at the existing high school as noted in the SOL. As discussed, any work or costs needed to upgrade the existing high school are not a part of this project and are not eligible for MSBA reimbursement. Refer to the General Comments above for additional information.

2a) Refer to Attachment B for detailed review comments regarding the proposed space summary. Note that the forthcoming February 2019 Science Technology and Engineering 'STE' Guidelines policy will contain an updated space summary that the project team will be required to use for the Schematic Design submittal and all submissions moving forward.

3) The information provided indicates the District intends to achieve the 2% additional reimbursement through the MSBA Green School Program. Note that in order to receive this additional reimbursement, the District and design team must exceed the MA state energy code by at least 20% using the current 2015 International Energy Conservation Code. The proposed nine points in this category exceeds the energy code by approximately 16%. If the District intends to achieve the levels of energy efficiency required to receive the additional 2% reimbursement, provide a revised green scorecard in the District's response to this review that meets that goal. Refer to MSBA Project Advisory #41 for further information.

4) The floor plans provided on January 8, 2019 indicate a large area on the ground floor labeled "Building Services". This area does not appear on the space summary. Confirm that the space summary accounts for this area, if it is carried in the grossing factor or not, and that the building does not exceed the maximum allowable grossing factor of 1.50.

5a-j) The proposed site plan was limited to a small graphic in the Final Evaluation of Alternatives section. For the following Project Scope and Budget submittal, verify that the information indicated above is clearly provided on the site drawings. The MSBA understands that the site circulation configuration at preferred schematic phase is still under development; however, note the following issues for further consideration in the schematic design phase:

- Verify that emergency vehicles will have access to all exterior portions of the building.
- Confirm that the CTE exterior paved approach areas and other support loading areas will be provided with adequate parking, delivery truck and refuse truck space and turn-around areas, refuse & recycling dumpster locations, raised loading areas, adequate equipment and material access routes from the loading area to the kitchen and custodial storage areas, support staff and kitchen staff parking, etc.

6e) The submittal does not indicate the City's "Not to Exceed" project budget, but instead reiterates the cost estimate with an assumption of MSBA funding level. Based on a preliminary review, the District's calculation of an estimated MSBA grant appears higher than the anticipated grant, based on ineligible area not included in the District's calculation. Staff looks forward to working with the team throughout the schematic design phase to determine eligibility and possible grant estimates. Provide a "Not to Exceed" project budget in response to these comments.

7a) Provide any updates regarding approval from Massachusetts Historic Commission ("MHC") for the demolition of existing structures on the 554 Lexington Street site including response to the Project Notification Form dated December 7, 2018. As noted in the submittal, the existing Clark House / Bertoni Hall building is included in the MHC Inventory of Historic Buildings.

No further review comments for this section.

3.3.5 LOCAL ACTIONS AND APPROVALS

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	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.	☒	☐	☐	☐
2	Signed Local Actions and Approvals Certification(s):				
	a) Submittal approval certificate	☒	☐	☐	☐
	b) Grade reconfiguration and/or redistricting approval certificate (if applicable)	☐	☐	☒	☐
3	Provide the following 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	☐	☐	☒	☒
b)	A list of associated public meeting dates, agenda, attendees and description of the presentation materials	☐	☐	☒	☒
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	☐	☐	☒	☒
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.	☐	☐	☒	☒

MSBA Review Comments:

2b, 3a-d) The information provided indicates the District's intent to provide a K-8 or middle school program in the existing high school building. If it is the intent of the District to change the current district-wide grade configuration, provide a certified Grade Reconfiguration and Districting Approval Certification from the template provided on the MSBA website, including the list of items noted above, otherwise state that it is not the District's intent to adjust its current grade configuration.

No further review comments for this section.

Additional Comments:

- *The District and design team presented their selection of the preferred new construction Option 5B at the 554 Lexington Street site at the January 16, 2019 FAS meeting. MSBA staff reiterated the concerns noted in the review comments above, and the FAS members noted that the District should address the following early in the next phase of the project:*
 - *Continue to look for ways to reduce building area, reduce construction costs and projects costs.*
 - *Verify adequate space for Chapter 74 CTE spaces both inside the building and outside paved approach areas, most notably for the automotive programs. The District will review the CTE spaces with DESE at the 60% CD design phase.*
 - *Consider consolidating high-bay CTE spaces to increase efficiencies and reduce costs.*
 - *Review locations and number of elevators.*
 - *Review adjacency of the auditorium and related auditorium storage spaces.*
 - *Review adjacency of the gymnasium and related locker rooms.*
 - *Review the updated MSBA STE guidelines.*

The design team stated that additional meetings are required with the high school educational staff in order to develop the floor plans, adjacency relationships, and building circulation. The items above also suggest that further development of the floor plans and site plans are warranted. The design team should provide MSBA staff with updated plans no later than May

1, 2019 that address the concerns listed above and the outcome of meetings with educational staff. Depending on the extent of changes, the District may be requested to present its updated project to the FAS in May/June 2019, preceding the August MSBA Board meeting. Please acknowledge.

The District was asked to confirm the remaining feasibility study schedule and acknowledge that the MSBA grant is based on eligible scope. Additional comments and action items from the Subcommittee regarding the District's Preferred Solution were discussed, and are attached to this review.

- The MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers ("OPM"), 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, confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable.
- The MSBA offers the following information to assist the District and its Owner's Project Manager in completing the total project budget template that is required as part of its Schematic Design Submittal.
 - The District must include negotiated costs for OPM and Designer fees for the remainder of the project as part of their Total Project Budget. The fees must be listed separately by the applicable line items that are included in the MSBA's Total Project Budget Template. In response to these review comments, confirm that the District and its consultants will negotiate fees for the remainder of the project that are to be included in the District's Schematic Design documents to the MSBA.
 - The PSR indicates the District is targeting MSBA approval of its proposed project scope and budget at the August 2019 board meeting. The District's reimbursement rate before incentives for calendar year 2019 is 55.46%. Note that the MSBA updates district reimbursement rates annually and applies the reimbursement in effect at the time the MSBA Board of Directors approves a district's proposed project scope and budget. The reimbursement rate is established based on statutory requirements and information provided by the Departments of Revenue and Elementary and Secondary Education.
 - **Maintenance (0-2)** - 1.58%. This value is based on the MSBA's review of District provided materials regarding routine and capital maintenance programs during Eligibility Period at which time the value is finalized.
 - **CM@Risk (0 or 1)** – 1.00%. Because the District received an invitation into Eligibility Period before January 1, 2017, it would be eligible to conditionally receive one incentive point. However, this incentive is subject to the approval of the Office of the Inspector General for the District's use of the Construction Manager at Risk construction delivery method for the Proposed Project and that the District actually uses that construction delivery method for the Proposed Project.
 - **Major Reconstruction or Reno/Reuse (0-5)** – The District's preferred solution is for new construction therefore these incentive points do not apply.
 - **Overlay Zoning 40R & 40S (0 or 1)** – Refer to Module 4, appendix 4E to review documentation requirements and to determine if this incentive point may be applicable.

Note that the proposed project must be located within the smart growth zoning district to comply with this additional incentive, and required authorizations must be documented prior to MSBA approval of the District's proposed project scope and budget to be eligible to receive this incentive point.

- ***Overlay Zoning 100 units or 50% of units for 1, 2 or 3 family structures (0 or 0.5) –*** Refer to Module 4, appendix 4E to review documentation requirements and to determine if this incentive point may be applicable. Note that required authorizations must be documented prior to MSBA approval of the District's proposed project scope and budget to be eligible to receive this incentive point.
- ***Energy Efficiency – “Green Schools” (0 or 2) –*** The PSR indicates the District's intent to achieve the 2% additional reimbursement through the MSBA Green School Program (refer to additional comments above). Note that, subject to the District's intention to meet certain energy efficiency sustainability requirements for the Proposed Project, the MSBA will provisionally include two (2) incentive points, however if the District does not ultimately qualify for some or all of these incentive points the MSBA will adjust the District's reimbursement rate, accordingly.

End

ATTACHMENT B
MODULE 3 – PREFERRED SCHEMATIC SPACE SUMMARY REVIEW

District: City of Waltham
School: Waltham High School
Owner's Project Manager: NV5
Designer Firm: Symmes Maini & McKee Associates
Submittal Due Date: January 2, 2019
Submittal Received Date: December 20, 2018
Review Date: December 26, 2018 – January 18, 2019
Reviewed by: A. Waldron, K. Brown, J. Jumpe

The Massachusetts School Building Authority (the "MSBA") has completed its review of the proposed space summary of the preferred alternative as produced by Symmes Maini & McKee Associates and its consultants. This review involved evaluating the extent to which the Waltham High School's proposed space summary conforms to the MSBA guidelines and regulations.

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

As a comprehensive high school, students participating in career technical education ("CTE") spaces rotate their schedule between core academic and CTE spaces. Proposed spaces for Core Academic, Art and Music, and Vocations and Technology for Non-Chapter 74 Programming are compared to the MSBA guidelines based on an academic full-time equivalent ("FTE") of 1,695 students. All other categories of spaces are based on the total design enrollment of 1,830 students.

The MSBA notes a utilization rate of approximately 85% exclusive of Chapter 74 program spaces and the academic FTE enrollment of 1,695 students. The overall utilization rate of the proposed program is a relatively low 68% based on all student spaces and a design enrollment of 1,830 students. The City could benefit by additional work with the Design team to reduce the amount of ineligible area proposed for this project and improve this efficiency. Review the proposed spaces and investigate the potential for consolidating spaces and incorporating multi-functional design features that would support the educational needs with fewer spaces and higher efficiency of the proposed school.

General comment regarding the submitted space summary; the MSBA does not object to the Designer including a working copy of the space summary that has been manipulated to show

supporting information. This can be useful for the MSBA analysis. If the Designer wishes to provide this additional information, the MSBA requests that all submittals in the following phases of the project also include a clean, signed version of the space summary that matches the template without manipulation of MSBA guidelines. In addition, note that the forthcoming February 2019 Science Technology and Engineering 'STE' Guidelines policy will contain an updated space summary that the project team will be required to use for the Schematic Design submittal and all submissions moving forward. Please acknowledge.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing a total of 89,150 net square feet (“nsf”) which exceeds the MSBA guidelines by 8,200 nsf using an FTE of 1,695 students. *The proposed area in this category has not changed since the Preliminary Design Program submittal. The proposed spaces in this category includes:*
 - 52 General classrooms, seven English as a Second Language classrooms, and two Health classrooms for a total of 61 classrooms. Guidelines for an FTE of 1,695 students would indicate 57 classrooms.
 - 5,100 nsf of Teacher Planning Rooms. Based on the FTE of 1,695 students, Teacher Planning Rooms exceed guidelines by 600 nsf.
 - Four Small Group Rooms, which aligns with guidelines
 - Two Large Group/ Lecture Rooms totaling 4,400 nsf, all of which is in excess of guidelines.
 - 15 Science Classrooms/ Labs and associated prep rooms, which meets guidelines for an FTE of 1,695 students.
 - One 1,100 nsf Language Lab, which is in excess of MSBA guidelines. As noted in the PDP review, the MSBA accepts this variation to the guidelines based on review of the District’s educational program.

The MSBA does not object to including this additional area in the proposed project. However, 7,100 nsf of area in this category in excess of MSBA guidelines (8,200 minus the allowable 1,100 nsf Language Lab) will be considered ineligible for MSBA reimbursement.

- **Special Education** – The District is proposing a total of 17,245 nsf which is 1,885 nsf below the MSBA guidelines for 1,830 students. *The proposed area in this category has increased by 2,100 nsf since the Preliminary Design Program submittal. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (DESE). The District should provide this information for this submittal with the Schematic Design Submittal. Formal approval of the District’s proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA.*
- **Art and Music** – The District is proposing a total of 9,325 nsf which exceeds the MSBA guidelines by 975 nsf using an FTE of 1,695 students. *The proposed area in this category has decreased by 1,200 nsf since the Preliminary Design*

Program submittal, due to moving the Digital Art Lab to the Academic Vocations and Technology category. The MSBA does not object to including this area in the proposed project. However, 975 nsf of area in this category in excess of MSBA guidelines will be considered ineligible for MSBA reimbursement.

- **Voc-Tech** – The District is proposing a combined total of 71,420 nsf of both Chapter 74 and Non-Chapter 74 program area. *The proposed area in this category has decreased by 2,700 nsf since the Preliminary Design Program submittal. In the following Project Scope and Budget submittal, provide an updated space summary that indicates all proposed rooms and associated nsf within the CTE programs (not just sub-totals of each program area). This revised space summary should use the Chapter 74 CTE program titles that match the program titles in the most recent DESE CTE program pre-approval letter.*

The Proposed Early Education and Care program includes 4,400 nsf of Pre-School area (including three 1,200 nsf classrooms). In order for the MSBA to evaluate eligibility of these spaces, in the District's response to this review describe the following:

- *Provide the number of students participating in this program and how that number was derived;*
- *Provide the current location of the Waltham Pre-K functions and how these current spaces will be affected after relocation to the proposed new high school;*
- *Provide a description of how these proposed Pre-K spaces are scheduled (full day or half day);*
- *Describe the extent that these spaces in the proposed school are or are not intended to conform to MA Chapter 74 requirements for area per pupil, minimum shop sizes, ceiling clearance and safety/equipment standards; and,*
- *Describe which standards are used to determine the space standards for these spaces (e.g. MSBA, DESE CH74, MA DOE Early Childhood Program Standards for Three and Four Year Olds, or MA Department of Early Education and Care 606 CMR 7.07).*

The Academic Vocations and Technology (non-Chapter 74) program spaces include a total of 11,500 nsf which is below the MSBA guidelines by 7,700 nsf using an FTE of 1,695 students.

No further action required.

- **Health and Physical Education** – The District is proposing a total of 37,150 nsf which exceeds the MSBA guidelines by 10,702 nsf. *This overage is primarily due to excessive gymnasium area (the total proposed gymnasium area is 23,000 nsf), an additional 2,000 nsf multipurpose studio, and various support spaces. These oversized spaces are partially offset by undersized locker rooms. As noted in the PDP review, based on the 1,830 student design enrollment and review of the District's educational program, the MSBA will allow two additional 3,000 nsf teaching stations totaling an additional 6,000 nsf over guidelines in this category. MSBA would therefore not object to an overall proposed Health and P.E.*

program area up to 32,448 nsf, with the remaining area considered ineligible for MSBA reimbursement.

Note the following:

- Refer to the (attached) November 2, 2016 MSBA Board memo Staff Recommendation for policy revisions to allow for auditorium and gymnasium spaces in excess of the MSBA Space Summary Guidelines which notes that the District may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The submitted space summary shows a proposed gymnasium of 23,000 nsf. In the District's response to this review, confirm that, in the following Project Scope and Budget submittal, the proposed gymnasium will not exceed 18,000 nsf.
- The space summary references a proposed 5,000 nsf elevated walking track, although the area is not included in the sub-total. Confirm that the District does not intend to include this elevated track in the project.

No further action required

- **Media Center** – The District is proposing a total of 10,494 nsf which is 844 nsf below the MSBA guidelines. *The proposed area in this category has not changed since the Preliminary Design Program submittal. The MSBA accepts this variation to guidelines with no further comments.*
- **Auditorium/ Drama** - The District is proposing a total of 12,900 nsf which exceeds the MSBA guidelines by 2,500 nsf, due to a larger Auditorium. *The proposed area in this category has decreased by 3,600 nsf since the Preliminary Design Program submittal, due to the removal of the Black Box Theatre and reallocating the Dance Studio area to the Academic Vocations and Technology category as requested by MSBA in the PDP review. Please note that the MSBA does not object to including this additional area, however, area in excess of MSBA guidelines in this category will be considered ineligible for reimbursement. Refer to the attached memorandum which outlines the MSBA's policy regarding auditorium and gym spaces beyond those included in the guidelines. Please acknowledge.*

Based on the estimated preliminary costs submitted as part of the Preferred Schematic Report, the MSBA is providing the following calculations that will be re-evaluated at schematic design that gives a preliminary estimated construction cost associated with ineligible auditorium/drama spaces (note that there will be additional excluded soft costs associated with this added area):

Total net square footage (nsf) requested by the District	12,900 nsf
Total nsf for Auditorium/Drama Category allowed as eligible by MSBA space guidelines	10,400 nsf
Excess net square footage equals District request minus net square footage allowable by MSBA space guidelines	2,500 nsf
Gross square foot (gsf) exclusion = Excess net square feet	2,500 nsf x 1.50 = 3,750 gsf

times the project's grossing factor	
Total cost of exclusion = Gross square foot times the project's total construction cost/square foot	3,750 gsf x \$742/sf = \$2,782,500
Total cost of exclusion from the Estimated Basis of Grant	\$2,782,500

- **Dining and Food Service** – The District is proposing a total of 14,196 nsf which meets the MSBA guidelines. *The proposed area in this category has not changed since the Preliminary Design Program submittal. No further action required.*
- **Medical** – The District is proposing a total of 1,510 nsf which meets the MSBA guidelines. *The proposed area in this category has increased by 90 nsf since the Preliminary Design Program submittal, due to increasing the Nurses' Office/Waiting Room. No further action required.*
- **Administration and Guidance** – The District is proposing a total of 11,433 nsf which exceeds the MSBA guidelines by 4,872 nsf. *The proposed area in this category has decreased by 1,434 nsf since the Preliminary Design Program submittal. As noted in the PDP review, the MSBA accepts the 850 nsf Credit Recovery Classroom, the 425 nsf Indoor Suspension Room, the 425 nsf Conflict Resolution Room in variation to guidelines. The MSBA also accepts the 200 nsf SRO Office for a total acceptable variation from MSBA guidelines of 1,900 nsf. The MSBA would therefore not object to an overall proposed Administration and Guidance area up to 8,461 nsf, with remaining area considered ineligible for MSBA reimbursement.*
- **Custodial and Maintenance** – The District is proposing a total of 2,998 nsf which meets the MSBA guidelines. *The proposed area in this category has not changed since the Preliminary Design Program submittal. No further action required.*
- **Other** - The District is proposing a total of 850 nsf which exceeds the MSBA guidelines by 850 nsf. *The proposed area in this category has not changed since the Preliminary Design Program submittal. This area includes:*
 - 400 nsf School Store
 - 450 nsf District Head End Room*As noted in the PDP review, the MSBA does not object to including these spaces in the proposed project. However, this 850 nsf of area will be considered ineligible for reimbursement.*
There is 14,340 nsf of Central Administration Offices and Parent Information Center indicated in the space summary, but not included in the net floor area of the building. The variance narrative provided in the submittal notes that these spaces are proposed for the existing High School. Verify that these spaces are not included in the new building.
- **Total Building Net Floor Area** – The District is proposing a total of 278,671 nsf which exceeds the MSBA guidelines by 9,856 nsf exclusive of Chapter 74 Program spaces and by 69,776 nsf inclusive of Chapter 74 Program spaces. *The*

proposed area has decreased by 6,294 nsf since the Preliminary Design Program submittal. In the response to these review comments, the District should address the items in each category above. Based on the response and in subsequent phases of the study, the MSBA will continue to evaluate eligibility of area in the subsequent Project Scope and Budget submittal.

- **Total Building Gross Floor Area** – The District is proposing a total of 418,007 gsf. Eligibility of gross square feet will be determined by the eligible net square feet determined in the Project Scope and Budget phase multiplied by a grossing factor of 1.5.

Note that the MSBA will not support a project that has a grossing factor in excess of than the maximum allowable 1.50.

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.

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: Maureen G. Valente, Chief Executive Officer
John K. McCarthy, Executive Director, Deputy Chief Executive Officer
SUBJECT: Staff Recommendation for policy revisions to allow for auditorium and
gymnasium spaces in excess of the MSBA Space Summary Guidelines at the
district's sole expense
DATE: November 2, 2016

Based upon review of project data and discussions with the Board of Directors, staff is recommending a policy revision to the Massachusetts School Building Authority (the "MSBA") space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines.

Background

Based on project reviews in late fall 2015, the Board of Directors requested that staff provide information regarding the potential to revise the policies for space guidelines to allow for requests by districts for spaces in excess of the MSBA's guidelines at the district's sole expense. Staff presented an overview of current policies and practices at the March 16, 2016 Board of Directors meeting and followed with additional information regarding potential revisions at the March 30, 2016 Board of Directors meeting.

Based on the discussions and input received from the Board members, staff has prepared a Potential Revised Policy, included as Attachment A, which will allow districts to include spaces in excess of the MSBA's space summary guidelines at the district's sole expense for two program areas: auditorium and gymnasium. Staff has received favorable feedback regarding this proposed revision to the MSBA's policies, and as noted at the September 29, 2016 Board of Directors meeting and further reviewed at the October 19, 2016 Facilities Assessment Subcommittee meeting, staff have prepared this recommendation to revise the MSBA's policy for the Board of Directors approval.

Recommendation

Specific details are set forth in Attachment A: Potential Revised Policy – Auditorium and Gymnasium spaces above guidelines requested to support community use at district's sole expense.

Key features of the policy revision include:

- Areas in excess of the MSBA guidelines will be at the sole expense of the district;
- Community support must be demonstrated prior to MSBA approval of a district's proposed project scope and budget;
- The MSBA will exclude from its grant the cost of the total gross square foot ("gsf") above guidelines for these areas as shown below in the sample calculation. This amount will not change over the term of the grant even if the bids come in at a lower amount.
- High Schools:
 - Upper limits on allowable nsf in excess of guidelines include:
 - The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot ("nsf") (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf; and
 - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan.
- Middle Schools/Elementary Schools:
 - Upper limits on allowable nsf in excess of guidelines include:
 - The district may choose to build an auditorium even though the MSBA space guidelines do not include an auditorium and no portion of the design and construction of an auditorium will be reimbursed, including the stage, regardless of whether the district chooses not to include a stage in its cafetorium or gymnasium. If the district chooses to build an auditorium, the auditorium cannot be larger than 13,300 nsf; and
 - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium itself exceed 12,000 nsf. The MSBA will participate in a gymnasium up to no more than 6,000 nsf, unless adjusted by the MSBA to increase teaching stations for enrollment and/or the education plan.
 - Sample Calculation for Auditorium space in a high school in excess of guidelines at the district's sole expense:

Total net square footage (nsf) requested by the District	13,300 nsf
Total nsf for Auditorium Category allowed as eligible by MSBA space guidelines	10,400 nsf
Excess net square footage equals District request minus net	2,900 nsf

square footage allowable by MSBA space guidelines	
Gross square foot (gsf) exclusion = Excess net square feet times the project's grossing factor. For illustration purposes, project's sample grossing factor is 1.5	2,900 nsf x 1.5 = 4,350 gsf
Total cost of exclusion = Gross square foot times the project's total construction cost/square foot. For illustration purposes, project's total construction cost/square foot is \$375 per square foot.	4,350 gsf x \$375/gsf = \$1,631,250
Total cost of exclusion	\$1,631,250

Recommendation

MSBA staff is recommending a policy revision to the MSBA space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines. This recommendation would be effective for districts that are approved to proceed into schematic design on or after January 1, 2017.

Jess Deleconio

From: Jess Deleconio
Sent: Tuesday, January 22, 2019 3:43 PM
To: mayor@city.waltham.ma.us
Cc: dleblanc@city.waltham.ma.us; tmagno@city.waltham.ma.us; margaretdonnelly@walthampublicschools.org; drewechelson@walthampublicschools.org; georgefrost@walthampublicschools.org; lwilcinski@city.waltham.ma.us; marianparrella@walthampublicschools.org; William.Cunniff@nv5.com; Melissa.gagnon@nv5.com; chris.guarino@nv5.com; lfinnegan@smma.com; Karl Brown; Kathryn DeCristofaro; Autumn Waldron; Anthony Proia; Katie Loeffler; John Jumpe
Subject: RE: MSBA/Waltham HS: January 16, 2019 Facilities Assessment Subcommittee Meeting
Categories: Sent By Me

Good afternoon, Mayor McCarthy:

I would like to thank the City of Waltham and its consultants for their presentation on the proposed Waltham High School project (the "Proposed Project") at the Facilities Assessment Subcommittee ("FAS") meeting on January 16, 2019.

The following items were topics of discussion:

- High cost/sf of the Proposed Project, cost drivers, high volume of ineligible spaces and costs, and MSBA reimbursement;
- High site costs and site characteristics;
- Cost and capacity of the garage/turf field;
- The ownership, control, and exclusive use of the property relating to the project schedule;
- Building Organization:
 - The relationship between the layout of the building and Project Based Learning;
 - Building circulation in relation to grade changes;
 - Access and circulation for individuals with limited mobility including access to elevators;
 - Distribution of Special Education spaces;
 - Use and design of the auditorium, and location of the auditorium storage;
 - Organization and flexibility of the proposed spaces;
 - The recommendation of having the locker rooms on the same floor as the gymnasium;
 - Possible Efficiencies of co-locating double height and high ceiling Chapter 74 spaces;
 - Use and design of the lecture theater;
 - Grouping of the science spaces;
- Aesthetic features of the building entrance and its civic presence;
- Appreciation of the Educational Program;
- Progress of the conceptual design;
- Appreciation of the District's professional development plan;
- Use of the Maker Space;
- The MSBA's "Review and Recommendations of Best Practices for K-12 STEM Learning Spaces" report; and,
- Incorporation of ELL students in world language classes to foster student leadership in native languages.

Please see the forthcoming MSBA review comments on the District's Preferred Schematic Report for specific action items resulting from the FAS Meeting.

Should you have any questions or concerns, please do not hesitate to contact me or Karl Brown.

Thank you,

Jess Deleconio

Senior Project Coordinator
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109
617-720-4466

From: Jess Deleconio <Jess.Deleconio@MassSchoolBuildings.org>

Sent: Friday, January 4, 2019 11:56 AM

To: mayor@city.waltham.ma.us

Cc: dleblanc@city.waltham.ma.us; tmagno@city.waltham.ma.us; margaretdonnelly@walthampublicschools.org; drewehelson@walthampublicschools.org; georgefrost@walthampublicschools.org; lwilcinski@city.waltham.ma.us; marianparrella@walthampublicschools.org; William.Cunniff@nv5.com; Melissa.gagnon@nv5.com; chris.guarino@nv5.com; lfinnegan@smma.com; Karl Brown <Karl.Brown@MassSchoolBuildings.org>; Kathryn DeCristofaro <Kathryn.Decristofaro@MassSchoolBuildings.org>; Autumn Waldron <Autumn.Waldron@MassSchoolBuildings.org>; Anthony Proia <Anthony.Proia@massschoolbuildings.org>

Subject: MSBA/Waltham HS: January 16, 2019 Facilities Assessment Subcommittee Meeting

Good morning, Mayor McCarthy:

The MSBA requests that the City of Waltham (the "District") attend the **MSBA's Facilities Assessment Subcommittee (the "FAS") Meeting on Wednesday, January 16, 2019 at 10:25am at the MSBA office, 40 Broad St., Boston, MA 5th Floor** to present to the FAS a summary overview of the District's Waltham High School project (the "Proposed Project").

The Facilities Assessment Subcommittee will meet to hear the District's presentation on the Waltham High School project, and will provide feedback to the District before the Proposed Project is presented to the Board on Wednesday, February 13, 2019. This is an informational meeting only and is intended to provide an opportunity for our Board Members to better understand the District's Proposed Project. Any formal actions needed by the Board to fulfill MSBA procedures will continue to be taken at our regularly scheduled Board meetings.

Karl Brown, the MSBA Project Manager, will open the meeting with an overview of project milestones, status, and any concerns staff may have regarding the District's Proposed Project.

The District and Design Team will then have a total of 20 minutes to succinctly present details of the Proposed Project to the FAS and MSBA staff. We ask that the District present the key components of their educational program that informed the design. The Designer should briefly summarize the options studied during the Feasibility Study highlighting key factors that led to the selection of the preferred solution. A significant portion of the Designer's presentation should be spent describing the preferred solution, and should begin with a map of the preferred solution's location relative to other public school buildings in the District. The Designer should describe how the building organization and layout meets the District's educational program, how the design is adaptable, and how it could be expanded if needed in the future. The Designer should summarize variations from the MSBA guidelines and provide the rationale for spaces and square footage beyond what is included in the MSBA's guidelines. The Designer should present and describe the proposed site layout including solar orientation and massing of the building, contextual fit in the neighborhood, relative portions of landscaping, play areas, and paved areas, and site circulation. Summarize design goals, features, and criteria that support sustainability, resiliency and long-term use of the proposed facility. Identify goals and desired design features that were unable to be realized in the preferred solution, the associated constraints, and the approach and design components used to mitigate these constraints. The District and Design Team should conclude with presenting

the preliminary costs of the options studied, and a brief overview of the community outreach program and community feedback regarding the preferred solution.

The PowerPoint presentation should consist of 12-15 slides, but no more than 15 slides.

A question and answer session will follow the District's presentation. It is important that the District's Owner's Project Manager manage the 20-minute presentation appropriately to allow for full discussion of the above points.

At your earliest convenience, **but no later than Monday, January 14, 2019**, please confirm the names and titles of the District and project team members planning to attend the meeting.

A computer (with Microsoft PowerPoint and Adobe Acrobat) and a digital projector are available. **Please provide a digital copy of your presentation no later than Noon on Monday, January 14, 2019.** Note that the MSBA limit for email material is 10 megabytes. Please keep in mind that dates and times are subject to change.

Thank you,

Jess Deleconio

Senior Project Coordinator

Massachusetts School Building Authority

40 Broad Street, Suite 500

Boston, MA 02109

617-720-4466