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TOWN OF BURLINGTON
Meeting Minutes

BOARD: BHS Building Committee
DATE: September 14, 2023
TIME: 7:00 p.m.
PLACE: WebEx Meeting

1. Introductions
2. OPM RFP Review and Approval
3. OPM Selection Process

See Minutes Below

Project: BHS Building Committee Meeting No: 1
 Meeting Date: 9/14/2023
 Location: Webex Time: 7:00 PM
 Project Minutes Prepared by: M. Fabbri
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PRESENT	NAME	AFFILIATION
X	Nichole Coscia	MCPPO
	John Danizio	Burlington CEO & Authorized to Construct School Buildings
	Paul Sagarino	Burlington Town Mgr.
X	*Martha Simon, Vice Chair	BPS School Committee
X	*Katherine Bond, Chair	BPS School Committee
X	*Melissa Massardo	BPS School Committee
X	*Chris Monaco	BPS School Committee
X	*Jeremy Brooks	BPS School Committee
X	*Eric Conti	BPS Superintendent
X	*Lisa Chen	BPS Asst. Superintendent
X	Bob Cunha	BPS Building Maintenance
X	Mark Sullivan	BHS School Principal
X	Joe Attubato	BHS Educational Mission & Function of Facility
X	Doug Davison	Ways and Means
X	Neil Guanci	Architect, Engineering or Structural
X	Chris Campbell	Ways & Means Committee and BPS Parent
X	Wendy Czerwinski	BHS Teacher
X	Laura Maida	BHS Teacher
X	Tom Regan	BHS Teacher
X	Gail Pinkham	BPS Parent
X	Esther MA	BHS Student
	Colin Irwin	BHS Student

*Voting Members

Committee Member Votes

Ms. Bond suggested a vote to replace Mr. John Iller with Mr. Doug Davison for Ways and Means representation.

Ms. Simon moved to replace Mr. John Iller with Mr. Doug Davison for the Ways and Means representation; Mr. Brooks seconded.

Ms. Massardo – aye; Ms. Monaco – aye; Mr. Brooks – aye, Ms. Simon – aye, Dr. Conti – aye, Dr. Chen – aye, and Ms. Bond- aye.

Motion carried 7:0:0 by a Roll Call Vote.

Ms. Bond suggested a vote to add Mimi Bix-Hylan to the BHS Building Committee.

Ms. Monaco moved to add Mimi Bix-Hylan as a member to the BHS Building Committee; seconded by Ms. Simon.

Ms. Massardo – aye; Ms. Monaco – aye; Mr. Brooks – aye, Ms. Simon – aye, Dr. Conti – aye, Dr. Chen – aye, and Ms. Bond- aye.

Motion carried 7:0:0 by a Roll Call Vote.

Public Comments

None.

OPM RFS

Ms. Coscia stated the MSBA format was used for the draft RFS that was sent out, even though we are not moving forward with MSBA. Ms. Coscia noted that RFS includes attachments, which is the Statement of Interest, etc. On the first 10 pages there are highlighted areas that are updated to specifically pertain to BHS. On page 7, there are dates of when the advertising will start and in order to get this into the Central Register, it must be submitted on Thursdays by 4:00 p.m., for the following Wednesday, so the soonest it can be published is September 27, 2023. The Selection Committee will need to review the submitted proposals during the week of October 16, 2023, in order for Ms. Coscia to get a short-list together by October 23, 2023.

Ms. Simon wanted to address the Evaluating Criteria in the RFS. In the Introduction on page 4, it states, “demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects particularly involving the construction and renovation of K-12 schools in Massachusetts.” Ms. Simon suggested adding “and especially 9-12.”

Mr. Brooks stated on page 5, criteria 7, it has an amount of \$1.5M and suggested that since this is comparable value of projects that the potential OPM’s have in experience, the threshold should be changed to at least \$100M, rather than \$1.5M.

Discussion ensued.

Dr. Conti recommended leaving the amount at \$1.5M, as it has been allocated by Town Meeting.

Ms. Coscia agreed that the amount in the RFS should remain at \$1.5M.

Ms. Simon proposed a change under the Evaluation Criteria on page 4 to read, “particularly involving construction or renovations of grade 6-12 schools in Massachusetts.”

Discussion ensued.

Mr. Brooks pointed out that on page 5, the second paragraph under #11 it states, “owner reserves the right to consider any other relevant criteria that may be deemed appropriate when it’s in the sole discretion.” Mr. Brooks stated that gives us the option to down select to that without having to spell it out.

Ms. Simon responded that as long as the Selection Committee has that in mind since it is not listed in the criteria that has points, it is fine not to change it.

Ms. Simon stated that on page 5, criteria #8, it references New England Chips or Lead S, and she would like it to say “and” as oppose to “or” since we do not know which of those rating system will be chosen, yet. Ms. Simon stated she would like a company that is familiar with both of those rating systems.

Mr. Brooks made a motion to approve the RFS, as amended by the group; Ms. Simon seconded.

Ms. Massardo – aye; Ms. Monaco – aye; Mr. Brooks – aye, Ms. Simon – aye, Dr. Conti – aye, Dr. Chen – aye, and Ms. Bond- aye.

Motion carried 7:0:0 by a Roll Call Vote.

OPM Selection Process

Dr. Conti stated that Ms. Coscia outlined some dates and there is a deadline and a walk-through of the building so any company interested can look at the project prior to submitting a proposal. In the past, it would be a sub-set of this group that would be the selection team to review and score the proposals based on the criteria that was just approved. Then the top 3 companies will come in and make a presentation for this committee.

Ms. Bond asked for a show of hands of anyone interested in being on the Selection Committee. Ms. Bond reiterated that the week of October 16th will be the week to review the proposals and the interviews will be on November 2, 2023.

Selection Committee

Ms. Katherine Bond
Ms. Martha Simon
Mr. Jeremy Brooks
Ms. Chris Monaco
Ms. Melissa Massardo
Mr. Bob Cunha
Mr. Doug Davison
Mr. Mark Sullivan
Mr. Chris Campbell
Ms. Mimi Bix-Hylan
Ms. Joe Attubato

Dr. Conti explained that a feasibility study is a review of the current building, a review of the current enrollment and a projection for future enrollment, a review of the site and discussion of how the building would be transitioned for a new building or a renovated building, etc. Then different proposals will be submitted and eventually work will progress with a designer to provide some sort of cost estimate for the vision we all have moving forward. Dr. Conti reminded everyone that this will take some time and thanked the committee for volunteering their time for this project.

Mr. Cunha stated sometimes the OPM gets confused with the designer and explained the person or team we are looking for right now is to help us facilitate the project. The designer will come into play at a later time.

Adjournment

Ms. Simon made a motion to adjourn the meeting; seconded by Ms. Brooks.

Ms. Massardo – aye; Ms. Monaco – aye; Mr. Brooks – aye, Ms. Simon – aye, Dr. Conti – aye, Dr. Chen – aye, and Ms. Bond- aye.

Motion carried 7:0:0 by a Roll Call Vote.