

**Tisbury School Building Committee
Town of Tisbury
51 Spring Street
Vineyard Haven, MA 02568**

**MEETING MINUTES
October 23, 2019**

Emergency Services Facility - lower level conference room
215 Spring Street
Tisbury, MA

RECEIVED
NOV 12 2019
J. Hillary Conklin
Tisbury Town Clerk *JHC*

TSBC Members Present: Rachel Orr, Harold Chapdelaine, Peter Gearhart, Rita Jeffers, Reade Milne, Alice Robinson, *Jim Rogers, Mike Watts

TSBC Members Absent: John Custer

*Late arrivals or early departures.

Daedalus Projects, Inc. representatives: Richards Marks, Christina Oppen, Amanda Sawyer

Others: Marie Laursen, Paul Lazes, Melinda Loberg, Melissa Ogden, Meredith Goldthwait, Angie Frances, Natalie Krauthamer, Jynell Kristal, Wiet Bacheller, Kate Scott, Emily Solarazza, Joao Prala, John Bacheller

The Tisbury School Building Committee (TSBC) was **called to order** at 5:04 PM

(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

Approval of minutes of October 9, 2019 meeting:

Moved to approve by Harold Chapdelaine, seconded by **Peter Gearhart**

7 Ayes, 0 Nays, 0 Abstentions

(1 Absence, Reade Milne was out of the room for this vote)

Preparation for opening of responses to Designer Request for Qualifications, reference checks and short-listing of applicants

Fifteen requests for the RFQ have been received. Two companies had representatives at the walk-through today, plus Paul Lazes, a local designer who is planning to work with an architectural firm to file a proposal. Three responses are required by law to continue with the designer selection process. If time is an issue, then that may influence the timelines for Attachment A.

There has also been a missed local advertising requirement for the Designer RFQ. Since the Cape Cod Times is delivered to the island, and most architectural firms do not subscribe to the Martha's Vineyard Times or the Vineyard Gazette, Mr. Marks suggests that a legal ad be placed in the Cape Cod Times, with a one week extension for the response submission date.

Mr. Marks is going to contact the other companies to offer additional time for site visits and try to gauge the level of interest among them. This would also serve to let them know about the extension.

A motion was made by Rita Jeffers, seconded by Jim Rogers: to extend the response date for the Request for Qualifications for Design Services by one week to November 12, 2019. **The motion was amended by Jim Rogers and seconded by Reade Milne:** to extend the time an additional week to November 19, 2019, if Richard Marks, in consultation with Jay Grande, deemed the additional time necessary to insure an adequate number of responses. After a short discussion, the previous motion and amendment were rescinded and combined.

Motion by Jim Rogers and seconded by Reade Milne: to authorize the project manager, in consultation with Jay Grande, Town Administrator, to extend the response date for the Request for Qualifications for Design Services to at least November 12, 2019, and additionally to November 19, 2019, if needed.

8 Ayes, 0 Nays, 0 Abstentions
(1 Absence)

Mr. Marks suggested an objective criteria for scoring the designer services submissions. He shared a rubric with the committee. Daedalus staff would tabulate the results of committee members' scoring to short list the candidates for design services, prior to interviews.

Motion by Jim Rogers, seconded by Rita Jeffers: to accept the rubric as presented by Daedalus.

After a short discussion, **the motion was withdrawn**, along with the second, to make alterations to the score sheet.

After a discussion on the relative merits of the weighted categories the following suggestions were made:

- Remove the category "References" and transfer those percentage points to "Capacity to Perform," bringing that category to 10%
- Drop "Design Excellence" to 30%
- Raise "Sustainable Design" to 15%
- Remove "Public Sector Experience" and transfer those percentage points to "School Experience," bringing that category to 20%

Motion by Harold Chapdelaine and seconded by Reade Milne: to accept the Architect Scoring Sheet presented by Daedalus as amended.

8 Ayes, 0 Nays, 0 Abstentions
(1 Absence)

The discussion of organizing reference checks for those firms on the short list was postponed until a future meeting. Mr. Marks will bring a rubric for scoring the references. Mr. Chapdelaine is willing to work on the references working group.

Discussion on questions for the interviews will be held during a future meeting, and committee members are requested to begin developing their questions to bring to the appropriate meeting. One question should focus on the designer's experience working on the Vineyard.

Review Daedalus Projects Contract, Attachment A - Work Plan

Richard Marks presented the "Tisbury School Work Plan" timeline, based on the desire for a schematic design to present to the town by May 31, 2020. Daedalus persone live-edited changes to the Work Plan during the discussion with the committee.

Column Titles: Change "Date" to "Target Date" or "Estimated Date"

1. Project Initiation

- Item 3: Change "District" to "Town" (additional changes wherever "District" appears)
- Item 5: Check designer references...date change to "Mid Nov"
- Item 6: DPI to coordinate Designer Selection Process...date change to "10/23/19"
- Item 7: Coordinate Designer Selection short-list...date change to "Mid Nov"
- Item 11: typo (cleint to client)...add Architect to list of lead parties...date change to "Early Dec"

2. Educational Program

- Item 1: Delete "white house," replace with "health services."
- Meetings in this and subsequent sections: updates to School Committee and Selectmen may be joint meetings.

3. Initial Space Summary

- Item 2c: Provide functional relationship diagrams...date change to "Jan 2020"

4. Evaluation of Existing Conditions

- Item 1: Designer to evaluate the condition...date change to "Mid Jan"
- Add to subsections: "Evaluate "salvageable" level of existing building."

5. Site Development Requirements

- Change date to "Late Jan"
- Meetings and Milestones: delete "Engineering," include "Facilities."

6. Develop alternatives

- "Team to review and evaluate..." change "alternatives" to "options."
- Change "1/31/20" to "Feb" (two times).
- Meetings and Milestones: change "PDP" to "Preliminary Design"

7. Outreach

- No changes

8. Grants

- Typo ("straegy" to "strategy")
- Add to Item 1: "(List may be expanded)"
- Add to list: FEMA; Energy Savings/Environmental; Community Preservation Act (CPA)
- Change dates to "Ongoing"

9. Feasibility Study Report

- Item 5: Typo ("Buidd" to "Build")
- Change Dates in this section to "March 15"

10. Schematic Design

- Item 1: Change "School" to "Town"
- Item 4: reformat line to wrap properly (2 times)
- Item 11: Typo ("infratucture" to "infrastructure")
- Item 16: Typo ("straegies" to "strategies")
- Final date: Change "5/31/2020" to "6/19/2020"

Add a note that the dates are subject to change if necessary, with no change in the contract value.

Add a note that the additional list of activities, one beginning with "Modular Classrooms," the other beginning with "Abatement" are OPM activities associated with the emergency conditions documented in the Tisbury School during the Spring and Summer of 2019, and are not part of the renovation of and addition to the Tisbury School. They are coordinated by the school district, town and the Owner's Project Manager.

Motion made by Jim Rogers, seconded by Rita Jeffers: accept the Tisbury School Work Plan as amended to become Attachment A of the contract with the Owner's Project Manager.

8 Ayes, 0 Nays, 0 Abstentions
(1 Absence)

The edits by Mr. Marks will be forwarded to Ms Orr and the committee for final review before adding the document to the OPM contract.

Website and public outreach, update and discussion

Christina Oppen has been working with Heidi Rydzewski to coordinate a link on the town's website to the project website. There is a separate tab for the School Project on the town's site. There is now a "Contact Us" link in the TSBC website. Mrs. Jeffers is investigating how translations might be done on the site. Ms Oppen will be contacting those interested in participating on the communications working group to start meetings in the coming week.

Alice Robinson suggested that the news articles currently on the site, which are focused on the previous project, might be moved off the front of the news section so that the newest information is more prominent.

Mr. Marks is very interested in organizing at least one day to visit at least three school projects similar to ours. He suggests having the visits while school is in session to see how the schools function, and has December as a target time. Ms Orr is interested in having more community members participating in the visit. Suggestions are welcome to consider how to handle those issues: who, when and where.

Architecture learning session (Peter Gearhart)

Tisbury School was built in 1929 by Haynes and Mason of Fitchburg, MA. They also designed the Falmouth Fire Station and Teaticket School, which are a very similar architectural style. It replaced the Center Street school. It represents a change in the philosophy of building schools: it is more student-centric; it is durable, built of brick with wood floors; has ample natural light via large, operable windows; large, well ventilated classrooms; the classrooms

designed to be divided by grades rather than a one room schoolhouse plan. Light was brought into the rooms over students' shoulders to illuminate the "teaching wall." The size of the classrooms are varied and allowed for flexibility of use. It should have "good bones" for a renovation, if done in a clever way. However, many buildings of this vintage need to be "gut" renovated to be insulated well to be energy efficient. A good example of that is the Empire State Building.

There are many specific terms in architecture, but Mr. Gearhart will try to create a basic list for those who need it. Any committee members needing clarification of terms when reviewing the submissions should feel free to contact him.

There might be an opportunity to tour the school with an eye to architectural and technical aspects of the building. This may be helpful to committee members as the design process goes forward.

Mr. Marks noted that the concept of "bringing the building up to code" is somewhat misunderstood. There are some requirements that will have to be met, such as for energy, while others may be open for variances. It may be appropriate to ask a question of the finalists to discuss their attitude towards applying for variances.

Grant Opportunities

No discussion.

Board of Selectmen report (Jim Rogers)

The selectmen authorized the signing of the contract with Daedalus Projects, Inc., subject to the TSBC completing the review of the project timeline, which will be added to the contract as Attachment A.

School Committee report (Mike Watts)

Richard Marks reported that the procurement waver for the lead abatement and the HVAC repairs have both been approved by the state. Reports from the evaluators have been completed and contractors are reviewing them. The last of three bids for the lead encapsulation work are expected to be submitted by the end of this week. HVAC bids are expected next week. Formal communications of this update will go to staff and parents from Superintendent D'Andrea, probably on Friday, 10/25/19.

Mrs. Jeffers reported that the Education Program has been updated by the staff with John Custer on the Professional Development day on October 11, and it will be going to the School Committee for review at their next meeting.

Review of correspondence received

One item from Paul Lazes requesting a three-week extension for the designer RFQ submissions. This was not received in time to be distributed to committee members.

There was a discussion of the need to reiterate the procedures for getting items distributed in

a timely fashion to committee members for review before meetings. Correspondence, or any items needing review, should be sent to committee members no later than Sunday before a Wednesday meeting.

Confirmation of next meeting date and discussion of upcoming agenda items

November 6, 13 and 20 are the next meetings, focusing on the steps for choosing the designer/architect.

Topics not reasonably anticipated by the chair within 48 hours of the meeting

Kate Warner contacted Ms Milne about a proposed presentation by Marc Rosenbaum of the Energy Department of the South Mountain Company, highlighting a deep energy retrofit he has done of a school in New Hampshire. It is likely that the presentation would be in Vineyard Haven. TSBC members are interested in hearing what he has to say, but defer sponsoring the presentation in favor of an open public forum.

Mrs. Robinson has submitted her letter of resignation from the committee to the selectmen, along with a letter of intent from Sean DeBettencourt, who has been selected by the Tisbury School staff, grades 5-8, to replace her. The selectmen will need to appoint Mr. DeBettencourt for him to participate on TSCB.

Adjourned by motion, second and voted unanimously by those present, at 7:15 PM.

Attachments: Tisbury School Work Plan, dated October 18, 2019
Tisbury School Architect Scoring Sheet DRAFT (corrected)

Minutes respectfully submitted by Alice Robinson.



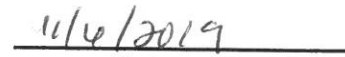
Alice Robinson – Recording Secretary



Rachel Orr – TSBC Chair



Date



Date

Minutes approved by TSBC 11/06/19

Architect – Evaluation Criteria			Firm Name:	#1										Total	
	Title	%	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Reviewer 7	Reviewer 8	Reviewer 9	Total			
1	Design Excellence	30%35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
2	School Experience	20%15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
3	Public Sector Experience	5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
4	Renovation Experience	15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
5	Team Work and Approach	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
6	Capacity to Perform	10%5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
7	References	5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
8	Sustainable Design	15%10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			
Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000			

Scoring

Highly Advantageous (100 points) The proposal excels on the specific criterion

Advantageous (67 points) The proposal meets but does not exceed the evaluation standards for the criterion

Not Advantageous (33 points) The proposal does not fully meet the evaluation criterion or leaves a question less than fully addressed

Unacceptable (0 points) Does not meet the criteria

TISBURY SCHOOL WORK PLAN

	KEY TASKS		DELIVERABLES	DATE
PROJECT INITIATION	1: PROJECT INITIATION			
	DPI to meet with Superintendent, Principal and Staff to establish program goals	Daedalus	Finalize work plan	Complete
	DPI and Town to collaborate on Designer RFQ	Daedalus and Committee	Designer RFQ	Complete
	DPI to meet with District to review Designer Selection procedures	Daedalus	Building Committee Discussion	Complete
	Advertise Designer Selection RFQ	Daedalus	Advertisement in Central Register and local paper	Complete
	Check designer references	Daedalus	Reference checklist	11/1/2019
	DPI to coordinate Designer Selection Process with Town and Bldg Comm	Daedalus	Meeting	11/1/2019
	Coordinate Designer Selection shortlist and interviews	Daedalus		11/15/2019
	DPI to coordinate and lead tours of recent elementary school reno/add projects	Daedalus		15-Dec
	DPI to coordinate kick off/orientation meeting with Designer, Bldg Comm and the School	Daedalus	Project Directory	
	Designer to prepare Designer Work Plan	Arch	Work Plan	1/1/2020
	Develop sustainability/net zero strategy with cleint input	Daedalus	Basis of Design	12/1/2019
	Identify alternate funding sources and followup	All		
	DPI to coordinate exchange of existing conditions documentation	Daedalus	Existing Conditions to Designer	
	Documentation of room assignment policies, school scheduling method, teaching methodology and structure	Arch		
	Meetings & Milestones			
	Designer Selection Meeting	All		Early Nov
	Designer Interviews	All		Mid Nov
	Designer Selection	All		Mid Nov
	Kick-off Meeting with Architect/OPM	All		Early Dec
	School Building Committee Meetings			Every two weeks)
	2: EDUCATIONAL PROGRAM			Nov/Dec
	Work with educational consultant and District to review utilization of classrooms, specialized and special education spaces and delivery methods. Special attention to spaces that need significant changes (gym, white house, cafeteria)	All	Architect	12/21/2019

October 18, 2019

TISBURY SCHOOL WORK PLAN

	KEY TASKS		DELIVERABLES	DATE
IGN PROGRAM (12 weeks)	District to describe current educational program and how it is delivered within the current facility.	District		
	Workshops with faculty, staff, students and community to understand issues			
	Additional tours to be conducted of elementary schools to see best practices for school design			
	District to work with educational consultant to define program goals.			
	Designer to study existing program and fit in current facility with respect to program goals.		Educational program narratives	12/21/2019
	Meetings & Milestones			
	Working Group Meetings			
	School Building Committee Meetings			
	School Committee Meeting for Update			
	Selectmen's Meeting			15-Dec
	Tours of New/Renovated Elementary Schools			15-Dec
	3: INITIAL SPACE SUMMARY			
	District & OPM to work with educational consultant and design team to create a preliminary design program			
	Designer to:			
	Document Educational Program Activities	Designer		
	Provide conceptual diagrams of each floor with existing spaces clearly identified	Designer	Diagram of each floor identifying existing space program	
	Provide functional relationship diagrams for each program space	Designer	Program organization drawings (functional relationship diagrams)	12/15/2019
	Follow up workshops with faculty, staff, students and community			
	Meetings & Milestones			
	Working Group Meetings			15-Dec
	School Building Committee Meetings			
	School Committee Meeting for Update			
	4: EVALUATION OF EXISTING CONDITIONS			
	Designer to evaluate the condition of the existing school and update the previous existing conditions reports:	Designer	Existing Conditions Report & recommendations for further investigatory work prior to preferred solution	12/15/2019
	All Building Systems (including presence of hazardous materials)			
	Communications and access systems			
	Past study reports on existing conditions.			
	Building code and Architectural Access Board compliance			
	Site Utilities: availability, condition, and capacity			

October 18, 2019

TISBURY SCHOOL WORK PLAN

	KEY TASKS	DELIVERABLES	DATE
PRELIMINARY DESIGN	Site conditions (including environmental, geotechnical, topographic, soils) and assess whether any conditions exist that may impact expansion or new construction.		
	Historic significance		
	Building limitations (legal or physical)		
	Meetings & Milestones		
	Working Group Meetings		
	Selectmen Presentation		
	School Building Committee Meetings		
	School Committee Meeting to review Space Summary		10-Jan
	5: SITE DEVELOPMENT REQUIREMENTS		
	District to work with Designer to establish project requirements related to site development to be considered during preliminary and final evaluation of alternatives		
	Structures and fences	Designer	Site plan
	Site access and circulation		1/15/2020
	Parking and paving		
	Code issues and limitations		
	Zoning issues and limitations		
	Emergency vehicle access		
	Utilities		
	Athletic fields and outdoor educational spaces		
	Site orientation and location considerations and issues		
	Green design solutions/low energy usage/net zero studies		
	Meetings & Milestones		
	Working Group Meetings		
	Town of Engineering DPW Meetings		
	School Building Committee Meetings		
	School Committee Meeting to review Space Summary		
	6: Develop Alternatives		
	Team to review and evaluate alternatives with respect to:		
	Renovation and Addition plan options	Designer	1/31/2020
	Review phasing and temp locations for students if necessary	Daedalus and Designer	1/31/2020
	OPM to assist with public workshops/website and cable tv public info		Ongoing
	Meetings & Milestones		
	Working Group Meetings		
	Community Meetings to inform, review and discuss progress of the Study		

October 18, 2019

TISBURY SCHOOL WORK PLAN

	KEY TASKS	DELIVERABLES	DATE
FEASIBILITY STUDY WRAP	Local Actions & Approvals School Building Committee Meeting Vote to approve PDP Submission		
	7: OUTREACH		Nov/Dec
	Develop overall outreach strategy		
	Website	Daedalus to update	Ongoing 31-Oct
	Community surveys	Daedalus to conduct with Committee input	
	Community Meetings	All	
	Staff meetings		
	School committee meetings		
	Cable TV show	Daedalus	
	8: Grants		
	Develop strategy for outside funding		12/1/2019
	Establish list of potential grants	Town/Daedalus	11/15/2019
	Develop list of eligible items (fields, historic, etc.)	Daedalus	12/1/2019
	Meet with potential donors/grantees	Town/Daedalus	
	9: Feasibility Study Report		2/1/2020
	Evaluation of Existing Conditions		
	Evaluation of the impact on students/staff	School/Daedalus	
	Evaluation of environmental impact of construction.	Arch/Daedalus	
	Evaluation of relocation requirements or off-hour construction	Daedalus	
	Determination of CMR vs. Design Bid Build	Meeting	
	Initial Cost Estimates	Daedalus	
	Operating and maintenance costs or life cycle costs.	Arch/Daedalus	
	Deliverables:		
	Conceptual architectural & site drawings	Arch	
	Outline of major building structural systems proposed	Arch	
	Narrative of major building systems	Arch	
	Proposed total project budget and construction cost estimates	Daedalus	
	Proposed project design and construction schedule	Daedalus	
	Review funding sources with Town	Daedalus/Tisbury	
	Detailed Budget	Daedalus	
	Review scope and budget		
	Final recommendation	All	
	Presentation to Selectmen	All	2/15/2020

TISBURY SCHOOL WORK PLAN

KEY TASKS		DELIVERABLES	DATE
10: Schematic Design			
Review feasibility decisions with School leadership	All	Meeting	Mar-May
Review site plan with community and school groups	All	Meeting	
Review security and safety planning	All	Meeting	
Review plans with Town Boards (Planning/Conservatic	Arch	ting/Hearings (if required)	
Review and discuss plans with Police and Fire Depts	Arch/Daedalus	Meetings	
Discuss plans with Facilities	Daedalus	Meeting	
Develop Operations and Maintenance plans/budget	Daedalus	Budget/report	
Update design and construction schedule	Daedalus		
Develop exterior envelope	Arch	Plans	
Engage Commissioning consultant	Daedalus		
Review site infratructure systems with Town	Arch/Daedalus		
Finalize schematic level plans	Arch	Plans	
Develop interior and exterior elevations	Arch	Plans	
Provide presentation on proposed materials	Arch	Presentation	
Review computer and IT needs/develop budget and strategy	Daedalus/School	Meeting	
Review "green" straegies and develop overall approach	Arch	Presentation	
Provide life cycle estimates for high performance strategies	Daedalus	Document	
Issue basis of design for Structural	Arch	Specs	
Issue basis of design documents for MEP trades	Arch	Specs	
Provide design review comments	Daedalus	Document	
Establish phasing strategy	Daedalus	Document	
Determine needs for modulars/temp facilities	Daedalus	Meetings	
Develop schematic cost estimates	Daedalus	Document	
Provide detailed project budget	Daedalus	Document	
Assemble complete schematic design binder	Arch	Documentation	5/31/2020

Modular Classrooms

Obtain basic pricing from modular firms for 8 and 30 CR options

Look at best location for modulars

Develop Schedule and budget estimates for construction onsite

Develop funding strategy

Develop scope of work for on site construction

Develop RFP for modular contractors

Review modular RFP responses

Abatement

Review status of abatement reports

Find contractor to evaluate HVAC units

Get second opinion re abatement scope

Obtain budget pricing for abatement

Develop funding strategy

Develop schedule for work