West Elementary School Building Committee Minutes
Thursday, July 18, 2019 7:30 A.M.
Select Board’s Meeting Room, 3rd Floor, Town Offices

Present:
Voting Members: Heather Eigen, Shelley Berman, Siggy Pfendler, Paul Rollins, Andrew Flanagan, Paula Colby-Clements, Susan McCready, Liz Roos
Non-Voting Members: Paul Szymanski, Donna Walsh, Mark Johnson, Tracey Spruce, Janet Nicosia
PMA: Consultants: Steve Rusteika, Kevin Weeks, Brian Defilippis

West Elem School Building Committee Chair (SBC), Paula Colby Clements, opened the meeting at 7:30 A.M.

I. Approval of Meeting Minutes
On a motion made by Susan McCready and seconded by Paul Rollins, the West Elementary School Building Committee approved the April 4, 2019 meeting minutes as presented. Motion approved 8-0.

On a motion made by Paul Rollins and seconded by Susan McCready, the West Elementary School Building Committee approved the May 13th meeting minutes as presented. Motion approved 8-0.

II. Approval of Invoices and Change Orders
Janet Nicosia provided two Invoices from PMA Consultants; one invoice dated July 17, 2019 in the amount of $12,600, and the second invoice dated June 11, 2019 in the amount of $11,605; both are consistent with the budget.

On a motion made by Paul Rollins and seconded by Siggy Pfendler, the Committee voted 8-0 to approve the June 11, 2019 invoice in the amount of $11,605.00 as presented.

On a motion by Paul Rollins and seconded by Susan McCready, the Committee voted 8-0 to approve the invoice of July 7, 2019 in the amount of $12,600.00.
III. **Update of Designer Selection Process from PMA Consultants**

Representatives from PMA Consulting provided a PowerPoint Presentation on the Education Program Update for Andover. Upon selection of the designer a draft of the plan will be provided.

**PROCESS / UPDATE**

1. **Designer Selection**

A Designer Briefing Session was held on at June 20th at West and Bancroft Elementary Schools with six designers in attendance and two proposals received from Drummey, Rosane, Anderson (DRA) and Tappe’ Architects.

A Designer Selection Overall Comparison Matrix shows rankings for both companies based upon the Designer RFP. DRA has more work projects than Tappe’ and both have a similar number of staff on board.

2. **Project Experience**

A review of the chart showing project experience revealed that DRA has 38 public projects, with 6 active projects, and Tappe’ has 4 on-going projects with 20 projects over the past 5 years. Construction Value for Active Projects is $223M for DRA and $117M for Tappe’. Both firms received excellent marks from fifteen references. DRA has 41 years of experience, but their availability is a little less than Tappe’. Tappe’ has a well-seasoned team with 32.5 years of experience and seems to have a bit more availability. The Committee discussed the experience with/of both Architectural firms. DRA previously submitted proposals for feasibility study for Andover’s Pre-K and AHS work.

PMA Consulting received the agenda for MSBA’s Designer Selection Panel (DSP) meeting scheduled for Tuesday July 23rd and DRA is on the interview list for an elementary school project in Ashland. MSBA may not award two projects to one firm. MSBA is clear about distributing the awards. Re-bidding the project will most likely not result in additional interest by other firms. This designer bid is for a feasibility study only.

3. **Future Meetings/Next steps**

The DSP Selection Panel meeting with MSBA is scheduled for Tuesday, July 23rd. PMA Consultants, Andrew Flanagan, Paul Rollins, and Shelley Berman will attend. This will be a working meeting and open to the public. The firm with the highest cumulative point total is ranked first, the next ranked second. If DSP decides interviews are required, the Town and MSBA will collaborate on questions and schedule the interviews. The Town will enter into a contract negotiation with the highest ranked firm.

The second meeting is scheduled for August 20th for interviews (at MSBA) and then negotiate to choose a designer firm. The draft of the Education Plan is expected to be submitted by the end of August and execution of the Designer Contract in early September. The Feasibility Study kick-off with the chosen Designer is scheduled for the week of September 24th and will take about 6-10 months to complete, followed by Schematic Design submission.

The expectation is for the Committee to meet once a month once the selection is made. The Committee agreed to schedule a meeting for Thursday, September 12, 2019 at 7:30 A.M. in the School Committee Meeting Room.
Dr. Berman suggested utilizing the services of Joyce Barnes (editor) for assistance in the process of writing the Statement of Interest for the development of the Education Program Document. She is an Independent Consultant who has helped with three other SOI’s for Andover.

On a motion by Andrew Flanagan and seconded by Susan McCready, the Committee voted 8-0 to engage Joyce Barnes as an Independent Consultant to help edit the Statement of Interest for the Education Program Document and to authorize a contract not to exceed $5,000.

IV. **Next Meeting Date**
September 12, 2019  7:30 A.M.    School Committee Meeting Room

V. **Other**
Include a discussion on the reshuffling of the voting members on the September 12th agenda.

VI. **Adjourn**
On a motion made by Susan McCready and seconded by Siggy Pfendler, the West Elementary School Building Committee voted 8-0 to adjourn the meeting of July 18, 2019 at 8:45 A.M.

Respectfully,

Dee DeLorenzo
Recorder

Documents:  OPM Update Presentation
Attendance List