



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

February 1, 2018

Mr. Charles Ampagoomian, Jr., Chair
Northbridge Board of Selectmen
Northbridge Town Hall
7 Main Street
Wittinsville, MA 01588

Mr. James Marzec
Northbridge Board of Selectmen
Northbridge Town Hall
7 Main Street
Wittinsville, MA 01588

Re: Town of Northbridge, W. Edward Balmer Elementary School

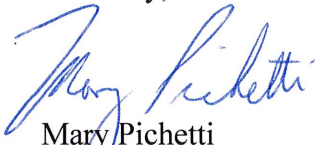
Dear Mr. Ampagoomian and Mr. Marzec:

The Massachusetts School Building Authority (the “MSBA”) is forwarding review comments for the Module 3 Feasibility Study Preferred Schematic Report submission for the W. Edward Balmer Elementary School project, which was received by the MSBA on January 3, 2018.

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

If you have any questions or comments, please do not hesitate to contact Fernando Garcia (Fernando.Garcia@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Attachment ‘A’ Preferred Schematic Report Review Comments

Attachment ‘B’ Preferred Schematic Report Space Summary Review

Page 2

February 1, 2018

W. Edward Balmer Elementary School

Cc: Legislative Delegation
Adam Gaudette, Northbridge Town Manager
Michael LeBrasseur, Chair, Northbridge School Committee
Dr. Catherine A. Stickney, Superintendent, Northbridge Public Schools
Melissa Walker, Director of Business and Finance, Northbridge Public Schools
Josepha Strazzula, Chair, Northbridge School Building Committee
Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates
Lee P. Dore, Designer, Dore & Whitter Architects
File: 10.2 Letters (Region 2)

ATTACHMENT A
MODULE 3 – PREFERRED SCHEMATIC REPORT REVIEW COMMENTS

District: Town of Northbridge
School: W. Edward Balmer Elementary School
Owner's Project Manager: SMMA Project Management
Designer Firm: Dore & Whittier Architects
Submittal Due Date: January 3, 2018
Submittal Received Date: January 3, 2018
Review Date: January 3-26, 2018
Reviewed by: K. Brown, F. Garcia, C. Alles, J. Jumpe

MSBA REVIEW COMMENTS

The following comments¹ on the Preferred Schematic Report submittal are issued pursuant to a review of the project submittal document for the proposed project presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines.

3.3 PREFERRED SCHEMATIC REPORT

Overview of Preferred Schematic Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.1 Introduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2 Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3 Final Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4 Preferred Solution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5 Local Actions and Approval Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

3.3.1 INTRODUCTION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Summary of updated project schedule, including				
	a) Projected MSBA Board of Directors Meeting for approval of Project Scope and Budget Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Projected Town/City vote for Project Scope and Budget Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Anticipated start of construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Target move in date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Summary of the final evaluation of existing conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Summary of final evaluation of alternatives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Summary of District's preferred solution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A copy of the MSBA Preliminary Design Program project review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No further review comments for this section.

3.3.2 EVALUATION OF EXISTING CONDITIONS

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The submittal notes potential for zoning variance approvals relating to building height, setbacks and loading zone regulations. In the District's response to this review, describe the extent to which zoning regulations apply to this project as it relates to the MA "Dover" Amendment as reported.

As noted above, the submittal describes updated wetlands delineation information that resulted in increased onsite wetlands area. As a consequence, the additional variations of Option C shift the proposed building footprint closer to the existing building and deeper into the sloping area of the site (no response required).

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	Receipt of District's Response; To be filled out by MSBA Staff
1	An analysis of each prospective site including:				
	a) Natural site limitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building footprint(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Athletic fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Parking areas and drives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Bus and parent drop-off areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Site access and surrounding site features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Evaluation of the potential impact that construction of each option will have on students and measures recommended to mitigate impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Conceptual architectural and site drawings that satisfy the requirements of the education program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	An outline of the major building structural systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The source, capacities, and method of obtaining all utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A narrative of the major building systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Permitting requirements and associated approval schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Proposed project design and construction schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
	including consideration of phasing				
10	Completed Table 1 – MSBA Summary of Preliminary Design Pricing spreadsheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

10) The studied options noted are summarized as follows:

- A1 & A2: grades PK-4, capital improvements only, existing Balmer and Northbridge Elementary Schools. Estimated project costs are \$33m for the Balmer School and \$20m for the Northbridge School, totaling an estimated \$53m project cost. The submittal states that this option does not meet the educational needs of the District. The MSBA notes that information provided to the District inaccurately represents MSBA's potential participation in the base repair option which could be eligible for MSBA reimbursement if the District demonstrated that the base repair addresses the major issues identified in its Statement of Interest. Please acknowledge, and confirm that this information does not alter the District's selection of a preferred option.
- B2: grades 2-4 (510 enrollment), new construction, rear of the site, 2-story. Estimated project costs total \$67m. Note that this option (in addition to the "code upgrade" options above), is limited to grades 2-4.
- C2: grades PK-5 (1,030 enrollment), additions and renovations to the existing building, keep entire existing building, 2-story. Estimated project costs total \$109m.
- C3.1a: grades PK-5 (1,030 enrollment), phased take-down, rear of the site, 2-story. Estimated project costs total \$107m.
- C3.1b: grades PK-5 (1,030 enrollment), rear of the site, 3-story. Estimated project costs total \$105m.
- C3.2: grades PK-5 (1,030 enrollment), rear of the site, 3-story. Estimated project costs total \$106m.
- C3.3: grades PK-5 (1,030 enrollment), stepped section, rear/east side of the site, 3-story. Estimated project costs total \$110m.
- C5: grades PK-5 (1,030 enrollment), new construction, front of the site, 3-story. Estimated project costs total \$103m.

The PSR indicated that eleven members of the District provided a scored/weighted evaluation of these options. Based on this analysis, the District determined that Option C3.1b has the highest score and therefore is the preferred option. Although each option is fully evaluated and the District selected a preferred option based on the evaluation criteria described in the submittal, there is no explanation as to why some options were eliminated for consideration, or how the preferred option compared to the other options, except as determined by the range of scores assigned by the District. The submittal explains advantages of the preferred option, although many of the other options achieve the same goals (for example, Option C5 is very similar to the selected Option C3.1b, it appears to achieve the same goals, and has a lower estimated project cost). In the District's response to this review, please provide a summary regarding the benefits and liabilities of each option that informed the scoring of these eight options.

The submittal provides minimal information for an addition/renovation option serving 510 students at the existing site. Please provide additional information regarding the feasibility of an addition/renovation option serving 510 students at the existing W. Edward Balmer Elementary School site demonstrating that an addition/renovation option could not meet the District's educational requirements in a more cost effective manner. Please provide the supplemental information as part of the District's response to these review comments.

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	Receipt of District's Response; To be filled out by MSBA Staff
1	Educational Program				
	a) Summary of key components and how the preferred solution fulfills the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Design responses including desired features and/or layout considerations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Proposed variances to, and benefits of, any changes to the current grade configuration (if any) and a related transition plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Preferred Solution Space Summary				
	a) Updated MSBA Space Summary spreadsheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Itemization and explanation of variations from the initial space summary (and MSBA review) included in the Preliminary Design Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Preliminary NE-CHPS or LEED-S scorecard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Conceptual floor plans of the preferred solution, in color that are clearly labeled to identify educational spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Clearly labeled site plans of the preferred solution including, but not limited to:				
	a) Structures and boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Site access and circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Parking and paving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Zoning setbacks and limitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Easements and environmental buffers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Emergency vehicle access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Safety and security features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Athletic fields and outdoor educational spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
	(existing and proposed)				
	j) Site orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	An overview of the Total Project Budget and local funding including the following:				
	a) Estimated total construction cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Estimated total project cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Estimated funding capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) List of other municipal projects currently planned or in progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) District's not-to-exceed Total Project Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Brief description of the local process for authorization and funding of the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Estimated impact to local property tax, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Completed MSBA Budget Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Updated Project Schedule including the following projected dates:				
	a) Massachusetts Historical Commission Project Notification Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) MSBA Board of Directors meeting for approval to proceed into Schematic Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) MSBA Board of Directors meeting for approval of project scope and budget agreement and project funding agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Town/City vote for project scope and budget agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Design Development submittal date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) MSBA Design Development Submittal Review (include required 21-day duration)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) 60% Construction Documents submittal date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) MSBA 60% Construction Documents Submittal Review (include required 21-day duration)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) 90% Construction Documents submittal date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j) MSBA 90% Construction Documents Submittal Review (include required 21-day duration)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k) Anticipated bid date/GMP execution date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l) Construction start	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	m) Move-in date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
	n) Substantial completion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1a,b) See the MSBA comment above in 3.3.3 related to the evaluation of alternatives (respond above).

2a,b) Refer to Attachment B for detailed review comments.

3) The District has indicated intent to achieve the 2% additional reimbursement through the MSBA Green School Program. The submittal indicates a total goal of 43 points using USGBC LEED-V4, including 8 points in Energy & Atmosphere "Optimize Energy Performance" category. Note that 43 points in LEED-V4 reaches the minimum required for all MSBA core projects. However, in order to receive the additional 2% reimbursement in the current MSBA green policy, the District and design team must also exceed the MA state energy code by at least 20% using the current 2015 International Energy Conservation Code. Eight points in this category exceeds the energy code by approximately 14%. If the District intends that MSBA provide a grant that includes the 2% additional reimbursement in the following project Scope and Budget phase of the study, the District must provide a revised scorecard indicating that intent (either in response to this review or in the following submittal). Refer to MSBA Project Advisory #41 "Update to the MSBA's Sustainable Building Design Policy" for more information. Please acknowledge, and confirm the District's intent and that the proposed project will be designed to meet or exceed the criteria set forth in project Advisory #41.

4) The floor plan indicates a basement that provides spaces for mechanical/boilers, emergency electrical and network/telcom rooms. Given the surrounding wetlands, describe any precautions for flooding in the basement or other potential concerns regarding climate resiliency during the expected life of the building.

7a) The submitted project schedule includes dates for the Project Notification Form ("PNF") submittal letter to Massachusetts Historic Commission ("MHC") and the resulting approval from MHC. Both dates occur in the past. Please confirm approval by MHC by including a copy of these two letters in the District's response to this review.

7m,n) Provide an updated project schedule that includes move-in and substantial completions dates for the Preferred Option.

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Grade reconfiguration and/or redistricting approval certificate (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) A list of associated public meeting dates, agenda, attendees and description of the presentation materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified copies of the governing body (e.g. School Building Committee) meeting notes showing specific grade reconfiguration and/or redistricting, vote language, and voting results if required locally	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) A certification from the Superintendent stating the District's intent to implement a grade configuration or consolidate schools, as applicable. The certification must be signed by the Chief Executive Officer, Superintendent of Schools, and Chair of the School Committee.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1, 2a, 2b & 3a-d) As noted in the January 11, 2018 Cursory Review email from MSBA, the District has been asked to provide the following items not included in the submittal:

Local Actions and Approval Certification:

- An original version of the December 19, 2017 Local Actions and Approval Certification;*
- An original, certified version of the December 19, 2017 School Building Committee meeting minutes at which it was voted on to submit the PSR submission to the MSBA; and,*

Grade Reconfiguration and Districting Approval Certification:

- An original version of the December 21, 2017 Grade Reconfiguration and Districting Approval Certification.*

Subsequent to receiving the District's preferred schematic submittal, the OPM provided updated signed original copies of the above documents. No further action required.

Additional Comments:

- *Refer to the MSBA/Northbridge: Facilities Assessment Subcommittee Follow Up email sent on January 26, 2018 for topics discussed at the January 24, 2018 FAS Meeting for additional information. The MSBA notes the following as areas of focus in the early stages of schematic design. Consider the benefits of conducting educational activities currently planned for the maker spaces in larger classrooms that are designed to accommodate the materials and activities, particularly for the lower elementary grades and seek opportunities to improve building efficiencies during further development of the design.*
- *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, please confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable.*

No further review comments for this section.

End

ATTACHMENT B
MODULE 3 – PREFERRED SCHEMATIC SPACE SUMMARY REVIEW

District: Town of Northbridge

School: W. Edward Balmer Elementary School

Owner's Project Manager: SMMA Project Management

Designer Firm: Dore & Whittier Architects

Submittal Due Date: January 3, 2018

Submittal Received Date: January 3, 2018

Review Date: January 17-24, 2018

Reviewed by: A. Waldron, F. Garcia, C. Alles, 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 Dore & Whittier Architects and its consultants. This review involved evaluating the extent to which the W. Edward Balmer Elementary 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.

The following review is based on the preferred new construction project option with an agreed upon design enrollment of 1,030 students in grades K-5.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing to provide a total of 65,000 net square feet (nsf) which exceeds the MSBA guidelines by 20,250 nsf. The MSBA notes the following variations to guidelines:
 - (4) 1,200 nsf Pre-Kindergarten classrooms totaling 4,800 nsf. This results in (4) classrooms in excess of the MSBA guidelines. Based on the information provided, the proposed number of classrooms supports the delivery of the District’s educational program. The MSBA accepts this variation to the guidelines.
 - (9) 1,200 nsf Kindergarten classrooms totaling 10,800 nsf. This results in (1) classroom in excess of the MSBA guidelines. Based on the information provided, the proposed number of classrooms supports the delivery of the District’s educational program. The MSBA accepts this variation to the guidelines.

- (40) 900 nsf General Classrooms totaling 36,000 nsf. This results in (3) classrooms in excess of the MSBA guidelines. Based on the information provided, the proposed number of classrooms supports the delivery of the District's educational program. The MSBA does not object to the additional classrooms. In response to these comments please describe the District's rationale for proposing minimum size classrooms and a separate Maker Space, and the benefits this approach has over delivery of project based learning in larger classrooms and adjacent Extended Learning Areas. Provide this information for each of the grade cohorts to be served by the proposed Maker Space/Project Rooms.
- (7) 500 nsf Teacher Planning areas totaling 3,500 nsf.; (6) 1,000 nsf K-5 Extended Learning area and (1) 400 nsf PK Extended Learning areas totaling 6,400 nsf; in response to these comments, please consider how the square footage associated with the Extended Learning areas could be included as part of the total gross square footage of the building.
- (3) Maker Spaces/Project Rooms and associated storage areas totaling 3,500 nsf. Please describe why the proposed learning activities are better delivered in a separate, shared space rather than from within the academic classrooms or adjacent Extended Learning Areas for all grades with particular emphasis on the need for grades K-3. Explain why additional Maker Space/Project Rooms are required in addition to the Extended Learning Areas. Explain how these areas differ, how the activities in the spaces differ, how they could potentially overlap, how they are scheduled, staffed, and maintained.

The MSBA encourages the District to find efficiencies in this category. In order for the MSBA to determine eligibility of the proposed spaces a better understanding of how the proposed classroom sizes, Maker Space/Project Rooms and Extended Learning Areas, best meet the educational needs. Please acknowledge.

- **Special Education** – The District is proposing to provide a total of 13,415 net square feet (nsf) which exceeds the MSBA guidelines by 2,345 nsf. 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 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 to provide a total of 5,150 nsf which is 2,425 nsf below the MSBA guidelines. This is a result of (1) 1,000 nsf Art Classroom, (1) 150 nsf Art Workroom, (1) 1,200 nsf Music Classroom and (5) 75 nsf Music Practice rooms below MSBA guidelines. Based on the information provided, the proposed number of classrooms supports the delivery of the

District's educational program. The MSBA accepts this variation to the guidelines.

- **Health and Physical Education** – The District is proposing to provide a total of 6,300 nsf which meets the MSBA guidelines. No further action required.
- **Media Center** – The District is proposing to provide a total of 5,303 nsf which meets the MSBA guidelines. No further action required.
- **Dining and Food Service** – The District is proposing to provide a total of 11,955 nsf which meets the MSBA guidelines. No further action required.
- **Medical** – The District is proposing to provide a total of 810 nsf which meets the MSBA guidelines. No further action required.
- **Administration and Guidance** – The District is proposing to provide a total of 3,290 nsf which exceeds the MSBA guidelines by 125 nsf. Based on the information provided, please move 250 net square feet associated with the Team Chair to the Special Education category to better reflect the programmatic utilization of the space.
- **Custodial and Maintenance** – The District is proposing to provide a total of 2,630 nsf which meets the MSBA guidelines. No further action required.
- **Other** - The District is proposing to provide a total of 500 nsf for a Family and Community Resource Center. As previously noted, the MSBA does not object to including this space in the proposed project, however, it will be considered ineligible for reimbursement unless the District is able to provide this space within the grossing factor. No further action required.
- **Total Building Net Floor Area** – The District is proposing to provide a total of 114,353 nsf which exceeds the MSBA guidelines by 20,792 nsf. The proposed area has increased by 123 nsf since the Preliminary Design Program submittal. Please address the comments provided in the categories above as part of the District's response to these comments in order for the MSBA to establish an allowable net square footage.
- **Total Building Gross Floor Area** – The District is proposing to provide a total of 171,530 gsf which exceeds the MSBA guidelines by 22,180 gsf. The proposed area has increased by 185 gsf since the Preliminary Design Program submittal. Please address the comments provided in the categories above as part of the District's response to these review comments in order for the MSBA to establish an allowable square footage.

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.