

Project Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033
 Prepared by: Joel Seeley Meeting Date: 5/4/2020
 Re: Designer Proposal Review Committee Meeting Time: 6:00pm
 Location: Remote Locations Meeting No: 2
 Distribution: Attendees (MF)

Attendees:

PRESENT	NAME	AFFILIATION
✓	Marie Christie	Co-Chair, School Building Committee Member
✓	David Bois	Chair, Designer Proposal Review Committee; Co-Chair, School Building Committee; Community Member with Architecture Experience
✓	Dennis Sheehan	Town Administrator / MCPPO Certified
✓	John Macero	Superintendent of Schools, Secretary of School Building Committee
✓	Raymie Parker	Select Board Member
	Albert Talarico	Community Member with Building Commissioner Experience
✓	Douglas Gove	Community Member with Engineering Experience
✓	Stephen O'Neill	Vice-Chair, Designer Proposal Review Committee; Community Member with Engineering Experience
✓	Josephine Thomson	Community Member
✓	Jeanne Craigie	Town Moderator
	Paul Ryder	Community Member with Construction Experience
✓	David Pignone	Athletic Director, Member knowledgeable in educational mission and function of facility
✓	Brian McNeil	Facilities Director
✓	Joel Seeley	SMMA, OPM

Item #	Action	Discussion
2.1	Record	Call to Order, 6:00 PM, meeting opened.
2.2	Record	A motion was made by J. Craigie and seconded by J. Thomson to approve the 2/24/20 Designer Proposal Review Committee meeting minutes. No discussion, motion passed unanimous by roll call vote.
2.3	Record	J. Seeley provided an update on the Designer Selection Process and distributed and reviewed a Listing of Designer Qualification Package Submissions, attached. Fourteen architectural firms have submitted for the project.
2.4	J. Seeley	J. Seeley distributed and reviewed the Updated Designer Selection Timeline, attached. Committee Discussion:

Item #	Action	Discussion
		1. J. Seeley to change the 5/26/20 Designer Proposal Review Committee meeting to 5/27/20, this was a Select Board meeting night.
2.5	Record	J. Seeley paged thru one of the Designer Qualification Submissions and described the type of information provided in each section. Committee Discussion: 1. R. Parker asked if an evaluation form will be provided? <i>J. Seeley indicated no, the Committee should take notes on each proposal, which can be discussed at the 5/27/20 Designer Proposal Review Committee meeting to assist the local representatives in preparing for the 6/2/20 MSBA DSP meeting.</i> 2. D. Sheehan asked if a conference call can be scheduled with MSBA after the 5/19/20 DSP meeting to review the remote participation procedures? <i>J. Seeley will schedule and will remotely attend the 5/19/20 DSP meeting.</i>
2.6	Record	Next Designer Proposal Review Committee Meeting: May 27, 2020 at 6:00 pm to be attended remotely.
2.7	Record	A Motion was made by R. Parker and seconded by J. Craigie to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, Listing of Designer Qualification Package Submissions, Updated Designer Selection Timeline

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project:	Stoneham High School Feasibility Study	Project No.:	20033.00
Prepared by:	Joel Seeley	Meeting Date:	5/4/2020
Re:	Designer Proposal Review Committee Meeting	Time:	6:00pm
Location:	Remote Locations	Meeting No:	2
Distribution:	Attendees, (MF)		

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
Attended Remotely	Marie Christie	mariechristie@comcast.net	Co-Chair, School Building Committee Member
Attended Remotely	David Bois	bois@arrowstreet.com	Co-Chair, School Building Committee Community Member with Architecture Experience
Attended Remotely	Dennis Sheehan	DSheehan@stoneham-ma.gov	Town Administrator / MCPPO Certified
Attended Remotely	John Macero	jmacero@stonehamschools.org	Superintendent of Schools, Secretary of School Building Committee
Attended Remotely	Raymie Parker	rparker@stoneham-ma.gov	Select Board Member
	Albert Talarico	albert.talarico@gmail.com	Community Member with Building Commissioner Experience
Attended Remotely	Douglas Gove	goved11@gmail.com	Community Member with Engineering Experience
Attended Remotely	Stephen O'Neill	soneill@hayner-swanson.com	Community Member with Engineering Experience
Attended Remotely	Josephine Thomson	jjthomson315@yahoo.com	Community Member
Attended Remotely	Jeanne Craigie	jcraigie@stoneham-ma.gov	Town Moderator
	Paul Ryder	pryder52@icloud.com	Community Member with Construction Experience
Attended Remotely	David Pignone	dpignone@stonehamschools.org	Athletic Director, Member knowledgeable in educational mission and function of facility
Attended Remotely	Brian McNeil		Facilities Director
Attended Remotely	Joel Seeley	jseeley@smma.com	Owner's Project Manager, SMMA

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Agenda

Project: Stoneham High School Feasibility Study
Re: Designer Proposal Review Committee
Prepared by: Joel Seeley
Location: Remote Locations
Distribution: Attendees (MF)

Project No.: 20033
Meeting Date: 5/4/2020
Meeting Time: 6:00 PM

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1. Call to Order
 2. Approval of Minutes
 3. Update on Designer Selection Process
 4. Overview of Designer Qualification Packages Received
 5. New or Old Business
 6. Next Meeting: May 26, 2020
 7. Adjourn

Memorandum

To: Designer Proposal Review Committee
From: Joel G. Seeley
Project: Stoneham High School Feasibility Study
Re: Designer Qualification Package Submissions
Distribution: Designer Proposal Review Committee (MF)

Date: 5/4/2020
Project No.: 20033

Committee members, the following firms submitted Qualification Packages for the project:

1. CBT Architects
2. DiNisco Design
3. Dore + Whittier
4. DRA Architects
5. HMFH Architects
6. JCJ Architecture
7. Kaestle Boos Associates, Inc.
8. Lavallee Brensinger Architects
9. Moody Nolan
10. Mount Vernon Group Architects
11. Perkins and Will
12. Perkins Eastman
13. Tappe Architects
14. William Rawn Associates

Stoneham High School Feasibility Study February 24, 2020 (Updated March 18, 2020)

Designer Selection Timeline

February 17, 2020	SMMA Submits Draft Designer Request for Services (RFS) for Review
<i>February 24, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> • Review Draft RFS
February 26, 2020	Town Submits Designer RFS to MSBA for Review
March 9, 2020	MSBA OPM Review Panel Meeting – 2:00 PM
<i>March 9, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
March 26, 2020	SMMA Submit Designer RFS Advertisement to: <ol style="list-style-type: none"> 1. Central Register 2. Local Newspaper
April 1, 2020	Designer RFS Advertised/Noticed in: <ol style="list-style-type: none"> 1. Central Register 2. Local Newspaper
<i>March 30, 2020</i>	<i>School Building Committee Meeting – 7:00 PM (To Be Confirmed)</i>
April 15, 2020	Informational Briefing at Stoneham High School and Tour – 3:30 PM
April 16, 2020	Deadline for Designer Submission of Questions
April 29, 2020	Designer Qualification Packages Due – 2:00 PM
<i>May 4, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i>
<i>May 4, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
<i>May 26, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM (Tuesday)</i> <ul style="list-style-type: none"> • Review Qualification Packages
June 2, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> • Shortlist Designers
<i>June 8, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> • Prepare Questions for Designer Interviews
June 16, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> • Designer Interviews
<i>June 22, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i> <ul style="list-style-type: none"> • Introduce Designer