

ATTACHMENT A
MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS

District: Town of Stoneham
School: Stoneham High School
Owner’s Project Manager: SMMA
Designer Firm: Perkins + Will Architects
Submittal Due Date: July 7, 2021
Submittal Received Date: June 24, 2021 (Partial); July 6, 2021 (Complete)
Review Date: June 24, 2021 – July 23, 2021
Reviewed by: H. Valdez, M. Deslauriers, C. Forde, C. Alles, K. Brown

MSBA REVIEW COMMENTS

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

4.1 SCHEMATIC DESIGN SUBMITTAL

Overview of the Schematic Design 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>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that Module Four states that “MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District’s project budget. Updates to the Total Project Budget that do not reflect the scope and schedule represented in the Schematic Design submittal will not be accepted. All value engineering activities must be complete, and the results incorporated into the Schematic Design documentation prior to being submitted to the MSBA.”

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.

4.1.1 DESE SUBMISSION

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	Cover Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Special Education Delivery Methodology Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Educational Space Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Special Education Adjacency Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

Subsequent to receiving the submittal, the MSBA requested revisions to the DESE submittal. Once edits are made the MSBA will forward to DESE for review and approval.

No further review comments for this section.

4.1.2 SCHEMATIC DESIGN BINDER

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	Introduction				
	a) Summary of the MSBA approved Preferred Schematic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Community outreach overview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) The District's Total Project Budget for the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Updated description of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Site Plan, Floor Plans, and Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) A copy of the MSBA Preferred Schematic Report review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Final Design Program				
	a) General and specific architectural characteristics desired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Educational space summary spreadsheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Narrative of how the proposed educational space summary supports the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Instructional technology (existing and proposed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Functional relationships and critical adjacencies that informed the basis of design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Security and visual access requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Site development requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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>
	h) Description of desired features of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Traffic Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental and Existing Building Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Geotechnical and Geo-environmental Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Code Analysis and List of Permitting and other Regulatory Filing Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utility Analysis and Soils Analysis for on-site septic/sewage treatment facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Massing Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Narrative Building Systems Descriptions				
	a) Sustainable design elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Plumbing and HVAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Verify adequate water capacity for new system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Confirm if a fire pump will be required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Sustainable Building Design Guideline Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Analysis of the design's compliance with ADA and the MAAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Timeline associated with filing the Project Notification Form with Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Room Data Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed construction methodology (DBB / CMR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	District's anticipated reimbursement rate w/ incentive points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Total Project Budget spreadsheet and summary of cost reconciliation of the Designer's and OPM's estimates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Designer's Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Independent OPM Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Updated Project Work Plan – indicating changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Project Directory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Roles and Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Communications and Document Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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>
	Procedures				
	d) Designer's Work Plan Project Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Local Actions and Approvals Certification				
	a) Completed and signed certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) SBC meeting dates, agendas, and attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified SBC meeting notes with vote language and vote results	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Description of materials presented at such SBC meetings and where those materials may be viewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2b) Please refer to 'Attachment B' for detailed review comments.

6) Note that all permitting requirements and approvals must be obtained prior to construction bidding. Please acknowledge.

12) The information provided in the project schedule indicates a Project Notification Form ("PNF") was approved by the Massachusetts Historical Commission ("MHC") on September 15, 2020.

16) The proposed total project budget continues to be reviewed and will be further discussed with the project team leading up to a potential MSBA staff recommendation.

19d) For Design Development ("DD") and 60% and 90% Construction Document ("CD") submissions the schedule must include 21 calendar days for the MSBA to review each submission. Additionally, please include 14 calendar days for the project team to respond to MSBA's review comments and incorporate those responses into the project documents prior to the next submission or finalizing project documents to make available to bidders. Please note the minimum duration between each MSBA design submission (DD, 60% CD, and 90% CD) is 35 calendar days. In all subsequent project submittals, provide a schedule that includes these minimum review durations. Please acknowledge.

20a) Provide an originally signed Local Actions and Approvals Certification as soon as it is available.

20c) Provide a certified copy of the approved minutes as soon as they are available.

No further review comments for this section.

4.1.3 SCHEMATIC DESIGN PROJECT MANUAL

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	Outline specifications in Uniformat Divisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Itemization of all proprietary items (if any) with an explanation of each, explanation of the public interest for each item, and certification of local authorization that each item complies with state and local regulations, policies and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) *The information provided indicates the following proprietary products:*

- *School Guard Glass – Specialty Safety Glazing;*
- *ExacqVision – Security CCTV;*
- *Kantech – Access Control; and*
- *Aruba – Network Switch Electronics.*

In subsequent phases of design, if proprietary products are being used as part of the proposed project, provide a final list identifying all proposed proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the elected body vote. Please acknowledge.

Additionally, please confirm that all system controls are being coordinated with the Designer's sub-consultants.

No further review comments for this section.

4.1.4 SCHEMATIC DESIGN DRAWINGS

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	Existing site plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Site development plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Schematic building floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interior elevations of a typical general classroom, and typical Pre-K/K Classroom and typical Science Classroom/Lab as applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Schematic exterior building elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

4) Interior classroom elevations appear to show cabinet doors under handicapped accessible sinks. Please acknowledge in response to these review comments and coordinate in subsequent design documents.

No further review comments for this section.

Additional Comments:

- *On February 11, 2021 the MSBA Board of Directors approved the District's Preferred Option 4B for a 207,827 square foot new construction option with an estimated total project cost of \$176,208,977. This Schematic Design submittal under review shows this same option currently as a 207,077 square foot new construction option with an estimated total project cost of \$189,593,594. This represents a decrease of 750 square feet and an increase of \$13,384,617.*

End

ATTACHMENT B
MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW

District: Town of Stoneham
School: Stoneham High School
Owner’s Project Manager: SMMA
Designer Firm: Perkins + Will Architects
Submittal Due Date: July 7, 2021
Submittal Received Date: July 6, 2021
Review Date: July 6-23, 2021
Reviewed by: S. Fallon, C. Forde, C. Alles, K. Brown

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

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 a new construction project with an agreed upon design enrollment of 695 students in grades 9-12.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing a total of 38,790 net square feet (“nsf”) which exceeds the MSBA guidelines by 5,900 nsf. The proposed area in this category has not changed since the Preferred Schematic Report (“PSR”) submittal. The MSBA notes the following spaces are proposed:

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.

- **General Classrooms** – The District is proposing (23) 900 nsf General Classrooms totaling 20,700 nsf, which exceeds the MSBA guidelines by 1,150 nsf. As noted in MSBA’s PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **Collaboration Space Per Neighborhood** – The District is proposing (6) 500 nsf Collaboration Space Per Neighborhood totaling 3,000 nsf. As noted in MSBA’s PSR Review Comments, based on the proposed size of the General Classrooms compared to the square foot range allowed in the MSBA guidelines, the MSBA will participate in up to 1,150 nsf of the overall proposed square footage associated with the Collaboration Space per Neighborhood, and 1,850 nsf will be considered ineligible for reimbursement. Please acknowledge.
- **Teacher Planning** – The District is proposing (4) 575 nsf spaces totaling 2,300 nsf, which meets the MSBA guidelines. No further action required.
- **Small Group Seminar** – The District is proposing (2) 500 nsf spaces totaling 1,000 nsf, which meets the MSBA guidelines. No further action required.
- **Science Classroom / Lab** – The District is proposing (6) 1,440 nsf spaces totaling 8,640 nsf, which meets the MSBA guidelines. No further action required.
- **Prep Room** – The District is proposing (6) 200 nsf spaces totaling 1,200 nsf, which meets the MSBA guidelines. No further action required.
- **Central Chemical Storage Room** – The District is proposing (2) 100 nsf spaces totaling 200 nsf, which meets the MSBA guidelines.
- **Health Classroom** – The District is proposing (1) 850 nsf Health Classroom which is in excess of the MSBA guidelines. As noted in MSBA’s PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **English as a Second Language (“ESL”) Services** – The District proposing (1) 900 nsf space which is in excess of the MSBA guidelines. As noted in the MSBA PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **Special Education** – The District is proposing a total of 7,700 nsf, which is 350 nsf below the MSBA guidelines. The proposed area in this category has increased by 500 nsf since the PSR submittal. This increase is due to the addition of a (1) 150 nsf Language Based Reading Area, and the relocation of (1) 150 nsf SPED office and (1) 150 nsf SPED Transition Coordinators office, totaling 300 nsf from the ‘Administration and Guidance’ category. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (“DESE”) and that formal approval of the District’s proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA.

- **Art & Music / Vocations & Technology** – The District is proposing a combined total of 16,570 nsf, which exceeds the MSBA guidelines by 2,745 nsf. The proposed area in this category has increased by 100 nsf since the PSR submittal. This increase is due to the addition of a 100 nsf Art Storage space, reallocated from the former Pre-K Conference Room. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Health & Physical Education** – The District is proposing a total of 28,100 nsf, which exceeds the MSBA guidelines by 8,008 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

Refer to the attached memo regarding the MSBA’s policy on physical education square footage in excess of the MSBA guidelines. The policy states: “The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan.” Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) in excess of the guidelines for these areas.

- **Media Center** – The District is proposing a total of 4,644 nsf, which exceeds the MSBA guidelines by 400 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Auditorium / Drama** - The District is proposing a total of 9,850 nsf, which exceeds the MSBA guidelines by 2,393 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

Please refer to the attached memo regarding the MSBA’s policy on auditorium square footage in excess of the MSBA guidelines. The policy states: “The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot (“nsf”) (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf.” Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) in excess of the guidelines for these areas.

- **Dining & Food Service** – The District is proposing a total of 7,103 nsf, which exceeds the MSBA guidelines by 285 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review

Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

- **Medical** – The District is proposing a total of 770 nsf, which exceeds the MSBA guidelines by 60 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Administration & Guidance** – The District is proposing a total of 5,902 nsf, which exceeds the MSBA guidelines by 2,250 nsf. The proposed area in this category has increased by 150 nsf since the PSR submittal. This increase is due to the addition of (1) additional conference room. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Custodial & Maintenance** – The District is proposing a total of 2,147 nsf, which meets the MSBA guidelines. The proposed area in this category has decreased by 500 nsf since the PSR submittal. No further action required.
- **Other** – The District is proposing a total of 16,475 nsf, which is in excess of the MSBA guidelines. The proposed area in this category has decreased by 700 nsf since the PSR submittal. The MSBA notes the following spaces are proposed:
 - **District Offices** – A total of 2,150 nsf is proposed. The proposed area in this category has decreased by 450 nsf since the PSR submittal. As noted in MSBA’s PSR Review Comments, this square footage will be considered ineligible for reimbursement. Please acknowledge.
 - **School Store** – (1) 600 nsf School Store is proposed. As noted in MSBA’s PSR Review Comments, this square footage will be considered ineligible for reimbursement. Please acknowledge.
 - **Pre-School Program** – A total of 13,725 nsf is proposed. As noted in MSBA’s PSR Review Comments, the MSBA’s participation will be limited to Pre-School classrooms and Pre-School spaces dedicated for special education.
 - The following spaces totaling 11,300 nsf will be considered eligible for reimbursement
 - (8) 1,200 nsf Pre-School Classrooms with toilets/changing (15 students) totaling 9,600 nsf
 - (2) 175 nsf Observation Areas: Childcare Development Pathway totaling 350 nsf
 - (1) 400 nsf Pre-School OT/PT
 - (2) 250 nsf Pre-School Speech Language spaces totaling 500 nsf

- (1) 450 nsf Sensory Room
- The following spaces totaling 2,425 nsf will be considered ineligible for reimbursement:
 - (1) 150 nsf Pre School Director Office
 - (1) 350 nsf Pre School Conference Room
 - (1) 275 nsf Reception Area with Secretary
 - (1) 300 nsf Teacher Work Room/Collaboration
 - (1) 600 nsf Student Lunch Room
 - (1) 150 nsf Social Worker Office
 - (1) 150 nsf Board Certified Behavior Analyst (“BCBA”) Office
 - (1) 350 nsf Nurse
 - (1) 100 nsf Pre School Storage area
- **Total Building Net Floor Area** – The District is proposing a total of 138,051 nsf, which exceeds the MSBA guidelines by 38,169 nsf. The proposed area has decreased by 500 nsf since the PSR submittal.
- **Total Building Gross Floor Area** – The District is proposing a total of 207,077 gross square feet (“gsf”), which exceeds the MSBA guidelines by 56,957 gsf. The proposed area has decreased by 750 gsf since the PSR submittal.

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.