

## Project Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 6/8/2020  
 Re: Designer Proposal Review Committee Meeting Time: 6:00pm  
 Location: Remote Locations Meeting No: 4  
 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
✓	Robert Smith	SMMA, OPM
✓	Joel Seeley	SMMA, OPM

Item #	Action	Discussion
4.1	Record	Call to Order, 6:00 PM, meeting opened.
4.2	Record	A motion was made by M. Christie and seconded by J. Thomson to approve the 5/28/20 Designer Proposal Review Committee meeting minutes. No discussion, motion passed unanimous by roll call vote.
4.3	Record	D. Bois and D. Sheehan provided an overview of the 6/2/20 MSBA DSP meeting, wherein HMFH, JCJ, Perkins Eastman and Perkins+Will were shortlisted for interviews for the 6/16/20 MSBA DSP meeting. HMFH subsequently withdrew from further consideration for the project.

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Item #	Action	Discussion
4.4	Record	J. Seeley presented and reviewed the MSBA DSP 6/2/20 Meeting letter, dated 6/3/20, HMFH withdrawal letter, dated 6/3/20, and the MSBA DSP 6/2/20 Voting Sheet, all attached.
4.5	Record	J. Seeley presented and reviewed the MSBA DSP Interview Invite letter and Interview Topics, dated 6/3/20, attached.
4.6	J. Seeley	<p>The Committee discussed potential questions to ask the interviewed firms. There will be some amount of questions generated in response to each firm's specific presentation. The following questions should be asked in the event a firm does not address in their presentation:</p> <ol style="list-style-type: none"><li>1. What is the firm's approach to construction on an occupied site?</li><li>2. What is the firm's approach to programming, design and community engagement thru remote participation?</li></ol> <p>The Committee to email J. Seeley any other questions, J. Seeley to consolidate and send to D. Sheehan, J. Macero and D. Bois.</p>
4.7	J. Seeley	Next <b>Designer Proposal Review Committee Meeting: TBD.</b>
4.8	Record	A Motion was made by J. Craigie and seconded by P. Ryder to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, MSBA DSP 6/2/20 Meeting letter, dated 6/3/20, HMFH withdrawal letter, dated 6/3/20, MSBA DSP 6/2/20 Voting Sheet, MSBA DSP Interview Invite letter and Interview Topics, dated 6/3/20

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

## 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: 6/8/2020  
Meeting Time: 6:00 PM

1. Call to Order
2. Approval of Minutes
3. Review DSP Meeting Results
4. Prepare Questions for Designer Interviews
5. New or Old Business
6. Next Meeting: TBD
7. Adjourn

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/757737293>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: **757-737-293**

## Project Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 5/28/2020  
 Re: Designer Proposal Review Committee Meeting Time: 6:00pm  
 Location: Remote Locations Meeting No: 3  
 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
3.1	Record	Call to Order, 6:00 PM, meeting opened.
3.2	Record	A motion was made by J. Craigie and seconded by M. Christie to approve the 5/4/20 Designer Proposal Review Committee meeting minutes. No discussion, motion passed unanimous by roll call vote.
3.3	Record	J. Seeley presented and reviewed the Designer Reference Checks, attached.
3.4	Record	J. Seeley presented and reviewed the Designer Sub-Consultant Review Matrix, attached.
3.5	Record	J. Seeley presented and reviewed the OPM notes on Designer Applications, attached, and each member reviewed their findings with respect to each Designer Application.

Item #	Action	Discussion
3.6	Record	D. Bois indicated that the 5/19/20 MSBA DSP meeting was held remotely and that he, D. Sheehan, J. Macero and J. Seeley attended for a portion to understand the process. The meeting reviewed Designer Applications and due to the separation between the highest ranked firm and the remainder, the DSP voted to forgo interviews and award to the highest ranked firm.
3.7	Record	Based on the review comments, the Committee assigned each Designer Application to a Tier: A-recommend to interview, B-not recommended to interview, and C-do not interview, attached.
3.8	Record	Next <b>Designer Proposal Review Committee Meeting: June 8, 2020 at 6:00 pm</b> to be attended remotely.
3.9	Record	A Motion was made by P. Ryder and seconded by J. Thomson to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, Designer Reference Checks, Designer Sub-Consultant Review Matrix, OPM notes on Designer Applications, Designer Application Tiers

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



# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

June 3, 2020

Mr. Dennis Sheehan  
Town Administrator  
Stoneham Town Hall  
35 Central Street, Second Floor  
Stoneham, MA 02180

**RE: Designer Selection  
Stoneham High School  
MSBA ID: 201802840505**

Dear Mr. Sheehan:

On Tuesday, June 2, 2020, the Massachusetts School Building Authority Designer Selection Panel ("DSP") reviewed and considered (14) applicants for the above-referenced project. The following individuals represented the Town of Stoneham on the DSP:

- Dennis Sheehan, Stoneham Town Administrator
- John Macero, Superintendent, Stoneham Public Schools
- David Bois, Co-Chair, Stoneham School Building Committee

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted unanimously to invite the following applicants to be interviewed before the DSP:

- HMFH Architects, Inc.
- JCJ Architecture, PC
- Perkins Eastman/DPC
- Perkins+Will

The purpose of these interviews is for the DSP to further review each applicant's qualifications for this project. It is expected that, at the conclusion of the interviews, the DSP will rank these finalists in order of qualifications. Interviews are scheduled for Tuesday, June 16, 2020 beginning at 8:30 A.M. at the offices of the MSBA at 40 Broad Street, Suite 500, Boston, MA 02109.

Please be advised that all communication to and from the applicants regarding this potential project must go through Marie Deslauriers, MSBA DSP Administrator ([marie.deslauriers@massschoolbuildings.org](mailto:marie.deslauriers@massschoolbuildings.org)) and Karl Brown, MSBA Design Director ([karl.brown@massschoolbuildings.org](mailto:karl.brown@massschoolbuildings.org)). Other than those named above, individual DSP Members, including the District members of the DSP, are prohibited from contacting or

communicating in any way with any applicant regarding this potential project except during an officially convened meeting of the Designer Selection Panel.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Karl Brown', with a small flourish at the end.

Karl Brown, AIA  
Design Director

cc: Legislative Delegation  
Shelly A. MacNeill, Chair, Stoneham Select Board  
Nicole Nial, Chair, Stoneham School Committee  
John Macero, Superintendent, Stoneham Public Schools  
David Bois, School Building Committee Co-Chair  
Paul Viccica, CBT/Childs Bertman Tseckares Inc.  
Richard N. Rice, DiNisco Design, Inc.  
Donald M. Walter, Dore & Whittier Architects, Inc.  
Scot Woodin, Drummey Rosane Anderson, Inc.  
Christina Stanislaski, HMFH Architects, Inc.  
James E. LaPosta, JCJ Architecture, PC  
Brian A. Solywoda, Kaestle Boos Associates, Inc.  
Leigh Sherwood, LaVallee Brensinger Architects  
Curtis J. Moody, Moody Nolan, Inc.  
Frank Tedesco, Mount Vernon Group Architects, Inc.  
Joseph Drown, Perkins Eastman/DPC  
Robert Brown, Perkins+Will  
Charles M. Hay, Tappe Architects, Inc.  
Samuel Lasky, William Rawn Associates, Architects, Inc.  
Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.  
Christina Forde, MSBA Project Manager  
File: 10.2 Letters (Region 3)



June 3, 2020

OFFICE: (617) 492 2200  
FAX: (617) 876 9775

130 Bishop Allen Drive  
Cambridge, MA 02139

hmfh.com

Superintendent John Macero  
Town of Stoneham School Building Committee

Re: HMFH Architects Withdrawal of Proposal

Superintendent Macero and Members of the Stoneham School Building Committee:

We have truly enjoyed working with you on the High School Study and we have been looking forward to the opportunity to continue that work with the Town of Stoneham on the new High School. We are happy to have been able to help the Town articulate a vision and initial concepts for a 21<sup>st</sup> century school, a campus serving the entire Stoneham community, and forward-thinking solutions to energy sustainability. We also sincerely appreciate the unanimous support of the Town's representatives at the MSBA's designer selection meeting yesterday. However, through the DSP shortlisting process, it became clear that the MSBA members of the panel are not supportive of HMFH's selection for another project at this time. The MSBA sees equitable distribution of the design contracts for the Commonwealth's school projects as part of their charge and we understand that. We do, however, believe the Town can be well served by any of the other short-listed firms. Therefore, we are withdrawing our application from further consideration. We wish the Town well in this important undertaking. Please do not hesitate to reach out to me with any future needs or questions.

Very truly yours,

HMFH Architects, Inc.

Christina Stanislaski, AIA, LEED AP  
Principal

Cc: Marie Deslauriers, MSBA

Alicia Crothers, AIA  
Arthur S. Duffy, AIA  
Colin R. Dockrill, AIGA  
Deborah A. Collins, AIA  
Devin E. Canton, AIA  
Erica Metzger  
Gary Brock, AIA  
George R. Metzger, AIA  
James Liebman, AIA  
John F. Miller, FAIA  
Julia Nugent, AIA  
Julie Darling, AIA  
Laura A. Wernick, FAIA  
Liza Bouton  
Lori Cowles, AIA  
Matthew LaRue, AIA  
Melissa A. Greene, AIA  
Peter Rust, AIA  
Philip S. Lewis, AIA  
Robert P. Williams, AIA  
Stephanie MacNeil, AIA  
Suni Dillard, AIA  
Tina Stanislaski, AIA  
Tracey Clarke  
Vassilios Valaes, AIA

# Designer Selection Panel Voting Sheet

**Tuesday, June 02, 2020**

District: **Stoneham**

School: **Stoneham High School**

		CBT/Childs Bertman Tseckares Inc.	DiNisco Design, Inc.	Dore & Whittier Architects, Inc.	Drumme Rosane Anderson, Inc.	HMFH Architects, Inc.	JCJ Architecture, PC	Kaestle Boos Associates, Inc.	LaVallee Brensingher Architects	Moody Nolan, Inc.	Mount Vernon Group Architects, Inc.	Perkins Eastman/DPC	Perkins+Will	Tappe Architects, Inc.	William Rawn Associates, Architects, Inc.	
<b>Russell Bartash</b>	MA Building Trades Council Designee															
<b>Fenton Bradley AIA</b>	MSBA Staff						3						1			2
<b>Karl Brown AIA</b>	MSBA Staff	1	2				3									
<b>David Eisen FAIA</b>	BSA Designee					1							2			3
<b>Bernard Feldstein AIA Emeritus</b>	MSBA Designee, Chair						2						3			1
<b>Christina Forde</b>	MSBA Staff											2	3			1
<b>Barbara Hansberry</b>	MSBA Director of Stategic Planning						3					1	2			
<b>Richard Hanson</b>	AGC-MA Designee															
<b>Leo F Peters PE</b>	MSBA Designee, Vice Chair															
<b>Rachel E Shanley PE</b>	MSBA Designee				1							2	3			
<b>Christine B Verbitzki AIA</b>	Registered Architect			2			3						1			
<b>Kenneth Wertz</b>	Public Member					2						1	3			
<b>David Bois</b>	School Building Committee Co-Chair					3						1	2			
<b>John Macero</b>	Superintendent					3						1	2			
<b>Dennis Sheehan</b>	Town Administrator					3						2	1			
<b>TOTAL</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>23</b>	<b>0</b>	<b>7</b>	

*Ints Ints*

*Ints Ints*

Member DSP: \_\_\_\_\_

Date: \_\_\_\_\_

Each firm ranked first will be credited with three points, the second ranked firm will be credited with two points and the third ranked finalist will obtain one point. The firm obtaining the highest cumulative total of points will be ranked first, the next highest total will be ranked second and the third highest total point count will be ranked third. All additional recommended finalists shall receive zero points.



# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

June 3, 2020

James E. LaPosta, Jr.  
JCJ Architecture, PC  
One State Street, Suite 900  
Boston, MA 02109  
[jlaposta@jcj.com](mailto:jlaposta@jcj.com)

Joseph Drown  
Perkins Eastman, DPC  
20 Ashburton Place, Floor 8  
Boston, MA 02108  
[j.drown@perkinseastman.com](mailto:j.drown@perkinseastman.com)

Robert Brown  
Perkins & Will Architects, Inc.  
225 Franklin Street, Suite 1100  
Boston, MA 02110  
[robert.brown@perkinswill.com](mailto:robert.brown@perkinswill.com)

**RE: Designer Selection**  
**Stoneham High School**  
**MSBA ID: 201802840505**

Messrs. LaPosta, Brown and Drown:

This is to notify you that, at the meeting of the MSBA Designer Selection Panel (“DSP”) held on Tuesday, June 3, 2020 with Massachusetts School Building Authority (“MSBA”) via video conference, the DSP voted to interview the following proposed design teams for the above-referenced project. The purpose of the interview is for the DSP to further review each applicant’s qualifications for this project.

Interviews are scheduled for Tuesday, June 16, 2020 at the times listed below via video conference.

**8:35 AM** *Perkins & Will Architects, Inc.*

**9:25 AM** *JCJ Architecture, PC*

**10:15 AM** *Perkins Eastman, DPC*

Attached is a list of questions/topics that the DSP would like each applicant to address during their interview session. Each team will have 30 minutes to use in the manner they choose, followed by up to 10 minutes of questions and answers led by DSP members. Please see the attached description of how presentations should be formatted.

***Please provide us with a digital copy of your presentation on Monday, June 15, 2020 by NOON.***

All communication regarding this potential project must be forwarded **in writing** to Marie Deslauriers, DSP Administrator ([marie.deslauriers@massschoolbuildings.org](mailto:marie.deslauriers@massschoolbuildings.org)). Applicants are prohibited from contacting any employee of the Owner's Project Manager (OPM), District or MSBA other than the above-named individuals. **Failure to observe this rule will result in disqualification.** Furthermore, no other individual OPM, District or MSBA employee or representative is authorized to provide any information or respond to any question or inquiry concerning this potential project.

While this meeting will be open to the public, as a matter of professional courtesy and due to space constraints, we respectfully request that applicants not attend the interview sessions of the other candidates.

Please confirm your availability by contacting Marie Deslauriers at [marie.deslauriers@MassSchoolBuildings.org](mailto:marie.deslauriers@MassSchoolBuildings.org).

Sincerely,



Karl Brown, AIA  
Design Director

cc: Legislative Delegation  
Shelly A. MacNeill, Chair, Stoneham Select Board  
Nicole Nial, Chair, Stoneham School Committee  
John Macero, Superintendent, Stoneham Public Schools  
David Bois, School Building Committee Co-Chair  
Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.  
Christina Forde, MSBA Project Manager  
File: 10.2 Letters (Region 3)

Attachments

**Massachusetts School Building Authority  
Designer Selection Panel**

**Stoneham**

**High School**

**Interview Topics**

**6/16/20**

1. Describe your firm's role in, and process for, engaging the community to discovery the character of the District and how you integrate that, along with the unique natural environment, into the project design. In this Covid-19 environment, describe what types of remote communication and/or other “tools” do you anticipate will be employed to facilitate visioning sessions and share design ideas with the Stoneham community, it’s officials, educators and students?
2. Describe your firm’s cost and budget management and quality-control procedures for design and bid documents, and any “lessons learned” for your projects regarding budget overruns.
3. Describe the design elements your firm can help the District develop that are critical in a 21st century high school. Describe how you will collaborate remotely with teachers, administration, students, parents, and committees in ensuring they have a voice in the development of this key aspect of the project.
4. Describe your firms approach to building siting, traffic mitigation, landscaping and site circulation. Explain how the building design, athletic facilities siting and landscape architecture can take advantage of any environmental influences that are particular to the site.
5. The District intends to investigate the feasibility of additional high-performance features beyond the minimum MSBA requirements, including “net zero energy”. Discuss cost premiums, maintenance and pay-back aspects of any systems your firm may consider. Describe the benefits to the community, and where these options had a larger upfront cost, how you communicated to the community the value of the upfront investment.