

March 8, 2021

A special meeting of the Westfield School Committee was held on Monday, March 8, 2021, at 6:00 pm remotely (due to COVID-19 crisis). Members present by roll call were: Ramon Diaz, Diane Mayhew, Bo Sullivan, Cindy Sullivan, Tim O'Connor, and Chairman Humason. Heather Sullivan was not in attendance.

At 6:03 pm Chairman Humason called the meeting to order.

1. Pledge of Allegiance
2. Public participation, excluding personnel: none
3. Informational update on the Massachusetts School Building Authority (MSBA) Project from the Owners Project Manager (OPM) and Architect

A PowerPoint presentation was shared with School Committee regarding the Westfield Elementary School Project (attached). The MSBA Building process was reviewed. In addition, a review of the following took place:

- Preliminary Design Program (PD)
- Project Goals
- Site Strategies
- Base Repair
- Add-Reno 1-story, staggered move
- New Construction 1-story, staggered move
- New Construction 2-story, staggered move
- New Construction 3-story, single move
- New Construction 2-story, single move,
- Concept Plan

A discussion took place and questions were answered by Dan Pallotta and Bert Gardner.

At 7:26 pm Tim O'Connor moved, Cindy Sullivan seconded to adjourn the meeting.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	absent	
Ramon Diaz	left at 7:00 pm	
Diane Mayhew	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	5	<u>0</u> motion passes

Mr. Stefan Czapowski, Superintendent of Schools  
Clerk – Westfield School Committee

A true copy, Attest:

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Diane Mayhew, secretary  
Westfield School Committee

DM/cm

# Westfield Elementary School Project

## Informational Update

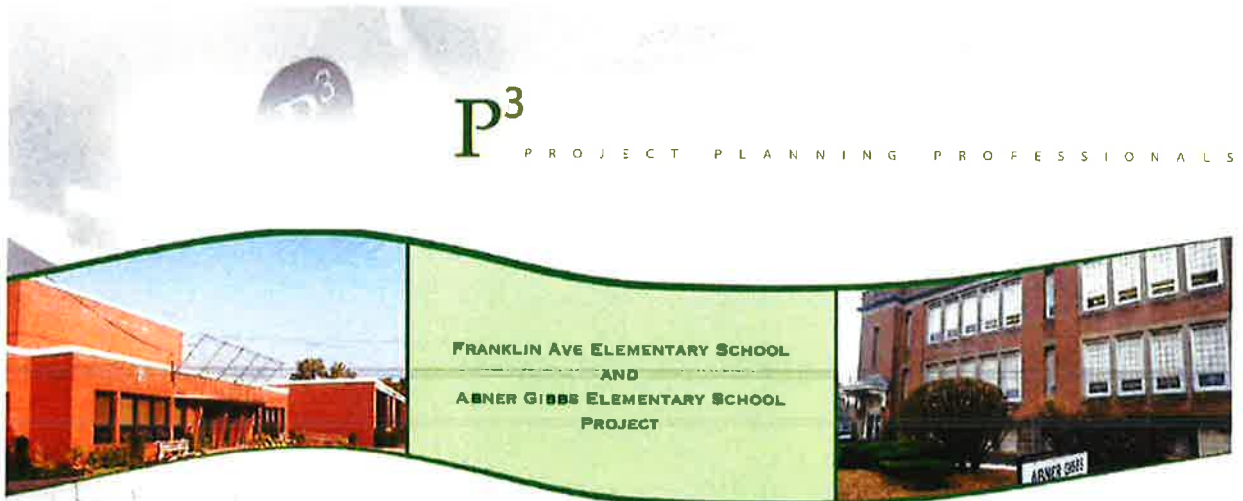
School Committee Meeting

March 08, 2021



CAOLO & BIENIEK ASSOCIATES, INC.

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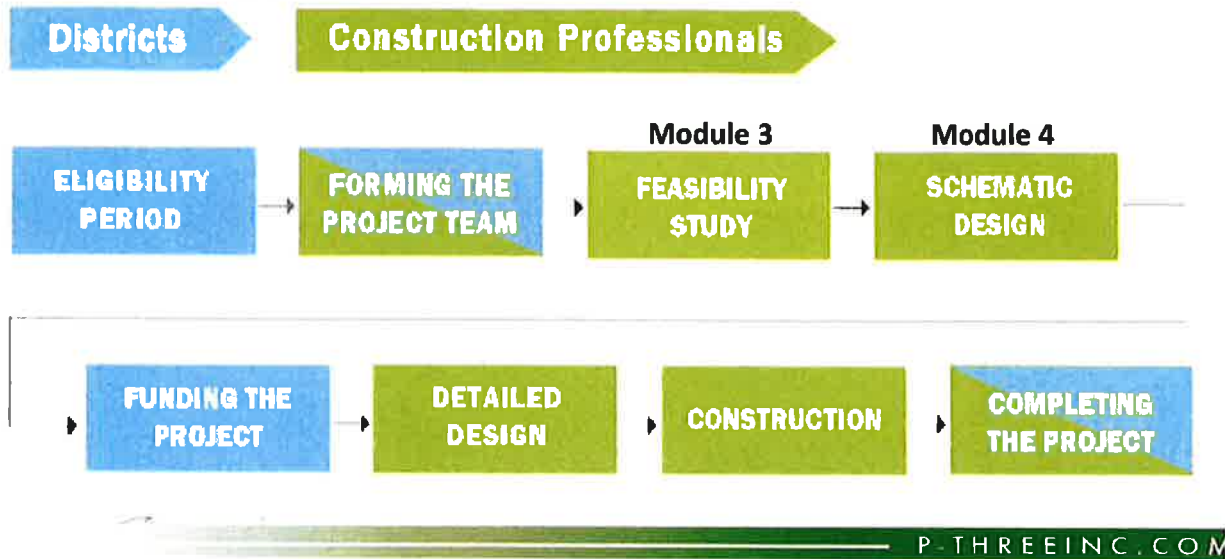


City of Westfield  
Feasibility Study  
Next Steps

March 5, 2021

# MSBA Building Process

Steps primarily for:



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## Module 3 – Feasibility Study

During the Feasibility Study, the District and its team collaborate with the MSBA to generate an initial space summary based on the District's educational program, document existing conditions, establish design parameters, develop and evaluate preliminary and final alternatives, and recommend the most cost effective and educationally appropriate solution to the MSBA Board of Directors. The MSBA Board of Directors must approve the preferred solution for a project before the preferred solution may advance into schematic design.

### Appendix 3F

#### Module 3 Feasibility Study Checklist

The following checklist has been provided as a general guide for Districts and consultants in the performance of work associated with the requirements of the Feasibility Study Agreement, Module 3 – Feasibility Study, OPI and Designer Contracts, practices, policies, and Project Advisories and is not to be submitted to the MSBA. This checklist is not intended to supersede the requirements of these documents or statutory and regulatory requirements.

Item	Date
Copy of executed OPI Contract forwarded to MSBA	<input type="checkbox"/>
Copy of executed Designer Contract forwarded to MSBA	<input type="checkbox"/>
Work Plan approved by School Building Committee (SBC)	<input type="checkbox"/>
Kick Off Meeting with MSBA	<input type="checkbox"/>
Processed Budget Revision Request to assign Proprietary Budget Line Items to detailed OPI and Designer Contracts submitted to MSBA	<input type="checkbox"/>
Reviewed Project Advisories	<input type="checkbox"/>
SBC Vote to approve Preliminary Design Program (PDP) Submittal and Local Actions and Approval Certification signed	<input type="checkbox"/>
PDP submitted to the MSBA	<input type="checkbox"/>
District Response to PDP review comments submitted to MSBA	<input type="checkbox"/>
School Committee Vote to approve Grade Reconfiguration and/or Districting and Grade Reconfiguration and Districting Approval Certification signed (if applicable)	<input type="checkbox"/>
SBC Vote to approve Preferred Schematic Report (PSR) Submittal and Local Actions and Approval Certification signed	<input type="checkbox"/>
PSR submitted to the MSBA	<input type="checkbox"/>
District Response to PSR review comments submitted to MSBA	<input type="checkbox"/>
Facilities Advisory Subcommittee (FAS) Meeting	<input type="checkbox"/>
District Response to FAS comments submitted to MSBA	<input type="checkbox"/>
Updates to SBC submitted to MSBA (if applicable)	<input type="checkbox"/>
Updates to OPI and Designer Orig Charts submitted to MSBA (if applicable)	<input type="checkbox"/>
Copies of executed OPI and Designer Contract amendments (if applicable) submitted to the MSBA	<input type="checkbox"/>
Proprietary Budget Revision Request(s) submitted to MSBA (if applicable)	<input type="checkbox"/>
Work plan updated and approved by SBC (if applicable)	<input type="checkbox"/>
Preferred Schematic Conference Call	<input type="checkbox"/>
MSBA Board Approval to Proceed into Schematic Design	<input type="checkbox"/>
MSBA Board Action Letter granting approval of authorization to proceed to schematic design	<input type="checkbox"/>

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- Research and data included in the PDP and PSR submittals contain, but is not limited to the following:
  - Project overview
  - Evaluation of Design Alternatives
  - Health and Educational Program
  - Initial Space Summary
  - Evaluation of Existing Conditions
  - Project Estimate & total budget studies
  - Documentation of all Health Care related
  - Evaluation of Site Development Requirements needs and permits
- As the Team moves beyond the PDP, the Committee will then vote on their most desired design solution, which will be designated as the "Preferred Schematic." The selected design is then further analyzed and proposed to MSBA via the Preferred Schematic Report (PSR). The PSR report goes through an extensive evaluation, and will later be considered for MSBA Board Approval, but not before a detailed iterative review process with the Team.
- During the PDP and PSR stages of the Feasibility Study, it is the responsibility of P<sup>3</sup> to ensure that the School District representatives are fully educated on MSBA standards, policies and expectations necessary for a successful Board Vote. In addition to educational plans, and architectural designs, the MSBA will require extensive budgetary research and projected project costs. P<sup>3</sup> will work exclusively with the School Business Manager and School District officials to determine the most efficient and realistic budget for the project that will be acceptable to the community's taxpayers. P<sup>3</sup> will consistently advocate on the School District's behalf that the design of the project will meet the educational standards and remain within a budget that can be passed with confidence.

## Module 4 – Schematic Design

During Schematic Design, the District and its team collaborate with the MSBA to develop a robust schematic design of sufficient detail to establish the scope, budget, and schedule upon which to evaluate the basis for a proposed project, secure approval of the Proposed Project by the Board, receive Department of Elementary and Secondary Education approval of the Proposed Project for delivery of the District's special educational program, and obtain local authorization and financial support.

Module 4 begins with the Board's approval of the District's preferred solution and concludes with the Board's authorization of the MSBA's Executive Director to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the District for a specific project scope, budget and schedule.

### Appendix 4H

#### Module 4 Schematic Design Checklist

The following checklist has been provided as a general guide for Districts and consultants in the performance of work associated with the requirements of the Feasibility Study Agreement, Module 4 – Schematic Design, OPM and Designer Contracts, practices, policies, and Project Advisories and is not to be submitted to the MSBA. This checklist is not intended to supersede the requirements of these documents or statutory and regulatory requirements.

Item	Date
Updated Work Plan approved by School Building Committee ("SBC")	
Developed Project Advisories	
Evaluation of Construction Delivery Method complete and District selected to proceed through Traditional Design-Bid-Build or CM at Risk construction delivery method	
District Response to PSR review comments submitted to MSBA	
Confirmed all PSR Submittal components are	
Schematic Design Submittal Notification email sent to MSBA assigned project coordinator	
SBC Reviewed and voted to approve submittal of the Total Project Budget to the MSBA	
SBC Vote to Approve Schematic Design ("SD") Submittal and Local Action and Approval Certification signed	
Schematic Design Submittal submitted to the MSBA	
District Response to Schematic Design review comments submitted to MSBA	
View Language submitted to MSBA for review	
Updates to SBC submitted to MSBA (if applicable)	
Updates to OPM and Designer Organization Charts submitted to MSBA (if applicable)	
Copies of executed OPM and Designer Contract amendments (if applicable) submitted to the MSBA	
Priority Budget Revision Request(s) submitted to MSBA (if applicable)	
Work plan updated and approved by SBC	
Project Scope and Budget Conference Complete	
District understands and agrees with Total Project Budget Template	
MSBA Board Approval	
MSBA Board Action Letter denoting approval of proposed project	

# Schedule

P<sup>3</sup>



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## DESIGN ALTERNATIVE SUMMARY:

Preliminary Design Program (PDP) Is Complete and Preferred Schematic (PSR) Is Focusing On a Consolidated School

### PSR Design Alternatives:

- **Base Repair** – Required by MSBA to Serve as a Baseline Model
- **Add-Reno**, Single Story
- **New Construction, 1-Story w/ Staggered Move-In**
- **New Construction, 2-Story w/ Staggered Move-In**
- **New Construction, 3-Story w/ Single Move-In**
- **New Construction, 2-Story w/ Single Move-In**



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## PROJECT GOALS:

- Provide **Healthy, Flexible Environment** for Learning
- Support the **Educational Program**
- Foster **Positive Relationship** between **School and Community**
- Introduce **Pre-K Program** to Franklin Avenue
- Support Increased **Project-Based Learning**
- Provide Connections to **the Natural World**
- Support **Anytime-Anywhere Learning**
- Organize Grade Levels into **Academic Neighborhoods**
- Support **Robust Counseling** Program
- Provide Clear **Public** and **Academic Zones**
- Support **Large** and **Small Performances**
- Increase **Presence on Franklin Street** and Minimize Traffic In Neighborhood



## HEALTHY & FLEXIBLE ENVIRONMENT

- The Project Will Be Certified Under the **NE CHPS** or **LEED for SCHOOLS** Programs
  - Natural Light
  - Views to Outside
  - Fresh Air
  - Low VOC Materials
  - Outdoor Learning & Play
  - Shared Use Spaces
  - Full Range of Environments
  - Flexible Furnishings







## SITE STRATEGY:

### EXISTING SITE:

- Approx. 6 Acres
- All Access from Franklin Ave.
- Approx. 130 ft. Frontage to Franklin St.
  - Able to Accommodate an Entrance Drive, but no Building



## SITE STRATEGY:

### EXISTING SITE:

- Approx. 6 Acres
- All Access from Franklin Ave.
- Approx. 130 ft. Frontage to Franklin St.
  - Able to Accommodate an Entrance Drive, but no Building

### PURCHASE ADJACENT PARCEL:

- Doubles Franklin Street Frontage.
- Begins to support increased presence on Franklin Street
- Improved Constructability



## SITE STRATEGY:

### EXISTING SITE:

- Approx. 6 Acres
- All Access from Franklin Ave.
- Approx. 130 ft. Frontage to Franklin St.
- Able to Accommodate an Entrance Drive, but no Building

### PURCHASE ADJACENT PARCEL:

- Doubles Franklin Street Frontage.
- Begins to support increased presence on Franklin Street
- Improved Constructability

### PRUCHASE TWO ADJACENT PARCELS:

- Triples Franklin Street Frontage.
- Best Constructability
- Supports Bus Loop Parking and Parent Drop-Off from Franklin Street
- Maximized Potential Presence on Franklin Street
- Creates Potential to Eliminate Phased Move



## BASE REPAIR

### Pros:

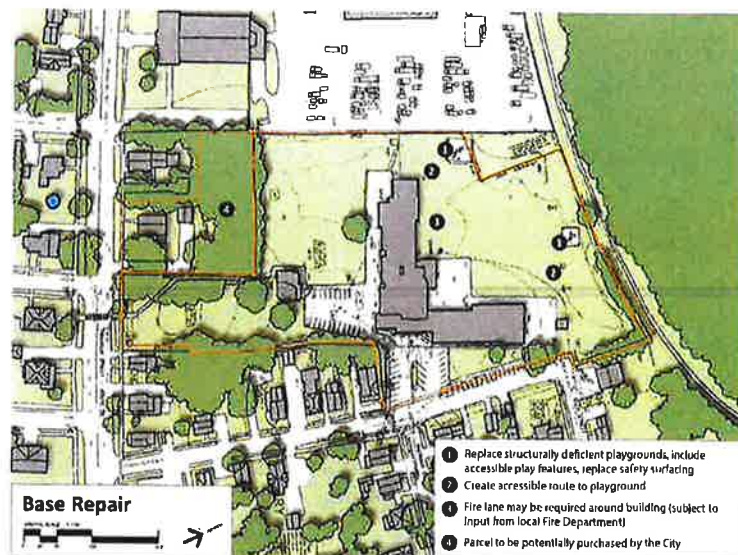
- Structurally Sound
- Code Compliant
- Barrier-Free

### Cons:

- No Educational Benefits
- No Site Improvements (Access, Parking, Etc.)
- Excludes Abner Gibbs Students

### Building Stabilization/ Code Compliance

- Gross Square Footage: **33,003 gsf**
- Program Square Footage: **22,203 nsf**
- Grossing Factor: **1.49**



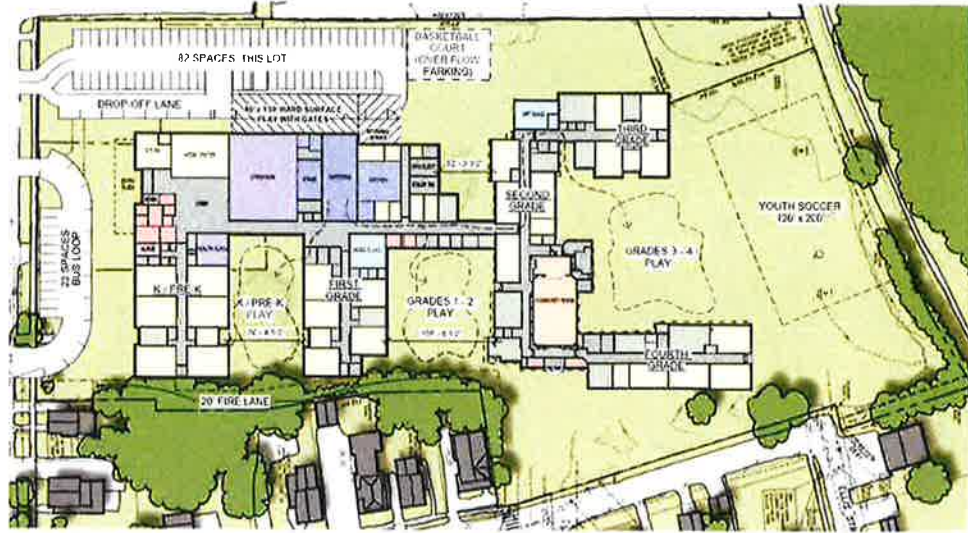
## ADD-RENO, 1-STORY, STAGGERED MOVE

### Pros:

- Healthy Environment
- Flexible Spaces
- Franklin St. Presence
- Single Story
- Pre-K
- PBL Opportunities
- Robust Counseling
- Performance Options
- Anytime Anywhere Learning

### Cons:

- Limited Outdoor Space
- Compromised Neighborhoods
- Compromised Zoning
- Footprint/ Envelope



Consolidated Enrollment; Addition - Renovation

Gross Square Footage: **95,720 gsf**

Program Square Footage: **64,366 nsf**

Grossing Factor: **1.49**



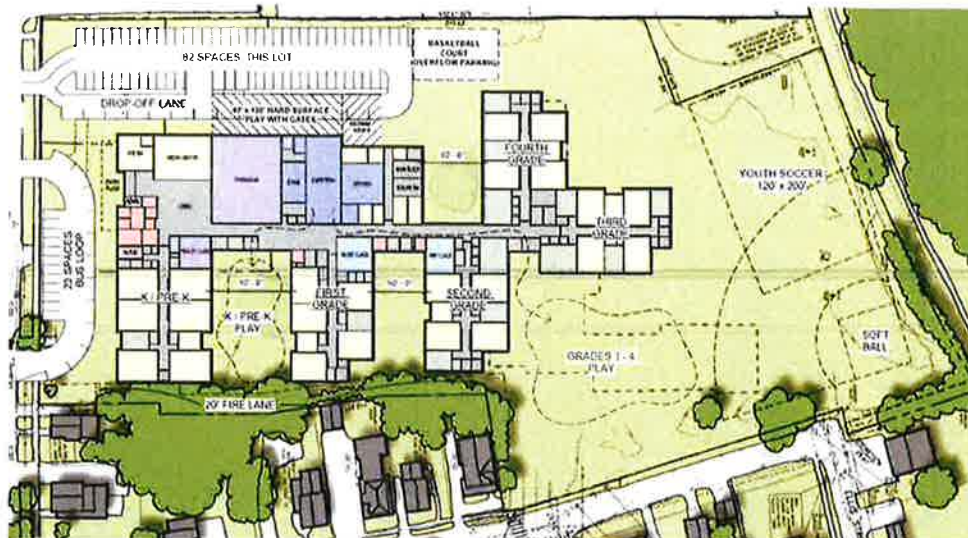
## NEW CONSTRUCTION, 1-STORY, STAGGERED MOVE

### Pros:

- Healthy Environment
- Flexible Spaces
- Franklin St. Presence
- Single Story
- Pre-K
- Neighborhoods
- Clear Zoning
- PBL Opportunities
- Robust Counseling
- Performance Options
- Nature Connections
- Anytime Anywhere Learning

### Cons:

- Footprint/ Envelope
- Staggered Move



Consolidated Enrollment; New Construction

Gross Square Footage: **88,742 gsf**

Program Square Footage: **59,559 nsf**

Grossing Factor: **1.49**



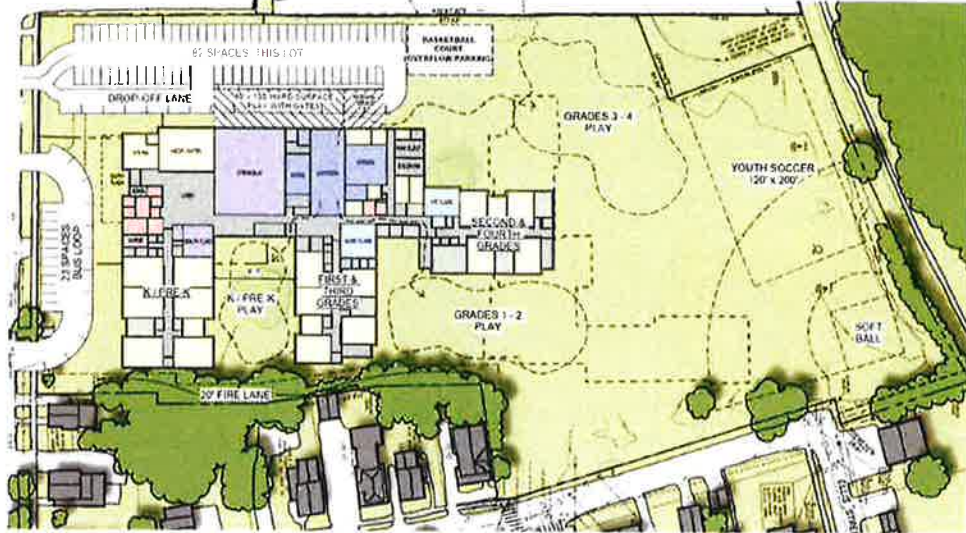
## NEW CONSTRUCTION, 2-STORY, STAGGERED MOVE

**Pros:**

- Healthy Environment
- Flexible Spaces
- Franklin St. Presence
- Pre-K
- Neighborhoods
- Clear Zoning
- PBL Opportunities
- Robust Counseling
- Performance Options
- Nature Connections
- Smaller Footprint
- Anytime Anywhere Learning

**Cons:**

- Staggered Move



Consolidated Enrollment; New Construction

Gross Square Footage: **88,422 gsf**

Program Square Footage: **59,559 nsf**

Grossing Factor: **1.48**



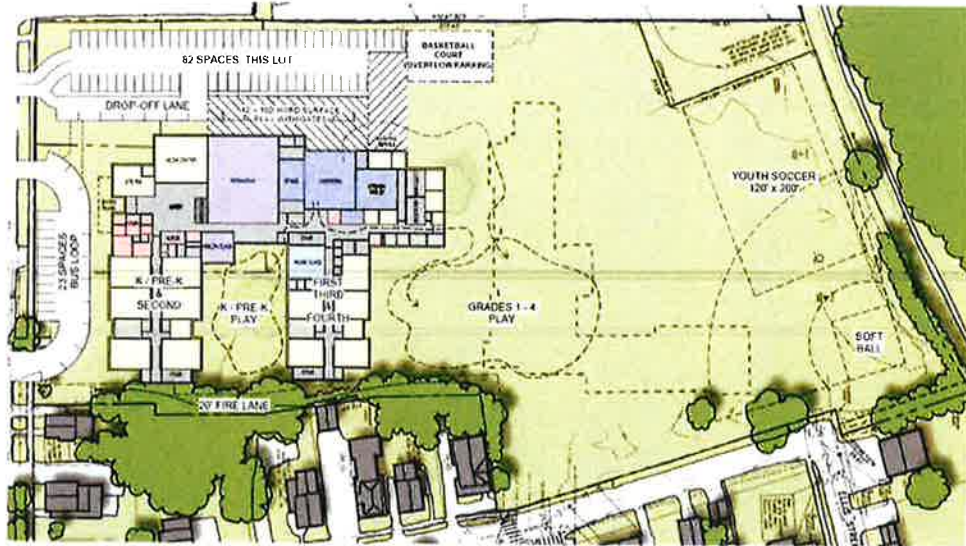
## NEW CONSTRUCTION, 3-STORY, SINGLE MOVE

**Pros:**

- One Move
- Healthy Environment
- Flexible Spaces
- Franklin St. Presence
- Pre-K
- Neighborhoods
- Clear Zoning
- PBL Opportunities
- Robust Counseling
- Performance Options
- Nature Connections
- Smaller Footprint
- Anytime Anywhere Learning

**Cons:**

- Disproportionate Scale



Consolidated Enrollment; New Construction

Gross Square Footage: **89,000 gsf**

Program Square Footage: **59,559 nsf**

Grossing Factor: **1.49**



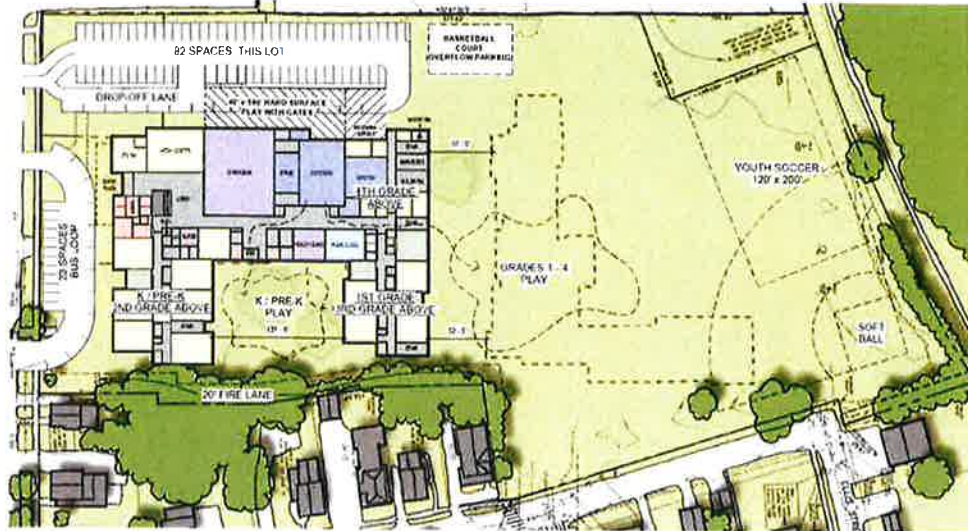
# NEW CONSTRUCTION, 2-STORY, SINGLE MOVE

**Pros:**

- One Move
- Healthy Environment
- Flexible Spaces
- Franklin St. Presence
- Pre-K
- Neighborhoods
- Clear Zoning
- PBL Opportunities
- Robust Counseling
- Performance Options
- Nature Connections
- Smallest Footprint
- Anytime Anywhere Learning

**Cons:**

- Multi-Story Building



Consolidated Enrollment; New Construction

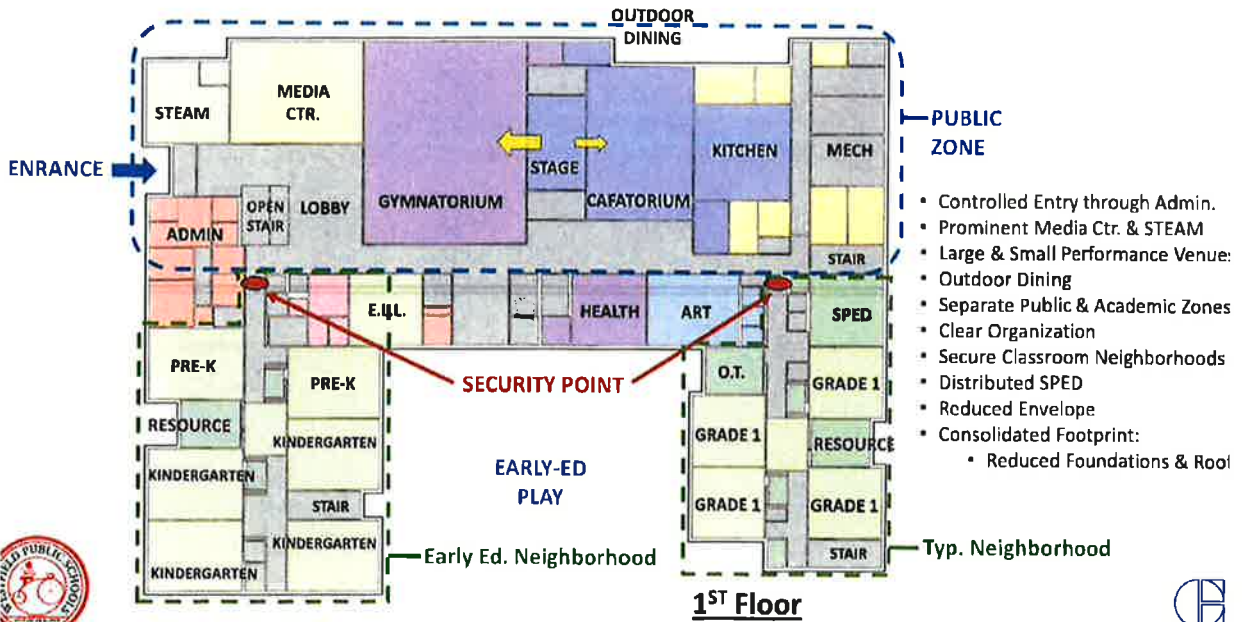
Gross Square Footage: **87,410 gsf**

Program Square Footage: **59,559 nsf**

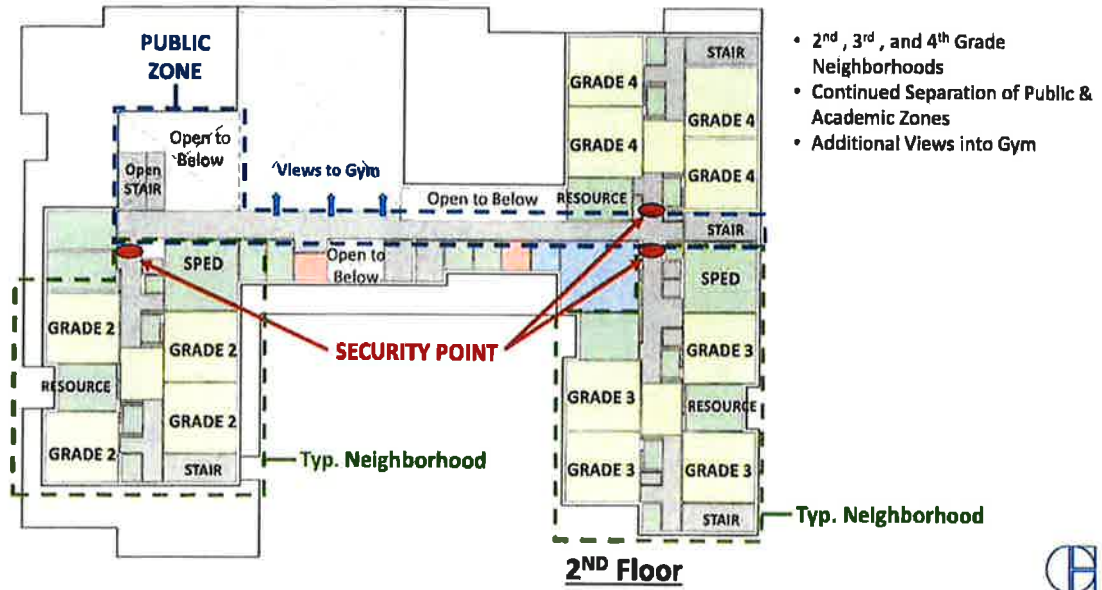
Grossing Factor: **1.47**



## CONCEPT PLAN



# CONCEPT PLAN



THANK YOU

