

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD SCHOOL BUILDING COMMITTEE</b>	<b>WAKEFIELD MEMORIAL HIGH SCHOOL</b>
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Date:	Wednesday, June 23, 2021
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Shane Nolan – LeftField PM

Name		Present
Joseph Conway	Director of Public Works (Non-Voting)	✓
Julie Smith Galvin	Town Council (Non-Voting)	✗
Stephen P. Maio	Town Administrator (Non-Voting)	✗
Thomas Markham	School Committee Member (Non-Voting)	✗
Kevin Piscadlo	School Committee Member (Non-Voting)	✓
Doug Lyons	Superintendent of Schools (Non-Voting)	✗
Robert Schiaroli	Facilities Director (Non-Voting)	✗
Joseph B. Bertrand	Permanent Building Committee, Chair (Voting)	✓
Timothy Demers	Permanent Building Committee (Voting)	✗
Charles L. Tarbell	Permanent Building Committee, Secretary (Voting)	✓
Jason Cohen	Permanent Building Committee (Voting)	✓
Janine R. Fabiano	Permanent Building Committee (Voting)	✓
John McDonald	Permanent Building Committee (Voting)	✓
Tom Galvin	Permanent Building Committee (Voting)	✓
Marc Moccio	Permanent Building Committee (Voting)	✗
Philip Renzi	Permanent Building Committee (Voting)	✓
Nasos Phillips	Permanent Building Committee (Non-Voting)	✓
Wayne Hardacker	Permanent Building Committee (Non-Voting)	✓
Amy McLeod	Wakefield Memorial High School Principal (Non-Voting)	✗
Joseph Mullaney	Wakefield Memorial High School Asst. Principal (Non-Voting)	✗
James Sullivan	Finance Committee (Non-Voting)	✗
Ian McKinnon	Community Member (Non-Voting)	✗
Jeffrey Cohen	Community Member (Non-Voting)	✗
Elizabeth Martin	Community Member (Non-Voting)	✗
Ray Thompson	Community Member (Non-Voting)	✗
Eric Lambiaso	Community Member (Non-Voting)	✓
Thomas Stapleton	Community Member (Non-Voting)	✗
Robert Arcari	Community Member (Non-Voting)	✗
Dylan Forester	Community Member (Non-Voting)	✓
Christopher Sallade	Community Member (Non-Voting)	✓
Sandra Clarey	Community Member (Non-Voting)	✓
Eric Hubert	Community Member (Non-Voting)	✗
Christine Bufagna	Community Member (Non-Voting)	✗
Jonathan Chines	Community Member (Non-Voting)	✓
Kim Hartman	Community Member (Non-Voting)	✓
Greg Liakos	Community Member (Non-Voting)	✗
William Karvouniaris	Community Member (Non-Voting)	✗
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Linda Liporto	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✗

I. Joe Bertrand opened the Wakefield Memorial High School portion of the meeting at approx. 7:10pm.

II. Permanent Building Committee/School Building Committee

Joe Bertrand reviewed the Town of Wakefield By-Laws in relation to the Permanent Building Committee and School Building Committee.

III. Designer Selection Process

Joe Bertrand noted that the High School project is currently moving through the Designer Selection process as required by the MSBA. Shane Nolan presented an overview of the MSBA Designer Selection process. SN noted that the MSBA has a Designer Selection Panel (DSP) which is tasked with selecting the Designer on all School projects under the MSBA program. The DSP is comprised of 13 members appointed by the MSBA Executive Director. In addition to this Wakefield will have an additional 3 members on the DSP.

SN reviewed the steps in selecting a Designer. A Request for Services (RFS) has been made available to interested firms. Approximately 50 firms have requested a copy of then RFS to date. This includes about 12-14 Designer firms that Leftfield is familiar with in the field of School Design. Applications are due back from Design firms on July 7<sup>th</sup>. Wakefield has been tentatively scheduled to attend a DSP meeting on August 3<sup>rd</sup>. All Design firm submissions will be review at this meeting. The meeting will conclude with a ballot where each member of the DSP will propose their top 3 firms in order. The DSP Chair will then select 3 or 4 preferred firms and they will be invited by the DSP to interview on August 17<sup>th</sup>. Following the interviews another ballot will be conducted and firms will be ranked in order of score. The highest ranked firm will be invited to submit a fee proposal for the project. Pending acceptance of the fee proposal that firm will be appointed as the Designer for the Wakefield Memorial High School.

SN noted the criteria that the Design firms will be assessed on. SN reviewed the schedule for the Designer selection. The entire process is expected to be completed by the end of August.

Joe Bertrand noted that when the Designer submissions are received, they will up made available electronically to PBC/SBC members to review. Any comments can be sent to Leftfield and will be distributed to the 3 local DSP representatives.

IV. Next Meeting

Next Permanent Building Committee/School Building Committee – Wakefield Memorial High School will be Wednesday July 8<sup>th</sup>.

*Phil Renzi made a motion to adjourn the meeting. Seconded by John McDonald.*

*Approved unanimously.*

Town of Wakefield  
Wakefield Public Schools

# WAKEFIELD MEMORIAL HIGH SCHOOL

School Building Committee  
Meeting  
June 23, 2021



## Designer Selection

District procures the services of a Designer through the MSBA's Designer Selection Process

### MSBA Designer Selection Panel (DSP)

- Composed of 13 members appointed by the Executive Director of the MSBA with varying areas of expertise
- 3 members proposed by the representative District
- Minimum of 9 members constitute a quorum

### The goals of the DSP are:

- High quality design services for public building projects;
- Application of consistent procedures in the procurement of the design services;
- Broad-based participation of all qualified design consultants; and
- Integrity and transparency of the process for procurement of design services.

# WAKEFIELD MEMORIAL HIGH SCHOOL | DESIGNER SELECTION PROCESS

## Selection Process

- Designer applications and supporting documentation is distributed to all DSP members for review;
- DSP meetings are open to the public and typically held every two weeks;
- At the DSP meeting, each Designer shall be considered as determined by the Chairperson;
- A ballot of DSP members is conducted where each member assigns their top three choices in order;
- Points are assigned and tallied for each Designer;
- The DSP may then choose to interview the highest point total applicants;
- After the interviews, the DSP shall rank the firms in order of qualification;

## Selection Criteria

- Qualified Designer within the meaning of M.G.L. Ch. 7C, section 44. Must be MCPPO certified;
- Prior and past experience/performance;
- Qualifications of personnel/consultants assigned to the project;
- Current Workload/Financial Stability.

# WAKEFIELD MEMORIAL HIGH SCHOOL | DESIGNER SELECTION PROCESS

## Schedule for Designer Selection

- |   |                             |          |
|---|-----------------------------|----------|
| • Designer RFS Ad appears in Central Register                                     | June 09, 2021               | Complete |
| • Designer Submissions Due (@ LeftField Office)                                   | July 07, 2021; 2:00pm       |          |
| • Review Designer Submissions & Check Designer References                         | July 7 – July 21, 2021      |          |
| • <u>PBC/SBC Meeting</u>  | July 8th; 7:00pm TBC        |          |
| • Submit Initial Designer Packets to MSBA DSP                                     | July 15, 2021               |          |
| • Submit Reference Check Data to MSBA DSP   | July 21, 2021               |          |
| • <u>MBSA DSP Meeting: Review Designer Submissions &amp; Select for Interview</u> | August 03, 2021; 8:30am     |          |
| • <u>MSBA DSP Meeting: Interviews and Select Designer</u>                         | August 17, 2021; 8:30am     |          |
| • Negotiate Designer Fee  | August 18 – August 25, 2021 |          |
| • Execute Designer Contract   | August 26                   |          |

Additional information on the MSBA Designer Selection Process can be found at:

<https://www.massschoolbuildings.org/building/team/dsp>

## 2021 Designer Selection Panel Meeting Dates

January 5

January 19

February 2

February 23

March 9

March 23

April 6

April 20

May 4

May 18

June 1

June 15

July 6

July 20

August 3

August 17

September 14

October 5

October 19

November 2

November 16

November 30

December 14

Anticipated dates for Wakefield HS Designer Selection

*All meeting dates are tentative until confirmed by the MSBA.*

All Designer Selection Meetings will begin at 8:30 a.m. in the MSBA Board Room at 40 Broad Street, 5th Floor, Boston, MA 02109, unless otherwise indicated.



**TOWN CLERK  
WAKEFIELD, MA  
2021 JUN 17 AM 9:02**

# TOWN OF WAKEFIELD

PERMANENT BUILDING COMMITTEE

## NOTICE OF MEETING

Permanent Building Committee | School Building Committee

June 23<sup>rd</sup>, 2021 | 7:00 p.m.

Via Zoom: <https://us06web.zoom.us/j/87813693533?pwd=dFVUVzIbSmxxTnB1b1RYZlRwamdpUT09>

Consistent with the Governor's orders extending certain provisions of the Open Meeting Law every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us06web.zoom.us/j/87813693533?pwd=dFVUVzIbSmxxTnB1b1RYZlRwamdpUT09>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 878 1369 3533 Passcode 453480. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

### **Item 1 | Call to Order**

### **Item 2 | High School**

High School building designer selection.

### **Item 3 | Matters Not Anticipated for Agenda**

### **Item 4 | Adjournment**

