

APPROVED



## MCCPS Board of Trustees

### Minutes

Facilities Task Force Committee Meeting: October 18, 2022

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#### Date and Time

Tuesday October 18, 2022 at 7:00 PM

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#### Committee Members Present

Andrea Barlow (remote), Brad Rogers (remote), Christian Strom (remote), Peter Cohen (remote), William Rockwell (remote)

#### Committee Members Absent

Ariane Purdy, Jen Stoddard, Jim Gaudette, John Romano, Karen Zieff, Marisa Fava, Nathan Dye

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

William Rockwell called a meeting of the Facilities Task Force Committee of MCCPS Board of Trustees to order on Tuesday Oct 18, 2022 at 7:04 PM.

##### C. Approve Minutes

Andrea Barlow made a motion to approve the minutes from Facilities Task Force Committee Meeting on 10-06-22.

Christian Strom seconded the motion.

The committee **VOTED** to approve the motion.

## II. Warehouse Expansion

### A. RFP for Architects

- Initial feedback on updated draft
  - Christian- everything you added Brad looks good
    - Andrea agrees
- Brad's question regarding procurement language
  - Is there language the school needs to include relative to procurement? Maybe something that school typically uses as a public entity? Sometimes there will be items in relation to insurance, doing business with the school, etc.
    - Peter- I'll work to get an answer to this in next 24 hours or so
- Attorney involvement
  - Peter- our attorney said that legal involvement isn't needed to release RFP
- RFP Advertisement
  - Will to draft this and send to Peter
- Timeline
  - Will to check for any dates that may need to be changed before sending RFP
  - Christian- there's one place where we request bidders' intent to submit proposal on same date as RFP submission deadline
    - Peter to update this
- Photos
  - Brad- additional photos would be nice to have but not necessary if it will be trouble
  - Andrea- we should have those from when we cleaned the warehouse out
- Phases
  - Brad- architects should be pretty comfortable with this as an initial scoping phase
  - Subsequent phases of architectural involvement
    - Approval of Schematic Design/Development
    - Design/Development- working out materiality (ex: exact dimensions, materials/supplies), more realistic looking design deliverables, getting more accurate on pricing
    - Getting construction docs.- these are things people will build off of
    - Construction Administration- working with contractors throughout project (ex: certain material
  - Christian- we'll end up with schematic design set for the whole renovation. Would it be worth staggering the receipt of construction docs in case we need to build out the warehouse space in phases
    - Will- seems worth doing, we'll need to determine priorities though

- Peter- I'd like to do construction all at once... bathrooms for example are concern given issues we've had with current setup
- Brad- think it's valuable to do all at once so we can see it
- Andrea- I agree. People will want to see big picture and have ability to get behind/fundraise portions
- Group agreed to proceed with design for entire buildout with the knowledge we can backtrack later if fundraising prohibits completion of entire buildout
- Teacher/faculty involvement
  - Andrea- might it be worth getting additional teacher involvement to make sure they're engaged in this process and will maximize the new space?
    - John anticipates we could run into roadblocks with teachers/parents
      - Peter- faculty has seen latest diagrams, but agree that faculty involvement will become increasingly important as we move further along

### III. Closing Items

#### A. Action Items & Next Steps

- Next Steps
  - Will to send clean copy of RFP and RFP advertisement blurb within 24 hours
  - FTF to review RFP scorecard in coming weeks
    - Note: WR provided access during tonight's meeting
  - Brad to ask his company's K-12 lead about speaking with FTF regarding community/faculty involvement in these projects
  - Peter to send RFP 10/20

#### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 PM.

Respectfully Submitted,  
William Rockwell

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#### Documents used during the meeting

- 2022\_10\_06\_facilities\_task\_force\_committee\_meeting\_minutes.pdf
- Request for proposal - MCCPS Expansion.pdf