

Massachusetts School Building Authority

Steven Grossman
Chairman, State Treasurer

Katherine P. Craven
Executive Director

June 1, 2011

Dr. Patricia Ansay
Superintendent of Schools
64 West Main Street
Norton, MA 02766

RE: Norton High School Project

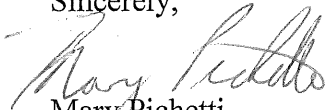
Dear Dr. Ansay:

The Massachusetts School Building Authority ("MSBA") is forwarding review comments of the Space Summary, Attachment A, and Schematic Design Documents submission, Attachment B, for the Norton High School project received by the MSBA on April 15, 2011.

Responses to the attached comments shall be forwarded to the assigned MSBA Project Manager through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments please do not hesitate to contact Chris Alles (Chris.Alles@MassSchoolBuildings.org). Thank you.

Sincerely,


Mary Pichetti
Director of Capital Planning

Cc: Senator James Timilty (without attachments)
Representative Fred Barrows (without attachments)
Representative Steven Howitt (without attachments)
Representative Elizabeth Poirier (without attachments)
Robert W. Kimball, Jr., Chair, Board of Selectmen (without attachments)
Town Manager Michael Yunits (without attachments)
Elisabeth McManus, Chairman, School Committee (without attachments)
Margaret Wood, Pinck & Co., Owner's Project Manager (with attachments)
Gregory Smolley, JCJ Architecture, Designer (with attachments)
File Letters 10.2 (Region 6)

District: Town of Norton
School: Norton High School
Submittal: Schematic Design Space Summary
Submittal Date: April 15, 2011
Review Date: April 29, 2011
Reviewed by: C. Alles

Attachment A – Proposed Space Summary Review

The Massachusetts School Building Authority (the “MSBA”) has completed its review of the proposed space summary of the schematic design submitted to the MSBA on April 15, 2011 by JCJ Architecture on behalf of the District. This review involved evaluating the extent to which the Norton High School’s proposed space summary conforms to the MSBA guidelines and regulations.

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 MSBA review comments are as follows:

- **Core Academic Space** – The District is proposing to provide a total of 36,395 net square feet (nsf) which exceeds the MSBA guidelines by 2,555 nsf. MSBA takes no exceptions because square footage overage is mainly due to the fact that the District is maintaining and renovating existing core academic space with the exception of newly constructed science labs.
- **Special Education** – The District is proposing to provide a total of 5,926 net square feet (nsf) which is 2,124 nsf below the MSBA guidelines. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (DESE). Please note that the DESE submittal has been received and was forwarded to the DESE on May 5, 2011.
- **Art & Music/ Voc-Tech** – The District is proposing to provide a combined total of 13,205 nsf which exceeds the MSBA guidelines by 765 nsf. MSBA takes no exceptions due to the fact District is maintaining and renovating existing space.
- **Health and Physical Education** – The District is proposing to provide a total of 21,375 nsf which exceeds the MSBA guidelines by 1,255 nsf. MSBA takes no exceptions due to the fact District is maintaining and renovating existing space.

- **Media Center** – The District is proposing to provide a total of 5,047 nsf which exceeds the MSBA guidelines by 772 nsf. MSBA takes no exceptions due to the fact District is maintaining and renovating existing space.
- **Auditorium/ Drama** - The District is proposing to provide a total of 7,475 nsf which is 17 nsf below the MSBA guidelines. No exceptions taken for this minor deviation.
- **Dining & Food Service** – The District is proposing to provide a total of 8,030 nsf which exceeds the MSBA guidelines by 1,180 nsf. MSBA takes no exceptions due to the fact District is relocating these spaces to create more logical adjacencies and improve overall circulation within the existing facility.
- **Medical** – The District is proposing to provide a total of 709 nsf which meets the MSBA guidelines.
- **Administration & Guidance** – The District is proposing to provide a total of 3,101 nsf which is 557 nsf below the MSBA guidelines. No exceptions taken for this deviation.
- **Custodial & Maintenance** – The District is proposing to provide a total of 2,919 nsf which exceeds the MSBA guidelines by 769 nsf. MSBA takes no exceptions due to the fact District is maintaining and renovating existing space.
- **Other** - The District is proposing to provide a total of 1,622 nsf for the new boiler room. MSBA takes no exceptions due to the fact District is relocating this space to create more logical adjacency to other spaces.
- **Total Net Building Floor Area** – The District is proposing to provide a total of 106,389 nsf which exceeds the MSBA guidelines by 6,220 nsf. No exceptions taken per detailed explanation provided in each category.
- **Total Building Gross Floor Area** – The District is proposing to provide a total of 162,405 nsf which exceeds the MSBA guidelines by 12,605 nsf. No exceptions taken per detailed explanation provided in each category.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to confirm in writing, with each submission, that the design remains in accordance with the MSBA guidelines and that they have not deviated from the allowable gross square footage and educational program submitted in the preliminary design program.

Attachment B – Schematic Design Review Comments

District: Town of Norton

School: Norton High School

Submittal: Schematic Design

Submittal Date: April 15, 2011

Review Date: April 29, 2011

Reviewed by: K. Roberts, C. Alles

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document dated April 15, 2011, for the renovation and addition of the existing Norton High School, and presented as a Schematic Design submission, as produced by JCJ Architecture and its consultants.

4.1. Schematic Design Submittal - Submittal Completion *[refer to comments within]*

- Traffic analysis; *[description is limited to a brief summary in report – a complete and detailed report is needed to understand the proposed as it affects site circulation and development]*
- Utility analysis and soils analysis for on-site septic/sewage treatment facilities, if required; *[report should include proposed sanitary sewer work as it relates to project]*
- Narrative building systems descriptions – Describe basic information relative to:
 - Plumbing & HVAC
 - Preliminary life cycle cost analysis *[not provided – indicate when the MSBA can expect to receive this information]*
 - Fire Protection
 - Verify adequate water capacity for new system *[report indicates that existing 4" service connection is not adequate – based on previous discussion, the MSBA understands that the District is resolving the discrepancy regarding this connection. Verify that the cost estimate and limits of work are covered in project scope and budget.]*
 - Confirm if a fire pump will be required) *[report does not indicate if this is a requirement]*

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.

- MA-CHPS or LEED-S documents (for Districts attempting additional reimbursement from the Green Schools Program):
 - Signed letter from the Designer identifying the level of MA-CHPS verification or LEED-S certification goals; *[section 4.3 of report makes inaccurate reference to 1% goal of efficient buildings incentives – please correct]*
- Updated work plan; *[not provided]*

4.1.1. Schematic Design Project Manual

- CSI Divisions that clearly define the scope of construction, establish the quality of materials, finishes, products, equipment and workmanship, and the special or unique conditions of construction. *[several sections of the specifications make reference to Conn. State building codes and needs to be corrected and coordinated throughout; Section 1.6 Work Restrictions should be re-written for Norton project; Overall the project manual should be coordinated to apply to the Norton HS project]*
- Provide a list identifying all proprietary items (if any) with an explanation of each. *[specifications must adhere to a minimum of three product manufacturers, several potential proprietary items have been found within. A written confirmation of whether or not the Town wishes to propose proprietary products should be prepared and submitted to the MSBA for review]*

4.1.2. Schematic Design Drawings

- Site development plan at a minimum scale of 1"= 40' including:
 - proposed and existing utilities and utility connections *[appears to be a discrepancy between scope of work detail on the drawings and plans, please coordinate to correct as appropriate, for example drawings indicate existing 4" water main to be replaced and narrative states 4" water main to remain. Limits of work should be more clearly delineated.]*
 - emergency equipment access *[conceptual drawings within report graphically illustrate site circulation but there is a lack of notation which should be provided]*