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February 20, 2018

To: Ray Lamont

From: Richard Safier

Re: Invitation into Feasibility Study for a School Project

Please see the letter from the MSBA Board of Directors inviting the District (the City of Gloucester and the Gloucester Public Schools) into the next phase of a potential project, the Feasibility Study. As you know, we submitted a Statement of Interest to the MSBA for a school building project, and on February 15, 2017, we were invited into the Eligibility Period. Having completed the requirements of that Eligibility Period, and following the MSBA’s review of those requirements, on February 14, 2018, a delegation from Gloucester attended the MSBA’s Board of Directors meeting at which time a vote was taken by the Board to accept Gloucester into the Feasibility Study.

The Feasibility Study is that period of time when: a) a District procures the team of professionals who will lead the project; and, b) after an exploration of possibilities takes place, options are developed for a project. First, the School Building Committee will begin the process of finding and hiring an Owners Project Manager. This company will oversee the project through its completion should it come to pass. The second step in the Feasibility Study process is the contracting of a project designer. And, the third step will be to confirm that the District’s business practices are in compliance with the Inspector General’s Massachusetts Certified Public Purchasing Official Program (MCPPO).

Both the procurement of the Owners Project Manager and the Designer occur within the detailed regulations and procedures of the MSBA. Both processes are subject to panel reviews by the MSBA, with the Designer Selection process being directly attended to by the MSBA. The MSBA has a Designer Selection Panel (DSP), made up of 13 appointed and three representatives of the local city, town or regional school district. The three representatives of the respective city, town or regional school district for the specific project under consideration includes one member designated by the school committee, the superintendent of schools or his/her designee and the chief executive officer of the city or town or his/her designee. Tnrough this process and under these conditions, a Designer is selected.

A third initial part of the Feasibilty Study process has to do with the District’s participation in the Massachusetts Certified Public Purchasing Official Program (MCPPO). This program, administered by the Inspector General, teaches participants about procurement, contracting, and ethics laws. The training programs are designed to develop the capacity of public purchasing officials to operate effectively and promote excellence in public procurement.

Upon the successful hiring of the Owner's Project Management and Designer services in accordance with MSBA’s procedures, the District and its team collaborate with the MSBA to document their educational program, generate an initial space summary (what we feel is needed and why), document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration. During this phase, the Owner's Project Manager will submit on behalf of the District and its Designer a Preliminary Design and a Preferred Schematic Report. Approval by the MSBA Board of Directors is required for all projects to proceed into the next phase of a project, schematic design.

The City, School Committee, and the School Building Committee will be working closely together as we move into this next phase toward a school building project.

* [Owner's Project Manager (OPM) Process](http://www.massschoolbuildings.org/building/team/opm)
* [Designer's Selection Panel (DSP) Process](http://www.massschoolbuildings.org/building/team/dsp)
* [MCPPO Certification/Recertification Requirements](http://www.massschoolbuildings.org/building/team/MCPPO)