



Town of West Newbury
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MEMORANDUM

TO: Town of West Newbury Select Board
FROM: Christine Wallace, P.E., DPW Program & Project Manager
DATE: December 16, 2022
RE: Report on the Page School Feasibility Study Working Group

Background

Voters at the May 2022 Annual Town Meeting appropriated \$85,000 for a Feasibility Study for the Page School. A previous assessment study was performed in 2009 but many changes have taken place over the past 13 years, including upgrades to the building and major water leaks. The building has a long list of capital needs which is updated annually based on collaborative efforts of the Town (which owns the building, and is responsible for capital improvements) and the Pentucket Regional School District (which leases and maintains most of the building, other than the portion leased to the Children's Castle).

To assist with decision-making on the future of the Page School, an updated assessment is needed. In September 2022, the Select Board appointed the following members to a Working Group charged with recommending how best to scope the study prior to selecting a consultant:

Wayne Amaral, DPW Director
Justin Bartholomew, PRSD Superintendent
Bob Danforth, PRSD Facilities Manager
Elisa Grammer, Capital Improvements Committee
Greg Hadden, PRSD Facilities Manager
Angus Jennings, Town Manager
Nathan Kelly, Resident
Rick Parker, Select Board
Emily Puteri, Page School Principal
Christine Wallace, DPW Project Manager

Working Group Tasks Completed

- Inventoried Materials: Reviewed *the Page School Facilities Assessment Study* dated Feb. 12, 2009, completed by Dore & Whittier Architects. Compiled and documented relevant

records such as plans, construction documents, maintenance records, test results, reports, and studies, as available.

- Held two Working Group meetings on November 1 and November 22, 2022.
- Participated in a guided tour of the Page School on November 8, 2022.
- Created a Project Webpage with relevant documents, meeting minutes, and supporting materials at: <https://www.wnewbury.org/home/town-projects/pages/page-school-feasibility-study>
- Prepared a draft Scope of Work for use in an anticipated vendor procurement/selection process.

Action Needed from the Select Board

- Feedback on the Draft Scope of Work (see attached)
- Feedback on Anticipated Procurement Process:

The Town will follow the state and town policy for procurement and we will request that the Select Board appoint the Design Selection Committee at a future Select Board meeting. For more detail on the town's policy, see:

https://www.wnewbury.org/sites/g/files/vyhlf1436/f/uploads/west_newbury_board_of_selectmen_designer_process_-_amended_11-12-19.pdf

Next Steps/Anticipated Schedule

- Finalize Scope of Work and Working Group disbands – January 2023
- CPO sends out a Request for Qualifications (RFQ) – late January
- Proposals Due – late February
- Interviews – March
- Vendor Selection – late March
- Execute Vendor Contract – April
- Expected Project Completion – end of November 2023

SCOPE OF WORK OUTLINE

Page School Feasibility Study

Draft 12-16-22

1. INTRODUCTION

A. Overview of the Building and Site

B. Purpose

- 1) To provide an independent architectural and engineering assessment of the building and site
- 2) Identify deficiencies
- 3) Estimate costs to fix the deficiencies under different scenarios
- 4) Identify “Tipping Point” of renovate vs build new

C. Methodology

- 1) The assessment includes:
 - a. Review of the 2009 Dore & Whittier Assessment Study and other available documentation as provided by the DPW Project Manager
 - b. A walk-through survey of the property with property management personnel to visually observe the material systems and components for the purpose of providing identifying physical deficiencies to the extent that they are observable:
 - c. Regular communication with the DPW Project Manager and project team
- 2) The assessment does not include:
 - a. Testing or invasive testing of the building or any system
 - b. Testing of Exterior Lintels (this will be evaluated separately)
 - c. Testing of potable water distribution system, but rather evaluate any recent test results from drinking and cooking water sources
 - d. Educational, Programmatic, or Space Assessment (this will be performed concurrently by school officials and members of the project team)
 - e. Preparation of plans

2. BUILDING AND SITE ASSESSMENT

A. Building Codes and Accessibility Assessment

The consultant will work with Town’s Inspectional Services Department to evaluate current compliance with the building code, energy code, ADA, and other applicable codes. Based on the amount and type of repairs recommended, identify what thresholds may be crossed that will trigger other compliance requirements and what the cost implications may be.

B. Building Assessment

- 1) Structural Analysis
- 2) Architectural Analysis

- 3) Roof Analysis
- 4) Exterior Walls
- 5) Floors
- 6) Interior Elements
- 7) Vertical Transportation
- 8) HVAC
- 9) Plumbing Systems
- 10) Potable Water Distribution System
- 11) Fire Protection
- 12) Electrical
- 13) Lighting
- 14) Telephone
- 15) Technology Infrastructure
- 16) Fire Alarm and Life Safety
- 17) Security
- 18) Emergency Communications Evaluation:
 - a. Current infrastructure & methods of announcement and classroom 2-way communications
 - b. Current infrastructure and methods of 911 communications
 - c. Current telephone system capabilities to support 911 / reverse 911 communications to facility and classrooms

C. Site Assessment

- 1) Drainage
- 2) Septic system
- 3) Other Utilities
- 4) Playground and Fields
- 5) Parking
- 6) Site Access, Traffic Safety, Signage
- 7) Pedestrian Accommodations and ADA Compliance

D. Environmental and Hazardous Materials Assessment

3. RECOMMENDATIONS AND COST ESTIMATES

A. Recommended Repairs and Opinions of Probable Costs

Prepare a list of recommended repairs to address present observed physical deficiencies, along with general scope and preliminary budget cost estimates for these repairs. These estimates are for components or systems exhibiting patent or significant deferred maintenance requiring major repairs or replacement. Repairs or replacements that could be classified as cosmetic, decorative, part or parcel of a building renovation program, normal preventative maintenance, or that are the responsibility of tenants, are not included.

- 1) Immediate - Expenditures that require immediate action as a result of existing or potentially unsafe conditions, building code violations, poor or deteriorated condition of critical element or system, or a condition that if left "as is" with an extensive delay in correction, would result in or contribute to critical element or system failure within one year or would lead to significantly escalated repair costs.
- 2) Years 1 through n (1,2,3 etc.) - Deficiencies which may not warrant immediate attention, but which require repairs or replacements that should be undertaken on a priority basis taking precedence over routine preventative maintenance. Deferred maintenance or deficiency resulting from improper design, installation and/or quality of original material or systems. Repairs that fall into the category of an ongoing maintenance/replacement problem, components or systems that have realized or exceeded their expected useful life.

B. Ancillary Costs

Identify broader, ancillary costs of keeping the Page School operational such as future operation and maintenance costs, climate-change requirements, energy costs, fire truck and other special equipment needs.

C. Costs to Build New Similar Schools

Research and provide a list of costs for recent new construction of schools in Massachusetts similar in size to the Page School.

4. APPENDICES

- A. Relevant Prior Test Results, Drawings, Studies, or other Materials
 - B. Additional photo documentation as needed
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DELIVERABLES

- 1) Project Schedule showing Tasks and Deliverables to complete the project within 6–9-month span
- 2) In-person kickoff meeting with Town project team
- 3) Guided Tour of the School for Visual Inspections
- 4) Monthly check-ins via Zoom with Town Project Manager and Team
- 5) Draft Report for project team to review and comment
- 6) Public Meeting Presenting Findings with appropriate presentation materials
- 7) Final Report to include items as outlined above