

**Request for Designer Services
Town of South Hadley
For
Mosier Elementary School Design Services**

**Addendum #1
5/27/2025**

RFS Revisions

Revise (H. Pre-Proposal Meeting)

Revision: All interested parties are encouraged to attend a briefing session at Mosier Elementary School scheduled for May 28th at **3:30 PM**.

Attachments:

1. Enrollment Letter and Enrollment Certification
2. Addendum Acknowledgement Form



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

August 9, 2024

Ms. Lisa Wong, Town Administrator
Town of South Hadley
116 Main Street, Room M18
South Hadley, MA 01075

Re: Town of South Hadley, Mosier Elementary School

Dear Ms. Wong:

I would like to thank representatives of the Town of South Hadley (the “District”) for meeting with Massachusetts School Building Authority (the “MSBA”) staff on June 24, 2024, to review enrollment projections and methodologies and for the additional development information received on July 19, 2024, for the Mosier Elementary School project (the “Proposed Project”). As discussed, the next critical step is for the MSBA and the District to agree on a study enrollment for the Proposed Project.

The MSBA works with local communities to create affordable, sustainable, and energy-efficient schools across Massachusetts. A critical early component in achieving these objectives begins with an appropriate design enrollment that positions the District to efficiently meet space capacity needs throughout potential future enrollment variations.

The MSBA uses a data-driven enrollment projection methodology based on the widely accepted modified grade-to-grade cohort survival methodology (the “enrollment methodology”). The MSBA’s enrollment methodology generates a baseline enrollment projection as discussed during the June 24, 2024 enrollment meeting, and as further described on the MSBA’s website found under the ‘Building With Us’, ‘MSBA Enrollment Methodology’ section.

Based on information supplied by the District, data from sources such as the Department of Elementary and Secondary Education (“DESE”) and Department of Public Health, and discussion with the District, the MSBA has been able to create an enrollment projection for the Proposed Project, as follows.

The Mosier Elementary School presently serves the District’s grade 2-4 enrollment. The MSBA understands that in addition to the current grade configuration, the District would like the Feasibility Study to evaluate the potential of expanding the Mosier Elementary School to serve the District’s grade 1-5 enrollment. This expansion to the Mosier Elementary School includes converting the MSBA-funded Plains Elementary School, currently serving grade Pre-K through grade 1, into an Early Childhood Learning Center to serve students in PK and Kindergarten and

relocating grade 5 enrollment from the Michael E. Smith Middle School to the Mosier Elementary School.

Based on the information provided by the District in its Statement of Interest and prior to its invitation to Eligibility Period, the MSBA evaluation will not consider any additional grade levels for the potential eligibility of space beyond the enrollment for grades 1-5. Accordingly, this analysis will be focused on the enrollment projections for grade 1-5 enrollment.

The table below illustrates the District's K-12 enrollment during the most recent ten-year period, including enrollment for the school year (2023-2024) as reported by the Department of Elementary and Secondary Education.

School Year	K-5	6-8	9-12	Total
2014-2015	807	429	558	1,794
2015-2016	817	414	542	1,773
2016-2017	845	413	537	1,795
2017-2018	853	416	547	1,816
2018-2019	850	438	551	1,839
2019-2020	835	424	559	1,818
2020-2021	734	395	562	1,691
2021-2022	763	386	545	1,694
2022-2023	724	393	495	1,612
2023-2024	717	369	506	1,592

A version of the table above with more detail regarding the District's historic enrollment can also be found in the District's Enrollment Projection package.

The total grade K through 5 enrollments in the Town of South Hadley as reported by the District for the 2023-2024 school year was 717 students, which reflects a decrease of 136 students (-19.0%) from the maximum grade K through 5 enrollments reported during the preceding ten years. Additionally, the 2023-2024 grade K through 5 enrollment reflects a decrease of 78 students (-10.8%) from the average grade K through 5 enrollments reported during the preceding ten-year period.

The MSBA understands that the District initially proposed enrollment to accommodate approximately 900 students in grades 1 through 5 at the Mosier Elementary School. The grade 1 through 5 enrollments as reported to DESE for the 2023-2024 school year was 611 students.

With respect to future enrollments, the MSBA's base enrollment projection indicates the District's grade 1-5 enrollment will continue to experience a decreasing trend through the 2033-2034 school year. In accordance with the MSBA's Enrollment Methodology, the baseline enrollment is calculated using the ten-year average of projected enrollments. As such, the

average base enrollment projections for the Proposed Project through the 2033-2034 school year are as follows:

- Mosier Elementary School Current Configuration: Grade 2-4 base enrollment projection is 345 (344 rounded) students.
- Mosier Elementary School Proposed Configuration: Grade 1-5 base enrollment projection is 570 (572 rounded) students.

As a result of a sensitivity analysis performed by the MSBA on this base enrollment projection and further discussion with the District, the following adjustment has been made to the base enrollment projection:

Out-of-District Enrollment

- In order to adjust for fluctuations in the out-of-district enrollment patterns of the District's residents over time, the MSBA has made an additional adjustment to the base enrollment projection.
- In order to make this adjustment, the MSBA adjusted the grade-to-grade survival ratios for grades 1 through 5 by a total of 3.3% throughout a four-year period in the projection.
- This adjustment added the following numbers of students to the base enrollment projection, as compared to the projection without this adjustment:
 - Grade 2-4 enrollment: the adjustment added approximately five students.
 - Grade 1-5 enrollment: the adjustment added approximately ten students.

Development

- Based on the discussions between the District and the MSBA and the development information provided by the District, the MSBA enrollment model has been adjusted.
- This adjustment added the following totals to the projected averages for the District's proposed grade configurations as compared to the base enrollment projection:
 - Grade 2-4 enrollment: the adjustment added approximately ten students.
 - Grade 1-5 enrollment: the adjustment added approximately ten students.

As a result of the analysis of the base enrollment forecast, the historical enrollment trends of the District, and the adjustments described above, the MSBA recommends for planning and study purposes only, study enrollments for the Proposed Project as follows:

- Mosier Elementary School Current Grade 2-4 Enrollment Configuration: 360 students (Base 345 + 5 (Out of District) + 10 (Development))
- Mosier Elementary School Proposed Grade 1-5 Enrollment Configuration: 590 students (Base 570 + 10 (Out of District) + 10 (Development))

Please note that these recommendations for study enrollments do not represent an affirmation by the MSBA for approval and/or funding of any of the options. Rather, these recommended study enrollments are intended to provide a framework to inform the feasibility study to be conducted

as a means of determining the most cost-effective and educationally sound solution to be agreed upon by the District and the MSBA. The MSBA's study enrollment recommendations assume full utilization of all remaining school facilities.

If the current configuration of grades 2-4 is not determined to be the Preferred Solution, the District will be required to document in the Preferred Schematic Report that the Preferred Solution has been approved by the School Committee and necessary District officials. Further, the MSBA will require a written plan from the District describing the process for determining local support for the preferred grade reconfiguration. Upon approval of the District's Preferred Solution, the MSBA will forward a design enrollment certification that is specific to the grade configuration associated with the approved Preferred Solution.

Both the MSBA's enabling legislation, M.G.L. c. 70B, and the MSBA's regulations, 963 CMR 2.00 et seq. specifically address the issue of past MSBA-funded projects. Pursuant to these requirements and depending on the School District's ultimate plan for the use of the vacated spaces in the recently MSBA-funded Plains Elementary School, the MSBA may recover a prorated portion of the financial assistance that the School District has received for the previous grant. The prior project Substantial Completion was September 8, 2015. The exact amount recovered will be established at the conclusion of the Schematic Design / Total Project Budget phase.

The MSBA believes that these study enrollment recommendations will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement on this study enrollment recommendations. If the District feels that the study enrollment recommendations do not meet the needs of the District, please respond to this letter via e-mail to Maria Caprigno and propose three meeting/conference call times for which the District can be available to discuss enrollment.

If you have any questions regarding this matter, please do not hesitate to contact me or Maria Caprigno (Maria.Caprigno@massschoolbuildings.org) at 617-720-4466.

Sincerely,



Michael McGurl
Director of Capital Planning

Cc: Legislative Delegation
Andrea Miles, Chair, South Hadley Select Board
Eric Friesner, Chairperson, South Hadley School Committee
Dr. Mark McLaughlin, Interim Superintendent, South Hadley Public Schools
Jennifer Voyik, Assistant Superintendent for Finance and Business Operations, South Hadley Public Schools
File: 10.2 Letters (Region 1)

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY
TOWN OF SOUTH HADLEY
MOSIER ELEMENTARY SCHOOL
STUDY ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the “MSBA”) of enrollment projections and space capacity needs for the Mosier Elementary School (the “Proposed Project”), the Town of South Hadley hereby acknowledges and agrees that the design of alternatives, which may be evaluated as a part of the feasibility study for the Mosier Elementary School, shall be based in accordance with the following:

Current Grade 2-4 Enrollment Mosier Elementary School	Proposed Grade 1-5 Enrollment Mosier Elementary School, (relocates grade 1 from the MSBA-funded Plains Elementary School and grade 5 from the Smith Middle School)
360 students	590 students

The Town of South Hadley further acknowledges and agrees that pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage according to the enrollments noted above. The Town of South Hadley acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than any of the enrollments noted above, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment for the Proposed Project that it has acknowledged and agreed to herein. The Town of South Hadley further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Proposed Project shall be subject to the approval of the MSBA’s Board of Directors and that the final approval of a Proposed Project shall be within the sole discretion of the MSBA’s Board of Directors.

The undersigned, for themselves and the Town of South Hadley, hereby certify that they have read and understand the contents of this study enrollment certification and that each of the above statements is true, complete and accurate. The undersigned hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of South Hadley and to bind the Town of South Hadley to its terms.

Chief Executive Officer

Duly Authorized Representative of School Committee

Date

Date

Superintendent of Schools

MSBA Project No. 202302780020

Date

Acknowledgement of Addendum

Town of South Hadley

Mosier Elementary School

Acknowledgement of Addenda

The respondent acknowledges all addenda.

Addenda Number	Date Issued

Signature

Print Name & Title

Date

Company

THIS FORM MUST BE SIGNED & INCLUDED WITH YOUR SUBMISSION.