

Feasibility Study Work Plan

Feasibility Phase Item #	Original Request for Services	MSBA 963 CMR Reference	April 2008 MSBA Feasibility Study Guidelines Reference	MSBA D/B/B Contract Reference	Scope Description (Task)	By Owner or OPM	Architect Hours	Subconsultant Fee	Extra Services	MSBA	Approval Required before Subsequent Phase
1		963 2.10 (8)(g)			MSBA Approval of Feasibility Study Contract with Designer	X	X	X		X	
2	X			4.4	Scope of services as required by 963 CMR 2.10 (8), MSBA Contract	X	X	X		X	
3		963 2.10 (8)(a)			Design and Educational Program approved by MSBA is criteria for scope of Feasibility Study	X				X	
4			1.02		Feasibility Study Agreement between the District and the MSBA	X				X	
5			1.04		<b>Statement of Problem</b>	X	X				
6			1.05	7.3.1	<b>Work Plan</b>		X	X		X	
7	X		1.06	Article 3.4	<b>Analyze Existing Conditions</b>		X	X			
7a			1.06		Establish that the District has clear title to the property or actions to obtain	X	X	X			
7b			1.06		Establish that the property is available for development;		X	X			
7c			1.06		Determine what development restrictions apply, if any		X	X			
7d			1.06		Establish whether any serious environmental, geotechnical or other physical conditions exist that might have an impact upon eventual construction.		X	X			
7e			1.06		District will furnish to the Designer all available information	X					
7f			1.06	4.11	Review the survey, investigations, and testing completed by the Owner and as provided under paragraph 3.4. Determine the types of additional or expanded surveys, investigations, or testing required for the Project.	X	X	X	X		
				4.11.1	Site surveys				X		
				4.11.2	Structural tests and materials tests				X		
				4.11.3	Geotechnical and geoenvironmental investigations				X		
				4.11.4	Traffic studies				X		
				8.2	Preparing documentation for existing buildings when such documentation does not exist.		X	X	X		
8			1.00/ 1.07		<b>Educational Program Needs</b>	X					
9			1.08		<b>Identify or develop standards and policies for certain needs- (science labs, class size policies, etc.)</b>		X	X			
9a			1.08		Program requirements reviewed by the District	X					
10				7.32	<b>Develop and prepare the documentation required by the Feasibility Study Guidelines to assist the Owner in securing MSBA approval</b>		X	X			
11			1.03	7.3.2.a	Substantiate enrollment projections - Justification of Proposed Project		X			X	
12			1.05	7.3.2.b	Scope, cost, and schedule for Feasibility Study		X	X		X	
13			1.09	7.3.2.c	<b>Preliminary Design Program (Conceptual diagrams required)</b>		X			X	
13a			1.09		Educational Program Activities		X				
13b			1.09		Space Summary		X	X			
13c			1.09		Functional Relationship		X	X			
13d			1.09		Instructional Technology		X	X			
13e			1.09		General Features		X				
13f			1.09		Special Features		X				
13g			1.09		Sustainable Design Features		X	X			

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14	963 2.02	1.00/ 1.12	7.3.2.d	Budget Statement for Education Objectives, as defined by 963 CMR 2.02	X	X	X		X	
15	963 2.10.	1.10	7.3.2.e/ 7.3.3	<b>Development of Alternatives</b>		X	X		X	
		1.10		<i>The specific alternatives to be considered shall be reviewed and approved by the MSBA and the District before they are developed in any detail</i>	X				X	
15a	963 2.10 (8)(e).3	1.10	7.3.3.a	Analysis of school district student school assignment practices and available space in other schools in the district.	X	X				
15b	963 2.10 (8)(e).6	1.10	7.3.3.b	Tuition agreements with adjacent school districts	X	X				
15c	963 2.10 (8)(e).5	1.10	7.3.3.c	Rental or acquisition of existing buildings that could be made available for school use	X	X	X			
15d		1.10	7.3.3.d	Renovation and/or addition to existing building(s) and related facilities or fields	X	X	X			
15e	963 2.10 (8)(e).2	1.10	7.3.3.e	No-build or status quo option, to be used as a benchmark for comparative analysis of all other	X	X	X			
15f		1.10	7.3.3.f	In some cases, it may also be appropriate to consider construction of new building and the evaluation of potential locations	X	X	X			
15g	963 2.10 (8)(e).4			The utilization of under-utilized or vacant facilities potentially available for t the Proposed Project	X	X	X			
16		1.11	7.3.2.f	<b>Preliminary Evaluation of alternatives</b>	X				X	
		1.11		"At least" three distinct alternatives, not variations.						
16a		1.11		Degree to which alternatives fulfill stated Educational Program requirements		X	X			
16b	963 2.10 (8)(e).7	1.11		Detailed and itemized cost estimate for each alternative		X	X			
16c	963 2.10 (8)(e).8	1.11		Potential impact on students - phasing, temporary facilities, off-hour construction		X	X			
16d		1.11		Operating and maintenance cost or Life Cycle Costs		X	X			
17		1.13	7.3.2.g	<b>Final Evaluation of Alternatives</b>	X				X	
		1.13		At least three potential options, at least one renovation and/or addition.						
17a	963 2.10 (8)(e).9	1.13		Analysis of each prospective site.		X	X			
17b		1.13		Scaled map (1 inch=400ft) show all social, man-made, and natural features within a 3/4-mile radius of the site.		X	X	X		
17c		1.13		Potential impact on students - phasing, temporary facilities, off-hour construction		X	X			
17d		1.13		Evaluation of existing conditions - soil conditions, environmental conditions, title to the land, including:		X	X	X		
17e		1.13		Building code analysis		X	X			
17f		1.13		Seismic Studies		X	X			
17g	963 2.10 (8)(e).9	1.13		Geotechnical evaluation and soils exploration		X	X	X		
17h		1.13		Septic/ sewage treatment system		X	X			
17i	963 2.10 (8)(e).9	1.13		Phase I Initial Site Investigation conforming to 310 CMR 40.00		X	X	X		
	963 2.10 (8)(e).9			MSBA may require subsequent environmental testing.		X	X	X		
	963 2.10 (8)(i)			Certain environmental or geotechnical site testing costs beyond initial investigatory costs.		X	X	X		
17j	963 2.10 (8)(j)			Public review/ public comments of environmental assessments. Submit to MSBA a summary of public comments		X				
17k		1.13		Hazardous materials assessment (incl. destructive		X	X	X		
17l		1.13		Conceptual architectural and site drawings		X	X			
17m		1.13		Outline of major building structural system		X	X			
17n		1.13		Source, capacities, method of obtaining all utilities. For renovation - impact on utilities		X	X			

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17o			1.13		Narrative of major building systems - Plumbing, HVAC, Electrical (incl. IT and Multi-media), Mechanical and Electrical Loads		X	X			
17p	X		1.13		Total Project Budget	X	X				
17q		963 2.10 (8)(e).7	1.13		Construction Cost Estimate (Uniformat II Elemental Classification format (Level 3))		X	X			
17r		963 2.10 (8)(f)	1.13		Review of District's Operational and Capital Budget to include:	X	X				
17r(1)	X	963 2.10 (8)(f)1	1.13		Review and analysis of Budget Statement for Educational Objectives	X	X				
17r(2)		963 2.10 (8)(f)2	1.13		Review and analysis of District's operating and capital budget	X	X				
17r(3)		963 2.10 (8)(f)3	1.13		An analysis of the ability of the District to support the operating and capital costs of each alternative	X	X				
17r(4)		963 2.10 (8)(f)3	1.13		Proposed plan for each alternative showing how the district intends to fund all costs	X	X				
17s			1.13		Permitting requirements		X	X			
17t			1.13		Design and construction schedule, including phasing		X	X			
17u			1.13		MA-CHPS Scorecard		X	X			
18		963 2.10 (8)(l)	1.14	7.3.2.h	<b>Recommendation of Preferred Solution -Final Feasibility Study Report shall include:</b>	X				X	
18a		963 2.10 (8)(l)			Detailed scope of the Proposed Project		X	X			
18b		963 2.10 (8)(l)			Architectural and site plans		X	X			
18c		963 2.10 (8)(l)			Description of the major building construction systems		X	X			
18d		963 2.10 (8)(l)			Budget cost estimate using the Uniformat II elemental Classification format (Level 3)		X	X			
18e		963 2.10 (8)(l)			Projected cash-flow	X	X				
18f		963 2.10 (8)(l)			Permitting requirements		X	X			
18g		963 2.10 (8)(l)			Proposed project design and construction schedule including phasing		X	X			
18h		963 2.10 (8)(l)			Sustainable design goals		X	X			
18i		963 2.10 (8)(l)			Construction or demolition waste that would be		X	X			
19	X		1.15		<b>Final Design Program</b>	X				X	
					Must be approved by the District prior to submission to MSBA and in form suitable to the Authority	X					
19a					Philosophy Statement		X				
19b					Program Goals		X				
19c					Program Activities		X				
19d					General / Specific Architectural Characteristics		X				
19e	X				Space Summary		X				
19f					Visual or aesthetic focal points		X				
19g					Instructional Technology		X	X			
19h					Functional Relationship		X				
19i					Security and Visual Access Requirements		X	X			
19j					Site Development Requirements - Parking, circulation, service, outdoor activity, signage, and lighting requirements		X	X			
19k					Requirements for Each Individual Space with Room Data Sheet for each (Appendix B) - includes F & E		X	X			
19l					Summary of Spatial Relationships (Bubble diagram or matrix not floor plan)						
19m					Preliminary MA-CHPS Scorecard		X	X			
20				7.3.4	<b>Feasibility Study Submittals as per 7.2.2 and subject to written approval of the Owner. 8 copies plus 2 disks of electronic copies</b>	X	X	X		X	
21				7.3.5	<b>Presentation of FS to the Owner, the MSBA, and at a local public meeting</b>	X	X	X		X	

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22				7.3.6	<b>Meetings with Owner every other week</b>	X	X	X			
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