

**Norton High School**

**MSBA PROGRESS STATUS REPORT**

**REPORT 2. DECEMBER 2010**



Norton High School Revitalization  
Project Status Report  
December 2010

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1. Executive Summary

On November 6, 2008 the Town of Norton submitted a Statement of Interest to the MSBA for the Norton High School. At the September 30, 2009 Board of Directors meeting, the MSBA Board voted to issue an invitation to the Owner to conduct a feasibility study for the proposed Statement of Interest. The Town of Norton Building Committee subsequently advertised for OPM services, reviewed proposals and selected Pinck & Co. Inc. This selection was confirmed by the MSBA Board on October 5<sup>th</sup> and a Notice to Proceed was issued to Pinck & Co. on October 12, 2010. Pinck & Co. is meeting weekly with the Superintendent and members of the Building Committee.

Pinck & Co. tailored the MSBA's Designer RFS for the project which was submitted to the MSBA after the review and approval of the Superintendent. The RFS was advertised on October 27<sup>th</sup> in the Central Register, on Comm-PASS and in The Sun Chronicle. A site visit for the Designer RFS was held on Monday November 1<sup>st</sup> at 10am. Five applications in response to the RFS were received on November 10<sup>th</sup>. Pinck & Co. is undertaking reference checks and will meet with the Building Committee on November 16<sup>th</sup> to review the applications. Pinck & Co. will summarize the meeting comments in a memo to the MSBA. **Pinck & Co. submitted all documents required by the DSP to the MSBA on November 18<sup>th</sup>. Superintendent Pat Ansay, Building Committee Chair Kevin O'Neil and Finance Committee member Andrew Mackie participated in the DSP selection process on December 7<sup>th</sup>. Two firms – JCJ Architecture and Kaestle Boos Associates – ranked highest in the review and will be interviewed by the DSP on December 21<sup>st</sup>.**

Proposed Project Milestones

Milestones	Planned Start	Planned Completion
Feasibility Study	<b>Dec-22</b>	Feb-4
Schematic Design	Feb-5	April-6
MSBA Project Budget and Scope Approval	-	May-25

2. Current Status

Two parallel processes are underway. The designer selection process has begun with the advertisement of the RFS on October 27<sup>th</sup>. In parallel with this process, Pinck & Co. is developing a draft of the Feasibility submittal and working with the Town of Norton to procure services for a survey, a geotechnical study, and a Phase I environmental report.

### 3. Schedule and Milestone Review

Please see attached project schedule. This schedule is based on the intention to seek MSBA approval for Schematic Design prior to the June 2011 town meeting.

Points of interest are:

- Designer applications returned 10 November 2010
- Submittal of comments on applications to the DSP by 18 November 2010
- Ranking of the applications by the DSP at the 7 December 2010 meeting
- DSP interviews of two top ranked designers at the 21 December 2010 meeting**
- Negotiation of a mutually agreeable fee by 23 December 2010
- Notice to Proceed to the architect issued 24 December 2010
- Kick off meeting with the MSBA and the Project team TBD
- Submittal of the Feasibility Study to the MSBA 9 February 2011
- Approval of the Feasibility Study by the MSBA on 23 March 2011
- Submittal of the Schematic Design Study to the MSBA on 6 April 2011
- Approval of the Feasibility Study by the MSBA on 25 May 2011
- Town Meeting vote tentatively schedule for mid-June 2011

### 4. Budget Review

The Building Committee anticipates a total cost of between \$15-20 million. Pinck & Co. is developing a draft project budget which delineates the anticipated soft costs.

### 5. Procurements

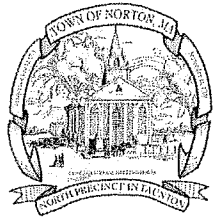
The RFS for Designer Services was advertised on October 27<sup>th</sup>. Applications were received on November 10<sup>th</sup>.

### 6. Deliverables

- |       |                      |                                     |
|-------|----------------------|-------------------------------------|
| • OPM | MSBA Approval of RFS | <b>Via e-mail 19 October, 2010</b>  |
|       | Monthly Report       | <b>Via e-mail 12 November 2010</b>  |
|       | DSP Documents        | <b>Via courier 18 November 2010</b> |

Future monthly reports will track items for the following participants:

- Designer
- Commissioning Agent
- Contractor
- MSBA
- Other



# Norton High School Renovation and Addition

