

TRANSMITTAL

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From: Margaret Wood

Date: 10 May 2011

Re: Norton High School
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Sent via: Mail (E-file forwarded previously)



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Please find attached the May Monthly Report for the Norton High School Project.

Cc: Carolyn Walsh, MSBA Field Coordinator (via e-mail)
Pat Ansay, Superintendent of Schools, Norton, MA (via e-mail)
Kevin O'Neil, President, Building Committee, Norton, MA (via e-mail)
MSBA File / Documents Submitted / Monthly Reports

Norton High School

MSBA PROGRESS STATUS REPORT

MSBA Project No. 200902180505

REPORT 7. May 2011



Norton High School Revitalization
Project Status Report
May 2011

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Note:

Updated items within the report are in bold typeface.

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 5th 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 27th in the Central Register, on Comm-PASS and in The Sun Chronicle. A site visit for the Designer RFS was held on Monday November 1st at 10am. Five applications in response to the RFS were received on November 10th. Pinck & Co. undertook reference checks and met with the Building Committee on November 16th to review the applications. Pinck & Co. summarized the meeting comments in a memo to the MSBA. Pinck & Co. submitted all documents required by the DSP to the MSBA on November 18th. Superintendent Pat Ansay, Building Committee Chair Kevin O'Neil and Finance Committee member Andrew Mackie participated in the DSP review of proposals on December 7th. Two firms – JCJ Architecture and Kaestle Boos Associates – ranked highest in the review and were interviewed by the DSP on December 21st. JCJ Architecture was selected for the project. A Kick-off Meeting was held January 14th. Working with the Building and School Committees, JCJ developed four options for submittal to the MSBA as part of the Feasibility Study. The Feasibility Study was submitted to the MSBA on February 18th. On February 23rd, representatives of the Town and the Town's consultants met with the MSBA's Facilities Assessment Subcommittee. On March 30th, the MSBA Board voted to approve the Town of Norton, as part of its Invitation for Feasibility Study, to proceed into schematic design for an addition and renovation project at Norton High School. **On April 15th, the Schematic Design package was submitted to the MSBA.**

Proposed Project Milestones

Milestones	Planned Start	Planned Completion
Feasibility Study	22-Dec-11	18-Feb-11
MSBA Facilities Assessment Subcommittee		
Preferred Schematic Call		14-Mar-11
MSBA Board Meeting		30-Mar-11
Schematic Design	21-Feb-11	15-Apr-11
Project Scope and Budget Meeting		11-May-11

MSBA Project Budget and Scope Approval	-	25-May-11
Town Meeting Vote		6-Jun-11

2. Current Status

At a public meeting on April 12th the Project Team presented the Schematic Design to a Joint Committee comprised of Selectmen and members of the Finance, School and Building Committees. The School Committee subsequently voted to authorize the Schematic Design submission to the MSBA on April 15th.

The application to the OIG's office for authorization to utilize Construction Management at Risk procurement was made on April 20th.

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 selection of JCJ Architecture 21 December 2010
- 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 14 January 2011
- Submittal of the Feasibility Study to the MSBA 18 February 2011
- Presentation to the MSBA Facilities Assessment Subcommittee 23 February 2011
- Approval of the Feasibility Study by the MSBA on 30 March 2011
- Submittal of the Schematic Design Study to the MSBA on 15 April 2011
- Approval of the Schematic Design by the MSBA on 25 May 2011
- Town Meeting vote scheduled for Monday 6 June 2011
- Debt Exclusion vote scheduled for Saturday 11 June 2011

4. Budget Review

Pinck & Co. developed a draft project budget which was presented to the Building Committee, School Committee and Selectmen on December 14th, 2010: estimated project costs for the full project scope were projected to be as high as \$30 million. Feasibility estimates confirmed that the project is in the range of \$30-32 million. **Details of the reconciled Schematic Design estimates were presented to the Building Committee for their review and comment on May 3rd: the Building Committee voted to finalize the project cost for the purposes of the town vote as \$33,840,231.**

5. Procurements

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

RFS's for Geotechnical and Phase I Environmental Services were advertised on December 14th and responses were received on December 22nd. McPhail Associates was the recommended bidder for the Phase I Environmental. Their draft report was received on 11 February 2011 and will be incorporated in the Feasibility Study. McPhail completed the Phase I Environmental and this document was included in the Feasibility Submittal.

6. Deliverables

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|-------|-----------------------------------|---|
| • OPM | MSBA Approval of RFS | Via e-mail 19 October, 2010 |
| | DSP Documents | Via courier 18 November 2010 |
| | Feasibility Submittal | Via delivery 18 February 2011 |
| | Schematic Design Submittal | Via delivery 15 April 2011 |
| | Monthly Report | Via e-mail the 12 th of each month |

Future monthly reports will track items for the following participants:

- Designer
- Commissioning Agent
- Contractor
- MSBA
- Other

