

# TRANSMITTAL

To: Jennifer Connarton  
Contract Administrator  
MSBA  
40 Broad Street  
Boston, MA 02109

From: Margaret Wood

Date: 12 July 2011

Re: Norton High School  
MSBA Project No. 200902180505

Sent via: Mail (E-file forwarded previously)



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

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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 8. July 2011**



Norton High School Revitalization  
Project Status Report  
July 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 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. undertook reference checks and met with the Building Committee on November 16<sup>th</sup> 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 18<sup>th</sup>. Superintendent Pat Ansay, Building Committee Chair Kevin O'Neil and Finance Committee member Andrew Mackie participated in the DSP review of proposals on December 7<sup>th</sup>. Two firms – JCJ Architecture and Kaestle Boos Associates – ranked highest in the review and were interviewed by the DSP on December 21<sup>st</sup>. JCJ Architecture was selected for the project. A Kick-off Meeting was held January 14<sup>th</sup>. 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 18<sup>th</sup>. On February 23<sup>rd</sup>, representatives of the Town and the Town's consultants met with the MSBA's Facilities Assessment Subcommittee. On March 30<sup>th</sup>, 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 15<sup>th</sup>, the Schematic Design package was submitted to the MSBA. On June 6<sup>th</sup>, Town of Norton residents voted to support the project at Town Meeting and on June 11<sup>th</sup>, residents voted to authorize the project funding.

### Proposed Project Milestones

Milestones	Planned Start	Planned Completion
CM at Risk RFQ advertised	29-Jun-11	<b>15-Jul-11</b>
CMs pre-qualified	<b>22-Jul-11</b>	<b>22-Jul-11</b>
CM at Risk RFS distributed	<b>25-Jul-11</b>	<b>8-Aug-11</b>
CM interviews	<b>17-Aug-11</b>	<b>19-Aug-11</b>
CM selected	<b>23-Aug-11</b>	<b>23-Aug-11</b>

## 2. Current Status

The Project Team is engaged in the following:

- Finalizing contracts for the OPM and Architect
- The selection of a Construction Manager
- The process of Design Development

## 3. Schedule and Milestone Review

Please see attached project schedule. This schedule is based on a construction start in the spring of 2012 and project completion in the winter of 2013-2014.

## 4. Budget Review

Pinck & Co. developed a draft project budget which was presented to the Building Committee, School Committee and Selectmen on December 14<sup>th</sup>, 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 3<sup>rd</sup>: the Building Committee voted to finalize the project cost for the purposes of the town vote as \$33,840,231.

## 5. Procurements

**The RFQ for Construction Management was advertised on June 29<sup>th</sup>.**

## 6. Deliverables

- OPM                      Monthly Report                      Via e-mail the 12<sup>th</sup> of each month

Future monthly reports will track items for the following participants:

- Designer
- Commissioning Agent
- Contractor
- MSBA
- Other

