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

From: Margaret Wood

Date: 23 September 2011

Re: Norton High School
MSBA Project No. 200902180505

Sent via: Mail (E-file forwarded previously)

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

Cc: Carolyn Walsh, MSBA Field Coordinator (via e-mail)
Gregory Brunell, Project Manager (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



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Norton High School

MSBA PROGRESS STATUS REPORT

MSBA Project No. 200902180505

REPORT 11. September 2011



Norton High School Revitalization
Project Status Report
September 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. On June 6th, Town of Norton residents voted to support the project at Town Meeting and on June 11th, residents voted to authorize the project funding.

The RFQ for CM at Risk procurement was published on June 29th and 8 responses were received on the due date of July 15th. Pinck & Co. evaluated and recommended a ranking of the proposers to the CM Selection Committee. The Selection Committee met on July 29th and pre-qualified the following firms: WT Rich, CTA Construction and Consigli Construction.

The CM RFP was distributed to the pre-qualified CMs on August 1st and responses were received on August 15th. Interviews were held on August 17th: WT Rich was ranked highest on both the RFP and the interview, and the Town issued a Notice of Intent to WT Rich on August 30th while the contract was

being finalized. Design Development documents were completed on August 26th and distributed to the architect's estimator and to WT Rich.

Upcoming Milestones	Planned Start	Planned Completion
Design Development estimate	16-Sep-11	9-Aug-11
Design Development submittal to MSBA	19-Aug-11	

2. Current Status

The Project Team is engaged in the following:

- Finalizing contracts for the Architect
- **Review and comment on the Design Development package**
- **Development of a phasing plan with the CM**

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 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 RFQ for Construction Management was advertised on June 29th. Three firms – WT Rich, CTA Construction and Consigli – were pre-qualified, and were notified of the pre-qualification on July 29th. **WT Rich was ranked highest in both the RFP response and the interview. A Letter of Intent was issued to WT Rich and the contract is being finalized and executed.**

6. Deliverables

- OPM
The Monthly report was submitted on August 30th.
The Design Development submittal is due to the owner on September 19th.

- Designer
The Design Development Documents were delivered to the Project Team on August 26th. The estimate is due on September 16th.
- Commissioning Agent
A kick-off meeting with the Commissioning agent, RFS Engineering, was held on August 9th.
- Contractor
The Design Development estimate is due on September 16th.
- MSBA
- Other

