

Manchester Memorial Elementary School SBC Meeting

7/25/2017



JCJ ARCHITECTURE

Agenda

1. Call to Order
2. Previous Topics & Approval of July 11, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Designer Contract Update
5. Working Groups Update
 - New Communications Working Group
6. Workplan/Schedule/Calendar Review
7. Next Meetings
8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
9. Public Comments
10. Adjourn



1. Call to Order



2. Previous Topics & Approval of July 11, 2017 Meeting Minutes

Action Items from Meeting Minutes:

- | | |
|---|--------------------|
| 1. Contract Update: Authorize/Forward Contract | <i>In progress</i> |
| 2. Contract Update: Notice to Proceed | <i>Open</i> |
| 3. Educational Programming: Develop Visioning Dates | <i>Open</i> |
| 4. Provide David Stephens Contact Info | <i>Complete</i> |
| 5. Communications Working Group | <i>Open</i> |



3. Designer Contract Update

- Received contract
- Notice to Proceed
- SBC to review contracts (vote expected)



4. Working Groups Update

- Educational Programming
 - Update from 7/12 meeting
- Facilities Assessment
 - Update
- Budget Collaboration
 - 9/8/17 Meeting scheduled
- Communications
 - Responsibilities/Tasks/Strategy



Manchester Memorial Elementary School Feasibility Phase

WORK PLAN REVIEW

7/25/2017



THE BIG PICTURE

FEASIBILITY PHASE

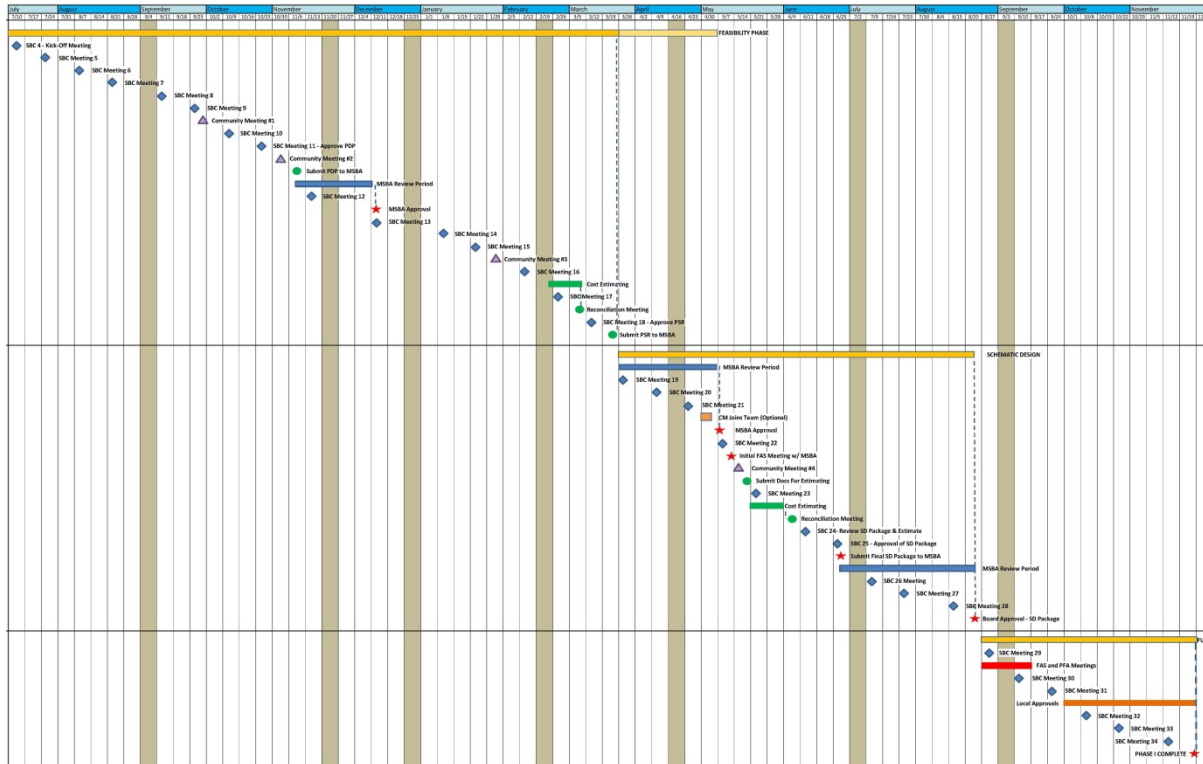
Preliminary Design Program
Preferred Schematic Design

SCHEMATIC DESIGN

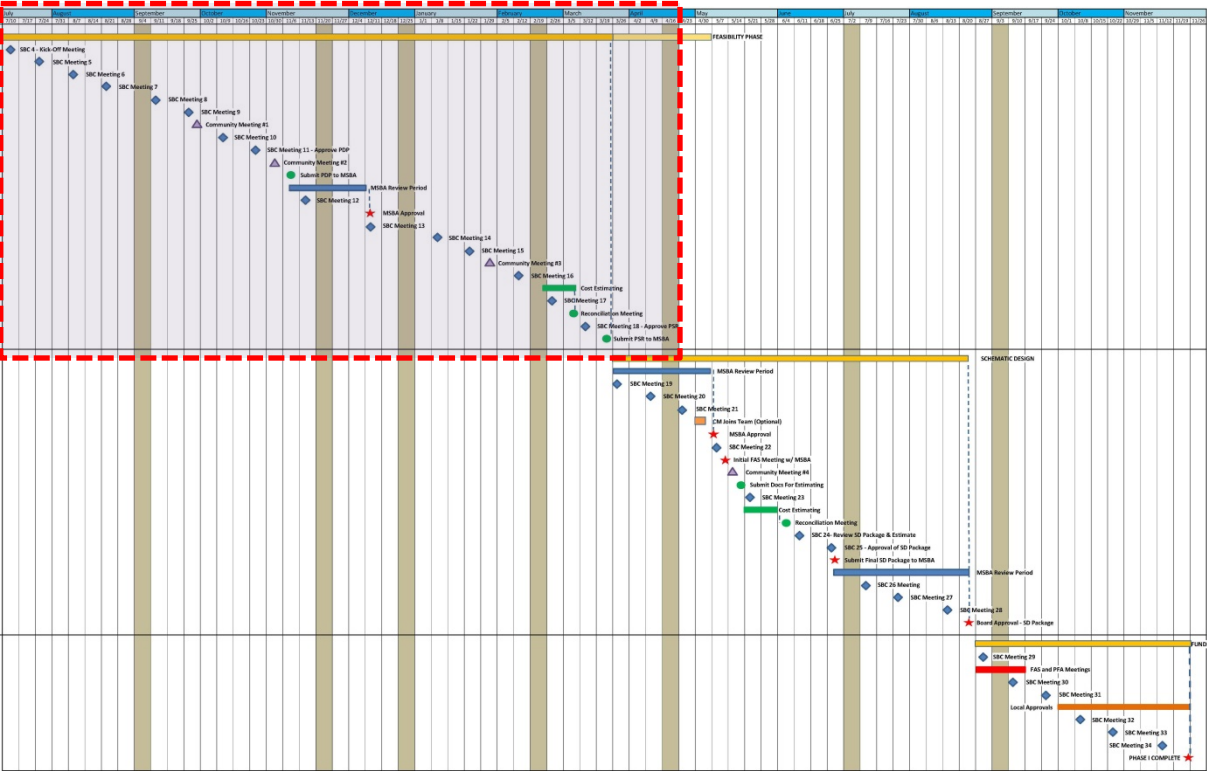
LOCAL APPROVALS & FUNDING



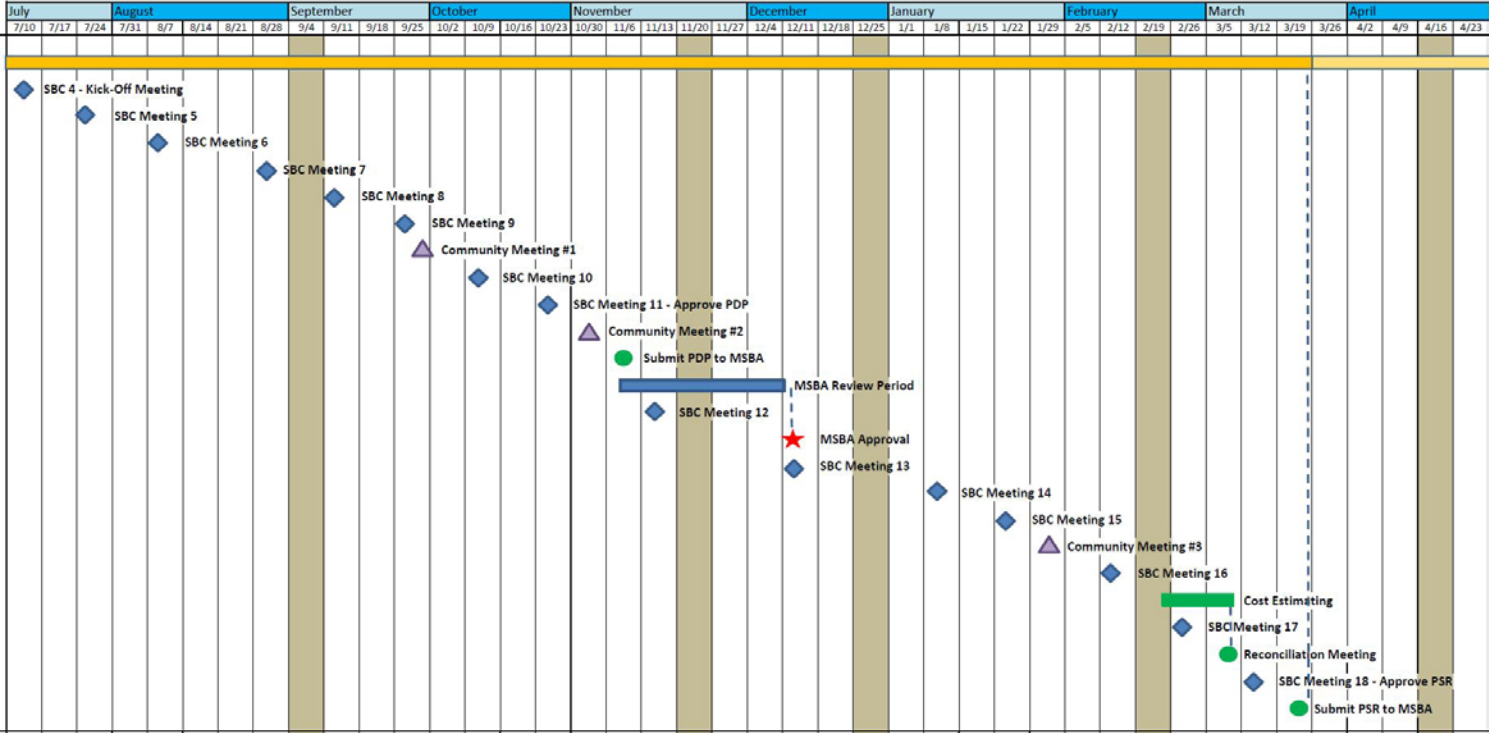
The Schedule



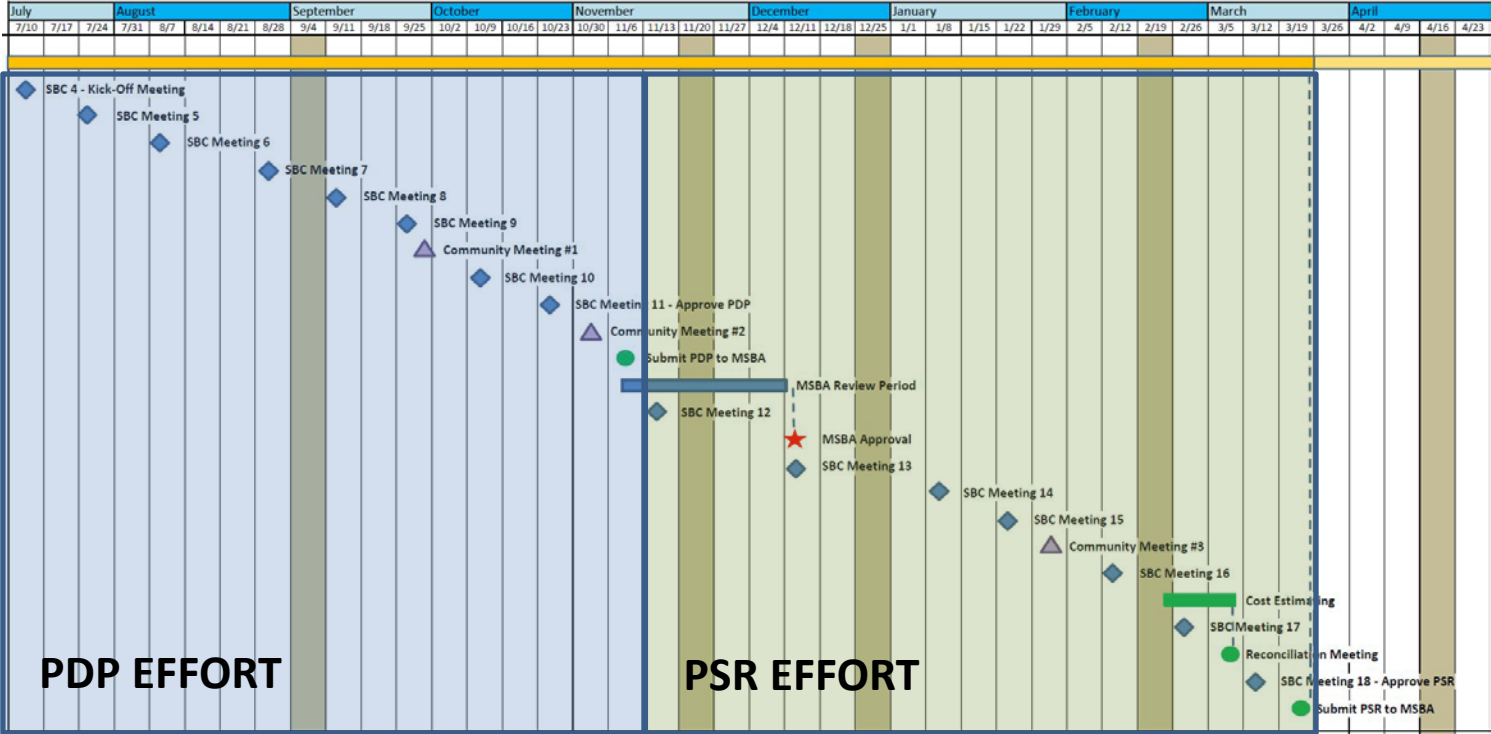
The Schedule: Feasibility Phase



The Schedule: Feasibility Phase



The Schedule: Feasibility Phase



The Schedule: **PDP Effort**

Existing Conditions Assessment
Building & Site

Educational Programming

Conceptual Options



The Schedule: **PSR Effort**

Identify Preferred Option

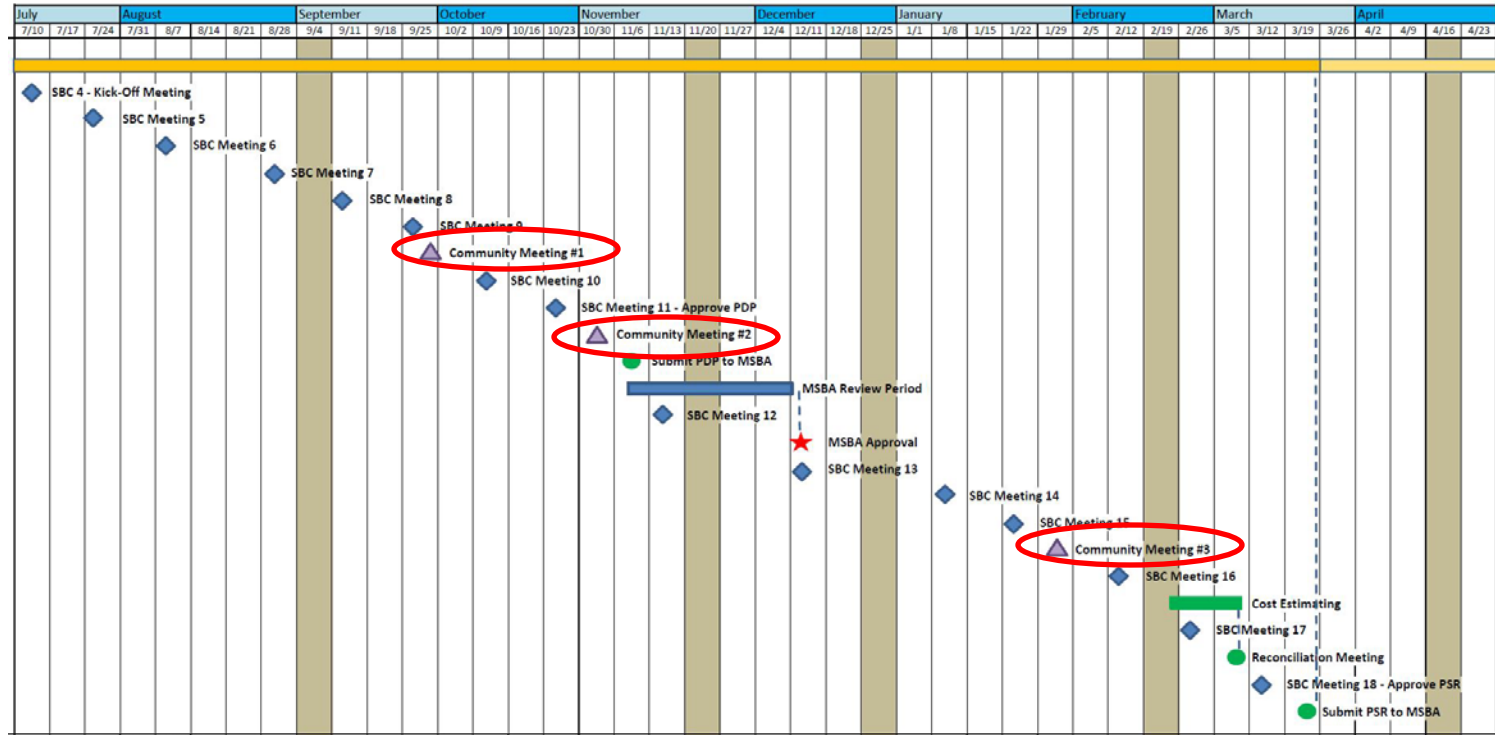
Building Programming

(Construction Manager Joins)

Cost Estimates



The Schedule: Community Meetings



The Schedule: **Community Meetings**

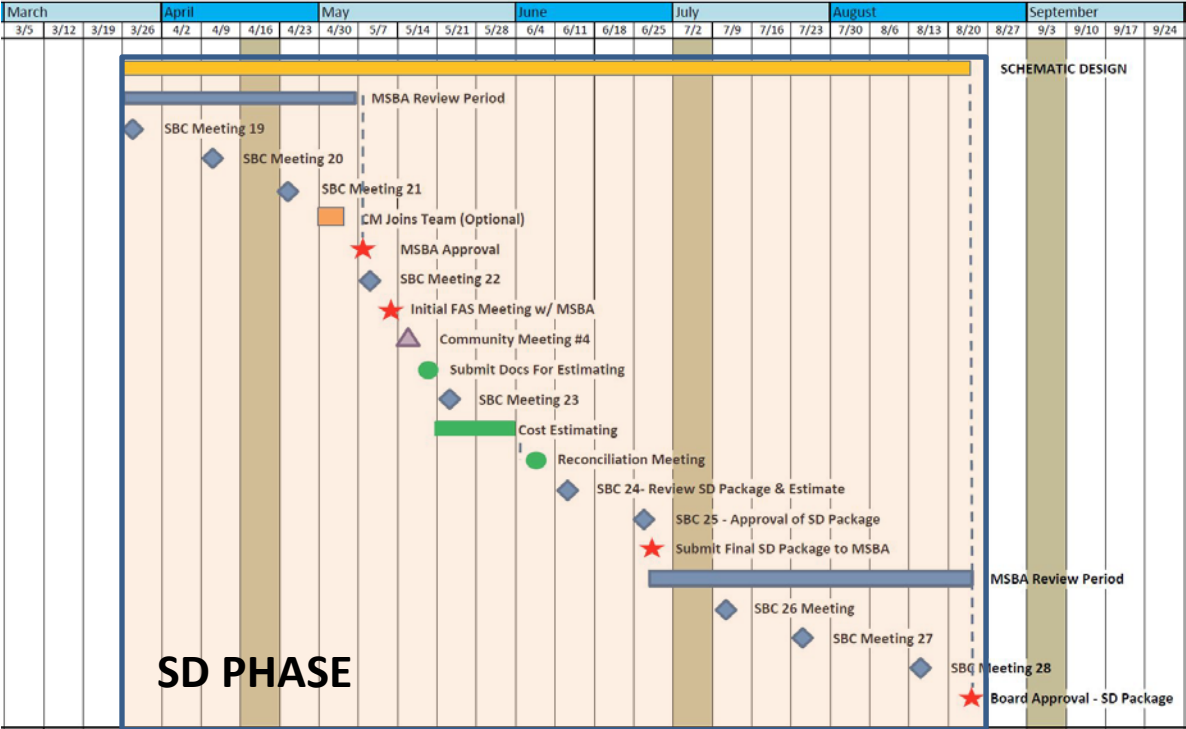
September
Programming

·
November
Site Design

·
January
Building Design



The Schedule: Schematic Design Phase



SD PHASE



The Schedule: **Schematic Design Phase**

Develop Preferred Option

Full Scope Identified

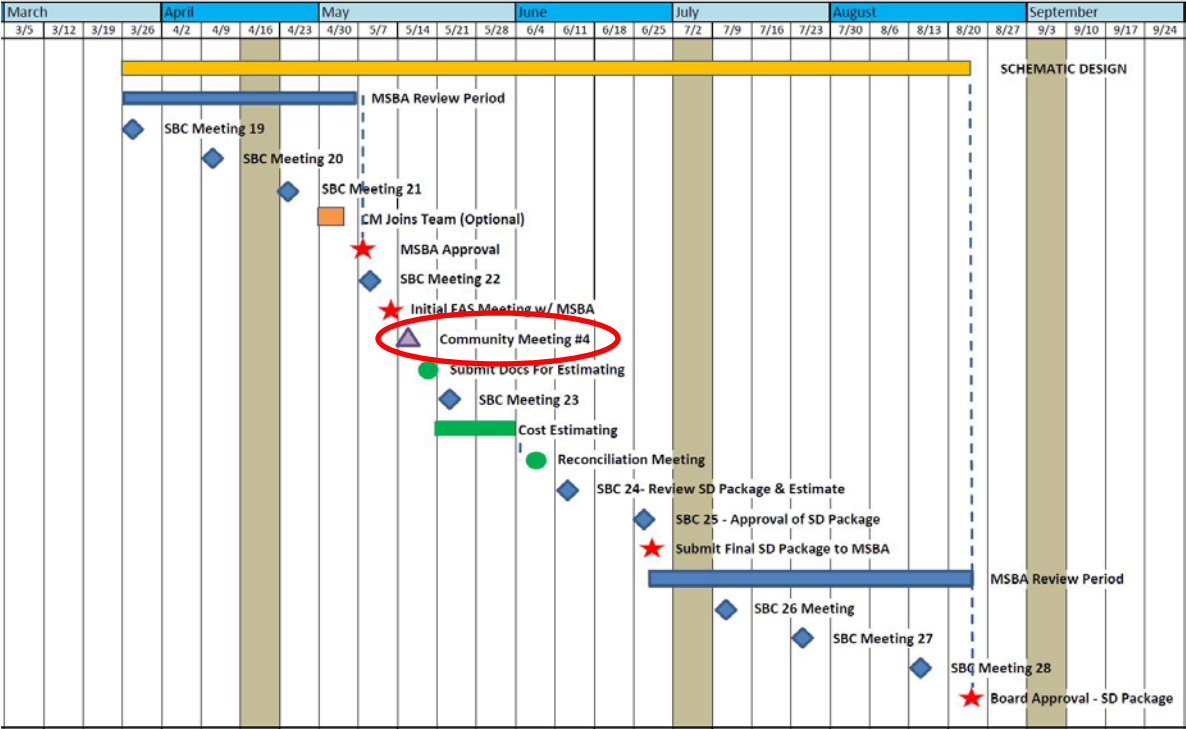
Green Charrette

Phasing

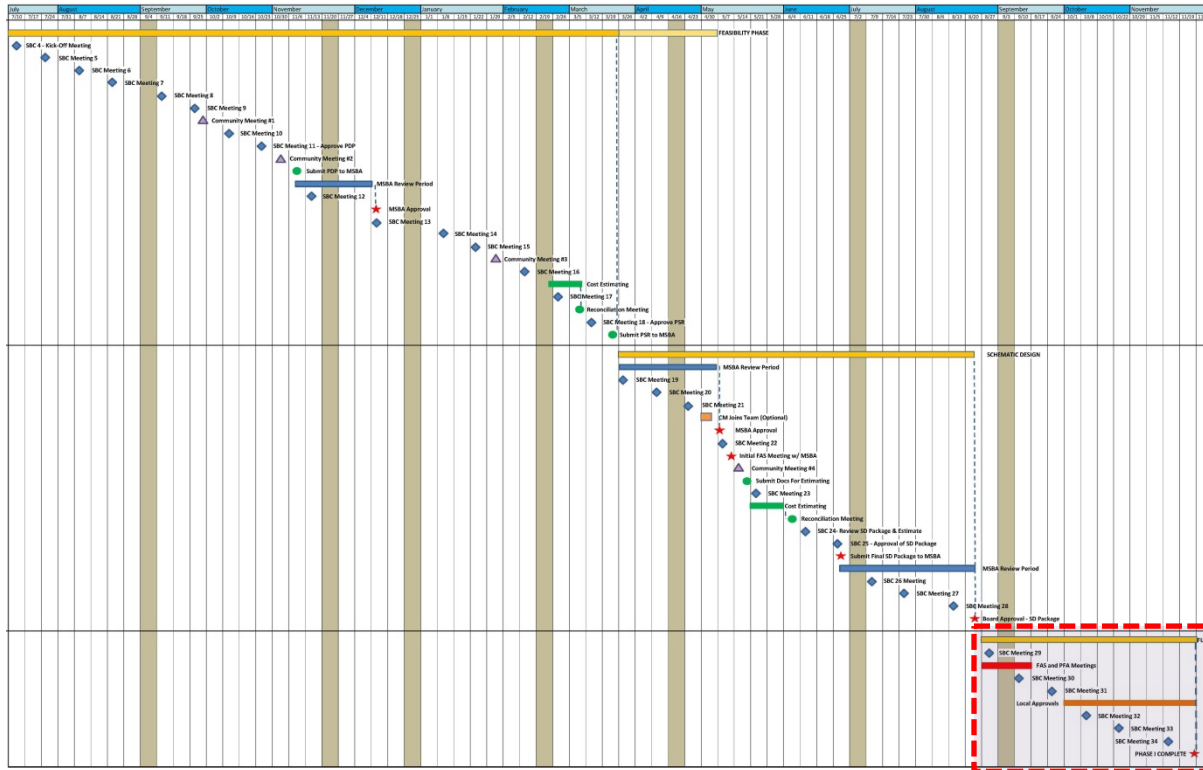
Cost Estimates



The Schedule: Schematic Design Phase



The Schedule: Local Approvals & Funding



The Schedule: **Local Approvals & Funding**

Project Funding Agreement

Outreach

Local Approvals



5. Calendar Look Ahead

2017		August		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31	01	02	03 Submit SC materials	04
07	08 SC Meeting (3pm) & SBC Meeting #6 (7pm) Progress Report/Goal Setting/Educational Planning	09	10	11
14	15	16	17	18
21	22 SC Meeting (7pm)	23	24	25
28	29 SBC Meeting #7 (TBD) Progress Report/Ed Planning/Space Summary/Development of Alternatives	30	31	01

2017		September		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	01
04	05 SC Meeting	06	07	08 Small Group Budget Collaboration Meeting (8AM)
11	12 SBC Meeting Progress Report/Ed Planning/Space Summary/Development of Alterna.	13 All-Boards Meeting-Operational Budget Projections	14	15
18	19 SC Meeting	20	21	22
25	26 SBC Meeting Progress Report/Ed Planning/Space Summary/Development of Alterna./Prepare for Comm Meet #1	27	28	29

5. Budget Update

Project Details

DWMP Project No.	MP17-114	Project Type	Elementary School
Project Name	Manchester Memorial Elementary School	Scope Type	TBD
Project Address	43 Lincoln Street Manchester-by-the-Sea, MA 01944	MSBA Project?	Yes
Project Phase	Forming the Team	MSBA Proj. No.	201506980010
Phase End-Date	07/13/2017	Enrollment	335
Phase % Complete	108%	Reimb. Rate	31.00%

[Edit Project Details](#)

- Budgets
- Budget Transfers
- Contracts
- Invoices
- Vendors
- Monthly Reporting

Project Budget Summary

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance	Details	Edit	Delete
0000-0000 Feasibility Study Agreement												
0001-0000: OPM - Feasibility Study	\$125,000.00	\$0.00	\$125,000.00	\$155,000.00	124%	\$36,372.00	23%	\$118,628.00	-\$30,000.00			
0002-0000: A&E - Feasibility Study	\$400,000.00	\$0.00	\$400,000.00		0%		0%	\$0.00	\$400,000.00			
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00		0%		0%	\$0.00	\$100,000.00			
0004-0000: Other	\$25,000.00	\$0.00	\$25,000.00	\$828.83	3%	\$828.83	100%	\$0.00	\$24,171.17			
Total - 0000-0000 Feasibility Study Agreement	\$650,000.00	\$0.00	\$650,000.00	\$155,828.83		\$37,200.83		\$118,628.00	\$494,171.17			
Total	\$650,000.00	\$0.00	\$650,000.00	\$155,828.83		\$37,200.83		\$118,628.00	\$494,171.17			

8. Next Meetings

- **8/8/17 SBC Meeting** *Progress Report/Goal Setting/Educational Planning*
- **8/29/17 SBC Meeting (TBD)** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives*
- **9/12/17 SBC Meeting** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives*
- **9/26/17 SBC Meeting** *Progress Report/Ed. Planning/Space Summary/Development of Alternatives/Preparation Community Meeting #1*

SBC Meeting 7/25/17



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9. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting



10. Public Comments



11. Adjourn



5. Project Timeline

Manchester Memorial Elementary School Project - Potential Timeline

MSBA Standard Schedule	Duration in Months	2017												2018												2019												2020												2021																																																		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																							
Hire OPM	3	█																																																																																																		
Select Architect	3				█																																																																																															
Feasibility	6							Feasibility																																																																																												
MSBA Preliminary Design Program Submission																																																																																																				
MSBA Preferred Schematic Report																																																																																																				
MSBA Recommendation to proceed into Schematic Design																																																																																																				
Schematic Design	6												Schematic																																																																																							
MSBA Schematic Design Submission																																																																																																				
MSBA Board Approval of Schematic Design																																																																																																				
Town Approval	3																																																																																																			
MSBA Issues Project Funding Agreement (\$\$ committed)																																																																																																				
Design Development	3																							DD																																																																												
Construction Documents	5																							CD																																																																												
Prequalify and Bid Documents	2																																		Bidding																																																																	
Construction Start	18																																													Construction																																																						
Building Occupied	0																																																																																																			

Option 1

SBC Meeting 7/25/17



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