

JOHN R. PIERCE SCHOOL

Brookline, MA



OPM Monthly Project Update Report

September 2021

FS	SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT	SITE
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During the month of September, the project team focused on exploring and developing the options identified in the Preliminary Design Program (PDP) that was submitted to the MSBA on June 15th. The project team received comments from the MSBA on August 13th and returned responses on September 3rd.

The PDP was approved by the SBC on June 14th, the Educational Plan and Space Summary were approved by the School Committee on June 14th, and the PDP was submitted to the MSBA on June 15th.

At the September 30, 2021 SBC meeting, the SBC agreed to update the Feasibility Study timeline to hit the following milestone dates:

- 06/15/21 - Preliminary Design Program (PDP) Submission due to MSBA for staff review
- 12/28/21 - Preferred Schematic Report (PSR) submitted to MSBA – this means an option has been selected to explore further in Schematic Design
- 03/02/21 - MSBA Board of Directors Meeting to approve Preferred Schematic Report
- 06/22/22 – Schematic Design (SD) Report submitted to MSBA
- 08/31/22 - MSBA Board of Directors Meeting for Project Scope & Budget
- Town Meeting Vote: September 2022
- Debt Exclusion Override: September or November 2022

This update allows for more community outreach and public process to gather feedback from the many committees, commissions, and boards in Town. An updated Project Schedule can be found attached to this report.

I. TASKS COMPLETED THROUGH SEPTEMBER 2021

The following tasks were completed in the month of September 2021:

- 09/09/21 School Building Committee Meeting
- 09/09/21 Leftfield submitted Monthly Report to Town
- 09/09/21 Leftfield submitted Monthly Report to MSBA
- 09/09/21 Meeting with Charlie Simmons to discuss parking garage
- 09/09/21 SBC Meeting
- 09/10/21 Pierce Working Group Meeting
- 09/14/21 September Building Commission Meeting
- 09/17/21 Draft estimates due back from estimators
- 09/21/21 Estimate Reconciliation Meeting
- 09/24/21 Meeting with Teachers and Staff
- 09/30/21 School Building Committee Meeting

II. TASKS PLANNED FOR OCTOBER 2021

The following tasks are planned for the month of October 2021:

- 10/06/21 Leftfield submitted Monthly Report to Town
- 10/05/21 Meeting with Police and Fire to review options
- 10/07/21 Meeting with Transportation Dept. to review traffic
- 10/12/21 Leftfield submitted Monthly Report to MSBA
- 10/12/21 October Building Commission Meeting
- 10/14/21 School Building Committee Meeting
- 10/21/21 Pierce Working Group Meeting
- 10/25/21 Pierce Community Forum
- 10/28/21 School Building Committee Meeting

III. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$59,451.50 this month, which consisted of OPM and Designer fees related to the Preferred Schematic Report Phase services for the Feasibility Study.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated September 30 , 2021.

IV. PROJECT SCHEDULE OVERVIEW

The Pierce Project is currently in MSBA Module 3 – the Feasibility Study. During the month of July, the project team explored and developed Preliminary Design Program (PDP) and submitted the report to the MSBA on June 15th after receiving SBC and School Committee approval on June 14th.

The full Pierce School Building Committee (SBC) has started meeting every other week to provide feedback on the options under consideration and to guide the public process and community outreach endeavors.

The team is now working on narrowing the options down to one preferred option as they dig into each more closely. The Preferred Schematic Report (PSR), a report highlighting the single preferred solution and outlining the process taken to get to that solution, is then submitted to the MSBA for review and voted on by the MSBA Board of Directors (BOD), a board that only meets every other month. In the September 30th, 2021 SBC meeting, the SBC agreed to update the schedule by pushing the timeline out two months. The Project is now targeting submission of the PSR to the MSBA by December 28, 2021, which allows

the MSBA time to review it prior to their March 2, 2022 BOD meeting. Prior to that meeting there will be meetings with MSBA staff to ensure the package is complete and ready for approval.

Once a preferred solution is approved by the MSBA BOD, the team moves into Schematic Design (SD) to further develop the solution. This solution will again be submitted to the MSBA for review and voted on by the MSBA BOD. **The Project's target is to be on the August 2022 BOD meeting agenda.** After the SD submission is approved by the MSBA, the project will need to secure funding through a vote at Town Meeting in September 2022 as part of the primary elections already slated to occur at that time. See attached Preliminary Project Schedule for more information.

By moving the schedule out two months, the Project Team is able to engage in more meetings with the public and present to more committees, commissions, and boards to ensure the community has time to weigh in on the options prior to deciding to pursue a single option into Schematic Design. Based on other projects and big issues being discussed in Town, the Project Team agrees that pushing the schedule out will allow for more voices to be heard and for the project information to reach a wider audience while maintaining the Fall 2022 end date for the Feasibility Study in the original schedule.

V. CONTRACT AMENDMENTS/BUDGET TRANSFERS

Designer Contract Amendment No. 2 and the associated Budget Revision Request 3 were approved by the Building Commission, School Committee and Select Board.

OPM Contract Amendment No. 1 will be presented to the Building Commission at their October 12, 2021 Meeting. OPM Contract Amendment No. 1 is for \$19,800.00 for independent estimating services for the Preferred Schematic Report and the Schematic Design Submission as required by MSBA.

Budget Revision Request No. 4 is required to transfer funds from the Other Contingency to the OPM's **Feasibility Study/Schematic Design Fee budget line** to fund OPM Contract Amendment No. 1. Budget Revision Request No. 4 will be presented for approval with OPM Contract Amendment No. 1.

Both OPM Contract Amendment No. 1 and Budget Revision Request No. 4 are indicated on the attached Total Project Budget Status Report to indicate the impact to the budget.

VI. COMMUNITY OUTREACH

The Pierce School Building Project Website will be used throughout the project to keep the community up to date with the latest information. Approved meeting minutes and

presentation materials will be posted to the website as well. To subscribe to project updates, please visit the website: <https://www.brookline.k12.ma.us/Page/2453>.

There is a Community Forum that is scheduled for October 25, 2021.

VII. ATTACHMENTS

Monthly Invoice Summary, dated September 30, 2021

OPM Amendment #1, dated October 12, 2021

Budget Revision Request (BRR #4), dated October 12, 2021

Total Project Budget Status Report, dated September 30, 2021

Monthly and Cumulative Cash Flow Reports, dated September 30, 2021

Preliminary Project Schedule, dated September 30, 2021

TO: Director of Capital Planning

FROM: Linus J. Guillory Jr., Ph.D., Superintendent of Schools, Public Schools of Brookline

Brookline

John R. Pierce School

MSBA Project ID Number: 201800460040

DATE: October 12, 2021

RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: 4

Pursuant to the Feasibility Study Agreement between the TOWN OF BROOKLINE (the “District”) and the MASSACHUSETTS SCHOOL BUILDING AUTHORITY (the “Authority”), the District hereby requests a revision to the Feasibility Study Budget, Exhibit A, dated August 12, 2020, for the John R. Pierce School Project. As required, the District has provided the information outlined in the table below to indicate the Feasibility Study Budget categories (line items) affected, the amounts needed and the reasons for the proposed revision.

The District acknowledges and agrees that it will not seek reimbursement from the Authority for any costs that exceed the already approved line item limits set forth in Exhibit A until after the Authority has accepted this Feasibility Study Budget Revision Request, and the Authority’s ProPay system has been adjusted accordingly.

The District further acknowledges and agrees that in accordance with Section 3.3 of the Feasibility Study Agreement, any revisions to the Feasibility Study Budget will not result in an increase to the grant amount set forth in Section 2.1 of the Feasibility Study Agreement.

The District further acknowledges and agrees that the need for these revisions to the Feasibility Study Budget has been identified in the OPM monthly report as required pursuant to the Contract for Owner’s Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the TOWN OF BROOKLINE’s School Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated August 12, 2020 is 2,000,000.00.

From Class’ Code	From Classification Name	To Class’ Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0004-0000	Other	0001-0000	OPM Feasibility Study/Schematic Design	\$19,800	Transfer needed for reimbursable expense for independent estimating for the PSR and SD Submissions.	\$182,684	

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

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By: Heather Hamilton

Title: Chief Executive Officer

Date:

By: Linus J. Guillory Jr., Ph.D.

Title: Superintendent of Schools

Date:

By: Suzanne Federspiel

Title: Chair of the School Committee

Date:

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By:

Title: Director of Capital Planning

Date:

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 100,000	\$ 244,800	\$ 344,800	\$ 344,800	100%	\$ 200,135	58%	\$ 144,665	*FSA 1, 4
0002-0000	A&E Feasibility Study/Schematic Design	\$ 950,000	\$ 372,516	\$ 1,322,516	\$ 1,322,516	100%	\$ 519,717	39%	\$ 802,799	*FSA 1, 2, 3
0003-0000	Environmental & Site	\$ 150,000		\$ 150,000	\$ 8,192	5%	\$ 8,192	5%	\$ 141,808	
0004-0000	Other	\$ 800,000	\$ (617,316)	\$ 182,684	\$ -	0%	\$ -	0%	\$ 182,684	*FSA 1, 2, 3, 4
	SUB-TOTAL	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,675,508	84%	\$ 728,044	36%	\$ 1,271,956	
ADMINISTRATION										
0101-0000	Legal Fees	\$ -	\$ -	\$ -	\$ -				\$ -	
	Owner's Project Manager	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0400	Design Development	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0600	Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0800	Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0900	Extra Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-1000	Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-1100	Cost Estimates	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0103-0000	Advertising & Printing	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0104-0000	Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0105-0000	Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0199-0000	Other Administrative Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
Architectural & Engineering										
	A/E Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0400	Design Development	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0500	Construction Documents	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0600	Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0700	Construction Administration	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0800	Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-9900	Other Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	Extra/Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0203-9900	Other Reimbursables	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0200	HazMat (incl. monitoring)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0300	Geotechnical/Geo-Environmental	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0400	Site Survey & Site Requirements	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0500	Wetlands	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-1200	Traffic Studies	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
SITE ACQUISITION										
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
PRE CONSTRUCTION COSTS										
0501-0000	CMR Pre-Con Services	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
CONSTRUCTION COSTS										
0502-0001	Construction Budget	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0508-0000	Change Orders	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
ALTERNATES										
0506-0000				\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
OTHER PROJECT COSTS										
0507-0000	Construction Contingency	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	Miscellaneous Project Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0601-0000	Utility Company Fees	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0602-0000	Testing Services	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0699-0000	Other Project Costs	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	Furnishings and Equipment	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0701-0000	Furnishings	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0702-0000	Equipment	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0703-0000	Technology Equipment	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0801-0000	Owner's Contingency	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
TOTAL PROJECT BUDGET		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,675,508	84%	\$ 728,044	36%	\$ 1,271,956	

FUNDING SOURCES	Max w/ Conting.	Max w/o Conting.	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
Maximum State Share	\$ 645,200	\$ 645,200					
Local Share	\$ 1,354,800	\$ 1,354,800					
SUB-TOTAL	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	32.36%

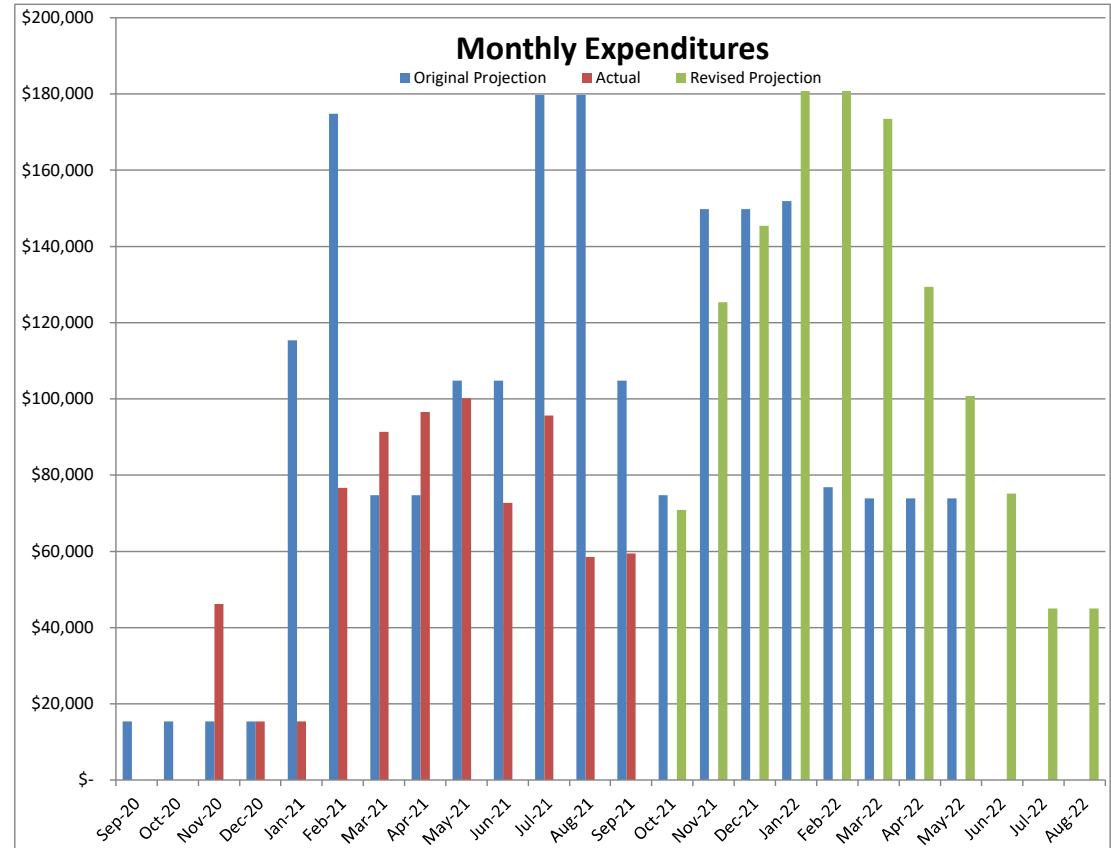
CONSTRUCTION COST ESTIMATES	Date	Estimator	Amount	SF	Cost Per SF
PSR Cost Estimate					#DIV/0!
CM SD Cost Estimate					#DIV/0!

Feasibility Study Agreement Budget Transfers:

FSA BRR 01	11/30/2020	Transfer \$225,000 from Other Contingency to OPM Feasibility Study/Schematic Design to fund OPM Base Contract for Feasibility Study/Schematic Design.
FSA BRR 01	2/9/2021	Transfer \$344,466 from Other Contingency to A/E Feasibility Study/Schematic Design to fund A/E Base Contract for Feasibility Study/Schematic Design.
FSA BRR 02	8/10/2021	Transfer \$1,650 from Other Contingency to A/E Feasibility Study/Schematic Design to fund survey of interior slab deflection.
FSA BRR 03	9/14/2021	Transfer \$26,400 from Other Contingency to A/E Feasibility Study/Schematic Design to fund surveys of Garages A, B, D and E.
FSA BRR 04	10/12/2021	Transfer \$19,800 from Other Contingency to OPM Feasibility Study/Schematic Design to fund cost estimating services for PSR and SD.

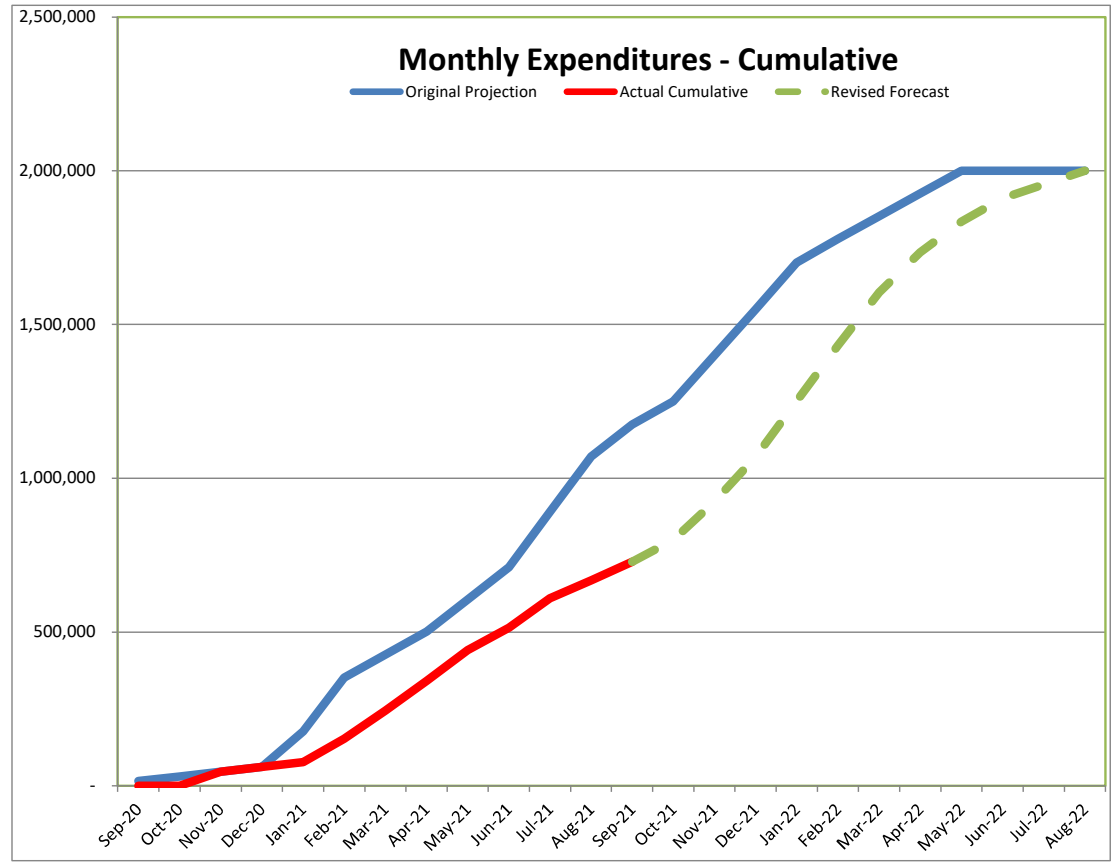
Monthly Cash Flow

Date	Original Projection	Actual	Revised Projection
Sep-20	\$ 15,395	\$ -	
Oct-20	\$ 15,395	\$ -	
Nov-20	\$ 15,395	\$ 46,185	
Dec-20	\$ 15,395	\$ 15,395	
Jan-21	\$ 115,395	\$ 15,395	
Feb-21	\$ 174,770	\$ 76,627	
Mar-21	\$ 74,770	\$ 91,349	
Apr-21	\$ 74,770	\$ 96,521	
May-21	\$ 104,770	\$ 100,208	
Jun-21	\$ 104,770	\$ 72,736	
Jul-21	\$ 179,770	\$ 95,641	
Aug-21	\$ 179,770	\$ 58,536	
Sep-21	\$ 104,770	\$ 59,452	
Oct-21	\$ 74,770		\$ 70,895
Nov-21	\$ 149,770		\$ 125,395
Dec-21	\$ 149,770		\$ 145,395
Jan-22	\$ 151,875		\$ 180,750
Feb-22	\$ 76,875		\$ 180,750
Mar-22	\$ 73,935		\$ 173,434
Apr-22	\$ 73,935		\$ 129,413
May-22	\$ 73,935		\$ 100,750
Jun-22	\$ -		\$ 75,174
Jul-22	\$ -		\$ 45,000
Aug-22	\$ -		\$ 45,000
Total:	\$ 2,000,000	\$ 728,044	\$ 1,271,956



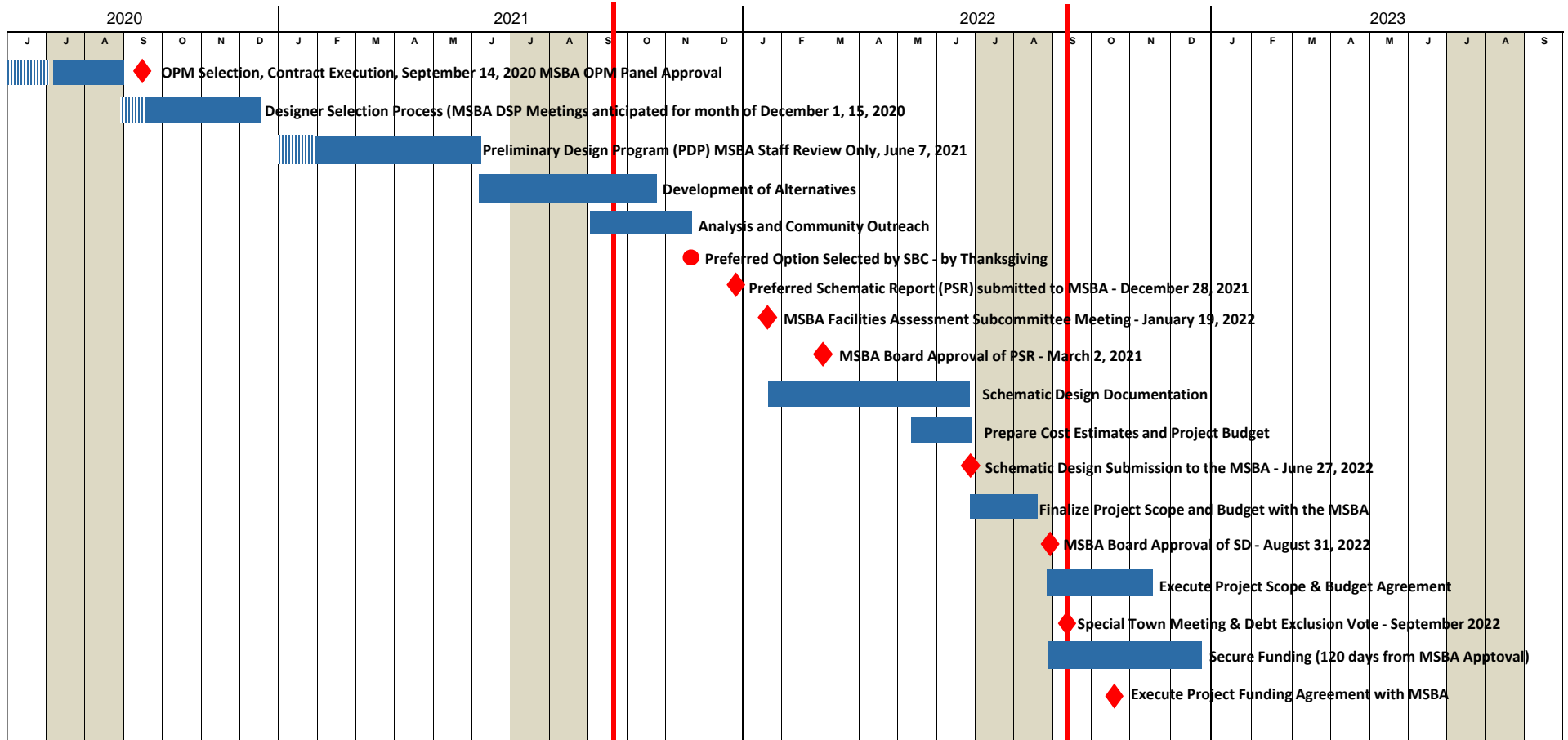
Cumulative Cash Flow

Date	Original Projection	Actual Cumulative	Revised Forecast
Sep-20	15,395	\$ -	
Oct-20	30,790	\$ -	
Nov-20	46,185	\$ 46,185	
Dec-20	61,580	\$ 61,580	
Jan-21	176,975	\$ 76,975	
Feb-21	351,745	\$ 153,602	
Mar-21	426,515	\$ 244,951	
Apr-21	501,285	\$ 341,472	
May-21	606,055	\$ 441,680	
Jun-21	710,825	\$ 514,416	
Jul-21	890,595	\$ 610,056	
Aug-21	1,070,365	\$ 668,593	
Sep-21	1,175,135	\$ 728,044	\$ 728,044
Oct-21	1,249,905		\$ 798,939
Nov-21	1,399,675		\$ 924,334
Dec-21	1,549,445		\$ 1,069,729
Jan-22	1,701,320		\$ 1,250,479
Feb-22	1,778,195		\$ 1,431,229
Mar-22	1,852,130		\$ 1,604,663
Apr-22	1,926,065		\$ 1,734,077
May-22	2,000,000		\$ 1,834,827
Jun-22	2,000,000		\$ 1,910,000
Jul-22	2,000,000		\$ 1,955,000
Aug-22	2,000,000		\$ 2,000,000
Total:	\$ 2,000,000	\$ 728,044	\$ 2,000,000



John R. Pierce School

9/20/2021



**JOHN R. PIERCE SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study Phase
September 30, 2021**

ID	Task Name	Start	Finish	2019												2020												2021												2022												2023												2024												2025												2026												2027												2028																																														
				O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
1	Eligibility Period	Mon 6/3/19	Wed 8/12/20	Eligibility Period																																																																																																																																																										
2	MSBA Invitation to Eligibility Period	Mon 6/3/19	Mon 6/3/19	◀ MSBA Invitation to Eligibility Period																																																																																																																																																										
3	Initial Compliance Certification	Thu 12/12/19	Thu 12/12/19	▶ Initial Compliance Certification																																																																																																																																																										
4	Study Enrollment Certification	Fri 12/13/19	Wed 3/25/20	▶ Study Enrollment Certification																																																																																																																																																										
5	MSBA Invitation to Conduct Feasibility Study	Wed 4/15/20	Wed 4/15/20	▶ MSBA Invitation to Conduct Feasibility Study																																																																																																																																																										
6	City Appropriation of Funds for Feasibility Study	Mon 5/11/20	Mon 5/11/20	▶ City Appropriation of Funds for Feasibility Study																																																																																																																																																										
7	Execution of Feasibility Study Agreement	Tue 5/12/20	Wed 8/12/20	▶ Execution of Feasibility Study Agreement																																																																																																																																																										
8	OPM Selection	Thu 4/16/20	Tue 11/10/20	OPM Selection																																																																																																																																																										
9	OPM RFS Process	Thu 4/16/20	Thu 5/28/20	▶ OPM RFS Process																																																																																																																																																										
10	OPM RFS Advertisement (Submit - Appears)	Fri 5/29/20	Thu 6/4/20	▶ OPM RFS Advertisement (Submit - Appears)																																																																																																																																																										
11	OPM Proposals Due	Thu 6/18/20	Thu 6/18/20	▶ OPM Proposals Due																																																																																																																																																										
12	OPM Proposals Review, Interviews, Ranking, Submittal to MSBA & Negotiations with OPM	Thu 6/18/20	Wed 7/8/20	▶ OPM Proposals Review, Interviews, Ranking, Submittal to MSBA & Negotiations with OPM																																																																																																																																																										
13	OPM Fee Proposal & Contract Submitted	Thu 7/9/20	Fri 7/17/20	▶ OPM Fee Proposal & Contract Submitted																																																																																																																																																										
14	MSBA OPM Panel Presentation	Mon 9/14/20	Mon 9/14/20	▶ MSBA OPM Panel Presentation																																																																																																																																																										
15	MSBA OPM Approval Letter	Tue 9/15/20	Tue 9/15/20	▶ MSBA OPM Approval Letter																																																																																																																																																										
16	Execute OPM Contract	Tue 11/10/20	Tue 11/10/20	▶ Execute OPM Contract																																																																																																																																																										
17	Designer Selection	Wed 9/16/20	Wed 3/10/21	Designer Selection																																																																																																																																																										
18	Prepare & Submit Draft Designer RFS to MSBA	Wed 9/16/20	Thu 9/24/20	▶ Prepare & Submit Draft Designer RFS to MSBA																																																																																																																																																										
19	MSBA Designer RFS Review Period	Fri 9/25/20	Wed 9/30/20	▶ MSBA Designer RFS Review Period																																																																																																																																																										
20	Final Designer RFS to MSBA	Thu 10/1/20	Thu 10/1/20	▶ Final Designer RFS to MSBA																																																																																																																																																										
21	Designer RFS Advertisement (Submit - Appears)	Thu 10/1/20	Wed 10/7/20	▶ Designer RFS Advertisement (Submit - Appears)																																																																																																																																																										
22	Select Local Representatives for DSP	Tue 10/6/20	Tue 10/6/20	▶ Select Local Representatives for DSP																																																																																																																																																										
23	Designer Proposals Due	Wed 11/4/20	Wed 11/4/20	▶ Designer Proposals Due																																																																																																																																																										
24	Review Designer Proposals and Check References	Thu 11/5/20	Wed 11/11/20	▶ Review Designer Proposals and Check References																																																																																																																																																										
25	Submit DSP Materials to DSP	Thu 11/12/20	Thu 11/12/20	▶ Submit DSP Materials to DSP																																																																																																																																																										
26	Designer Selection Panel (DSP) Meeting	Tue 12/1/20	Tue 12/1/20	▶ Designer Selection Panel (DSP) Meeting																																																																																																																																																										
27	DSP Interview	Tue 12/15/20	Tue 12/15/20	▶ DSP Interview																																																																																																																																																										
28	Negotiate and Approve Designer Contract/NTP	Wed 12/16/20	Tue 1/26/21	▶ Negotiate and Approve Designer Contract/NTP																																																																																																																																																										
29	MSBA Project Kick-Off Meeting	Thu 2/4/21	Thu 2/4/21	▶ MSBA Project Kick-Off Meeting																																																																																																																																																										
30	Send Contract and BRR to MSBA	Wed 3/10/21	Wed 3/10/21	▶ Send Contract and BRR to MSBA																																																																																																																																																										
31	Preliminary Design Program (PDP)	Mon 12/14/20	Tue 7/20/21	Preliminary Design Program (PDP)																																																																																																																																																										
32	Designer Work Plan/Existing Conditions Drawings/Files Research/Review	Mon 12/14/20	Mon 2/1/21	▶ Designer Work Plan/Existing Conditions Drawings/Files Research/Review																																																																																																																																																										
33	Develop Preliminary Design Program	Tue 2/2/21	Mon 6/14/21	▶ Develop Preliminary Design Program																																																																																																																																																										
34	SBC Vote to Submit PDP	Mon 6/14/21	Mon 6/14/21	▶ SBC Vote to Submit PDP																																																																																																																																																										
35	Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)	Tue 6/15/21	Tue 6/15/21	▶ Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)																																																																																																																																																										
36	MSBA PDP Review Period	Wed 6/16/21	Tue 7/6/21	▶ MSBA PDP Review Period																																																																																																																																																										
37	Respond to MSBA PDP Review Comments	Wed 7/7/21	Tue 7/20/21	▶ Respond to MSBA PDP Review Comments																																																																																																																																																										
38	Preferred Schematic Report (PSR)	Wed 6/16/21	Wed 12/15/21	Preferred Schematic Report (PSR)																																																																																																																																																										
39	Develop Preferred Schematic Schematic Report	Wed 6/16/21	Fri 10/22/21	▶ Develop Preferred Schematic Schematic Report																																																																																																																																																										
40	Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response	Mon 9/20/21	Tue 10/19/21	▶ Prepare and Submit Project Notification to Mass Historical Commission and Receive MHC Response																																																																																																																																																										
41	SBC Vote to Submit PSR	Mon 10/25/21	Mon 10/25/21	▶ SBC Vote to Submit PSR																																																																																																																																																										
42	Submit PSR Submission to MSBA	Thu 10/28/21	Thu 10/28/21	▶ Submit PSR Submission to MSBA																																																																																																																																																										
43	MSBA PSR Review Period	Thu 10/28/21	Wed 11/17/21	▶ MSBA PSR Review Period																																																																																																																																																										
44	Respond to MSBA PSR Review Comments	Thu 11/18/21	Wed 12/1/21	▶ Respond to MSBA PSR Review Comments																																																																																																																																																										
45	Facilities Assessment Subcommittee (FAS) Presentation (11/17 or 12/1)	Wed 11/17/21	Wed 12/1/21	▶ Facilities Assessment Subcommittee (FAS) Presentation (11/17 or 12/1)																																																																																																																																																										
46	Address FAS Comments	Thu 12/2/21	Thu 12/9/21	▶ Address FAS Comments																																																																																																																																																										
47	MSBA Board Vote on PSR & Approval to Move to Schematic Design	Wed 12/15/21	Wed 12/15/21	▶ MSBA Board Vote on PSR & Approval to Move to Schematic Design																																																																																																																																																										
48	Schematic Design (SD)	Thu 12/16/21	Wed 6/22/22	Schematic Design (SD)																																																																																																																																																										
49	Develop Schematic Design Submission	Thu 12/16/21	Fri 4/15/22	▶ Develop Schematic Design Submission																																																																																																																																																										

Public Process to Preferred Schematic Report

- **9/30 SBC Meeting**
 - Schedule
 - Sustainability
 - Cost Comparison
 - Decision Matrix
 - Public Process Discussion

- 10/5 Submit Materials to Building Commission for review
- **10/12 Building Commission Meeting**
- 10/13 Materials to SBC for review
- **10/14 SBC Meeting**
- **10/21 Working Group Community Forum prep meeting**
- **10/25 Community Forum**
- 10/27 Materials to SBC for review
- **10/28 SBC Meeting (discuss feedback from community forum & direction to take based on feedback)**

- 11/2 Submit Materials to Building Commission for review
- 11/3 Final Ed Plan sent to School Committee for review
- **11/9 Building Commission Meeting**
- 11/10 Materials to SBC for review (will move with reschedule)
- **11/10 School Committee presentation**
- **11/11 SBC Meeting (Veterans Day – need to reschedule)**
- 11/24 Materials to SBC for review (will move with reschedule)
- **11/25 SBC Meeting (to reschedule to earlier that week) – vote on a single option to submit to the MSBA**

- 12/7 Submit Building Commission Materials to Building Commission for review
- 12/10 DRAFT Report fully compiled circulated internally for review
- 12/14 Building Commission Meeting
- 12/16 Provide PSR Report to SBC for review
- **12/23 SBC Meeting – vote to approve PSR Submission to MSBA (to reschedule to earlier that week?)**

- **12/28 Submit PSR to MSBA**