

## **Committee Charge**

Charge to the CCHS Building Committee  
June 2010

### **Charge to Committee**

The CCHS Building Committee is responsible for implementing the Feasibility Study Agreement between the MSBA and the Concord-Carlisle School District dated (TBD). Once that is complete and the towns have approved project funds, it is expected that the Committee will remain in place through the construction phase and completion of the project.

The School Building Committee will be responsible for conformance to the regulation and guidelines of the Massachusetts School Building Authority.

### ***Background and House Keeping***

1. Abide by all open meeting laws. Prepare and maintain minutes of all meetings.
2. Review the master plan prepared by OMR Architects in March 2010. Understand the articulated needs and proposed solutions; including the condition of the existing facility, phasing, and proposed improvements.
3. Review and become experts on the requirements of the Massachusetts School Building Authority.
4. Verify all requisitions on the \$1,300,000 authorization and recommend expenditures to the CCRSD Deputy Superintendent in charge of Finance and Operations.
5. Review and verify the Educational Specification.
6. Develop and maintain a project website.
7. Organize a process for community outreach and input. In addition, to general community outreach, assign or appoint a neighborhood liaison.

### ***Select Owner's Project Manager***

1. With the help of the school administration, prepare and advertise a [Request for Services for an Owner's Project Manager](#). Develop evaluation criteria, review proposals, and select firm best suited to satisfy that criteria.
2. Review selected firm with the MSBA for approval.
3. Negotiate a contract and timeline with the selected firm based on MSBA standard template.

### ***Select Project Designer***

1. Work with the MSBA to select the best qualified Design Team to complete the work. Selected firm should be experienced in renovations and additions to high schools in Massachusetts, and show demonstrated experience with MA-CHPS including the use of (among others) natural daylighting, displacement air systems, compact building footprint and water conservations.
2. Negotiate contract with selected designer based on MSBA standard template.

### ***Feasibility Study***

Based on MSBA feedback on the CCHS 2010 facilities master plan, complete the work of the study to determine the scope of the schematic design. Work will entail, but will not be limited to:

1. Completing the needs assessment/feasibility study.
2. Making recommendations or decisions as to the project scope.
3. Making recommendations or decisions on site selection.

### ***Schematic Design***

During the Schematic Design phase, the Committee shall meet as required to:

1. Monitor the schematic design process to comply with MSBA guidelines and District requirements.
2. Prepare proposals for presentation to the Concord-Carlisle Regional School Committee and Town Meetings for approval for necessary funding.
3. Prepare and review budget cost estimates and project phasing schedules.

### ***Contract Documents and Construction Period***

During the completion of the Contract Documents and Construction period, the Committee shall meet at least monthly to:

1. Oversee the completion of contract documents and construction cost estimates.
2. Monitor construction progress and payment requisitions.
3. Monitor furniture, equipment and technology procurement.
4. Monitor the project's schedule and budget.
5. Make recommendations or decisions for approving changes.
6. Communicate with the local governmental unit, the school committee, and other municipal and regional entities through the chair.

### ***Sustainable Design***

1. The Concord-Carlisle Regional School Committee intends that the completed project shall meet the criteria of the highest LEED rating possible. The Committee shall determine if a Platinum rating is achievable and report the findings to the School Committee.
2. The CCHS Building Committee shall appoint two to three members to participate on the Integrated Design Team (IDT). Decisions of the IDT shall be reviewed by the whole committee.

### ***Project Wrap-up***

At the completion of each phase of the project, the Committee shall prepare a report outlining goals and accomplishments of that phase. The report shall include:

1. Cost estimates, bid proposals, and final costs.
2. Proposed completion dates and final completion dates.
3. A section titled "Lesson's Learned," outlining perspectives on how to improve future phases.

SC Approved 6.22.10