



Building Industry Consultants

KVAssociates Inc.

303 Congress Street

Boston, MA 02210

T 617.695.0856

F 617.426.1215

kvaboston.com

March 7, 2011

Ms. Jennifer Connarton
Contract Administrator
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

RE: MSBA Project No: W200906400505_Concord-Carlisle High School
Project Status Report #02 – February 2011

Dear Ms. Connarton:

Please find enclosed project status report #2 for period ending February 28, 2011. Updated items are in **bold typeface**.

Please feel free to contact myself or Michele Nice regarding the enclosed information.

Sincerely,
KVAssociates, Inc.

David Saindon
Project Director

cc: Jerry Wedge, CCHS BC Chair
John Flaherty, Concord-Carlisle, Deputy Superintendent of Finance and Operations
MSBA File – Project Status Reports



:\rv02\data\Project Files\Concord_Carlisle\MSBA Monthly Reports\Project Status Report #2_Feb_2011.docx

Concord-Carlisle High School Revitalization

Project Status Report

February 2011

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February 2011

1. Executive Summary

Project Milestones:

Milestone Activities	Planned Start	Planned Completion	Actual Start	Actual Completion	Notes
Designer is selected	02-15-11	02-15-11	02-15-11	02-15-11	Complete
OMR contract resolved	02-16-11	02-22-11	03-01-11	03-03-11	Fee resolved
Feasibility Study	03-01-11	05-16-11			
Education Vision	02-16-11	02-16-11	02-17-11		Ongoing
Draft Ed Spec (Space Program)	02-16-11	03-31-11	02-17-11		Ongoing
Initial options developed	02-17-11	04-01-11	03-07-11		Ongoing
MSBA kick off meeting held	03-10-11	03-16-11			Scheduled for 03-10-11
Preliminary Design Program issued	04-01-11	04-01-11			
Receive input from the MSBA	04-18-11	04-29-11			
Preferred Schematic Design issued	05-26-11	05-26-11			
Receive input from the FAS	06-22-11	06-22-11			
Schematic Design	06-23-11	08-19-11			
Project Budget & Scope Approval	09-05-11	09-08-11			
MSBA Board Approval	09-28-11	09-28-11			
Town Vote	Nov 2011	Nov 2011			
Execute PFA	Dec 2011	Dec 2011			

Please see the attached Feasibility Schedule in tab 2 for additional information.

Project Overview

Contracts

OMR was selected by the MSBA DSP on February 15th. OMR presented a contract fee proposal on March 1st. A negotiated fee was agreed to on March 3rd. A contract will be executed once approved by the HSBC and School Committee.

Financial

As of the issuance of this report costs incurred to date have been for OPM services.

Schedule

OMR/KVA and the District have developed a schedule for the Feasibility Phase. A meeting will be held with the MSBA to discuss the schedule beyond the Feasibility Phase. The Feasibility Schedule can be found in tab 2 of this report.

An updated Gantt chart schedule will be provided once the overall schedule (feasibility and schematic) milestones are finalized with the District and the MSBA.

Submittals

Not applicable at this time.



February 2011

MA-CHPS

The project team is committed to meet and exceed the minimum MA-CHPS requirements. Additional information to follow as the project develops.

Commissioning

Not applicable at this time.

Safety

Not applicable at this time.

Construction mitigation

Not applicable at this time.

Community Issues

A community outreach presentation was held on February 3, 2011; well attended and coordinated by the CCHS BC. **No issues to report.**

MBE/WBE Status

To be updated next month. Contract fee was finalized on March 3rd.

Designer Deliverables

OMR commenced services on February 18th.

- **Education Visioning is being updated**
- **Ed Spec (Space Summary) is being developed**
- **User group meetings are underway**

Designer QA/QC

Not applicable at this time.

OPM Deliverables

- **KVA has provided guidance and preparation for the MSBA DSP meeting.**
- **KVA attended the MSBA DSP meeting on February 15th.**
- **KVA has attended the CCHS BC meetings and other meetings as requested.**
- **KVA has reviewed and provided advice regarding the OMR contract.**
- **KVA has worked with OMR and the district to develop the feasibility study schedule.**

CM/GC Deliverables

Not applicable at this time.

MSBA Deliverables

Not applicable at this time.



February 2011

2. Project Schedule

General

The project overall is tracking on schedule. However, the schedule is considered very aggressive. The project team has been working to map out a feasibility schedule / time line and as of the issuance of this report a meeting has been scheduled with the MSBA to provide a brief update on the project.

A feasibility schedule / time line is attached. This time line is a result of input from OMR, KVA and the District.

An updated Gantt chart Schedule will be issued once the overall schedule is finalized with the MSBA.

30 day look ahead

- Execute OMR's contract
- Finalize Educational Vision
- Submit a draft Ed Spec (space program) to the MSBA
- Meet with the MSBA to discuss
 - Ed Spec
 - Schedule for feasibility and schematic phases of the project
- Submit the Preliminary Design Program to the MSBA. – April 1

Schedule Impacts

None at this time



February 2011

3. Financial

Budget

Current Project Budget. col [A] is: \$ 1,300,000

Committed Costs. col [D] is: \$ 235,025 KVA contract

Expended to date. col [E] is: \$ 0

Recent Contracts/PO's/Change Orders/Amendments:

<u>Type</u>	<u>Vendor</u>	<u>Value</u>	<u>Description</u>
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A formal budget tracking sheet will be issued next month.

Budget Summary:

OPM / KVA	\$235,025
Designer / OMR	\$815,000
Testing	\$90,000
Contingency	\$44,975
	\$1,185,025
Other	\$115,000
Total project budget	\$1,300,000

Budget Impacts:

As of the issuance of this report, no budget impacts are present.

Any budget impacts will be managed within the total project budget of \$1,300,000.



February 2011

Projected Cash flow

Date	Reimb. No.	Forecasted Value	Submitted Value	Balance
				\$ 1,185,000
Mar-11	1	\$ 40,000		\$ 1,145,000
Apr-11	2	\$ 105,000		\$ 1,040,000
May-11	3	\$ 140,000		\$ 900,000
Jun-11	4	\$ 140,000		\$ 760,000
Jul-11	5	\$ 155,000		\$ 605,000
Aug-11	6	\$ 200,000		\$ 405,000
Sep-11	7	\$ 170,000		\$ 235,000
Oct-11	8	\$ 95,000		\$ 140,000
Nov-11	9	\$ 75,000		\$ 65,000
Dec-11	10	\$ 45,000		\$ 20,000
Jan-12	11	\$ 20,000		\$ -

\$ 1,185,000	\$ -	\$ 1,185,000
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Remaining To Be Submitted

Submitted To Date Value

Project Value



February 2011

4. **Construction Activities**

Not applicable at this time.