



Building Industry Consultants

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April 11, 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 #03 – March 2011

Dear Ms. Connarton:

Please find enclosed project status report #3 for period ending March, 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 #3\_Mar\_2011.docx

# **Concord-Carlisle High School Revitalization**

## **Project Status Report**

**March 2011**

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March 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	Complete
Feasibility Study	03-01-11	05-16-11			
Education Vision	02-16-11	02-16-11	02-17-11	04-01-11	Complete
Draft Ed Spec (Space Program)	02-16-11	03-31-11	02-17-11	04-01-11	In review
Initial options developed	02-17-11	04-01-11	03-07-11	04-01-11	Complete
MSBA kick off meeting held	03-10-11	03-16-11		03-10-11	Complete
Preliminary Design Program issued	04-01-11	04-01-11		04-01-11, 04-07-11	Complete
Receive input from the MSBA	04-18-11	04-29-11	04-01-11		Pending
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 Schedules in tab 2 for additional information.**

Project Overview

Contracts

**OMR has been obtaining proposals from various consultants for reimbursable/additional services such as initial site survey, initial hazardous material analysis, initial phase 1 site investigation and an amendment for the additional square footage (health/PE). As of the issuance of this report the above mentioned services have been approved. An amendment will be forthcoming.**

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.

**The PDP was issued April 1, 2011 to the MSBA with the comparative cost analysis issued April 7, 2011. The district is awaiting review comments from the MSBA.**



March 2011

Submittals

Not applicable at this time.

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 3<sup>rd</sup>.

**Current status as of March 31, 2011**

**MBE – 7%**

**WBE – 1.4%**

**Please note that the above values do not include the recent contract awards for various additional services consultants.**

Designer Deliverables

- **Education Visioning has been finalized.**
- **Ed Spec (Space Summary) has been developed and issued as part of the PDP submission.**
- **User group meetings have been completed.**
- **PDP issued April 1, 2011.**
- **OMR, KVA and the client have participated in a sustainability kick off meeting.**
- **OMR's cost estimating consultant has provided OOM (Order Of Magnitude) costs for 10 options as part of the PDP submission.**

Designer QA/QC

Not applicable at this time.



March 2011

OPM Deliverables

- KVA has met with the district to review the MSBA reimbursable and budget management procedures.
- KVA has attended the CCHS BC meetings and other meetings as requested.
- KVA has reviewed and provided advice regarding recent consultant proposals.
- KVA has worked with OMR and the client to develop various options to study as part of the PDP.
- KVA has developed and analyzed (comparative cost analysis) 10 options. KVA also reconciled their costs to OMR's cost estimator's analysis.

CM/GC Deliverables

Not applicable at this time.

MSBA Deliverables

**Awaiting comments from the PDP submission issued April 1 and April 8<sup>th</sup>.**



March 2011

## 2. Project Schedule

### General

The project overall is tracking on schedule. The District, OMR and KVA met with the MSBA on March 10, 2011 to review the proposed schedule. A plan has been developed to maintain the current schedule of:

MSBA Preferred Schematic Approval

July 27<sup>th</sup> MSBA BOD meeting

MSBA Schematic Design Approval

September 28<sup>th</sup> MSBA BOD meeting

It is acknowledged that the above dates are subject to change based upon the development of the feasibility study and progress review provided by the MSBA.

A feasibility schedule/time line is attached as well as an updated Gantt chart schedule.

### 30 day look ahead

- Receive PDP comments from the MSBA
- Continue with the development of a short list of options
- Execute OMR consultant contracts

### Schedule Impacts

None at this time



# Concord - Carlisle High School

## Proposed Project Schedule



ID	% Complete	Task Name	Duration	Start	Finish	2011											
						o	e	Jan	e	Mar	Apr	a	Jun	Jul	u	e	Oct
1	100%	✓ Procure OPM (MOD 2)	16 days	Wed 11/10/10	Wed 12/1/10	[Task bar from Dec 1 to Dec 17, 2010]											
6	100%	✓ Procure Architect (MOD 2)	60 days	Wed 12/8/10	Tue 3/1/11	[Task bar from Dec 8, 2010 to Feb 27, 2011]											
21	25%	FEASIBILITY/SCHEMATIC STUDY	132 days	Thu 2/17/11	Fri 8/19/11	[Task bar from Feb 17, 2011 to Aug 19, 2011]											
22	77%	FEASIBILITY STUDY (MOD 3)	46 days	Thu 2/17/11	Thu 4/21/11	[Task bar from Feb 17, 2011 to Apr 21, 2011]											
23	100%	✓ Preliminary Design Program (PDP)	37 days	Thu 2/17/11	Fri 4/8/11	[Task bar from Feb 17, 2011 to Apr 8, 2011]											
24	100%	✓ PDP boiler plate deliverables	10 days	Mon 3/14/11	Fri 3/25/11	[Task bar from Mar 14, 2011 to Mar 25, 2011]											
25	100%	✓ Educational Programming (update)	5 days	Mon 3/14/11	Fri 3/18/11	[Task bar from Mar 14, 2011 to Mar 18, 2011]											
26	100%	✓ Space Program (Ed Spec)	24 days	Thu 2/17/11	Tue 3/22/11	[Task bar from Feb 17, 2011 to Mar 22, 2011]											
27	100%	✓ Space Program approved at HSBC	1 day	Wed 3/23/11	Wed 3/23/11	[Task bar on Wed 3/23, 2011]											
28	100%	✓ Evaluation of existing conditions	21 days	Mon 2/21/11	Mon 3/21/11	[Task bar from Feb 21, 2011 to Mar 21, 2011]											
29	100%	✓ Site development requirements	21 days	Mon 2/21/11	Mon 3/21/11	[Task bar from Feb 21, 2011 to Mar 21, 2011]											
30	100%	✓ Proposed list and development of conceptual design options	7 days	Mon 3/14/11	Tue 3/22/11	[Task bar from Mar 14, 2011 to Mar 22, 2011]											
31	100%	✓ Proposed list of conceptual design options approved at HSBC	1 day	Wed 3/23/11	Wed 3/23/11	[Task bar on Wed 3/23, 2011]											
32	100%	✓ Submit PDP to the MSBA	1 day	Fri 4/1/11	Fri 4/1/11	[Task bar on Fri 4/1, 2011]											
33	100%	✓ Submit PDP conceptual cost analysis	1 day	Fri 4/8/11	Fri 4/8/11	[Task bar on Fri 4/8, 2011]											
34	0%	MSBA review of PDP	14 days	Mon 4/4/11	Thu 4/21/11	[Task bar from Apr 4, 2011 to Apr 21, 2011]											
35	0%	Ed Spec recommendation	14 days	Mon 4/4/11	Thu 4/21/11	[Task bar from Apr 4, 2011 to Apr 21, 2011]											
36	0%	Options recommendation	14 days	Mon 4/4/11	Thu 4/21/11	[Task bar from Apr 4, 2011 to Apr 21, 2011]											
37	0%	Development of options (short list)	36 days	Fri 4/22/11	Fri 6/10/11	[Task bar from Apr 22, 2011 to Jun 10, 2011]											
38	0%	Meet with the MSBA to finalize options	5 days	Mon 5/16/11	Fri 5/20/11	[Task bar from May 16, 2011 to May 20, 2011]											
39	0%	Submit Preferred Schematic Report to the MSBA	1 day	Thu 6/16/11	Thu 6/16/11	[Task bar on Thu 6/16, 2011]											
40	0%	MSBA Facilities Assessment Committee (FAS) review	1 day	Wed 6/22/11	Wed 6/22/11	[Task bar on Wed 6/22, 2011]											
41	0%	MSBA BOD Meeting - July 27th Approve Preferred Schematic Design	1 day	Wed 7/27/11	Wed 7/27/11	[Task bar on Wed 7/27, 2011]											
42	0%	Schematic Design (MOD 4) TBD....pending outcome of FAS meeting	41 days	Thu 6/23/11	Thu 8/18/11	[Task bar from Jun 23, 2011 to Aug 18, 2011]											
43	0%	Project Schedule (proposed)	5 days	Mon 8/8/11	Fri 8/12/11	[Task bar from Aug 8, 2011 to Aug 12, 2011]											
44	0%	Schematic building floor plans / elevations	24 days	Thu 6/23/11	Tue 7/26/11	[Task bar from Jun 23, 2011 to Jul 26, 2011]											
45	0%	Room data sheets	24 days	Thu 6/23/11	Tue 7/26/11	[Task bar from Jun 23, 2011 to Jul 26, 2011]											

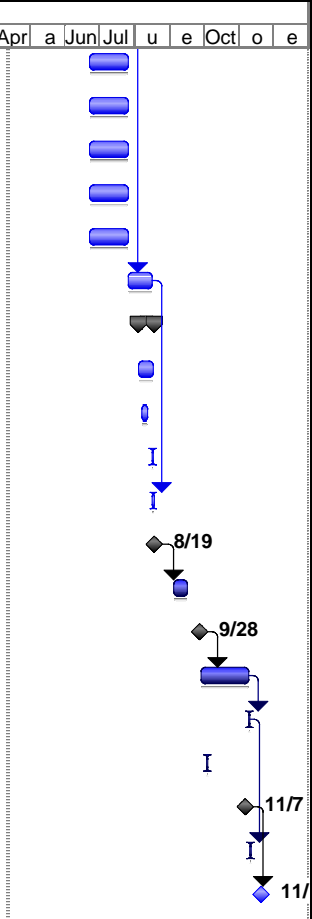


# Concord - Carlisle High School

## Proposed Project Schedule

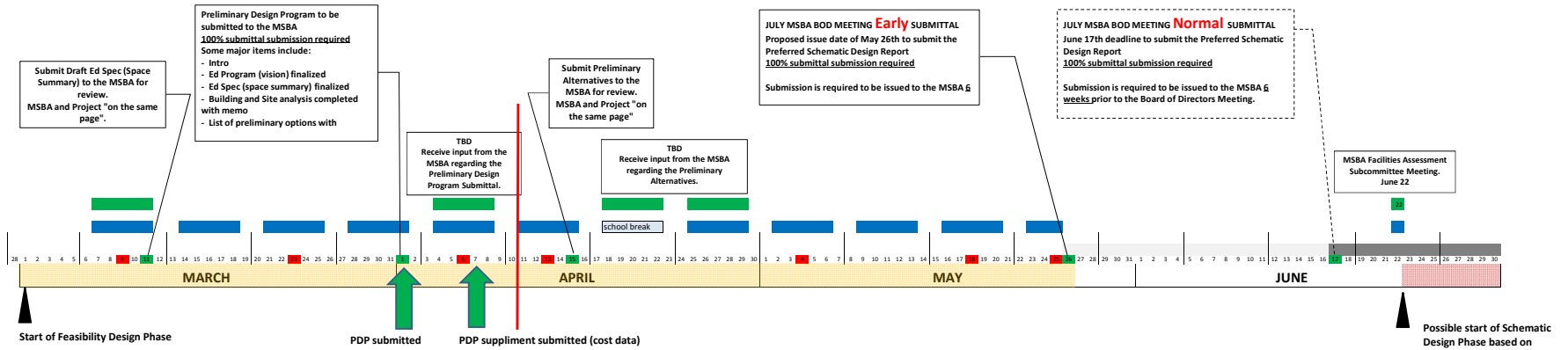


ID	% Complete	Task Name	Duration	Start	Finish	2011																
						o	e	Jan	e	Mar	Apr	a	Jun	Jul	u	e	Oct	o	e			
46	0%	Building systems descriptions (Struct/MEP/Comm/Sustainable design)	24 days	Thu 6/23/11	Tue 7/26/11																	
47	0%	Preliminary summary of ineligible spaces	24 days	Thu 6/23/11	Tue 7/26/11																	
48	0%	Outline Specs	24 days	Thu 6/23/11	Tue 7/26/11																	
49	0%	MA-CHPS Score card	24 days	Thu 6/23/11	Tue 7/26/11																	
50	0%	FFE spec and estimate	24 days	Thu 6/23/11	Tue 7/26/11																	
51	0%	Construction Estimate(s)	15 days	Wed 7/27/11	Tue 8/16/11																	
52	0%	<b>Budget</b>	<b>10 days</b>	<b>Fri 8/5/11</b>	<b>Thu 8/18/11</b>																	
53	0%	Project budget	9 days	Fri 8/5/11	Wed 8/17/11																	
54	0%	Summary of ineligible costs	5 days	Mon 8/8/11	Fri 8/12/11																	
55	0%	Project cash flow	1 day	Wed 8/17/11	Wed 8/17/11																	
56	0%	MSBA 3011 form	2 days	Wed 8/17/11	Thu 8/18/11																	
57	0%	Submit Schematic Design to the MSBA (for Sept BOD vote)	1 day	Fri 8/19/11	Fri 8/19/11																	
58	0%	<b>Establish a Project Scope and Budget Agreement (MOD 5)</b>	10 days	Mon 9/5/11	Fri 9/16/11																	
59	0%	MSBA BOD Meeting - Sept 28th - Approves Concord-Carlisle PFA	1 day	Wed 9/28/11	Wed 9/28/11																	
60	0%	CCHSC markets project to Concord and Carlisle	30 days	Thu 9/29/11	Wed 11/9/11																	
61	0%	CCHSC votes to accept PFA with the MSBA	1 day	Thu 11/10/11	Thu 11/10/11																	
62	0%	School Committee requests BOS to authorize debt exclusion	1 day	Tue 10/4/11	Tue 10/4/11																	
63	0%	November STM	1 day	Mon 11/7/11	Mon 11/7/11																	
64	0%	Execute PBSA	1 day	Fri 11/11/11	Fri 11/11/11																	
65	0%	<b>Execute PFA (120 days from Board approval)</b>	15 days	Mon 11/21/11	Fri 12/9/11																	





## Concord-Carlisle High School PFA Schedule - Option B/ Modified





March 2011

### 3. Financial

#### Budget

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

Committed Costs. col [D] is: \$ **1,165,105** (see attached budget)

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>
Contract	OMR	\$815,000	Feasibility/Schematic - Basic
Contract	OMR/CDW	\$3,850	Ph. 1 in initial site investigation
Contract	OMR/Nitsch	\$19,800	Initial site survey
Contract	OMR	\$17,930	Prelim hazardous material survey
Amendment	OMR	\$73,500	Add'l SF for health/PE

Please see the attached budget tracking sheet dated 04\_07\_11 rev 1

#### 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.



March 2011

**Projected Cashflow**

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

<b>\$ 1,185,000</b>	<b>\$ -</b>	<b>\$ 1,185,000</b>
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<b>Remaining To Be Submitted</b>	<b>Submitted To Date Value</b>	<b>Project Value</b>
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**A reimbursement submission will be issued for period ending March 31, 2011**

# CONCORD-CARLISLE HIGH SCHOOL - BUDGET TRACKING

MSBA ID: W200906400505  
 Concord-Carlisle Regional High School  
 Project Director: KVA, David Saindon

Period Ending 3/31/2011  
 MSBA Reimbursement Package N/A  
 Includes GC/CM Requisition N/A

Current Budget



	<u>FSA Budget</u>	<u>Budget Changes</u>	<u>Rev. FSA Budget</u>	<u>Committed Costs</u>	<u>Expended</u>	<u>Unspent</u>	<u>Remaining Budget</u>	<u>% Complete</u> <small>(against committ'd)</small>	<u>CTC</u> <small>(beyond committed)</small>	<u>Anticipated C @ C</u>	<u>Variance</u> <small>Under / (Over)</small>
	[A]	[B]	[C]	[D]	[E]	[F]=[D]-[E]	[G]=[C]-[D]	[H]=[E]/[J]	[I]	[J]=[D]+[I]	[K]=[C]-[J]
<b>0100 0000 ADMINISTRATION</b>	<b>\$120,000</b>	<b>\$115,025</b>	<b>\$235,025</b>	<b>\$235,025</b>	<b>\$40,620</b>	<b>\$194,405</b>	<b>\$0</b>		<b>\$0</b>	<b>\$235,025</b>	<b>\$0</b>
Owner's Project Manager											
0001 0000 Feasibility Study (KVA)	\$120,000	\$115,025	\$235,025	\$235,025	\$40,620	\$194,405	\$0	17%	\$0	\$235,025	\$0
<b>0200 0000 ARCHITECTURE &amp; ENGINEERING</b>	<b>\$1,050,000</b>	<b>(\$71,500)</b>	<b>\$978,500</b>	<b>\$930,080</b>	<b>\$0</b>	<b>\$930,080</b>	<b>\$48,420</b>		<b>\$20,000</b>	<b>\$950,080</b>	<b>\$28,420</b>
Basic Services											
0002 0000 Feasibility Study (OMR)	\$1,000,000	(\$185,000)	\$815,000	\$815,000	\$0	\$815,000	\$0	0%	\$0	\$815,000	\$0
0002 0000 Amendment #1 (Add'l SF)	\$0	\$73,500	\$73,500	\$73,500		\$73,500	\$0	0%	\$0	\$73,500	\$0
Subconsultants											
0003 0000 Environmental & Site Feasibility Study	\$50,000	(\$1,580)	\$48,420	\$0	\$0	\$0	\$48,420	0%	\$20,000	\$20,000	\$28,420
0003 0000 Phase I Preliminary ESA (CDW)	\$0	\$3,850	\$3,850	\$3,850	\$0	\$3,850	\$0	100%	\$0	\$3,850	\$0
0003 0000 Initial Site Survey (Nitsch)	\$0	\$19,800	\$19,800	\$19,800	\$0	\$19,800	\$0	200%	\$0	\$19,800	\$0
0003 0000 Preliminary Hazmat Survey (CDW)	\$0	\$17,930	\$17,930	\$17,930	\$0	\$17,930	\$0	300%	\$0	\$17,930	\$0
<b>0800 0000 OWNER'S CONTINGENCY</b>	<b>\$130,000</b>	<b>(\$43,525)</b>	<b>\$86,475</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,475</b>		<b>\$0</b>	<b>\$0</b>	<b>\$86,475</b>
0004 0000 Owner's Contingency/Other	\$130,000	(\$43,525)	\$86,475	\$0	\$0	\$0	\$86,475		\$0	\$0	\$86,475
<b>SUBTOTALS</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$1,165,105</b>	<b>\$40,620</b>	<b>\$1,124,485</b>	<b>\$134,895</b>		<b>\$20,000</b>	<b>\$1,185,105</b>	<b>\$114,895</b>
<b>PROJECT TOTALS</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$1,165,105</b>	<b>\$40,620</b>	<b>\$1,124,485</b>	<b>\$134,895</b>		<b>\$20,000</b>	<b>\$1,185,105</b>	<b>\$114,895</b>



March 2011

4. **Construction Activities**

Not applicable at this time.