

Charge to the CCHS Facilities Master Plan Committee
June 2009

Charge to Committee

For the past ten years, CCRSD has recognized that major improvements are required at the CCHS facility. Three feasibility studies have been completed since 2000. For various reasons, each study was shelved and the condition of our facilities has continued to deteriorate. It is time to make progress towards addressing the needs of our facility and setting in place a plan to create a state of the art facility for our children.

Therefore, the Concord-Carlisle Regional School Committee charges the CCHS Facilities Master Plan Committee with developing such a plan; a plan that articulates the existing deficiencies, needed systems upgrades, and new space requirements. The plan will integrate needed repairs and show how and when those repairs fit into an overall plan. This transformative plan will have the flexibility of improving the existing facility all at once or over time. This plan will be the basis for comparison to the recommendation of the 2005 study of building an all-new facility.

The work of the Committee will be organized into three phases, with time between each phase for review by the regional school committee and the community.

PHASE ONE: Background and House Keeping

1. Abide by all open meeting laws. Prepare and maintain minutes of all meetings.
2. Review past studies (including committees, MSBA and NEASC) and understand the articulated needs and proposed solutions; including the condition of the existing facility, phasing, and any thought processes behind past recommendations.
3. Review and become experts on the requirements of the Massachusetts School Building Authority, and evaluate the possibility of CCHS being accepted into the state program in the next five years; in the next ten years.
4. With the help of the school administration, prepare and advertise a Request for Proposal for Architectural and Engineering services. Develop evaluation criteria, review proposals, and select firm best suited to satisfy that criteria. Chosen firm should have demonstrated experience with creatively working with existing structures.
5. Negotiate a contract and timeline with the selected firm.
6. Verify Enrollment Projections.
7. Review and update the Educational Specification.
8. Develop and maintain project website hosted on CCHS district server.
9. Organize a process for community outreach and input.

PHASE TWO: Conceptual Master Planning

1. Building on past studies, evaluate the existing facility and site in terms of how it meets existing program, student services, energy efficiency, building costs, and future expansion.
2. Develop options that significantly transform the existing facility to address issues of educational excellence, safety and security, sustainable design, long term maintenance, and multi-phase projects.
3. Prepare cost models for each option.
4. Select the preferred transformative renovation option and prepare plans and 3-D views.
5. Prepare a Conceptual Master Plan document including all work to this point and make a recommendation to the Regional School Committee on or before the end of November 2009.

PHASE THREE: Develop Plans and Strategies

1. Develop preferred option into a detailed plan showing relationships between spaces, overall circulation patterns, day lighting concepts, etc.
2. Prepare a range of options for phasing of the master plan. Identify a sequence for completing the project as one continuous project and sequences for completing the master plan over various years.
3. Prepare cost models with each phasing proposal.

4. Identify how MSBA could play a part in the overall project or parts of the project. Consider their involvement in "repair" work.
5. Discuss options for financing to include communities capacity through debt exclusions, MSBA potential participation, grants, and public/private partnerships.
6. Prepare final cost analysis (to include capital and operating costs) for new construction (2005 study) and selected renovated/expansion from Phase Two #4. Comparison of renovation versus a new building should be comprehensive and include factors such as operating costs and capital investments required to keep the facility in operation until all renovations and/or new construction is completed, length of construction time, and impact on students and teachers.
7. Present findings to the community and solicit feedback. The goal is to decide on which direction to move based on the costs/benefits of each solution and the willingness of the community to financially support a solution.
8. Present the recommended solution to the Regional School Committee.