

Penn Brook School Feasibility Study Georgetown, MA

August 2011
OPM Monthly Report #4



Submitted BY:



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Town of Georgetown
Georgetown Public Schools



Massachusetts School Building Authority



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1. Previous Months Activity:

- The Building Committee met on August 16th and 30th.
- A kick-off meeting with the MSBA, Building Committee, Municipal and School officials was held on August 15th at the Penn Brook School.
- The Feasibility Study Agreement was fully executed. ProPay training was held for the town account and Municipal which allowed the budget to be entered. Invoices will start being imputed with will start the reimbursement process.
- DRA continue with programing, programming meetings, setting up community meeting and meeting with the staff and administration to develop the educational plan.
- Bi-weekly conference calls with the MSBA & DRA were setup for in order to review progress and resolve issues.

2. Next Month's Anticipated Activities:

- The Building Committee is scheduled to meet on September 13th, 15th and 27th.
- The first community/forum meeting is scheduled for September 15th at the Penn Brook School.
- DRA and Municipal presented at two School Committee meetings to provide an update on schedule, progress, and the grade configurations being studied.
- DRA continued developing a matrix of the options that will be studied as part of the report.
- DRA and their consultants continued reviewing the existing conditions of the building in order to prepare the existing conditions portion of the report.

3. Project Schedule

Please see attached Master Schedule

4. Project Budget Report:

The attached budget report includes the total budget amount approved at the Georgetown Town Meeting for the Feasibility/Schematic Design Phases. The budget reflects the Feasibility Study Agreements with the MSBA. The budget also includes the recently signed contract with Municipal Building Consultants and DRA. Current invoicing appears in the report as well.

5. Change Orders and Potential Change Orders:

N/A

6. Cash flow projections:

Please see attached an updated Cash Flow document

7. Safety performance:

N/A

8. Construction QA/QC:

N/A

9. **Environmental compliance:**

N/A

10. **Community issues:**

The School Building Committee and the School Department will continue to meet and update the Board of Selectmen and other town boards as required.

11. **MBE/WBE:**

N/A

Monthly Budget Report

Georgetown Penn Brook School Feasibility Study - Budget Report	Budget* (*Approved Warrant Article)	Committed Amount	Uncommitted Balance Remaining	Invoiced to Date	% Invoiced to Date	Committed Balance Remaining
Feasibility Study Agreement						
Owner's Project Manager	110,000.00	109,440.00	560.00	28,005.00	26%	81,435.00
A&E - Feasibility Study/Schematic Design	425,000.00	420,000.00	5,000.00	24,000.00	6%	396,000.00
Environmental and Site	110,000.00	-	110,000.00	-	0%	-
Other	75,000.00	-	75,000.00	-	0%	-
	720,000.00	529,440.00	190,560.00	52,005.00	10%	477,435.00
Design and Construction						
Owner's Project Manager (not incl Feas Study)	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Other Administrative Costs	-	-	-	-	-	-
A&E - Design Development	-	-	-	-	-	-
A&E - Construction Contract Documents	-	-	-	-	-	-
A&E - Bidding	-	-	-	-	-	-
A&E - Construction Contract Administration	-	-	-	-	-	-
A&E - Closeout	-	-	-	-	-	-
A&E - Reimbursable Services	-	-	-	-	-	-
Construction - Budget (60% Estimate)	-	-	-	-	-	-
Construction Contingency	-	-	-	-	-	-
Testing Services	-	-	-	-	-	-
Furnishings (Estimate)	-	-	-	-	-	-
Equipment (Estimate)	-	-	-	-	-	-
Owners Contingency	-	-	-	-	-	-
Total Approved Budget	720,000	529,440		52,005.00		190,560.00

Cash Flow Report

Month		OPM/Admin Costs	Designer Fees	Other Costs	Owners Contingency	Totals
Budget from FSA		110,000	425,000	110,000	75,000	720,000
						-
April	2011	2,880	-			2,880
May	2011	3,600	-			3,600
June	2011	7,185	-			7,185
July	2011	7,245	-			7,245
August	2011	7,095	24,000			31,095
September	2011	8,200	36,000	15,000		59,200
October	2011	8,200	45,000	15,000		68,200
November	2011	8,200	55,000			63,200
December	2011	8,200	70,000			78,200
January	2012	8,200	65,000			73,200
February	2012	8,200	65,000			73,200
March	2012	8,200	65,000			73,200
April	2012	8,200	-			8,200
May	2012	8,200	-			8,200
June	2012	8,195	-			8,195
		110,000	425,000	15,000	-	565,000

Note that the cash flow does not include Owners or Construction Contingency

Master Schedule

Feasibility Study:

<u>Committee Meeting</u> – Educational Programming Complete	Sept 13, 2011
COMMUNITY FORUM	SEPT 15, 2011
<u>Committee Meeting</u> – Space Summary’s	Sept 29, 2011
Complete Evaluation of Existing Conditions	Sept 29, 2011
Complete Site Development Review	Oct 1, 2011
Submit Preliminary Design Program to MSBA	Oct 7, 2011
<u>Committee Meeting</u> – Approval of Preliminary Alternatives	Oct 11, 2011
1st Possible MSBA Facilities Sub-Committee Meeting	Oct 19, 2011
<u>Committee Meeting</u>	Oct 25, 2011
2nd Possible MSBA Facilities Sub-Committee Meeting	Nov 2, 2011
<u>Committee Meeting</u>	Nov 8, 2011
MSBA Board Meeting (Preferred Alternative)	Nov 16, 2011
<u>Committee Meeting</u>	Nov 22, 2011
Schematic Design (+/- 12 weeks) Complete	Feb 17, 2012
MSBA Board Meeting (Scope and Budget)	March 28, 2012
Approve Funding (Town Meeting)	May 7, 2012
Approve Funding (Ballot)	May 14, 2012

POSSIBLE FUTURE PROJECT SCHEDULE

Design Phase:

Design Development Complete	Oct 2012
Construction Documents Complete	April 2013
Bidding Complete	June 2013
Construction Complete	June 2015