

# Penn Brook School Feasibility Study Georgetown, MA

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October 2011

OPM Monthly Report #6

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Submitted BY:



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Town of Georgetown  
Georgetown Public Schools



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**1. Previous Months Activity:**

- The Building Committee met twice in October on the 18<sup>th</sup> and 25<sup>th</sup>.
- The second rounds of community/forum meetings occurred in October. On October 18<sup>th</sup> at the Penn Brook School Cafeteria the committee met with direct abutters as well as concerned citizens. A number of positive ideas were gleaned from this meeting that were recorded by the Designers. The second meeting was held on October 20<sup>th</sup> at St, Mary's church. The meeting was attended by the town planner as well, who offered a number of good suggestions relative to an additional site access
- The Building Committee also provided project updates to the Board of Selectmen and the School Committee.
- The Survey work and Geo-technical investigations continued with preliminary
- The Preliminary Design Program submission was delivered to the MSBA for review.
- DRA continued to develop the alternatives and the estimating firms began reviewing the designs and pricing the options.
- 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 November 8<sup>th</sup> and 22<sup>nd</sup>.
- The Building Committee will review the pricing and the alternatives and vote a "preferred alternative"
- The preferred alternative options will presented to the School Committee and Board of Selectmen with the intent of obtaining approval votes and signatures to the module 3 checklists.
- DRA will begin developing the plans for the preferred alternative in preparation for the December 7<sup>th</sup> submission deadline to the MSBA.

**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

<b>Georgetown Penn Brook School Feasibility Study - Budget Report</b>	Budget* (*Approved Warrant Article)	Committed Amount	Uncommitted Balance Remaining	Invoiced to Date	% Invoiced to Date	Committed Balance Remaining
<b>Feasibility Study Agreement</b>						
Owner's Project Manager	110,000.00	109,440.00	560.00	57,459.00	53%	51,981.00
A&E - Feasibility Study/Schematic Design	425,000.00	420,000.00	5,000.00	143,200.00	34%	276,800.00
Environmental and Site	110,000.00	23,140.00	86,860.00	-	0%	23,140.00
Other	75,000.00	29.48	74,970.52	29.48	0%	-
	<b>720,000.00</b>	<b>552,609.48</b>	<b>167,390.52</b>	<b>200,688.48</b>	<b>36%</b>	<b>351,921.00</b>
<b>Design and Construction</b>						
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	-	-		-		-
<b>Total Approved Budget</b>	<b>720,000</b>	<b>552,609</b>		<b>200,688.48</b>		<b>167,390.52</b>

## 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	7,215	-			7,215
August	2011	7,095	24,000			31,095
September	2011	13,170	65,600			78,770
October	2011	16,314	53,600			69,914
November	2011	7,200	75,000	23,140		105,340
December	2011	7,200	70,000			77,200
January	2012	7,200	70,000			77,200
February	2012	7,200	30,000			37,200
March	2012	6,000	20,000			26,000
April	2012	6,000	16,800			22,800
May	2012	6,000	-			6,000
June	2012	5,741	-			5,741
		110,000	425,000	23,140	-	558,140
<b>Note that the cash flow does not include Owners Contingency</b>						

## Master Schedule

MEETING - Issues to review	DATE
<b>Building Committee</b>	<b>Monday, September 19, 2011</b>
<b>Building Committee</b>	<b>Thursday, September 29, 2011</b>
Submit Preliminary Design Program to MSBA	Friday, October 07, 2011
<b>Building Committee</b>	<b>Tuesday, October 11, 2011</b>
2nd COMMUNITY FORUM - 6:30 pm to 8:30 pm	Tuesday, October 18, 2011
3rd COMMUNITY FORUM - 9:00 AM	Thursday, October 20, 2011
<b>Building Committee</b>	<b>Tuesday, October 25, 2011</b>
<b>Building Committee</b>	<b>Tuesday, November 08, 2011</b>
<b>Building Committee</b>	<b>Tuesday, November 22, 2011</b>
Submission Deadline for January Board Meeting	Wednesday, December 07, 2011
<b>Building Committee</b>	<b>Tuesday, December 13, 2011</b>
1st Possible MSBA Facilities Sub-Committee Meeting	Wednesday, December 14, 2011
<b>Building Committee - TENTATIVE</b>	<b>Tuesday, December 27, 2011</b>
2nd Possible MSBA Facilities Sub-Committee Meeting	Wednesday, January 11, 2012
MSBA Board Meeting (Preferred Alternative)	Wednesday, January 25, 2012
Submission Deadline for Schematic Design for March Board	Friday, February 17, 2012
MSBA Board Meeting (Scope and Budget)	Wednesday, March 28, 2012
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Approve Funding (Town Meeting) - Monday, May 07, 2012</b></p> <p style="text-align: center;"><b>Approve Funding (Ballot) - Monday May 14, 2012</b></p> </div>	

**POSSIBLE FUTURE PROJECT SCHEDULE**

**Design Phase:**

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