

Penn Brook School Feasibility Study Georgetown, MA

May 2011
OPM Monthly Report #1



Submitted BY:



200 Sutton Street
North Andover, MA 01845

Town of Georgetown
Georgetown Public Schools



Massachusetts School Building Authority

1. **Previous Months Activity:**

- Final contracts were signed in May with Municipal
- A building committee meeting was held in April 4th to review the next steps
- The Request for Services for the Designer was created and completed in April& May

2. **Next Month's Anticipated Activities:**

- The Building Committee is scheduled to meet in June to review the designer selection process and update the community
- A pre-proposal conference is scheduled for June 7th
- Proposals are due on June 15th
- The MSBA and the local Designer Selection Panel members will review the submitted proposals during June and the 1st of July.

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.

5. **Change Orders and Potential Change Orders:**

N/A

6. **Cash flow projections:**

Municipal has just submitted its first monthly invoice which will be reviewed by the Building Committee at its first meeting in June.

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

Penn Brook School Feasibility Study - Budget Report				
				6/6/2011
	Budget* (*Approved Warrant Article)	Submitted Amount	Balance Remaining	Percent Complete
Feasibility Study Agreement				
Owner's Project Manager	110,000.00	3,600.00	106,400.00	3.3%
A&E - Feasibility Study/Schematic Design	425,000.00	-	425,000.00	0.0%
Environmental and Site	110,000.00	-	110,000.00	0.0%
Other	75,000.00	-	75,000.00	0.0%
	720,000.00	3,600.00	716,400.00	0.5%
Design and Construction				
Owner's Project Manager (not incl Feas Study)		-	-	0.0%
Legal Fees		-	-	0.0%
Advertising		-	-	0.0%
Other Administrative Costs		-	-	0.0%
A&E - Design Development		-	-	0.0%
A&E - Construction Contract Documents		-	-	0.0%
A&E - Bidding		-	-	0.0%
A&E - Construction Contract Administration		-	-	0.0%
A&E - Closeout		-	-	0.0%
A&E - Reimbursable Services		-	-	0.0%
Construction - Budget (60% Estimate)		-	-	0.0%
Construction Contingency		-	-	0.0%
Testing Services		-	-	0.0%
Furnishings (Estimate)		-	-	0.0%
Equipment (Estimate)		-	-	0.0%
Owners Contingency		-	-	0.0%
Total Approved Budget	720,000	3,600.00	716,400.00	1%

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	3,600	-			3,600
May	2011	6,000	-			6,000
June	2011	8,000	-			8,000
July	2011	8,000	-			8,000
August	2011	8,000	25,000			33,000
September	2011	8,000	35,000	15,000		58,000
October	2011	8,000	45,000	15,000		68,000
November	2011	8,000	55,000			63,000
December	2011	8,000	70,000			78,000
January	2012	8,000	65,000			73,000
February	2012	8,000	65,000			73,000
March	2012	7,000	65,000			72,000
April	2012	7,000	-			7,000
May	2012	7,000	-			7,000
June	2012	6,840	-			6,840
		109,440	425,000	15,000	-	564,440

Master Schedule

Designer Selection:

Post Advertisement in Central Register and Newspapers	May 17
Advertisements run in Central Register	May 25 & June 1
Pre-Proposal Conference	June 7
Submissions due	June 15
Send packages to MSBA	June 17
MSBA Designer Selection Panel reviews packages	June 17 – July 19
<ul style="list-style-type: none"> • Municipal/School Dept. conduct background information checks 	
MSBA Designer Selection Panel Meeting	July 19
Interviews at MSBA DSP (if necessary)	Aug 2
Award and Sign Designer Contract	July 26 or Aug 9 (if interviews)

Feasibility Study:

Programming (+/- 12 weeks) Complete	Nov 1, 2011
<i>MSBA Board Meeting (Preferred Alternative)</i>	Nov 18, 2011
Schematic Design (+/- 12 weeks) Complete	Feb 17, 2012
<i>MSBA Board Meeting (Scope and Budget)</i>	March 28, 2012
Approve Funding (Town Meeting)	May 7, 2012
Approve Funding (Ballot)	May 14, 2012

Design Phase:

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