

Concord Middle School Building Committee
Finance Subcommittee
Meeting Minutes
August 29, 2019

PRESENT: Susan Bates, Kate Hanley, Jon Harris, Tim Hult, Laurie Hunter, Jared Stanton

Call to Order

Mr. Hult called the meeting to order at 8:15 AM in Conference Room 4 of the Ripley Building. Mr. Hult stated that the Finance Subcommittee will be handling the \$1.5 million budget to ensure it's on track as well as the total project cost.

Mr. Stanton stated that the overall cost of \$1.5 million includes costs of the OPM, feasibility, schematic design and contingency. Mr. Stanton stated that the \$300,000 OPM cost is based on an hourly rate, noting that they are still going over Hill's proposal. He stated that the feasibility and schematic design are listed at \$400,000 and \$500,000, plus \$300,000 in contingency. He stated that the more they find out before hand, the less surprises they will have, saving both time and money. Mr. Stanton stated that the feasibility study that was completed by Finegold Alexander did not dive as deeply as the feasibility study that they will have done, noting this one will be a much bigger scope. Dr. Hunter noted that it will include site work, which was not part of the Finegold Alexander report. She stated that their study was based on the current structures and their life and infrastructure. Mr. Hult asked if projected enrollment would be part of feasibility study and Dr. Hunter stated that it would be included. She noted that they've used soft numbers for estimation purposes. Mr. Hult confirmed that their plan is to combine the 2 schools to build 1 school on the Sanborn site, and as of this point, will not be an MSBA project. Dr. Hunter stated that MSBA will be visiting later in September to update their records, noting that this is the same pattern that they've had over the last 2 years. She stated that MSBA usually funds between 12 and 15 projects of the 30 plus applicants, noting that they would receive a decision by December. Dr. Hunter noted that educational programming is part of the feasibility study as well.

Review of Proposed OPM Contract

Mr. Stanton stated that Mr. Crane is currently reviewing the contract and will be sending to counsel. He stated that they are hoping to have a signed contract around September 5th, noting that Hill will be in and that they are currently working on the schematic design RFP. He stated that they will be having a phone call meeting with the chairs before Thursday's meeting. Dr. Hunter noted that she and Mr. Stanton spoke with Mr. Crane and felt everything was reasonable, but wanted to ensure the contract was protective. Ms. Bates noted that Thursday's meeting was still scheduled for the Select Board Room and confirmed that the meeting would occur at Ripley. Mr. Hult stated that he received a projection from Hill regarding manpower through the \$1.5 million project and a similar projection on a project from Ms. Hanley. He noted that the Easton project is a similar size school and is a little bit less; noting that Ms. Hanley believes it's a reasonable allocation of resources. Dr. Hunter noted that Mr. Crane indicated the same.

Discussion of Total Project Cost Review Process

Mr. Hult stated that they could start with a number and drive towards it, making assessments. He noted that this is how they approached it with the high school project. He stated that they could also approach it with a range.

Brian Foulds, 33 Riverdale Road, Concord, MA, noted that they should be thinking about life cycle costs since the building will be around for 50 to 60 years.

Ms. Hanley agreed, and asked Mr. Hult how the life cycle costs assessment balanced with the total cost in the high school building project. Mr. Hult stated that the numbers were regularly considered; noting that this would also have to be done with the middle school project, also noting that the process isn't easy. He stated that they put the HVAC equipment on the roof of the high school for operational and sustainability efforts, which increased efficiencies. He stated that they increased the energy efficiency, but took away the possibility of putting solar panels on the roof. Dr. Hunter stated that they need more information on how the sustainable parts will impact the number and that the OPM will help guide them through this. Mr. Hult also noted that they will need to decide how the construction project will be managed over the next year. Ms. Hanley asked if the OPM would be joining some of the subcommittee meetings as needed and Dr. Hunter stated that they would.

Karlen Reed asked if the meeting was being recorded and Dr. Hunter stated it was. Ms. Reed recommended announcing this at the start of the meeting and also asked if there was someone taking minutes. Dr. Hunter stated that her assistant would be taking minutes and that they would be posted to the website.

Mr. Hult recommended the Finance Subcommittee meet monthly.

New Business

None

The meeting adjourned at 8:53 AM.

Respectfully Submitted,

Erin Higgins
Recording Secretary

Approved: 9.19.19

Attached: Cost of the Feasibility Study and Schematic Design memo

Abbreviations:

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| MSBA | Massachusetts School Building Authority |
| OPM | Owner's Project Manager |
| RFP | Request for Proposal |

CONCORD PUBLIC SCHOOLS CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

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To: Concord Public Schools School Committee
From: Jared Stanton; Director of Finance and Operations
Date: March 14, 2019
RE: Cost of the Feasibility Study and Schematic Design

Based on discussions with current School Business Managers, Owner's Project Managers, and Architects, the cost for a Feasibility Study and Schematic Design of a new middle school building will likely be approximately \$1.5 million, broken down as follows:

300K: Owner's Project Manager

The Owner's Project Manager (OPM), is a professional construction management firm hired by the Building Committee to provide professional project management services. The OPM provides advice and consultation with respect to design, value engineering, scope of work, cost estimating, designer and contractor selection, and project evaluation. They also monitor procurement, quality of service, workmanship, timeliness, and contractual obligations/compliance with State Laws and requirements.

Other areas include:

- Help with Site evaluation and selection
- Designer, Contractor, Consultant Management
- Coordination and informational sessions with the end users (administration, teachers, students, parents, general public, etc.)
- Provide drawing and specification review for completeness and constructability
- Manage and report on all Project Financials
- Manage and report on schedule
- Provide Monthly Reports and dash board summaries as needed

400K: Feasibility Study

With guidance from the Building Committee, the feasibility study will generate an initial space summary based on the District's educational program, establish design parameters, develop alternatives to construct a new middle school building on the Sanborn site, perform preliminary and final evaluation of alternatives, and recommend the most cost-effective and educationally appropriate solution.

Note: The question of whether a new building is needed was already addressed by the 2017 Facilities Study conducted by Finegold Alexander Architects on behalf of the CMS Facilities Planning Committee. The study recommended a single building to support all of Concord Middle School, to be located on the Sanborn site.

The full report can be found here: https://www.concordps.org/wp-content/uploads/2019/01/Maint.-and-Long-Term-Plans-Report_20170609-Opt-1.pdf.

500K: Schematic Design

During Schematic Design, the Project Team will develop a robust schematic design of sufficient detail to establish the scope, budget, and schedule upon which to evaluate the basis for a proposed project. The design will be of sufficient detail to request DESE approval of the proposed project in relation to the District's Special Educational program and to request Town authorization and financial support to move forward.

300K: Hazardous Materials Assessment, Geo-environmental Engineering, Other Services, and Contingency

Both the Feasibility Study and Schematic Design will require analysis of factors such as hazardous materials, geo-environmental issues, and other environmental factors that could both affect the building process and/or appear as results of it. Other Services and Contingency will cover additional services required and unanticipated costs that arise during the process if the Building Committee requires deeper analysis of any issues.

Existing condition surveys are key to mitigating risk and will feed into the design. The design can change depending on what is found. For example, if there is an area of soil with poor bearing capacity, the committee may consider staying away from that area, requiring special foundations, etc. These all could have substantial impact on the project cost, schedule, etc.

All bids and contracts will be handled by the Concord Building Committee and the actual study costs may come in lower. I feel comfortable, after speaking to many experts in the field, that \$1.5M will allow the Building Committee to be able to explore all site options and will allow them to make the most informed recommendation possible.

Of note, a common theme in all of my research and conversations has been that for every \$1 you spend on review of existing conditions and minimizing uncertainties, you save \$10 on the project. The more information you have in the study and subsequent design costs, the more competitive bids the town will receive from general contractors, thus saving the Town money.

Lastly, I'd like to point out that all of the above phases should ideally be completed together in order to be effective. For reference, the MSBA breaks out a building project into three primary phases*:

1. Feasibility Study/ Schematic Design Phase
2. Design Development/ Construction Documents/ Bidding Phase
3. Construction Phase

We are currently requesting funding for Phase 1 in the MSBA structure. The only logical next step to the Feasibility Study is the Schematic Design, which means that if we break up these elements and need to wait for a subsequent Town Meeting to proceed with the Schematic Design, we are actually delaying the entire project by a year and will need to accept the cost ramifications as such.

**From MSBA "OPM RFS" Template*