Easthampton, Maple Elementary School Project

FEASIBILITY STUDY & SCHEMATIC DESIGN SCHEDULE

February 13, 2018

Colliers INTERNATIONAL

Feasibility/SD Schedule

Week of (Monday): 1 8 15 22 29 7 14 21 28 4 11 18 25 2 9 16 23 30 6 13 20 27 4 11 18 25 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21 28 4 11 18 25 2 9 16 23 30 7 13 20 27 4 11 18 25 1 8 15 22 29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28 4 11 18 25 2 9 16 23 30 6 13 20 27 3 10 17 24 1 8 15 22 29 5 12 19 26 3 10 17 24 31

SBC Meetings (First Tuesday of Month): 23 3 7 12 13 15 20 11 7 7 4 2 6 10 5 25 6 5 9 23 13 13 10 8 12 10 14 11 9 13 18

FSA Duration (35 Months with extension) November 19, 2015 to August 31, 2018

MOD 2: Forming the Team

1 **OPM Selection** — OPM Review Panel Meeting: March 7

2 **Design Team Selection** — DSP meetings: Mar 8 & 22, Apr 5 & 19 , May 3 & 17 , June 7 & 21, July 12 &26 Aug 9 &23

- a Establish Easthampton Designer Selection Sub-Committee
- b Prepare Draft Request for Services (RFS) — Mar 14 →23
- c Designer Selection Sub Committee Reviews Draft RFS — Mar 23 →Mar 24
- d Submit RFS to MSBA for Review/Approval — Mar 25 →Apr 8
- e Submit Advertisemen/Re-Advertisement to Central Register & Local Newspaper — Apr 13
- f Central Register & Local Newspaper Advertisement — Apr 13 → May 9
- g Facility Tour & Proposal Briefing Meeting — Apr 19
- h Proposals Due — May 9
- i Colliers Distributes, Reviews Proposals & Checks References — May 10 →May 18
- j Colliers Submits References, etc. to MSBA Design Selection Panel (DSP) — May 19
- k Selection Sub-Committee Selects 3 Top Choices — May 19 → June 3
- l DSP Selection Panel Meeting to Select Shortlist of Firms for Interviews — June 7
- m DSP Selection Panel Meeting to Interview, Rank & Select Firms — June 21
- n Negotiate & Prepare Contract with Selected Firm & MSBA Approval — June 23 & 24
- o Award of Contract — June 28

MOD 2: Team Selection

MOD 3: Feasibility Study

3 **Existing Conditions Investigation** — 7 wks

4 **Preliminary Design Program Initiative** — 23 wks

- a Educational Program — TBD
- b Initial Space Summary — TBD
- c Evaluation of Existing Conditions — TBD
- d Site Development Requirements — TBD

6 **Preliminary Design Program Submission (PDP)** — Dec 21, 2016

7 **Preferred Solution Study** — One Year +

8 **Preferred Schematic Report Submission (PSR)** — by February 21, 2018

9 **MSBA Facilities Assessment Subcommittee (FAS)** — FAS Meeting: March 14, 2018

10 **MSBA Board Approval of Preferred Solution** — 'April 10, 2018

MOD 3: Feasibility Study Phase

MOD 4: Schematic Design

10 **Schematic Design** — 5 months

Massachusetts Historic Commission

11 **SD Cost Estimates** — 3 wks

12 **Establish Project Scope & Budget** — 2 wks — June 25 to July 6, 2018

13 **OPM Informational email to MSBA** — June 27, 2018

14 **Schematic Design Report Submission including DESE submittal** — by July 11, 2018

15 **MSBA Board Approval Schematic Design** — August 29, 2018

15 **Project Scope & Budget Agreement (max 120 days)** — 4 Months Max.

Current Status 2/13/18

MOD 4: Schematics

MOD 5: Funding the Project

16 **Easthampton Funding Process in Committees**

17 **Ballot Question to City Clerk's Office** — by March 1, 2018

18 **City Council Meeting** — March 7, 2018

19 **City Finance Subcommittee Review & Referral** — March 8th thru 20th

20 **City Council Vote to put question on ballot** — March 21, 2018

21 **Special City Vote** — May 22, 2018

MOD 5

MSBA Board Meeting Dates: 3/30, 5/25, 7/20, 9/28, 11/9, 2/15, 5/10, 6/28, 8/23, 10/25, 12/13, 2/14, 4/10, 6/27, 8/29, 10/31, 12/12

Feb Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

2016 2017 '2018