

# Windham School District

School Administrative Unit #95

Winfried Feneberg  
Superintendent

Adam Steel  
Director of Business, Finance, and Operations

Kori Alice Becht  
Director of Curriculum, Instruction, and Assessment

Rosalyn Moriarty  
Director of Student Services

Carol St. Pierre  
Director of Human Resources

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To: Winfried Feneberg, Superintendent of Schools

From: Adam Steel, Business Administrator

RE: GBS Project Outline

Tuesday, April 28, 2015

Dear Mr. Feneberg,

## **Executive Summary**

The District needs to have a conceptual site plan, a conceptual building design, and an initial project budget by September 1, 2015 in order to be prepared for the annual budget cycle for FY2017. In order to meet this schedule, I recommend the hand selection of experts to be used between now and 9/1/2015 to assist the District in meeting our schedule. The WSB will receive reports and will provide authorization at each step along the way. The FY16 budget of \$100,000 will be used for this purpose.

## **Overview**

In order to have a developed project on the ballot in March, the following deliverables needed by September 1, 2015 in order to allow sufficient time for reporting the project to the community and to develop sufficient community support:

1. A conceptual site plan that details parking, traffic flows, septic design, fencing, playground, utilities, etc.;
2. A conceptual building design with initial code review; and,
3. An initial project budget sufficient to bring to voters.

In order to have the required deliverables in time, I recommend a two phase process by which competent industry experts are hand-selected to provide initial guidance and reports to the District. The group of experts will meet on May 11, 2015 to review the project in detail and to provide recommendations for investigations and further work needed to provide the deliverables.

An initial report will be given to the WSB on 6/2/2015 to allow the Board to authorize further work/studies/etc.

If approved by the WSB on 6/2/2015, the group of experts will work with the District and the Facilities Committee to complete the objectives with a target reporting date to the WSB of 9/1/2015.

After the Board’s review on 9/1/2015, two concurrent phases will begin: one to deliver the information to the community to garner community support for the project and another to have a competitive selection process for the design team, site/civil engineer, and construction manager.

**Initial Project Team**

The following members of the initial project team will be selected based on their familiarity with the District and their track record for similar projects. They have no guarantee of being selected as the final project team members.

Trade/Purpose	Firm	Status
Design	Lavallee Brensinger Architects	Confirmed
Site/Civil Engineer	Tighe & Bond	Confirmed
Structural Engineer	Foley, Buhl, and Roberts	
MEP Engineer	Fitzmeyer & Tocci	
Construction Manager	Eckman Construction	
Authority Having Jurisdiction	Chief McPherson	
SAU Representatives	Winfried Feneberg, Adam Steel, John Pratte	
Principals	Rory O’Connor, Dan Moulis	
Facilities Committee Reps.	Rich Amari, Paul Gosselin	
School Board Reps.	Tom Murray, Dennis Senibaldi	

**Anticipated Budgetary Impact**

The FY16 budget has \$100,000 for the purpose of vetting a future facility project. The Board should be prepared to spend the entire amount for this purpose. The items that will affect how much of the budgeted funds will be spent include the number and depth of geotechnical, survey, and existing conditions studies needed, whether or not a traffic study is necessary, and the amount contracted to the design, site/civil, and construction manager.

## **Summary Schedule**

A detailed draft schedule is attached. However, the table below describes a high-level overview:

<u>Item</u>	<u>Description</u>	<u>Start</u>	<u>Finish</u>
Committee Report	Facilities committee provides recommendation to the WSB	4/21/2015	4/21/2015
Phase I	Preliminary discussion and meeting w/ experts	5/11/2015	6/2/2015
Report to WSB	Board receives Phase I preliminary report	6/2/2015	6/2/2015
Phase II	Conceptual design and initial budget development	6/3/2015	9/1/2015
Report to WSB	Board receives Phase II report including conceptual site and building design, initial project budget, and project schedule	9/1/2015	9/1/2015
Phase III-A	Reporting to community/Marketing	9/2/2015	3/8/2016
Phase III-B	RFP/RFQ Selection Process for designer, site/civil engineer, and construction manager	9/2/2015	12/31/2015
Voting		3/8/2016	3/8/2016
Phase IV	Construction	3/9/2016	12/31/2017

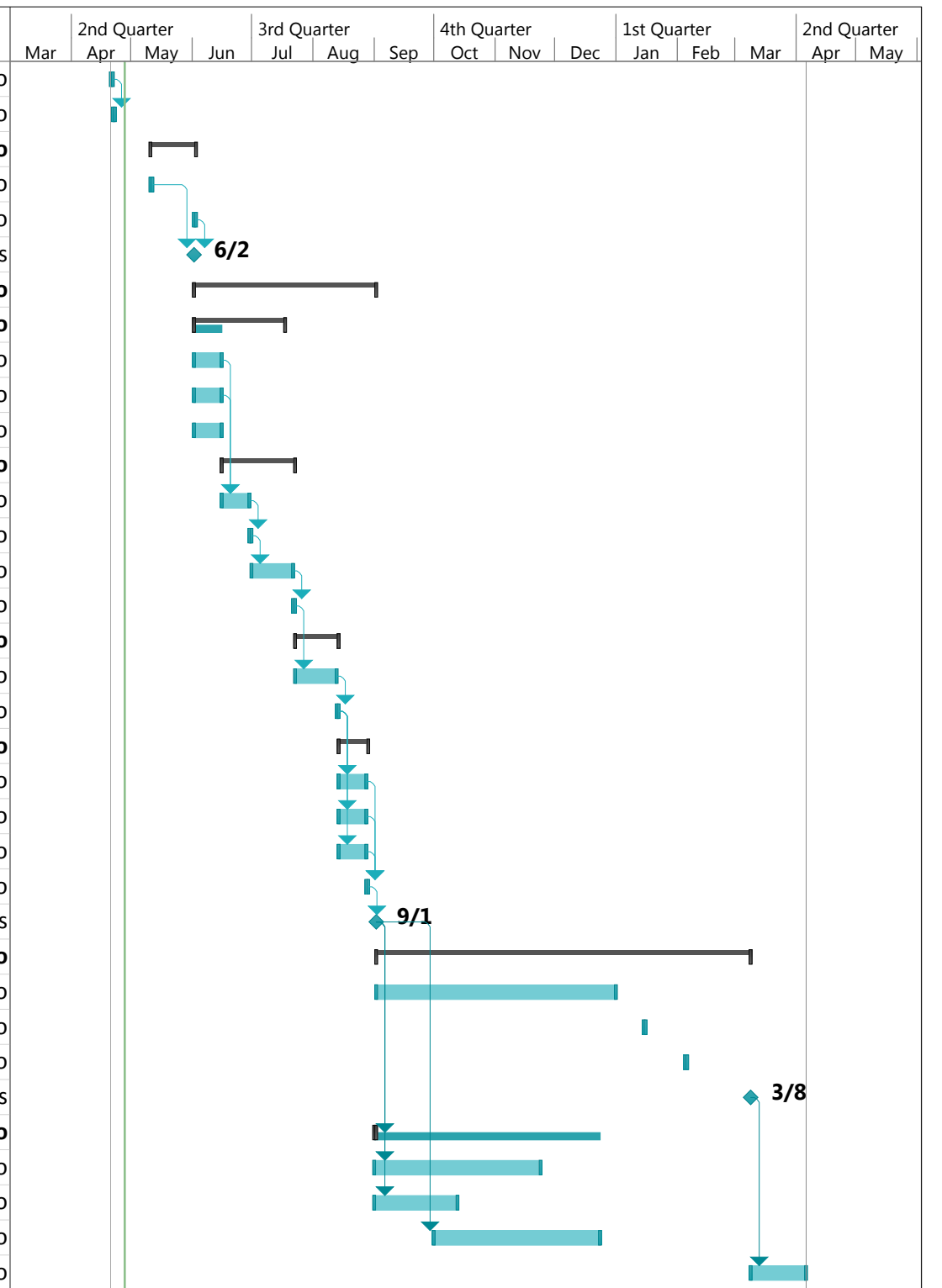
## **Requested Board Actions**

1. Motion: To authorize the administration to contract at an hourly rate with industry experts for the purpose of evaluating the District's facility project and for providing feedback about what next steps are necessary and at what projected cost.

Attachment(s) – 1

1. Detailed draft project milestone schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Milestone	2nd Quarter		3rd Quarter			4th Quarter			1st Quarter			2nd Quarter	
								Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	▶	WSB Receives Recommendation from Facilities Committee	1 day	Tue 4/21/15	Tue 4/21/15		No													
2	▶	Board Authorizes Phase I	1 day	Wed 4/22/15	Wed 4/22/15	1	No													
3	▶	<b>Phase I</b>	<b>17 days</b>	<b>Mon 5/11/15</b>	<b>Tue 6/2/15</b>		<b>No</b>													
4	▶	Initial Meeting w/ Experts	1 day	Mon 5/11/15	Mon 5/11/15		No													
5	▶	Phase I Report to Board	1 day	Tue 6/2/15	Tue 6/2/15		No													
6	▶	Board Authorizes Phase II	0 days	Tue 6/2/15	Tue 6/2/15	4,5	Yes													
7	▶	<b>Phase II</b>	<b>66 days</b>	<b>Tue 6/2/15</b>	<b>Tue 9/1/15</b>		<b>No</b>													
8	▶	<b>Investigations and Reports Completed</b>	<b>34 days</b>	<b>Tue 6/2/15</b>	<b>Fri 7/17/15</b>		<b>No</b>													
9	▶	Site	2 wks	Tue 6/2/15	Mon 6/15/15		No													
10	▶	Civil/Traffic	2 wks	Tue 6/2/15	Mon 6/15/15		No													
11	▶	Code Review/NFPA	2 wks	Tue 6/2/15	Mon 6/15/15		No													
12	▶	<b>Conceptual Design</b>	<b>27 days</b>	<b>Tue 6/16/15</b>	<b>Wed 7/22/15</b>		<b>No</b>													
13	▶	Develop Initial Concepts	2 wks	Tue 6/16/15	Mon 6/29/15	9,10	No													
14	▶	Meet w/ Select Preferred Concept	1 day	Tue 6/30/15	Tue 6/30/15	13	No													
15	▶	Develop Preferred Concept	3 wks	Wed 7/1/15	Tue 7/21/15	14	No													
16	▶	Progress Review/VE Discussion	1 day	Wed 7/22/15	Wed 7/22/15	15	No													
17	▶	<b>Cost Estimation</b>	<b>16 days</b>	<b>Thu 7/23/15</b>	<b>Thu 8/13/15</b>		<b>No</b>													
18	▶	Perform Initial Cost Study	3 wks	Thu 7/23/15	Wed 8/12/15	16	No													
19	▶	Progress Review/VE Discussion	1 day	Thu 8/13/15	Thu 8/13/15	18	No													
20	▶	<b>Finalize Phase II</b>	<b>11 days</b>	<b>Fri 8/14/15</b>	<b>Fri 8/28/15</b>		<b>No</b>													
21	▶	Finalize Site Conceptual Design	2 wks	Fri 8/14/15	Thu 8/27/15	19	No													
22	▶	Finalize Building Conceptual Design	2 wks	Fri 8/14/15	Thu 8/27/15	19	No													
23	▶	Finalize Cost Estimation	2 wks	Fri 8/14/15	Thu 8/27/15	19	No													
24	▶	Final Reports Delivered to SAU	1 day	Fri 8/28/15	Fri 8/28/15	21,22,23	No													
25	▶	Phase II Report to Board	1 day	Tue 9/1/15	Tue 9/1/15	24	Yes													
26	▶	<b>Phase III-A: Reporting to Community</b>	<b>135 days</b>	<b>Wed 9/2/15</b>	<b>Tue 3/8/16</b>		<b>No</b>													
27	▶	Reporting to Community	87 days	Wed 9/2/15	Thu 12/31/15		No													
28	▶	Bond Hearing	1 day	Fri 1/15/16	Fri 1/15/16		No													
29	▶	Deliberative Session	1 day	Fri 2/5/16	Fri 2/5/16		No													
30	▶	Voting	1 day	Tue 3/8/16	Tue 3/8/16		Yes													
31	▶	<b>Phase III-B: RFP/RFQ Selection Phase for Project</b>	<b>1 day?</b>	<b>Tue 9/1/15</b>	<b>Tue 9/1/15</b>	<b>25</b>	<b>No</b>													
32	▶	Designer RFP/Q	60 days	Tue 9/1/15	Mon 11/23/15	25	No													
33	▶	Site/Civil Engineer Selection Process	30 days	Tue 9/1/15	Mon 10/12/15	25	No													
34	▶	Construction Manager RFP/Q	60 days	Thu 10/1/15	Wed 12/23/15	25	No													
35	▶	Phase IV: Construction	1 mon	Wed 3/9/16	Tue 4/5/16	30	No													



Project: 2015-04-28-Project-Mi  
Date: Tue 4/28/15

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			