

DALE STREET SCHOOL

Medfield, MA



OPM Monthly Project Update Report

December 2019

Forming Team	FS/SD	DD	CD	BIDDING	CONSTRUCTION	CLOSEOUT
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I. EXECUTIVE SUMMARY

Arrowstreet along with their Educational Planning Consultant, David Stephen of New Vista Design, have begun educational Visioning Sessions and Workshops with administrators, teachers, parents and community partners aimed at capturing current and future educational goals and priorities for Medfield Public Schools and in particular the new Dale Street School while connecting them to best practices and possibilities in innovative school facility design. 21st Century teaching and learning are being explored along with guiding educational principals for the future. In addition to the educational programming efforts, the site selection process has also been underway. The 201 town-owned sites were narrowed to 50 sites of adequate size. The sites were further reduced to 6 sites that were free of wetlands, various legal designations and were not too remote from the Town Center. These 6 sites will be further evaluated.

The Designer Contract was presented to the SBC who voted to recommend that the Board of Selectmen approve and sign the contract at the next Board of Selectmen Meeting in January 2020.

II. TASKS COMPLETED THROUGH DECEMBER 2019

The following tasks were completed in the month December 2019:

- 12/03/20 Leftfield issued a December 2019 Dale Street School Project Update flyer for the SBC and District to disseminate and post to the website to keep the community informed.
- 12/04/20 Working Group Meeting was held to discuss overall Meeting Schedule, Education Plan, Site Criteria Evaluation Parameters, Existing Conditions Investigations, Preliminary Design Program (PDP) tasks and Designer Fee Proposal.
- 12/04/19 Educational Visioning Kick-Off Meeting for the Educational Leadership Team lead by the Educational Consultant, David Stephen of New Vista Design, discussed Priority Goal Setting, Visioning Process, School's Strengths, Challenges, Opportunities and Goals (SCOG) Analysis, next steps and strategizing for Visioning Workshops.
- 12/05/20 LeftField prepared the November 2019 Invoice Summary to submit to the SBC for review in advance of the 12/11/19 SBC Meeting.
- 12/09/19 Community Educational Visioning Workshop to introduce the community to the Project Team (Designer - Arrowstreet and OPM - LeftField), to review the MSBA process and to start the Educational Visioning process. Priority Goals for the New or Renovation/Addition

- School, 21st Century Learning, Design Patterns, Guiding Principles and the existing Dale Street School's Strengths, Challenges, Opportunities and Goals (SCOG) were discussed as connected to the School's Design Goals.
- 12/11/19 Dale Street School Building Committee Meeting No. 4 was held to approve Building Committee Meeting Minutes No. 3 and previous meeting minutes, 1/23/19, 3/37/19, 4/18/10, 4/25/19, and 5/6/19; discuss forming subcommittees; discuss the Preliminary Design Program (PDP) phase/process; review project schedule; and approve the November 2019 Invoice Summary and to discuss next steps in the process. Arrowstreet made a presentation.
 - 12/12/19 LeftField submitted the Medfield – Dale Street School November 2019 OPM Monthly Report online and to the SBC.
 - 12/13/20 MSBA held a Project Kick-Off Meeting at the Dale Street School. As a result of MSBA requirements, the Project Schedule for completion of the Schematic Design will be moved to February 2021.
 - 12/16/19 Working Group Meeting held to review site criteria and identify available sites
 - 12/17/19 Dale Street School Building Committee Meeting No. 5 held to establish Educational Programming Subcommittee and vote to recommend the Board of Selectman approve the Designer Contract.
 - 12/18/19 Building/Site Walk-through conducted by Design Consultants for the Existing Conditions Report.
 - 12/20/19 Building/Site Walkthrough conducted by Design Consultants for the Existing Conditions Report
 - 12/23/19 LeftField submitted the Preliminary Site Selection and Evaluation Package to the SBC and Design Team for review
 - 12/30/19 Working Group Meeting to review Site Options and Site Evaluation Criteria

III. TASKS PLANNED FOR JANUARY 2020

The following tasks are planned for the months of January 2020:

- 01/06/20 LeftField will prepare the December 2019 Invoice Summary to submit to the SBC for review in advance of the 01/08/20 SBC Meeting.
- 01/07/20 Educational Visioning Workshop Session 1 will be held to: share Priority Goals for Medfield Public School's Master Plan process and the design of the renovated and/or new Dale Street School; discuss 21st century teaching and learning strategies; and identify 21st Century Learning

- Goals. All in relation to current and future best-practices within Medfield's elementary schools and in the development of the new Dale Street School's academic programs and school facility.
- 01/07/20 Board of Selectman Meeting will be held to vote to approve the Designer Contract and discuss advancing Design Development in the interim prior to the MSBA Board approval of the Schematic Design at the Spring 2020 Town Meeting.
 - 01/08/20 All Town Departments Meeting will be held to provide a Project Update and review Department requirements and received input.
 - 01/08/20 Dale Street School Building Committee Meeting No. 6 will be held to discuss the progress of the Preliminary Design Program (PDP) phase; discuss the changes to the project schedule; and review the budget.
 - 01/12/20 LeftField will submit the Medfield – Dale Street School December 2019 OPM Monthly Report online and to the SBC.
 - 01/13/30 Dale Street School Educational Programming Meeting with District Leaders to discuss Educational Plan and Initial Space Summary.
 - 01/13/20 Working Group Meeting to be held to discuss communications with community and to discuss final Site Criteria Evaluation Matrix.
 - 01/16/20 Energy Committee Meeting to be held to discuss Project Building Performance Goals.
 - 01/17/20 Dale Street School Educational Programming Workshop to be held with Teachers, Staff and the Educational Programming Subcommittee.
 - 01/21/20 Board of Selectman Meeting is to be held to further discuss advancing Design Development to achieve School Opening in fall 2023.
 - 01/2020 Energy Committee Members will meet with Designer, Sustainability Consultant and MEP Consultants to discuss Project Goals.
 - 01/27/20 Working Group Meeting will be held to discuss the Educational Plan and Space Summary Program
 - 01/28/20 Educational Visioning Working Session 2 will be held to discuss: 21st Century Design Patterns that innovative schools throughout the country have put into practice in order to support their forward-thinking learning goals on the level of facility design; Guiding Principles; and priorities for the design of the renovated and/or new facility.

IV. PROJECT BUDGET OVERVIEW

Expenditures against the budget totaled \$49,300 this month which consisted of OPM and Designer fees for the Feasibility Study/Schematic Design OPM Services.

Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated December 31, 2019.

V. PROJECT SCHEDULE OVERVIEW

The attached Project Schedule reflects progress made in the Preliminary Design Program. In the month of December, there was a focus on start the Educational Visioning and the Site Selection processes. The attached Project Schedule reflects the additional time required by MSBA policy between the submission of the Preferred Schematic Report and the submission of the Schematic Design. MSBA Board approval of the Schematic Design will now be in February 2021.

Refer to the attached Preliminary Project Schedule, dated December 31, 2019.

VI. CONTRACT AMENDMENTS/BUDGET TRANSFERS

There were no Contract commitments in December 2019.

VII. COMMUNITY OUTREACH

A Project Update flyer was created for the upcoming month of January 2020 by LeftField. The flyer will be distributed to the SBC for dissemination to the Town and School Community. Key notifications are the dates of the Educational Visioning Sessions and Workshops and the next Community Forum Educational Visioning Session and the Community Forum for an overall Project Update.

VIII. ATTACHMENTS

MSBA Online OPM Reporting Submission, December 31, 2019
Total Project Budget Status Report, dated December 31, 2019
Monthly and Cumulative Cash Flow Reports, dated December 31, 2019
Preliminary Project Schedule, dated December 31, 2019
Dale Street School Project Update – January 2020

Leftfield, LLC		Lynn Stapleton	Progress Report as of Date 12/31/2019
District Name	Medfield	MSBA ID	201701750005
School Name	Dale Street	Project Name	
OPM Firm Name	Leftfield, LLC	School Building Committee Representative	Michael Quinlan
Project Director	Lynn Stapleton	Total Project Budget (ProPay)	\$1,000,000
Designer Firm Name		Encumbered (Reporting Period)	\$620,000
Principal		Encumbered (to Date)	\$850,000
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$110,500
General Contractor Contact Name		Project Completion Percentage	11%

OPM Leftfield, LLC		Progress Report as of Date 12/31/2019	
<u>Contract Summary</u>		<u>Payment Summary</u>	
Original Contract Amount	\$230,000	Total Contract Amount	\$230,000
Contract Amendments (to Date)	0	Invoices Paid (to Date)	\$61,200
Value of Contract Amendments (to Date)	\$0	Invoices Received (Reporting Period)	\$15,300
Total Contract Amount	\$230,000	Contract Amount Remaining	\$153,500
Contract Amendments as Percentage of Original Contract Amount		0.0%	
OPM Activities (Reporting Period)	-12/03/20 December 2019 Dale Street School Project Update flyer distributed -12/04/20 PDP Working Group Meeting -12/04/19 Educational Visioning Kick-Off Meeting for the Educational Leadership Team -12/05/20 LeftField prepared the November 2019 Invoice Summary and submitted -12/09/19 Community Educational Visioning Workshop -12/11/19 Dale Street School Building Committee Meeting No. 4 -12/13/20 MSBA held a Project Kick-Off Meeting at the Dale Street School -12/16/19 PDP Working Group Meeting -12/17/19 Dale Street School Building Committee Meeting No. 5 -12/18&20/19 Building/Site Walk-through for the Existing Conditions Report -12/23/19 LeftField submitted the Preliminary Site Selection and Evaluation Package for review -12/30/19 PDP Working Group Meeting		
Project Budget Status	Refer to the attached Total Project Budget Status Report and Cash Flow Charts, dated December 31, 2019.		
Potential Issues	There are no issues to report.		

DESIGNER		Progress Report as of Date 12/31/2019
<u>Contract Summary</u>		<u>Payment Summary</u>
Original Contract Amount		Total Contract Amount
Contract Amendments (to Date)		Invoices Paid (to Date)
Value of Contract Amendments (to Date)		Invoices Received (Reporting Period)
Total Contract Amount		Contract Amount Remaining
Contract Amendments as Percentage of Original Contract Amount	0.0%	
<u>MBE/WBE Requirements</u>		
MBE Requirement		
MBE Actual		
WBE Requirement		
WBE Actual		

RFIs and Submittals

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date)

Remaining Open RFIs – Past 30 Days

Notes

Remaining Open RFIs – Past 60 Days

Notes

Remaining Open RFIs – Past 90 Days

Notes

Submittals Received (Reporting Period)

Total Submittals Received (to Date)

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date)

Comments (Remaining Open Submittals)

Phase

Phase Scheduled Completion Date

Designer Activities (Reporting Period)

30 Day Look Ahead

Commissioning Consultant

Commissioning Consultant Status

GENERAL CONTRACTOR

Progress Report as of Date 12/31/2019

Contract Summary

Original Contract Amount

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Contract Type

Change Orders as Percentage of Original Contract Amount

0.0%

Pending Change Orders

Change Order Status

Schedule Assessment

Notice to Proceed Date

Physical Progress

Substantial Completion Date (Original)

Substantial Completion Date (Revised)

Construction Progress (Reporting Period)

30 Day Look Ahead

Overall Schedule Assessment

Problems Identified (Schedule or Construction)

Quality Control

Safety Compliance

Number of Claims (to Date)

Value of Claims (to Date)

Comments

Recorded Manpower (Reporting Period)

Commissioning Consultant

Commissioning Consultant Status

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

MBE Requirement

MBE Actual

WBE Requirement

WBE Actual

Certification

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Lynn Stapleton Print Name

Lynn Stapleton Signature

January 12, 2020 Date

Dale Street School - Medfield, MA

December 31, 2019

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 230,000		\$ 230,000	\$ 230,000	100%	\$ 76,500	33%	\$ 153,500	
0002-0000	A/E Feasibility Study/Schematic Design	\$ 650,000	\$ (30,000)	\$ 620,000	\$ 620,000	0%	\$ 34,000	0%	\$ 586,000	*1
0003-0000	Environmental & Site	\$ 60,000	\$ 40,000	\$ 100,000	\$ -	0%	\$ -	0%	\$ 100,000	
0004-0000	Other	\$ 60,000	\$ (10,000)	\$ 50,000	\$ -	0%	\$ -	0%	\$ 50,000	*1
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 850,000		\$ 110,500	11%	\$ 889,500	
ADMINISTRATION										
0101-0000	Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	Owner's Project Manager	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0102-0500	Construction Contract Documents	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-0600	Bidding	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-0700	Construction Contract Administration	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-0800	Closeout	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-0900	Extra Services	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-1100	Cost Estimates	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0102-1000	Reimbursable & Other Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0103-0000	Advertising (and Printing)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0199-0000	Other Administrative Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	ADMINISTRATION SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
ARCHITECTURE & ENGINEERING										
0201-0500	A/E Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0600	Construction Contract Documents	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0700	Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0800	Construction Contract Administration	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-0900	Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0201-9900	Other Basic Services (Structural)	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
	Extra and Reimbursable Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0203-9900	Other Reimbursable Costs (Printing)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0204-0200	Hazardous Material (incl. monitoring)	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	ARCHITECTURE & ENGINEERING SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
CONSTRUCTION COSTS										
0401-0300	Construction	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0508-0000	Change Orders	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	CONSTRUCTION COSTS SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
MISCELLANEOUS PROJECT COSTS										
0602-0000	Testing Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
0699-0000	Other Project Costs	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	MISCELLANEOUS PROJECT COSTS SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
CONTINGENCY										
0507-0000	Construction Contingency (5% of the construction amount)	\$ -	\$ -	\$ -	\$ -		\$ -	0%	\$ -	
0801-0000	Owner's Contingency (0.5% of the total project budget)	\$ -	\$ -	\$ -	\$ -		\$ -	0%	\$ -	
	CONTINGENCY SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	
	TOTAL PROJECT BUDGET	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 850,000	85%	\$ 110,500	11%	\$ 889,500	
	<i>(sum of all sub-totals above)</i>									

Dale Street School - Medfield, MA

December 31, 2019

Total Project Budget Status Report

FUNDING SOURCES	
State Share	
Local Share	
SUB-TOTAL	\$ -

CONSTRUCTION COST ESTIMATES	Date
SD Cost Estimate -	
60% CD Cost Estimate -	
Bid -	

Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
\$ 1,000,000	\$ -	\$ -	-	\$ -

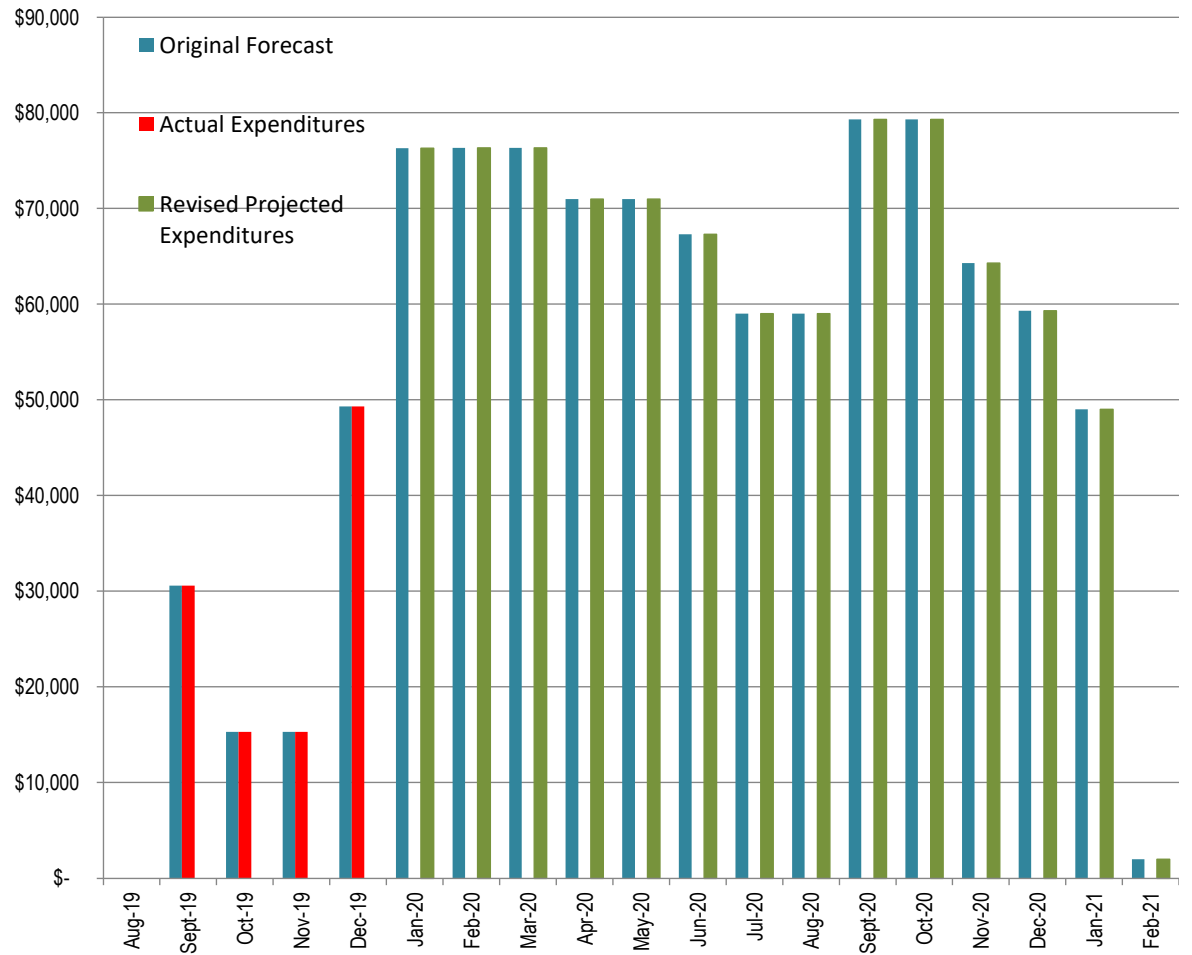
Amount	SF	Cost Per SF

Feasibility Study Agreement Budget Transfers:

FSA BRR 01 00/00/2020 1. Transfer \$30,000 from A/E Feasibility Study/Schematic Design and \$10,000 from Other Contingency for a total of \$40,000 to Environmental & Site. FSA BRR 1 is to be generated and presented to Town for approval in January 2020.

Dale Street School - Medfield, MA
December 31, 2019
Monthly Cash Flow

Date	Original Forecast	Actual Expenditures	Revised Projected Expenditures
Aug-19	\$ -	\$ -	
Sept-19	\$ 30,600	\$ 30,600	
Oct-19	\$ 15,300	\$ 15,300	
Nov-19	\$ 15,300	\$ 15,300	
Dec-19	\$ 49,300	\$ 49,300	
Jan-20	\$ 76,300		\$ 76,300
Feb-20	\$ 76,350		\$ 76,350
Mar-20	\$ 76,350		\$ 76,350
Apr-20	\$ 71,000		\$ 71,000
May-20	\$ 71,000		\$ 71,000
Jun-20	\$ 67,300		\$ 67,300
Jul-20	\$ 59,000		\$ 59,000
Aug-20	\$ 59,000		\$ 59,000
Sept-20	\$ 79,300		\$ 79,300
Oct-20	\$ 79,300		\$ 79,300
Nov-20	\$ 64,300		\$ 64,300
Dec-20	\$ 59,300		\$ 59,300
Jan-21	\$ 49,000		\$ 49,000
Feb-21	\$ 2,000		\$ 2,000
Total	\$ 1,000,000	\$ 110,500	\$ 889,500

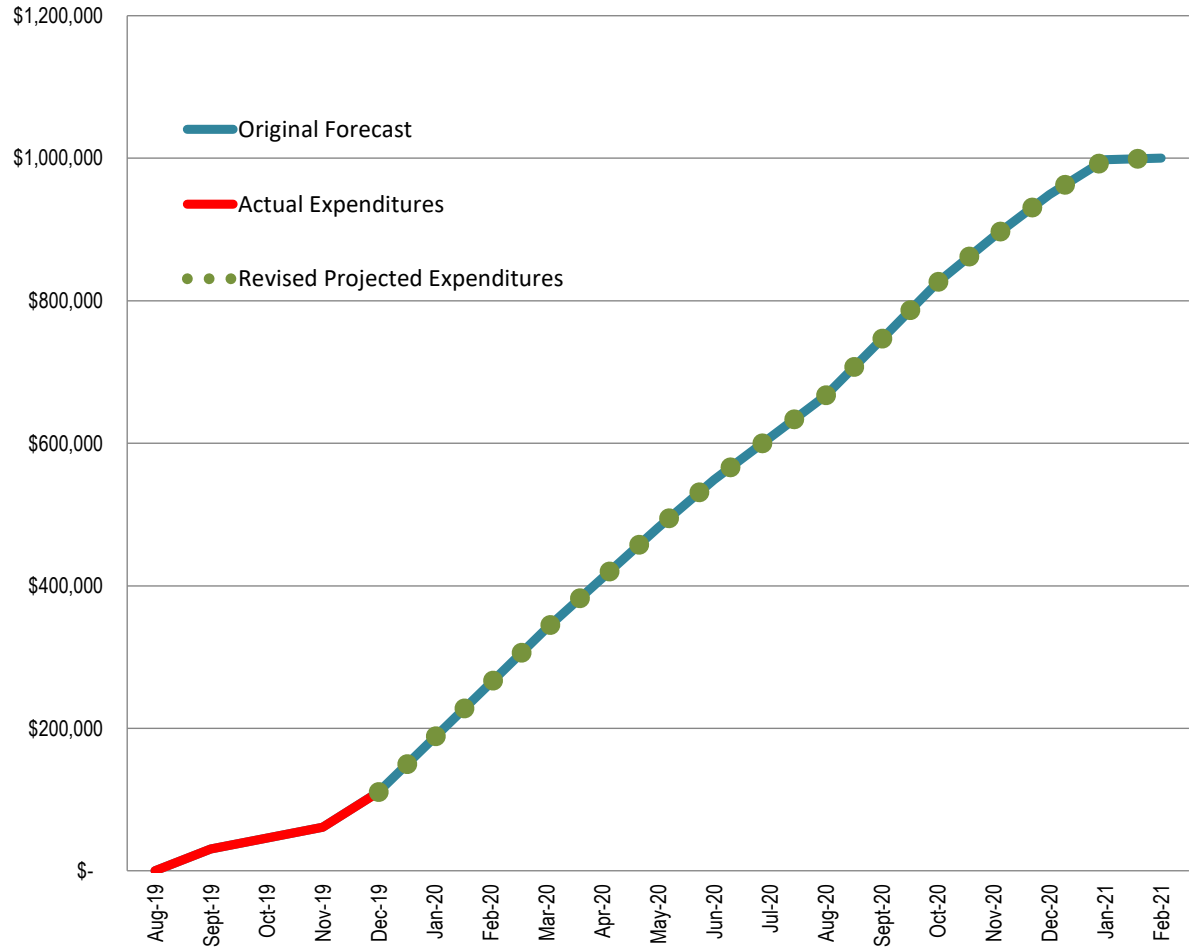


Dale Street School - Medfield, MA

December 31, 2019

Cumulative Cash Flow

Date	Original Forecast	Actual Expenditures	Revised Projected Expenditures
Aug-19	\$ -	\$ -	
Sept-19	\$ 30,600	\$ 30,600	
Oct-19	\$ 45,900	\$ 45,900	
Nov-19	\$ 61,200	\$ 61,200	
Dec-19	\$ 110,500	\$ 110,500	\$ 110,500
Jan-20	\$ 186,800		\$ 186,800
Feb-20	\$ 263,150		\$ 263,150
Mar-20	\$ 339,500		\$ 339,500
Apr-20	\$ 410,500		\$ 410,500
May-20	\$ 481,500		\$ 481,500
Jun-20	\$ 548,800		\$ 548,800
Jul-20	\$ 607,800		\$ 607,800
Aug-20	\$ 666,800		\$ 666,800
Sept-20	\$ 746,100		\$ 746,100
Oct-20	\$ 825,400		\$ 825,400
Nov-20	\$ 889,700		\$ 889,700
Dec-20	\$ 949,000		\$ 949,000
Jan-21	\$ 998,000		\$ 998,000
Feb-21	\$ 1,000,000		\$ 1,000,000
Total	\$ 1,000,000	\$ 110,500	\$ 1,000,000



**DALE STREET ELEMENTARY SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study/Schematic Design Phase
December 31, 2019**

ID	Task Name	Start	Finish	16	H2	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
						H1	H2	H1	H2	H1	H2	H1	H2	H1	H2
1	Eligibility Period	Wed 12/13/17	Thu 3/28/19												
2	MSBA Invitation to Eligibility Period	Wed 12/13/17	Wed 12/13/17												
3	Initial Compliance Certification	Tue 4/24/18	Tue 4/24/18												
4	City Appropriation of Funds for Feasibility Study	Mon 4/30/18	Mon 4/30/18												
5	Study Enrollment Certification	Tue 5/1/18	Wed 10/24/18												
6	MSBA Invitation to Conduct Feasibility Study	Wed 12/12/18	Wed 12/12/18												
7	Execution of Feasibility Study Agreement	Thu 12/13/18	Thu 3/28/19												
8	OPM Selection	Mon 1/14/19	Fri 6/28/19												
9	OPM RFS Process	Mon 1/14/19	Wed 3/27/19												
10	OPM RFS Advertisement Submit - Appears	Thu 3/28/19	Wed 4/3/19												
11	OPM Proposals Due	Wed 4/17/19	Wed 4/17/19												
12	OPM Proposals Review, Interviews, Ranking, Submittal to MSBA & Negotiations with OPM	Wed 4/17/19	Wed 5/8/19												
13	OPM Fee Proposal & Contract Submitted	Tue 4/30/19	Tue 4/30/19												
14	MSBA OPM Panel Presentation	Mon 6/3/19	Mon 6/3/19												
15	MSBA OPM Approval Letter	Fri 6/7/19	Fri 6/7/19												
16	Execute OPM Contract	Mon 6/10/19	Fri 6/28/19												
17	Designer Selection	Thu 5/9/19	Wed 1/8/20												
18	Prepare & Submit Draft Designer RFS to MSBA	Thu 5/9/19	Thu 6/4/19												
19	MSBA Designer RFS Review Period	Wed 6/5/19	Mon 7/15/19												
20	Final Designer RFS to MSBA	Mon 7/15/19	Mon 7/15/19												
21	Designer RFS Advertisement Submit - Appears	Thu 8/1/19	Wed 8/7/19												
22	Select Local Representatives for DSP	Wed 7/31/19	Wed 7/31/19												
23	Designer Proposals Due	Thu 8/8/19	Wed 9/11/19												
24	Review Designer Proposals and Check References	Thu 9/12/19	Wed 9/25/19												
25	Submit DSP Materials to DSP	Wed 9/25/19	Wed 9/25/19												
26	Designer Selection Panel (DSP) Meeting	Tue 10/15/19	Tue 10/15/19												
27	DSP Interview	Tue 11/5/19	Tue 11/5/19												
28	Negotiate and Approve Designer Contract and Send to MSBA	Tue 11/5/19	Wed 1/8/20												
29	MSBA Project Kick-Off Meeting	Fri 12/13/19	Fri 12/13/19												
30	Preliminary Design Program (PDP)	Wed 11/13/19	Wed 4/22/20												
31	Designer Project Kick-Off Meeting	Wed 11/13/19	Wed 11/13/19												
32	Develop Preliminary Design Program	Thu 11/14/19	Tue 3/17/20												
33	SBC Vote to Submit PDP	Wed 3/18/20	Wed 3/18/20												
34	Submit PDP Submission to MSBA (Min. 10 Weeks Prior to PSR)	Thu 3/19/20	Thu 3/19/20												
35	MSBA PDP Review Period	Thu 3/19/20	Wed 4/8/20												
36	Respond to MSBA PDP Review Comments	Thu 4/9/20	Wed 4/22/20												
37	Preferred Schematic Report (PSR)	Thu 3/19/20	Wed 8/26/20												
38	Develop Preferred Schematic Schematic Report	Thu 3/19/20	Tue 7/7/20												
39	SBC Vote to Submit PSR	Wed 6/24/20	Wed 6/24/20												
40	Submit PSR Submission to MSBA	Wed 7/8/20	Wed 7/8/20												
41	MSBA PSR Review Period	Wed 7/8/20	Wed 7/29/20												
42	Respond to MSBA PSR Review Comments	Thu 7/30/20	Wed 8/12/20												
43	Facilities Assessment Subcommittee (FAS) Presentation - 7/22/20 or 8/5/20	Wed 7/22/20	Wed 8/5/20												
44	Address FAS Comments	Thu 8/6/20	Thu 8/20/20												
45	MSBA Board Vote on PSR & Approval to Move to Schematic Design	Wed 8/26/20	Wed 8/26/20												
46	Schematic Design (SD)	Thu 7/9/20	Wed 2/10/21												
47	Develop Schematic Design Submission	Thu 7/9/20	Wed 12/23/20												
48	Prepare, Review, Submit Project Notification to Mass Historical Commission	Thu 7/9/20	Wed 8/12/20												
49	SD Cost Estimates and Reconciliation	Mon 9/28/20	Tue 10/13/20												
50	SBC Vote to Approve SD Submission to MSBA	Wed 12/16/20	Wed 12/16/20												
51	MSBA Schematic Design Notification	Thu 12/17/20	Thu 12/17/20												
52	Submit SD Submission to MSBA	Wed 1/6/21	Wed 1/6/21												

Revised 11/28/12

DALE STREET ELEMENTARY SCHOOL
PRELIMINARY PROJECT SCHEDULE
Feasibility Study/Schematic Design Phase
December 31, 2019

ID	Task Name	Start	Finish	16	H2	2017	H1	H2	2018	H1	H2	2019	H1	H2	2020	H1	H2	2021	H1	H2	2022	H1	H2	2023	H1	H2	2024	H1	H2	2025	H1	H2	2026	H1	H2
103	CM Award/Notice to Proceed	Thu 4/1/21	Thu 4/1/21																																
104	Preconstruction	Thu 4/1/21	Wed 4/13/22																																
105	GC Site Work Prequalification Process	Wed 8/4/21	Tue 9/14/21																																
106	GC Main Construction Prequalification Process	Wed 1/26/22	Tue 3/8/22																																
107	Trade Contractor Prequalifications	Thu 3/3/21	Thu 3/3/22																																
108	Advertise Trade Contractors/GC RFQ 1	Thu 6/3/21	Wed 6/9/21																																
109	Trade Contractor/GC RFQ 1 Advertisement & Response Time	Thu 6/10/21	Wed 6/30/21																																
110	Trade Contractors/GC SOQ Due	Wed 6/30/21	Wed 6/30/21																																
111	Review Trade Contractor/GC SOQ	Thu 7/1/21	Tue 7/13/21																																
112	Prequalification Committee Review Meeting	Wed 7/14/21	Wed 7/14/21																																
113	Notify Trade Contractors/GCs for Bidding	Thu 7/15/21	Thu 7/15/21																																
114	Advertise Trade Contractors/GC RFQ 2	Thu 1/13/22	Wed 1/19/22																																
115	Trade Contractor/GC RFQ 2 Advertisement & Response Time	Thu 1/20/22	Wed 2/9/22																																
116	Trade Contractors/GC SOQ Due	Wed 2/9/22	Wed 2/9/22																																
117	Review Trade Contractor/GC SOQ	Thu 2/10/22	Wed 3/2/22																																
118	Prequalification Committee Review Meeting	Wed 3/2/22	Wed 3/2/22																																
119	Notify Trade Contractors/GCs for Bidding	Thu 3/3/22	Thu 3/3/22																																
120	Permitting and Regulatory Filing Requirement	Wed 8/25/21	Fri 4/1/22																																
121	Zoning Board of Appeals	Mon 9/20/21	Fri 2/4/22																																
122	Notice of Intent to Conservation Commission (Review based on Preliminary Site Design w/ Final Site Design due at 60% CD)	Wed 8/25/21	Tue 1/11/22																																
123	NPDES Construction General Permit	Mon 2/7/22	Fri 3/4/22																																
124	EPA-NPDES/SWPPP	Mon 3/7/22	Fri 4/1/22																																
125	Permits from City Engineering Department	Mon 2/14/22	Fri 2/25/22																																
126	Special Permit to Planning Department (parking)	Mon 2/14/22	Fri 2/25/22																																
127	Building Permit	Mon 2/28/22	Fri 3/25/22																																
128	Bid Phases (Site & Main Construction either DBB or CMR)	Wed 6/2/21	Fri 5/13/22																																
129	Early Site Work Bid Period (after DD)	Wed 6/2/21	Wed 6/23/21																																
130	Award Sitework Contract	Thu 6/24/21	Thu 6/24/21																																
131	CM - Early Foundations Bid Period (after 60% CD)	Wed 9/22/21	Wed 10/13/21																																
132	Award Foundations Contract	Thu 10/14/21	Thu 10/14/21																																
133	CM - Early Steel Bid Period (after 90% CD)	Wed 1/19/22	Wed 2/9/22																																
134	Award Steel Contract	Thu 2/10/22	Thu 2/10/22																																
135	Main Bid Period	Wed 3/16/22	Wed 4/20/22																																
136	Final GMP Contract	Thu 4/21/22	Fri 5/13/22																																
137	Construction	Fri 6/25/21	Fri 9/1/23																																
138	Early Mobilization	Fri 6/25/21	Thu 7/8/21																																
139	Start Early Site Work Construction	Fri 7/9/21	Thu 10/28/21																																
140	Start Early Foundations/Concrete Construction	Fri 10/15/21	Thu 4/21/22																																
141	Start Early Steel Construction	Thu 2/10/22	Wed 9/21/22																																
142	Start Main Construction	Wed 7/6/22	Tue 6/27/23																																
143	Substantial Completion	Wed 6/28/23	Wed 6/28/23																																
144	FFE Installation	Thu 6/29/23	Wed 8/2/23																																
145	Punchlist	Thu 6/29/23	Wed 8/23/23																																
146	Final Completion of New School	Thu 8/24/23	Thu 8/24/23																																
147	Teacher Move-In	Fri 8/25/23	Fri 9/1/23																																
148	School Opening	Wed 9/6/23	Wed 9/6/23																																
149	Project Closeout Phase	Wed 9/6/23	Fri 11/3/23																																
150	Prepare and Submit Closeout Documents	Wed 9/6/23	Thu 10/5/23																																
151	Final Application for Payment	Fri 10/6/23	Fri 10/6/23																																
152	Submit 100% DCAMM Contractor Evaluations	Mon 10/9/23	Fri 10/13/23																																
153	Final Reimbursement Request	Mon 10/16/23	Fri 11/3/23																																
154	MSBA Closeout Documents Submitted	Fri 11/3/23	Fri 11/3/23																																

DALE STREET SCHOOL PROJECT UPDATE

JANUARY 2020

Completing the Site Evaluation Process: <https://www.medfield.net/dale-street-project>

We will be concluding the identification and evaluation of sites and documenting the overall Site Evaluation Process for review and collaboration with the community. The information gathered on all town-owned sites and the process of evaluating all potentially viable sites will be available for review on the Project Website. The process for promoting or eliminating sites based on collectively developed site criteria, physical site characteristics and legal designation will be outlined.

Dale Street Elementary School- Site Selection Matrix																								
12/30/2019																								
F Favorable N Neutral U Unfavorable				Costs: 0, \$, \$\$, \$\$\$, \$\$\$\$																				
Site Criteria				Potential Alternatives																				
				Zoned for Educational Use																				
				Existing Dale Street Property					Wheelock Property															
				Addition/ Renovation	New Construction Grades 4-5				New Construction Grades 3-5				New Construction Grades 4-5				New Construction Grades 3-5							
General, Building and Site Facts				1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1 Projected Student Enrollment				N	U	U	U		N	U	U	U	U	U	F	F	F	F		N	F	F	F	F
2 Classroom Count				N	U	U	U		N	U	U	U	U	U	F	F	F	F		N	N	F	F	F
3 Targeted Educational program (Total Building Gross Floor Area)				N	U	U	U		N	N	N	N	N	U	U	F	F	F		N	N	N	N	N
4 Approximate Gross Square Feet (from Assessor's Database)				N					N						F					N	F	F	F	F
5 Approximate Size of Site (from Assessor's Database)				N					N						F					F				
6 Buildable Area (excluding Setbacks and No-Build Zones)				N					N					U					F					
7 Programmed Parking Spaces				U	U	U	U		U	U	U	U	U	U	U	F	N	N	N	N	F	F	F	F
Site				U	U	U	U		U	N	N	N	N	U	F	F	F	F		F	N	N	N	N
1 Layout of Site Maximizes Efficient Use of Site				U	U	U	U		U	N	N	N	N	U	F	F	F	F		F	N	N	N	N
2 Provides Safe Pedestrian Circulation and Access; Promotes Walkability				F	N	N	N		F	F	F	F	F	F	F	F	F	F		F	F	F	F	F
3 Town-Owned Land				F	F	F	F		F	F	F	F	F	F	F	F	F	F		F	F	F	F	F
4 Land Restrictions (Zoning, Conservation, Development)				N					N						N					N	N	N	N	N
5 Allows for Outdoor Learning Space/Playground				F	F	F	F		F	F	F	F	F	F	F	F	F	F		F	F	F	F	F
6 Safety and Efficiency of the Arrival/Dismissal Process for Bus/Van and Automobile Circulation				F	F	F	F		F	F	F	F	F	F	F	F	F	F		F	F	F	F	F
7 No Demand for On-Street Parking; Provides Sufficient				F	F	F	F		F	F	F	F	F	F	F	F	F	F		F	N	N	N	N

ATHY
K SITE


RED GATE
FARM SITE

HOSPIT
CAM

Recreation
of site

- Potential traffic and
access issues related to
narrow access roads

- Municl
included
with DCAM



F	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
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Continuing the Educational Programming Process:

In January, the Design Team will be meeting with all Dale Street School Teachers and Staff to hear about their learning goals, opportunities and priorities, which will be used as the basis for creating the Dale Street Educational Plan. The Educational Visioning Sessions will also provide valuable input into the process.

Upcoming Project Milestones

- Educational Visioning Sessions
 - Educational Visioning Group Workshop One - 01/07/20
 - Teachers/Staff Working Sessions (2) Starting 1/17/20
 - Educational Visioning Group Workshop Two - 01/28/20
 - Community Forum Educational Workshop - 2/4/20
- School Building Committee Meeting 01/08/20 (Open Meeting)
- Develop the Educational Plan
- Complete Site Evaluations
- Community Forum - Project Update - 2/24/20

DALE STREET SITE	WHELOCK SITE	HOSPITAL HILL/ SLEDDING HILL SITE	MCCARTHY PARK SITE	RED GATE FARM SITE	HOSPITAL CAM
No preliminary legal or community use issues	No preliminary legal or community use issues	- Municipal use not included in agreement with DCAMM	- Parks and Recreation has control of site	- Potential traffic and access issues related to narrow access roads and potential for wetlands crossings	- Municipal included with DCAMM
Current site zoned educational use	Current site zoned educational use	- Community desire to retain usable recreational area, with a potential for future recreation center	- Article 97 land (unconfirmed)	- Acquired in 2015 to preserve open space, community objection to building on this land	- Newly acquired and master planned this location
Currently operates and is known as a school site	Currently operates and is known as a school site	- No utilities and remote location will increase capital and operational costs	- Heavily used for school and community athletics, community desire to retain recreational area	- Article 97 land (unconfirmed)	- Historic Buildings restrictions
Centrally located 0.6 miles from Town Center	Centrally located 1.3 miles from Town Center			- Likely no sewer access	



priorities, which will be used as the basis for creating the Dale Street Educational Plan. The Educational Visioning Sessions will also provide valuable input into the process.



MEDFIELD PUBLIC SCHOOLS

Respect * Compassion * Collaboration * Continuous Growth

