Concord Middle School Project

Project Manager Report

November 2019
Executive Summary
This Project Manager’s Report for the Concord Middle School Project is submitted by Andy Vo from Hill International (Hill), and covers activities through the month of November 2019.

Project Progress
On November 6, the Designer Selection Subcommittee interviewed five shortlisted design firms and ranked them in the order below:

1. SMMA (highest rank)
2. Dore & Whittier
3. Studio G Architects
4. Finegold Alexander Architects and Flansburgh (tied)

On November 7, the Concord Middle Building Committee received the unanimous recommendation from the Designer Selection Subcommittee and voted SMMA as the project architect for the Concord Middle School Project. Hill had a kickoff meeting with SMMA to review the owner’s expectation, designer contract, project schedule and draft Charter. The designer’s agreement was accepted between the Town of Concord and SMMA. Fully executed designer’s contract will be available in early December 2019.

On November 21, SMMA and Hill met with the Building Committee to introduce the design team members from SMMA to the members of the Building Committee and the community. The design team discussed the four (4) project schedule options and the next steps is to have visioning sessions with the users to understand their expectations and to review their current use of the existing Concord Middle School. SMMA and their consultants visited the staff at the Sanborn School and scheduled a follow up session on December 12, 2019 with the users.

SMMA has scheduled their sub-consultants, Nitsch Engineering and McArdle Gannon Associates, to start the site survey, wetland delineation and geotechnical work for the feasibility study. A meeting on site is scheduled for December 23, 2019 between Hill, McArdle Gannon Associates, and Concord Public Schools to review access to the site for test borings.

Project Charter
Hill International received feedbacks from the Building Committee with 74 draft contents for the Concord Middle School Project Charter. The project Charter will be used as a design principal tool throughout the project. Hill and SMMA are reviewing the current draft Charter. The team will narrow down the Charter to smaller manageable list and will distribute to the Building Committee for review.

Milestones
The following milestones were achieved over the month of November 2019:

- Interviewed five (5) shortlisted design firms.
- Recommended the designer to Concord Middle School Building Committee.
- Finalized the Design Contract for execution
- Prepared Project Charter draft
- Kickoff Meeting with the Design Team
- Drafted project budget
Town of Concord
Concord Middle School Project

- Started feasibility study

Milestones projected for the coming months are:
- Complete designer’s contract
- Complete the draft schedule
- Finalize the Project Charter
- Complete project budget
- Complete Visioning and Programming Meetings

Issues
- Project Schedule with move-in date of Fall 2022 is aggressive.
- Town Meeting Date needs to be confirmed.

Schedule
Major milestones are as follows:
- OPM Selection: Completed August 28, 2019
- Designer Selection: Contract is under reviewed
- Feasibility Study / Schematic Design: July 2020
- Town Meeting/Vote: TBD
- Design Development
- 60% Contract Documents
- 90% Contract Documents
- 100% Contract Documents
- Bidding
- Construction
- Substantial Completion
- Project Substantial Completion
- Demolition of Existing Middle School
- Closeout

Budget
On April 8, 2019 Concord Town Meeting passed, by overwhelming majority, an appropriation not to exceed $1,500,000 to study the feasibility of constructing a new Middle School, which may be located on the Sanborn Buildings.

Based on the Feasibility Study completed by Finegold Alexander, the estimated Total Project Cost may range from $80,000,000 to $100,000,000 depending upon the solution that is agreed upon by the Owner. This Total Project Cost translates to a potential Total Construction Cost of $50,000,000 to $80,000,000.

Hill International contract for Feasibility/Schematic Design is $299,800 and SMMA contract for Feasibility/Schematic Design is $889,400.
Town of Concord
Concord Middle School Project

Cash Flow
Total project budget is TBD
Total encumbered to date is $1,189,200
Total spent on construction to date is TBD
Total spent to date is $59,705 – 5% of total encumbered

Project Team Summary

<table>
<thead>
<tr>
<th>Awarding Authority</th>
<th>Town of Concord (ToC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client</td>
<td>Town of Concord / Concord Public Schools</td>
</tr>
<tr>
<td>Owner’s Project Manager</td>
<td>Hill International, Inc. (Hill)</td>
</tr>
<tr>
<td>Designer</td>
<td>SMMA</td>
</tr>
<tr>
<td>CM / GC</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Project Dashboard
### Executive Summary

**Project Dashboard**  
**November 30, 2019**

### Project Accomplishments this Month
- Completed Designer Selection
- Started Feasibility Study
- Attended Meetings with Concord Building Committee and Sustainability Subcommittee
- Prepared Designer Contract
- Prepared Draft Charter

### Project Major Tasks next Month
- Execute Designer Contract
- Develop draft budget
- Start Visioning and Programming Meetings

### Schedule Summary - Upcoming Milestones

<table>
<thead>
<tr>
<th>Description</th>
<th>Baseline Start</th>
<th>Baseline Finish</th>
<th>Actual Start</th>
<th>Actual Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designer Procurement</td>
<td>9/25/19</td>
<td>9/25/19</td>
<td>9/25/19</td>
<td>9/25/19</td>
</tr>
<tr>
<td>Feasibility/Schematic Design</td>
<td>11/19/19</td>
<td>TBD</td>
<td>11/19/19</td>
<td>11/19/19</td>
</tr>
<tr>
<td>Town Meeting</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Vote</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure Finance and Execute Contracts</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Development</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Documents</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidding</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move-in</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demolition Existing Building</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close out</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Diversity Compliance

<table>
<thead>
<tr>
<th>Metric</th>
<th>Target</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designer’s WBE/MBE</td>
<td>17.9%</td>
<td>TBD</td>
</tr>
<tr>
<td>Contractor’s WBE/MBE</td>
<td>10.4%</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Project Financial Overview

#### Description
- Site Acquisition
- Construction
- Design Services
- Administrative
- FF&E
- Construction Contingency
- Owner’s FFE Contingency
- Owner’s Contingency

#### Baseline Budget

<table>
<thead>
<tr>
<th></th>
<th>Baseline Budget</th>
<th>Authorized Changes</th>
<th>Approved Budget</th>
<th>Committed Costs</th>
<th>Uncommitted Costs</th>
<th>Forecast Costs</th>
<th>Total Project Costs</th>
<th>Expenditures to Date</th>
<th>Balance To Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Acquisition</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
</tr>
<tr>
<td>Administrative</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $85,193,306 $85,193,306 $1,189,306 $84,004,106 $85,193,306 $59,705 $85,193,306 $59,705 $85,133,601

| Construction Contingency (Hard Cost) | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 | $3,570,630 |
| Owner’s FFE Contingency | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 | $1,378,070 |

**SUBTOTAL** $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700

### Project Total

**PROJECT TOTAL** $90,142,007 $90,142,007 $1,189,306 $88,952,807 $90,142,007 $59,705 $90,142,007 $59,705 $90,082,302

### Project Cash Flow - Plan vs Actual

#### Budget Transfers

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorized Changes</th>
<th>Approved Budget</th>
<th>Committed Costs</th>
<th>Uncommitted Costs</th>
<th>Forecast Costs</th>
<th>Total Project Costs</th>
<th>Expenditures to Date</th>
<th>Balance To Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Acquisition</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
<td>$71,412,605</td>
</tr>
<tr>
<td>Administrative</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
<td>$2,880,000</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $85,193,306 $85,193,306 $1,189,306 $84,004,106 $85,193,306 $59,705 $85,193,306 $59,705 $85,133,601

**CONSTRUCTION CONTINGENCY** $3,570,630 $3,570,630 $3,570,630 $3,570,630 $3,570,630 $3,570,630 $3,570,630 $3,570,630

**OWNER’S FFE CONTINGENCY** $1,378,070 $1,378,070 $1,378,070 $1,378,070 $1,378,070 $1,378,070 $1,378,070 $1,378,070

**SUBTOTAL** $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700 $4,948,700

**PROJECT TOTAL** $90,142,007 $90,142,007 $1,189,306 $88,952,807 $90,142,007 $59,705 $90,142,007 $59,705 $90,082,302