

NEWTON PUBLIC SCHOOLS

100 Walnut Street, Newtonville, MA 02460

AREA CODE (617) 559-9025

Office of Business, Finance and Planning

M e m o r a n d u m

TO: David Fleishman, Superintendent

FROM: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

DATE: May 16, 2011

RE: Facilities Update

This memo is an update on the status of the short-term space projects and includes:

Elementary School Space:

- Status of architects' review and recommendations
- Status of modular classrooms for elementary schools
- Which schools, site plans, timing and contingency plans
- Status of sprinkler systems for elementary schools
- Timeline
- Open questions-used, new, green modular classrooms
- Cost estimates for new, used and green modulars and sprinkler systems
- Recommendation

Middle School Space (Day Middle School):

- Status of design selection
- Timeline for full project

Elementary School Space

As previously reported, the preliminary work on the modular classrooms for elementary schools required the procurement and contracts with all on-call architects for the City of Newton as the prior contracts expired as of December 31, 2010. With the successful conclusion of this procurement, the City and Public Buildings Department now have four highly qualified designers and two engineering consultants available for the scope of work needed on the modular classroom project.

In April and May, HMFH Architects, Inc., have reviewed Zervas, Burr, Horace Mann and Mason-Rice Elementary schools with the understanding that Countryside School would not be an immediate candidate for modular classrooms. That work includes site review, design of modular connections, review of interior and exterior facilities related to

adding modular classrooms and review of all matters related to adding sprinkler systems to the schools. The architects are presently working on the specifications required for bid documents for construction and installation of modulares. Please see attached update from HMFH on the actions taken to date. This work includes the review of sprinkler system requirements and the preparation of bid documents for the sprinkler projects including design and installation in accordance with all codes and requirements.

In addition, KBA Architects have reviewed interior space as well the possibility of reuse of space for classrooms. This work focused on Burr Elementary School and the architects have produced a plan and associated costs in case the space next to the cafeteria/multipurpose room would be needed for the additional classroom.

Please note that enrollment counts are updated daily and weekly at each elementary school as registrations are underway for the coming year. Based on the current registered students and information from school principals, the need for the modular classrooms is confirmed at Burr and Horace Mann schools. The Zervas modulares as previously noted are needed due to space constraints. The overall number of classrooms including the modular additions is within the budgeted staffing for all elementary schools. The staffing plan will be reviewed into early June along with the out-of-assigned district requests before final staffing plans are announced. In any case, the modular spaces are needed at these three schools.

Cost estimates for the three types of modulares are as follows: used modulares (\$150,000); new modulares (\$200,000); and green modulares (\$250,000). Estimated costs for sprinkler systems are as follows: Burr - \$371,000 (53,000 square feet); Horace Mann - \$283,500 (40,500 square feet); and Zervas - \$231,000 (33,000 square feet).

Elementary principals, in conjunction with the Assistant Superintendent for Elementary Education, have provided contingency plans for the opening of school in September 2011 in the event that the modular classrooms will not be fully installed or ready for occupancy at that time. Those recommendations are attached.

The timelines for these projects have been created and adjusted by Public Buildings and are attached. The timelines address the design, approval, procurement and funding of the modular classrooms and sprinkler systems.

The current recommendation is as follows:

- Add modular classrooms to Zervas Elementary (2), Burr Elementary (1), and Horace Mann Elementary (1) for school year 2011-2012. Include new, used (no more than 3 years) and green modulares in the bid proposals for price and installation consideration.
- Include sprinkler systems in the schools per MGL with appropriate design and bidding per all requirements. Confirm timing and occupancy with the Newton Fire Department and the Inspectional Service Department and apply for time extension waiver if needed.
- Complete all design, siting, and approval procedures within the City of Newton requirement including Design and Site Review, Public Facilities, Programs and Services, Finance and full Board of Aldermen review and approval.

- Fund project using a portion of city bonded funding for short-term space needs with remainder of that funding to be used for Day Middle School expansion and renovation.
- Total cost estimate is \$1,585,500, including 2 new modulares (\$400,000), 2 used modulares (\$300,000) and the sprinkler systems (\$885,500).

Day Middle School

The designer selection process is underway for Day Middle School Design, including construction documents. The Designer Selection Committee has selected four firms for interviews on May 17, 2011. Once the interviews are complete, the three finalists will be submitted to the Mayor in ranked order. The Mayor will then choose one firm from the three finalists. From that point, the design work will commence, using the earlier designs from this past year. The site review will proceed and bid documents will be produced so that a contractor can be sought. It is expected that the cost information needed for final decisions about the project will be available after June 2011.

HMFH Architects, Inc.
Modular Additions at Burr, Zervas, and Horace Mann
Status Update

- Kick-off Meeting April 14, 2011
 1. Scope Identified:
 - Burr: one classroom, location previously approved
 - Zervas: two classrooms
 - Horace Mann: one classroom
 - All to be purchased via public bid process
 2. Automatic Sprinkler System requirement:
 - Water flow tests needed
 - To be Review with Fire Chief/ ISD
 3. Initial Review of Site Constraints
 4. Existing Documents Provided
 5. Schedule Review

- Site Visits April 20, 2011
 1. Reviewed Site Constraints
(i.e. wetlands, drives, parking, play structures, property edge, monitoring wells, etc.)

- Follow-up Meeting April 27, 2011
 1. Reviewed Initial Zervas Diagrams
 2. Reviewed Process with Civil Engineer (and Con Com)
 3. Reviewed Schedule Options

- Follow-up Site Visits May 3, 2011
 1. Existing Conditions Documentation

- Develop Diagrams of Options
 - Burr: location as previously approved
 - Zervas: four options
 - Horace Mann: one option

- Assessment – On-going
 - Burr: approved
 - Zervas: schedule, site constraints, additional cost implications, and educational impacts
 - Horace Mann: seemingly one good option

- Next Steps
 - Schematic Design (site plan, floor plan, and elevations) of approved options

To: School Committee
From: Joseph Russo, Assistant Superintendent for Elementary Education
Re: Elementary Modularity - Contingency Plans

It is recommended that the School Committee approve modular classrooms for Zervas (2), Burr (1) and Horace Mann (1) Elementary Schools for September, 2011 installation. This recommendation comes after reviewing updated kindergarten registration numbers and consultation with the principals. In considering modular classrooms for the fall, the principal at each of the designated schools were asked to provide a contingency plan should the modular classrooms be unavailable for occupancy for the opening of school. The following are their responses:

BURR SCHOOL

The Burr contingency plan is to move art from its present location to the cafeteria until the modular is completed. This will free up space for the 18th classroom to be on the same floor as the other classrooms. Art classes will temporarily be held in the cafeteria area that is currently used by the after school program. Another possibility is for art to be held in the classrooms with the art teacher taking supplies to the classrooms on a cart. Once the modular is complete, the space will be available for art to go back up to the second floor.

The above plan temporarily displaces the kindergarten after school program. For the month of September they will be able to use kindergarten classrooms because there is no afternoon kindergarten. Should the modular not be available by October 1st, when the kindergarten program extends into the afternoon, they will then use the library, music room, and art space. This will be taken into consideration when specialists' schedules are built for next year.

HORACE MANN

If enrollment figures necessitate adding a 4th Kindergarten class for the upcoming 2011-2012 school year, the space in the undersized classroom (Room 126) will be used as a temporary classroom until the installation of the modular classroom is complete. Some minor accommodations would need to be made (cubby installation, for example). It should be noted that given the size and configuration of this space in room 126, it would not be ideal for use the entire school year.

ZERVAS

The two new proposed modular classrooms at Zervas School will be used to provide urgently needed space for Special Education programming and regular education interventions (small group language arts and math interventions). If the classrooms were not ready to be occupied in September, the school year would begin with these programs taking place in available space, such as hallways, the principal's office, and the teacher's room for regularly scheduled Special Education and regular education intervention sessions until the modular classrooms were available.

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5/16/2011

School Space Needs- PROJECT TIME LINE

Modular Classrooms at Elementary Schools

Proposed Dates

DESIGN FUNDS REQUEST/APPROVAL	Completed
SCHOOL COMMITTEE UPDATE	May 16, 2011
SCHEMATIC DESIGN SITE PLAN & ESTIMATE	May 20, 2011
SCHOOL COMMITTEE VOTE	May 23, 2011
SCHEMATIC DESIGN REVIEW BY DRC	May 24, 2011
DOCKET MODULAR PROJECT (2 week public hearing notice)	May 25, 2011
SITE PLAN APPROVAL HEARING/PUBLIC FACILITIES APPROVAL	June 8, 2011
FINANCE COMMITTEE APPROVAL	June 13, 2011
SCHOOL COMMITTEE UPDATE	June 13, 2011
FULL BOARD APPROVAL	June 20, 2011
CONSTRUCTION DOCUMENTS	June 13, 2011
ADVERTISE CENTRAL REGISTER	June 14, 2011
CONSTRUCTION DOCUMENTS REVIEW BY DRC	June 16, 2011
SPECIFICATIONS/PLANS AVAILABLE	June 22, 2011
SCHOOL COMMITTEE UPDATE	June 27, 2011
PRE BID CONFERENCE	June 29, 2011
GENERAL BIDS DUE	July 7, 2011
CONTRACT AWARD	July 15, 2011
CONSTRUCTION PERIOD	Thru Sept 2011
F & E INSTALLATION	October 1, 2011

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5/16/2011

FA Day Addition and Renovation - PROJECT TIME LINE

FA Day Project	Proposed Dates
DESIGN FUNDS REQUEST/APPROVAL	Completed
ARCHITECT RFQ RESPONSES DUE	April 28, 2011
DESIGNER SELECTION MTG	May 2, 2011
DSC INTERVIEWS SHORTLISTED FIRMS	May 17, 2011
CONTRACT w/SELECTED FIRM	May 27, 2011
SCHOOL COMMITTEE UPDATE	June 13, 2011
SCHEMATIC DESIGN	June 22, 2011
SCHOOL COMMITTEE VOTE	June 27, 2011
SCHEMATIC DESIGN REVIEW BY DRC	July 12, 2011
DOCKET DAY PROJECT (2 week public hearing notice)	July 13,2011
SITE PLAN APPROVAL HEARING/PUBLIC FACILITIES APPROVAL	July 27, 2011
FINANCE COMMITTEE APPROVAL	July 27, 2011
FULL BOARD APPROVAL	August 8, 2011
DESIGN DEVELOPMENT	August 16, 2011
DESIGN DEVELOPMENT REVIEW BY DRC	August 23, 2011
CONSTRUCTION DOCUMENTS	Aug-Oct 2011
SCHOOL COMMITTEE UPDATE	September 12, 2011
CONSTRUCTION DOCUMENTS REVIEW BY DRC	October 27, 2011
ADVERTISE CENTRAL REGISTER	November 15, 2011
SPECIFICATIONS/PLANS AVAILABLE	November 28, 2011
PRE BID CONFERENCE	December 1, 2011
FILED SUB BIDS DUE	December 12, 2011
GENERAL BIDS DUE	December 20, 2011
CONTRACT AWARD	January 6, 2012
CONSTRUCTION PERIOD	Mar-Aug 2012
F & E INSTALLATION & OCCUPANCY	Phased, starting January 2013