

NEWTON PUBLIC SCHOOLS

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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: June 13, 2011

RE: Facilities Update

Here is the most current information on the status of the short-term space projects. I have attached a timeline from Stephanie Gilman, Commissioner of Public Buildings, which reflects the progress of modular classroom projects and the resulting time frame estimates. An update on the Day Middle School project will be provided at the June 20, 2011 School Committee meeting.

Last week, the elementary modular classroom proposal was reviewed by the Planning Department in their weekly meeting on Wednesday, June 1. The Planning group asked a number of questions including those related to conservation issues and clarified the process for submitting the plans for their review. The Fire Department, School Department and Public Buildings staff were present. Also on June 1, the Design Review Committee met to review the site proposals for Burr, Horace Mann, and Zervas modular classrooms. After considerable discussion, Design Review approved all three proposals to move forward to the Public Buildings review process.

Following the Planning and Design meetings and approvals, the Fire Department sent a letter to the Public Buildings Commissioner stating that sprinkler systems will be required in each of the elementary schools receiving modular classrooms. This letter allows the Commissioner to start the application process to the Sprinkler Appeals Board for an extension of time in installing the sprinkler systems. In addition, the materials have been provided for a review by the Conservation Commission. The public hearing on the elementary modulars and siting will be held on June 23, 2011 by the Public Facilities Committee of the Board of Aldermen.

The attached timeline shows the dates of various meetings and the timing of the bid process for each project. Stephanie Gilman has met with city officials to review the plans and timeline. The modular bids will be advertised during June with the bid opening scheduled in July. This timing matches the Board of Aldermen calendar in which full Board approval of funding would be required in July so that funds would be available for

the executed contract on August 1. This timeline will not allow for the complete installation of the modular classrooms for the opening of school as previously mentioned. Each of the schools has a contingency plan for September 2011 so that students will be accommodated in classrooms prior to the new modular spaces being available.

Elementary School Space Needs Project Timeline

<u>Modular Classrooms at Elementary Schools</u>	<u>Proposed Dates</u>
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
SITE PLAN REVIEW BY PLANNING DEPT	June 1, 2011
SCHEMATIC DESIGN REVIEW & VOTE BY DRC	June 1, 2011
DOCKET MODULAR PROJECT (2 week public hearing notice)	June 2, 2011
SCHOOL COMMITTEE UPDATE	June 13, 2011
ADVERTISE CENTRAL REGISTER	June 14, 2011
SCHOOL COMMITTEE UPDATE	June 20, 2011
SITE PLAN APPROVAL HEARING/PUBLIC FACILITIES APPROVAL	June 22, 2011
SPECIFICATIONS/PLANS AVAILABLE	June 22, 2011
FINANCE COMMITTEE APPROVAL	June 27, 2011
PRE BID CONFERENCE	June 29, 2011
GENERAL BIDS DUE	July 7, 2011
FULL BOARD APPROVAL	July 11, 2011
EXECUTED CONTRACT	August 1, 2011
CONSTRUCTION PERIOD	Thru Oct 2011
F & E INSTALLATION	November 1, 2011