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Cape Elizabeth School Building Advisory Committee

Monthly Update November 2023



- 1. Project Overview
- 2. Financial Update
- 3. Schedule Update
- 4. Management Update
- 5. Designer Update
- 6. Subcommittee Updates
- 7. Attachments
 - Organization Chart Task Matrix Project Milestone Schedule

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Project Overview

<u>Schedule</u>: The project is currently tracking on schedule. The Owner's Project Manager (OPM) continues to update and expand the Project Master Schedule including all recent Designer milestones.

<u>Budget:</u> The project is currently tracking within the established budget. Fee negotiations have been finalized with the selected architect and communications consultant. The OPM has updated the project budget in accordance with the appropriated funds.

<u>Progress</u>: The OPM has been supporting the SBAC with planning, organization, scheduling, consultant contracts, document management, community outreach, and has also been assisting the school department with the development of a stand-alone educational programming document that will be used to guide the Design Team in their efforts. Harriman has begun their planning work by reviewing existing documentation and conducting Visioning sessions with stakeholders. A public forum was held to review the results of the Town-wide survey, and a communications consultant has been selected and has begun draft the project's Communications Plan. The SBAC and its subcommittees continue to meet regularly to support the project.

<u>Issues:</u> The SBAC is working to establish clear lines of communication for all project information and develop a shared vision for the project. All project participants are working hard to maintain the schedule requirements leading up the initial presentation of options in early 2024.

Project Activities



School Building Advisory Committee (SBAC)

- Establish and manage subcommittees
- Host public meetings
- Manage SBAC budget
- Coordinate public input and outreach
- Seek input from and communicate updates to Town Council and School Board
- Explore funding options and budgetary goals
- Evaluation of design options and costs
- Recommend a Building Plan for Town referendum

Owner's Project Manager (OPM)

- Project workflow and responsibilities
- Owner meetings, presentations and reports
- Educational programming assistance
- Consultant contract negotiations
- Schedule development and management
- Community relations assistance
- Assist in budgeting and financial reporting
- Development of shared project resources
- Quality Control
- Design reviews
- Cost review
- Assist with exploration of funding options

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Architect / Designer

- Educational program review
- Existing facilities review
- Educational Visioning
- Owner meetings, presentations and reports
- Community design and planning meetings
- Concept Development
- Cost Projections
- DOE Coordination
- LEED goal development

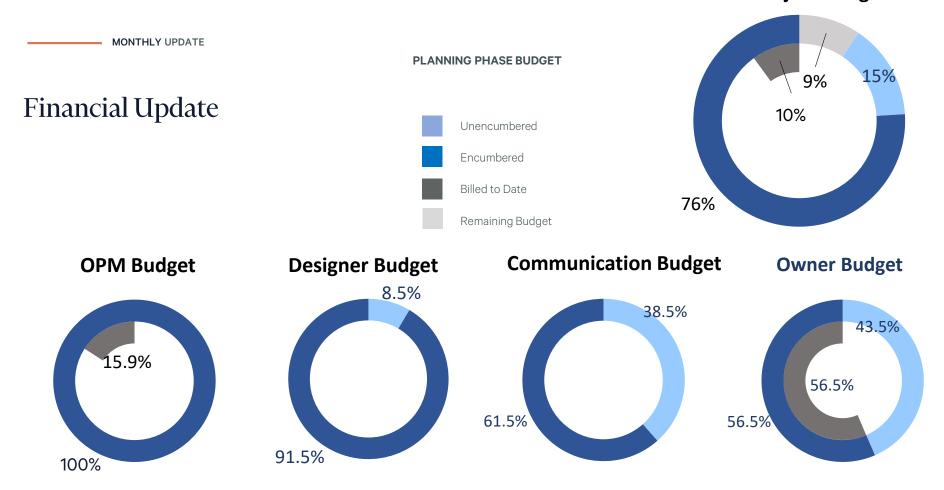


Project Outcomes

- Project is tracking on Schedule
- Project is tracking on Budget
- Consultant procurement completed
- Community Survey conducted

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Total Project Budget



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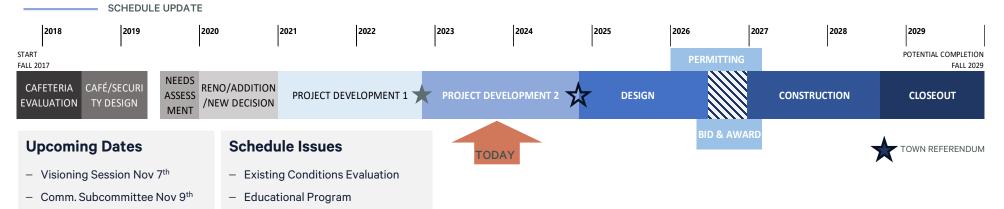
Budget Details \$655,000 awarded contracts

- Owner \$40k
- Owner's Project Manger (OPM) - \$270k
- Designer \$320k
- Communications
 Consultant \$25k

\$145,000 unencumbered budget items

- HazMat Survey \$30k
- Communications consultant -\$15k
- Outreach \$10k
- Site Survey \$20k
- Site Investigations \$20k
- Additional Drawings \$10k
- Traffic Study \$15k
- Miscellaneous \$25k

\$0 contingency draws



- Preliminary Options Development

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- Designer Site Visit Nov 10th _
- Finance Subcommittee Nov 15th
- Comm. Subcommittee Nov 16th _
- Next SBAC Meeting Nov 16th _
- Public Forum Nov 16th

Completion Tracking
226 Days until end of School Year
368 Days until Referendum

Schedules: See attachments for full OPM Schedule

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- Community Outreach Development **PROJECT DEVELOPMENT 2** 2023 2024 D J 0 F М А Μ J J А S 0 Ν D J F Μ А Μ J J А S Ν -VOTE OPM SBAC **Community Outreach OPM Procurement** Startup Startup Feasibilty Study **Designer Selection Conceptual Design** Educ.Program
 - TODAY

MANAGEMENT UPDATE

Overview

Last month: The OPM participated in over a dozen project-related meetings, including meeting with the School Board and Town Council on approval of project consultants. Subsequent contracts have been negotiated with the Designer and Communications consultant. The OPM has been assisting the Designer with project start-up, including the compilation of existing conditions drawings for review, and the creation of a shared file structure for all project participants. Additionally, a detailed Task Matrix was developed by the OPM which outlines the responsibilities of all project members and consultants. The OPM Team participated in kick-off meetings for the Communications consultant and Finance Subcommittee, as well as Educational Visioning sessions. The OPM continues to provide guidance to the full SBAC on all project-related matters.

The OPM has also been continuing to assist the school department with the development of a standalone educational programming document which will inform all design work going forward. A draft of the Pond Cove Elementary Educational Programming Report has been created and is currently under review.

Next month: The OPM will continue to assist the architect with project startup activities and support the SBAC and its committees in their work. Work will continue with the finance subcommittee who's first meeting happened on 11/2. The OPM will provide guidance at weekly Communications Subcommittee meetings, and assist with the public forum to introduce the architect, which is scheduled for November 16.

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DESIGNER UPDATE

Overview

Last month: In the month of October, Harriman began their review of existing project documentation. This process is expected to continue in the coming weeks. Additionally, Harriman began meeting with relevant project stakeholders to perform Project Visioning exercises. The Design Team also attended their first SBAC meeting for which they prepared a presentation about their services. This presentation included a straw poll of all SBAC members to help identify the collective group's project goals.

Next month: Harriman plans to complete their review of existing documentation over the next month. They also have another Project Visioning workshop planned for November 7. The Design Team plans on performing a site visit when students are out of school on November 10. Additionally, they will be introduced to the Community at the November 16 Public Forum as well as attend the coming month's SBAC meetings.

SUBCOMMITTEE UPDATE

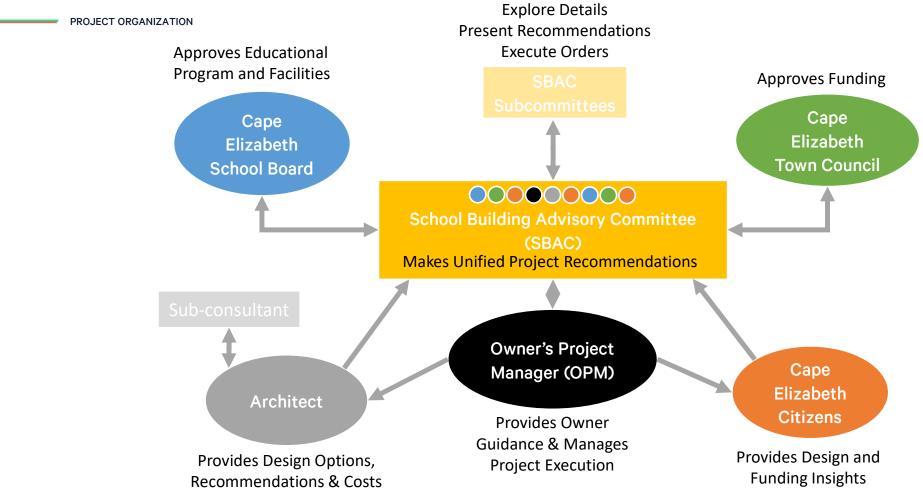
Last month: The Communications Subcommittee had its first meeting with the Communications consultant, CESSO. They have begun the assembly a community outreach plan and project website.

The Finance Subcommittee held its first meeting on November 2. They are working to establish community budget impacts and obtaining a firm understanding of project funding options, including bond rates and alternative funding sources.

Next month: The Communications Subcommittee will meet weekly. During these sessions, they will work to finalize the Community Outreach Plan and website. These tools will be critical for providing the Community with important project information throughout the life of the project.

The Finance Subcommittee will meet bi-weekly over the next month with the goal of obtaining solid information pertaining to project bonding costs. They also plan to conduct a review of the impacts of the upcoming tax assessments and research other alternative financing options.

Overview



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Cape Elizabe Task Matrix	- DRAFT Turner & Townsend Heery					endent)	Co-Cratics)	Finance Sur	/ /	B) Eleabert	. /	uo,	No Dent	/	Brien	/ /	/ /		/ /	/ /	
KEY: R	tesponsible – The person(s) who performs the action/task.		Cape Elizah	Cape Eless	h School District	Design Subco	s / ;	210		mmo	Aumonius Havin	is dict	5	je je	· /			sultan			. /
S	upport – The person(s) who is/are responsible for providing support to the Responsible Party		Cumo,	Schoo.	Schoo	ALL AND	nittee hanole	nittee	municas.	Sub	Mac	17 8 8 %	· /	tract Manager		Cinno	/ /	s consulta		/ /	Agen
С	consulted – The person(s) who is/are consulted during the action/task.	2	§ /	ett.	1	2° / 2	in Siles	comi	⁶ , /	non de la	Hau I	ž.	0,0	omuse.		°		uom .		min	* /
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Task Category	Tasks																				
Administrative	SBAC monthly Meetings - plan, schedule, and record					С	R	С	С				S	x							
Administrative	Communications Subcommittee Meetings - plan, schedule, and record								R					x			S	x			
Administrative	SBAC monthly Meetings - attend & participate				С	S	R	S	S				S	x							
Administrative	SBAC workshop Meetings - plan, schedule, and record					С	R	С	С				S	x	С	x	С	x			
Administrative	Assist Town in preparation of referendum	Α	Α		R		S	С	С				S	x	С	x	С	x			
Administrative	Design Subcommittee Meetings - plan, schedule, and record					R							- 1		S	x					
Administrative	Finance Subcommittee Meetings - plan, schedule, and record							R						x							
Administrative	SBAC workshop Meetings - attend & participate				с		R	1					<u> </u>	x			1				
Administrative	Establish design enrollment		Α	R									1			x	1				
Administrative	Design Subcommittee Meetings - attend & participate					R							С		S	x					
Administrative	Identify facility deficiencies		1	S		1			1				С		R	x	1				
Administrative	Procurement of all other project consultants	Α	Α	S	R			С	С				S								
Administrative	Designer Procurement	Α	Α	S	R	С							S	x							
Administrative	Confirm District has legal title to the property		R	S			_						-		<u> </u>						
Administrative	Provide analysis of previous building project, Design process, & product			S			S						R	x			-				
Administrative	Update project data and maintain project files			S	S	S	S	S	S				R	x			S	x			
Administrative	Create project directory	_		S			S						R								
Administrative	Identify other ongoing or planned municipal projects	С						R		С	С		1				1				
Administrative	Communications Subcommittee Meetings - attend & participate				_				R			1	С				S	x			
Administrative	Finance Subcommittee Meetings - attend & participate	С						R					С								
Administrative	Meet with School Board and Town Council, as necessary	R	R				S						С	x							
Administrative	Provide project update to Town Council and School Board						R						С	x							
Administrative	Develop Educational Program		Α	R									С	x							
Budget	Develop Project Budget for each project phase and option	A	_	c				S					R	x	С	x					
Budget	Identify alternate funding sources	S	С	S				R	1				c	x	С	x					
Budget	Track baseline Project Budget for each project phase							_			-		R	x							
Budget	Identify financial impacts of other public works	S						R		С	С										
Budget	Confirm the budgetary tax implications	S						R	1				-				1				
Communications	Organize and conduct Community outreach meetings				S	C	С	C	R				S	x	S	x	S	x			
Communications	Solicit Community feedback via public forum		1	1	S	С	С	С	R				S	x	S	x	S	x			
o	Establish and maintain a project website including: news banners, email sign-					•									~		_				
Communications	ups, FAQ section, project highlights, archives			S	S	C		S	S				S	x	S	x	R	x			
Communications	Create and distribute/mail project informational flyers and election materials			S	S	С		S	S				S	X	S	x	R	x			
Communications	Presentation of project information to Community organizations				S	-	-	С	R				S	X	S	x	C	x			
Communications	Present (1) final Conceptual Design to Community via public forum	1	1		S C	С	С	C	S				S C	X	R	x	S	x			
Communications	Develop and implement a communications plan			1					S S				U.	x	1		R	x			
Communications	Establish, maintain, and monitor social media project accounts								3								R	x			
Communications	Create a series of key messages that will be emphasized as part of Community outreach			с	с				R				с	x	с	x	s	x			
	Write and publish articles, advertisements, and notices in Cape Courier in																				
Communications	accordance with project schedule			С	С	С	С	С	S				С	x	С	x	R	x			
Communications	Review past communications materials								S				1				R	x			
Communications	Organize distribution of "sandwich board" project messaging			<u> </u>	1				S				<u> </u>				R	x			
Contracts & Paymen		A			С								R								
Contracts & Paymen		Α			С								R								
Contracts & Paymen		Α			С								R	x							
Design	Assess Design to ensure conformity to Town needs and ME state laws	Α	Α	С	R					С	С		S	x	S	x					
Design	Provide estimates of (4) Final Concepts					1		С	1				R	x	R	x	1				
Design	Provide estimate of (1) early Schematic Design option							С	1				R	x	R	x	1				
Design	Provide specific recommendation of (4) Final Concepts	1	1	С	A	R		С	1				S	x	S	x	1				
Design	Approve SBAC recommendation of (4) Final Concepts	Α	Α		R					С	С		С	x	С						
Design	Provide (1) early Schematic Design option		1	С	Α	R		С	I				S	x	S	x					
Design	Provide specific recommendation of (1) Design Concept			С	Α	R		С	1				S	x	S	x	1				
Design	Approve SBAC recommendation of (1) Design Concept	Α	Α		R					С	С		С	x	С						

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S	Support - The person(s) who is/are responsible for providing support to the Responsible Party	/	Cape Elizar	Cape Elizat	1004: 00 00	1	"Itee	Finance Sur	nitte	2npc	N.			In Contract Manager		In Contract Lisa Saurin)	/	In Contract Consultant	/	Cominsioning Soon	/
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A	Approver – The person(s) designated as the party responsible for approving the action/task	<u>9</u> .6	12.6	/ ଙ୍	/ ୫୧	/ 9 8	∕ ≁୧	120	/ ୫୧	158	179	₫ v Ĕ	/ రి క్	¥	/ ° č	/ §	∕ ° ୧	15	∕ °₹	<u> </u>	
Task Category	Tasks																			1	
Design	Identify and implement Value Engineering opportunities				Α	С			С				S	x	R	х					
Design	Provide project cost estimates of (7) Design concpets				L.	1		С	1				R	x	R	x	1				
Design	Provide comments and recommendations pertaining to Design documents				С	R							R	x	1						
Design	Establish sustainability goals for the project	С		С	Α	R			1				1		S	х	- I				
Design	Weekly Architect Coordination Meetings - plan, schedule, and record												1		R	x					
Design	Prepare estimate of 2 year operating costs			S	1								1		R	x					
Design	Determine any development restrictions of the property		С	S	1						С		1		R	x					
Design	Document findings of Visioning Workshops into Education Program			S		1									R	x					
Design	Update existing floor plans to identify current layout and use of space			S		1							1		R	x					
Design	Initial evaluation of building code compliance of existing facility			S		1					С				R	x					
Design	Hazardous material assessment of existing facilities			S		1							1		R	x					
Design	Review project with Local and State Officials, as required				1						С		1		R	x					
Design	Conduct Visioning Workshops		С	S	1	S			S				1		R	x	- I				
Design	Develop early schematic site plan				- I	С			- I						R	x	- I				
Design	Organize and conduct Community design workshops, forums, and charettes	1	1		С	S	1		S	- I	1		- I		R	x	С	x			
Design	Develop draft of Space Allocation Workbook			S	С	Α			1						R	x	- I				
Design	Present draft of Space Allocation Workbook to SBAC			S	Α	S			I.						R	X	1				
Design	Finalize final draft of Space Allocation Workbook for Approval		Α	S	1	S			1						R	x	1				
Design	Weekly Architect Coordination Meetings - attend & participate												С	x	R	x					
Design	Develop (7) Design Concepts				Α	С				С	С		С	x	R	x					
Design	Approve SBAC recommendation of (7) Design Concepts	Α	Α		R					С	С		С	x	С						
Design	Present/explain Design submissions to Owner				Α	С							С	x	R	x					
	Identify the educational spaces the District believes are needed to deliver																				
Design	educational program		Α	С									С	x	R	x					
Design	Develop preliminary studies of building exterior					С			С				С	x	R	x	1				
Design	Prepare preliminary project narrative			С		С							С	x	R	x	I				
Design	Provide 3D renderings, floor plans, and sketches of selected (4) Final Concepts					С			С				С	x	R	x	С	x			
. ·	Initial evaluation of existing structural, environmental, geotechnical, or other														_						
Design	physical conditions that may impact reuse of building			S				-							R	x	_				
Schedule	Develop and Maintain Project Schedule				С	С	С	С	С				R	x	S	x	1				
															I		I		I		



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		Duration	Start	Finish		Jun	Qtr 3, 2023 Jul	Aug	Sep	Qtr 4, 2023 Oct	Nov Dec	Qtr 1, 2024 Jan	Feb Mar	Qtr 2, 2024 Apr	May	Jun	Qtr 3, 2024 Jul	Aug	Sep	Qtr 4, 2024 Oct	
1	Project Kickoff	107 days	Thu 6/29/23	Fri 11/24/23		-	4				Project Kicko	f									
	Project Organization	32 days	Thu 6/29/23	Fri 8/11/23		'		Pro	ject Organizatio	n											
	Kickoff meeting with Leadership Team	1 day	Thu 6/29/23	Thu 6/29/23			m														
•	SBAC MEETING	0 days	Thu 6/29/23	Thu 6/29/23			o <mark>o 6/2</mark> 9														
0	Develop Communication and Project Management Plan	10 days	Fri 6/30/23	Thu 7/13/23	3		*														
9	Review of previous studies and reports	14 days	Wed 7/5/23	Mon 7/24/23	3		-	1													
8	Develop Draft Master Schedule	5 days	Fri 7/7/23	Thu 7/13/23	3																
5	Meeting with Interested Parties	0 days	Mon 7/10/23	Mon 7/10/23	3	-	\$ 7/10														
6	SBAC MEETING	0 days	Mon 7/10/23	Mon 7/10/23			♦ 7/10														
7	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Thu 7/20/23	Thu 7/20/23			•	7/20													
1	SBAC MEETING	0 days	Thu 7/20/23	Thu 7/20/23		-	•	7/20													
2	Report of review of previous work	4 days	Tue 8/8/23	Fri 8/11/23	14			-													
3	Development of Educational Program	89 days	Tue 7/25/23	Fri 11/24/23							Development	of Educatior	al Program								
4	Education Plan Review	10 days	Tue 7/25/23	Mon 8/7/23	9		i	*													
5	Kickoff meeting with Heery Educational Planner	0 days	Wed 7/26/23	Wed 7/26/23				6 7/26													
6	Education Plan Meeting	0 days	Mon 8/7/23	Mon 8/7/23	14			\$/7													
7	CES assembles draft Educational Program	39 days	Tue 8/8/23	Fri 9/29/23	16			+													
8	Educational Programming Mtg	0 days	Thu 9/14/23	Thu 9/14/23					♦ 9/14												
9	Review and Finalization of MS Educational Program	16 days	Mon 10/2/23	Mon 10/23/23	17					1											
!0	Review and Finalization of ES Educational Program	16 days	Mon 10/2/23	Mon 10/23/23	17																
1	School Board approves updated ES, MS Educational Program	1 day	Tue 10/24/23	Tue 10/24/23	19,20					†											
2	Review and Finalization of HS Educational Program	23 days	Tue 10/24/23	Thu 11/23/23	19					≛											
:3	School Board approves updated HS Educational Program	1 day	Fri 11/24/23	Fri 11/24/23	22						t										
4	Designer Selection	73 days	Tue 7/25/23	Thu 11/2/23			,	21			Designer Selection										
!5	Develop Contract for RFQ	5 days	Tue 7/25/23	Mon 7/31/23	9		i	•													
i4	Develop RFQ for Designer	10 days	Tue 7/25/23	Mon 8/7/23	9		i														
i5	SBAC Design Subcommitte Mtg (RFQ review)	0 days	Thu 7/27/23	Thu 7/27/23				e 7/27													
:6	Prepare and Distribute Materials for SBAC	1 day	Fri 7/28/23	Fri 7/28/23	9			†													
7	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Mon 7/31/23	Mon 7/31/23				♦ 7/31													
8	SBAC MEETING	0 days	Thu 8/3/23	Thu 8/3/23				8/3													
9	Establish Designer Selection Subcommittee	1 day	Thu 8/3/23	Thu 8/3/23	28			*													
19	Develop Budget for inclusion into RFQ	5 days	Thu 8/3/23	Wed 8/9/23	28			*													
10	Prepare RFQ advertisment	3 days	Mon 8/7/23	Wed 8/9/23																	
i6	Review RFQ with SBAC, Town and School Department	4 days	Tue 8/8/23	Fri 8/11/23	25,54			*													
							11			1	1						1			1	
Mas	ter Schedule_23-11-01			tive Milestone		ion-only	0	Start			External Milestone		Manual Progress								
ite: W	Ved 11/1/23 Split Project Su Milestone Inactive Ta			tive Summary		al Summary Rollu al Summary	up qu	Finish		1	Deadline + Progress										

Cape Elizabeth School Department School Building Project



	Task Name	Duration	Start	Finish	Predecessors	Jun	Qtr 3, 2023 Jul Aug	Qtr 4, 2023 Sep Oct	Nov Dec	Qtr 1, 2024 Jan	Feb Mar	Qtr 2, 2024 Apr	May Jun	Qtr 3, 2024 Jul	Aug Sep	Qtr 4, 2024 Oct	Nov
57	RFQ Legal Review	2 days	Tue 8/8/23	Wed 8/9/23	54		ſ										
59	SBAC Design Subcommitte Mtg (RFQ review)	0 days	Wed 8/9/23	Wed 8/9/23			♦ 8/9										
58	Issue RFQ advertisement (publication deadline)	0 days	Wed 8/9/23	Wed 8/9/23	40		₹8/9										
60	Prepare and Distribute Materials for SBAC	1 day	Fri 8/11/23	Fri 8/11/23			L										
61	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Fri 8/11/23	Fri 8/11/23			♦ 8/11										
62	Informational Meeting with CS	0 days	Fri 8/11/23	Fri 8/11/23			♦ 8/11										
63	RFQ Advertisement appears in Sunday Paper (#1)	0 days	Mon 8/14/23	Mon 8/14/23	58FS+3 days		8/14										
41	Advertise RFQ	12 days	Tue 8/15/23	Wed 8/30/23	39,6355		*										
42	SBAC MEETING	0 days	Thu 8/17/23	Thu 8/17/23			♦ 8/17										
43	RFQ Advertisement appears in Sunday Paper (#2)	0 days	Mon 8/21/23	Mon 8/21/23	63FS+5 days		8/21										
44	Preproposal Conference	0 days	Wed 8/23/23	Wed 8/23/23	63FS+7 days		8/2										
46	Architect RFQ Addendum Review Mtg	0 days	Fri 8/25/23	Fri 8/25/23			♣ 8/2	5									
45	Questions Due	0 days	Fri 8/25/23	Fri 8/25/23	44FS+2 days		\$ 8/2	5									
47	Town issues repsones to Designer questions	2 days	Mon 8/28/23	Tue 8/29/23	45		↓										
31	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Thu 8/31/23	Thu 8/31/23			• 8	/31									
30	RFQs Due	0 days	Thu 8/31/23	Thu 8/31/23	44FS+6 days			3/31									
32	Review of RFQ Submissions	7 days	Fri 9/1/23	Mon 9/11/23	30		<u> </u>	- 1									
33	Press Release for Public Forum	1 day	Fri 9/1/23	Fri 9/1/23													
34	SBAC MEETING (Review of firms - update)	0 days	Thu 9/7/23	Thu 9/7/23				_9/7									
35	RFQ Firm Leveling	2 days	Tue 9/12/23	Wed 9/13/23	32			5									
36	SBAC MEETING (Selection of shorlisted firms)	0 days	Thu 9/14/23	Thu 9/14/23	35			9/14									
37	Shortlisted Firms Notified	2 days	Thu 9/14/23	Fri 9/15/23	34,36			₩_									
38	PUBLIC FORUM (Survey results)	1 day	Wed 9/20/23	Wed 9/20/23													
48	Designer Interviews	3 days	Thu 9/21/23	Mon 9/25/23	37FS+1 day			-									
50	SBAC MEETING (Vote to approve Designer)	0 days	Mon 9/25/23	Mon 9/25/23				<mark>♦ 9/25</mark>									
51	Designer Issues Fee Proposal	4 days	Mon 9/25/23	Thu 9/28/23	50			4									
49	School Building Committee - Approve Designer Contract	5 days	Tue 9/26/23	Mon 10/2/23	48			≠									
52	SBAC update to School Board/Town Council	1 day	Wed 10/4/23	Wed 10/4/23	50			4									
53	SBAC MEETING (Vote to approve Comm. Consult.)	0 days	Thu 10/5/23	Thu 10/5/23				♦ 10/5									
64	School Board Approves Designer Contract (10/10)	1 day	Tue 10/10/23	Tue 10/10/23	50FS+11 days			🖌									
65	Town Council Approve Designer Contract (10/11)	1 day	Wed 10/11/23	Wed 10/11/23	64												
66	Negotiate and Finalize Designer Contract	16 days	Thu 10/12/23	Thu 11/2/23	65				•								
67	Public Communications	328 days	Tue 8/1/23	Thu 10/31/24			•										🤊 Public (
68	Selection of Communications Consultant	59 days	Tue 8/1/23	Fri 10/20/23			•										
	Task Summary	y	🗸 🗸 🗸 Ina	ctive Milestone	Duratio	n-only	Start-only	C	External Milestone	\$	Manual Progress						
ce Mas Date: V	ter Schedule_23-11-01 Ved 11/1/23 Split Project S	ummary	l Ina	ctive Summary	Manual	Summary Rollu	p Finish-only	3	Deadline	+							
	Milestone Inactive 1	Task	Ma	nual Task	Manual	Summary	External Tasks		Progress								



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	ik Name	Duration	Start	Finish	Predecessors	lun	Qtr 3, 2023	Qtr 4, 2023	Nov Dec	Qtr 1, 2024	h Me-	Qtr 2, 2024 Apr	May In	Qtr 3, 2024	Aug 500	Qtr 4, 2024 Ort	
69	RFP reissued for Communications Consultant	14 days	Tue 8/1/23	Fri 8/18/23		Jun		Uct	nov i Dec	Jan i Fel	u Mar	Apr I	may Ju	u jul l	Aug I Sep	Oct	
70	Review of Communication Consultant RFPs	14 days	Mon 8/21/23	Thu 9/7/23	69		• • ••••										
71	SBAC Communications Subcommittee Mtg (Comm Consult)	0 days	Tue 8/29/23	Tue 8/29/23			<mark>∲</mark> 8/29										
72	SBAC Communications Subcommitte Meeting (Communication	R0 days	Thu 9/7/23	Thu 9/7/23			♦ 9/7										
73	Communication Consultant Interviews	6 days	Fri 9/8/23	Fri 9/15/23	70		L										
74	SBAC Communications Subcommittee Mtg (Interview)	0 days	Fri 9/15/23	Fri 9/15/23			9/15										
75	SBAC makes Communication Consultant Recommendation	13 days	Mon 9/18/23	Wed 10/4/23	73		•										
76	SBAC Communications Subcommittee Mtg (Interview Follow up)0 days	Tue 10/3/23	Tue 10/3/23				♦ 10/3									
77	School Board/Town Council approve Communication Consultant	4 days	Thu 10/5/23	Tue 10/10/23	75												
78	Negotiate & Execute final Communication Consultant Contract	8 days	Wed 10/11/23	Fri 10/20/23	77			📥									
79	Survey Results Shared with the Public	25 days	Wed 8/16/23	Wed 9/20/23			Q										
80	Cape Courier - General Update Survey Reminder Due	0 days	Wed 8/16/23	Wed 8/16/23			♦ 8/16										
81	Cape Courier - Notice of 9/20 Public Forum Deadline	0 days	Fri 8/18/23	Fri 8/18/23			♦ 8/18										
82	Cape Courier - Notice of 9/20 Public Forum Publication Date	0 days	Wed 8/30/23	Wed 8/30/23			8/30										
83	Cape Courier - Notice of 9/20 Public Forum Deadline	0 days	Fri 9/1/23	Fri 9/1/23			♦ 9/1										
84	Cape Courier - Notice of 9/20 Public Forum Publication Date	0 days	Wed 9/13/23	Wed 9/13/23			♦ 9/13										
85	SBAC Communications Subcommittee Mtg (Public Forum, CC In	tı1 day	Thu 9/14/23	Thu 9/14/23			1										
86	Public Forum - Share survey results with community	0 days	Wed 9/20/23	Wed 9/20/23			♦ 9/.	20									
87	Introduce Public to Design Team	20 days	Fri 10/20/23	Thu 11/16/23													
88	Cape Courier - Notice of 11/16 Public Forum Deadline	0 days	Fri 10/20/23	Fri 10/20/23	190FS-20 days			••	10,20								
89	SBAC Communications Subcommittee Mtg (Public Forum, Comm Master Plan)	1 day	Mon 10/23/23	Mon 10/23/23													
	Comminister Hany																
90	Cape Courier - Notice of 11/16 Public Forum Publication Date	0 days	Wed 11/1/23	Wed 11/1/23	88FS+9 days				\$ 11/1								
91	SBAC Communications Subcommittee Mtg	1 day	Thu 11/2/23	Thu 11/2/23					•								
92	Cape Courier - Notice of 11/16 Public Forum Deadline	0 days	Fri 11/3/23	Fri 11/3/23	90FS+2 days				\$_11/3								
93	SBAC Communications Subcommittee Mtg	1 day	Thu 11/9/23	Thu 11/9/23					•								
94	Cape Courier - Notice of 11/16 Public Forum Publication Date	0 days	Wed 11/15/23	Wed 11/15/23	92FS+8 days				\$ 11/15								
95	SBAC Communications Subcommittee Mtg	1 day	Thu 11/16/23	Thu 11/16/23					1								
96	Public Forum - Introduce architect, discuss design process, hear public comment.	0 days	Thu 11/16/23	Thu 11/16/23	190SS				}∳ 11/16								
97	Educate Public on Existing Conditions	20 days	Fri 11/3/23	Thu 11/30/23													
98	Cape Courier - Notice of 11/30 Public Forum Deadline	0 days	Fri 11/3/23	Fri 11/3/23	172FS-20 days				11/3								
99	Cape Courier - Notice of 11/30 Public Forum Publication Date	0 days	Wed 11/15/23	Wed 11/15/23	98FS+9 days				\$ 11/15								
101	Cape Courier - Notice of 11/30 Public Forum Deadline	0 days	Fri 11/17/23	Fri 11/17/23	99FS+2 days				\$_11/17								
100	SBAC Communications Subcommittee Mtg	1 day	Thu 11/23/23	Thu 11/23/23					•								
	r Schedule_23-11-01			ctive Milestone	Duratio		Start-only		External Milestone	Manual	Progress						
	d 11/1/23 Split Project Sur Milestone Inactive Ta			ctive Summary	l Manual Manual	Summary Rolls		3	Deadline +								



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,	Task Name	Duration	Start	Finish	Predecessors		1		1							L		1.
102	lask Name Cape Courier - Notice of 11/30 Public Forum Publication Date			Wed 11/29/23		Jun	Qtr 3, 2023 Jul	Aug Sep	Qtr 4, 2023 Oct	Nov	Dec 11/29	Qtr 1, 2024 Jan Fe	Mar	Qtr 2, 2024 Apr	May Jur	Qtr 3, 2024	Aug	Sep Qtr -
103	SBAC Communications Subcommittee Mtg	1 day		Thu 11/30/23														
04	Public Forum - Present design options to the community	0 days	Thu 11/30/23	Thu 11/30/23	172SS						. 11/30							
05	Educate Public on Preliminary Options	16 days	Thu 12/7/23	Thu 12/28/23														
06	SBAC Communications Subcommittee Mtg	1 day	Thu 12/7/23	Thu 12/7/23							_							
107	SBAC Communications Subcommittee Mtg	1 day		Thu 12/14/23							·							
107	SBAC Communications Subcommittee Mtg	1 day		Thu 12/21/23														
109	SBAC Communications Subcommittee Mtg	1 day	Thu 12/21/23	Thu 12/28/23							÷.,							
110	Educate Public on Final Alternatives	21 days	Thu 1/4/24	Thu 2/1/24														
111	SBAC Communications Subcommittee Mtg		Thu 1/4/24	Thu 1/4/24														
112	SBAC Communications Subcommittee Mtg	1 day 1 day	Thu 1/4/24	Thu 1/1/24								· .						
112												1						
113	SBAC Communications Subcommittee Mtg	1 day	Thu 1/18/24	Thu 1/18/24								1.						
114	SBAC Communications Subcommittee Mtg	1 day	Thu 1/25/24	Thu 1/25/24														
115	SBAC Communications Subcommittee Mtg	1 day	Thu 2/1/24	Thu 2/1/24														
	Educate Public on Preferred Solution	26 days	Thu 2/8/24	Thu 3/14/24														
117	SBAC Communications Subcommittee Mtg	1 day	Thu 2/8/24	Thu 2/8/24								1						
18	SBAC Communications Subcommittee Mtg	1 day	Thu 2/15/24	Thu 2/15/24								1						
19	SBAC Communications Subcommittee Mtg	1 day	Thu 2/22/24	Thu 2/22/24									1					
20	SBAC Communications Subcommittee Mtg	1 day	Thu 2/29/24	Thu 2/29/24									1.1					
121	SBAC Communications Subcommittee Mtg	1 day	Thu 3/7/24	Thu 3/7/24									1.1					
122	SBAC Communications Subcommittee Mtg	1 day	Thu 3/14/24	Thu 3/14/24									1					
123	Public Presentation of Preliminary Conceptual Design	26 days	Thu 3/21/24	Thu 4/25/24									0	1119				
124	SBAC Communications Subcommittee Mtg	1 day	Thu 3/21/24	Thu 3/21/24									1					
125	SBAC Communications Subcommittee Mtg	1 day	Thu 3/28/24	Thu 3/28/24									1					
	SBAC Communications Subcommittee Mtg	1 day	Thu 4/4/24	Thu 4/4/24										1				
126	SDAC communications subcommittee witg		1110 4/4/24	1110 4/4/24														
126	SBAC Communications Subcommittee Mtg	1 day	Thu 4/11/24	Thu 4/11/24										1				
127														н 11				
127 128	SBAC Communications Subcommittee Mtg	1 day	Thu 4/11/24	Thu 4/11/24														
127 128 129	SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg	1 day 1 day	Thu 4/11/24 Thu 4/18/24	Thu 4/11/24 Thu 4/18/24										י י י		D		
127 128 129 130	SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg	1 day 1 day 1 day	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24												D		
127 128 129 130	SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg Public Presentation of Final Conceptual Design	1 day 1 day 1 day 1 day 36 days	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 5/2/24	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 6/20/24										י י קו		Ð		
127 128 129 130 131	SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg Public Presentation of Final Conceptual Design SBAC Communications Subcommittee Mtg	1 day 1 day 1 day 36 days 1 day	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 5/2/24	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 6/20/24 Thu 5/2/24										1 1 1 1	·	D		
	SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg Public Presentation of Final Conceptual Design SBAC Communications Subcommittee Mtg SBAC Communications Subcommittee Mtg	1 day 1 day 1 day 36 days 1 day 1 day	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 5/2/24 Thu 5/2/24 Thu 5/2/24	Thu 4/11/24 Thu 4/18/24 Thu 4/25/24 Thu 6/20/24 Thu 5/2/24 Thu 5/9/24										- - - - -		Ð		

Cape Elizabeth School Department School Building Project

SPECIAL STREET

136 T	sk Name	Duration	Start	Finish	Predecessors
_	SBAC Communications Subcommittee Mtg	1 day	Thu 6/6/24	Thu 6/6/24	
	SBAC Communications Subcommittee Mtg	1 day	Thu 6/13/24	Thu 6/13/24	
8	SBAC Communications Subcommittee Mtg	1 day	Thu 6/20/24	Thu 6/20/24	
9	Public Referendum Outreach	91 days	Thu 6/27/24	Thu 10/31/24	
2	SBAC Communications Subcommittee Mtg	1 day	Thu 6/27/24	Thu 6/27/24	
41	SBAC Communications Subcommittee Mtg	1 day	Thu 7/4/24	Thu 7/4/24	
142	SBAC Communications Subcommittee Mtg	1 day	Thu 7/11/24	Thu 7/11/24	
143	SBAC Communications Subcommittee Mtg	1 day	Thu 7/18/24	Thu 7/18/24	
44	SBAC Communications Subcommittee Mtg	1 day	Thu 7/25/24	Thu 7/25/24	
45	SBAC Communications Subcommittee Mtg	1 day	Thu 8/1/24	Thu 8/1/24	
146	SBAC Communications Subcommittee Mtg	1 day	Thu 8/8/24	Thu 8/8/24	
147	SBAC Communications Subcommittee Mtg	1 day	Thu 8/15/24	Thu 8/15/24	
148	SBAC Communications Subcommittee Mtg	1 day	Thu 8/22/24	Thu 8/22/24	
149	SBAC Communications Subcommittee Mtg	1 day	Thu 8/29/24	Thu 8/29/24	
50	SBAC Communications Subcommittee Mtg	1 day	Thu 9/5/24	Thu 9/5/24	
151	SBAC Communications Subcommittee Mtg	1 day	Thu 9/12/24	Thu 9/12/24	
52	SBAC Communications Subcommittee Mtg	1 day	Thu 9/19/24	Thu 9/19/24	
53	SBAC Communications Subcommittee Mtg	1 day	Thu 9/26/24	Thu 9/26/24	
54	SBAC Communications Subcommittee Mtg	1 day	Thu 10/3/24	Thu 10/3/24	
55	SBAC Communications Subcommittee Mtg	1 day	Thu 10/10/24	Thu 10/10/24	
56	SBAC Communications Subcommittee Mtg	1 day	Thu 10/17/24	Thu 10/17/24	
157	SBAC Communications Subcommittee Mtg	1 day	Thu 10/24/24	Thu 10/24/24	
158	SBAC Communications Subcommittee Mtg	1 day	Thu 10/31/24	Thu 10/31/24	
164	easibility Study	111 days			
165	Designer Project Startup	10 days	Thu 10/12/23	Wed 10/25/23	65
168	Designer Validates Existing Condition & Develops Preliminary F		Thu 10/12/23	Thu 11/16/23	65
173	Designer Develops Preliminary Options & Costs	51 days	Thu 10/12/23	Thu 12/21/23	65
174	Eductaional Visioning Kickoff Meeting	1 day	Tue 10/17/23	Tue 10/17/23	
166	SBAC MEETING (Design Workshop)	0 days	Thu 10/19/23	Thu 10/19/23	
167	Educational Visioning Workshop 1	1 day	Tue 10/24/23	Tue 10/24/23	
175	Designer Kickoff Meeting	0 days	Thu 10/26/23	Thu 10/26/23	65FS+11 days
176	Architect Coordination Meeting	91 days	Fri 11/3/23	Fri 3/8/24	551 51 21 Udys
187	SBAC MEETING (Monthly Update)	0 days	Thu 11/2/23	Thu 11/2/23	
			Tue 11/7/23	Tue 11/7/23	
187	Educational Visioning Workshop 2	1 dav			



	ask Name	Duration	Start	Finish	Predecessors	OV 1, 2023 OV 4, 2023 OV 1, 2024 OU 1, 2
89	AE School Facility Walk Thru	1 day	Fri 11/10/23	Fri 11/10/23		
169	SBAC MEETING (Design Workshop)	0 days	Thu 11/16/23	Thu 11/16/23		♦ 11/16
90	PUBLIC FORUM (Architect introduction)	1 day	Thu 11/16/23	Thu 11/16/23		
70	Educational Visioning Workshop 3	1 day	Mon 11/20/23	Mon 11/20/23		
171	Educational Visioning Workshop 4	1 day	Mon 11/27/23	Mon 11/27/23		
172	PUBLIC FORUM (Existing Conditions & School Needs)	0 days	Thu 11/30/23	Thu 11/30/23	168FS+10 days	11/30
193	SBAC MEETING (Monthly Update)	0 days	Thu 12/7/23	Thu 12/7/23		♦ 12/7
192	SBAC MEETING (Design Workshop)	0 days	Thu 12/21/23	Thu 12/21/23		• 12/21
191	Preliminary Options Presented to SBAC	0 days	Thu 12/21/23	Thu 12/21/23	173	₹ 12/21
196	PUBLIC FORUM (Preliminary Options)	0 days	Wed 1/3/24	Wed 1/3/24		q 1/3
197	SBAC selects Final Alternatives from Prel. Opt.	1 day	Thu 1/4/24	Thu 1/4/24	196FS+1 day	
198	SBAC MEETING (Monthly Update)	0 days	Thu 1/4/24	Thu 1/4/24		♦ 1/4
199	Final Development of Alternatives	20 days	Fri 1/5/24	Thu 2/1/24	197	
200	SBAC MEETING (Design Workshop)	0 days	Thu 1/18/24	Thu 1/18/24		♦ 1/18
195	SBAC MEETING (Monthly Update)	0 days	Thu 2/1/24	Thu 2/1/24		♦ 2/1
194	Final Alternatives Presented to SBAC	0 days	Thu 2/1/24	Thu 2/1/24	199	₹2/1
201	PUBLIC FORUM (Final Alternatives)	0 days	Wed 2/7/24	Wed 2/7/24	199FS+4 days	~2/7
203	SBAC MEETING (Design Workshop)	0 days	Thu 2/15/24	Thu 2/15/24		¢ 2/15
202	SBAC votes on Preferred Solution	0 days	Thu 2/15/24	Thu 2/15/24	201FS+6 days	\$ 2/15
204	Development of Preferred Solution	10 days	Fri 2/16/24	Thu 2/29/24	202	
205	SBAC Presentation of Preferred Solution	0 days	Thu 2/29/24	Thu 2/29/24	204	♦ 2/29
206	Designer finalizes Program and Cost for Preferred Solution	10 days	Fri 3/1/24	Thu 3/14/24	204	
207	SBAC MEETING (Monthly Update)	0 days	Thu 3/7/24	Thu 3/7/24		♦ 3/7
208	PUBLIC FORUM (Preferred Solution)	0 days	Thu 3/14/24	Thu 3/14/24	206	\$ 3/14
59	Project Financing	60 days	Wed 10/25/23	Tue 1/16/24		
160	SBAC Finance Subcommittee Meeting	0 days	Wed 10/25/23			▲ 10/25
161	Develop Tax Payer Project Funding Impacts	20 days		Tue 11/21/23	160	
162	Exploration of Alternate Funding Options	20 days	Wed 11/22/23		161	
163	Finalize Tax Payer Impacts	20 days	Wed 12/20/23		162	
	Conceptual Design (Preliminary Schematic Design)	71 days	Fri 3/15/24	Fri 6/21/24		Conceptual Design (Preliminary Schematic
210	Architect Coordination Meeting	71 days	Fri 3/15/24	Fri 6/21/24		
219	Development of Preliminary Conceptual Design	20 days	Fri 3/15/24	Thu 4/11/24	206	
220	SBAC MEETING (Design Workshop)	0 days	Thu 3/21/24	Thu 3/21/24		
	SBAC MEETING (Monthly Update)	0 days	Thu 4/4/24	Thu 4/4/24		
222		o uays	110 4/4/24	.110 4/4/24		

	isk Name	Duration	Start	Finish	Predecessors	Jun	Qtr 3, 2023 Jul	Aug Sep	Qtr 4, 2023 Oct	Nov De	Qtr 1, 2024	Feb	Qtr 2, 2024 Mar Apr May	Qtr 3, 2024 Jun Jul Aug Sep	Qtr 4, 2024 Oct
	50% Conceptual Design Estimate	5 days	Fri 4/12/24	Thu 4/18/24	219								- I - 1		
225	SBAC MEETING (Design Workshop)	0 days	Thu 4/18/24	Thu 4/18/24									♦ 4/18		
224	SBAC Presentation of 50% Conceptual Design	0 days	Thu 4/18/24	Thu 4/18/24	223								a 4/18		
226	Development of Final Conceptual Design (Prel. Schem. Des.)	20 days	Fri 4/19/24	Thu 5/16/24	223								* 		
227	Public Presentation of 50% Conceptual Design	0 days	Thu 4/25/24	Thu 4/25/24	223FS+5 days								\$ 4/25		
221	SBAC MEETING (Monthly Update)	0 days	Thu 5/2/24	Thu 5/2/24									♦ 5/2		
228	SBAC MEETING (Design Workshop)	0 days	Thu 5/16/24	Thu 5/16/24									♦ 5/16		
229	100% Conceptual (Prel. Schem.) Design Estimate	5 days	Fri 5/17/24	Thu 5/23/24	226								▲		
230	Finalize Project Budget and Community Tax Impact	10 days	Fri 5/24/24	Thu 6/6/24	229									•	
232	SBAC MEETING (Monthly Update)	0 days	Thu 6/6/24	Thu 6/6/24										♣ 6/6	
231	SBAC Presentation of 100% Conceptual (Prel. Schem.) Design	0 days	Thu 6/6/24	Thu 6/6/24	229FS+10 days									♦ 6/6	
234	Last Day of School	0 days	Thu 6/13/24	Thu 6/13/24										o 6/13	
233	SBAC Vote to Approve Conceptual Design	0 days	Thu 6/13/24	Thu 6/13/24	230FS+5 days									6/13	
235	SBAC MEETING (Design Workshop)	0 days	Thu 6/20/24	Thu 6/20/24										6/20	
236	Public Presentation of 100% Conceptual/Preliminary Schematic De	esign 1 day	Fri 6/21/24	Fri 6/21/24	233FS+5 days									5	
237 F	unding (Approve) the Project	98 days	Thu 6/20/24	Tue 11/5/24										• • •	•
239	Town Council Vote on Referendum Budget	0 days	Thu 6/20/24	Thu 6/20/24	233FS+5 days	-								\$ 6/20	
238	Community Presentations	97 days	Mon 6/24/24	Tue 11/5/24	236										
240	SBAC MEETING (Monthly Update)	0 days	Thu 7/4/24	Thu 7/4/24										♦ 7/4	
241	SBAC MEETING (Monthly Update)	0 days	Thu 8/1/24	Thu 8/1/24		-								♦ 8/1	
242	SBAC MEETING (Monthly Update)	0 days	Thu 9/5/24	Thu 9/5/24		-								♦ 9/5	
243	SBAC MEETING (Monthly Update)	0 days	Thu 10/3/24	Thu 10/3/24		-									10/3
244	Approval of Funding (11/05/24)	0 days	Tue 11/5/24	Tue 11/5/24	238										