



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

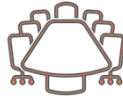
Project Overview

Schedule: 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.

Budget: 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.

Progress: 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.

Issues: 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

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

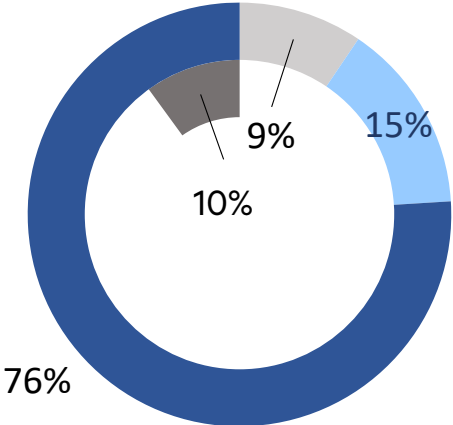
MONTHLY UPDATE

Financial Update

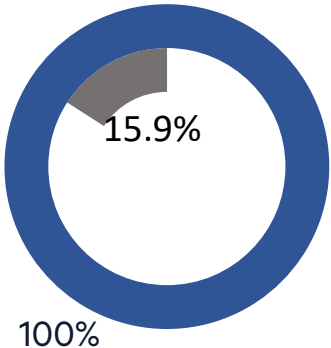
PLANNING PHASE BUDGET

- Unencumbered
- Encumbered
- Billed to Date
- Remaining Budget

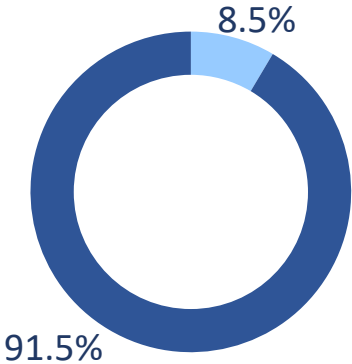
Total Project Budget



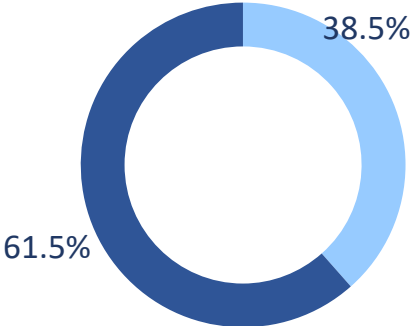
OPM Budget



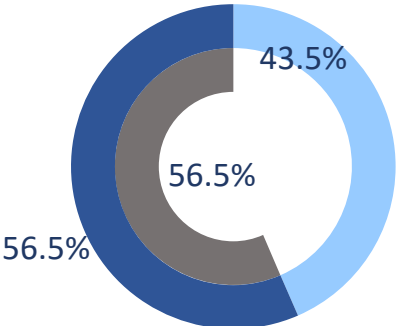
Designer Budget



Communication Budget



Owner Budget



Budget Details

\$655,000
awarded contracts

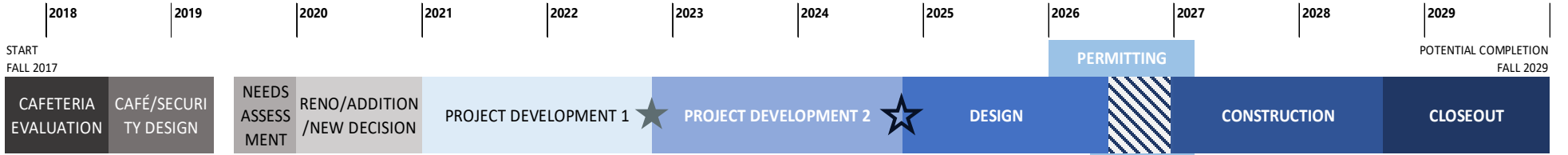
- **Owner - \$40k**
- **Owner's Project Manger (OPM) - \$270k**
- **Designer - \$320k**
- **Communications Consultant - \$25k**

\$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

SCHEDULE UPDATE



Upcoming Dates

- Visioning Session Nov 7th
- Comm. Subcommittee Nov 9th
- Designer Site Visit Nov 10th
- Finance Subcommittee Nov 15th
- Comm. Subcommittee Nov 16th
- Next SBAC Meeting Nov 16th
- Public Forum Nov 16th

Schedule Issues

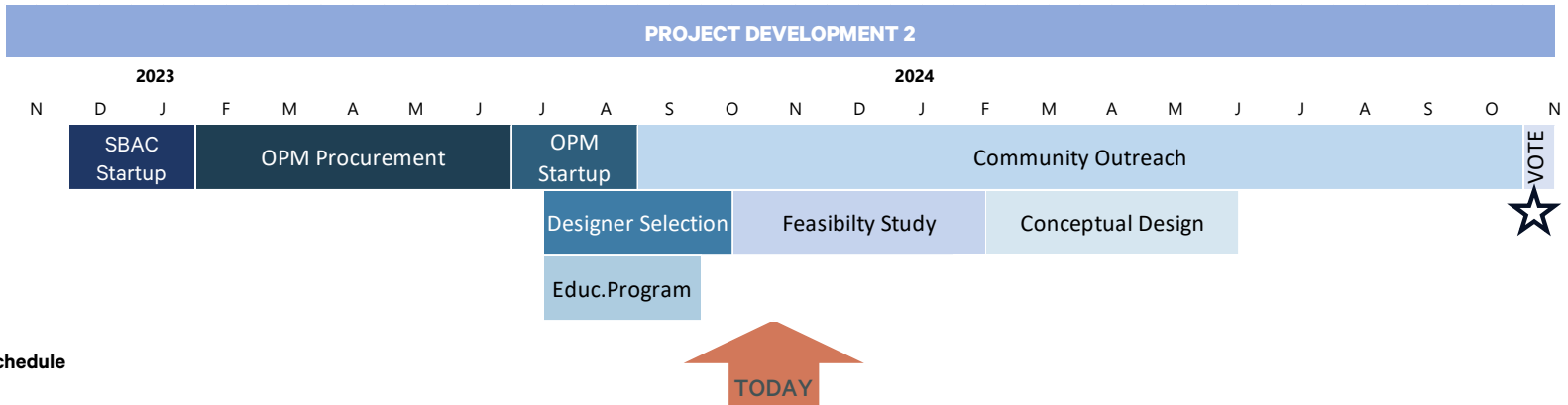
- Existing Conditions Evaluation
- Educational Program
- Preliminary Options Development
- Community Outreach Development



Completion Tracking

226 Days until end of School Year

368 Days until Referendum



Schedules: See attachments for full OPM Schedule

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 stand-alone 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.

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.

Overview

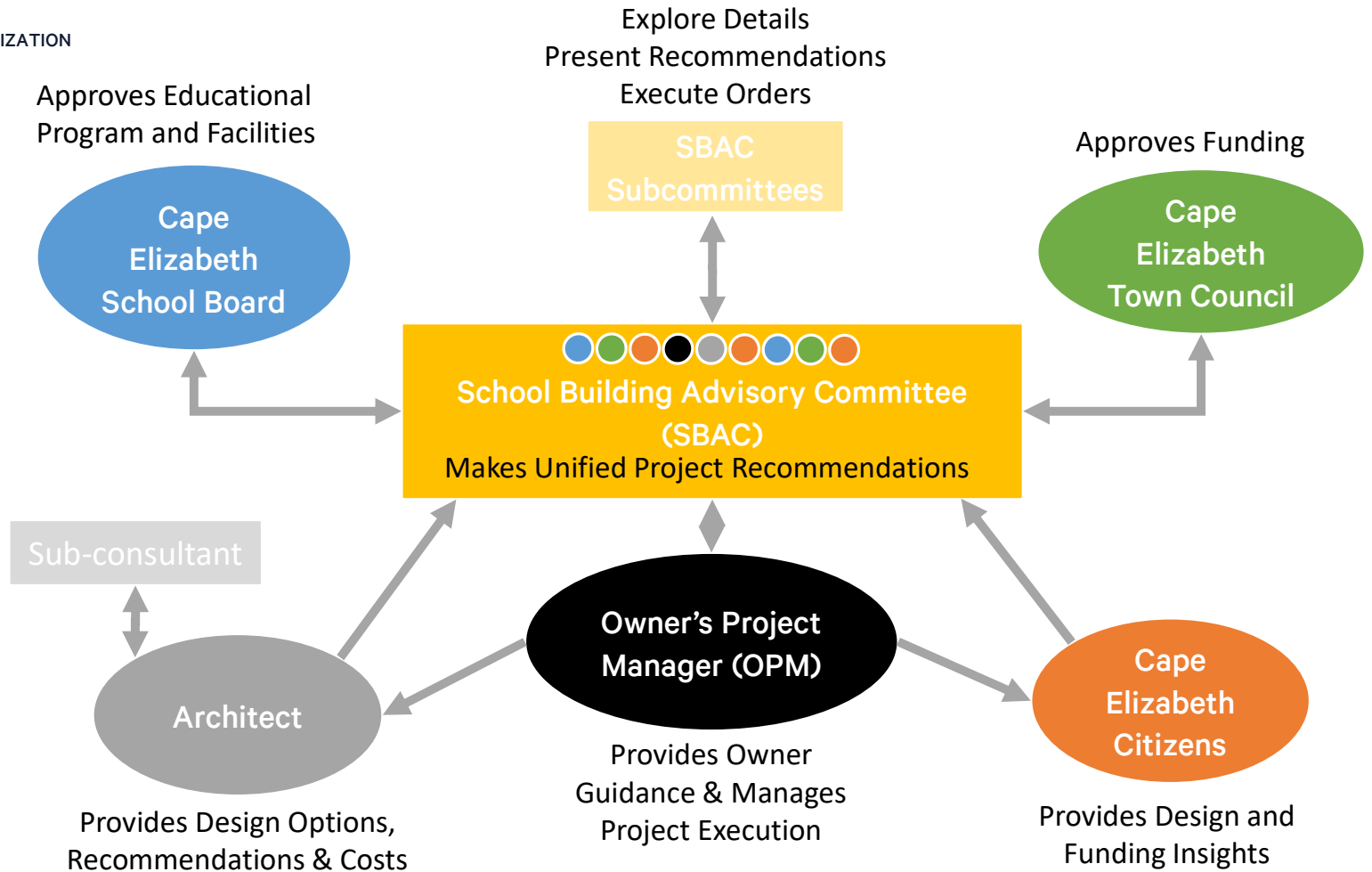
Last month: The Communications Subcommittee had its first meeting with the Communications consultant, CESSO. They have begun the assembly a community outreach plan and project website.

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.

PROJECT ORGANIZATION



**Cape Elizabeth Schools Project
Task Matrix - DRAFT**



- KEY:**
- R **Responsible** – The person(s) who performs the action/task.
 - S **Support** – The person(s) who is/are responsible for providing support to the Responsible Party
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 - I **Involved/Informed** – The person(s) who is/are informed about performing the action/task.
 - A **Approver** – The person(s) designated as the party responsible for approving the action/task

Task Category	Tasks	Cape Elizabeth Town Council (Chair)	Cape Elizabeth School Board (Chair)	Cape Elizabeth School District (Christopher Record, Superintendent)	SBAC (Cindy Voltz & Penny Jordan, Co-Chairs)	Design Subcommittee (Presently being handled by full SBAC)	Admin Subcommittee (Chair)	Finance Subcommittee (Chair)	Communications Subcommittee (Chair)	Cape Elizabeth DPW (TAB)	Authorities Having Jurisdiction (Building Dept., Fire Dept., Police Dept., A.C.F.S. (TAB))	Owner's Project Manager (Turner & Townsend Heery, Inc. In Contract)	Designer (Farrinon, Lisa Sawin) In Contract	Communications Consultant (CESO) In Contract	Contractor (TAB)	Commissioning Agent (TAB)
Administrative	SBAC monthly Meetings - plan, schedule, and record					C	R	C	C			S	x			
Administrative	Communications Subcommittee Meetings - plan, schedule, and record								R					S	x	
Administrative	SBAC monthly Meetings - attend & participate			C	S	R	S	S				S	x	I		
Administrative	SBAC workshop Meetings - plan, schedule, and record			C	R	C	C	C				S	x	C	x	
Administrative	Assist Town in preparation of referendum	A	A	R		S	C	C				S	x	C	x	
Administrative	Design Subcommittee Meetings - plan, schedule, and record			R								I		S	x	
Administrative	Finance Subcommittee Meetings - plan, schedule, and record							R								
Administrative	SBAC workshop Meetings - attend & participate					C	I	R	I			I	x	I		
Administrative	Establish design enrollment		A	R	I	I		I				I		I	x	
Administrative	Design Subcommittee Meetings - attend & participate					R						C		S	x	
Administrative	Identify facility deficiencies	I	I	S	I	I			I			C		R	x	
Administrative	Procurement of all other project consultants	A	A	S	R		I	C	C			S				
Administrative	Designer Procurement	A	A	S	R	C	I					S	x			
Administrative	Confirm District has legal title to the property		R	S	I							I				
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
Administrative	Create project directory			S		S						R				x
Administrative	Identify other ongoing or planned municipal projects	C			I			R	I	C	C	I				I
Administrative	Communications Subcommittee Meetings - attend & participate							R				C				S
Administrative	Finance Subcommittee Meetings - attend & participate	C						R				C				x
Administrative	Meet with School Board and Town Council, as necessary	R	R				S					C	x			
Administrative	Provide project update to Town Council and School Board						R					C	x			
Administrative	Develop Educational Program		A	R								C	x			
Budget	Develop Project Budget for each project phase and option	A	A	C	I			S				R	x	C	x	
Budget	Identify alternate funding sources	S	C	S	I			R	I			C	x	C	x	I
Budget	Track baseline Project Budget for each project phase											R	x			
Budget	Identify financial impacts of other public works	S			I			R	I	C	C	I				I
Budget	Confirm the budgetary tax implications	S			I			R	I			I				I
Communications	Organize and conduct Community outreach meetings			S	C	C	C	R				S	x	S	x	S
Communications	Solicit Community feedback via public forum	I	I	I	S	C	C	R				S	x	S	x	S
Communications	Establish and maintain a project website including: news banners, email sign-ups, FAQ section, project highlights, archives			S	S	C		S	S			S	x	S	x	R
Communications	Create and distribute/mail project informational flyers and election materials			S	S	C		S	S			S	x	S	x	R
Communications	Presentation of project information to Community organizations			S				R				S	x	S	x	C
Communications	Present (1) final Conceptual Design to Community via public forum	I	I	I	S	C	C	C	S			S	x	R	x	S
Communications	Develop and implement a communications plan			I	C				S			C	x	I		R
Communications	Establish, maintain, and monitor social media project accounts			I					S							R
Communications	Create a series of key messages that will be emphasized as part of Community outreach			C	C			R				C	x	C	x	S
Communications	Write and publish articles, advertisements, and notices in Cape Courier in accordance with project schedule			C	C	C	C	C	S			C	x	C	x	R
Communications	Review past communications materials								S			I				R
Communications	Organize distribution of "sandwich board" project messaging			I	I				S			I				R
Contracts & Payments	Review/Approve Designer Payment Applications	A			C							R				
Contracts & Payments	Review/Approve Non-Designer Payment Applications	A			C							R				
Contracts & Payments	Review/Approve Other Consultant Payment Applications	A			C							R	x			
Design	Assess Design to ensure conformity to Town needs and ME state laws	A	A	C	R					C	C	S	x	S	x	
Design	Provide estimates of (4) Final Concepts			I	I			C	I			R	x	R	x	I
Design	Provide estimate of (1) early Schematic Design option			I	I			C	I			R	x	R	x	I
Design	Provide specific recommendation of (4) Final Concepts	I	I	C	A	R		C	I			S	x	S	x	I
Design	Approve SBAC recommendation of (4) Final Concepts	A	A		R					C	C	C	x	C		
Design	Provide (1) early Schematic Design option	I	I	C	A	R		C	I			S	x	S	x	I
Design	Provide specific recommendation of (1) Design Concept	I	I	C	A	R		C	I			S	x	S	x	I
Design	Approve SBAC recommendation of (1) Design Concept	A	A		R					C	C	C	x	C		

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Task Category	Tasks														
Design	Identify and implement Value Engineering opportunities				A	C					S	x	R	x	
Design	Provide project cost estimates of (7) Design concepts				I	I					R	x	R	x	I
Design	Provide comments and recommendations pertaining to Design documents				C	R					R	x	I		
Design	Establish sustainability goals for the project	C		C	A	R					I		S	x	I
Design	Weekly Architect Coordination Meetings - plan, schedule, and record				S	I					I		R	x	
Design	Prepare estimate of 2 year operating costs				S	I					I		R	x	
Design	Determine any development restrictions of the property		C		S	I			C		I		R	x	
Design	Document findings of Visioning Workshops into Education Program				S		I				I		R	x	
Design	Update existing floor plans to identify current layout and use of space				S		I				I		R	x	
Design	Initial evaluation of building code compliance of existing facility				S		I		C		I		R	x	
Design	Hazardous material assessment of existing facilities				S		I				I		R	x	
Design	Review project with Local and State Officials, as required					I			C		I		R	x	
Design	Conduct Visioning Workshops		C		S	I	S				I		R	x	I
Design	Develop early schematic site plan				I	C					I		R	x	I
Design	Organize and conduct Community design workshops, forums, and charettes	I	I		C	S	I		S	I	I		R	x	C
Design	Develop draft of Space Allocation Workbook				S	C	A				I		R	x	I
Design	Present draft of Space Allocation Workbook to SBAC				S	A	S				I		R	x	I
Design	Finalize final draft of Space Allocation Workbook for Approval			A	S	I	S				I		R	x	I
Design	Weekly Architect Coordination Meetings - attend & participate										C	x	R	x	
Design	Develop (7) Design Concepts				A	C			C	C	C	x	R	x	
Design	Approve SBAC recommendation of (7) Design Concepts	A	A		R				C	C	C	x	C		
Design	Present/explain Design submissions to Owner				A	C					C	x	R	x	
Design	Identify the educational spaces the District believes are needed to deliver educational program		A		C	I					C	x	R	x	
Design	Develop preliminary studies of building exterior					C					C	x	R	x	I
Design	Prepare preliminary project narrative				C	I	C				C	x	R	x	I
Design	Provide 3D renderings, floor plans, and sketches of selected (4) Final Concepts					I	C				C	x	R	x	C
Design	Initial evaluation of existing structural, environmental, geotechnical, or other physical conditions that may impact reuse of building				S		I				I		R	x	
Schedule	Develop and Maintain Project Schedule					C	C	C	C	C		R	x	S	x



Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23

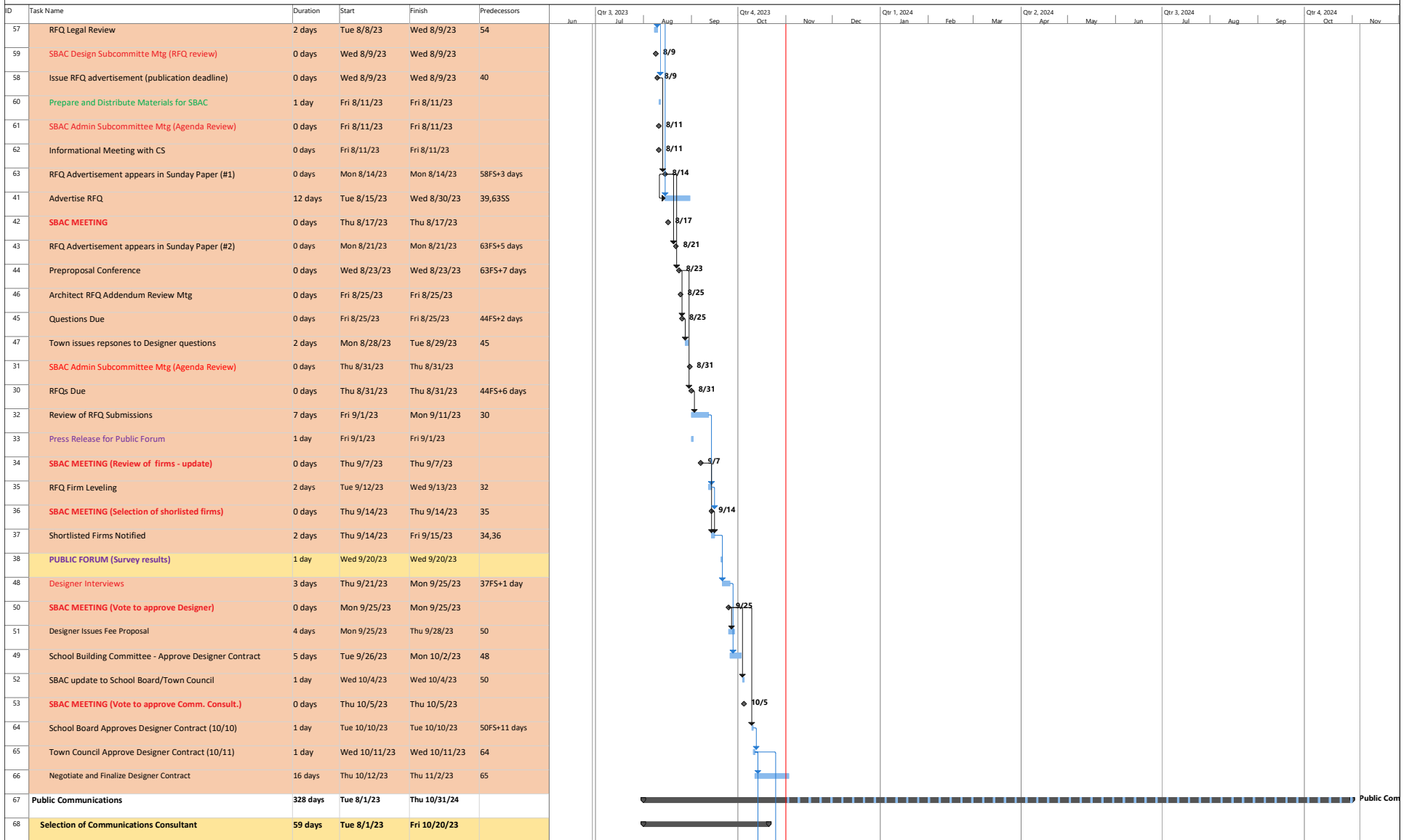


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Date: Wed 11/1/23



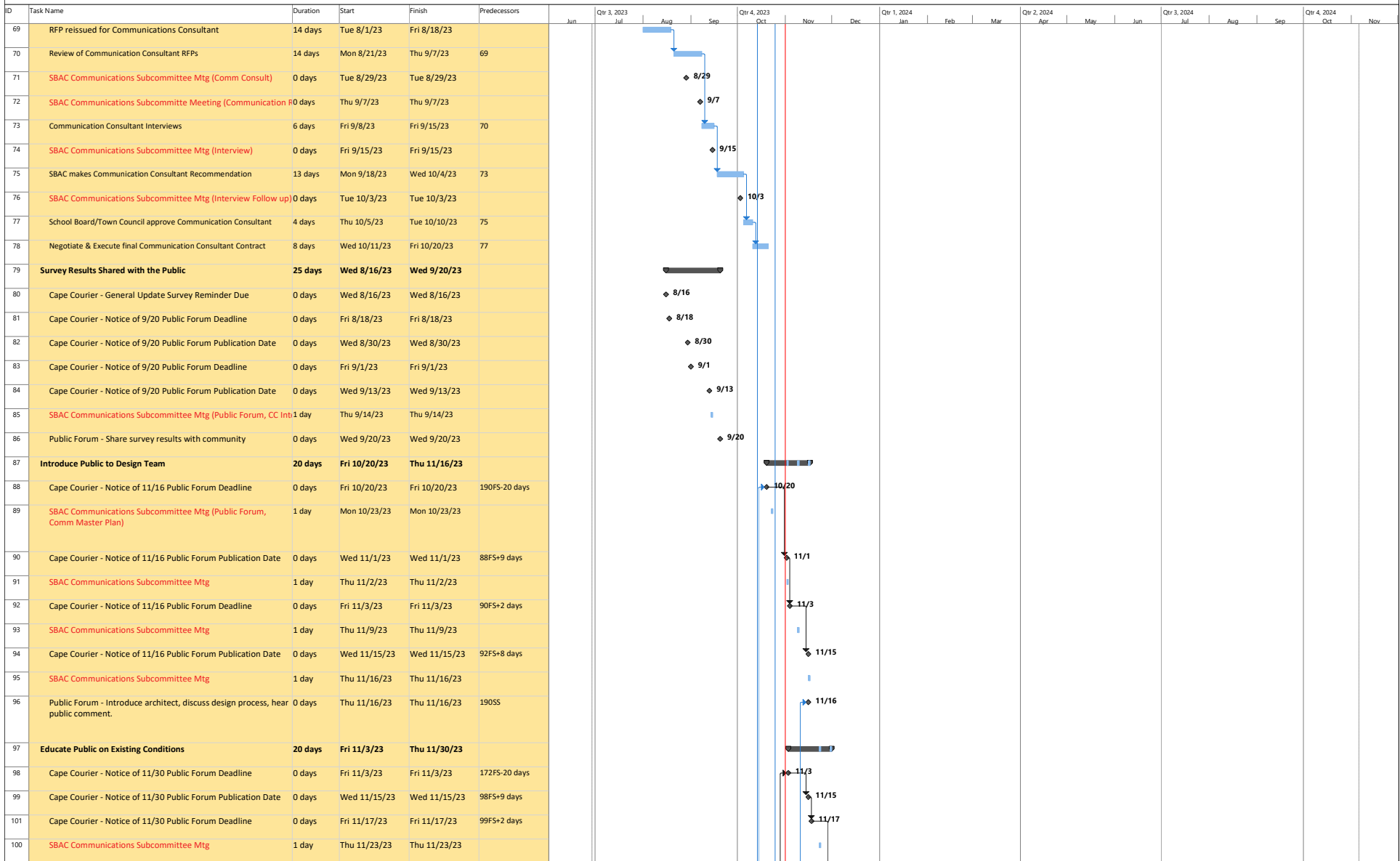


Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23





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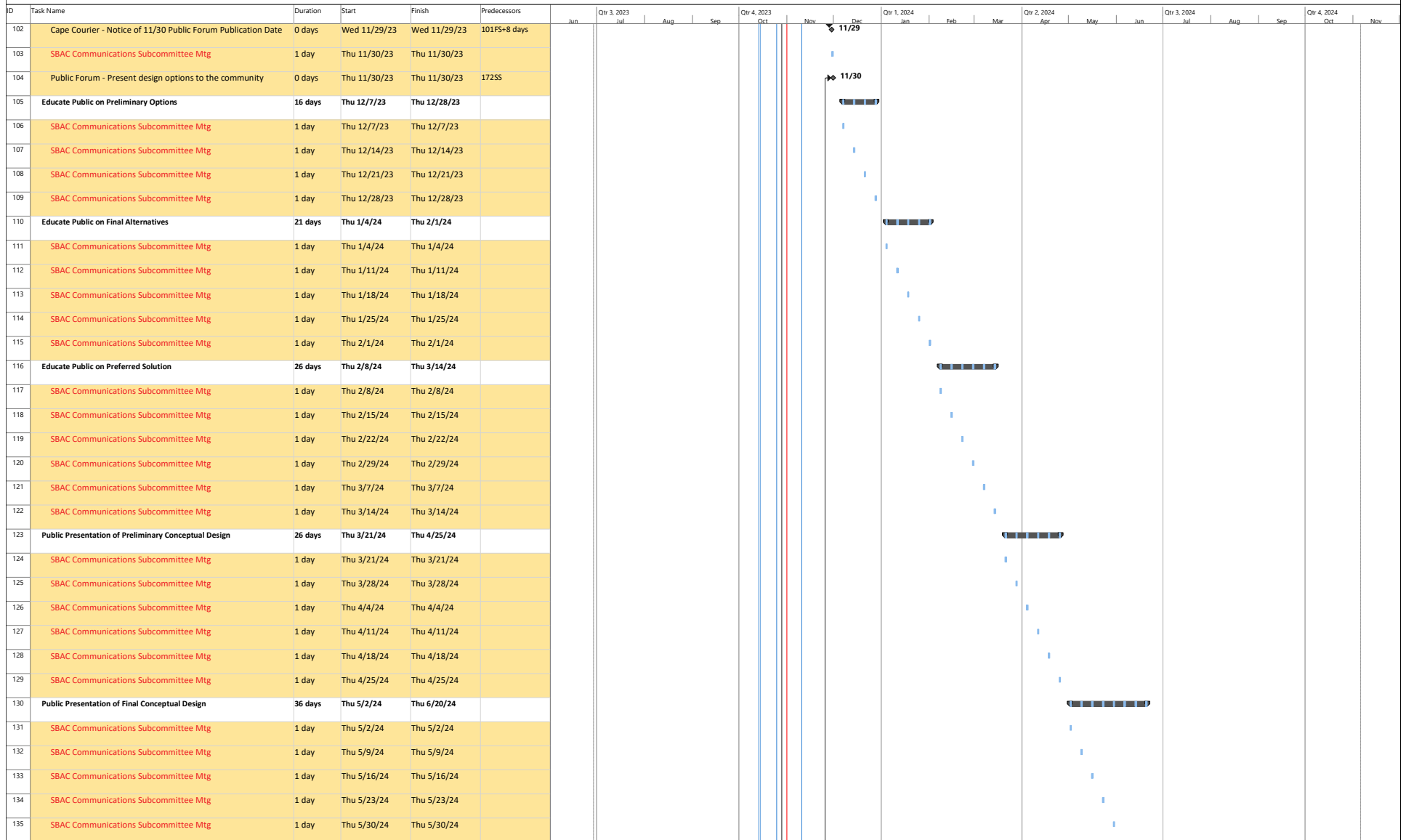


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Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23

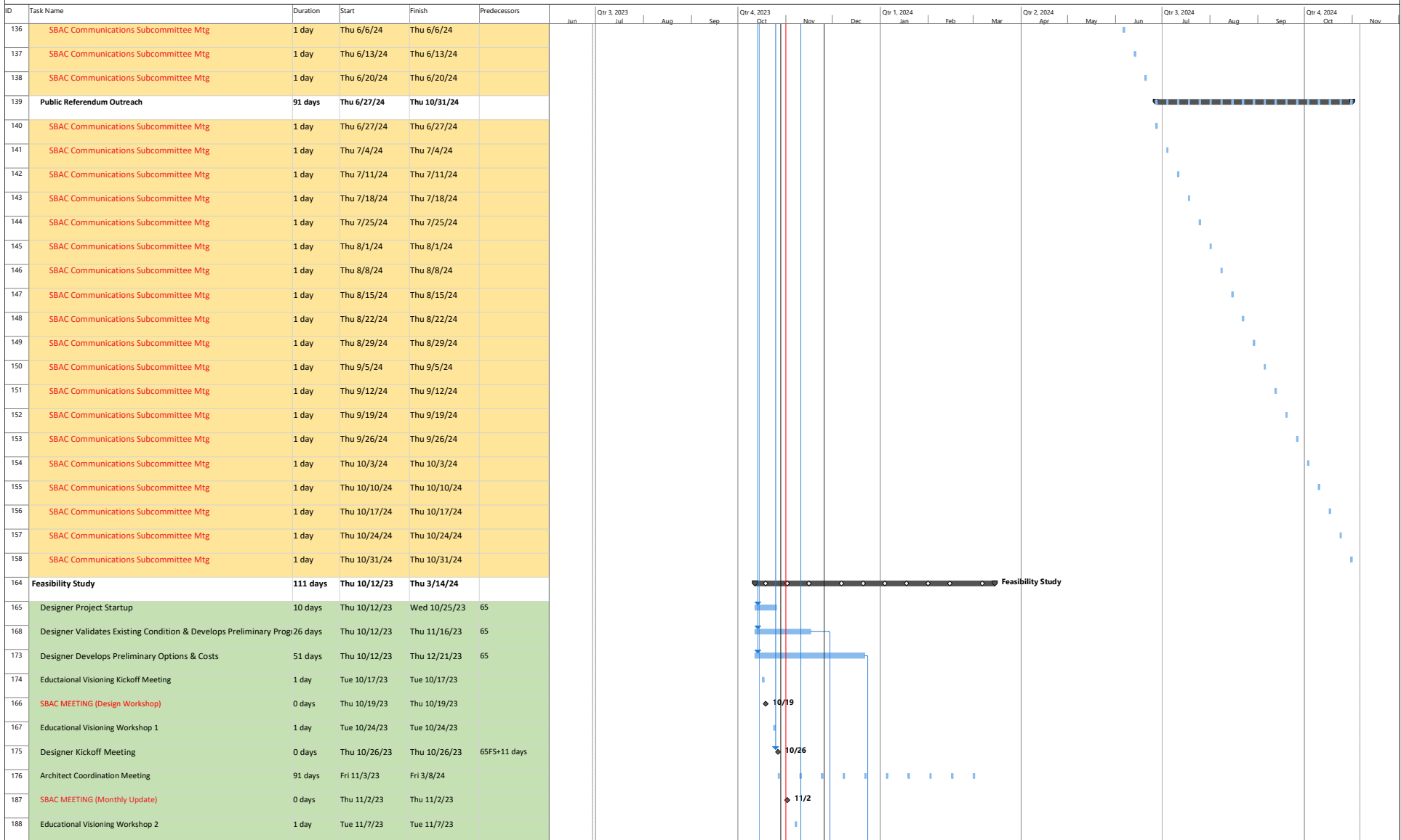


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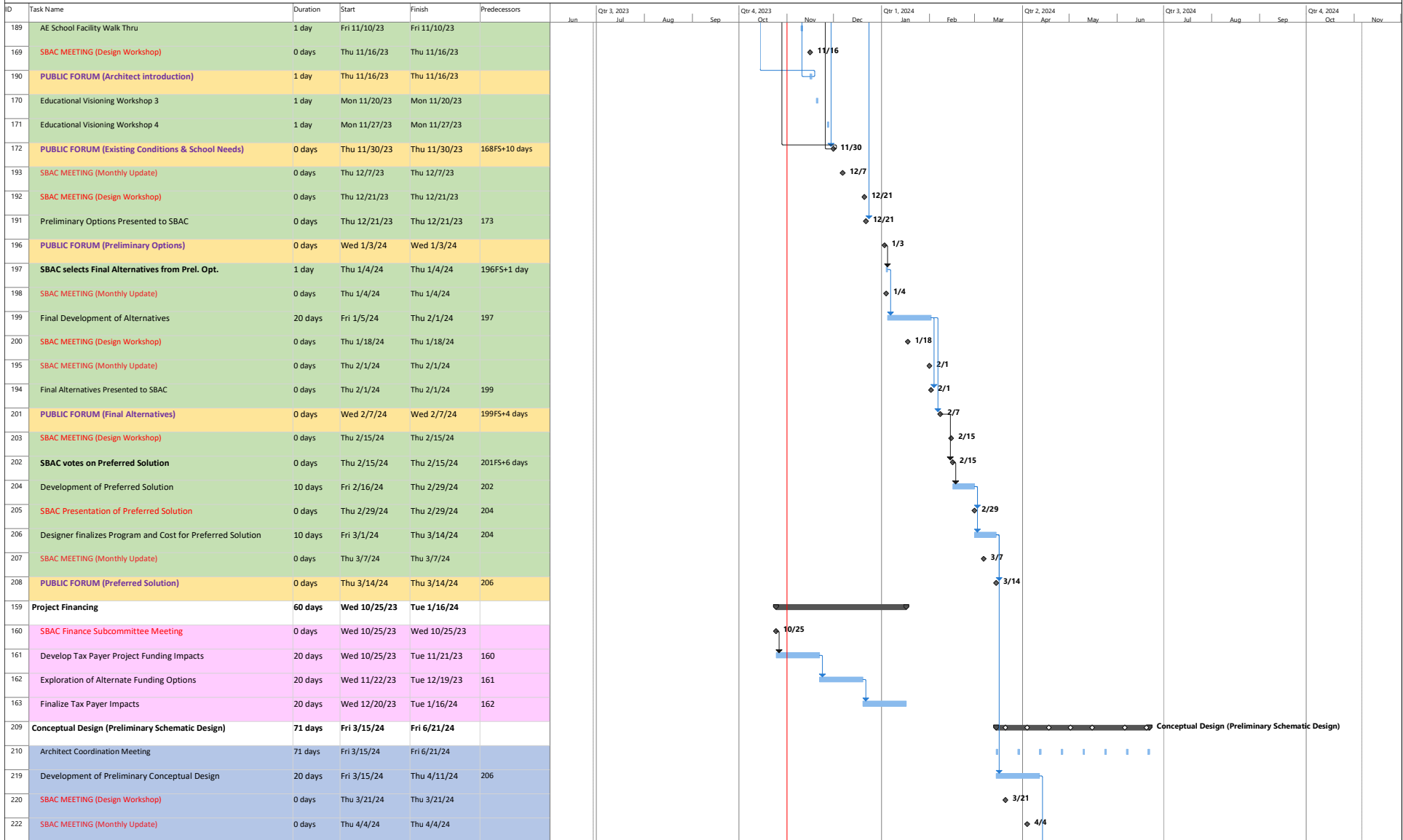


Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23





Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23



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Date: Wed 11/1/23

Task Summary, Split, Milestone, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, External Tasks, External Milestone, Deadline, Progress, Manual Progress



Cape Elizabeth Schools Project - Master Schedule - Wed 11/1/23

ID	Task Name	Duration	Start	Finish	Predecessors	Qtr 3, 2023					Qtr 4, 2023				Qtr 1, 2024			Qtr 2, 2024				Qtr 3, 2024			Qtr 4, 2024												
						Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov														
223	50% Conceptual Design Estimate	5 days	Fri 4/12/24	Thu 4/18/24	219																																
225	SBAC MEETING (Design Workshop)	0 days	Thu 4/18/24	Thu 4/18/24																																	
224	SBAC Presentation of 50% Conceptual Design	0 days	Thu 4/18/24	Thu 4/18/24	223																																
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																																
221	SBAC MEETING (Monthly Update)	0 days	Thu 5/2/24	Thu 5/2/24																																	
228	SBAC MEETING (Design Workshop)	0 days	Thu 5/16/24	Thu 5/16/24																																	
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																																	
231	SBAC Presentation of 100% Conceptual (Prel. Schem.) Design	0 days	Thu 6/6/24	Thu 6/6/24	229FS+10 days																																
234	Last Day of School	0 days	Thu 6/13/24	Thu 6/13/24																																	
233	SBAC Vote to Approve Conceptual Design	0 days	Thu 6/13/24	Thu 6/13/24	230FS+5 days																																
235	SBAC MEETING (Design Workshop)	0 days	Thu 6/20/24	Thu 6/20/24																																	
236	Public Presentation of 100% Conceptual/Preliminary Schematic Design	1 day	Fri 6/21/24	Fri 6/21/24	233FS+5 days																																
237	Funding (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																																
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																																	
241	SBAC MEETING (Monthly Update)	0 days	Thu 8/1/24	Thu 8/1/24																																	
242	SBAC MEETING (Monthly Update)	0 days	Thu 9/5/24	Thu 9/5/24																																	
243	SBAC MEETING (Monthly Update)	0 days	Thu 10/3/24	Thu 10/3/24																																	
244	Approval of Funding (11/05/24)	0 days	Tue 11/5/24	Tue 11/5/24	238																																

