



Cape Elizabeth School Building Advisory Committee

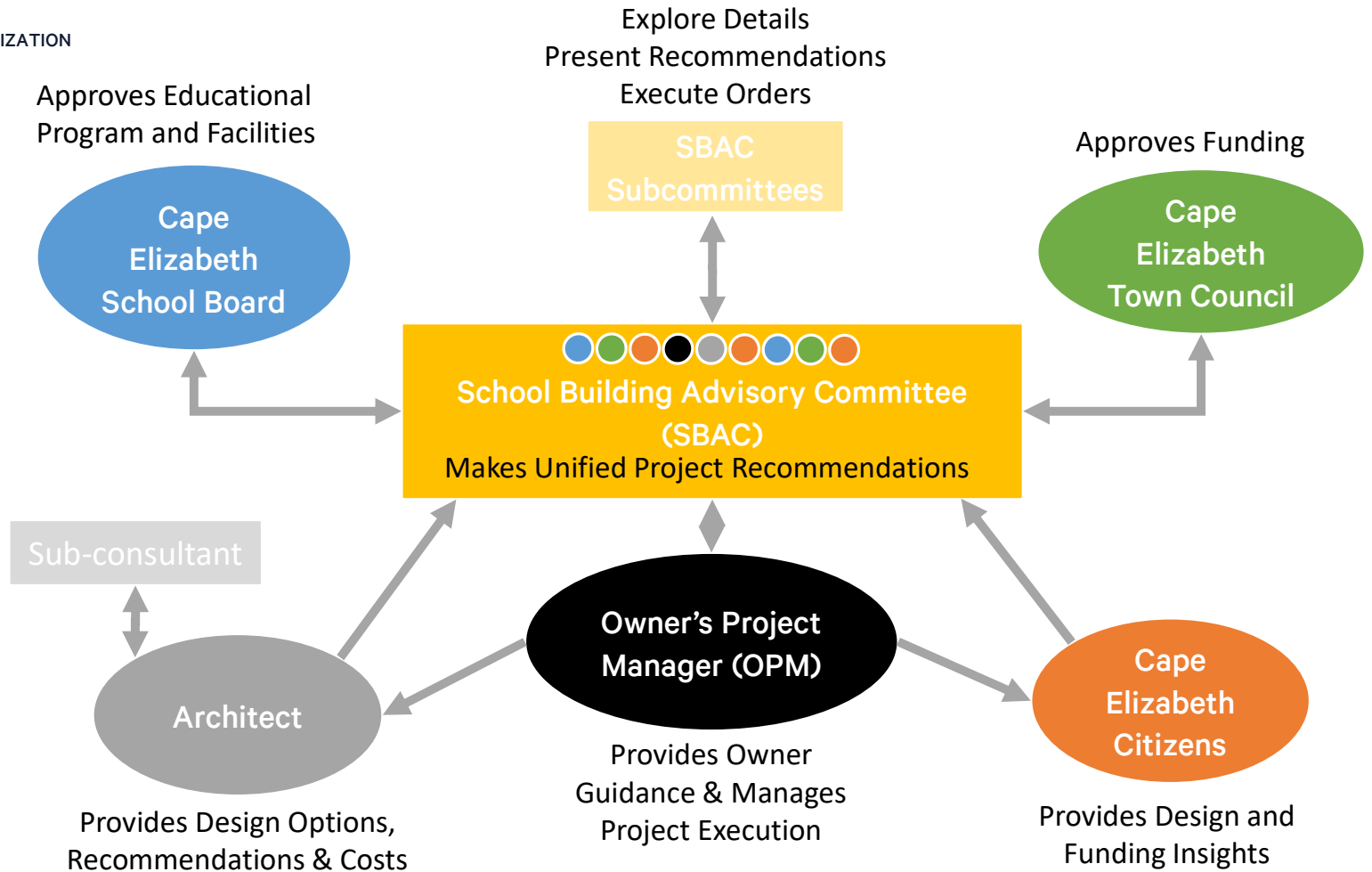
Monthly Update
October 2023



1. Project Overview
2. Financial Update
3. Schedule Update
4. Management Update
5. Attachments

OPM Project Milestone Schedule

PROJECT ORGANIZATION



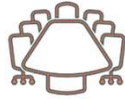
Monthly Summary

Schedule: The Owner's Project Manager (OPM) continues to update and expand the Project Master Schedule in preparation for the 2024, November 5th referendum date.. Designer milestones will be incorporated after the architect is on board.

Budget: Consultant budgets are being established in accordance with the appropriated funds to support the School Building Advisory Committee's (SBAC) efforts to identify and price the appropriate level of school improvements for the Cape Elizabeth Schools facilities. Fee negotiations have been taking place with the selected architect and a communications consultant.

Progress: The OPM has been supporting the SBAC with planning, organization, scheduling, consultant selections, document management, and community outreach. The OPM 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. The final architect selection has been made and negotiations are underway. A public forum was held to review the results of the survey, and a communications consultant has been selected for further review.

Issues: After a failed 2022 referendum, the SBAC is addressing the community divide by increasing public feedback opportunities, improving communicational outreach and timing, and reassessing the scope of improvements needed to meet the educational goals and budgetary constraints of the community. The communications subcommittee is seeking the services of qualified public relations firms to assist with community outreach and communications.



Project Activities

School Building Advisory Committee (SBAC)

- Establish and manage subcommittees
- Host public meetings
- Manage SBAC budget
- Coordinate public input and outreach
- Procurement of Communications consultant
- Review and recommendation of Architect
- Seek input from and communicate updates to Town Council and School Board
- Explore funding options.
- 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
- Architect solicitation, review and procurement
- Schedule development and management
- Community relations assistance
- Assist in budgeting and financial reporting
- Contract review and negotiations
- Quality Control
- Design reviews
- Cost review
- Assist with exploration of funding options

Architect / Designer

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

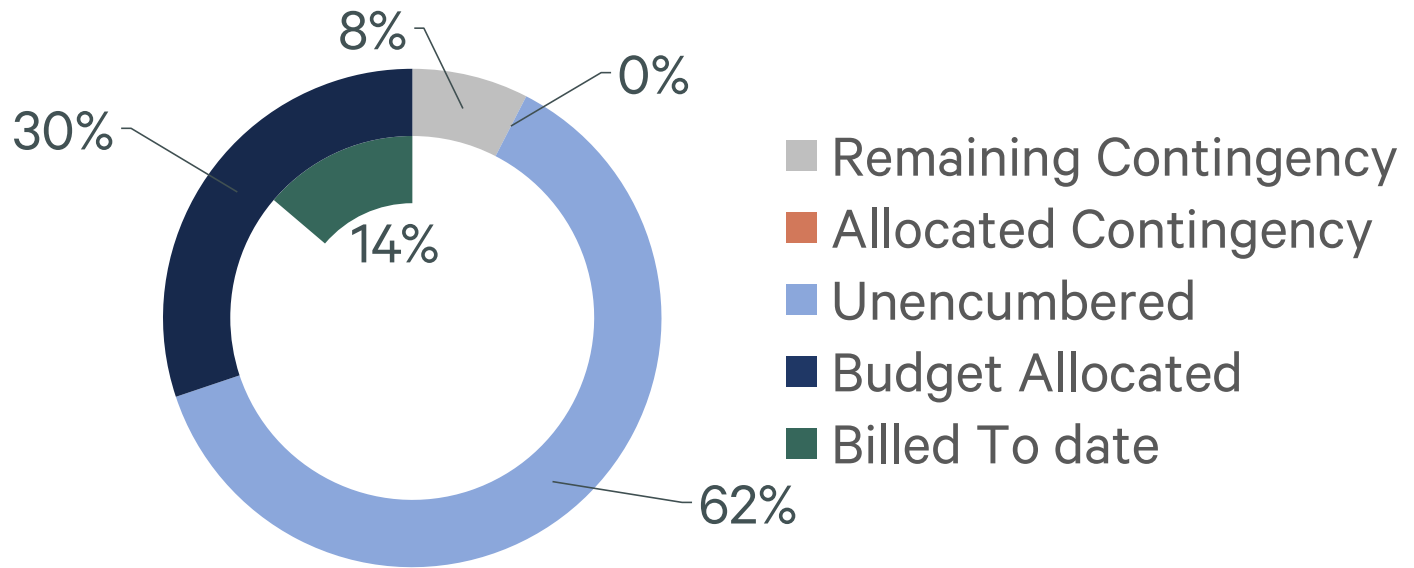
Project Outcomes

- Project is tracking on Schedule
- Project is tracking on Budget

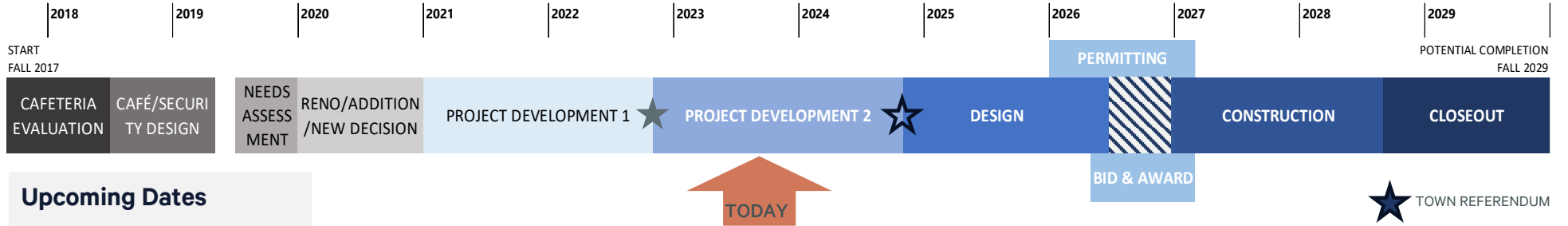
MONTHLY UPDATE

PLANNING PHASE BUDGET

Project Funds



SCHEDULE UPDATE



Upcoming Dates

- Contract Approval Oct 10-11th
- Next SBAC Meeting Oct 19th
- Public Forum Nov 15th

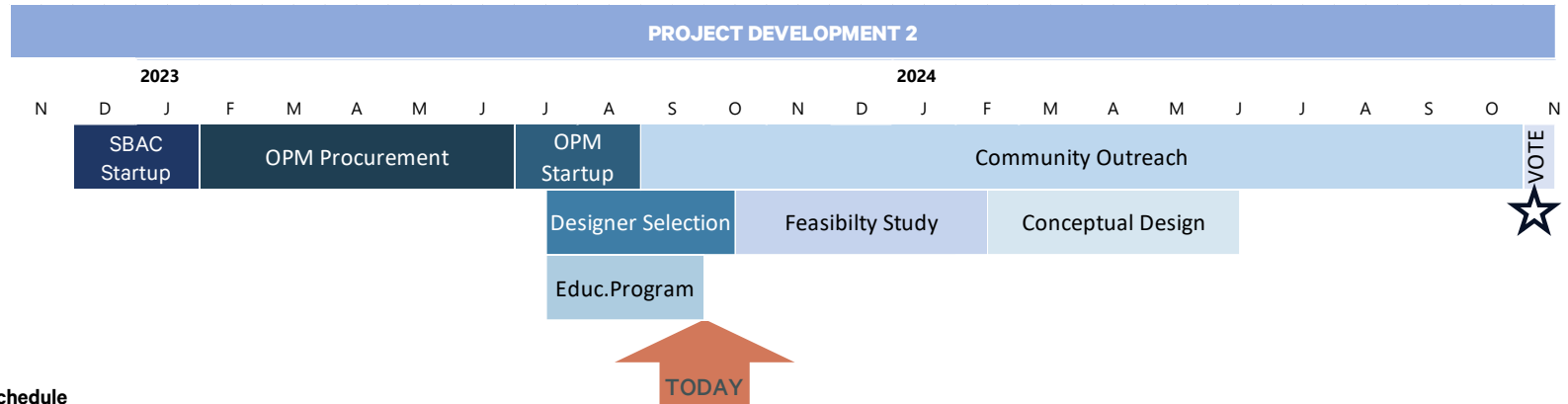
Schedule Issues

- Communications Support for SBAC
- Architect On Board

Completion Tracking

397 Days till Referendum

Schedules: See attachments for full OPM Schedule

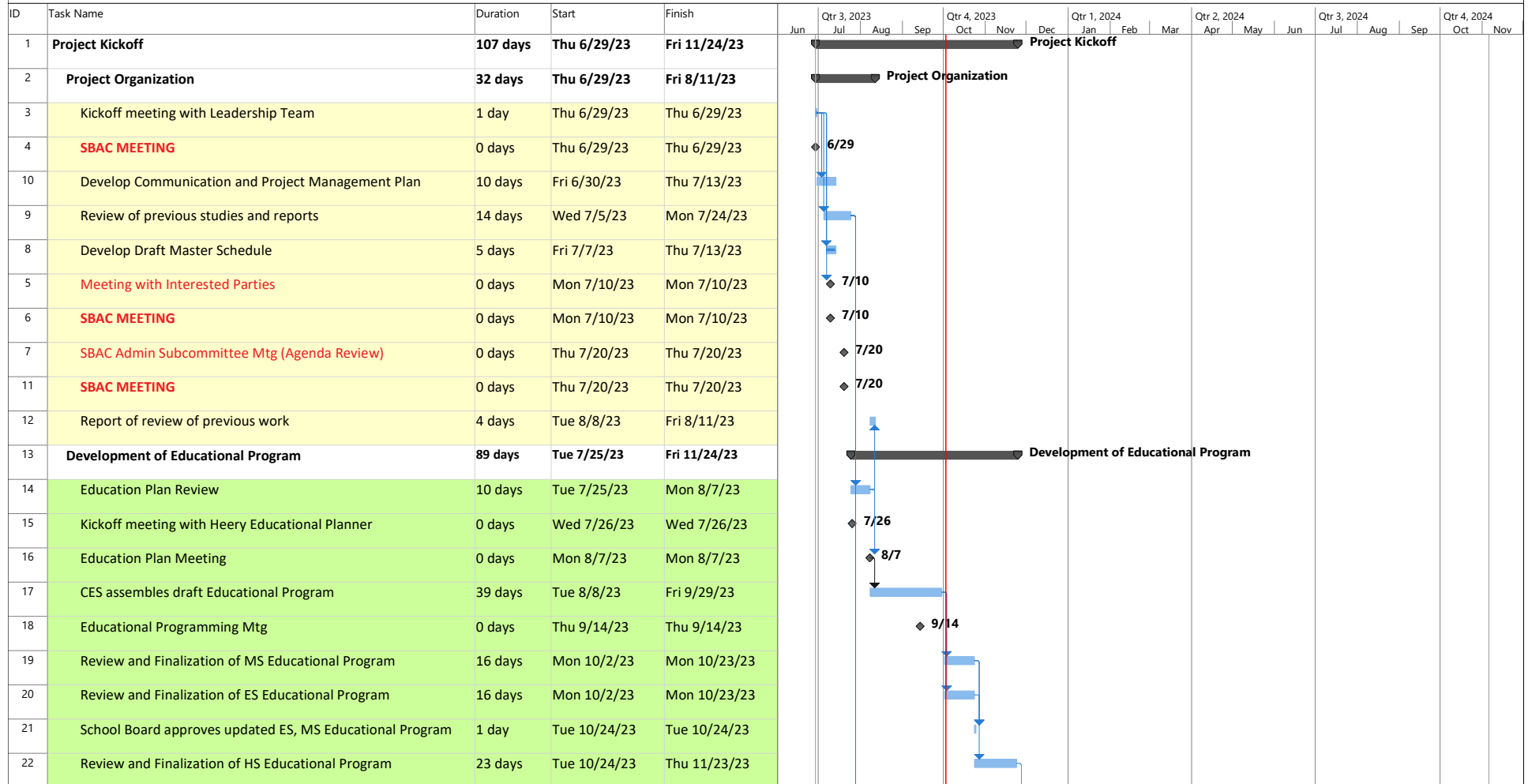


Overview














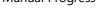





Last month: The OPM participated in nearly a dozen meetings, assisting the SBAC with the architect, and communications consultant selection process. After writing a comprehensive RFQ and hosting a preproposal meeting, five firms were evaluated. The OPM guided the process and reviewed qualifications and references for all firms. Four firms were interviewed, and one firm was unanimously selected. The selected firm was chosen for its local knowledge, understanding of cost issues, experience with multiple design solutions, quality communications program and ability to meet the budgetary and schedule guidelines.. The OPM secured existing conditions drawing files to assist the new designer, and has been participating in negotiations with the selected architect and potential communications consultant. 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. They also participated in the public survey forum and continue to provide guidance to the committee and its subcommittees.

Next month: The OPM will assist the architect with project startup activities and continue to support the SBAC and its committees in their work. Work will commence with the finance subcommittee who's first meeting is scheduled for 10/25. A public forum to introduce the architect will be scheduled for mid November.

Cape Elizabeth Schools Project - Master Schedule - Tue 10/3/23



ce Master Schedule_23-10-03
Date: Tue 10/3/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
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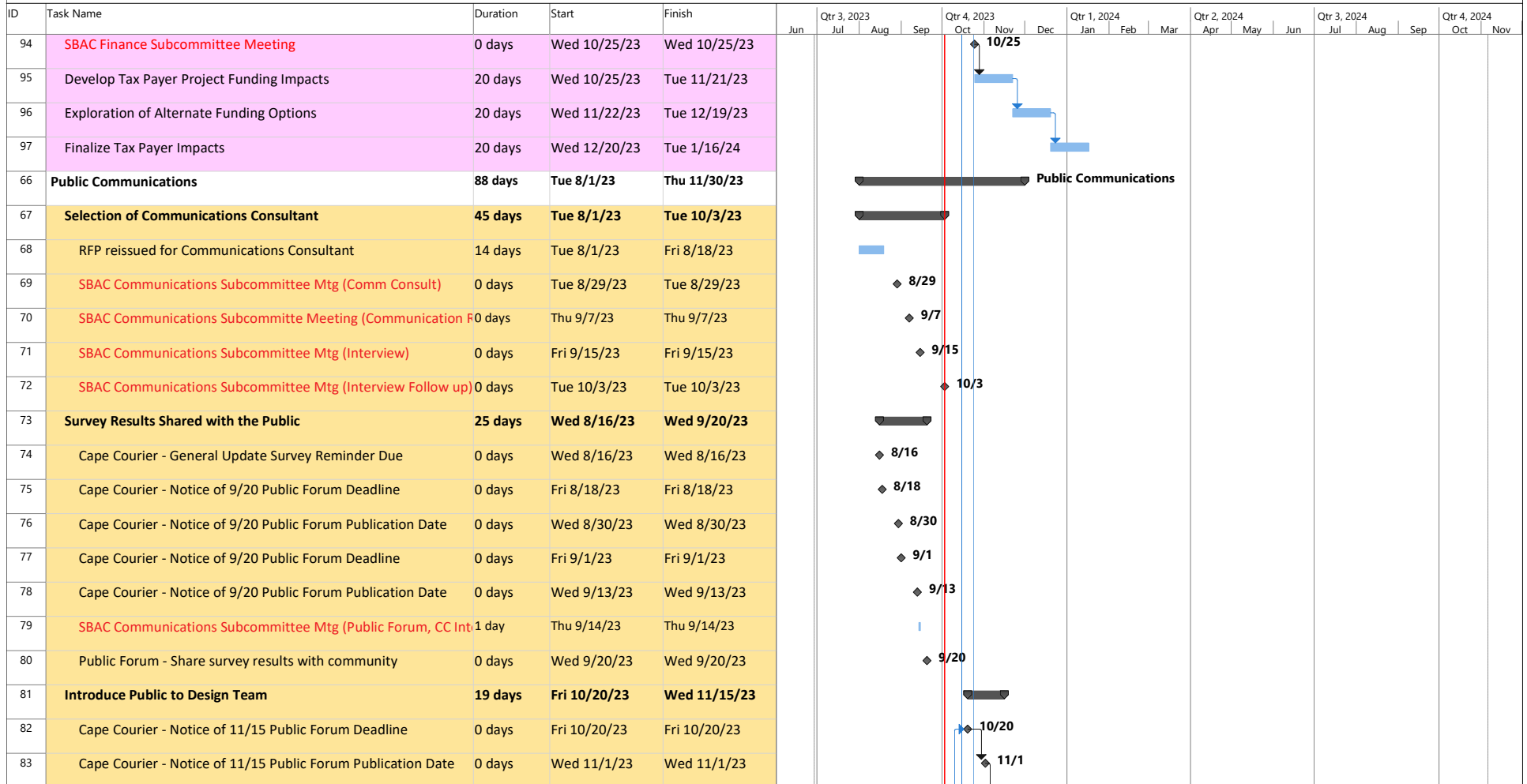
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ID	Task Name	Duration	Start	Finish	Qtr 3, 2023				Qtr 4, 2023			Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024	
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
44	Preproposal Conference	0 days	Wed 8/23/23	Wed 8/23/23				8/23														
46	Architect RFQ Addendum Review Mtg	0 days	Fri 8/25/23	Fri 8/25/23				8/25														
45	Questions Due	0 days	Fri 8/25/23	Fri 8/25/23				8/25														
47	Town issues repsones to Designer questions	2 days	Mon 8/28/23	Tue 8/29/23																		
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				8/31														
32	Review of RFQ Submissions	7 days	Fri 9/1/23	Mon 9/11/23																		
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																		
36	SBAC MEETING (Selection of shorlisted firms)	0 days	Thu 9/14/23	Thu 9/14/23				9/14														
37	Shortlisted Firms Notified	2 days	Thu 9/14/23	Fri 9/15/23																		
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																		
50	SBAC MEETING (Vote to approve Designer)	0 days	Mon 9/25/23	Mon 9/25/23				9/25														
51	Designer Issues Fee Proposal	4 days	Mon 9/25/23	Thu 9/28/23																		
49	School Building Committee - Approve Designer Contract	5 days	Tue 9/26/23	Mon 10/2/23																		
52	SBAC update to School Board/Town Council	1 day	Wed 10/4/23	Wed 10/4/23																		
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																		
65	Town Council Approve Designer Contract (10/11)	1 day	Wed 10/11/23	Wed 10/11/23																		
93	Project Financing	60 days	Wed 10/25/23	Tue 1/16/24																		














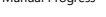





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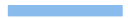



















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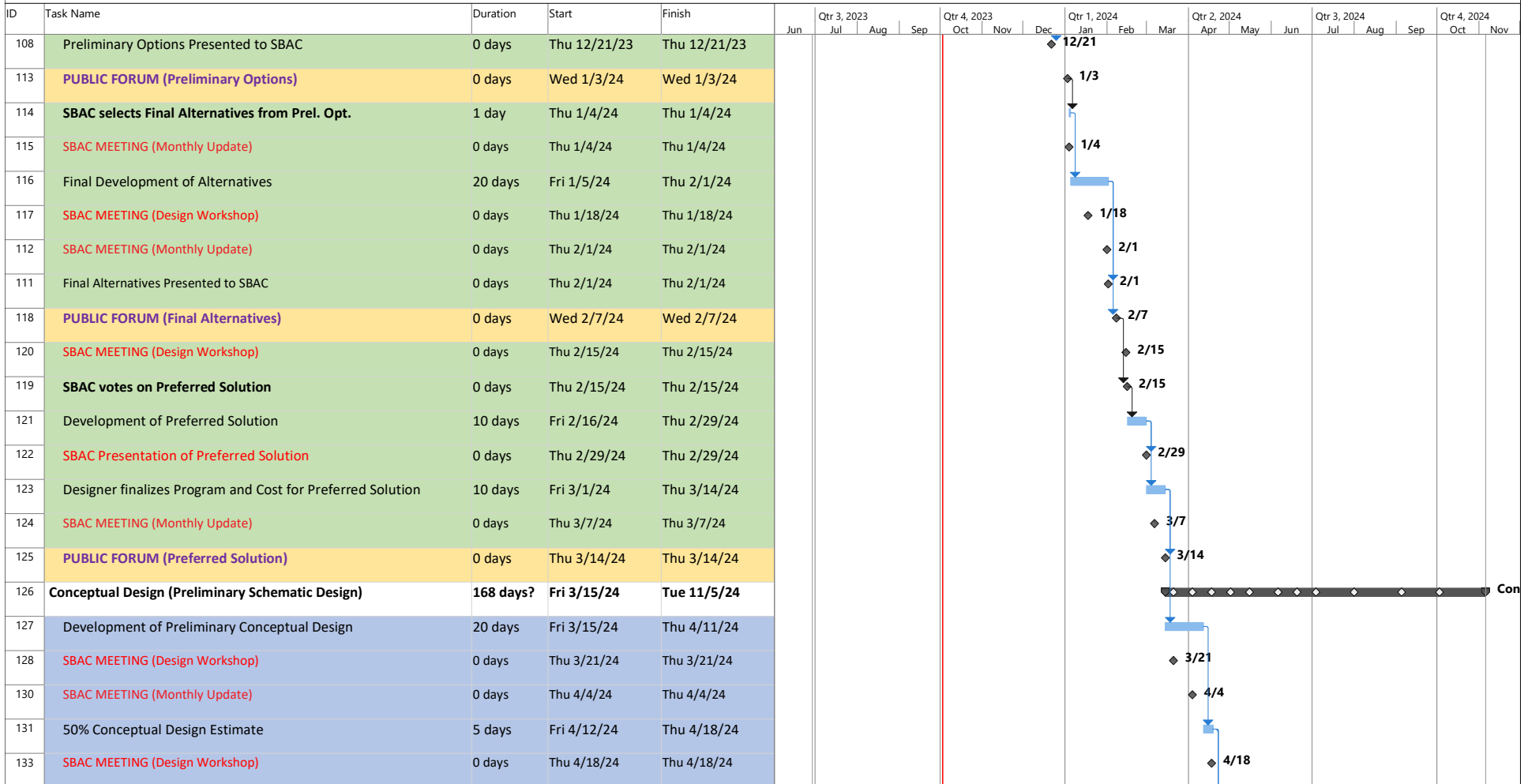
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					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
84	Cape Courier - Notice of 11/15 Public Forum Deadline	0 days	Fri 11/3/23	Fri 11/3/23																		
86	Public Forum - Introduce architect, discuss design process, hear public comment.	0 days	Wed 11/15/23	Wed 11/15/23																		
85	Cape Courier - Notice of 11/15 Public Forum Publication Date	0 days	Wed 11/15/23	Wed 11/15/23																		
87	Educate Public on Existing Conditions	20 days	Fri 11/3/23	Thu 11/30/23																		
88	Cape Courier - Notice of 11/30 Public Forum Deadline	0 days	Fri 11/3/23	Fri 11/3/23																		
89	Cape Courier - Notice of 11/30 Public Forum Publication Date	0 days	Wed 11/15/23	Wed 11/15/23																		
90	Cape Courier - Notice of 11/30 Public Forum Deadline	0 days	Fri 11/17/23	Fri 11/17/23																		
91	Cape Courier - Notice of 11/30 Public Forum Publication Date	0 days	Wed 11/29/23	Wed 11/29/23																		
92	Public Forum - Present design options to the community	0 days	Thu 11/30/23	Thu 11/30/23																		
98	Feasibility Study	111 days	Thu 10/12/23	Thu 3/14/24																		
99	Designer Project Startup	10 days	Thu 10/12/23	Wed 10/25/23																		
101	Designer Validates Existing Condition & Develops Preliminary Progi	26 days	Thu 10/12/23	Thu 11/16/23																		
104	Designer Develops Preliminary Options & Costs	51 days	Thu 10/12/23	Thu 12/21/23																		
100	SBAC MEETING (Design Workshop)	0 days	Thu 10/19/23	Thu 10/19/23																		
105	Designer Kickoff Meeting	0 days	Thu 10/26/23	Thu 10/26/23																		
106	SBAC MEETING (Monthly Update)	0 days	Thu 11/2/23	Thu 11/2/23																		
107	PUBLIC FORUM (Architect introduction)	1 day	Wed 11/15/23	Wed 11/15/23																		
102	SBAC MEETING (Design Workshop)	0 days	Thu 11/16/23	Thu 11/16/23																		
103	PUBLIC FORUM (Existing Conditions & School Needs)	0 days	Thu 11/30/23	Thu 11/30/23																		
110	SBAC MEETING (Monthly Update)	0 days	Thu 12/7/23	Thu 12/7/23																		
109	SBAC MEETING (Design Workshop)	0 days	Thu 12/21/23	Thu 12/21/23																		














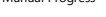




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