

Cape Elizabeth School Project Background

CAPE ELIZABETH SCHOOL BUILDING ADVISORY COMMITTEE

MARCH 30, 2023

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Cape Elizabeth School Building Advisory Committee Presentation to Prequalified Owner's Rep Candidates

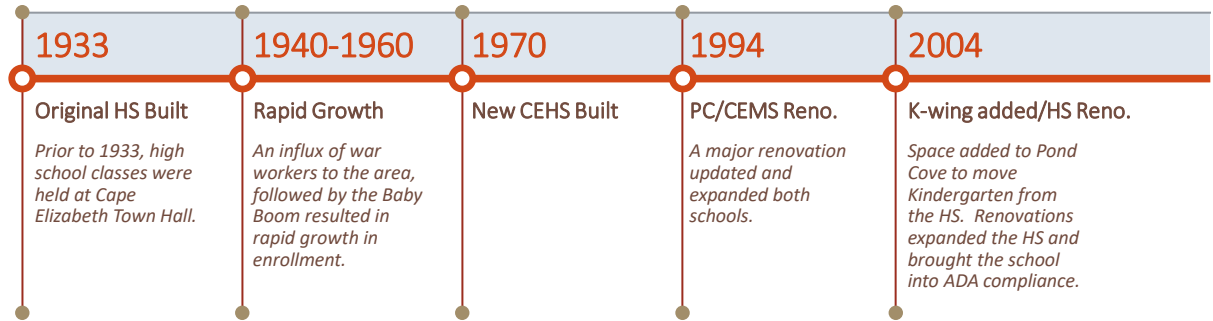
Agenda – March 30, 2023

1. Welcome
2. Purpose of this meeting
3. Introductions (name/title/firm only)
4. Presentation: Project Background
5. RFP and Next Steps
6. Candidate Q & A

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School Building History

1933-2004



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Prior to 1930

- There has been a Pond Cove School in Cape Elizabeth since 1790.
- The first Pond Cove School on Scott Dyer Road was built in 1830.
- That building was replaced by a larger building in 1859.
- The 1859 building was moved back from the road and expanded in 1912.
- A portion of the 1912 structure remains today as part of the Thomas Memorial Library.
- Cape Elizabeth separated from South Portland in 1895. In 1902 Cape Elizabeth established its own high school in Town Hall, the same Town Hall building we have today.



Pond Cove School 1912

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1933: Cape Elizabeth High School

- A new high school was built on Scott Dyer Road in 1933.
- The initial enrollment was 133 students in grades 9 through 12.
- This building remains today as part of Cape Elizabeth Middle School.



1940-60s: Expanding the Elementary School

- A new elementary school was built in 1949. This building was named Pond Cove Elementary School and the older 1912 building was renamed the Pond Cove Annex.
- In 1952, an addition was built to Pond Cove Elementary School to double its capacity.
- In 1960, eight additional classrooms were added.
- In 1962, an additional elementary school was built adjacent to Pond Cove, named the Robert B. Lunt School.



1950s-60s: Expanding the High School

- The high school enrollment doubled between 1933 and 1953.
- In 1955, the second-floor gymnasium was converted into classrooms and a new gym, and eight Junior High School classrooms were built to the south of the high school.
- In 1960, six additional rooms were added, connecting the buildings, and the junior and senior high classes exchanged places.
- More classrooms were added in 1961, and Town Hall provided additional classrooms.
- In this era, the concept of establishing a campus for all Cape schools was developed.



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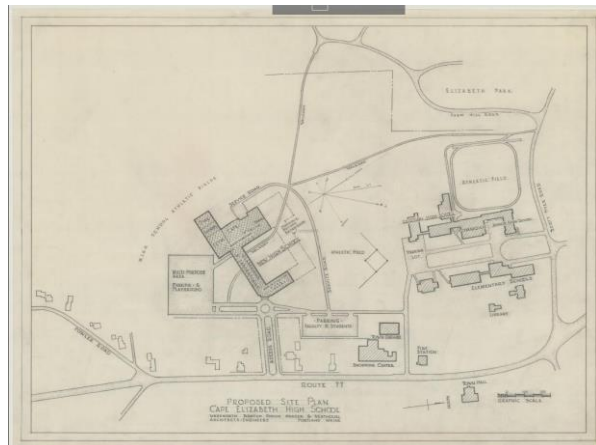
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1970s: Cape Elizabeth High School

- Following the defeat of a proposal to build a new Middle School in 1966, the town voted in 1967 to build a new High School.
- Cape Elizabeth High School opened in January 1971.
- The Town Hall and Pond Cove Annex were no longer used for classes.
- In 1977, the only remaining neighborhood school, The Cottage Farms School closed and students were transported to the Pond Cove campus.



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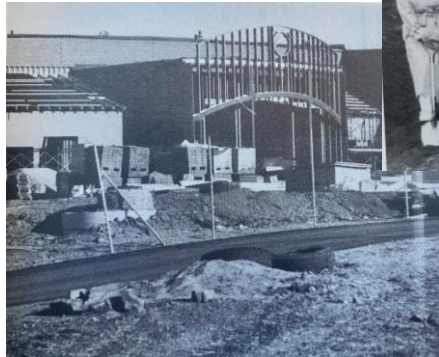
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1994: Pond Cove/CEMS Renovations

- A major renovation to Pond Cove and Cape Elizabeth Middle School in 1994 was a combination of renovation and new construction.
- New classrooms were added, existing classrooms were renovated, and the schools were joined by a shared kitchen and Cafetorium.
- The renovation included electrical, mechanical and window updates, and upgrades to comply with the health and safety codes at that time.
- One of the options considered by the building committee at that time was demolition and rebuilding of the buildings, however the committee decided this approach was too costly.



2004: CEHS Renovation and PC Kindergarten

- In 2004, an addition to Pond Cove added a new wing to accommodate kindergarten classes.
- The High School underwent extensive renovations in 2004, including updates for ADA compliance, a new roof, asbestos removal, reconfiguration of administrative and guidance offices, and expansion of the cafeteria.

PAGE 2 / OCTOBER 2003 SPECIAL ISSUE: SCHOOL REFERENDUM THE VIEW

Pond Cove addition: a permanent home for the kindergarten

POND COVE QUESTION: Shall the Town expend up to \$1,520,000 for improvements and additions to and equipping of the Pond Cove Elementary School for the purpose of relocating the kindergarten from the high school to the elementary school and incur indebtedness by the issuance of bonds for such purpose in the amount of \$1,520,000 pursuant to the vote of the Town Council dated July 14, 2003?



THE VIEW SPECIAL ISSUE: SCHOOL REFERENDUM PAGE 3 / OCTOBER 2003

High School renovations: necessary for critical reasons

HIGH SCHOOL QUESTION: Shall the Town expend up to \$7,930,000 for improvements and additions to and equipping of the Cape Elizabeth High School and incur indebtedness by the issuance of bonds for such purpose in the amount of \$7,930,000 pursuant to the vote of the Town Council dated July 14, 2003?



**Failure to comply
with ADA a concern**



2012: Harriman Facility Study

In 2012, Harriman conducted a Facility Study of seven town-owned buildings.

This study included a review of Architectural, Mechanical and Electrical systems at all three schools.



2016: Security Upgrades

Security Upgrades completed in 2016 included:

- Repairs and updates to all exterior doors
- Secure vestibule entrance added to CEHS
- Security enhancements to PC and CEMS entries
- Camera entry system installed at Pond Cove and CEMS

2020-2022: HVAC and Other Upgrades

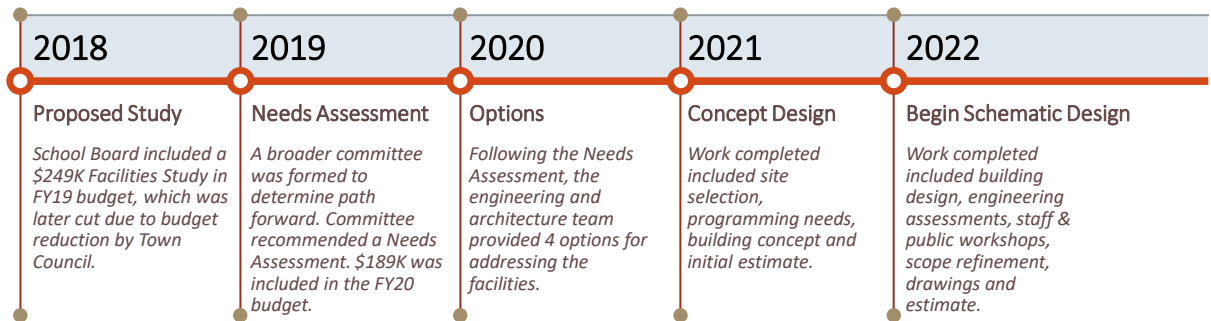
Many of the highest priority items identified in the 2017 Needs Assessment have been addressed. Funding for these items has come from the school operating budget, School Revolving Renovation Funds (SRRF) and other funding, such as Covid relief funding and, in some cases, insurance. This is an ongoing effort. Work completed as of September 2022 included:

- HVAC upgrades for all three schools, including new ventilation units
- Life Safety items, emergency plumbing fixtures
- Security improvements
- New kitchen cooler at CEMS
- Elevator machine room repairs
- Water heater repairs
- New phone and intercom system



Building Project History

2018-2022



2018 Proposed Feasibility Study

- RFP issued in Summer 2017 for a preliminary evaluation of school facilities
- Interview committee included Superintendent, School Board Member, Director of Facilities and Transportation, CEHS Principal, Director of Athletics and Business Manager
- Five candidates were interviewed; Colby Co. Engineers and Simons Architects were selected
- Team toured the facilities, held numerous conversations with administrators, and presented to the School Board in January 2018
- School Board determined a feasibility study was appropriate next step and about of \$249,350 was included in the CESD FY19 budget
- Scope of study would have included complete field investigation of all school facilities, conceptual drawings, interviews with stakeholders, scope narrative, 20-30% of design work and potential bond process support
- Study was ultimately removed from the school budget after the Town Council voted to decrease the total dollar amount of the school budget by the amount of \$249,350

2019 Needs Assessment: Committee

- In Fall 2018, a broader Needs Assessment Committee was formed to determine whether a needs assessment/feasibility study should be included in the FY20 school budget.
- To increase community input and support, the committee included 45 stakeholders.
- The committee gathered information on structural and safety-related concerns of all Cape Elizabeth School Department facilities via tours, reports and firsthand interviews with appropriate stakeholders over four meetings.
- The committee concluded a Needs Assessment would be recommended, and the cost of an assessment, with a slightly reduced scope from the 2018 proposal was included in the FY20 budget.



2019 Needs Assessment

Colby Co. Engineering and Simons Architects completed a needs assessment to provide technical recommendations for capital improvements at all three schools.

The scope of this work included:

- Interviews with teachers, staff and administrators
- Meeting with representatives from the Department of Education
- Assessment of existing infrastructure of Pond Cove, CEMS and CEHS
- Cost estimates to repair or restore deficiencies to original state
- Comparison of existing infrastructure to current school design standard
- The final 337-page report was presented to the building committee in October 2019
- The committee discussed the Needs Assessment and next steps over several meetings.

2020 Options

Option #1	Option #2	Option #3	Option #4
Phased Lower School and Middle School Building Replacement; 10+ year project	Concurrent Lower School and Middle School Building Replacement (same as option #1, but over 4 years)	Frame off Restoration & Renovation of existing Lower and Middle schools	Security & Cafeteria Upgrades
Phase 1: New building constructed adjacent to MS to be temporarily occupied by PCES. Existing cafeteria and gym remain in place PCES would be demolished Phase 1: Occupation - 2023 Renovations to CEHS	Phase 1: Occupation fall 2023 Phase 2: Occupation by 2024 This option would replace both PC & MS over a period of 4 years Renovations to CEHS	Temporary relocation of lower and middle school students will be required (40 portables) Temporary Gymnasium and Cafeteria will need to be provided once renovations on existing start Estimated Occupation: End of summer 2024 Renovations to CEHS	Will address security concerns of the front entrance and cafeteria at PCES and CEMS Construction would take place in summer 2022 Occupation: fall of 2023 or spring of 2024 Renovations to CEHS
Phase 2: Second new building constructed in present PCES location New gym & cafeteria built as shared space Lower school students occupy new space, MS students occupy new Phase 1 school Occupation: 2033+	There is economy of scale by executing both projects under one Town bond, this option would require the Town to support a larger bond than Option 1	Cost for Portables: • \$2,000,000 for 12 months occupancy • 3,000,000 for 18 months occupancy * This quote does not include electricity, heat, IT or water * Rental costs not included in estimated bond size. * Current estimated real estate combined value of PCES & CEMS: \$28,000,000	The stand alone cafeteria structure could remain in place, should further construction occur Relocation of students would not be necessary during this project
Phase 1: Estimated Bond Size: \$39,000,000-43,000,000 Phase 2: Estimated Bond Size: \$42,000,000-46,000,000 * Phase 1 debt will be paid down during this period so debt capacity is regained/increased	Combined Phase 1 & 2: Estimated Bond Size: \$71,000,000-77,000,000	Estimated Bond Size: \$53,000,000-58,000,000	Estimated Bond Size: \$26,000,000-29,000,000

Click chart to enlarge

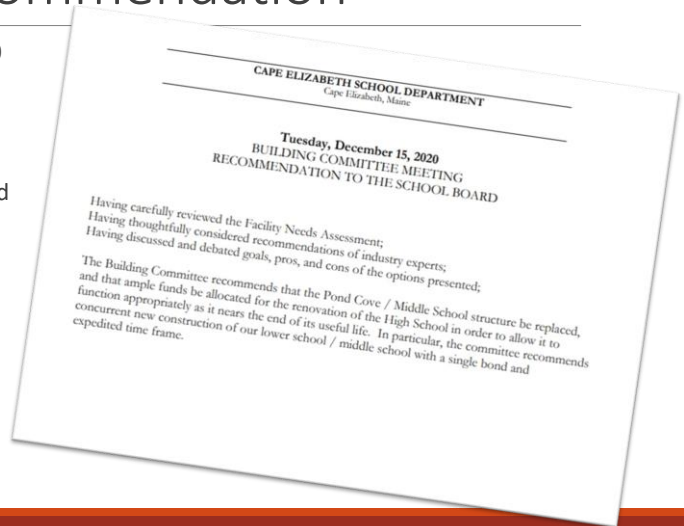
In March 2020, the Building Committee was presented with four options:

1. Phased Lower School and Middle School Building Replacement; 10+ year project
2. Concurrent Lower School and Middle School Building; Replacement (same as option #1, but over 4 years)
3. Frame off Restoration & Renovation of existing Lower and Middle schools
4. Security & Cafeteria Upgrades

Due to the pandemic, work of the committee was suspended until November 2020.

2020 Options: Recommendation

- The four options presented in March 2020 were discussed by the building committee at two meetings in November and December 2020.
- Ultimately the committee chose to recommend Option 2, a concurrent rebuild of both Pond Cove and Cape Elizabeth Middle School.
- On December 15, 2020, the School Board voted unanimously to move forward with this recommendation.



2021 Concept Design

In January 2021, an RFQ was issued for the Concept Design for replacing Pond Cove and Cape Elizabeth Middle School and renovating Cape Elizabeth High School.

Nine companies responded, and the following five were selected for interviews:

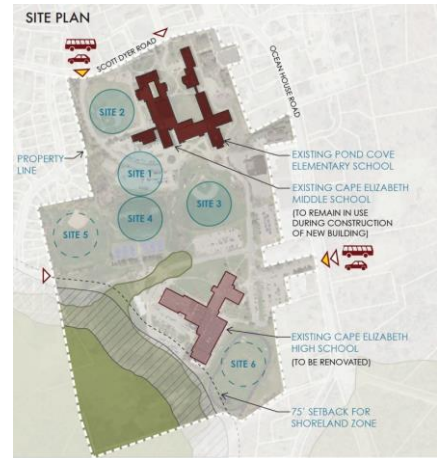
1. Colby Company LLC / Scott Simons Architects
2. Harriman
3. Lavalle / Brensinger Architects
4. WBRC Architects-Engineers
5. Perkins-Eastman

Colby Company, LLC and Scott Simons Architects were selected. Funding of \$300,000 was approved by the Town Council and Concept Design work began in July 2021.

The scope of the Concept Design included Site Location, Programming Needs, Building Concept, and an estimated required Bond amount.

2021 Concept Design: Site Location

- The Site Location Subcommittee worked with the design civil engineer to evaluate both where the new school could be located on the site along with the plan for school operations during construction.
- The Site Location subcommittee initially considered 6 locations within the school campus.
- Utility connection, site security, impact on existing school operation, impact on athletic fields, proximity to neighboring residential neighborhoods and construction access and logistics were the most significant factors considered.
- Ultimately, it was determined that a hybrid approach combining two of those locations provided the most advantageous opportunities for siting the new building.



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Concept Design: Programming Phase

During the Concept Design phase, the design team conducted interviews with teachers, staff and administrators.

They also consulted with the Department of Education for validation on design assumptions, including:

- Size of classrooms
- Space allocation
- Adequate support facilities, including offices, special services, restrooms
- Appropriate sizing for local needs and programming such as STEM, music, athletics, theater

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Concept Design: Building Subcommittee

The Concept Design Building Subcommittee was made up of twenty-four members including teachers and staff, students, administrators, parents, community members and design team members from Colby Co and Simons Architects.

Over the course of five meetings from November 2021 through January 2022, the Concept Design Committee used an iterative process of work sessions to address design considerations. These considerations focused on five areas of design:

- Programming and Organizational Layout
- Sustainability and Performance goals
- Materials and Finishes
- Building Systems, MEP (Mechanical, Electrical, Plumbing)
- Structural Security and Safety



2022 Begin Schematic Design

- Following the Concept Design report, the committee agreed that a more detailed estimate and design would be needed prior to a referendum.
- A proposal of \$650,000 to begin the schematic design phase with Colby Co Engineering and Simons Architects was approved by the Town Council in April 2022.
- The scope of work included building design, engineering assessments, staff & public workshops, scope refinement, drawings and estimate.

Schematic Design: Teacher & Staff Input

- Work sessions led by Simons Architects (Spring 2022)
- All staff members had opportunity to provide input
- Teacher workshops held during staff meetings at CEMS and CEHS
- Smaller workgroups were held at PC and CEMS
- In addition to classroom needs, consideration given to:

Security	Food Services
Nurses	Athletics
Special Services	Theater and Music
Library/Media Center	Science/STEM



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Schematic Design: Community Workshops

The design team held two community design charrettes, which included tours of Cape Elizabeth Middle School and Pond Cove Elementary School, and gathered public input on different aspects of the proposed design:

May 18 – Site Location

June 15 – Building Design

An additional tour and session with the architects was held on October 3, 2022.



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Schematic Design: Additional Studies

As part of the initial Schematic Design work, the following studies were completed:

- Geotechnical Investigations – R.W. Gillespie & Associates
- Traffic Study – Sebago Technics
- Survey – Doucet Survey
- Hazardous Materials – Town of Cape Elizabeth in conjunction with Colby Co. Engineering
- Energy and Fuel Study – Colby Co. Engineering
- Renovation Report – Colby Co. Engineering
- Enrollment Studies – NESDEC and Wandell Consulting



2022 Referendum

- In November 2022, Cape Elizabeth voters rejected a \$115.9M proposal to design, construct and equip a new elementary school and a new middle school and renovate the high school.
- Following the failed referendum, a new School Building Advisory Committee was formed to determine the path forward for addressing the needs of Cape Elizabeth's three schools.

School Building Advisory Committee Charge

March 2023

The Committee shall work with professionals to assess the previous school building referendum proposal and to advise the School Board and the Town Council on a Building Plan and funding to address our school building needs. The work should develop the project concept sufficiently to propose the general project(s) solution and estimate the cost for referendum purposes. This work will include but is not limited to the following:

1. Recommending a budget for this committee's work to the Town Manager;
2. Recommending a project plan and scope to address the school building needs to the School Board and Town Council;
3. Recommending a target referendum dollar range to the Town Council and School Board;
4. Conducting public outreach and engagement; and
5. Recommending a target referendum date and timeline for deliverables to meet that deadline, and report deliverable timeline back to the school board and town council.

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Request for Proposal and Next Steps

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Proposal Submission Packet Key Dates

March 2023

Proposal Request Issued	March 30, 2023
Site Walk	A site walk is being offered on April 6, 2023 at 4:00 p.m. This is not required, and your participation is not part of our evaluation criteria. Contact crecord@capeelizabethschools.org by April 4 th at 2:00 p.m. if you would like to participate.
Pre-submission Questions from Pre-Qualified Candidates to Cape Elizabeth	March 31, 2023 – April 18, 2023
Response to Questions from Cape Elizabeth to Candidates	Responses to candidate questions will be forwarded to all candidates on the following dates: April 8, 2023, April 14, 2023 and April 21, 2023.
Proposals Due to the Town of Cape Elizabeth	April 28, 2023, until 2:00 p.m. Submit 1 original, 12 copies and 1 electronic copy (PDF).
Candidate Interviews	Interviews will be scheduled between May 8, 2023, and May 19, 2023.
Decision and Recommendation to the Town Council and School Board	Recommendations to the Town Council and School Board will be developed by May 31, 2023.

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Proposal Submission Packet Overview

March 2023



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Role of the Owner's Rep – First Stage

March 2023

1. Assist in the completion of a full analysis of previous work including prioritization of needs in order to develop a detailed and efficient program. The outcome of this program should allow for a range of building and renovation options that address the academic and infrastructure needs of our schools.
2. Develop an RFP selection process for a design team to bring solution ideas to conceptual design along with associated costs, benefits, risks, and opportunity costs. Assist the SBAC in grounding the design team in project history and ensure that the design team understands and adheres to the program.
3. Work closely with the SBAC to review proposed designs and assist with the evaluation of the work products, the cost, associated benefits, risks, and opportunity costs.
4. Guide the SBAC through a process in the development of a recommendation to the citizens, Town Council and School Board.
5. Work with the SBAC to present work products to the citizens, School Board, Town Council, and others as necessary.
6. Work closely with the SBAC and the town's financial advisor to develop recommendations on funding options and opportunities.
7. Assist with the development and communication of the project that will go to referendum.

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Proposal Submission Packet Content

March 2023

- Letter of Interest
- Company Information
- Public School Projects
- Project Approach & High-Level Plan
- Estimated Cost of Services
- Workload Statement
- Insurance
- Conflict of Interest

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Proposal Submission - Questions

March 2023

Questions regarding this package will be accepted by email from pre-qualified firms March 31, 2023 – April 18, 2023.

Please submit questions to Superintendent Dr. Christopher Record at crecord@capeelizabethschools.org and Town Manager Mr. Matthew Sturgis at matthew.sturgis@capeelizabeth.org.

Responses will be emailed to all pre-qualified candidate organizations.

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Proposal Submission Details

March 2023

Proposals will be accepted until 2:00 p.m. on April 28, 2023 at:

Cape Elizabeth School Department

320 Ocean House Road

Cape Elizabeth, Maine 04107

Attention: Dr. Christopher Record, Superintendent

Please submit one original and 12 copies, and forward one electronic copy (PDF) to the following email addresses:

crecord@capeelizabethschools.org

matthew.sturgis@capeelizabeth.org

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Questions?

March 2023

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References

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For additional information regarding the project background provided in this presentation, please see the links below.

[Town of Cape Elizabeth Harriman Facility Study – October 2012](#)

[Presentation for Proposed School Facilities Study \(video\) – January 30, 2018](#)

[Proposal for School Facilities Study – January 30, 2018](#)

[Cape Elizabeth Schools Needs Assessment Report – October 22, 2019](#)

[Cape Elizabeth Building Options Memo – February 4, 2020](#)

[Building Options Summary Chart – February 4, 2020](#)

[Pond Cove and CEMS Concept Design Report – February 24, 2022](#)

[Pond Cove and CEMS Renovation vs New Build Report – June 8, 2022](#)

[School Building Advisory Committee Charge](#)

[Invitation to Prequalified Firms to Submit a Proposal for Owner’s Representative Services – March 30, 2023](#)

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