

Quincy Public Schools Facilities & Security Subcommittee

David McCarthy, Chair • Paul Bregoli • Kathryn Hubley

April 30, 2014

Working with the MSBA

Module 1 Deliverables for Sterling Middle School

Eligibility Period Commences – February 12, 2014		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	March 4, 2014 Required
School Building Committee	60	April 3, 2014 Required
Enrollment/On-Line Projection	90	May 5, 2014 Required
Maintenance and Capital Planning Information	180	August 1, 2014 Required
Enrollment/Certification Executed	180	August 1, 2014 Required
Local Vote Authorization	270	October 30, 2014 Required
Feasibility Study Agreement	270	October 30, 2014 Required
Eligibility Period Concludes – October 30, 2014		

COMPLETED

COMPLETED

COMPLETED

COMPLETED

Module 2 - Forming the Project Team

Once all of the Module 1 Pre-Requisites have been completed to the satisfaction of the MSBA, the District procures the team of professionals utilizing MSBA specific procurement processes and standard Request for Services (“RFS”) templates and Contracts to work with the District as the proposed project advances through the MSBA’s grant process.

- [Owner's Project Manager \(OPM\)](#)
- [Designer's Selection Panel \(DSP\)](#)
- [MCPPO Certification/Recertification](#)

Module 3 - Feasibility Study

Upon successful conclusion of procurement of Owner's Project Management and Designer services in accordance with the procedures outlined under [Module 2 - Forming the Project Team](#), the District and its team collaborate with the MSBA to document their educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration.

During this phase, the Owner's Project Manager will submit on behalf of the District and its Designer a Preliminary Design Program and a Preferred Schematic Report. Approval by the MSBA Board of Directors is required for all projects to proceed into schematic design.

Module 4 - Schematic Design

Based upon the completed Feasibility Study and the steps outlined in [Module 3 Feasibility Study](#), the District and its team, in collaboration with the MSBA, develop a robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project. The MSBA generates a Project Scope and Budget Agreement that documents the project scope, budget, schedule and MSBA financial participation to forward to the MSBA Board of Directors for their consideration.

Approval by the MSBA Board of Directors is required for all projects in order for the MSBA to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the District.

Module 5 - Funding the Project

Based upon the completed Feasibility Study and the steps outlined in [Module 4 - Schematic Design](#), the District and MSBA staff establish and document the project scope, budget, schedule, and MSBA financial participation to forward to the MSBA Board of Directors for their approval. Approval by the MSBA Board of Directors establishes the MSBA participation in the proposed project.

[Module 5 - Funding the Project](#) provides guidance on [MSBA vote language](#) and outlines the steps necessary to be completed by the District to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the MSBA.

Upon Board approval of a proposed project, the District and the MSBA may enter into a [Project Scope and Budget Agreement](#) that defines the project scope, budget, schedule, and potential MSBA participation in the project. Once the District secures community authorization and financial support, the MSBA and the District enter into a Project Funding Agreement, which also defines the scope, budget and schedule for the project.

Module 6 - Detailed Design

Design Development, Construction Documentation, and Bidding: The District and its team continue to advance the project and the MSBA continues to monitor the project to ensure it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement. In general terms, the MSBA ensures that the project team works within the requirements contained in the MSBA's [Base Contracts and Base Contract Amendments for OPM and Designer Services](#).

Additionally, the MSBA assigns a [Commissioning Agent](#) to the project who facilitates an intensive quality assurance process and ensures that the new or renovated building operates efficiently and as the owner intended. Specifically, the District and its team generate construction documents which are reviewed by the MSBA in accordance with the requirements prescribed in the above-mentioned contracts.

Module 7 - Construction

Construction Administration: The MSBA continues to monitor the progress of the project to confirm that it remains on schedule and within budget and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement.

For the MSBA to process Reimbursement Requests submitted by the District, the project team is required to enter project budgets associated with the Amendment to the Project Funding Agreement into the [ProPay System](#). In order to easily align line items in reimbursement requests with ProPay codes and the Project Funding Agreement and, therefore, expedite processing requests, the MSBA is providing a sample standardized [Schedule of Values](#) to be used by the project team.