



Cape Elizabeth School Building Advisory Committee

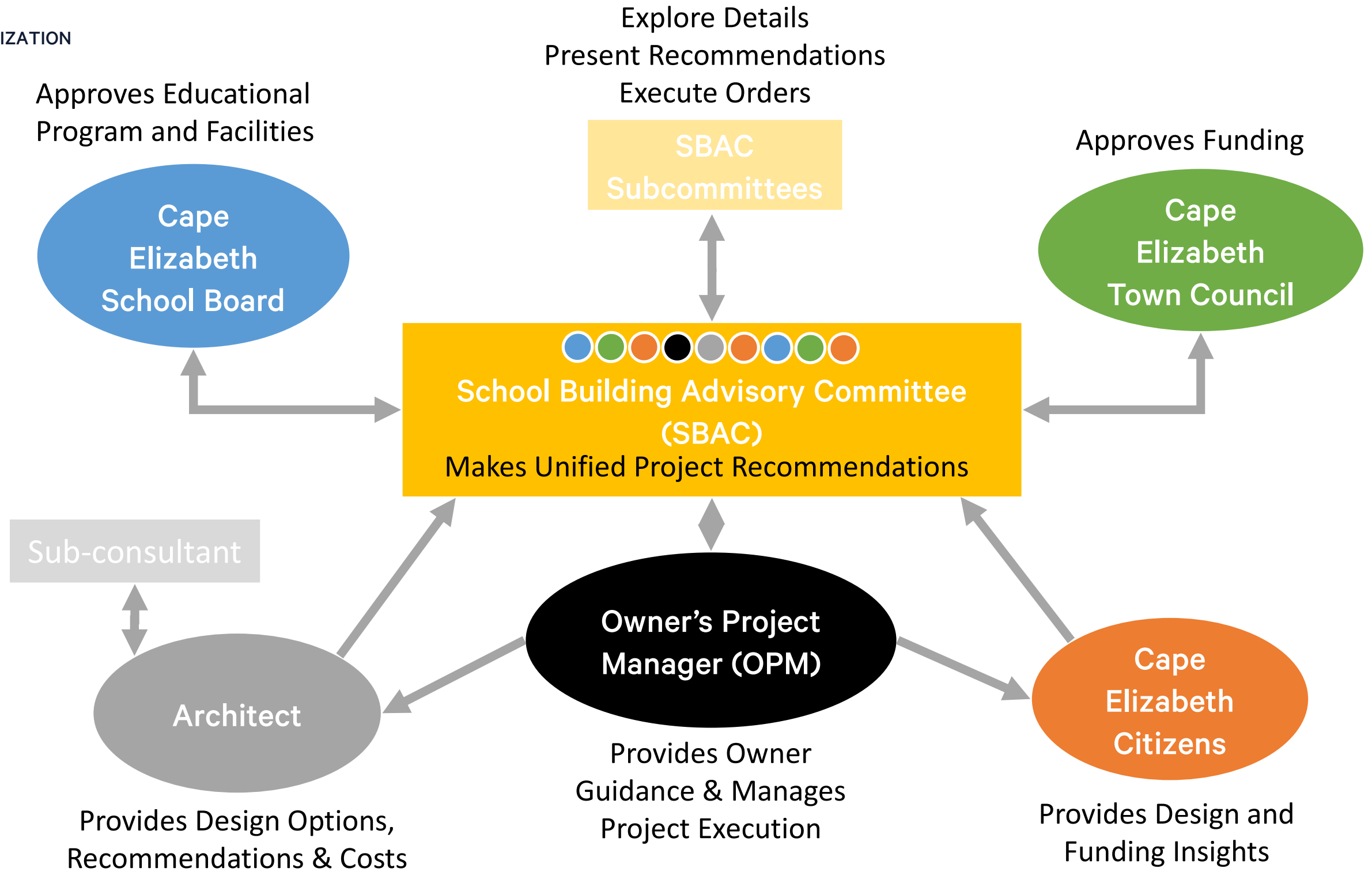
Monthly Update
September 2023



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

OPM Project Milestone Schedule

PROJECT ORGANIZATION



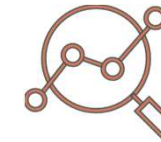
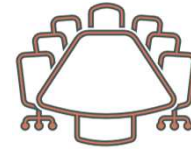
Monthly Summary

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.

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.

Progress: The SBAC hired an OPM to assist with managing the development and delivery of the School Facility Improvements plan. The OPM has been working with the SBAC on planning, project organization, evaluation of past activities, designer selection 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. A comprehensive community survey was taken, and the results are scheduled to be presented at a public forum with community feedback on September 20th.

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
- OPM procurement and review
- Coordinate public input and outreach
- Procurement of Communications consultant
- Review and recommendation of Architect
- Explore funding options.
- Evaluation of design options and costs
- Recommend a Building Plan for Town referendum
- Seek input from and communicate updates to Town Council and School Board

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

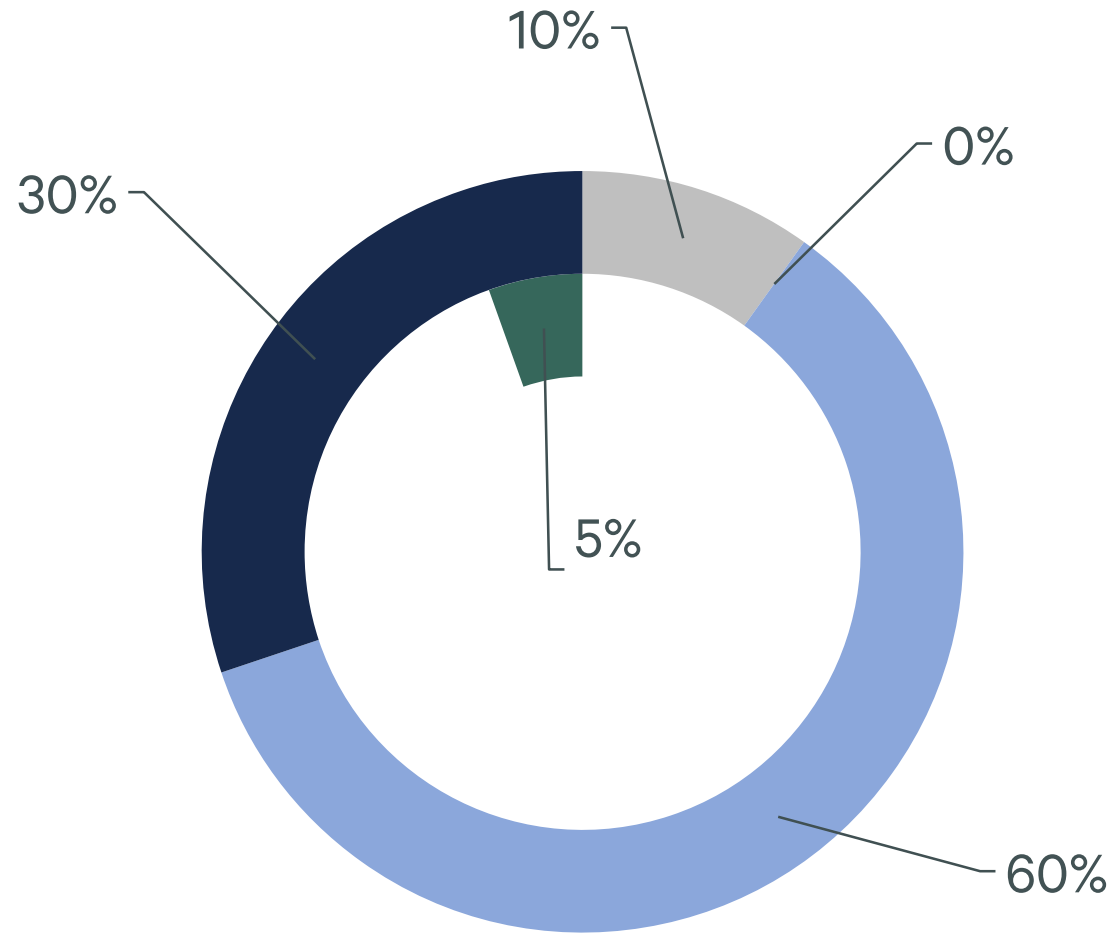
- Educational program review
- Existing facilities review
- Owner meetings, presentations and reports
- Community design and planning meetings
- Concept Development
- Cost Projections
- DOE Coordination
- LEED goal development

Project Outcomes

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

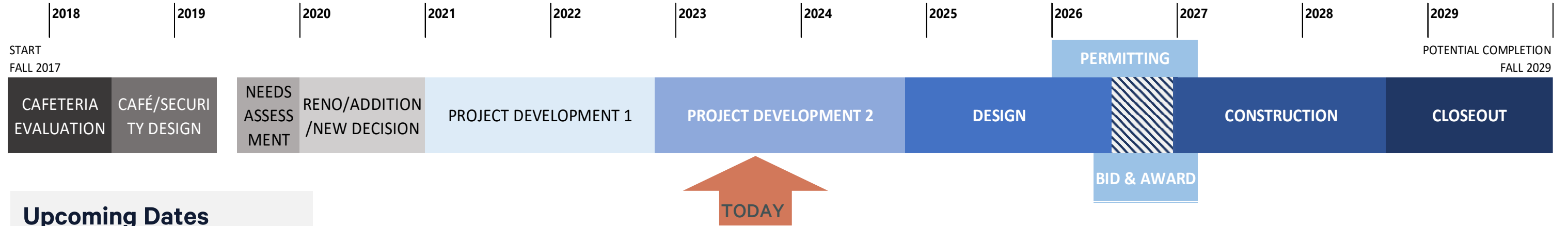
Project Funds

PLANNING PHASE BUDGET



- Remaining Contingency
- Allocated Contingency
- Unencumbered
- Budget Allocated
- Billed To date

SCHEDULE UPDATE



Upcoming Dates

- Next SBAC Meeting Sep 14th
- Designer Interviews Sep 19th-21st
- Public Forum Sep 14th

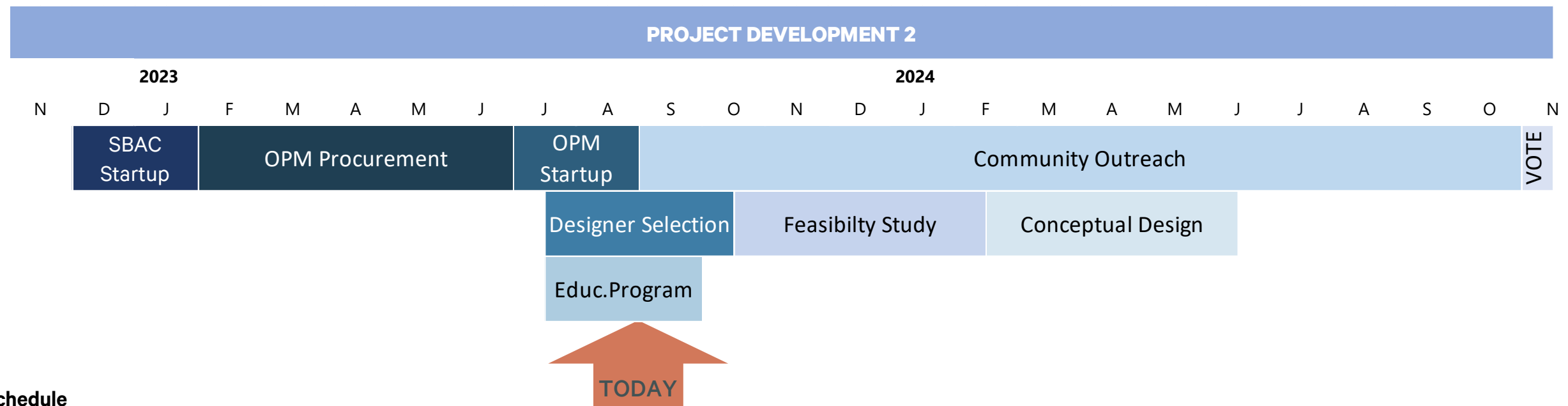
Schedule Issues

- Communications Support for SBAC

Completion Tracking

427 Days till Referendum

Schedules: See attachments for full OPM Schedule



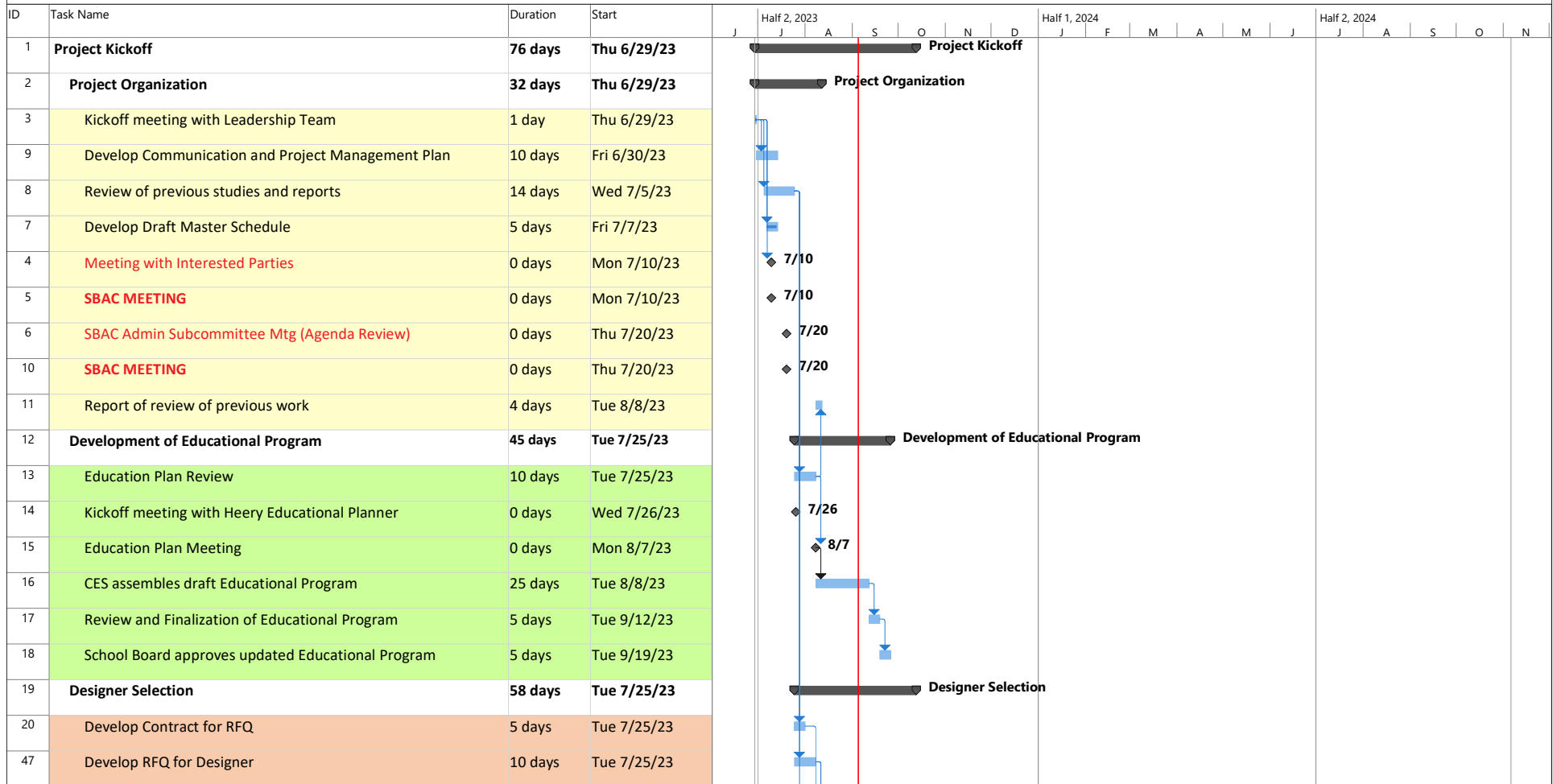
Overview

Last month: The OPM has been assisting the SBAC in planning and organizational strategies as well as gathering written and oral feedback on the past school improvements project. A meeting was held with the previous design team to understand issues and clarify existing conditions information. A draft report of feedback on the past project has been presented and is currently being finalized by the OPM. Existing conditions drawings are being secured, and the OPM is working on the procurement of a new design team to lead the community forward. An RFQ was drafted and advertised, and a facility walk thru was held with interested firms. The OPM has been participating in meetings with the design, administration and communications subcommittees and assisting them with their efforts. A draft organizational chart and communications plan were presented for subcommittee feedback. The OPM is also assisting the school department with the development of a stand-alone educational programming document which will inform the design work going forward.

Next month: The OPM will continue to provide guidance and attend meetings with the SBAC and their subcommittees as well as update them on developments and necessary decisions related to the project. The OPM will guide the SBAC through the architect evaluation and interview process leading up to the final recommendation slated for the end of the month.



Cape Elizabeth Schools Project - Master Schedule - Tue 9/5/23



ce Master Schedule_23-09-05 Date: Tue 9/5/23	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	
	Summary		Inactive Summary		Manual Summary		External Milestone			



Cape Elizabeth Schools Project - Master Schedule - Tue 9/5/23

ID	Task Name	Duration	Start	Half 2, 2023							Half 1, 2024									
				J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
48	SBAC Design Subcommittee Mtg (RFQ review)	0 days	Thu 7/27/23			7/27														
21	Prepare and Distribute Materials for SBAC	1 day	Fri 7/28/23																	
22	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Mon 7/31/23			7/31														
23	SBAC MEETING	0 days	Thu 8/3/23			8/3														
24	Establish Designer Selection Subcommittee	1 day	Thu 8/3/23																	
34	Develop Budget for inclusion into RFQ	5 days	Thu 8/3/23																	
35	Prepare RFQ advertisement	3 days	Mon 8/7/23																	
49	Review RFQ with SBAC, Town and School Department	4 days	Tue 8/8/23																	
50	RFQ Legal Review	2 days	Tue 8/8/23																	
52	SBAC Design Subcommittee Mtg (RFQ review)	0 days	Wed 8/9/23			8/9														
51	Issue RFQ advertisement (publication deadline)	0 days	Wed 8/9/23			8/9														
53	Prepare and Distribute Materials for SBAC	1 day	Fri 8/11/23																	
54	SBAC Admin Subcommittee Mtg (Agenda Review)	0 days	Fri 8/11/23			8/11														
55	Informational Meeting with CS	0 days	Fri 8/11/23			8/11														
56	RFQ Advertisement appears in Sunday Paper (#1)	0 days	Mon 8/14/23			8/14														
36	Advertise RFQ	12 days	Tue 8/15/23																	
37	SBAC MEETING	0 days	Thu 8/17/23			8/17														
38	RFQ Advertisement appears in Sunday Paper (#2)	0 days	Mon 8/21/23			8/21														
39	Preproposal Conference	0 days	Wed 8/23/23			8/23														
41	Architect RFQ Addendum Review Mtg	0 days	Fri 8/25/23			8/25														
40	Questions Due	0 days	Fri 8/25/23			8/25														

ce Master Schedule_23-09-05
Date: Tue 9/5/23

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
Summary	Inactive Summary	Manual Summary	External Milestone	Manual Progress

