

Master Project Schedule

Proposed Scope of Work	2018			2019												2020			
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Regular Progress Meetings (3rd Weds. Each month)		●		●			●			●		●		●			●		
Update Meetings to BOE							★	●				●		●			●		
Existing Conditions Study		●	●																
Collect and review existing conditions drawings, report, and related information.		●	●																
Conduct property walkthroughs - collect existing conditions information - site, exterior, interior, MEP, structural, life safety systems.		●	●																
Analyze findings and produce building conditions report - existing conditions, deficiencies, recommendations (age, code, life safety).		●	●																
Review and discuss the impact of property conditions on the current and/or future programs and develop prioritized list of proposed remediation for each school with owner.		●	●																
Demographic Projections		●	●																
Collect existing demographic information and conduct initial review with owner.		●	●																
Develop demographic projections and develop findings		●	●																
Review impact of the demographic projections on proposed State reimbursement.		●	●																
Academic Program Review & Analysis			●	●															
Conduct data gathering session to determine existing needs, future vision.			●	●															
Prepare questionnaire relative to programmatic needs.			●	●															
Hold visioning session / round table discussion relative to 21st Century education.			●	●															
Develop outline of programmatic needs and compare to State allowable.			●	●															
Proposed Solutions						●	●												
Schedule working session to Identify potential options for consideration.						●	●												
Develop outline of options for consideration - develop design options related to the overall master plan. The options will include alterations, renovations, additions, or new construction, description of general scope of work, phasing/schedule, and order of magnitude (cost to Town and potential State reimbursement).						●	●												
OSCG&R - Organize and attend a preliminary review and discussion with OSCG&R (State) to review findings and discuss potential reimbursement for projects.									●			●							
Develop 10 Year Timeline of Minor Capital Improvement Projects with estimates. Discuss, develop rationale, and prioritize the required capital improvements from the existing conditions review and combine with the overall master plan.												●	●						
Finalize Report & Presentation - for use and submission to the Town. This information will include our existing conditions report, design options studied, feedback and data received, and the preferred design option for the master plan.																	●		
Presentation Preparation & Review - Consolidate the findings of the existing conditions, deficiencies, and recommendations, along with a summary of the design options into a brief but comprehensive presentation for use at public forums and community outreach meetings.									●			●	●	●					