

Overview of the Eight Modules for Watertown's High School Core Project with the MSBA

Module	Overview	Timeframe
<u>MODULE 1 – ELIGIBILITY PERIOD</u>	Once the MSBA Board of Directors votes to invite a District into the Eligibility Period, a 270-day period is initiated for the District to complete certain preliminary requirements that include: 1) a certification of the District's understanding of the grant program rules by executing an Initial Compliance Certification; 2) forming a School Building Committee and submitting the membership to the MSBA for acceptance; 3) a summary of the District's existing maintenance practices; 4) certification of a design enrollment for the proposed project agreed upon with the MSBA (may not be applicable for Repair Assessments depending on the proposed scope of work); 5) confirmation of community authorization and funding to proceed (see MSBA Vote Requirements); and, 6) execution of the MSBA's standard Feasibility Study Agreement, which establishes a process for the District to be reimbursed for eligible expenses.	270 days
<u>MODULE 2 – PROJECT TEAM</u>	Once all of the 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.	Estimated 3-6 months
<u>MODULE 3 – FEASIBILITY STUDY</u>	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. Please refer to Module 4 - Schematic Design for additional information.	Estimated 20-24 months total for Feasibility and Schematic Design
<u>MODULE 4 – SCHEMATIC DESIGN</u>	The District and its team develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project.	

Module	Overview	Timeframe
<u>MODULE 5 – PROJECT SCOPE AND BUDGET AND PROJECT FUNDING AGREEMENTS</u>	<p>Based upon the completed Feasibility Study, 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's participation in the proposed project. Once the District secures community authorization and financial support, the MSBA and the District enter into a Project Funding Agreement, which defines the scope, budget and schedule for the Proposed Project.</p>	<p>Estimated 3-6 months. MSBA authorization of Project Scope, Budget and Schedule can be obtained no earlier than July, 2020. Pursuant to the MSBA's regulations, the Town has 120 days after the date of the MSBA Board's Project Scope and Budget Authorization to acquire and certify local approval for full project funds.</p>
<u>MODULE 6 – DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTATION & BIDDING</u>	<p>The District and its team advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the agreed upon project scope, budget and schedule as documented in the Project Funding Agreement, and the requirements contained in the MSBA's standard contracts for Owner's Project Management and Designer Services. 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</p>	<p>Estimated 10-12 months</p>
<u>MODULE 7 – CONSTRUCTION ADMINISTRATION</u>	<p>The MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement.</p>	<p>Estimated 24-36 months- To be determined by the project scope and timeline</p>
<u>MODULE 8 – PROJECT CLOSEOUT</u>	<p>The MSBA performs final audit to determine final total grant amounts and make final payment.</p>	<p>To be determined by the project scope and timeline</p>

Eligibility Period
 Schedule of Deliverables

Town of Watertown
 Watertown High School

MSBA Board of Directors Meeting – December 13, 2017

Eligibility Period Commences – April 2, 2018		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	May 2, 2018 Required
School Building Committee	60	June 1, 2018 Required
Educational Profile Questionnaire	90	July 2, 2018 Required
Online Enrollment Projection	90	July 2, 2018 Required
Enrollment/Certification Executed	180	October 1, 2018 Required
Maintenance and Capital Planning Information	180	October 1, 2018 Required
Local Vote Authorization	270	December 28, 2018 Required
Feasibility Study Agreement	270	December 28, 2018 Required
Eligibility Period Concludes – December 28, 2018		

Note: If the District has concerns about meeting any of the following deadlines, please let the MSBA know on or before April 2, 2018. The MSBA will require Districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the District has the financial and community support required.