

HALL SCHOOL BUILDING COMMITTEE

Date: Wednesday, January 7, 2015

Time: 6:30 p.m.

Location: Hall School Gym

1. Hall School Building Committee Agenda

Documents: [HALL SCHOOL BUILDING COMMITTEE AGENDA .PDF](#)

2. Hall School Building Committee Members

Documents: [BUILDING CONTACTS.PDF](#)

3. Hall School Building Committee - Plan Of Organization

Documents: [COMMITTEE PLAN OF ORGANIZATION-DRAFT_1.PDF](#)

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AGENDA

1. Introductions
2. Committee Plan of Organization
 - a. Election of Vice Chair
 - b. Future Meeting Dates
3. Architect Presentation-Project Time-line/Process

Hall School Building Committee Members

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DRAFT

Hall Elementary School Building Committee Plan of Organization

Committee Function

The Committee has been specifically authorized by the City Council to oversee planning, design, and construction the hall elementary school. The Committee is comprised of 15 members, 8 of whom will constitute a quorum. The Committee will review design and program recommendations, monitor the project schedule and oversee costs and expenditures for the entire project. Motions will be passed by a simple majority of those present.

The Committee, working with the Superintendent, City and school staff and the architects, will make design, program and financial decisions for the school. The Committee will also develop a budget for the project based on the design and program decisions. The budget will be subject to constraints established by the City Council and State Department of Education (“DOE”). The Committee may establish subcommittees as it may see fit from time to time.

I. Presentation of Timeline and Concept Plan

- A. The Superintendent and architects will present the project timeline to the Committee.
- B. The Superintendent and architects will present the draft Concept Plan to the Committee prior to submittal to DOE. Presentation will include at least the following elements:
 - i. Review of proposed building and site design/program, with comparison to Educational Specifications developed by the School Committee; and
 - ii. Estimated capital budget, including a breakout of costs that will be paid by state and those that will be paid by the city.
 - iii. Identification of those elements of the Concept Plan that can be changed following DOE approval and those that can not.
- C. Given the limited time available for review, the Committee does not anticipate taking action on the Concept Plan prior to submittal to DOE

II. Concept Plan Development After DOE Approval and Before City Council Action

- A. Prior to City Council authorization of the local referendum, the Committee will recommend a revised Concept Plan to include:
 - i. Revised educational program arising from:
 - a. DOE input on the initial concept plan;
 - b. Committee input on the initial concept plan;

- ii. revised building and site design arising from:
 - a. DOE input on the initial concept plan;
 - b. Committee input on the initial concept plan;
- iii. revised capital budget, again broken out by costs paid by the state and costs paid by the city, arising from:
 - a. DOE input on the initial concept plan;
 - b. Committee input on the initial concept plan;

III. Final Plan Development After Local Referendum

- A. Following the local referendum, the Committee will meet periodically to review the following:
 - i. due diligence relevant to development of final plans, specifications and budget;
 - ii. development of building/site plans and specifications;
 - iii. development/revision of educational program;
 - iv. projected capital budget, broken out by costs paid by the state and costs paid by the city.
- B. At a minimum, the Committee will conduct its review at the following points in time:
 - i. At completion of the Design Development Phase;
 - ii. Architect's submittal of plans at 90% completion;

IV. Construction Oversight

- A. Project Budget Management
 - i. The Committee, with the assistance of the architect and staff, will monitor the project budget.
 - ii. Once a budget has been established, the City's Finance Department will be responsible for paying requisitions, encumbering funds, processing change orders, and maintaining the budget accounting for the project. All related document shall be filed with the Finance Department.
- B. Monthly Requisitions
 - i. Meetings for determining the amount of the requisition will be held monthly. The persons attending will be: the architect, the contractor, the Director of Recreation & Facilities Management and other city and school staff representatives as appropriate. A representative from the State will be invited and may attend.
 - ii. The purpose of the meeting will be:
 - a. to review the status of the work;
 - b. to review and determine the amount of that month's requisition;
 - c. to resolve any pending financial issues between the parties; and
 - d. to indicate the work which will be expected to be completed during the next month.

C. Change Orders

- i. All change orders will be prepared by the architect.
- ii. Change orders will be approved in writing by the Director of Facilities Management, the contractor, the architect, and the State.
- iii. All change orders will be filed with the Finance Department.
- iv. The architect will have authority to execute and approve field change orders which do not exceed two thousand dollars (\$2,000).
- v. The Director of Recreation & Facilities Management will have authority to execute and approve field change orders in excess of two thousand dollars (\$2,000), but less than twenty thousand dollars (\$20,000).
- vi. Change orders in excess of twenty thousand dollars (\$20,000) will require approval of the Committee.