

February 24, 2010

PROJECT WORK PLAN

Project Overview

BASIC PROJECT INFORMATION:

Building Budget: **\$23,909,000**
 Site Budget: **\$4,644,000**
 Size (gsf): **129,765**
 Parking: **123 cars**
 Type: **Renovation / Addition**
 Construction: **Unprotected, steel frame**

PROJECT TEAM:

Principal-in-Charge: James E. LaPosta, Jr., AIA, LEED AP
 Associate Architect: Lisa B. DeStefano, AIA, LEED AP
 Project Manager: Douglas K. Roberts, AIA, LEED AP
 Design Team Leader: Jeffrey K. Elliott, AIA, LEED AP
 Tech Team Leader: Richard Halm, RA, LEED AP
 Interior Designer: Emily E. Czarnecki, NCIDQ
 Specification Writer: Roy Oslen, RA, LEED AP

CRITICAL DATES:

Project Start (Agreement Date):	14-Dec-09
Portsmouth High School Field Resurfacing	
Review Bid Documents	10-Mar-10
Authorize Advertisement for Bid	24-Mar-10
Authorize Bidding / Negotiations	28-Apr-10
Granite Street Site	
Site Design Approved / Authorize Construction Documents	10-Mar-10
Authorize Construction Document Estimate	14-Apr-10
Construction Documents Approved / Authorize Bidding / Negotiations	12-May-10
Parrott Avenue Site	
Engage Commissioning Agent	24-Feb-10
Authorize Schematic Design Estimate	10-Mar-10
Present DRAFT Schematic Design Report	24-Mar-10
Schematic Design Approved / Authorize Design Development	14-Apr-10
Authorize Design Development Estimate	9-Jun-10
Design Development Approved / Authorize Construction Documents	14-Jul-10
Authorize Construction Document Estimate	13-Oct-10
Construction Documents Approved / Authorize Bidding / Negotiations	10-Nov-10

DRAFT

February 24, 2010

PROJECT WORK PLAN

TELEVISED JBC MEETINGS:

Schematic Design Meeting #4:	24-Feb-10
Introduce Team - JBC, Design Team, CM, Commissioning Agent	
Review Project Structure	
Finalize Location of Students During Construction	
Schematic Design Meeting #7:	14-Apr-10
Present FINAL Schematic Design	
Review Approval Process	
Budget and Schedule Update	
Design Development Meeting #6:	14-Jul-10
Present FINAL Design Development	
Update Approval Process	
Budget and Schedule Update	
Construction Documents Meeting #6:	10-Nov-10
Present FINAL Construction Documents	
Update Approval Process	
Budget and Schedule Update	
Authorize Project for Bidding / Negotiations	

CRITICAL INFORMATION:

Topo & Utility Survey	13-Jan-10
Order Topo/Utility Survey: PMS Site and Wentworth School Site	
Geotechnical Information	27-Jan-10
Order Soils Report: PMS Site and Wentworth School Site	
Phase I Environmental Study	27-Jan-10
Order Phase I Environmental Study: PMS Site and Wentworth School Site	
Traffic Study	27-Jan-10
Order Traffic Study: PMS Site and Wentworth School Site	
Commissioning Agent	24-Feb-10
Engage Commissioning Agent to comply with NE-CHPS	

CRITICAL PROJECT ISSUES

1. Designate Off-Site Softball Field Site	Done
2. Engage Commissioning Agent to comply with NE-CHPS	24-Feb-10
3. Engage Construction Manager	24-Feb-10
4. Phased Construction vs. Temporary Classrooms	24-Feb-10
5. PHS Football Field Conversion	23-Jun-10
6.	

DRAFT

February 24, 2010

PROJECT WORK PLAN

DETAILED PROJECT SCHEDULE:

		Dates	Weeks
SCHEMATIC DESIGN			
Schematic Design Meeting #1:		30 days	13-Jan-10
<i>Owner Decisions:</i>			
√ Approve Space Program	√ Update Traffic Study		
√ Approve Project Work Plan	√ Update Geotechnical		
√ Authorize Topo/Utility Survey	√ Update Ph 1 Environmental		
Schematic Design Meeting #2:		14 days	27-Jan-10
<i>Owner Decisions:</i>			
√ Review Site Plans	■ Authorize Traffic Study - TABLED		
√ Review Floor Plans	√ Authorize Geotechnical		
√ Review Exterior Elevations	√ Authorize Ph 1 Environmental		
√ Review Exterior Finishes	√ Review Project Schedule		
Schematic Design Meeting #3:		21 days	17-Feb-10
<i>Owner Decisions:</i>			
√ Update Staff Meetings	√ Review Exterior Elevations		
√ Review Site Plans	√ Review Exterior Finish Materials		
<i>Youth Recreation Facility</i>	√ Review NE-CHPS Checklist		
√ Review Floor Plans	√ Review Project Schedule		
<i>Go/No Go Courtyard</i>			
Schematic Design Meeting #4:		7 days	24-Feb-10
<i>Owner Decisions:</i>			
■ Meet & Greet CM Firm	■ Discuss Construction Phasing		
■ Review Site Plans	■ Discuss Youth Recreation Facility		
■ Review Floor Plans	■ Review Project Schedule		
Schematic Design Meeting #5:		14 days	10-Mar-10
<i>Owner Decisions:</i>			
■ Approve Site Plans	■ Approve M/E/P Systems		
■ Approve Floor Plans	■ Approve NE-CHPS Checklist		
■ Review Exterior Elevations	■ Review Project Schedule		
■ Review Exterior Finishes	■ Authorize SD Estimate		
■ Review Room Data Sheets	■ Review PHS Bid Documents		
Schematic Design Meeting #6:		14 days	24-Mar-10
Present DRAFT Schematic Design Report			
<i>Owner Decisions:</i>			
■ Review DRAFT Report	■ Review Project Schedule		
■ Review SD Estimate	■ Authorize PHS Bid		
■ Review Design Alternatives			

DRAFT

February 24, 2010

PROJECT WORK PLAN

DETAILED PROJECT SCHEDULE: (continued)

Schematic Design Meeting #7: 21 days 14-Apr-10
Present FINAL Schematic Design Report

Owner Decisions:

- Approve FINAL Report
- Approve SD Estimate
- Approve Design Alternatives
- Review Project Schedule
- Authorize Granite St Est

Authorization to proceed with Design Development: 0 days 14-Apr-10

DESIGN DEVELOPMENT	Dates	Weeks
		11.0

Design Development Meeting #1: 14 days 28-Apr-10

Owner Decisions:

- Review Site Plans
- Review Floor Plans
- Review Exterior Elevations
- Review Furniture Layouts
- Review Exterior Finish Materials
- Review Room Data Sheets
- Review Project Schedule / Approvals
- Authorize PHS Award

Design Development Meeting #2: 14 days 12-May-10

Owner Decisions:

- Review Site Plans
- Review Floor Plans
- Review Exterior Elevations
- Review Furniture Layouts
- Review Exterior Finish Materials
- Review Room Data Sheets
- Review Project Schedule / Approvals
- Authorize Granite St Bid

Design Development Meeting #3: 14 days 26-May-10

Owner Decisions:

- Review Site Plans
- Review Floor Plans
- Review Exterior Elevations
- Review Furniture Layouts
- Review Exterior Finish Materials
- Review Room Data Sheets
- Review Energy Model
- Review Project Schedule / Approvals

Design Development Meeting #4: 14 days 9-Jun-10

Owner Decisions:

- Review Site Plans
- Review Floor Plans
- Review Exterior Elevations
- Review Furniture Layouts
- Review Exterior Finish Materials
- Review Room Data Sheets
- Update Staff Meetings
- Review Project Schedule / Approvals
- Authorize DD Estimate

Design Development Meeting #5: 14 days 23-Jun-10

Owner Decisions:

- Review Site Plans
- Review Floor Plans
- Review Exterior Elevations
- Review Furniture Layouts
- Review Exterior Finish Materials
- Approve Interior Finish Materials
- Approve NE-CHPS Checklist
- Approve Commissioning Plan
- Review Project Schedule / Approvals

DRAFT

February 24, 2010

PROJECT WORK PLAN

DETAILED PROJECT SCHEDULE: (continued)

Design Development Meeting #6:	21 days	14-Jul-10
<i>Present Design Development Estimate</i>		
<i>Owner Decisions:</i>		
■ Approve DD Estimate	■ Review Project Schedule / Approvals	
■ Approve Design Alternatives	■ Authorize Granite St Award	
Authorization to proceed with Construction Documents	0 days	14-Jul-10

	Dates	Weeks
CONSTRUCTION DOCUMENTS		17.0

Construction Documents Meeting #1:	42 days	25-Aug-10
<i>Owner Decisions:</i>		
■ Document Update	■ Project Schedule / Approvals Update	
Construction Documents Meeting #2:	14 days	8-Sep-10
<i>Owner Decisions:</i>		
■ Document Update	■ Project Schedule / Approvals Update	
Construction Documents Meeting #3:	14 days	22-Sep-10
<i>Owner Decisions:</i>		
■ Document Update	■ Project Schedule / Approvals Update	
Construction Documents Meeting #4:	21 days	13-Oct-10
<i>Owner Decisions:</i>		
■ Document Update	■ Authorize CD Estimate	
■ Project Schedule / Approvals Update		
Construction Documents Meeting #5:	14 days	27-Oct-10
<i>Owner Decisions:</i>		
■ Document Update	■ Project Schedule / Approvals Update	
Construction Documents Meeting #6:	14 days	10-Nov-10
<i>Present Construction Documents Estimate</i>		
<i>Owner Decisions:</i>		
■ Approve CD Estimate	■ Review Project Schedule	
■ Approve Design Alternatives		
Authorization to proceed with Bidding / Negotiations	0 days	10-Nov-10

DRAFT