



Shrewsbury Public Schools

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Statement of Interest & MSBA Modules Process with “Typical” Timeline

The purpose of this information is to associate what would be a typical time associated with filing a Statement of Interest to the MSBA in the 2023 cycle and assuming an invitation by the MSBA Board of Directors into the project pipeline.

Event	Requirements/Activities	Typical Time Elapsed/Maximum Allowable Time	Expected Calendar Timeframe
Statement of Interest [SOI]	Make application to MSBA expressing a school building need/deficiency using one or more of their eight priorities.	MSBA has an SOI application window each year that runs between January to April.	The 2023 SOI application deadline is April 14, 2023.
MSBA SOI review selection process	Paper review with a subset demonstrating greatest need getting a site visit.	One year	<u>February/March 2024</u> notification to 2023 applicants.

The following Modules only get activated if a district is selected from the SOI applicant pool.

Module	Typical Length of Time to Complete	Early Completion	Later Completion
<p>Module 1: Eligibility Period</p> <p>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.</p>	Up to 9 months	October 2024	December 2024
<i>Special Town Meeting to Fund Feasibility Study</i>		<i>Fall 2024</i>	<i>Winter 2024</i>
<p>Module 2: Project Team Formed</p> <p>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.</p>	3-4 months	January 2025	April 2025
<p>Module 3: Feasibility Study</p> <p>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.</p>	6-8 months	July 2025	December 2025

Module	Typical Length of Time to Complete	Early Completion	Later Completion
<p>Module 4: Schematic Design</p> <p>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.</p>	6-8 months	January 2026	August 2026
<p>Module 5: Project Scope and Budget and Project Funding Agreement</p> <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>3-6 months</p> <p>Some municipalities choose to proceed at their own risk with DD without local approval being finalized to save on time.</p>	March 2026	February 2027
<i>Special Town Meeting Debt Exclusion Vote</i>		<i>March-April 2026</i>	<i>March-April 2027</i>
<i>Town-wide Debt Exclusion Vote</i>		<i>May 2026</i>	<i>May 2027</i>
<p>Module 6: Design Development, Construction Documentation & Bidding</p> <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>	10-12 months	February 2027	March 2028
<p>Module 7: Construction/Construction Administration</p> <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>	24-36 months	Spring 2029	Spring 2030
<p>Module 8: Project Closeout</p>	2-3 months	Summer 2029	Summer 2030