



TOWN OF SHREWSBURY

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To: School Committee – Shrewsbury Public Schools

From: Keith Baldinger, Public Buildings Division Manager

CC: Kevin Mizikar – Town Manager

Angela Snell – Director of Public Facilities and Parks

Date: April 27, 2022

Re: Oak Middle School Window Project

In May of 2021 the Town and the School Department applied to the MSBA Accelerated Repair Program for the replacement of windows at the Oak Middle School. This replacement includes all of the operable windows and associated frames in classrooms and other areas. The existing windows are over 40 years old and many are difficult to open and close and have failing weather-stripping. The project value is estimated at \$950,000 which the MSBA has committed to 52.6 percent reimbursement.

The Town and School Department met for a virtual orientation meeting and an onsite meeting in August 2021 to review the ARP process and the project.

The MSBA Board of Directors met in October and approved the project to move forward and subsequently assigned an Owners' Project Manager and a Designer. We have since entered into a contract with Vertex Companies Inc. as our OPM with a contract value not to exceed \$15,000. We have also entered into a contract with Mount Vernon Group Architects Inc. for the schematic design and budget estimating with a value of \$28,500.

I have since met with both firms multiple times to review the project scope and schedule both onsite and virtually. At this point I am comfortable with the principals involved and feel they are more than capable to meet the schedule and fulfill their scope of work.

The project schedule is as follows:

June 27, 2022 Schematic design and estimates completed and submitted to MSBA for review.

June-August 2022 Designer continues with completing Construction Documents. This is "at-risk" for the Town but needed to meet the construction schedule.

August 31, 2022 MSBA Board of Directors meet for schematic design approval.
Funding approval documents to MSBA within 7 days of MSBA meeting.

September 9, 2022 Project bidding advertised

October 21, 2022 Project award

October 2022 – June 2023 submittals, fabrication and materials procurement buffer.

June 26, 2023 – September 15, 2023 Construction period

January-March 2024 Project closeout

June 24, 2024 MSBA BOD final acceptance

The MSBA requires that the Town show the capability to fully fund the project without MSBA reimbursement. Therefore the Town Meeting warrant includes a capital improvement amount of \$950,000 for this project. The article will include the use of \$455,000 from Free Cash and seek authorization to borrow \$495,000. Given the MSBA's contribution to this project we do not intend to ever have to borrow for the project, but the MSBA requires us to demonstrate that the Town has appropriated the entire project cost.