



City of Newton
Lincoln Eliot – NECP Project
Project Monthly Report

December 2019

The Global Leader in Managing Construction Risk

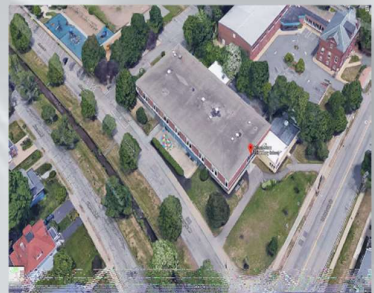


Table of Contents

1. EXECUTIVE SUMMARY

2. SCHEDULE

- a. Project Schedule, dated January 15, 2020

3. FINANCIALS

- a. Total Project Budget, dated January 15, 2020

4. SUPPLEMENTAL DOCUMENTATION

- a. Newton Design Review Committee minutes for December 11, 2019

1. Executive Summary

Executive Summary

This Project Manager's Report for the City of Newton's Lincoln Eliot-NECP (LE-NECP) Project submitted by **Hill International (Hill)**, covers activities for the month of December 2019.

During the month of December 2019, Hill provided the City with budget utilization updates, cost/budget documents for NECP at 687 Watertown St, schedule and work plan updates, and LE-NECP Projects web page content management.

On November 20, 2019, Arrowstreet, project designer, completed documentation including plans, specification, geotechnical reports, and system narrative updates for NECP at 687 Watertown Street Design Development Phase. The documents were distributed to PM&C LLC for independent cost estimate and to Hill International, Newton Public Buildings Department and members of the Newton Design Review Committee for review and comment.

On December 2, 2019, representatives for Arrowstreet, Hill, Newton Public Buildings and Newton Parks and Recreation Department met to review the need for a contained outdoor activity space for the NECP program, a proposal to use Albemarle Park property for a NECP outdoor activity space, and community use of the existing Albemarle Park playground area and adjacent field and hardcourt. The meeting included discussion on the existing park play equipment and set up, access, use, and control needs for a NECP play area, proximity and ease of access from the 687 Watertown St. school site to the adjacent Albemarle Park field and hard court area, and community use of the Albemarle Park field and hard court area. Based on meeting discussions, an initial site use concept plan was developed to locate a NECP outdoor activity space in the adjacent Albemarle Park field and hard court area. A formal request to use park property will be submitted to the Newton Parks and Recreation Commission once a site use plan is developed.

On December 7 and December 11, 2019, members of the Design Review Committee (DRC) provided review comments for the NECP Design Development documents.

On December 10, 2019, representatives for Arrowstreet, PM&C LLC, Hill, and Newton Public Buildings met to review and reconcile the NECP Design Development cost estimate to the project scope and construction budget. The meeting included a line by line review of the Design Development cost estimate, review of cost projections and confirmation of project scope with the final construction cost estimate confirmed to include all scope and be on budget.

On December 11, 2019, Newton's Design Review Committee was provided a Design Development document presentation for NECP at 687 Watertown St. The presentation included review of site plans including a proposal to place the NECP play area in Albemarle Park, design updates for exterior building access and floor plans, perspectives of the classroom area corridors, main entry, and main lobby, graphic precedents being considered in the project interior design, Design

Development cost estimate, update on a City managed soil remediation project at 687 Watertown Street, and NECP Project schedule update. The presentation also confirmed that the project scope and budget continues to follow the conditions of the NECP 5-58 Site Plan Approval.

On December 12, 2019, a working group meeting was held to review the presentation provided to and comments received from the DRC during its December 11, 2019 meeting, review the NECP Design Development Cost Estimate and Total Project Budget, review the NECP project schedule, and review building program concepts for Lincoln Eliot School at 150 Jackson Road.

On December 13, 2019, Hill provided Arrowstreet and Newton Public Buildings constructability review comments for NECP Design Development documents. Arrowstreet is reviewing the comments and will provide formal response.

Throughout the month, Arrowstreet and Hill worked with Public Buildings on completing Design Development documentation and performing contract administration work to allow for NECP at 67 Watertown Street design advancement to Construction Document Phase. Additionally, feasibility study phase for Lincoln Eliot School at 150 Jackson Road was restarted.

Hill Invoice #PBO-02339.00-00000014 and Arrowstreet Invoice 726213 were submitted and processed for payment.

Additional project updates, presentation materials, and documentation may be obtained at the project web page: <http://lincolneliot-necp-projects.com/>

Progress and Milestones Achieved

The following milestone was achieved during the month of December 2019:

- Design Development Phase was completed with the Project on budget and on schedule.

Key Objectives

The key objectives and dates for the coming month are:

- Meet with Newton Parks and Recreation to review NECP outdoor activity/play area design in Albemarle Park and submit a formal request to the Newton Parks and Recreation Commission to use park property for NECP outdoor activity/play area.
- Draft and execute contract amendments for continued services by Arrowstreet and Hill for NECP at 687 Watertown Street Construction Documents design phase, Bid Phase, Construction Administration Phase, and Closeout Phase.
- Start Construction Document Phase for NECP at 687 Watertown St.
- Prepare documentation for MA DEP Storm Water Management Permit application and Riverfront Protection Act Permit application for submission to the Newton Conservation Commission.

- Monitor City progress on its soil remediation project at 687 Watertown St.
- Continue feasibility study phase for Lincoln Eliot at 150 Jackson Rd.

Financials

The LE-NECP budget includes multiple appropriations that total \$1,570,000. During the month of November 2019, the City approved supplemental funding for the NECP at 687 Watertown Street portion of the project totaling \$12,332,366. With this funding increase, the overall project budget was increased to \$13,904,366.

Contracts commitments up to December 31, 2019 include: Hill International for Owner Project Management services and Arrowstreet for Designer Services totaling \$1,433,530.80.

With contract commitments up to December 31, 2019 totaling \$1,433,530.80 and the new total project budget totaling \$13,904,366, the project remains on budget.

Schedule

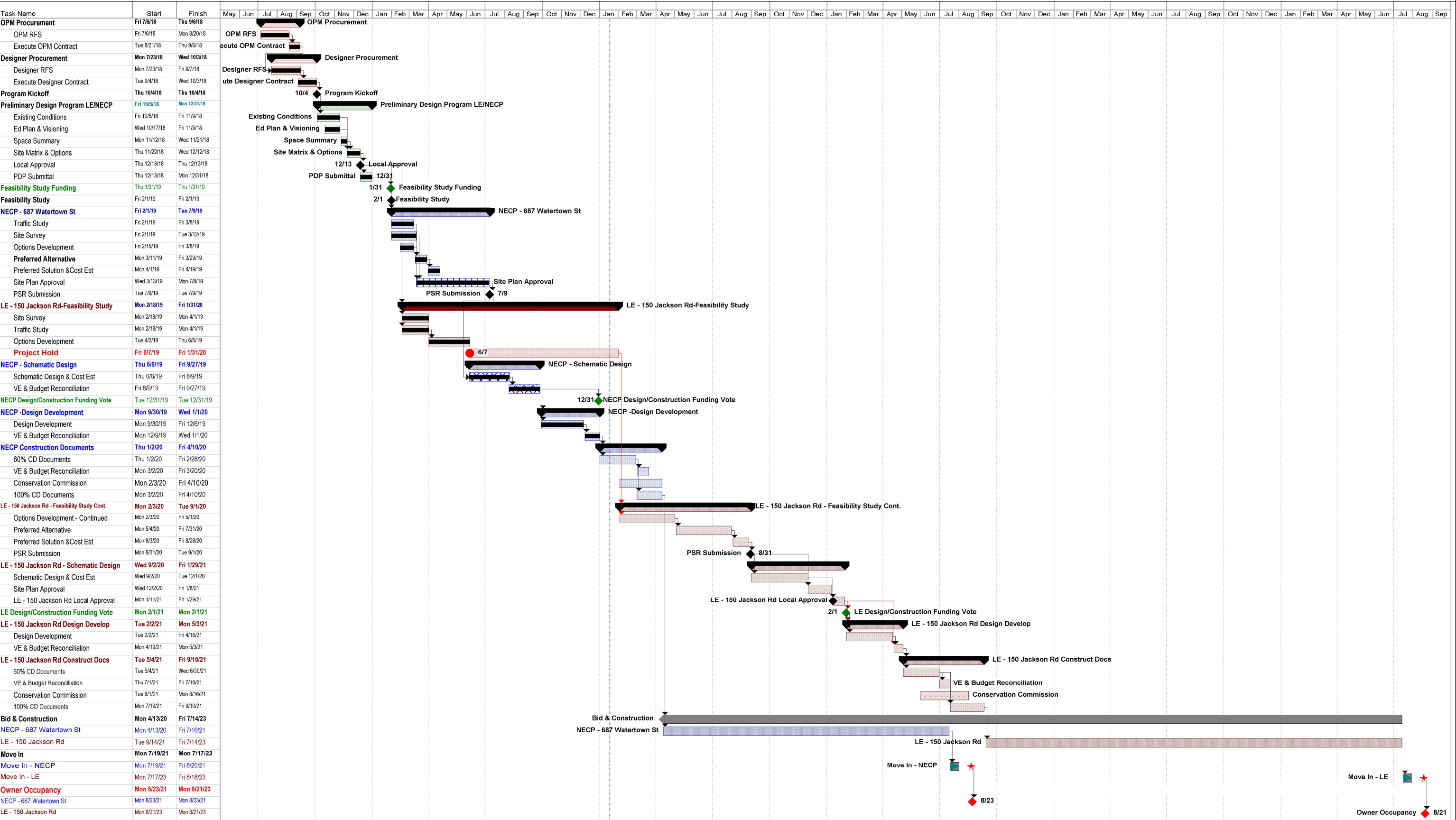
The next milestones for the project are:

- Process and execute design services amendment and OPM services amendment for construction document, construction, and closeout phases for the NECP at 687 Watertown St. project.
- Begin Construction Document Phase for NECP at 687 Watertown Street.
- Continue feasibility study for Lincoln Eliot School at 150 Jackson Rd.



2. Schedule

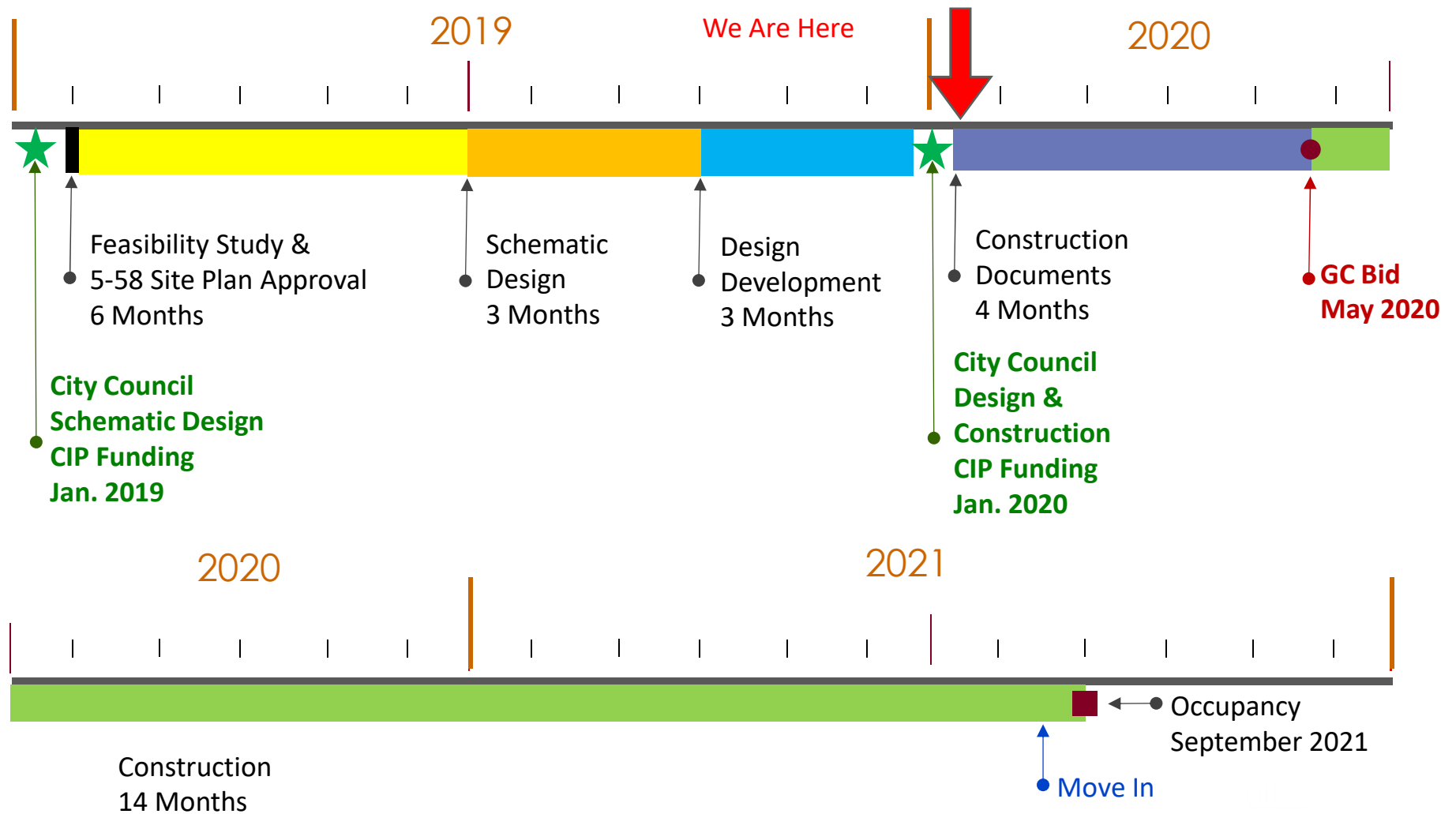
PROJECT WORK PLAN SCHEDULE





CITY OF NEWTON | NECP PROJECT

Project Plan & Timeline





3. Financials



Project Budget and Cost Summary

Description	Total Budget	BUDGET			COST			CASH FLOW	
		Baseline Budget	Authorized Changes	Current Budget	Committed Costs	Uncommitted Costs	Total Project Costs	Expenditures to Date	Balance To Spend
20 Construction									
NECP - Construction	\$0	\$0	\$10,465,631	\$10,465,631	\$0	\$10,465,631	\$10,465,631	\$0	\$10,465,631
LE- Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternates		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Contingency	\$0	\$0	\$536,788	\$536,788	\$0	\$536,788	\$536,788	\$0	\$536,788
30 Architectural & Engineering									
Designer - Ed. Program Services	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0
Designer - Ex. Conditions	\$96,000	\$96,000	\$0	\$96,000	\$96,000	\$0	\$96,000	\$96,000	\$0
A&E Feasibility Study	\$264,900	\$264,900	\$0	\$264,900	\$264,900	\$0	\$264,900	\$202,350	\$62,550
5-58 Site Plan Approval	\$121,320	\$121,320	\$0	\$121,320	\$121,320	\$0	\$121,320	\$56,440	\$64,880
Schematic Design	\$535,900	\$535,900	\$0	\$535,900	\$535,900	\$0	\$535,900	\$243,160	\$292,740
Design Development	\$0	\$0	\$261,641	\$261,641	\$261,641	\$0	\$261,641	\$261,641	\$0
Construction Documents & Bid	\$0	\$0	\$341,297	\$341,297	\$341,297	\$0	\$341,297	\$0	\$341,297
Construction Administration/Closeout	\$0	\$0	\$236,641	\$236,641	\$236,641	\$0	\$236,641	\$0	\$236,641
Other Services -Con Comm Approval	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
A&E Sub Consultants	\$0	\$0	\$30,000	\$30,000	\$5,000	\$25,000	\$30,000	\$3,000	\$27,000
Geotechnical Engineering	\$21,010	\$21,010	\$11,722	\$32,732	\$32,732	\$0	\$32,732	\$22,227	\$10,505
Geoenvironmental Engineering	\$0	\$0	\$13,278	\$13,278	\$0	\$13,278	\$13,278	\$0	\$13,278
Site Survey	\$37,950	\$37,950	\$7,909	\$45,859	\$45,859	\$0	\$45,859	\$45,859	\$0
Hazardous Materials Sampling	\$8,960	\$8,960	\$0	\$8,960	\$3,960	\$5,000	\$8,960	\$3,960	\$5,000
LSP Services	\$57,500	\$57,500	-\$19,632	\$37,868	\$16,264	\$21,604	\$37,868	\$0	\$37,868
Traffic Studies	\$67,690	\$67,690	\$0	\$67,690	\$52,690	\$15,000	\$67,690	\$44,569	\$23,121
Other Services	\$28,500	\$25,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
Printing (Over the Minimum)	\$0	\$0	\$12,091	\$12,091	\$0	\$12,091	\$12,091	\$0	\$12,091
Testing & Inspections	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	\$5,000
Reimbursable Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$1,303,930	\$1,300,430	\$919,947	\$2,220,377	\$2,098,404	\$121,973	\$2,220,377	\$1,043,406	\$1,176,971
40 Administrative Costs									
OPM -Ed. Program Services	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0
OPM Study/Schematic Design	\$155,830	\$155,830	\$0	\$155,830	\$155,830	\$0	\$155,830	\$33,088	\$122,743
OPM Design Development	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$15,230	\$4,770
OPM Construction Documents	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$0	\$20,000
OPM Bidding	\$0	\$0	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
OPM Construction Adm	\$0	\$0	\$240,000	\$240,000	\$240,000	\$0	\$240,000	\$0	\$240,000
OPM Closeout	\$0	\$0	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
OPM: Cost Estimates	\$15,000	\$15,000	\$15,000	\$30,000	\$0	\$30,000	\$30,000	\$0	\$30,000
OPM Reimb & Site Approval Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning	\$0	\$0	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$0	\$10,000
Other Admin Costs/Move	\$2,000	\$5,500	\$35,000	\$40,500	\$757	\$39,743	\$40,500	\$757	\$39,743
Utility Fees	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Testing & Inspections	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
Subtotal	\$215,970	\$219,470	\$410,000	\$629,470	\$499,727	\$129,743	\$629,470	\$92,214	\$537,256
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Sub-Total									
	\$1,519,900	\$1,519,900	\$12,332,366	\$13,852,266	\$2,598,131	\$11,254,135	\$13,852,266	\$1,135,620	\$12,716,646
70 Project Contingency									
Construct Contingent (Hard Cost) (5%)	\$0	\$0	\$0	\$0		\$0	\$0		\$0
Owner's Contingency (Soft Cost) (5%)	\$50,100	\$50,100	\$0	\$50,100		\$50,100	\$50,100		\$50,100
Subtotal	\$50,100	\$50,100	\$0	\$50,100		\$50,100	\$50,100		\$50,100
Project Total									
	\$1,570,000	\$1,570,000	\$12,332,366	\$13,902,366	\$2,598,131	\$11,304,235	\$13,902,366	\$1,135,620	\$12,766,746
Owner's FFE Contingency	\$0	\$0	\$53,900	\$53,900	\$0	\$53,900	\$53,900	\$0	\$53,900



4. Supplemental Documentation

- a. Design Review Committee Meeting minutes draft

December 11, 2019



Hill International

Newton Lincoln Eliot School - NECP Project

**Design Review Committee (DRC) – NECP at 687 Watertown Street
December 11, 2019, 6:00pm, Cabot School Media Center**

Attendees: Carol Schein*, Amy MacKrell*, Jonathan Kantar*, Marc Resnick*, Peter Barrer*, Ellen Light*, Stephanie Gilman*, Thomas Gloria*, Ambrose Donovan*, Anne Cedrone*, Maria Leo*, Thomas Enselek*, John Mulligan*, Steven Siegel, David Gillespie, and Robert Hnasko

* - Denotes Voting Member

Professional Team: Jessica Bessette, Katie Ferrier - Arrowstreet (AST)
Mary Mahoney - Hill International, Inc. (Hill)

Guests: Alejandro Valcarce, Newton Public Buildings
Margaret Albright, Diana Fisher Gomberg, and Kathy Shields, School Committee
Nancy Ferrari, Lincoln Eliot-NECP School Building Committee

Action Items are denoted in bold/italic font.

Meeting opened at 6:06pm with introduction of attendees.

Meeting Agenda Item 2 – Design Progress Update for NECP taken at 6:44pm

Items Discussed:

1. A. Valcarce reported that City Council recently approved supplemental funding for the NECP design, construction, and closeout phases. Project funding for NECP totals \$13.0mil.
2. AST reported that NECP Design Development documents were posted and link provided to the Design Review Committee (DRC). DRC review comments will be recorded and response to comments provided.
3. Site Plan Review and Update including Playground Options, Exterior Ramp to Building North Entry, and Main Entry Plaza at Albemarle Rd:
 - a. NECP Playground:
 - i. AST reviewed the NECP outdoor play area location proposed during Schematic Design and reported on relocation of the play area(s) during Design Development to an adjacent property in Albemarle Park. Bob DeRubeis and Stephanie Lapham have reviewed the park use and provided input. Parks and Recreation advised that the play area is considered a new park and therefore will require presentation and approval by the Parks and Recreation Commission.
 - ii. AST presented options for NECP outdoor play area that relocates the existing equipment from 150 Jackson Rd to an adjacent Albemarle Park property including:



Hill International

1. Option A: NECP play structure and separate trike area left of the existing Albemarle Park playground equipment. Plan includes NECP age appropriate and accessible swing set east of the existing hardcourt area. NECP play structure/swing area includes permeable rubber surfacing. Newton Parks and Recreations noted that this option does not provide vehicle access to the field from the 687 Watertown St. parking lot needed for July 4th and other City events and asked that the plans include vehicle access to the adjacent field.
 2. Option B: Same as Option A except that it provides a shared accessible walkway/vehicle access to meet Parks and Recreation needs. This option's adjacency was preferred by the program director and with vehicle access preferred by Parks and Recreation.
 3. Option C and D: were presented for information but will not be advanced.
- b. Exterior Ramp to North Building Entry:
- i. Review adjustment to existing grades and transition needed to access the North Building Entry at the mid-level of the building.
 - ii. Revision/advancement of the exterior ramp to eliminate the retaining wall assemblies with double switch back layout to a single ramp to the north entry pad/patio area.
 - iii. The revised ramp layout includes a sidewalk at slope 20:1 (no handrail required) to a ramp at 12:1 slope (requires handrail). The ramp is wider to allow easier access/movement of the child buggies used by the NECP program. The revised layout reduces ramp length, construction, and costs and provides more green space.
- c. Main Entry/Plaza on Albemarle Rd:
- i. Design advanced to minimize hardscape and create an outdoor gathering space that is safe and protected.
 - ii. Plantings/green space and timber guard rail to be provided along the Albemarle Rd sidewalk.
 - iii. Landscape area to north and south adjusted to more sloped grades to reduce extent of retaining walls.
 - iv. Main entry overhang was adjusted to provide an open end to promote sightlines.
 - v. The existing concrete play area is removed and replaced by green space and plaza hardscape that uses porous materials eliminating the need for storm water management.

Discussion ensued regarding the hardscape plaza assemblies and grade elevation and what considerations are included regarding high water elevations/flooding of Cheesecake Brook. The plaza is designed to be at the floor elevation of the existing gymnasium and Public Buildings/School Department have no record of past flooding in the gymnasium.

4. Interior Design Update including floor plans and interior designs and graphics:
 - a. Upper Level will follow the same approach as previously presented with toilet rooms, corridors and classroom entries replaced to meet program and code requirements. Remaining classroom areas will remain untouched but for painting. Unit ventilators



Hill International

- remain in place and intake louvers sealed. Unit ventilator air intake is located within the ceiling of the mid-level overhang which is where it will be sealed.
- b. Interior design for upper level corridors and main lobby and graphic images proposed to provide space identities/classroom themes were reviewed.
 - c. Mid-Level was reviewed including the layouts for two classroom infills and adjustment to the floor plan to move the building access point for the van queue area to the existing south building entry. The adjustment would provide a more sheltered entry/exit and allow the area of the added corridor to the bus queue to become classroom space. The nurse/medical area is moved closer to the south entry.
 - c. Lower Level was reviewed noting the areas of existing to remain and renovations to create needed program space. Main lobby renderings were presented noting the seating stair added adjacent to Stair 1 to provide waiting area that also may be used for program space.
5. Design Development cost estimate is complete and scope and costs reconciled to budget.
 - a. AST presented a comparison of total construction cost estimates at Schematic Design and Design Development and Design Development cost estimate breakdown per trade categories.
 - b. Public Buildings noted that furnishing is not include in the construction estimate and the existing furnishing and equipment will be reused to the maximum extent possible.
 6. Public Building reported that City Council approved funding for 687 Watertown St soil remediation. Soil contamination/conditions have been monitored for years by Lord Associates, Licensed Site Professional, following an oil leak. Action to remove and dispose contaminated soils provided by Lord Associates is included in the approved funding. The soil remediation project will be separate from the NECP at 687 Watertown St. project. AST presented a site plan with mark up by Lord Associates that identifies soil contamination areas. Due to soil contamination, infiltration system 1 will need to be relocated to the existing parking lot which is an unaffected area.

Discussion ensued including:

- *Request detail on how the unit ventilators will be closed off and sealed.*
 - *Plan for MEP commissioning.*
 - *Reconsider location for the dumpster pad to avoid proximity to playground.*
 - *Scope does not include a standby or emergency generator.*
7. Hill reviewed progress against the NECP design and construction schedule noting school opening Fall 2021.
 8. DRC requested a copy of the NECP 60% Construction Documents once complete.

Meeting adjourned at 7:35pm.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 12/16/19