



City of Newton
Lincoln Eliot – NECP Project
Project Monthly Report

May 2020

The Global Leader in Managing Construction Risk





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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 May 2020.

During the month of May 2020, Hill provided the City with budget utilization updates, cost/budget documents for NECP at 687 Watertown St, Lincoln Eliot (LE) feasibility study documentation, project schedule and work plan updates, and LE-NECP Projects web page content management.

On April 27, 2020, the City of Newton hosted pre-bid inspections at the 687 Watertown Street property for the NECP bid. The inspections were performed by appointment only and attendees were required to comply with COVID 19 social distancing and worker safety requirements posted by the City prior to the inspections.

On April 30, 2020, the LE-NECP Working Group convened to review the NECP Project bid schedule and scope of addenda issued to date, report of pre-bid inspections conducted April 23 and 27, 2020, Design Review Committee (DRC) 100% Construction Document review comments and associated bid document amendment, and technology and furnishing, fixtures and equipment program update. As well as, Lincoln Eliot (LE) at 150 Jackson Road conceptual site development options.

On May 1, 2020, Newton's Public Buildings Department forwarded bidder questions received before the deadline for submission of filed sub-bidder questions. The design team will respond to questions in bid addendum no. 3. On May 4, 2020, Arrowstreet submitted bid addendum no. 3 to the City for issue to registered bid document holders.

On May 4, 2020, Arrowstreet and its furnishing, fixtures and equipment (FFE) consultant, Todd Tsiang, submitted to the City and School Department preliminary floor plans with furniture and equipment lay outs and a preliminary budget for new furnishings. The floor plans denoted re-used furnishing and equipment from NECP at 150 Jackson Rd. and new items required to replace non-functional existing items and to furnish new spaces for the NECP program at 687 Watertown St. Following document submission, a meeting was held with representatives for Hill, Arrowstreet, Todd Tsiang, City of Newton, Newton Public Schools, and NECP Program to review layouts, reused equipment, new equipment, confirm all spaces within the NECP at 687 Watertown St. program were furnished and set up to meet the NECP education and operations plan, and review the preliminary FFE budget.

On May 6, 2020, Newton Public Buildings issued a letter to Hill and Arrowstreet, dated May 4, 2020, stating "...that the City of Newton has made the extremely difficult decision to delay the Newton Early Childhood Program School Project..." and "...at this time, we do not know when we will be able to move forward with this project, but we are hopeful that it will be possible within the next year. We understand that you will need to make decisions about how to deploy your staff, and that ultimately you may not be able to provide the same project team when we are ready to move forward. We will maintain both of your contracts open, as we fully intend on utilizing your services in the future. We would like to extend our

sincere gratitude for the efforts thus far of both Arrowstreet and Hill International, and we look forward to moving the Lincoln-Eliot School design forward as soon as possible.”

On May 6, 2020, Newton Public Buildings issued a letter to Hill and Arrowstreet, dated May 4, 2020, stating “...that the City of Newton has made the extremely difficult decision to delay the Lincoln-Eliot Elementary School Project...” and “...at this time, we do not know when we will be able to move forward with this project, but we are hopeful that it will be possible within the next year. We understand that you will need to make decisions about how to deploy your staff, and that ultimately you may not be able to provide the same project team when we are ready to move forward. We will maintain both of your contracts open, as we fully intend on utilizing your services in the future. We would like to extend our sincere gratitude for the efforts thus far of both Arrowstreet and Hill International, and we look forward to moving the Lincoln-Eliot School design forward as soon as possible.”

On May 6, 2020, Newton’s Procurement Office notified all NECP Project registered bid document holders that NECP Project construction contract procurement was cancelled and removed the bid notice and associated documents from the City’s procurement page. The City reported over 700 notifications were sent to perspective bidders.

During the remainder of the month, Arrowstreet and Hill prepared and submitted project documentation requested by Public Buildings to record the status of the Lincoln Eliot School Project and the NECP Project up to the time of the project delay notification. Documents included copies of NECP bid documents including all drafted addenda, Lincoln Eliot feasibility study progress documents, FFE documents for NECP at 687 Watertown St., response to Design Review Committee NECP bid document review, updated budgets, monthly progress report, and contract status report. Additionally, professional team invoices were assembled and submitted for efforts up to the project delay notification and follow up activities requested by the City.

Hill Invoice #PBO-02339.00-00000019 and Arrowstreet Invoice 726763 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 May 2020:

- Lincoln Eliot School Project indefinite project delay notification.
- NECP Project indefinite project delay notification.

Key Objectives

The key objective(s) for the coming month are:

- Submit close out documentation including final invoices and reports for the Lincoln Eliot School Project and NECP Project.

Financials

The LE-NECP budget includes multiple appropriations that total \$13,852,266.

Contracts commitments through May 2020 include: Hill International for Owner Project Management Services Amendment #03 for Construction Document Phase, Bid, and Construction Administration for the NECP Project and Arrowstreet Designer Services Amendment #04 for Construction Document Phase, Bid, and Construction Administration for the NECP Project totaling \$2,598,131.

With contract commitments through May 2020 totaling \$2,598,131, NECP total project budget totaling \$13,902,366 and the new LE-NECP total project budget totaling \$13,852,266, the project remains on budget.

Schedule

The next milestones for the project are:

- City of Newton notification to end indefinite delay to the Lincoln Eliot School Project and NECP Project.

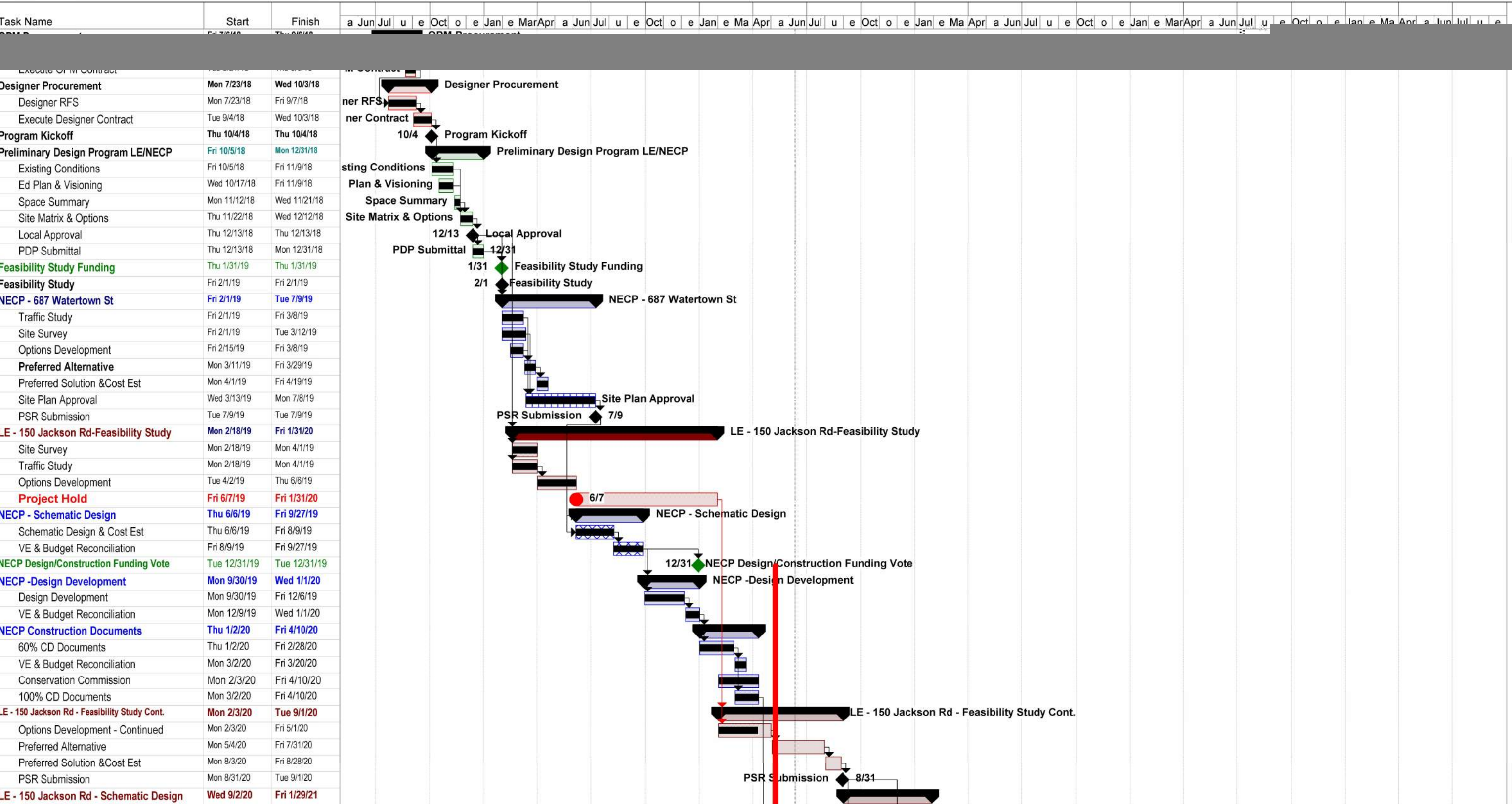


2. Schedule

- a. Project Schedule, dated June 6, 2020
- b. NECP Project Timeline, dated June 6, 2020

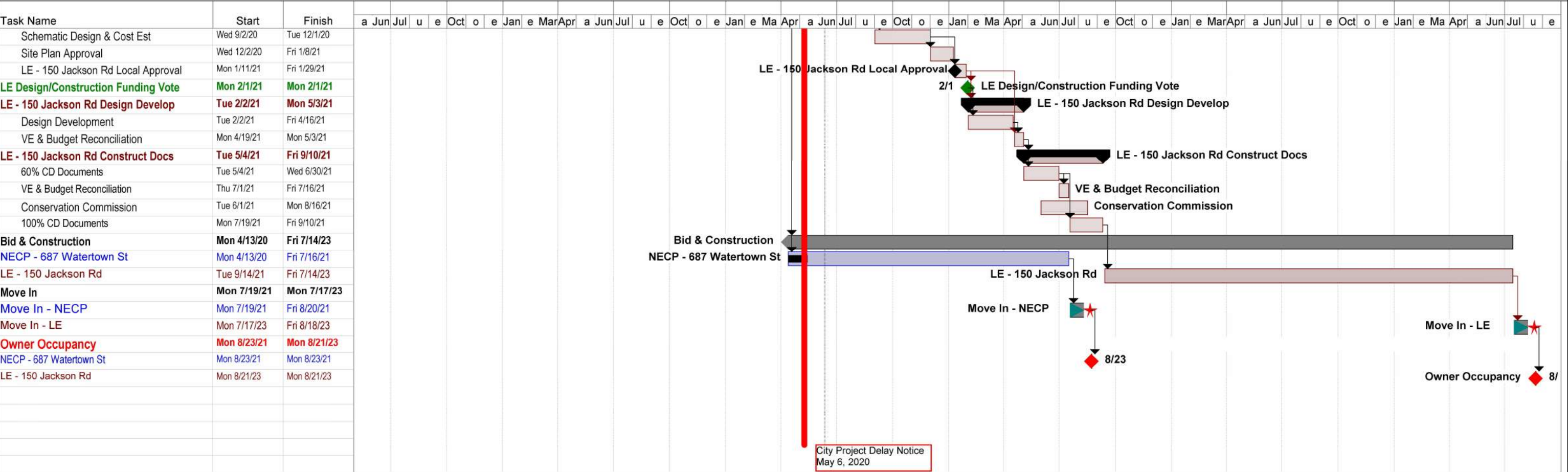
City of Newton
LE-NECP Schools Project

PROJECT WORK PLAN SCHEDULE



City of Newton
LE-NECP Schools Project

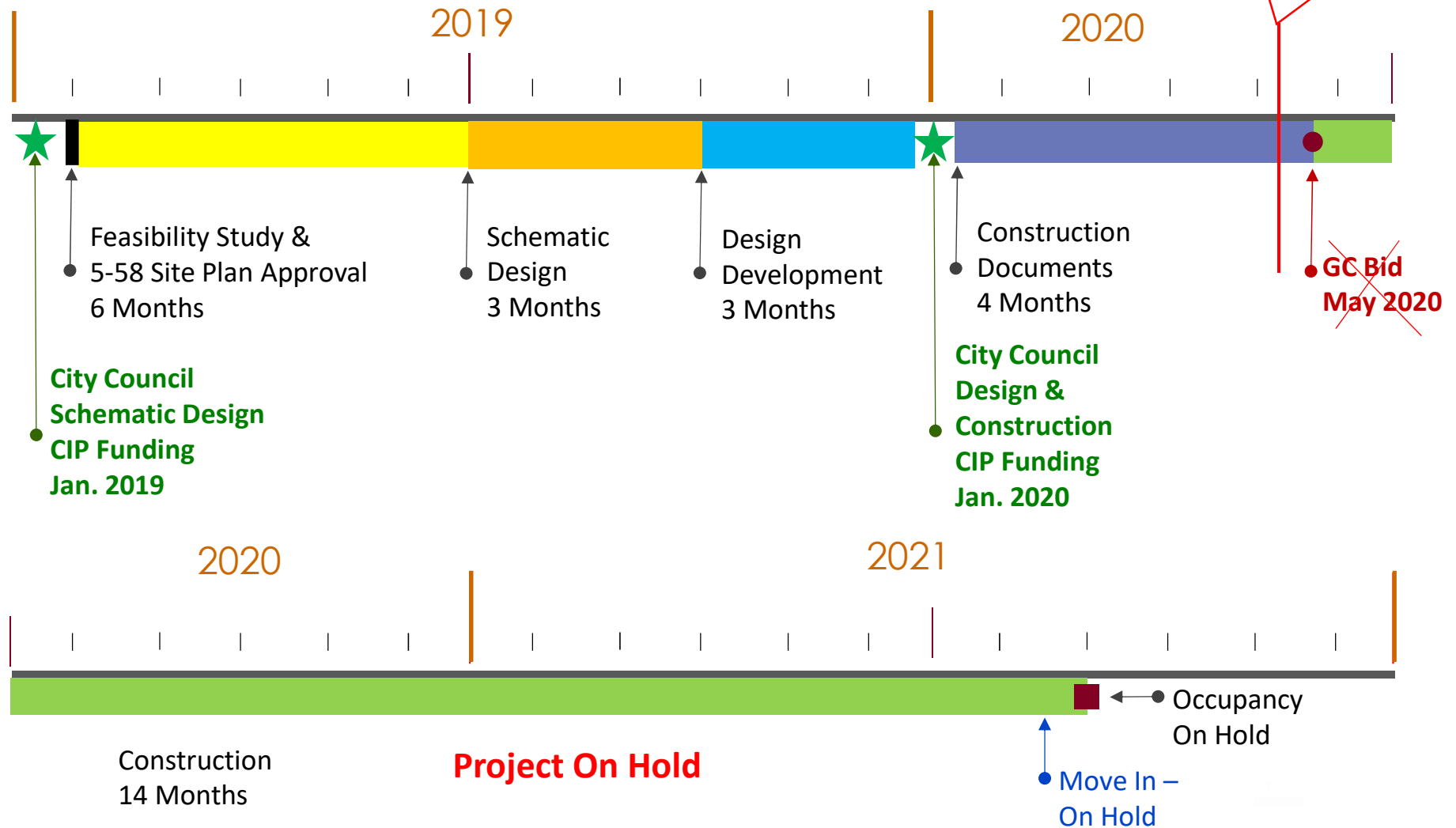
PROJECT WORK PLAN SCHEDULE





CITY OF NEWTON | NECP PROJECT

Project Plan & Timeline





3. Financials

- a. Project Budget, dated June 6, 2020



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	\$244,050	\$20,850
5-58 Site Plan Approval - NECP	\$121,320	\$56,440	\$0	\$56,440	\$56,440	\$0	\$56,440	\$56,440	\$0
5-58 Site Plan Approval - LE	\$0	\$64,880	\$0	\$64,880	\$64,880	\$0	\$64,880	\$0	\$64,880
Schematic Design - NECP	\$535,900	\$243,160	\$0	\$243,160	\$243,160	\$0	\$243,160	\$243,160	\$0
Schematic Design - LE	\$0	\$292,740	\$0	\$292,740	\$292,740	\$0	\$292,740	\$0	\$292,740
Design Development - NECP	\$0	\$0	\$261,641	\$261,641	\$261,641	\$0	\$261,641	\$261,641	\$0
Design Development - LE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Documents & Bid - NECP	\$0	\$0	\$341,297	\$341,297	\$341,297	\$0	\$341,297	\$341,297	\$0
Construction Documents & Bid - LE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Admin/Closeout - NECP	\$0	\$0	\$236,641	\$236,641	\$236,641	\$0	\$236,641	\$42,000	\$194,641
Construction Admin/Closeout - LE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services -Con Comm Approval	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$20,000	\$0
A&E Sub Consultants	\$0	\$0	\$30,000	\$30,000	\$5,000	\$25,000	\$30,000	\$5,000	\$25,000
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	\$6,279	\$5,812	\$12,091	\$6,279	\$5,812
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	\$2,104,683	\$115,694	\$2,220,377	\$1,496,682	\$723,695
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	\$33,518	\$122,313
OPM Design Development - NECP	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$20,000	\$0
OPM Design Development - LE	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Documents - NECP	\$0	\$0	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$20,000	\$0
OPM Construction Documents - LE	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Bid/Construction Admin - NECP	\$0	\$0	\$250,000	\$250,000	\$250,000	\$0	\$250,000	\$1,500	\$248,500
OPM Bid/Construction Adm - LE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Closeout - NECP	\$0	\$0	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000
OPM Closeout - LE			\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$118,914	\$510,556
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	\$2,604,410	\$11,247,856	\$13,852,266	\$1,615,596	\$12,236,670
70 Project Contingency									
Construct Contingent (Hard Cost) (5%)	\$0	\$0	\$0	\$0	Remaining				\$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	\$2,604,410	\$11,297,956	\$13,902,366	\$1,615,596	\$12,286,770
Owner's FFE Contingency	\$0	\$0	\$53,900	\$53,900	\$0	\$53,900	\$53,900	\$0	\$53,900



4. Supplemental Documentation

- a. NECP furnishing, fixtures and equipment (FFE) minutes for May 4, 2020 meeting
- b. City of Newton - NECP Project delay letter dated May 4, 2020
- c. City of Newton – Lincoln Eliot Project delay letter dated May 4, 2020

Newton – Lincoln Eliot/NECP Project

NECP FFE Meeting No. 2 May 4, 2020

Attendees: Kathleen Browning, Stephanie Gilman – Newton Public Schools (NPS)
Alex Valcarce – Newton Public Buildings Dept. (NPB)
Katie Ferrier– Arrowstreet (AST)
Mary Mahoney – Hill International (Hill)
Todd Tsiang – Todd Tsiang (Tsiang)

Overview

Meeting was scheduled to review preliminary FFE program including new and existing items, room layouts, and budget for NECP. Items in ***bold/italic font*** indicate follow up or response is required.

Items Discussed:

1. Tsiang reviewed preliminary room layout information including notes provided to indicate new or existing to be re-used items.
2. Tsiang/AST reviewed individual room FFE layout plans
 - a. (2) New Classrooms will receive all new furnishings and equipment.
 - b. Room 002 – Meeting Room 2 programmed with (1) large conference table. Chairs will be re-use of existing cafeteria chairs at 150 Jackson Rd.- ***NPS reported that table does not need power/data supply.***
 - c. Room 004 – Meeting Room 1 programmed with multiple tables on locking casters that can easily be move around. Chairs will be re-use of existing cafeteria chairs at 150 Jackson Rd. - ***NPS prefers the multiple table option for future flexibility. NPS reported that tables do not need power/data supply.***
 - d. Main Office 003 – Reception desk/counter with two connected work stations to be built in with millwork/casework and a public waiting seat area.
 - i. ***NPS reported that (2) separate workstations/desks are needed for staff. Desks are preferred for work stations with a furniture type shared public counter as part of the two independent desk assemblies. More storage is needed and seating area is not needed as waiting will be in the lobby.***
 - ii. ***AST to revise furniture and casework plan based on NPS input.***
 - iii. ***Airphone door lock controller needs to be provided at each desk in the Main Office.***
 - e. Director Room 003A – program includes a new desk with return. –***NPS reported that a book shelf is needed and the existing unit in the Director's Office at 150 Jackson Rd can be reused.***
 - f. Assistant Director 003B – Reuse the existing Director's desk and existing 2-draw file. – ***NPS requested add a book shelf.***
 - g. Therapists Office 003C – (16) work stations with power supplies, tack board work station dividers and book shelf programmed. – ***NPS reported (17) work***



stations needed and desire for area to expand the number of work stations in future. Eliminate tack board dividers. Work station tops can be 24" as some of the existing desks in the Therapist area have 24" deep tops.

- i. Discuss options for revised work station arrangement to provide future expansion opportunity. – **AST/Tsiang to adjust space layout to fit more stations now & in future.**
 - h. Records 003E – (5) new lateral files and reuse of existing files and mail slots.
 - i. Room 005 – Meeting Room 3 programmed with (1) reused table and reused cafeteria chairs.
 - j. Testing Room 006 (“green room”) – reuses a trapezoid table, chairs, and storage cabinet.
 - k. Test Room 009A (“blue room”) – reuses a round table and chairs. – **K. Browning to advise if a rectangular table should be provided rather than round.**
 - l. Staff Lunch 013 – (2) new rectangular tables and reuse existing cafeteria chairs.
 - m. Small Group 104 (“purple room”) – fine as programmed.
 - n. Small Group 105B – layout typical for small group breakout space in classrooms with (1) new table & new chairs at student height. Existing tables & chairs are not correct size.
 - o. Testing Room 106 – fine as programmed.
 - p. Work Space 109 – (1) desk & (1) table needed with chairs.
 - q. Social Worker 109A – (2) work stations programmed – **NPS reported only (1) work station needed.**
 - r. Psychologist 109B – (1) new work station with chair & (2) visitor chairs programmed. – **NPS request (1) reused desk, (1) desk chair & child height table with (2) child height chairs.**
 - s. Team Specialist 110 - (1) new work station with chair, adult height table & (5) visitor chairs programmed. – **NPS request (1) reused desk, (1) desk chair, file storage & adult height table with (4) adult height chairs.**
 - t. Wellness 201B (“yellow room”) – no furnishings shown. – **NPS reported that this is a Mother’s Room and should be set up as the other (2) Wellness Rooms. A small refrigerator is needed in wellness rooms.**
 - u. Classroom 207 New Classroom – Proposed and existing classroom set up discussed. – **NPS stated most classrooms have (3) activity tables not (4) tables as shown; (1) horse shoe and (2) 48” round table at PreK height. Typically the rug is located at the presentation area.**
 - v. Small Group 209 (“orange room”) - fine as programmed.
 - w. Small Group 216 (“pink room”) - fine as programmed.
 - x. Room 216A - Wellness 1 – reuse table and new chair. – **NPS stated a small refrigerator is needed in wellness rooms.**
 - y. Break Out 216B – new 36” round table and (4) student chairs - fine as programmed.
 - z. Corridors – cubbies provided per AST plan.
3. “Yellow Room” not indicated in program or plans. – **NPS stated space is adequately accounted for with various spaces provided such as Room 216B.**
 4. Budget Review:
 - a. New furnishings and equipment **Total budget = \$97,141.**



- b. Items not included in program & budget:
 - i. Printer/Copiers – Reuse existing.
 - ii. AEDs – ***NPB to address with either relocation of units at 150 Jackson Rd or buy new.***
 - iii. Therapy swing free standing support equipment – ***NPS stated that (3) free standing supports are needed to duplicate existing program. Existing swing attachments can be reused. ADD (3) free standing swing supports to program & budget.***
- 5. ***NPS (K. Browning) to review FFE floor plans and advise on whether Test Room 009A should receive a round or rectangular table and on need for any further adjustment.***

Next NECP FFE meeting date to be determined.

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 05/08/20



Ruthanne Fuller, Mayor
Josh Morse
Building Commissioner

CITY OF NEWTON, MASSACHUSETTS
PUBLIC BUILDINGS DEPARTMENT
52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

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May 4th, 2020

The City of Newton has made the extremely difficult decision to delay the Lincoln-Eliot Elementary School Project. We understand that Arrowstreet and Hill International have put a tremendous amount of effort into the project thus far. At this time, we do not know when we will be able to move forward with this project, but we are hopeful that it will be possible within the next year. We understand that you will need to make decisions about how to deploy your staff, and that ultimately you may not be able to provide the same project team when we are ready to move forward. We will maintain both of your contracts open, as we fully intend on utilizing your services in the future. We would like to extend our sincere gratitude for the efforts thus far of both Arrowstreet and Hill International, and we look forward to moving the Lincoln-Eliot School design forward as soon as possible.

Regards,

Josh Morse
Public Buildings Commissioner
City of Newton



CITY OF NEWTON, MASSACHUSETTS

PUBLIC BUILDINGS DEPARTMENT

52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

Ruthanne Fuller, Mayor
Josh Morse
Building Commissioner

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May 4th, 2020

The City of Newton has made the extremely difficult decision to delay the Newton Early Childhood Project. We understand that Arrowstreet and Hill International have put a tremendous amount of effort into the project thus far. We look forward to bidding, construction, and making our collective vision become a reality. At this time, we do not know when we will be able to move forward with this project, but we are hopeful that it will be possible within the next year. We understand that you will need to make decisions about how to deploy your staff, and that ultimately you may not be able to provide the same project team when we are ready to move forward. We will maintain both of your contracts open, as we fully intend on utilizing your services in the future. We would like to extend our sincere gratitude for the efforts thus far of both Arrowstreet and Hill International.

Regards,

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