



**ARCHITECTS**

June 16, 2017

Paul Perzanoski, Superintendent  
Brunswick School Department  
46 Federal Street  
Brunswick, ME 04011-2125

Joy Prescott, School Board Chair  
Brunswick School Department  
46 Federal Street  
Brunswick, ME 04011-2125

**Re: Timeline and Process for New Elementary School on Jordan Avenue**

Principals:

Brian M. Curley, AIA, LEED AP  
Ann M. Fontaine-Fisher, AIA  
LEED AP BD+C  
Lyndon D. Keck, AIA, LEED AP  
Alan G. Kuniholm, AIA, LEED AP  
David C. Webster, AIA, LEED AP

Associates:

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Dear Paul and Joy:

Congratulations on your unbelievable victory at the polls on June 13<sup>th</sup>. It certainly looks like a vindication for the thoughtful work and commitment the School board has made over the last six years in studying the elementary school needs.

This letter will outline will outline the important schedule milestones and working process to look like as we continue to move forward with the construction documents for the new elementary school.

**PROCESS:**

Brunswick has been through the design and building process for large school building projects before. I know much of what is outlined here will be familiar to the Brunswick School Board.

The School Board should determine who will be designated to work with PDT Architects on the design development and construction documents over the next ten months. Also, who will manage and represent the School Board during the construction phase of the project.

1. One of the first things the School Board should do is determine who will be the working group that will meet monthly or twice a month with PDT Architects to review the progress of the design development and construction documents. This is normally done by a Building Committee. I have seen large school building projects run by the

superintendent and business manager, publicly appointed building committees, school boards and subcommittees of school boards. I think the first decision is to determine if there are any Town of Brunswick charter requirements for how a building committee is selected or appointed and who has the power to appoint those individuals.

2. For the last twenty years PDT has used a form of construction oversight done by what is called a **"construction team"** which is available to talk with the architect on a daily basis, as needed.

Today's construction runs very fast with substantial legal liabilities and obligation if the owner and architect do not respond quickly to the general contractor. For this reason PDT has recommended a **"construction team"** be appointed by the School Department or Building Committee to manage day-to-day issues that may arise and need quick answers to be delivered to the architect and general contractor.

The **"construction team"** usually consists of the Superintendent of Schools, the Business Manager, the Chair of the Building Committee, one School Board member and the facility manager for the School Department. It should be a tight, small working group that knows they can get together by phone quickly and easily to consult with the architect. This group would need to be formed and put into action in May 2018 when construction is about to begin.

3. The School Department should work with their legal counsel and the Town's finance director and Town Manager to begin the process of purchasing BANs (Bond Anticipation Notes) which you can use to pay for expenses during the first 1-1/2 to 2 years of the project. You will need money to start paying the architects and engineers as early as the end of July 2017. You will also want to work with the Town Finance Department and their legal counsel to determine how the Town wants to sell permanent bonds, which would replace the BANs.

Please note that on State funded projects the Department of Education recommends the permanent bonds be sold halfway through the construction period which, in your case, would probably be June 2019.

4. In an effort to get this project out to bid in the Spring of 2018, PDT will need to start work as soon as possible. PDT will have to start work while teachers are on summer vacation. There are items related to the site, the structural framework of the building, mechanical systems and room layouts we must work on over the summer; it would be helpful to be able to meet with certain individuals throughout the summer and to review program spaces.

Areas I am particularly concerned about are administrative rooms, rooms serving guidance, nurse's clinic area, and special education spaces. If individuals from those four areas could be available for consultation during the summer this would help move those layouts forward. We would then be ready to have a more detailed critique from all staff members in September when all teachers come back to work.

We would like to have teachers that would be teaching in the building participate in meetings with us in September and October. This summer we will have our interior design group start to do "test-fit" room layouts with furniture that can be reviewed by the teachers when they come back in the fall.

5. This project will require a site location permit from the Department of Environmental Protection (DEP). It will also require Planning Board approval from the Town of Brunswick.

I would note the Town of Brunswick is in the process of altering their zoning ordinance. They still have not changed the requirement that a school building in this zone can be no larger than 5,000 s.f. It was our understanding that the Planning Department had intended to make that change but I have noticed in the latest draft it still has not been altered. The School Board and school administration may want to get involved in the proposed change to make sure this doesn't become a technical problem.

6. In an effort to expedite construction, I would recommend that we consider the Jordan Acres demolition be accomplished in the Fall of 2017 so the site is cleaned and fully prepared for general bidding in 2018.

**SCHEDULE:**

The following are recommended milestones on a ten-month schedule to get the project out to bid no later than May 1, 2018.

**June 2017:**

- PDT to submit contract for basic building services. PDT to submit contract for furnishings and technology design and procurement. The contract to be signed by Friday, June 30, 2017.

**July 2017:**

- PDT to prepare demolition drawings for existing Jordan Acres building. School Department to begin emptying the building and salvaging any items requested by the Town or School Department.
- Solicit geotechnical proposals from firms for borings and test pits to design foundation work. PDT to solicit proposals for survey work on the site and to conduct pre-application meetings with DEP and the Town Planning staffs.
- PDT's interior design group to meet with administrative personnel, guidance counselors, special education leader, and school nurse representative. PDT's interiors group will also begin test fits for furniture layouts in every room of the school.

**August 2017:**

- Second Building Committee should occur.
- Civil engineers and structural engineers to begin preliminary layouts.
- Conduct hazardous material survey at Jordan Acres.
- PDT to solicit proposals for test well for geothermal system.

**September 2017:**

- Building Committee meeting. Staff interviews with every staff member that will be teaching or working in the new building. PDT to be reviewing plan as interiors group and teacher feedback information is made available.
- Test well to be drilled for geothermal system.
- Solicit bids for demolition of Jordan Acres.

**October 2017:**

- Building Committee meeting; feedback from teachers, staff and users of the building, round 2.
- Start demolition of Jordan Acres building.
- Submit drawings to Brunswick Planning Board. Submit drawings to DEP to start six-month review process.

**November 2017:**

- Building Committee meeting. Present final design development drawings to Building Committee for review and approval.
- Complete demolition of Jordan Acres building.
- Send out request for proposals for commissioning agent for project.

**December 2017:**

- Planning Board hearings and approvals.
- Building Committee meeting.
- Share interior building design and finishes.
- Provide new project cost estimate.
- PDT to begin final construction drawings.

- Review design of geothermal system and submit to town and DEP.

**January 2018:**

- Building Committee meeting.
- PDT to submit mechanical design for full building review by commissioning agent.

**February 2018:**

- Building Committee meeting with 80% submission to School Board on construction documents.

**March 2018:**

- Building Committee meeting.
- File for State Fire Marshal's Office permit. Submit 90% complete drawings.
- Send out RFP for prequalification of general contractors.

**April 2018:**

- Building Committee meeting. Obtain DEP permit with conditions. PDT to submit final drawings for QC and QA with commissioning agent and peer review.
- Review qualifications of general contractors.

**May 2018:**

- Building Committee meeting with approval for bidding. Advertise for bidding, release drawings for bidding.

**June 2018:**

- Receive bids for general construction;
- Sign contract with general contractor;
- Begin construction.

**July 2020:**

- Building substantial completion.
- Furniture delivery and set up.

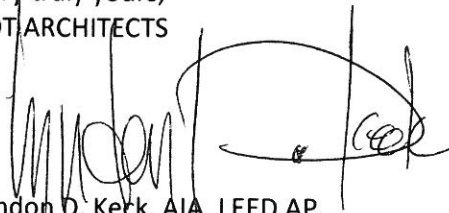
**August 2020:**

- Building Committee meeting. Brunswick School Department move in.

**September 2020:**

- Building Committee meeting. School opens.

Very truly yours,  
PDT ARCHITECTS

A handwritten signature in black ink, appearing to read 'Lyndon D. Keck', with a large, stylized flourish extending to the right.

Lyndon D. Keck, AIA, LEED AP  
Principal  
Maine Licensed Architect