



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS
ANNE GULATI, ASSISTANT SUPERINTENDENT
1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 206 * 781-455-0417 (FAX)

September 26, 2018

TO: Needham School Committee
FROM: Anne Gulati, Director of Financial Operations
RE: Preliminary FY20-24 Capital Improvement Plan (CIP) Requests

Attached, please find proposed capital improvement plan requests from the School Department for FY20-24.

The five-year capital plan is familiar in many respects to prior year submissions.

- Equipment continues to be requested in the following broad categories: copier replacement, furniture replacement, vehicle replacement, document management system and school technology replacement. The annual funding requests have changed, in some cases however, to reflect an updated lifecycle analysis for copiers, updated vehicle replacement prices, updated furniture replacement priorities, an updated schedule for the document management project, and updated technology replacement needs. In addition, door key card access controllers have been added as a new component of the school technology request.
- The building projects also reflect the general priorities established in prior capital submissions and school planning documents.
 - The School Department continues to request funding to renovate the Emery Grover School Administration Building, the Mitchell School, and the Pollard School. Additionally, the CIP continues to include a project to update the Hillside Elementary School as swing space for the aforementioned projects. The schedule of the Emery Grover project has been revised to reflect the October 2018 Special Town Meeting request for feasibility funds, and the updated schedule for occupancy of the Hillside School by Police and Fire during construction of the Public Safety Buildings. The Mitchell and Hillside Schools are assumed to go forward on the previously identified 'integrated' project schedule, for scheduling and construction efficiencies. Finally, the Pollard School continues to be scheduled in an 'out year' of the CIP, with feasibility conducted in FY27. With the assistance of the PPBC, a 'master schedule' has been developed for these projects, which is attached to this memo.
 - The CIP also includes the specific projects identified by the 2018 Full-Day Kindergarten Feasibility Study as being needed to accommodate Full-Day Kindergarten and anticipated enrollment growth at the Broadmeadow and Eliot Schools, including: projects to convert the technology lab at each school into classrooms and an additional project to install up to six modular classrooms at the Eliot School. Although these are new projects to the five-year CIP, they are intended to replace the prior-year placeholder request for "Full-Day Kindergarten Space Modifications," and to address the enrollment-related space needs identified by the Kindergarten study.

A SCHOOL AND COMMUNITY PARTNERSHIP THAT
CREATES EXCITED LEARNERS ~ INSPIRES EXCELLENCE ~ FOSTERS INTEGRITY

- Finally, the FY20-24 plan includes two projects which have appeared in prior CIP submissions. The Newman Preschool Custom Shade Shelter, which was withdrawn last year for funding from other sources, is re-inserted in the capital plan because a revised cost estimate was received that substantially exceeded the amount of funding available from the Preschool Revolving Fund. In addition, the NHS Athletic Locker Reconfiguration and Addition project has been re-inserted as a CIP request. This project was withdrawn in a prior year and aggregated for funding with other components of the 2018 NHS renovation project, but unfortunately, could not be completed, due to project-related budget constraints.

The FY20-24 request also includes two important new requests.

- The most significant of these new requests is a request for \$125,000 to conduct a School Master Plan study in FY20. As evident from the above, the FY20-24 CIP is dominated by large and expensive projects that reflect long-standing priorities and previously identified schedules. However, it is uncertain whether all of these projects can be funded within available revenues, or completed on the timelines previously discussed. In addition, it has become increasingly difficult to prioritize from among the many pressing needs to accommodate Full-Day Kindergarten, to provide capacity for a growing enrollment and to repair and renovate aging facilities. Finally, the planned use of the Hillside School as swing space for these projects presents significant intermediate scheduling and planning challenges. The proposed master plan study would analyze school facility needs, and develop recommended capital plans under different enrollment scenarios/ trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting.
- An additional request is for \$60,000 to conduct a needs assessment/feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School (NHS) auditoriums. These auditoriums are venues for student and community group productions, however, the equipment currently installed is old and inadequate for contemporary musical or theatrical productions. Although the need and vision for these spaces has not yet been identified, school parents and community groups already have engaged in fundraising for equipment upgrades. Pollard parents have written a Needham Education Foundation (NEF) grant and received community donations to obtain funding for lighting system upgrades in the Pollard auditorium, the component parts of which are expected to cost approximately \$15,000. Other groups have discussed fundraising for the NHS auditorium as well. This study would be useful for informing future fundraising and directing capital planning efforts in these spaces.

Please contact me if you have questions or require additional information.

ALG/alg
Attachment(s)

TM Recommendation														
School Department CIP Requests														
	Funded FY19	Pending FY19	Prior FY20	Req FY20	Prior FY21	Req FY21	Prior FY22	Req FY22	Prior FY23	Req FY23	Req FY24	Req FY20-24		
Technology & Equipment Replacement														
School Copiers	84,190	0	52,470	135,520	84,690	37,600	86,360	73,990	52,140	41,200	57,650	345,960		
School Furniture	60,500	0	45,000	35,000	25,000	35,000	25,000	25,000	25,000	25,000	25,000	145,000		
School Vehicles	97,552	0	160,092	158,717	106,612	98,339	74,476	82,250	0	0	188,061	527,367		
Document Management System	0	0	176,900	0	0	0	0	187,700	0	0	0	187,700		
School Phone System Replacement	319,000	0	0	0	0	0	0	0	0	0	0	0		
School Technology Request	303,600	0	566,100	632,350	556,325	556,575	500,200	490,150	428,000	422,000	395,750	2,496,825		
Subtotal	864,842	0	1,000,562	961,587	772,627	727,514	686,036	859,090	505,140	488,200	666,461	3,702,852		
Facilities Projects*														
School Master Plan Supplement	0	0	0	125,000	0	0	0	0	0	0	0	125,000		
Newman Preschool Playground Custom Shade Shelter	0	0	49,800	69,200	0	0	0	0	0	0	0	69,200		
Broadmeadow School Technology Room Conversion	0	0	0	0	0	0	0	213,100	0	0	0	213,100		
Eliot School Technology Room Conversion	0	0	0	0	0	179,300	0	0	0	0	0	179,300		
Eliot School Modular Classrooms	0	0	0	0	0	556,700	0	3,481,200	0	0	0	4,037,900		
Full Day Kindergarten Space Modifications	0	0	50,000	0	0	0	0	0	0	0	0	0		
NHS Athletic Locker Reconfiguration & Addition	0	0	0	50,000	0	0	0	0	0	0	0	50,000		
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound	0	0	0	60,000	0	0	0	0	0	0	0	60,000		
Sustain Hillside School as Swing Space (Combined Project)	0	0	0	100,000	100,000	3,922,800	2,607,400	24,452,100	16,253,100	0	0	28,474,900		
Mitchell School Renovation (Combined Project)	0	0	0	0	0	650,000	0	0	0	111,874,200	0	112,524,200		
Combined Project to Renovate Mitchell & Sustain Hillside as Swing Space	0	0	0	0	750,000	0	0	0	0	0	0	0		
Renovate/Reconstruct Emery Grover Building at Highland Ave.	0	0	1,605,200	0	13,089,300	2,113,600	0	17,234,900	0	0	0	19,348,500		
Emery Grover Feasibility Study Refresh	0	0	0	0	0	0	0	0	0	0	0	0		
Pollard Phased Improvements Feasibility Study	65,000	130,000	0	0	0	0	0	0	0	0	0	0		
Pollard School Renovation (FY22-FY29)	0	0	0	0	0	0	0	0	0	0	0	0		
Subtotal	65,000	130,000	1,705,000	404,200	13,939,300	7,422,400	2,607,400	45,381,300	16,253,100	111,874,200	0	165,082,100		

* Project costs reflect appropriation totals, rather than financing requirements

Capital Project Request				Fiscal Year: 2020	
Project Title: School Copiers		Equipment		Amended Request from the Prior CIP	
Purpose:	Acquisition	Classification:	Status:	Public Education	More than five (5) years but less than eight (8) years
Department:	Needham Public Schools		Supports:		
Partners:	None		Useful Life:		
Parameters					Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does this project require any permitting by any Town or State agency?					No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No
6. If funded, will additional permanent staff be required?					No
7. If funded, will the operating budget need to be increased to cover operating expenses?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No
19. If funded, will this project increase the operating expense for any other department?					No
Project Cost:	\$345,960	How was the Project Cost Determined:	Industry References		
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000				
Project Budget Elements		Project Budget	2020	2021	2022
Planning/Feasibility		\$0			
Design/Engineering		\$0			
Land/ROW Acquisition		\$0			
Site Preparation		\$0			
Construction		\$0			
Construction Management		\$0			
Equipment		\$345,960	\$135,520	\$37,600	\$73,990
Furniture, Fixtures, and Equipment		\$0			\$41,200
Technology Hardware/Software		\$0			\$57,650
Other Expenses		\$0			
TOTAL		\$345,960	\$135,520	\$37,600	\$73,990
			\$41,200	\$57,650	\$0
					\$0

Project Title: School Copiers

Capital Project Request

Fiscal Year:

2020

In May of 2003, Town Meeting authorized \$60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets etc. Currently the School Department owns 45 copy machines. The FY20-FY24 request replaces the following numbers of copy machines.

Fiscal Year	#of Copy Machines Replaced
FY20 (Requested)	11
FY21 (Requested)	4
FY22 (Requested)	6
FY23 (Requested)	5
FY24 (Requested)	4

Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. As a result, copiers which are heavily used, are replaced more frequently than copiers that are lightly used. An eight-year maximum is assumed for most machines (up from seven years in the prior CIP), even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers can be re-deployed around the District as needed, to better match projected usage with equipment capacity.

This request is revised from the prior CIP to reflect updated life cycle calculations (based on copier usage and current condition), which have shifted replacement priorities in some cases. Notable trends from the previous capital plan include:

- * Heavier usage of copiers, District-wide. The FY20 request includes four copiers, which were previously programmed for replacement in later years, but which have been accelerated to FY20 based on heavy usage: Production Center Color Copier (@ 139% useful life in FY20), NHS Math/Science (@ 134%), NHS English/Social Studies (@ 130%), and Broadmeadow Teachers' Lounge (@ 145%.) Last year, we estimated the following FY20 usage rates and replacement years for these machines: Production 67% in FY20 and replaced in FY21; Math/Science 64% in FY20 and replaced in FY23; English/Social Studies @ 57% in FY20 and replaced in FY22; and Broadmeadow Teacher's Lounge at 59% in FY20 and replaced in FY21.

- * The need to replace older machines purchased in 2011 and 2012, which will be eight years old in FY20 and increasingly difficult to service. The FY20 request reflects the replacement of five smaller machines, previously programmed in out years, which have been moved to FY20: Broadmeadow ETC, NHS Health Office, NHS Bookkeeper Office, NHS Grade Level Office, and Science Center.

Building	Location	Make	Model	Purchase Year	FY20	FY21	FY22	FY23	FY24	FY20	FY21	FY22	FY23	FY24	Age at Repl'm't
Administration	2nd Floor	Konica	658E	2018	12%	23%	35%	47%	59%	24,120				29,330	4
Administration	Production Center	Konica	KM1025	2015	126%	26%	52%	78%	104%						3
Administration	1st Floor	Konica	KM454E	2017	92%	104%	12%	25%	37%	5,840					
Administration	Production Center	XEROX	D125	2012	10%	20%	31%	41%	51%						
Broadmeadow	Teachers' Lounge	Konica	KM 654 E	2014	145%	21%	43%	64%	85%	13,690					5
Broadmeadow	Teachers' Room	Konica	KM 654 E	2014	49%	57%	66%	8%	16%			7,420			7
NHS	Main Office	Konica	KM 364E	2015	106%	111%	6%	11%	17%		5,840				5
Broadmeadow	ETC	XEROX	3550	2012	34%	4%	8%	12%	17%	2,040					7
NHS	Athletics	Konica	KM 454E	2016	57%	70%	84%	97%	111%					6,760	7
NHS	Math/Sci Rm 205	Konica	KM654E	2017	22%	32%	43%	54%	65%						
NHS	World Lang 704	Konica	KM 654 e	2014	61%	81%	101%	20%	40%			12,130			7
NHS	Health Office 607	XEROX	WC3550 X	2012	9%	1%	2%	3%	3%	2,040					7
NHS	Bookkeeper Office	XEROX	WC3550 X	2012	55%	5%	11%	16%	21%	2,040					7

Supplemental Information

Building	Location	Make	Model	Purchase Year	FY20	FY21	FY22	FY23	FY24	FY20	FY21	FY22	FY23	FY24	Age at Repl'm't
----------	----------	------	-------	---------------	------	------	------	------	------	------	------	------	------	------	-----------------

Capital Project Request														
Project Title:		School Copiers								Fiscal Year:				
										2020				
NHS	Music	KM 654 E	2016	28%	35%	43%	50%	57%						
NHS	College 503	KM 364 e	2014	49%	56%	62%	69%	7%		6,440		8		
NHS	Media Center	KM 454 e	2014	34%	36%	39%	41%	2%		6,440		8		
NHS	Sped 801	458E	2018	11%	23%	34%	45%	57%						
NHS	SS/English 703	KM 754 e	2014	97%	107%	118%	11%	21%		12,130		7		
NHS	Eng/SS	KM 754 e	2015	130%	25%	51%	25%	51%		15,090		6		
NHS	Grade Level	5775PT	2011	94%	2%	4%	6%	8%		5,560		8		
NHS	Math/Sci	KM 754 e	2015	134%	25%	50%	75%	101%		13,690		4		
Hillside	Main Office	5755APT	2012	66%	13%	25%	38%	50%		Bldg Project		7		
Hillside	Downstairs	5765PT	2011	63%	6%	12%	18%	24%		Bldg Project		8		
Hillside	Main Office	KM 754E	2014	108%	17%	35%	52%	69%		Bldg Project		5		
Mitchell	Back Hallway	KM 654E	2017	18%	27%	35%	44%	53%						
Mitchell	Front Office	KM654E	2014	141%	163%	22%	45%	67%		14,370		6		
Newman	Front Office	5775PT	2012	103%	10%	20%	29%	39%		6,730		7		
Newman	Hall Outside Office	KM 654 E	2016	65%	80%	96%	111%	16%		7,790		6		
Newman	Hallway Near Café	KM 654 E	2017	20%	29%	39%	49%	59%						
Newman	Down Stairs Hall	558E	2018	11%	22%	34%	45%	56%						
Science Center	Science Center	3550X	2012	22%	2%	5%	7%	9%		2,040		7		
Pollard	8th Grade Hallway	KM 654 e	2015	97%	120%	143%	23%	46%		15,090		6		
Pollard	Modulars	KM 754 e	2014	32%	37%	42%	47%	5%		7,790		8		
Pollard	Main Office	KM 754E	2014	146%	16%	32%	49%	65%		13,690		5		
Pollard	7th Grade Work Area	KM654E	2014	105%	119%	14%	28%	43%		11,550		6		
Pollard	Teachers Lounge	KM454 E	2017	20%	30%	40%	50%	60%			8,180	6		
Pollard	Media Coin -OP	3550	2012	13%	14%	15%	16%	18%						
High Rock	Room 207	KM 654E	2016	54%	67%	81%	94%	108%						
High Rock	Main Office	KM 754E	2014	90%	103%	117%	13%	26%		12,130		7		
Eliot	Main Office	KM754 E	2014	66%	76%	86%	96%	10%		12,740		8		
Eliot	Room 151	658E	2018	8%	17%	25%	33%	42%						
Eliot	Room 210	458E	2018	12%	23%	35%	47%	59%						
Kase- Cong. Church	Main Office	WC3550 X	2012	54%	57%	60%	63%	66%						
Administration	Production Center/ Color	Xerox	2014	139%	21%	43%	64%	85%		49,880		5		
Totals										135,520	37,600	73,990	41,200	57,650

Project Title: School New and Replacement Furniture				Capital Project Request				Fiscal Year: 2020	
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	None			Useful Life:	More than twenty-five (25) years				
Parameters									
Response									
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									
3. Does this project require any permitting by any Town or State agency?									
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									
6. If funded, will additional permanent staff be required?									
7. If funded, will the operating budget need to be increased to cover operating expenses?									
8. If funded, will this project lower the requesting Department's operating costs?									
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									
10. If the project is NOT funded, will current Town revenue be reduced?									
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									
13. Is this a request in response to a Court, Federal, or State order?									
14. Is this a request in response to a documented public health or safety condition?									
15. Is this a request to improve or make repairs to extend the useful life of a building?									
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									
18. Will any other department be required to provide assistance in order to complete the project?									
19. If funded, will this project increase the operating expense for any other department?									
Project Cost:	\$154,000	How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements									
Project Budget									
2020									
2021									
2022									
2023									
2024									
2025									
2026									
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$145,000	\$35,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$145,000	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0
\$9,000									

Project Description and Considerations

FY2020

Capital Project Request

Project Title: School New and Replacement Furniture

Fiscal Year:

2020

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY20-FY24 funding request will continue with the replacement of furniture in fair condition at Pollard, provide funding for new new classroom furniture as needed, and will address targeted furniture needs at Eliot and Mitchell Schools. A breakdown of the funding request is found below:

FY20: \$35,000

* \$9,000 to replace student desks in Grades 1 and 2 with tables.

* \$16,000 to reconfigure the Mitchell School music room into four offices (for literacy, math, ELL and psychology.) Starting with the FY 19/20 School Year, music will be held in one of the two new modular classrooms under construction on that campus.

* \$10,000 to continue the replacement of furniture at Pollard Middle School in 'fair' condition

FY21: \$35,000

* \$10,000 to conclude the replacement of furniture at Pollard Middle School in 'fair' condition

* \$25,000 to purchase new classroom furniture as needed for new enrollment or replacement purposes.

FY22 - FY24: \$25,000/year

* \$25,000 to purchase new classroom furniture as needed for new enrollment or replacement purposes.

The anticipated furniture replacement schedule is depicted below:

Funding Plan	Request FY20	Request FY21	Request FY22	Request FY23	Request FY24	TOTAL
Eliot Furniture	\$9,000					\$9,000
Mitchell Music Room Reconfiguration	\$16,000					\$16,000
Pollard	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
New Classrooms	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000
Total	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$145,000

This request is revised from the prior year to add targeted funding for Eliot and Mitchell in FY20, spread the replacement of Pollard furniture in 'fair' condition over FY20 and FY21 (instead of just FY20), and defer new classroom furniture funding to FY21 and beyond.

Supplemental Information

FY18-22 Planned School Vehicle Replacement Schedule

Unit #	Division	Department	Vehicle Year	Age At Repl	Make/Model	Vehicle Type	Mileage*	3.00%			3.50%		
								FY19	FY19 Mileage	FY20	FY20 Mileage	FY21	3.50%
708	Delivery	School Delivery	2008	10	Ford Econ Van	Cargo Van	32,326		35,265		35,020		
Prod Ctr	Delivery	School Delivery	2018	2	Ford Transit Van	Cargo Van	Pending Receipt						
Bus 1	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	84,929		95,545		94,366		
Bus 14	Transportation	School Transportation	2012	8	IC SCHOOL BUS	School Bus	79,513		90,872		89,452		
Bus 2	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	76,499		86,062		84,999		
Van 1	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	47,414		53,341		52,682		
Van 2	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	55,701		62,664		61,890		
Van 3	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	57,067		64,200		63,408		
Van 4	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	68,481	\$48,776	77,041		76,090		
Van 5	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	63,490	\$48,776	71,426		70,544		
Van 6	Transportation	School Transportation	2011	7	FORD E250 VAN	Passenger Van w Lift	52,759		59,354		58,621		
Van 7	Transportation	School Transportation	2012	9	FORD Ecovan	Passenger Van w Lift	31,319		35,793		35,234		\$49,169
Van 8	Transportation	School Transportation	2013	8	FORD Ecovan	Passenger Van w Lift	33,185		38,716		37,926		\$49,169
Van 9	Transportation	School Transportation	2014	8	Toyota Sienna	Passenger Van	17,181		20,617		20,045		
Van 10	Transportation	School Transportation	2015	7	Toyota Sienna	Passenger Van	19,141		23,926		22,969		
Van 11	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	19,141		38,282		28,712		
Van 12	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	197		394		296		
Bus 1	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	26,600		39,900		35,467		
Bus 2	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	31,675		47,513		42,233		
Note - Van 6 to be replaced with a non-wheelchair van.								\$97,552		\$158,717		\$98,339	
								*as of 8/14/17					

FY18-22 Planned School Vehicle Replacement Schedule

Unit #	Division	Department	Vehicle Year	Age At Repl	Make/Model	Vehicle Type	FY21 Mileage	FY22	FY22 Mileage	FY23	FY23 Mileage	FY24
708	Delivery	School-Delivery	2008	10	Ford Econ Van	Cargo Van	34,813		34,635		34,481	
Prod Ctr	Delivery	School Delivery	2018	2	Ford Transit Van	Cargo Van						
Bus 1	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	93,422		92,650		92,007	
Bus 14	Transportation	School Transportation	2012	8	IC SCHOOL BUS	School Bus	88,348		87,464		86,741	
Bus 2	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	84,149		83,454		82,874	
Van 1	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	52,155		51,724		51,365	
Van 2	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	61,271		60,765		60,343	
Van 3	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	62,774		62,255		61,823	
Van 4	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	75,329		74,707		74,188	
Van 5	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	69,839		69,262		68,781	
Van 6	Transportation	School Transportation	2011	7	FORD E150 VAN	Passenger Van w Lift	58,035		57,555		57,156	
Van 7	Transportation	School Transportation	2012	9	FORD Econ	Passenger Van w Lift	34,799		34,451		34,166	
Van 8	Transportation	School Transportation	2013	8	FORD Econ	Passenger Van w Lift	37,333		36,872		36,504	
Van 9	Transportation	School Transportation	2014	8	Toyota Sienna	Passenger Van	19,635	\$41,125	19,329		19,090	
Van 10	Transportation	School Transportation	2015	7	Toyota Sienna	Passenger Van	22,331	\$41,125	21,875		21,534	
Van 11	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	25,521		23,926		22,969	
Van 12	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	263		246		236	
Bus 1	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	33,250		31,920		31,033	\$94,031
Bus 2	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	39,594		38,010		36,954	\$94,031
Note - Van 6 to be replaced with a non-wheelchair van.							\$82,250			\$0		\$188,061

FY18-22 Planned School Vehicle Replacement Schedule

Unit #	Division	Department	Vehicle Year	Age At Repl	Make/Model	Vehicle Type	FY24 Mileage	3.50%	
								FY25	FY26
708	Delivery	School Delivery	2008	10	Ford Econ Van	Cargo Van	34,346		
Prod Ctr	Delivery	School Delivery	2018	2	Ford Transit Van	Cargo Van			
Bus 1	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	91,462		
Bus 14	Transportation	School Transportation	2012	8	IC SCHOOL BUS	School Bus	86,139		
Bus 2	Transportation	School Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus	82,384		
Van 1	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	51,061		
Van 2	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van	59,986		
Van 3	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	61,457		
Van 4	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	73,749		
Van 5	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van	68,374		
Van 6	Transportation	School Transportation	2011	7	FORD E150 VAN	Passenger Van w Lift	56,817		
Van 7	Transportation	School Transportation	2012	9	FORD Econ	Passenger Van w Lift	33,929		
Van 8	Transportation	School Transportation	2013	8	FORD Econ	Passenger Van w Lift	36,202		
Van 9	Transportation	School Transportation	2014	8	Toyota Sienna	Passenger Van	18,899		
Van 10	Transportation	School Transportation	2015	7	Toyota Sienna	Passenger Van	21,268		
Van 11	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	22,331		
Van 12	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van	230		
Bus 1	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	30,400		
Bus 2	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus	36,200		
								\$91,192	\$94,378

Note - Van 6 to be replaced with a non-wheelchair van.

FY18-22 Planned School Vehicle Replacement Schedule

Unit #	Division	Department	Vehicle Year	Age At Repl	Make/Model	Vehicle Type
708	Delivery	School-Delivery	2008	10	Ford Econ Van	Cargo Van
Prod Ctr	Delivery	School Delivery	2018	2	Ford Transit Van	Cargo Van
Bus 1	Transportation	School-Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus
Bus 14	Transportation	School Transportation	2012	8	IC SCHOOL BUS	School Bus
Bus 2	Transportation	School-Transportation	2011	7	BLUE BIRD SCHOOL BUS	School Bus
Van 1	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van
Van 2	Transportation	School Transportation	2011	9	FORD E150 VAN	Passenger Van
Van 3	Transportation	School-Transportation	2011	8	FORD E150 VAN	Passenger Van
Van 4	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van
Van 5	Transportation	School Transportation	2011	8	FORD E150 VAN	Passenger Van
Van 6	Transportation	School-Transportation	2011	7	FORD E250 VAN	Passenger Van w Lift
Van 7	Transportation	School Transportation	2012	9	FORD Ecovan	Passenger Van w Lift
Van 8	Transportation	School Transportation	2013	8	FORD Ecovan	Passenger Van w Lift
Van 9	Transportation	School Transportation	2014	8	Toyota Sienna	Passenger Van
Van 10	Transportation	School Transportation	2015	7	Toyota Sienna	Passenger Van
Van 11	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van
Van 12	Transportation	School Transportation	2018	7	Ford Transit Van	Passenger Van
Bus 1	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus
Bus 2	Transportation	Transportation	2017	7	BLUE BIRD SCHOOL BUS	School Bus

Note - Van 6 to be replaced with a non-wheelchair van.

Vehicle Request									
Current Vehicle		CIP-VR		Requested Vehicle		Estimated Cost by Fiscal Year			
Assigned	School	Funding Year	2024	Funding Amount	2024	2020	2021	2022	2023
Unit #	Bus 1	Vehicle Type	School Bus	Make	Blue Bird	\$81,942	\$84,810	\$87,779	\$90,851
Year	2017	Model	School Bus	Current Cost of Vehicle*	\$76,494	\$94,031	\$97,322	\$100,728	\$104,253
Make	Blue Bird	Plate #	SBN40166	Blue Bird/		2026	2027	2028	2029
Model	School Bus	VIN	1BAKGC8H8F333728	SP		\$107,902	\$111,679	\$115,588	\$119,633
Fuel Type	Diesel	License	Class D	S		\$123,820	\$128,154	\$132,640	\$137,282
Mileage	26,600	Hours	NA	S		\$142,087	\$147,060		
Reading Date	20-Aug-18	Expiration		Subtotal	\$0				
Disposal Intentions	Auction/Trade			OC					
School Bus/ Pupil Transport	Primary Functions			S					
				S					
				Subtotal	\$0				
				Total Current Cost	\$76,494				
				* Vehicle cost for -->	2018				

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a school bus, which is used to transport students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School	Funding Year	Funding Amount	2024		2020	2021	2022	2023
Unit #	Bus 2			\$94,031				\$81,942	\$84,810
Year		2017	Vehicle Type	School Bus				\$87,779	\$90,851
Make	Blue Bird		Make	Blue Bird				\$94,031	\$97,322
Model	School Bus		Model					\$100,728	\$104,253
Fuel Type	Diesel		Current Cost of Vehicle*	\$76,494				\$107,902	\$111,679
Plate #	S8N40158		Blue Bird/					\$115,588	\$119,633
VIN	1BAKGC8H8F3337278		SP					\$123,820	\$128,154
License	Class D		S					\$132,640	\$137,282
Mileage	31,675		S					\$142,087	\$147,060
Hours	NA		S						
Reading Date	20-Aug-18		Subtotal	\$0					
Expiration			OC						
Disposal Intentions	Auction/Trade		S						
School Bus/ Pupil Transport	Primary Functions		S						
			Subtotal						
			Total Current Cost	\$76,494					
			* Vehicle cost for -->	2018					

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a school bus, which is used to transport students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year	Funding Amount	2020	2020	2020	2020	2020
Unit #	Bus 14					\$81,942		\$81,942	\$81,942
Year		2012	Vehicle Type	School Bus					\$84,810
Make	IC		Make	Blue Bird					\$87,779
Model	School Bus		Model	Vision					\$90,851
Fuel Type	Diesel		Current Cost of Vehicle*		\$76,494				\$94,031
Plate #	SB25310		Blue Bird/Vision						\$97,322
VIN	4DRBUSKM9CB608032		SP						\$100,728
License	Class D		S						\$104,253
Mileage	79,513		S						\$107,902
Hours	NA		S						\$111,679
Reading Date	20-Aug-18		Subtotal		\$0				\$115,588
Expiration			OC						\$119,633
Disposal Intentions	Auction/Trade		S						\$123,820
	Primary Functions		S						\$128,154
School Bus/ Pupil Transport			S						\$132,640
			Subtotal		\$0				\$137,282
			Total Current Cost		\$76,494				\$142,087
* Vehicle cost for -->					2018				\$147,060

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a lift-equipped school minibus with a regular size school bus (no lift) to transport special needs and regular education students between home and school. The replacement with a full-size bus will provide greater flexibility of use and increase the number of pupils that can be transported. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year		2020	2020	2020	2020	\$38,388
Unit #	Van 1		Funding Amount		\$38,388	\$38,388	\$39,732	\$41,123	\$42,562
Year		2011	Vehicle Type	Passenger Van					
Make	Ford		Make	Ford					
Model	E150 Van		Model	Transit K1Z					
Fuel Type	Gasoline		Current Cost of Vehicle *		\$35,836	\$45,593	\$47,189	\$48,841	\$50,550
Plate #	SPN11730		Ford/Transit K1Z						
VIN	1FMNE1BW9BDA90433		SP						
License	Class D		S						
Mileage	47,414		S						
Hours	NA		S						
Reading Date	20-Aug-18		Subtotal		\$0	\$56,046	\$58,008	\$60,038	\$62,139
Expiration			OC						
Disposal Intentions	Auction/Trade		S						
Pupil Transport	Primary Functions		S						
			S						
			Subtotal		\$0	\$66,565	\$68,895		
		Total Current Cost			2018			\$35,836	
* Vehicle cost for -->									

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year		2020	2020	2020	2020	
Unit #	Van 2		Funding Amount		\$38,388	\$38,388	2021	\$39,732	
Year		2011	Vehicle Type	Passenger Van			2022	\$41,123	
Make	Ford		Make	Ford			2023	\$42,562	
Model	E150 Van		Model	Transit K1Z			2024	\$44,052	
Fuel Type	Gasoline		Current Cost of Vehicle*		\$35,836		2025	\$45,593	
Plate #	SPN11731		Ford/Transit K1Z				2026	\$47,189	
VIN	1FMNE1BW08DA90434		SP				2027	\$48,841	
License	Class D		S				2028	\$50,550	
Mileage	55,701		S				2029	\$52,319	
Hours	NA		S				2030	\$54,151	
Reading Date	20-Aug-18		Subtotal		\$0		2031	\$56,046	
Expiration			OC				2032	\$58,008	
Disposal Intentions	Auction/Trade		S				2033	\$60,038	
Pupil Transport	Primary Functions		S				2034	\$62,139	
			S				2035	\$64,314	
			Subtotal		\$0		2036	\$66,565	
Total Current Cost					\$35,836		2037	\$68,895	
			* Vehicle cost for -->			2018			

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year		2026	2020		\$38,388	
Unit #	Van 4		Funding Amount		\$47,189	2021		\$39,732	
Year		2019	Vehicle Type	Passenger Van		2022		\$41,123	
Make	Ford		Make	Ford		2023		\$42,562	
Model	Transit		Model	Transit K1Z		2024		\$44,052	
Fuel Type	Gasoline		Current Cost of Vehicle *		\$35,836	2025		\$45,593	
Plate #	TBD		Ford/Transit K1Z			2026		\$47,189	
VIN	TBD		SP			2027		\$48,841	
License	Class D		S			2028		\$50,550	
Mileage	0		S			2029		\$52,319	
Hours	NA		S			2030		\$54,151	
Reading Date	20-Aug-18		Subtotal		\$0	2031		\$56,046	
Expiration			OC			2032		\$58,008	
Disposal Intentions	Auction/Trade		S			2033		\$60,038	
	Primary Functions		S			2034		\$62,139	
			S			2035		\$64,314	
Pupil Transport			Subtotal		\$0	2036		\$66,565	
			Total Current Cost		\$35,836	2037		\$68,895	
					* Vehicle cost for -->	2018			

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Van 4 is scheduled to be replaced in FY19. (The existing Van 4 is a 2011 Ford E150 Van, Vin 1FMNNE1BW3BDA90430, Plate #SPN43225.) This request is to replace the replacement van in 2026.

Vehicle Request CIP-VR						
Current Vehicle			Requested Vehicle		Estimated Cost by Fiscal Year	
Assigned	School	Funding Year	2026	2020		
Unit #	Van 5	Funding Amount	\$47,189	2021		\$38,388
Year		Vehicle Type	Passenger Van	2022		\$39,732
Make	Ford	Make	Ford	2023		\$41,123
Model	Transit	Model	Transit K1Z	2024		\$42,562
Fuel Type	Gasoline	Current Cost of Vehicle*	\$35,836	2025		\$44,052
Plate #	TBD	Ford/Transit K1Z		2026		\$45,593
VIN	TBD	SP		2027		\$47,189
License	Class D	S		2028		\$48,841
Mileage	0	S		2029		\$50,550
Hours	NA	S		2030		\$52,319
Reading Date	20-Aug-18	Subtotal	\$0	2031		\$54,151
Expiration		OC		2032		\$55,046
Disposal Intentions	Auction/Trade	S		2033		\$58,008
	Primary Functions	S		2034		\$60,038
		S		2035		\$62,139
Pupil Transport		Subtotal	\$0	2036		\$64,314
		Total Current Cost	\$35,836	2037		\$66,565
						\$68,895
				2018		
* Vehicle cost for -->						

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Van 5 is scheduled to be replaced in FY19. (The existing Van 5 is a 2011 Ford E150 Van, Vin 1FMNNE1BW5BDA90431, Plate #SPN11732.) This request is to replace the replacement van in 2026.

Vehicle Request									
CIP-VR									
Current Vehicle			Requested Vehicle				Estimated Cost by Fiscal Year		
Assigned	School	Funding Year	Funding Amount	2021	2020	2021	2020	2021	2020
Unit #	Van 7			\$49,169				\$49,169	\$49,169
Year	2012	Vehicle Type	Passenger Van						\$50,890
Make	Ford	Make	Ford						\$52,672
Model	Ecovan	Model	Transit K1Z						\$54,515
Fuel Type	Gasoline	Current Cost of Vehicle*		\$44,348					\$56,423
Plate #	SPN100569	Ford/Transit K1Z							\$58,398
VIN	1FTNE2EW8CDA21174	SP							\$60,442
License	Class D	S							\$62,557
Mileage	31,219	S							\$64,747
Hours	NA	S							\$67,013
Reading Date	20-Aug-18	Subtotal		\$0					\$69,358
Expiration		OC							\$71,786
Disposal Intentions	Auction/Trade	S							\$74,298
Primary Functions		S							\$76,899
Pupil Transport		S							\$79,590
		Subtotal		\$0					\$82,376
		Total Current Cost		\$44,348					\$85,259
* Vehicle cost for --> 2018									

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle (lift-equipped) currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year			2021	2020		\$47,507
Unit #	Van 8		Funding Amount			\$49,169	2021		\$49,169
Year		2013	Vehicle Type	Passenger Van			2022		\$50,890
Make	Ford		Make	Ford			2023		\$52,672
Model	Ecovan		Model	Transkit K1Z			2024		\$54,515
Fuel Type	Gasoline		Current Cost of Vehicle*			\$44,348	2025		\$56,423
Plate #	SPN43152		Ford/Transkit K1Z				2026		\$58,398
VIN	1FTNE2EW6DDA63621		SP				2027		\$60,442
License	Class D		S				2028		\$62,557
Mileage	33,185		S				2029		\$64,747
Hours	NA		S				2030		\$67,013
Reading Date	20-Aug-18		Subtotal			\$0	2031		\$69,358
Expiration			OC				2032		\$71,786
Disposal Intentions	Auction/Trade		S				2033		\$74,298
	Primary Functions		S				2034		\$76,899
Pupil Transport			S				2035		\$79,590
			Subtotal			\$0	2036		\$82,376
			Total Current Cost			\$44,348	2037		\$85,259
* Vehicle cost for --> 2018									

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle (lift-equipped) currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School	Funding Year	Funding Amount	2022	2020	2021	2022	2023	2024
Unit #	Van 9			\$41,125					
Year	2014	Vehicle Type	Passenger Van						
Make	Toyota	Make	Ford						
Model	Sienna	Model	Transit K12						
Fuel Type	Gasoline	Current Cost of Vehicle*		\$35,838					
Plate #	103086	Ford/Transit K12							
VIN	5TDJK3DC6S091980	SP							
License	Class D	S							
Mileage	17,181	S							
Hours	NA	S							
Reading Date	20-Aug-18	Subtotal		\$0					
Expiration		OC							
Disposal Intentions	Auction/Trade	S							
Pupil Transport	Primary Functions	S							
		Subtotal							
		Total Current Cost		\$35,838					
		* Vehicle cost for -->		2018					

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request									
CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year			2022	2020		
Unit #	Van 10		Funding Amount			\$41,125	2021		\$38,391
Year		2015	Vehicle Type	Passenger Van			2022		\$39,734
Make	Toyota		Make	Ford			2023		\$41,125
Model	Sienna		Model	Transkit K1Z			2024		\$42,564
Fuel Type	Gasoline		Current Cost of Vehicle*			\$35,838	2025		\$44,054
Plate #	100167		Ford/Transkit K1Z				2026		\$45,596
VIN	5TDJK3DC5F5095388		SP				2027		\$47,192
License	Class D		S				2028		\$48,844
Mileage	19,141		S				2029		\$50,553
Hours	NA		S				2030		\$52,322
Reading Date	20-Aug-18		Subtotal			\$0	2031		\$54,154
Expiration			OC				2032		\$56,049
Disposal Intentions	Auction/Trade		S				2033		\$58,011
Primary Functions			S				2034		\$60,041
Pupil Transport			S				2035		\$62,143
			Subtotal			\$0	2036		\$64,318
			Total Current Cost			\$35,838	2037		\$66,569
* Vehicle cost for -->						2018			

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School	Funding Year	Funding Amount	2025	2020	2021	2022	2023	2024
Unit #	Van 11	2018	Vehicle Type	Passenger Van					
Year			Make	Ford					
Make	Ford		Model	Transkit K1Z					
Model	Transit		Current Cost of Vehicle*						
Fuel Type	Gasoline		Ford/Transkit K1Z						
Plate #	SPN108236								
VIN	1FDZK1ZMXJK87887		SP						
License	Class D		\$						
Mileage	197		\$						
Hours	NA		\$						
Reading Date	20-Aug-18		Subtotal		\$0				
Expiration			OC						
Disposal Intentions	Auction/Trade		\$						
Pupil Transport	Primary Functions		\$						
			Subtotal						
			Total Current Cost		\$35,838				
			* Vehicle cost for -->	2018					

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Vehicle Request CIP-VR									
Current Vehicle			Requested Vehicle			Estimated Cost by Fiscal Year			
Assigned	School		Funding Year			2025	2020	\$38,391	
Unit #	Van 12		Funding Amount			\$45,596	2021	\$39,734	
Year		2018	Vehicle Type	Passenger Van			2022	\$41,125	
Make	Ford		Make	Ford			2023	\$42,564	
Model	Transit		Model	Transit K1Z			2024	\$44,054	
Fuel Type	Gasoline		Current Cost of Vehicle *			\$35,838	2025	\$45,596	
Plate #	SPN108240		Ford/Transit K1Z				2026	\$47,192	
VIN	1FDZK1ZM8JKA87886		SP				2027	\$48,844	
License	Class D		S				2028	\$50,553	
Mileage	1,841		S				2029	\$52,322	
Hours	NA		S				2030	\$54,154	
Reading Date	20-Aug-18		Subtotal			\$0	2031	\$56,049	
Expiration			OC				2032	\$58,011	
Disposal Intentions	Auction/Trade		S				2033	\$60,041	
	Primary Functions		S				2034	\$62,143	
Pupil Transport			S				2035	\$64,318	
			Subtotal			\$0	2036	\$66,569	
			Total Current Cost			\$35,838	2037	\$68,899	
* Vehicle cost for --> 2018									

Additional Information to be Included in the Annual Town Meeting Warrant

This request is to replace a mission-critical pupil transportation vehicle currently used by the School Department to transport special needs students between home and school. The vehicle is operated by a staff driver. If not replaced, the District would have to contract for these services at considerable additional cost.

Project Title:

School Document Management System

Capital Project Request

Fiscal Year:

Purpose:

Acquisition

Classification:

Status:

Amended Request from the Prior CIP

Public Education

Department:

Needham Public Schools

Useful Life:

More than five (5) years but less than eight (8) years

Partners:

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included in this request?

No

2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?

No

3. Does this project require any permitting by any Town or State agency?

No

4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?

Yes

5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?

No

6. If funded, will additional permanent staff be required?

No

7. If funded, will the operating budget need to be increased to cover operating expenses?

No

8. If funded, will this project lower the requesting Department's operating costs?

No

9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?

No

10. If the project is **NOT** funded, will current Town revenue be reduced?

No

11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?

No

12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?

No

13. Is this a request in response to a Court, Federal, or State order?

No

14. Is this a request in response to a documented public health or safety condition?

No

15. Is this a request to improve or make repairs to extend the useful life of a building?

No

16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?

No

17. Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?

No

18. Will any other department be required to provide assistance in order to complete the project?

No

19. If funded, will this project increase the operating expense for any other department?

No

Project Cost:

Budget Impact:

How was the Project Cost Determined:

Project Budget Elements

Project Budget

2020

2021

2022

2023

2024

2025

2026

Planning/Feasibility

\$0

Design/Engineering

\$0

Land/ROW Acquisition

\$0

Site Preparation

\$0

Construction

\$0

Construction Management

\$0

Equipment

\$187,700

Furniture, Fixtures, and Equipment

\$0

Technology Hardware/Software

\$0

Other Expenses

\$0

TOTAL

\$187,700

\$0

\$0

\$187,700

\$0

\$0

\$0

-\$187,700

Project Title:	School Document Management System	Capital Project Request	Fiscal Year:
----------------	-----------------------------------	-------------------------	--------------

This is a request to purchase and implement a document management system for the efficient storage and retrieval of school documents, including student files, financial and administrative information. The acquisition cost also includes the cost to covert existing paper-based records to electronic format.

The document management system provides electronic storage and retrieval, automated document indexing and networked access for group workflow and email capability. The acquisition cost is based on a 2015 purchase estimate of \$32,000 and \$125,000 cost of document conversion, escalated at a cost of 3%/year. The document conversion cost is based on approximately 856 cubic feet of documents (Human Resources, Special Education) and is phased over two years.

Project timing based on planned renovation/reconstruction of Emery Grover School Administration Building, and the anticipated move of staff to temporary swing space in August 2022 (FY23). The project is timed precede the relocation of staff to swing space in FY22. The project is revised from the prior year to defer funding from FY20 to FY22, based on the revised Emery Grover construction schedule.

Parameters Addressed:
Technology: The School Instructional Technology Department is in support of this request.

Project Title:

School Document Management System

Capital Project Request

Fiscal Year:

Document Management Purchase & Document Conversion Expense

Emergy Grover Active Files	# Cabinets Small (1)	# Cabinets Large (2)	Cubic Feet	Calculated # Boxes	Calculated Pages	Box Pickup Service (3)	Scanning Service	Total Cost
Human Resources	3	9	312	260	689,000	650	44,785	45,435
Financial Operations	0	0	-	-	-	-	-	-
Payroll	0	0	-	-	-	-	-	-
Food Service	0	0	-	-	-	-	-	-
Special Education	24	11	544	453	1,201,333	1,133	78,087	79,220
Subtotal	27	20	856	713	1,890,333	1,783	122,872	124,655

Other Files

Financial Operations	0	0	-	-	-	-	-	-
Subtotal	0	0	-	-	-	-	-	-

Assume major storage is IV

Grand total	27	20	856	713	1,890,333	1,783	122,872	124,655
								125,000

(1) Small: 1'W x 4'H x 2'D

8 Cubic Feet

(2) Small: 4'W x 4'H x 2'D

32 Cubic Feet

(3) Pickup estimate is \$2.50/box

(3) Estimated cost of prepping, scanning, indexing is \$0.05 - \$0.08/page. Estimate based on \$0.065/page mid-rate.

Conversion

1 Small Bankers Box = 1.2 Cubic Feet

1 Small Bankers Box = 2650 Pages

Document Management
Purchase & Installation

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Software Acquisition	Document Conversion	Total Cost
2015 Acquisition Cost								32,000	125,000	157,000
x Escalation								33,000	128,800	161,800
								34,000	132,700	166,700
								35,000	136,700	171,700
								36,100	140,800	176,900
								37,200	145,000	182,200
								38,300	149,400	187,700
										187,700

Conversion Year - Prior to Aug 22 Move to Swing Space

Project Title: School Department Technology Request			Capital Project Request			Fiscal Year:	
Purpose:	Acquisition	Classification:	Status:	Amended Request from the Prior CIP			
Department:	Needham Public Schools		Supports:	Public Education			
Partners:			Useful Life:	More than five (5) years but less than eight (8) years			
Parameters					Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No		
3. Does this project require any permitting by any Town or State agency?					No		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					Yes		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No		
6. If funded, will additional permanent staff be required?					Total New FTE's: No		
7. If funded, will the operating budget need to be increased to cover operating expenses?					No		
8. If funded, will this project lower the requesting Department's operating costs?					No		
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No		
10. If the project is NOT funded, will current Town revenue be reduced?					No		
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No		
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No		
13. Is this a request in response to a Court, Federal, or State order?					No		
14. Is this a request in response to a documented public health or safety condition?					No		
15. Is this a request to improve or make repairs to extend the useful life of a building?					No		
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No		
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No		
18. Will any other department be required to provide assistance in order to complete the project?					No		
19. If funded, will this project increase the operating expense for any other department?					In-House Estimate		
Project Cost:	\$2,496,825	How was the Project Cost Determined:					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000						
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750	
Other Expenses		\$0					
TOTAL	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750	\$0
							\$0

Project Description and Considerations

FY2020

Capital Project Request									
Project Title: School Master Plan Supplement				Fiscal Year: 2020					
Purpose:	Design/Engineering	Classification:	Status:	New Request		Response			
Department:	Needham Public Schools		Supports:	Public Education					
Partners:	PPBC		Useful Life:	More than five (5) years but less than eight (8) years					
Parameters									
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									
3. Does this project require any permitting by any Town or State agency?									
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									
6. If funded, will additional permanent staff be required?									
7. If funded, will the operating budget need to be increased to cover operating expenses?									
8. If funded, will this project lower the requesting Department's operating costs?									
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									
10. If the project is NOT funded, will current Town revenue be reduced?									
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									
13. Is this a request in response to a Court, Federal, or State order?									
14. Is this a request in response to a documented public health or safety condition?									
15. Is this a request to improve or make repairs to extend the useful life of a building?									
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									
18. Will any other department be required to provide assistance in order to complete the project?									
19. If funded, will this project increase the operating expense for any other department?									
Project Cost:		\$125,000	How was the Project Cost Determined:						
Budget Impact:		Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$125,000	\$125,000						
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
		\$0							

Capital Project Request

Project Title: School Master Plan Supplement

Fiscal Year:

2020

Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment and repairing and renovating aging facilities. These needs have made it extremely difficult to prioritize from among the capital needs on the planning horizon, including a Mitchell Elementary School renovation to address building age/deficiencies; a recommended project to install up to six modular classrooms at the Eliot Elementary School to accommodate projected enrollment growth in that District; a small-scale retrofit to the Broadmeadow and Eliot Elementary Schools to provide needed capacity for Full Day Kindergarten, and a Pollard Renovation project to replace the modular classrooms (now at the end of their useful life), modernize spaces and provide enrollment capacity. In addition, the need to provide swing space for these projects and the potential use of the existing Hillside Elementary School on Glen Gary Road to meet this need, present intermediate scheduling and planning challenges. (These challenges are made more acute by the need to schedule around the planned use of this space as temporary headquarters for police/fire during renovation of their facility, and the fact that different retrofits will likely be needed to accommodate each use.) Meeting these various needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward.

This request is for a master planning study of school facilities in FY20. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting.

The proposed study would complement the Needham 2025 effort, for which funding will requested at the October 2018 Special Town Meeting, and would provide an informational resource for the next Town-wide Master Planning Cycle. The purpose of the Needham 2025 study is to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to: traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. The Needham 2025 study, which is expected to be completed in FY19, will provide a general framework for more detailed master planning activities to be conducted in each area, which this study would be an example of. The in-depth analysis of school facility needs that could be provided for in this study also would be a valuable information resource for future Town-wide master planning efforts.

Finally, the proposed study could complement, or even incorporate, the objectives of the Pollard Phased Improvements Feasibility Study, for which \$65,000 in funding was obtained in FY19. The purpose of that study, which has not yet been undertaken, was to determine whether or not it would be possible to phase the Pollard renovation project over multiple years with the goal of accelerating completion of the project and reducing the overall project cost. A particular emphasis was the Pollard modular classrooms, which are nearing the end of their useful life, but which are needed to meet the current program of studies for the projected enrollment. The study also was to look at the cost benefit of completing the science classrooms first to create swing space when the modular classrooms are demolished, examine strategies to maximize potential MSBA reimbursement for this project and, finally, estimate future need, based on long-term enrollment trends. In addition, some ongoing maintenance repair work may have reduced the scope of the overall project, such as the relocation of the administrative offices at Pollard, renovations to bathrooms and auditorium seating improvements.

Parameters Addressed:

Other Departmental Assistance: PPBC Project Management

Supplemental Information

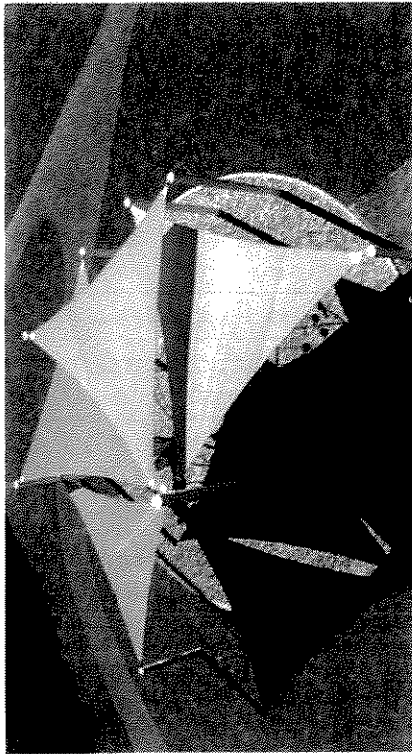
Capital Project Request				Fiscal Year: 2020					
Project Title:	Newman Preschool Playground Custom Shade Shelter								
Purpose:	Construction	Classification:	Status:	Amended Request from the Prior CIP					
Department:	Needham Public Schools		Supports:	Public Education					
Partners:	Parks & Recreation; DPW		Useful Life:	Between eight (8) and twelve (12) years					
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No				
3. Does this project require any permitting by any Town or State agency?					Yes				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No				
6. If funded, will additional permanent staff be required?					No				
7. If funded, will the operating budget need to be increased to cover operating expenses?					No				
8. If funded, will this project lower the requesting Department's operating costs?					No				
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No				
10. If the project is NOT funded, will current Town revenue be reduced?					No				
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No				
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No				
13. Is this a request in response to a Court, Federal, or State order?					No				
14. Is this a request in response to a documented public health or safety condition?					No				
15. Is this a request to improve or make repairs to extend the useful life of a building?					No				
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					Yes				
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					Yes				
18. Will any other department be required to provide assistance in order to complete the project?					Yes				
19. If funded, will this project increase the operating expense for any other department?					No				
Project Cost:	\$109,200	How was the Project Cost Determined:	Hired Consultant						
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility			\$0						
Design/Engineering			\$0						
Land/ROW Acquisition			\$0						
Site Preparation			\$0						
Construction			\$0						
Construction Management			\$0						
Equipment			\$18,600		\$18,600				
Furniture, Fixtures, and Equipment			\$0						
Technology Hardware/Software			\$0						
Other Expenses			\$50,600		\$50,600				
TOTAL			\$69,200		\$69,200	\$0	\$0	\$0	\$0
\$40,000									

The Newman Preschool playground is situated in a part of the school that has constant sunlight. As a result, access to the playground is limited to cloudy days or to mild weather, given that there is no available shade on the playground and temperatures climb rapidly on sunny days. About half of the children who attend the preschool are identified as having special needs, and many struggle with their social-emotional skills. A custom shade shelter would increase the students' comfort and access to the playground, which in turn would create more meaningful social opportunities for them during their day. It is also worth noting that this impacts the program year round, as the preschool runs a summer program for students who require year- round special education services.

This request is for a custom shade shelter to be built over the center section of the playground. The quoted structure consists of five steel columns and three triangular 'sail style' canopy tops, of the type depicted in the picture below, which would be permanently installed in the preschool playground. This structure would provide the shade necessary for students and staff to remain outside during recess periods. The quoted purchase and installation cost is \$97,162, which is considerably higher than a previous estimate (of \$43,000 in 2017), due to the need for a certified installer. Offsetting revenue of \$40,000 can be contributed toward project costs from the current fund balance in the School Preschool Revolving Fund, for a net request of \$57,162 (2018 \$.) The estimated FY20 net cost of \$69,200 includes an annual inflation adjustment of 10% (per PPBC.) Permitting would be required.

The assistance of Parks & Recreation/DPW would be needed to bid the project.

Offsetting revenue of \$40,000 can be contributed toward project costs from the current fund balance in the School Preschool Revolving Fund.



PreK Custom Shade Shelter			
NA	Equipment	Installation	Total
FY18 Project Cost (Vendor)	26,162	71,000	97,162
Less Funding Offset (Fees)	(10,800)	(29,200)	(40,000)
TOTAL	15,362	41,800	57,162
	27%	73%	100%
10.00% FY19 Cost Multiplier	16,898	45,980	62,878
10.00% FY20 Cost Multiplier	18,588	50,578	69,166
2 Years TOTAL PROJECT COST	18,588	50,578	69,166
TOTAL COST (ROUNDED)	18,600	50,600	69,200

Supplemental Information

Project Title: Broadmeadow School Technology Room Conversion				Capital Project Request				Fiscal Year: 2022	
Purpose:	Construction	Classification:		Status:		New Request			
Department:	Needham Public Schools			Supports:		Public Education			
Partners:	Public Facilities			Useful Life:		More than twenty-five (25) years			
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	No
3. Does this project require any permitting by any Town or State agency?								Yes	Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	Yes
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	Yes
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	No
8. If funded, will this project lower the requesting Department's operating costs?								No	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	No
10. If the project is NOT funded, will current Town revenue be reduced?								No	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	No
13. Is this a request in response to a Court, Federal, or State order?								No	No
14. Is this a request in response to a documented public health or safety condition?								No	No
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	No
18. Will any other department be required to provide assistance in order to complete the project?								Yes	Yes
19. If funded, will this project increase the operating expense for any other department?								No	No
Project Cost:	\$213,100	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$33,900			\$33,900				
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$128,400			\$128,400				
Construction Management		\$8,500			\$8,500				
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$42,300			\$42,300				
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$213,100	\$0	\$0	\$213,100	\$0	\$0	\$0	\$0
		\$0							

Project Description and Considerations

Project Title:	Broadmeadow School Technology Room Conversion	Capital Project Request	Fiscal Year:	2022
----------------	---	-------------------------	--------------	------

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom, effective for the 2022/23 School Year.

This project is to provide funding to convert the existing technology lab at Broadmeadow Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20) and 8%/year thereafter.

Preliminary Project Schedule:

Funding for Detailed Design & Construction: FY22 (Oct '21 - STM)
Detailed Design & Bidding: Nov '21 - May '22
Construction: June '22 - Aug '22
New Classroom Opens: (FY23) - Sept '22

Parameters Addressed:

Permitting: As required by Town Boards.
Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.
Building Improvements: The Public Facilities Department supports this request.
Other Departmental Assistance: Public Facilities.

Supplemental Information

Broadmeadow School Technology Room Conversion

900 sf	Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
	0%	60%	16%	20%	4%	100%	
FY19 Cost Multiplier	-	100,100	26,400	33,000	6,600	166,100	184.56
FY20 Cost Multiplier	-	110,110	29,040	36,300	7,260	182,710	203.01
FY21 Cost Multiplier	-	118,919	31,363	39,204	7,841	197,327	219.25
FY22 Cost Multiplier	-	128,432	33,872	42,340	8,468	213,113	236.79
4 Years	-	128,432	33,872	42,340	8,468	213,113	236.79
TOTAL PROJECT COST	-	128,400	33,900	42,300	8,500	213,100	236.78
TOTAL COST (ROUNDED)	-	128,400	33,900	42,300	8,500	213,100	236.78
	FY20	FY21	FY22	Total			
Feasibility	-	-	-	-			
Arch/Engineering	-	-	33,900	33,900			
Construction	-	-	128,400	128,400			
Construction Management	-	-	8,500	8,500			
FF&E	0	-	42,300	42,300			
	-	-	213,100	213,100			
D&W Estimated Cost (including escalation)		164,500					
Less Escalation		(13,500)					
Subtotal		151,000					

Project Title:	Eliot School Technology Room Conversion	Capital Project Request	Fiscal Year:	2021
----------------	---	-------------------------	--------------	------

Eliot School Technology Room Conversion

900 sf	Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	\$/ sf
FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
	0%	60%	16%	20%	4%	100%	
FY19 Cost Multiplier @ 5%	-	91,000	24,000	30,000	6,000	151,000	167.78
FY20 Cost Multiplier @ 5%	-	100,100	26,400	33,000	6,600	166,100	184.56
FY21 Cost Multiplier @ 5%	-	108,108	28,512	35,640	7,128	179,388	199.32
3 Years	-	108,108	28,512	35,640	7,128	179,388	199.32
TOTAL PROJECT COST	-	108,100	28,500	35,600	7,100	179,400	199.33
TOTAL COST (ROUNDED)	-	108,100	28,500	35,600	7,100	179,400	199.33

* Excludes modular temporary classrooms

	FY20	FY21	Total
Feasibility	-	-	-
Arch/Engineering	-	28,500	28,500
Construction	-	108,100	108,100
Construction Management	-	7,100	7,100
FF&E	0	35,600	35,600
Total	-	179,300	179,300

D&W Estimated Cost (including escalation)	164,500
Less Escalation	(13,500)
Subtotal	151,000

Capital Project Request		
Project Title:	Eliot School Technology Room Conversion	Fiscal Year: 2021

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Eliot School to a classroom. According to the analysis, the additional classroom will be needed in September, 2019; however, this request would complete that conversion in September, 2021. The same analysis also called for the construction of up to six modular classrooms at that school, which are presented in a separate capital request.

This project is to provide funding to convert the existing technology lab at Eliot Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Preliminary Project Schedule:
 Funding for Detailed Design & Construction: FY21 (Oct '20 - STM)
 Detailed Design & Bidding: Nov '20 - May '21
 Construction: June '21 - Aug '21
 New Classroom Opens: (FY22) - Sept '21

Parameters Addressed:
 Permitting: As required by Town Boards.
 Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.
 Building Improvements: The Public Facilities Department supports this request.
 Other Departmental Assistance: Public Facilities.

Supplemental Information

Capital Project Request						Fiscal Year:	2021
Project Title: Eliot Modular Classrooms		Building		Status:	New Request		
Purpose:	Construction	Classification:		Supports:	Public Education		
Department:	Needham Public Schools			Useful Life:	Between eighteen (18) and twenty-five (25) years		
Partners:	PPBC					Response	
Parameters							
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?		No					
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?		No					
3. Does this project require any permitting by any Town or State agency?		Yes					
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?		Yes					
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?		Yes					
6. If funded, will additional permanent staff be required?		Total New FTE's:				No	
7. If funded, will the operating budget need to be increased to cover operating expenses?		Yes					
8. If funded, will this project lower the requesting Department's operating costs?		No					
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?		No					
10. If the project is NOT funded, will current Town revenue be reduced?		No					
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?		No					
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?		No					
13. Is this a request in response to a Court, Federal, or State order?		No					
14. Is this a request in response to a documented public health or safety condition?		No					
15. Is this a request to improve or make repairs to extend the useful life of a building?		No					
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?		No					
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?		No					
18. Will any other department be required to provide assistance in order to complete the project?		Yes					
19. If funded, will this project increase the operating expense for any other department?		Yes					
Project Cost:	\$4,037,900	How was the Project Cost Determined:	Hired Consultant				
Budget Impact:	May increase annual operating expenses between \$25,001 and \$50,000						
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering		\$556,700		\$556,700			
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$3,266,300			\$3,266,300		
Construction Management		\$12,800			\$12,800		
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$202,100			\$202,100		
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL		\$4,037,900	\$0	\$556,700	\$3,481,200	\$0	\$0
		\$0					

FY2020

Project Description and Considerations

Capital Project Request		
Project Title:	Eliot Modular Classrooms	Fiscal Year: 2021

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019, as well as the potential for significant enrollment growth in the Eliot neighborhood resulting from new development. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications would be needed to accommodate the projected number of classrooms needed under those assumptions. These modifications include the conversion of a technology lab to a classroom and the installation of six modular classrooms at the Eliot School.

This request would install six modular classrooms at the school. (The lab conversion project is presented as a separate capital request.) The modular classrooms (in combination with the lab conversion) would allow the school to meet the following projected need for classrooms: one additional classroom by 2020/21, two classrooms by FY2023/24, four classrooms by 2025/26, five classrooms by 2026/27, and a total of seven classrooms by 2029/30.

Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

- Preliminary Project Schedule:
 Funding for Detailed Design: FY21 (May '20 ATM)
 Detailed Design & Bidding: June '20 - Apr '21
 Funding for Construction: FY22 (May '21 ATM)
 Site Work/ Construction: June '21 - Aug '23 (24 Months, Due to Tight Site)
 New Classrooms Open: (FY24) - Sept '23

- Parameters Addressed:
 Permitting: As required by Town Boards.
 Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.
 Operating Budget Increase: Utilities. This placeholder estimate to be revised during design.
 Other Departmental Assistance: PPBC Project Management
 Operating Budget Increase: Utilities. This placeholder estimate to be revised during design process.

Eliot School Modular Classrooms (6 @ 1,200 sf/each) & Renovation of Existing Technology Lab

10,000 sf	Construction (1)	A/E (2)	FF&E	Constr Mgmt (3)	Total	Cost/SF
FY18 Project Cost (D&W) - Combined	2,515,500	437,250	180,000	15,500	3,148,250	314.83
Less Tech Room Conversion - Separate	91,000	24,000	30,000	6,000	151,000	15.10
TOTAL	2,424,500	413,250	150,000	9,500	2,997,250	147.05
FY19 Cost Multiplier @ 5%	2,545,725	433,913	157,500	9,975	3,147,113	314.71
FY20 Cost Multiplier @ 5%	2,800,298	477,304	173,250	10,973	3,461,824	346.18
FY21 Cost Multiplier @ 5%	3,024,321	515,488	187,110	11,850	3,738,770	373.88
FY22 Cost Multiplier @ 5%	3,266,267	556,727	202,079	12,798	4,037,871	403.79
4 Years TOTAL PROJECT COST	3,266,267	556,727	202,079	12,798	4,037,871	403.79
TOTAL COST (ROUNDED)	3,266,300	556,700	202,100	12,800	4,037,900	403.79

- (1) Construction includes site, modulars, renovation construction cost and contingencies
 (2) A/E includes soft costs and 80% of owners' direct costs (less FF&E.)
 (3) Construction management includes 20% of owners' direct costs (less FF&E.)

	FY21	FY22	Total
Feasibility			
Arch/Engineering	556,700		556,700
Construction		3,266,300	3,266,300
Construction Management		12,800	12,800
FF&E	556,700	202,100	202,100
		3,481,200	4,037,900

	Modulars	Tech Room
D&W Estimated Cost (including escalation)	3,728,750	164,500
Less Escalation	(580,500)	(13,500)
Subtotal	3,148,250	151,000

Capital Project Request				Fiscal Year: 2020	
Project Title: NHS Athletic Locker Reconfiguration & Addition		Classification:		Status:	Amended Request from the Prior CIP
Purpose:	Acquisition			Public Education	
Department:	Needham Public Schools			Useful Life:	More than twenty-five (25) years
Partners:	Public Facilities				
Parameters					Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does this project require any permitting by any Town or State agency?					No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					Yes
6. If funded, will additional permanent staff be required?					Total New FTE's: No
7. If funded, will the operating budget need to be increased to cover operating expenses?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					Yes
19. If funded, will this project increase the operating expense for any other department?					No
Project Cost:	\$50,000	How was the Project Cost Determined:	Industry References		
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000				
Project Budget Elements		Project Budget	2020	2021	2022
Planning/Feasibility		\$0			
Design/Engineering		\$0			
Land/ROW Acquisition		\$0			
Site Preparation		\$0			
Construction		\$0			
Construction Management		\$0			
Equipment		\$50,000	\$50,000		
Furniture, Fixtures, and Equipment		\$0			
Technology Hardware/Software		\$0			
Other Expenses		\$0			
TOTAL		\$50,000	\$50,000	\$0	\$0
					\$0

Project Description and Considerations

FY2020

Capital Project Request

Project Title: NHS Athletic Locker Reconfiguration & Addition

Fiscal Year: 2020

This request proposes to reconfigure and increase the number of student physical education lockers at NHS, to accommodate the increased student population. Currently, there are 508 lockers at NHS (269 in the boys' locker room and 239 in the girls' locker room.) The project will add 111 lockers in the boys' locker room and 104 lockers in the girls' locker room, for a new grand total of 723.

Currently, each locker room has small, medium and large lockers. The reconfiguration would remove the doors and frames from the medium and large lockers, and would create three new, small lockers from every two medium lockers, and three new small lockers from every one large locker. (The existing small lockers would remain unchanged.) This reconfiguration would yield 81 new boy's lockers and 80 new girls' lockers. Additionally, a new bank of 30 lockers would be added in the boys' locker room, and 24 new lockers will be added in the girls' locker room.

This project was included in a prior CIP and aggregated for funding with the other components of the Needham High School renovation project. Unfortunately, due to project-related funding constraints, this portion of the project was dropped for future funding at a later date.

This request has been revised from the previous CIP to reflect the following cost escalator factors: 6%/year (FY16), 5.0%/year (FY17-18), and 10.0%/year (FY19-20,) based on PP8C advice. This request would allow for locker installation to occur during the summer of 2020, in preparation for a September 2020 (FY21) opening.

Parameters Addressed:

Building Improvements: The PFD Public Facilities Department supports this request.

Permanent Installation: The lockers will be permanently installed in the building.

Other Departmental Assistance: PFD Public Facilities Department

NHS Locker Replacement 2015 Costs (Based on Vendor Estimate)

	Feasibility	Construction*	A/E	5% Conting	Constr Mgmt	Total
FY14 Project Cost (D&W)	-	33,705	-	1,685	-	35,390
TOTAL	-	33,705	-	1,685	-	35,390
	0%	95%	0%	5%	0%	100%
6.00%	-	35,727	-	1,786	-	37,514
5.00%	-	37,514	-	1,876	-	39,389
5.00%	-	39,389	-	1,969	-	41,359
10.00%	-	43,328	-	2,166	-	45,495
10.00%	-	47,661	-	2,383	-	50,044
5 Years	-	47,661	-	2,383	-	50,044
TOTAL PROJECT COST	-	47,700	-	2,400	-	50,000
TOTAL COST (ROUNDED)	-	-	-	-	-	-

Supplemental Information

Capital Project Request						
Project Title: Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems				Fiscal Year: 2020		
Purpose:	Construction	Classification:	Equipment	Status:	New Request	
Department:	Needham Public Schools			Public Education		
Partners:				Useful Life:	Between eight (8) and twelve (12) years	
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Yes
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No
6. If funded, will additional permanent staff be required?						No
7. If funded, will the operating budget need to be increased to cover operating expenses?						No
8. If funded, will this project lower the requesting Department's operating costs?						No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
10. If the project is NOT funded, will current Town revenue be reduced?						No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
13. Is this a request in response to a Court, Federal, or State order?						No
14. Is this a request in response to a documented public health or safety condition?						No
15. Is this a request to improve or make repairs to extend the useful life of a building?						No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
18. Will any other department be required to provide assistance in order to complete the project?						Yes
19. If funded, will this project increase the operating expense for any other department?						No
Project Cost:	\$60,000	How was the Project Cost Determined:		In-House Estimate		
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000					
Project Budget Elements		Project Budget		2020	2021	2022
Planning/Feasibility						
Design/Engineering						
Land/ROW Acquisition						
Site Preparation						
Construction						
Construction Management						
Equipment		\$60,000				
Furniture, Fixtures, and Equipment						
Technology Hardware/Software						
Other Expenses						
TOTAL		\$60,000		\$0	\$0	\$0

Capital Project Request		
Project Title:	Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	Fiscal Year: 2020

This project is to conduct a needs assessment/ feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School (NHS) Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include:

- * speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats.
- * sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production.
- * amplification equipment (such as wireless receivers and microphones), which are insufficient in number and/or broken.

The lighting systems also include light fixtures that are partially non-functioning, and uncoordinated with sound delivery.

Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades. Pollard parents have written a Needham Education Foundation (NEF) grant and received community donations to obtain funding for lighting system upgrades in the Pollard Auditorium, the component parts of which are expected to cost approximately \$15,000. This portion of the project will be undertaken in FY19 from grant and donated funds, leaving the audio system upgrades for a future funding year. Other groups have discussed fundraising for the NHS Auditorium as well.

This study would be important for informing future fundraising and directing capital planning efforts for these spaces.

Parameters:
 Technology: The School Technology Department supports this request.
 Departmental Assistance: PPBC

Auditorium A/V Upgrade						
NA	Equipment & Install	Less NEF Grant	Less Local Donations	NET CIP	Equipment & Install	Equipment & Install
2018 Pollard Auditorium A/V System Upgrade	194,000	9,032	4,505	180,463		
2018 Newman Auditorium A/V System Upgrade	-	-	-	-	203,000	162,000
2018 NHS Auditorium A/V System Upgrade						162,000
TOTAL	194,000	9,032	4,505	180,463	203,000	
FY20 Cost Multiplier	203,700	9,032	4,505	190,163	213,150	170,100
FY21 Cost Multiplier	213,885	9,032	4,505	200,348	223,808	178,605
FY22 Cost Multiplier					234,998	187,535
FY23 Cost Multiplier						196,912
TOTAL PROJECT COST	213,885	9,032	4,505	200,348	234,998	196,912
TOTAL COST (ROUNDED)	213,900	9,000	4,500	200,300	235,000	196,900

Capital Project Request					Fiscal Year:	2020
Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects		Status:		Amended Request from the Prior CIP		
Purpose:	Construction	Classification:	Building	Public Education		
Department:	Needham Public Schools	Supports:		Between twelve (12) and eighteen (18) years		
Partners:	PPBC	Useful Life:				
Parameters					Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No	
3. Does this project require any permitting by any Town or State agency?					Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					Yes	
6. If funded, will additional permanent staff be required?					Total New FTE's:	4
7. If funded, will the operating budget need to be increased to cover operating expenses?					Yes	
8. If funded, will this project lower the requesting Department's operating costs?					No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No	
10. If the project is NOT funded, will current Town revenue be reduced?					No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No	
13. Is this a request in response to a Court, Federal, or State order?					No	
14. Is this a request in response to a documented public health or safety condition?					No	
15. Is this a request to improve or make repairs to extend the useful life of a building?					Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No	
18. Will any other department be required to provide assistance in order to complete the project?					Yes	
19. If funded, will this project increase the operating expense for any other department?					Yes	
Project Cost:	\$28,599,900	How was the Project Cost Determined:		Hired Consultant		
Budget Impact:	May increase annual operating expenses by more than \$100,000					
Project Budget Elements		Project Budget		2020	2021	2022
Planning/Feasibility		\$225,000		\$100,000		
Design/Engineering		\$3,922,800			\$3,922,800	
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$21,016,700				\$21,016,700
Construction Management		\$980,700				\$980,700
Equipment		\$0				
Furniture, Fixtures, and Equipment		\$0				
Technology Hardware/Software		\$2,454,700				\$2,454,700
Other Expenses		\$0				
TOTAL		\$28,599,900		\$100,000	\$3,922,800	\$24,452,100
				\$0	\$0	\$0
						\$125,000

Capital Project Request

Project Title: **Renovate Hillside Elementary School as Swing Space for School Construction Projects**

Fiscal Year:

2020

This is a project to modernize the existing Hillside School for use as swing space for other school projects, after the new Sunita Williams Elementary School opens in September 2020 (FY21.) A potential schedule for use of this facility as swing space is: Use A Emery Grover Renovation (Aug '22 - July '24), Use B Mitchell Renovation (Aug '24 - June '26), and Use C Pollard Renovation (Aug '28 - Aug '29.) This schedule assumes that modernization will occur in multiple phases, with minor interior modifications occurring for the Emery Grover occupation, and more substantial modifications occurring to accommodate the Mitchell and Pollard School populations.

Given the long time-line and design variables associated with this project, the potential project schedule below reflects interim uses A (Emery Grover) and B (Mitchell School) only. The overall project cost also is a placeholder, based on the "Option A" 'Base Repair' project estimate developed by Dore & Whittier Architects in 2014, which updates all major building systems to comply with current codes and reuligations. The scope, timeline and budget of a final project would depend on the outcome of the feasibility studies below and could take various forms. (For example, an alternate project could tear down the facility and construct a modular classrooms campus.) The scope of the 'Option A' base repair budget does NOT include adding the modular classrooms that would be needed to accommodate the Mitchell School population or a full grade of Pollard students. The Feasibility Study scope should include a comparative analysis of the relative cost effectiveness of an alternate project to demolish the school and create modular swing space on this site, should reflect the smallest renovation scope possible, and should include the needed modular component.

This project is revised from prior years to reflect the timeline below and the following cost escalators: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

Potential Schedule

Feasibility Funding for Interim Uses A & B - (FY20) May '19 ATM	Funding for Construction Interim Use B - (FY23) Oct '22 STM
Funding for Detailed Design - (FY21) May '20 ATM	Design Development Exterior Modulars - Jan '23 - June '23
Design Bidding - May '20 - Aug '20	Construction Documents Exterior Modulars - July '23 - Oct '23
Schematic Design for Interim Uses (Phases A, B, C) - Sept '20 - Mar '21	Bidding - Nov '23 - Dec '23
Funding for Construction Interim Use A - (FY22) May '21 ATM	Exterior Construction - Jan '24 - Aug '24
Detailed Design & Bidding Phase A - May '21 - Oct '22	Modular Relocation & Interior Renovation - June '24 - Aug '24
Interim Use - School Administration Construction/ Repairs - Nov '21 - May '22	Feasibility Funding for Interim Use C - (FY26) May '25 ATM
Move School Administration to Hillside - June '22 - July '22	Mitchell School Occupies Hillside - Sept '24 - July '26
School Administration Occupies Hillside - Aug '22 - July '24	Remaining Schedule and Budget to be Determined by Feasibility Study

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology. Building Improvements: The PPBC supports this request.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This is a placeholder estimate.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance by more than \$100,000/year. This is a placeholder estimate.

Supplemental Information

**Hillside School Modernization, Based on 2014 Dore & Whittier PreFeasibility Study
Option A, Repair Hillside School for 430 Students
Scheduled opening: July 2024 (FY25)**

45,005 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
	FY14 Project Cost (D&W)	225,000	8,835,814	1,649,200	1,032,000	412,300	12,154,314	\$270.07
	TOTAL	225,000	8,835,814	1,649,200	1,032,000	412,300	12,154,314	\$270.07
		2%	73%	14%	8%	3%	100%	
6.00%	FY15 Cost Multiplier		9,365,963	1,748,152	1,093,920	437,038	12,645,073	\$280.97
6.00%	FY16 Cost Multiplier		9,927,921	1,853,041	1,159,555	463,260	13,403,777	\$297.83
5.00%	FY17 Cost Multiplier		10,424,317	1,945,693	1,217,533	486,423	14,073,966	\$312.72
5.00%	FY18 Cost Multiplier		10,945,532	2,042,978	1,278,410	510,744	14,777,664	\$328.36
10.00%	FY19 Cost Multiplier		12,040,086	2,247,276	1,406,251	561,819	16,255,431	\$361.19
10.00%	FY20 Cost Multiplier	100,000	13,244,094	2,472,003	1,546,876	618,001	17,980,974	\$399.53
8.00%	FY21 Cost Multiplier	100,000	14,303,622	2,669,763	1,670,626	667,441	19,411,452	\$431.32
8.00%	FY22 Cost Multiplier	100,000	15,447,912	2,883,345	1,804,276	720,836	20,956,368	\$465.65
8.00%	FY23 Cost Multiplier	100,000	16,683,745	3,114,012	1,948,618	778,503	22,624,877	\$502.72
8.00%	FY24 Cost Multiplier	100,000	18,018,444	3,363,133	2,104,507	840,783	24,426,868	\$542.76
8.00%	FY25 Cost Multiplier	100,000	19,459,920	3,632,184	2,272,868	908,046	26,373,017	\$586.00
8.00%	FY26 Cost Multiplier	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$635.48
9 Years	TOTAL PROJECT COST	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$502.72
	TOTAL COST (ROUNDED)	225,000	21,016,700	3,922,800	2,454,700	980,700	28,599,900	\$635.48

* Excludes modular temporary classrooms

Square Footage	45,005
Feasibility	FY20
Arch/Engineering	FY21
Construction	FY23
Construction Management	FY26
FF&E	Total
Total	225,000
	3,922,800
	21,016,700
	980,700
	2,454,700
	28,599,900

Capital Project Request									
Project Title: Renovate Mitchell Elementary School				Fiscal Year: 2021					
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Massachusetts School Building Authority; PP8C			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Yes	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$112,524,200	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$650,000		\$650,000					
Design/Engineering		\$15,538,900				\$15,538,900			
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$89,349,500				\$89,349,500			
Construction Management		\$3,884,700				\$3,884,700			
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$3,101,100				\$3,101,100			
Other Expenses		\$0							
TOTAL		\$112,524,200	\$0	\$650,000	\$0	\$111,874,200	\$0	\$0	\$0

Capital Project Request

Project Title: **Renovate Mitchell Elementary School**

Fiscal Year:

2021

Constructed in 1950, the Mitchell Elementary School has undergone several additions over the past 50 years, but is in need of total renovation/replacement to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Hillside School and is contingent upon the MSBA agreeing to partner with the Town in completing this project. It is possible that a modified project scope could be considered. Final decisions will be made upon project acceptance and a feasibility study, completed jointly with the MSBA. Project costs are based on a 2014 update of a 2012 Dore & Whittier Pre-feasibility estimate for an 82,227 s.f. 503-student school (Option 1A.3, New Construction), plus \$650,000 for pre-feasibility design. During construction, the school would need to occupy swing space at Hillside School.

A possible schedule for the Mitchell Elementary School Renovation project is shown below, based on Needham's experience with the Hillside Renovation Project with MSBA. A parallel project to update the Hillside Elementary School as swing space is presented separately. The total cost of the project may vary from the existing estimates, based on the combined scope and MSBA's participation in the Mitchell project development.

Potential Schedule

Submit SOI to MSBA (FY20) - Feb '20 - Apr '20)	Project Funding (FY23)
MSBA Board Meeting to Vote SOI (FY21) - Apr '20 - Aug '20	Submit Ballot Question to Secretary of State - Aug '22
Feasibility (FY21-22)-- (Oct '20 STM)	Special Town Meeting - Oct '22
Funding - Oct '20 STM	Override Ballot Question - Nov '22
Bidding Feasibility - Oct '20 - Dec '20	Project Funding Agreement - Nov '22 - Dec '22
Designer Selection w MSBA - Jan '21 - Mar '21	Design Development (FY23)
Feasibility Study - Mar '21 - Jun '22	Design Development & Review - Dec '22 - June '23
PDP - Mar '21 - Aug '21	MSBA Review & Approval - May '23 - Jun '23
PSR - Sept '21 - Jan '22	Construction Documents (FY24 - FY24)
MSBA Board Meeting to Accept Feasibility - Jan '22	60% Construction Documents Developed - Jul '23 - Oct '23
Schematic Design Mitchell (FY22-23)	60% Submittal to MSBA - Oct '23
Schematic Design - Jan '22 - Jun '22	90% Construction Documents Developed - Nov '23 - Jan '24
DRT Review - Feb '22	90% Submittal to MSBA - Jan '24
MSBA/DESE Review - May '22 - Jun '22	Completion of Construction Docs - Mar '24
Submit Schematic Design to MSBA - Jun '22	Bidding Documents/ Procurement (FY24-FY25)- Apr '24 - July 25
Needham Boards Approve Schematic Design - Jun '22 - July '22	Construction (FY25-27) - Aug '24 - Aug '26
MSBA Board Meeting - July '22	New Building Opens (FY27) - Sept '26

This project has been updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

Parameters Addressed:

Project Costs Not Included: Cost of Design and Construction of Combined Project.

Permitting: As required by Town Boards.

Technology: The School IT Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Building Improvements: The PPBC and Public Facilities Department support this request.

FTE: Estimate 2.0 Additional Custodians; 2.0 Additional Crossing Guards, Similar to Hillside.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance by more than \$100,000/year. This placeholder estimate to be revised during design process.

Supplemental Information

Parameters Addressed:
 Extend Useful Life: See above narrative.
 Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.
 Operating Budget Increase for Another Department: See above.

This project is revised from the previous request to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC.

Mitchell School Renovation/ Replacement, Based on 2014 Dore & Whittier PreFeasibility Study Option 1A.2a, New School Construction for 503 Students, Updated 2014 Scheduled opening: September 2026 (FY27)									
82,227 SF Building									
		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF	
FY14 Project Cost (D&W) - Mitchell		650,000	34,781,640	6,048,928	1,207,200	1,512,232	44,200,000		
TOTAL		650,000	34,781,640	6,048,928	1,207,200	1,512,232	44,200,000	\$538	
		1%	79%	14%	3%	3%	100%		
6.00%	FY15 Cost Multiplier	650,000	36,868,538	6,411,864	1,279,632	1,602,966	46,813,000	\$569	
6.00%	FY16 Cost Multiplier	650,000	39,080,651	6,796,576	1,356,410	1,699,144	49,582,780	\$603	
5.00%	FY17 Cost Multiplier	650,000	41,034,683	7,136,404	1,424,230	1,784,101	52,029,419	\$633	
5.00%	FY18 Cost Multiplier	650,000	43,086,417	7,493,224	1,495,442	1,873,306	54,598,390	\$664	
10.00%	FY19 Cost Multiplier	650,000	47,395,059	8,242,547	1,644,986	2,060,637	59,993,229	\$730	
10.00%	FY20 Cost Multiplier	650,000	52,134,565	9,066,802	1,809,485	2,266,700	65,927,552	\$802	
8.00%	FY21 Cost Multiplier	650,000	56,305,330	9,792,146	1,954,244	2,448,036	71,149,756	\$865	
8.00%	FY22 Cost Multiplier	650,000	60,809,757	10,575,517	2,110,583	2,643,879	76,789,736	\$934	
8.00%	FY23 Cost Multiplier	650,000	65,674,537	11,421,559	2,279,430	2,855,390	82,880,915	\$1,008	
8.00%	FY24 Cost Multiplier	650,000	70,928,500	12,335,284	2,461,784	3,083,821	89,459,389	\$1,088	
8.00%	FY25 Cost Multiplier	650,000	76,602,780	13,322,106	2,658,727	3,330,527	96,564,140	\$1,174	
8.00%	FY26 Cost Multiplier	650,000	82,731,003	14,387,875	2,871,425	3,596,969	104,237,271	\$1,268	
8.00%	FY27 Cost Multiplier	650,000	89,349,483	15,538,905	3,101,139	3,884,726	112,524,253	\$1,368	
TOTAL PROJECT COST		650,000	89,349,483	15,538,905	3,101,139	3,884,726	112,524,253	1,368	
TOTAL COST (ROUNDED)		650,000	89,349,500	15,538,900	3,101,100	3,884,700	112,524,300	\$1,368	

* Excludes modular temporary classrooms

Square Footage		82,227	
Feasibility		FY21	FY24
Arch/Engineering		650,000	650,000
Construction		0	15,538,900
Construction Management			89,349,500
FF&E			3,884,700
Total		650,000	112,524,200

Capital Project Request						Fiscal Year: 2021	
Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location						Amended Request from the Prior CIP	
Purpose:	Construction	Classification:	Building	Status:	Supports:	Public Education	
Department:	Needham Public Schools					More than twenty-five (25) years	
Partners:	Community Preservation Fund; PPBC						
Parameters						Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No	
3. Does this project require any permitting by any Town or State agency?						Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Yes	
6. If funded, will additional permanent staff be required?						No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						Yes	
8. If funded, will this project lower the requesting Department's operating costs?						No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No	
10. If the project is NOT funded, will current Town revenue be reduced?						No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes	
13. Is this a request in response to a Court, Federal, or State order?						No	
14. Is this a request in response to a documented public health or safety condition?						No	
15. Is this a request to improve or make repairs to extend the useful life of a building?						Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No	
18. Will any other department be required to provide assistance in order to complete the project?						Yes	
19. If funded, will this project increase the operating expense for any other department?						Yes	
Project Cost:	\$19,348,500	How was the Project Cost Determined:		Hired Consultant			
Budget Impact:	May increase annual operating expenses by more than \$100,000						
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility							
Design/Engineering		\$1,967,300		\$1,967,300			
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$14,690,000			\$14,690,000		
Construction Management		\$146,300		\$146,300			
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$805,600			\$805,600		
Technology Hardware/Software		\$0					
Other Expenses		\$1,739,300			\$1,739,300		
TOTAL		\$19,348,500	\$0	\$2,113,600	\$17,234,900	\$0	\$0
		\$0					

Capital Project Request

Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location

Fiscal Year:

2021

The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. Emery Grover is on the National Register of Historic Buildings.

This request is for the renovation of the existing Emery Grover building at its present location. Pending Special Town Meeting funding approval in October, 2018, a feasibility study will be conducted to evaluate the various alternatives for completing this project, including: 1) full renovation and addition; 2) complete demolition and new construction; 3) preservation of one or more facades with new construction behind and 4) the sale and relocation of School District administration to leased/purchased space. The study will determine the structure's suitability for school needs, will provide recommendations for programmatic or zoning needs, will address temporary relocation requirements and cost, and will identify how each alternative is categorized with regard to CPA funding and any required local, state and national approvals.

A preliminary budget and schedule for a renovation project is presented below, based on a pre-feasibility study performed in 2013 by DesignLAB Architects. The budget assumes that the building will be reconstructed at its current location and that Community Preservation Act funding would cover approximately 67% of construction and related soft costs. It also includes funds to temporarily relocate staff to swing space during construction. The construction schedule would be delayed by approximately one year if full demolition of the existing structure were required.

Preliminary Project Schedule:

Pre-Feasibility Study: FY14
Feasibility Study: FY19 (Oct '18 STM) - Jan '19 - April '20
Design Funding: FY21 (May '20 ATM)
Design: Jun '20 - Dec '21
Construction Funding: FY22 (Oct '21 STM)
Bidding: Jan '22 - May '22
Emery Grover Occupies Swing Space: Aug '22 (Move-In) - June '24
Construction: Aug '22 - June '24 (24 Months)
New Building Opens: (FY25) July '24

Project Budget:

The above referenced project budget excludes \$30,000 approved at May 2013 Annual Town Meeting and \$130,000 to be requested at October 2018 Special Town Meeting for feasibility design. The "Other Expenses" category includes \$1,669,200 to occupy leased swing space for one year, while the building is being renovated, plus \$70,100 in legal expense. If, alternatively, the modernized Hillside School is used as swing space, the project budget could be reduced by the lease expense. (The project to modernize Hillside for use as swing space is presented separately.) All costs include escalation to the mid-point of construction, using 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

This project is revised from the previous request to reflect an August '22 move in date to Hillside swing space, based upon the current Police/Fire use of the existing Hillside building, and to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC. It is likely that the final design budget will need to include 2% construction management expense (compared to 1%), but that adjustment is not reflected above, in order to preserve the integrity of the source information.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.
Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Supplemental Information

Capital Project Request

Project Title: **Renovate/Reconstruct Emery Grover Building at Highland Avenue** Location

Fiscal Year:

2021

Building Improvements: The PPBC and Public Facilities Department support this request.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design.

CPC: Funding application to be submitted.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design process.

Emery Grover Renovation Cost Estimated, Based on 2013 DesignLab Study

	21,235 SF Building	Feasibility	Construction	A/E	Constr Mgmt	Temporary	FF&E	Other	Total	Cost/SF	Less CPA @ 67%	Net Cost
FY13 Project Cost (DesignLab)	-	-	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076		8,350,000	1,317,076
TOTAL	-	0%	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076	\$455	8,350,000	1,317,076
				10%	1%	9%	4%	0%	100%			
FY14 Cost Multiplier @ 6%	-	-	7,779,923	1,041,880	77,507	884,040	426,650	37,100	10,247,101	\$483	8,350,000	1,897,101
FY15 Cost Multiplier @ 6%	-	-	8,246,718	1,104,393	82,158	937,082	452,249	39,326	10,861,927	\$512	8,350,000	2,511,927
FY16 Cost Multiplier @ 6%	-	-	8,741,521	1,170,657	87,087	993,307	479,384	41,686	11,513,642	\$542	8,350,000	3,163,642
FY17 Cost Multiplier @ 5%	-	-	9,178,598	1,229,190	91,441	1,042,973	503,353	43,770	12,089,324	\$569	8,350,000	3,739,324
FY18 Cost Multiplier @ 5%	-	-	9,637,527	1,290,649	96,014	1,095,121	528,521	45,958	12,693,791	\$598	8,350,000	4,343,791
FY19 Cost Multiplier @ 10%	-	-	10,601,280	1,419,714	105,615	1,204,633	581,373	50,554	13,963,170	\$658	8,350,000	5,613,170
FY20 Cost Multiplier @ 10%	-	-	11,661,408	1,561,685	116,176	1,325,097	639,510	55,610	15,359,487	\$723	8,350,000	7,009,487
FY21 Cost Multiplier @ 8%	-	-	12,594,321	1,686,620	125,470	1,431,105	690,671	60,058	16,588,245	\$781	8,350,000	8,238,245
FY22 Cost Multiplier @ 8%	-	-	13,601,867	1,821,550	135,508	1,545,593	745,925	64,863	17,915,305	\$844	8,350,000	9,565,305
FY23 Cost Multiplier @ 8%	-	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
TOTAL PROJECT COST	-	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
TOTAL COST (ROUNDED)	-	-	14,690,000	1,967,300	146,300	1,669,200	805,600	70,100	19,348,500	\$911	8,350,000	10,998,500

Square Footage

21,235

Note - costs escalated at rates shown above, to midpoint of construction (FY23). FY14 & FY19 are feasibility funding years.

Project Funding Schedule	FY14	FY19	FY21	FY22	FY14-22 Total
Pre-Design	30,000	130,000			
Engineering & Design			1,967,300		1,967,300
Construction	0			14,690,000	14,690,000
Construction Management			146,300		146,300
FF&E				805,600	805,600
Other	0			1,739,300	1,739,300
Total	30,000	130,000	2,113,600	17,234,900	19,348,500
Plus Feasibility Design:					160,000
					19,508,500

Capital Project Request					Fiscal Year: 2027	
Project Title: Pollard School Improvements		Construction		Classification:	Building	Status:
Purpose:		Needham Public Schools		Supports:		
Department:		Massachusetts School Building Authority; PPBC		Useful Life:		
Partners:				More than twenty-five (25) years		
Parameters						Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No
3. Does this project require any permitting by any Town or State agency?						Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Yes
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Yes
6. If funded, will additional permanent staff be required?						No
7. If funded, will the operating budget need to be increased to cover operating expenses?						Yes
8. If funded, will this project lower the requesting Department's operating costs?						No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No
10. If the project is NOT funded, will current Town revenue be reduced?						No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No
13. Is this a request in response to a Court, Federal, or State order?						No
14. Is this a request in response to a documented public health or safety condition?						No
15. Is this a request to improve or make repairs to extend the useful life of a building?						Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No
18. Will any other department be required to provide assistance in order to complete the project?						Yes
19. If funded, will this project increase the operating expense for any other department?						Yes
Project Cost:		\$101,239,500	How was the Project Cost Determined:		Hired Consultant	
Budget Impact:		May increase annual operating expenses by more than \$100,000				
Project Budget Elements		Project Budget	2020	2021	2022	2023
Planning/Feasibility			\$0			
Design/Engineering			\$0			
Land/ROW Acquisition			\$0			
Site Preparation			\$0			
Construction			\$0			
Construction Management			\$0			
Equipment			\$0			
Furniture, Fixtures, and Equipment			\$0			
Technology Hardware/Software			\$0			
Other Expenses			\$0			
TOTAL			\$0	\$0	\$0	\$0
\$101,239,500			\$0	\$0	\$0	\$0

Capital Project Request

Project Title: Pollard School Improvements

Fiscal Year:

2027

In 2011, a facilities assessment was conducted of the Mitchell, Hillside and Pollard Schools. This assessment identified repair projects that should be undertaken to extend the useful life of these school buildings. It also identified, in summary fashion, the need for programmatic improvements at the Pollard Middle School, for the purpose of adapting Pollard to the "21st Century Learning" environment. This environment reflects changes in education that have occurred over the past 50 years, including technology integration, project-based learning, team-teaching, multi-disciplinary collaboration and special education delivery methods. Dore & Whittier, the architects who conducted the facilities assessment, concluded that a detailed programmatic study be undertaken, in order to understand the full scope of the programmatic improvements needed and to ensure that any future renovation/improvement project be comprehensive enough to meet both the facility maintenance and programmatic needs of the school for the next several decades.

Many of the improvements identified in the facilities assessment have been, or will be, completed through the regular maintenance program. These include: bathroom renovation; interior door replacement; installation of LED exist signs; roof repair; installation of new gas main on Harris Ave.; replacement of the telephone, PA and clock systems; replacement of the paved walkway from the parking lot to the building; water fountain replacement; demolition of the condemned bridge; auditorium seating replacement; gym flooring replacement; removal of remaining VCT and VAT flooring in the 1958 wing; water heater replacement; removal and abatement of the fuel oil tank; boiler replacement; classroom lighting replacement; asbestos abatement.

Other identified improvements, however, will not be undertaken as part of the regular maintenance budget. These include: renovation and enlargement of the science and engineering classrooms; updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized from Massachusetts School Building Authority (MSBA) standards; do not have adequate prep rooms or storage spaces and include casework and plumbing fixtures that are in poor condition. The engineering classroom is a converted space that is not well-suited to delivery of the curriculum. The auditorium needs updating, including sound and lighting upgrades, in order to remain a suitable space for performing arts, guest lectures and assemblies. In addition, the administration space, which is located on the side of the building, is difficult for visitors to locate, doesn't allow school personnel to view visitors as they approach the building and is undersized by MSBA standards. Finally, the modular classrooms, constructed in 2002, are not designed as permanent, long-term facilities. They are constructed of inexpensive materials, in fast-production style construction techniques and are not energy efficient. A long-term solution will be required within the next fifteen years. (The expected lifespan for modular classrooms is 20-25 years.)

This request is for funds to repair/renovate the Pollard Middle School to address identified deficiencies and meet programmatic needs. The projected cost was developed by Needham Public Schools, based on improvements identified in the Condition Assessment, which Public Facilities does NOT expect to undertake from its regular maintenance budget. These projects include the following:
 Replace Doors (#1.03 \$113,880), Renovate Exit Corridors Near Band Room (#1.17 \$131,400), Remove Borrowed Lights in 1958 Building (#2.02, \$47,085), Sprinkler Remaining Building (#2.03, \$1,620,600), New Science Classroom Addition Option 3 (#3.01.3, \$6,745,200), Relocate Administration & Convert Existing Administration to Classroom (#3.02, \$1,423,500), Renovate Multi-Stall Toilet Rooms Near Auditorium (#3.03, \$952,650), Renovate Auditorium (HVAC, Light, Flooring, Seating) (#3.08, \$2,392,575), Replace Existing Signage (#4.05, \$4,380), Upgrade Elevator Controls (#4.07, \$43,800), Accessibility Improvements to Choral Room & Lecture Hall (#4.08, \$19,710), Sell or Demolish Modular Classrooms (#5.1, \$9,855), Replace Water Distribution Piping (#5.15, \$416,100), Replace Classroom Sinks (#5.17, \$76,650), Remove Pneumatic Control System & Replace with Electronic (#5.19, \$697,515), Replace Classroom Unit Ventilators & Repairs to Roof (#5.21, \$660,285), In Core & Assembly Areas & Replace with VAV Heat/Cool RTUs (#5.22, \$1,018,350), Electrical Service Upgrade (#5.24, \$996,450), Replace Fire Alarm Control Panels (#5.25, \$48,180), Replace PA System Head End (#5.26, \$52,000), New Site Drainage Structures & Pipe (#5.28, \$181,770), and Provide New Server & Water Line Connections (#5.29, \$153,300.) The cost of item #3.01.3 is based on "Science Option 3," which constructs a 14,500 s.f. science wing addition to the school. A Statement of Interest will be filed with the MSBA to initiate a dialog about this facility. It is possible that a modified project scope could be considered. Final decisions will be made upon project acceptance and a feasibility study, completed jointly with the MSBA.

Preliminary Project Schedule:

Feasibility Study: FY27
 Schematic Design/Project Funding Year: FY28
 Pollard Moves to Swing Space: FY29
 Construction: FY29-30
 Renovated School Opens: September 2030 (FY31)

Supplemental Information

Capital Project Request

Project Title: Pollard School Improvements

Fiscal Year:

2027

Preliminary Budget:

Project costs based on Dore & Whittier Facilities Assessment, 2014. The total project cost is updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter. The preliminary MSBA reimbursement rate for this project is 32.47%.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Building Improvements: The PPBC and Public Facilities Department support this request.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design process.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

Pollard Improvements

Dore & Whittier, Comprehensive Facilities Assessment, 2014

Construction

From Condition Assessment - Pollard Long-Term Improvements

1.03 Replace Corridor/Doors w Fire Rated Doors	113,880
1.17 Renovate Exit Corridors Near Band Room	131,400
2.02 Remove Borrowed Lites in 1958 Building	47,085
2.03 Sprinkler Remaining Building	1,620,600
3.01.3 New Science Classroom Addition (Option 3)	6,745,200
3.02 Relocate Admin, Convert Existing Admin to Classrooms	1,423,500
3.03 Multi-Stall Toilet Rooms Near Auditorium	952,650
3.08 Renovate Auditorium AHVAC, Lighting, Flooring, Seating	2,392,575
4.05 Replace Existing Signage	4,380
4.07 Upgrade Elevator Controls	43,800
4.08 Accessibility Improvements to Choral Room & Lecture Hall	19,710
5.1 Sell or Demolish Modular Classrooms; Regrade Area	9,855
5.15 Replace Water Distribution Piping	416,100
5.17 Replace Classroom Sinks	76,650
5.19 Remove Pneumatic Control System & Replace with Electronic	697,515
5.21 Replace Classroom Unit Ventilators, Repairs to Roof	660,285
5.22 In Core & Assembly Areas, Replace with VAV Heat/Cool RTUs	1,018,350
5.24 Electrical Service Upgrade	996,450
5.25 Replace Fire Alarm Control Panels	48,180
5.26 Replace PA System Head End	52,000

Assume

Feasibility - 1 year

Design - 1 year

Construction - 2 Years

Assume

Feasibility Funding Year - FY27

Project Funding Year - FY28

Midpt of Constr - FY29 (15 Years Escalation)

Project Title: Pollard School Improvements		Capital Project Request		Fiscal Year:	2027
5.28 New Site Drainage Structures & Pipe		181,770			
5.29 Provide New Server & Water Line Connections		153,300			
Subtotal Condition Assessment Cost		17,805,235			
General Conditions Allowance		1,780,524	10% of construction	6.00% FY15 & FY16	
Escalation to Mid Point of Construction		39,099,618	15 Yrs to 2029	5.00% FY17 & FY18	
Subtotal A Construction		58,685,376		10.00% FY19 & FY20	
Bonds		586,854	1% of Subtotal A	8.00% After FY20	
Insurance		586,854	1% of Subtotal A		
Subtotal B Construction		59,859,084			
Fee		534,157	3% of Condition Assessment Cost		
Design & Pricing		8,978,863	15% of Subtotal B		
Total Construction Cost		69,372,103			
Project Contingency - Construction		10,405,816	15% of Total Construction		
Project Contingency - Owner		3,468,605	5% of Total Construction		
Subtotal Contingency		13,874,421			
Soft Cost (OPM, A/E, Survey, etc)		17,343,026	25% of Total Construction		
FF&E		-			
Total		100,589,550			
Summary					
Construction Cost		69,372,103			
Project Contingency		13,874,421			
Soft Cost		17,343,026			
FF&E		-			
Total		100,589,550	(Excluding Feasibility)		
Feasibility		Total	Rounded Total		
Schematic Design		650,000	650,000		
Construction		13,874,421	13,874,400		
Owners Project Contingency (Other)		79,777,919	79,777,900		
Construction Management		3,468,605	3,468,600		
		3,468,605	3,468,600		

Project Title:	Pollard School Improvements	Capital Project Request	Fiscal Year:	2027
Total		101,239,550	101,239,500	