Project Name: Foxborough Regional Charter School Elementary School Roof Project

Start Date: September 26, 2023

End Date: August 30, 2024

As you may be aware, the Elementary School is facing a pressing issue with its aging roof, which has resulted in ongoing leaks that we have been patching as temporary solutions. However, we recognize that these patches are not a sustainable long-term strategy for ensuring the safety and well-being of our students and staff. Therefore, we have embarked on a comprehensive plan to address this issue and provide a safe, conducive learning environment for all.

We are pleased to inform you that we have initiated the procurement process for the much-needed roof replacement. Our goal is to begin the actual roof work at the conclusion of the 2023-2024 school year. Below, we have outlined a tentative timeline for the project, highlighting key milestones that require board approval. Please keep in mind that these dates are not exact and are intended as a general guide to help us navigate this critical project.

**Procurement and Planning Phase**

Duration: 12 weeks

[ X] September 26, 2023: RFP for OPM Submitted

[ X] October 4, 2023: RFP Posted in the Sun Chronicle and Combuys

[ X] October 18, 2023: Deadline for OPM Proposal Submission

[ X] November 2, 2023: Select OPM and Award Contract

[ X] November 14, 2023: **Board Approval**

[X ] November 16, 2023: Conduct Kick-off Meeting with OPM

[ X] November 20, 2023: Develop Procurement Plan

[ X] November 30, 2023: Obtain Required Approvals if any

**Design and Permitting Phase**

Duration: 16 weeks

[ X] December 1, 2023: Design and Engineering Consultants

[ ] TBD: **Board Approval**

[ ] December 15, 2023:Begin Conceptual Design

[ ] January 31, 2024: Complete Detailed Design

[ ] February 5, 2024: Submit Design for Review and Approvals

[ ] February 13, 2024: **Present Project Plan and Budget to Board for Approval**

[ ] March 15, 2024: Obtain All Necessary Permits

**Procurement of Contractors**

Duration: 8 weeks

[ ] April 1, 2024: Issue RFP for Roofing Contractors

[ ] April 15, 2024: Deadline for Contractor Bids

[ ] April 30, 2024: Evaluate Contractor Bids and Award Contracts

[ ] May 14, 2024: Board Approval

[ ] May 15, 2024: Sign Contracts with Selected Contractors

**Pre-Construction Phase**

Duration: 4 weeks

[ ] May 20, 2024: Pre-construction Meeting with Contractors

[ ] May 31, 2024: Finalize Construction Schedule

[ ] June 7, 2024: Mobilize Equipment and Materials

**Construction Phase**

Duration: 12 weeks

[ ] June 24, 2024: Begin Roof Construction

[ ] July 15, 2024: Regular Progress Inspections

[ ] August 30, 2024:Complete Roof Installation

**Post-Construction Phase**

Duration: 6 weeks

[ ] September 1, 2024: Final Inspections and Quality Assurance

[ ] September 15, 2024:Punch List and Deficiency Corrections

[ ] September 30, 2024:Obtain Final Approvals and Certifications

**Project Closeout**

Duration: 4 weeks

[ ] October 15, 2024: Project Documentation and Records Compilation

[ ] October 30, 2024: Final Payments to Contractors

[ ] November 15, 2024: Project Closeout Meeting and Report

**Project Timeline Summary**

Total Project Duration: 12 months (September 2023 to August 2024)

Project Budget: $3,500,000

Key Milestones:

November 2, 2023: Select OPM and Award Contract

December 1, 2023: Design and Engineering Consultants

January 31, 2024: Complete Detailed Design

February 13, 2024: Present Project Plan and Budget to Board for Approval

April 1, 2024: Issue RFP for Roofing Contractors

April 30, 2024: Evaluate Contractor Bids and Award Contracts