



New Prairie United School Corporation

## 2016 Building Renovation and Safety Project

[2015.10.DD]

# Project Timeline

Current as of: July 18, 2016

Date	Event	Notes
Tuesday May 5, 2016	Referendum	<i>Passed</i>
Thursday May 19, 2016	<b>Post Public Meeting Notice</b> <ul style="list-style-type: none"> <li>TRC Meeting (05/24/2016)</li> </ul>	<i>Completed</i>
Monday   9:00 AM May 23, 2016	<b>Curriculum Review Meeting</b> <ul style="list-style-type: none"> <li>Carrie Cannon &amp; Daniel Rawlins</li> </ul>	<i>Completed</i>
Monday May 23, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>Appoint Technical Review Committee</li> <li>Award Survey Work</li> <li>Award Geotechnical Investigation Work</li> <li>Consider Stipend</li> </ul>	<i>Completed</i>
Tuesday May 24, 2016	<b>Issue Notice to Proceed</b> <ul style="list-style-type: none"> <li>Survey Work</li> <li>Geotechnical Investigation</li> </ul>	<i>Completed</i>
Tuesday   8:00 AM May 24, 2016	<b>Technical Review Committee Meeting</b> <ul style="list-style-type: none"> <li>Review Role of TRC</li> <li>Confirm project schedule</li> <li>Review draft RFQ &amp; draft Legal Notice</li> <li>Adopt evaluation criteria</li> </ul>	<i>Completed</i>
Tuesday   10:30 AM May 24, 2016	<b>MEP Scope Review Meeting</b> <ul style="list-style-type: none"> <li>Dan Rawlins, Greg Dudeck, Mike Lubbehusen &amp; other Primary Engineering Staff</li> </ul>	<i>Completed</i>

Date	Event	Notes
Tuesday   2:00 PM May 24, 2016	<b>Student Health Services Review</b> • Dan Rawlins, Kathy Zielke	<i>Completed</i>
Wednesday   8:00 AM May 25, 2016	<b>High School Athletics Review</b> • Dan Rawlins, Brian Williamson	<i>Completed</i>
Wednesday   12:30 PM May 25, 2016	<b>Rolling Prairie ES Review</b> • Dan Rawlins, Becky Bartlett	<i>Completed</i>
Tuesday   9:00 AM May 31, 2016	<b>Transportation Review Meeting</b> • Dan Rawlins, Bruce Lasley	<i>Completed</i>
Tuesday   12:30 PM May 31, 2016	<b>Technology Review Meeting</b> • Dan Rawlins, Mark Norton	<i>Completed</i>
Wednesday June 01, 2016	<b>Legal Notice published</b> • Notice of Request for Design-BUILDER Qualifications (RFQ Notice)	<i>Completed</i>
Wednesday   8:30 AM June 01, 2016	<b>Olive Township ES Review Meeting</b> • Dan Rawlins, Tara Bush	<i>Completed</i>
Wednesday   12:30 PM June 01, 2016	<b>New Prairie Middle School Review Meeting</b> • Dan Rawlins, Janet Scott, Jeremy Lugbill	<i>Completed</i>
Wednesday   2:30 PM June 01, 2016	<b>Prairie View ES Review Meeting</b> • Dan Rawlins, Rhonda Myers	<i>Completed</i>
Thursday   8:30 AM June 02, 2016	<b>New Prairie High School Review Meeting</b> • Dan Rawlins, Greg Dettinger, Candy VanBuskirk	<i>Completed</i>
Wednesday   10:00 AM June 08, 2016	<b>Pre-Submittal Conference</b>	<i>Completed</i>
Thursday   10:00 AM June 16, 2016	<b>Design-Builders' Verified Statements of Qualifications Due</b>	<i>Completed</i>
June 16-22, 2016	<b>Review Design-BUILDER's Qualifications</b> • DCD reviews each submittal for compliance with the RFQ & checks references • DCD prepares summary for TRC review	<i>Completed</i>
Friday June 17, 2016	<b>Referendum Election Results Certified</b> • LaPorte County • St. Joseph County	<i>Completed</i>
Monday June 20, 2016	<b>School Board Meeting</b> • Approve form of Amendment to Lease • Authorize Hearing on Form of Amendment to Lease	<i>Completed</i>
Monday June 20, 2016	<b>Building Corporation Meeting</b> • Approve form of Amendment to Lease	<i>Completed</i>

Date	Event	Notes
Wednesday   10:00 AM June 22, 2016	<b>Technical Review Committee Meeting</b> <ul style="list-style-type: none"> <li>Review DCD's Summary of Verified Statements of Qualification</li> <li>Determined that design-build teams would be interviewed</li> </ul>	<i>Completed</i>
Tuesday June 28, 2016	<b>Legal Notice published</b> <ul style="list-style-type: none"> <li>Notice of Hearing on Amendment to Lease</li> </ul>	<i>Completed</i>
Tuesday   8:00 AM -3:30 PM June 28, 2016	<b>TRC Proprietary Meeting</b> <ul style="list-style-type: none"> <li>Interview prospective Design-Build teams</li> </ul>	<i>Completed</i>
Tuesday   4:00 PM June 28, 2016	<b>TRC Public Meeting</b> <ul style="list-style-type: none"> <li>Shortlist to 3 most highly qualified Design-Builders</li> </ul>	<i>Completed</i>
Wednesday June 29, 2016	<b>Issue Shortlist Notification</b> <ul style="list-style-type: none"> <li>Notify three most highly qualified teams</li> <li>Notify remaining teams &amp; offer debrief</li> </ul>	<i>Completed</i>
Wednesday July 06, 2016	<b>Design-Builder Open House</b> <ul style="list-style-type: none"> <li>Design-Build Teams may inspect buildings prior to submitting proposals</li> </ul>	<i>Completed</i>
Monday July 11, 2016	<b>Release Draft RFP</b> <ul style="list-style-type: none"> <li>For review and comment</li> </ul>	<i>Issued</i>
Wednesday July 13, 2016	<b>Design-Builder Open House</b>	<i>Completed</i>
Monday July 18, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>No Project Business</li> </ul>	
Wednesday-Thursday July 20-21, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Thursday   8:00 AM July 21, 2016	<b>TRC Breakout Session</b> <ul style="list-style-type: none"> <li>8:00 AM – 10:00 AM – Performance Services</li> <li>10:15 AM – 12:15 PM – Wight and Company</li> <li>1:00 PM – 3:00 PM – Korte   Larson-Danielson</li> </ul>	<i>Proprietary (closed) sessions with TRC</i>
Friday July 22, 2016	<b>Survey and Geotechnical Report Complete</b>	<i>Late Date for delivery of final work product</i>
Wednesday July 27 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Friday July 29, 2016	<b>Issue Final Design-Build RFP</b>	<i>Includes notice of opening of Price Proposal</i>
Wednesday August 03, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>

Date	Event	Notes
Monday August 08, 2016	<b>Building Corporation Meeting</b> <ul style="list-style-type: none"> <li>• Approve issuance of Bonds</li> <li>• Approve Forms of Transaction Documents</li> </ul>	<i>Time and location TBD</i>
Monday August 08, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>• Conduct hearing on Amendment to Lease</li> <li>• Adopt resolution authorizing execution of Amendment to Lease.</li> <li>• Adopt resolution re-approving the Building Corporation.</li> <li>• Adopt resolution approving the issuance of bonds.</li> <li>• Adopt resolution approving Transaction Documents</li> </ul>	
Monday August 08, 2016	<b>Execute Amendment on Lease</b>	
Wednesday August 10, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Tuesday August 16, 2016	<b>Legal Notice published and posted</b> <ul style="list-style-type: none"> <li>• Notice of Hearing on Amendment to Lease</li> </ul>	<i>First Publication Also post in at least three locations in the School Corporation</i>
Wednesday August 17-18, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Thursday   8:00 AM August 18, 2016	<b>TRC Breakout Session</b> <ul style="list-style-type: none"> <li>• 8:00 AM – 10:00 AM – Wight and Company</li> <li>• 10:15 AM – 12:15 PM – Korte   Larson-Danielson</li> <li>• 1:00 PM – 3:00 PM – Performance Services, Inc.</li> </ul>	<i>Proprietary (closed) sessions with TRC and Advisors</i>
Wednesday August 24, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Wednesday August 31, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Thursday   8:00 AM September 01, 2016	<b>TRC Breakout Session</b> <ul style="list-style-type: none"> <li>• 8:00 AM – 10:00 AM – Korte   Larson-Danielson</li> <li>• 10:15 AM – 12:15 PM – Performance Services, Inc.</li> <li>• 1:00 PM – 3:00 PM – Wight and Company</li> </ul>	<i>Proprietary (closed) sessions with TRC and Advisors</i>
Wednesday September 07, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Wednesday September 14, 2016	<b>Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>
Wednesday September 21, 2016	<b>Final Design-Builder Open House</b>	<i>Requires prior approval and appointment</i>

Date	Event	Notes
Monday September 26, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>No Project Business</li> </ul>	
Friday   2:00 PM September 30, 2016	<b>Design-Build Proposals Due</b> <ul style="list-style-type: none"> <li>Qualitative Proposal</li> <li>Sealed Price Proposal</li> </ul>	
October 01-12, 2016	<b>DCD Review of Qualitative Proposals</b> <ul style="list-style-type: none"> <li>For compliance with RFP</li> <li>Prepare professional opinion of compliance</li> </ul>	
Monday October 10, 2016	<b>Post TRC Meeting Notice</b> <ul style="list-style-type: none"> <li>TRC Proprietary Qualitative Proposal Interviews</li> <li>TRC Public meeting to score Qualitative Proposals</li> </ul>	
Thursday   8:00 AM October 13, 2016	<b>TRC Qualitative Proposal Interviews</b> <ul style="list-style-type: none"> <li>8:00 AM – 8:45 AM – Receive DCD opinion</li> <li>9:00 AM – 10:30 AM – Team #1</li> <li>10:45 AM – 12:15 PM – Team #2</li> <li>1:00 PM – 2:30 PM – Team #3</li> </ul>	<i>Proprietary (closed) sessions with TRC and Advisors</i>
Thursday   3:00 PM October 13, 2016	<b>TRC Public Meeting</b> <ul style="list-style-type: none"> <li>Assign a composite score to each Qualitative Proposal</li> <li>This fulfills the TRC's responsibilities</li> </ul>	<i>Board Room</i>
Thursday   ±400 PM October 13, 2016	<b>Open Price Proposals</b> <ul style="list-style-type: none"> <li>Assign a composite score to each Qualitative Proposal</li> <li>Determine apparent Best Value proposer</li> </ul>	<i>Board Room Immediately after the TRC meeting</i>
Monday   10:00 AM October 17, 2016	<b>Pre-Award Validation Meeting</b> <ul style="list-style-type: none"> <li>With apparent Best Value Proposer</li> <li>Follow-up meetings scheduled as needed</li> </ul>	<i>Could be re-scheduled</i>
Tuesday October 18, 2016	<b>Execute Bond Purchase Agreement</b>	
Wednesday October 19, 2016	<b>Board Packet Materials Due</b> <ul style="list-style-type: none"> <li>Recommendation for Award of Design-Build Contract</li> </ul>	<i>Rawlins</i>
Monday October 24, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>Award Design-Build Contract</li> <li>Subject to final negotiation of terms and conditions of the contract</li> </ul>	

Date	Event	Notes
October 25, 2016 to November 23, 2016	<b>Post-Award Validation Meetings</b> <ul style="list-style-type: none"> <li>Confirm scope, schedule, quality</li> <li>Negotiate final terms and conditions of the contract</li> <li>meetings scheduled as needed</li> </ul>	TBD
±Tuesday November 15, 2016	<b>Bond Closing</b>	
Monday November 28, 2016	<b>School Board Meeting</b> <ul style="list-style-type: none"> <li>Execute Design-Build Contract</li> </ul>	
Tuesday November 29, 2016	<b>Issue Notice to Proceed to Design-Builder</b> <ul style="list-style-type: none"> <li>Provided all start-up documents are in order</li> </ul>	
Tuesday December 13, 2016	<b>Final Debt Report with DLGF via Gateway</b> <ul style="list-style-type: none"> <li>Within 30 days of closing</li> </ul>	
Winter 2016-2017	<b>Design-Builder completes design work and obtains permits</b> <ul style="list-style-type: none"> <li>Possible that some work may occur within buildings during breaks</li> </ul>	<i>Depends on Design-Builder's proposed schedule</i>
Spring 2017	<b>Commence Construction</b>	<i>Depends on Design-Builder's proposed schedule</i>
TBD	<b>First Lease Payment</b>	
TBD	<b>Project Substantially Complete</b>	<i>Per Design-Builder's Schedule</i>
TBD	<b>Project Finally Complete</b>	<i>90 days after Substantial Completion</i>

**Timeline assumptions:**

- **School Board**
  - Regular meetings on the 4<sup>th</sup> Monday of each month
  - Board Packet materials are due on Wednesday the week prior to the Board Meeting.
- **Legal Notices**
  - The *LaPorte Herald-Argus* and *South Bend Tribune* publish daily.
  - Legal Notices will be prepared by the appropriate consultant.
  - Draft notices should be submitted to Kelley Kitchen at least one week prior to the scheduled publication date.
  - Kelley will be responsible for submitting notices for publication.
- **Indiana Open Door Law Compliance**
  - All School Board meetings are subject to Open Door Law requirements
  - All Building Corporation meetings are subject to Open Door Law requirements

- All Technical Review Committee meetings are subject to Open Door Law requirements and IC 5-30-4, which allows the following meetings to be conducted in closed session:
  - *Interviewing Design-Builders that have submitted a Verified Statement of Qualifications.*
  - *Interviewing Design-Builders in the process of preparing a Proposal*
  - *Interviewing Design-Builders concerning their submitted Qualitative Proposal*
- All actions of the Technical Review Committee must be conducted in a public session for which appropriate notice has been given.
- **Design-Builder Open Houses**
  - Design-Builder Open Houses are an opportunity for the three (3) most highly qualified Design-Build teams to inspect the buildings while preparing their proposals
  - Open House opportunities will generally occur weekly, on Wednesdays, starting July 6, 2016 and ending September 21, 2016.
    - The two weeks where Breakout sessions occur, there will also be an Open House opportunity on Thursday of that week
  - During the summer, (July 6<sup>th</sup> through August 10<sup>th</sup>) Open House hours are:
    - New Prairie High School: 6:00 AM to 8:30 PM CDT
    - Other Buildings: 6:00 AM to 2:00 PM CDT
  - During the school year (August 17<sup>th</sup> through September 21<sup>st</sup>) Open House hours are:
    - New Prairie High School: 4:00 PM to 8:30 PM CDT
    - Other Buildings: 4:00 PM to 8:30 PM CDT
  - Design-Builders must first make an appointment to visit a building during Open House hours through the Design Criteria Developer. The DCD will confirm the request with Greg Dudeck.
  - Design-Builders may not visit the buildings other than during the Open House opportunities.