

DARIEN PUBLIC SCHOOLS

Kevin Munrett
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To: Dr. Alan Addley, Superintendent
CC: Richard Rudl, Director of Finance & Operations
From: Kevin Munrett, Facilities Director
Subject: Hindley, Holmes and Royle Phasing Memorandum
Date: 3/27/2023

The phasing component of the Hindley, Holmes and Royle Elementary Schools (HHR) were identified from the very onset of the project to be critically important. This holds true now more than ever as we enter the bidding phase of the project.

It is important we regularly communicate how this project will impact our students, teachers, administrators as well as our community partners. The Facilities Department is working closely with the design and construction management teams and the summer youth groups, sports camps and local YMCA.

As with any project of this magnitude, planning and communication is essential. We have revisited and revised our plans more than once while our drawings, phasing plans and building usage have evolved over the course of design. We will continue to do so well into construction and beyond. We have also planned and scheduled a series of presentations for the staff and PTO's at each of the schools. Those dates are as follows:

Hindley: Friday, May 5th at 7:30am (Staff) and 8:30am (PTO)
Holmes: Wednesday, May 10th at 8:00am (Staff) and 9:00am (PTO)
Royle: Wednesday, May 17th at 7:30am (Staff) and 8:30am (PTO)

These presentations, with the assistance of our O&G/AP team members, will discuss exactly how we plan to minimize the impact of these projects on the staff and students occupants in each school. Each school campus has its own unique and nuanced construction schedule but broadly speaking, the phases for each campus will follow a similar schedule which includes:

- Construction of the new additions during the 2023/2024 school year to create swing space
- Removal or relocation of existing portable classrooms
- Classroom relocation within the building during the 2023/2024 school year to allow for renovation of existing spaces
- Sitework activities will occur mainly during the summers of 2023, 2024 & 2025

Our latest summer plan includes the following programs and how they have been relocated to accommodate construction in the summer:

- Hindley: Darien Youth Commission (Town Summer Camp)- previously at Royle/Holmes
- Middlesex Middle School: YMCA Summer Program- previously at Hindley
- Tokeneke: Darien Summer School (no change)

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As was shared at HHRBC committee meeting (3/23/23) the following is the upcoming timeline of events and key dates for the project:

- March 28 – BOE Meeting to Approve Phase 2 Bid Documents and Cost Estimate for all Three School Projects
- March 29 – Hindley & Royle ES Phase 2 PCR Meeting with OSCG&R
- April 5 – HHRBC Meeting to Approve Phase 1 Trade Contractor for all Three School Projects.
- April 12 – Holmes ES Phase 2 PCR Meeting with OSCG&R
- June 16 – Budget Status Meeting with OSCG&R
- June 21 – Anticipated HHRBC Meeting to Approve Phase 2 CRITICAL Trade Contracts for all Three School Projects
- June 22 – Issue Limited Notice to Proceed Letters to Phase 2 CRITICAL Trade Contractors for all Three School Projects – THIS IS THE START OF CONSTRUCTION
- July 13 – START WORKING ONSITE, all three schools
- August 9 – HHRBC Meeting to approve GMP (Guaranteed Maximum Price)
- August 10 – Issue Limited Notice to Proceed Letters to Remaining Phase 2 Trade Contractors for all Three School Projects