



# THE UMBRELLA<sup>SM</sup>

## **Committee Charge**

Charge to The Umbrella Building Committee  
January 2016

## **Charge to Committee**

The Umbrella Building Committee is responsible for implementing the Master plan; from schematic design through the construction phase and completion of the project.

The Umbrella Building Committee will be responsible for all aspects of the project including directing and overseeing approvals with the town of Concord and making recommendations to the Board of Directors on issues related to contracts.

## **Background**

1. Review the master plan prepared by OMR Architects in March 2013. Understand the articulated needs and proposed solutions; including the condition of the existing facility, and proposed improvements.
2. Review the space program.
3. Review the preliminary cost estimate
4. Develop and maintain a project website.
5. Organize a process for community outreach and input. In addition to general community outreach, assign or appoint liaisons to the Town, Neighbors, Artists, and the Board.
6. Prepare and maintain minutes of all meetings.
- 7.

## **Select Owner's Project Manager**

1. Discuss and determine if an Owner's Project Manager is required for this project, and if so, when they should be brought on board.
2. If it is determined an OPM is needed, working with The Umbrella administration, prepare and advertise a Request for Services for an Owner's Project Manager. Develop evaluation criteria, review proposals, and select firm best suited to satisfy that criteria.
3. Recommend selected firm to the Board for approval.



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4. Negotiate a contract and timeline with the selected firm.

## **Select Project Designer**

1. Discuss and determine a process for Designer selection. Consider the pluses and minuses of hiring the master plan firm, or hiring a local, regional, or national firm.
2. Once determined, manage a selection process and select the best qualified Design Team to complete the work. Selected firm should be experienced in renovations and new construction of arts related buildings, and show demonstrated experience with sustainable design including the use of (among others) natural daylighting, compact building footprint and water conservations, and renewable energy sources.
3. Negotiate a contract with selected designer and make recommendation to the Board for approval.

## **Schematic Design**

During the Schematic Design and Design Development phase, the Committee shall meet as required to:

1. Update space program and timeline.
2. Establish outreach for constituent input.
3. Monitor the schematic design process.
4. Prepare and review budget cost estimates and project phasing schedules.
5. Report as needed to the Board.

## **Contract Documents and Construction Period**

During the completion of the Contract Documents and Construction period, the Committee shall meet at least monthly to:

1. Oversee the completion of contract documents and construction cost estimates.
2. Determine construction delivery method and make recommendation of Construction firm to the Board.
3. Monitor construction progress and payment requisitions.
4. Monitor the project's schedule and budget.



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5. Make recommendations or decisions for approving changes.
6. Communicate with the Town.

## **Sustainable Design**

1. The Umbrella intends that the completed project shall meet the criteria of the highest LEED rating possible. The Committee shall determine if a Platinum rating is achievable and report the findings to the Board.
2. The Committee shall appoint one member to participate on the Integrated Design Team (IDT). Decisions of the IDT shall be reviewed by the whole committee.

## **Project Wrap-up**

At the completion of each phase of the project, and with the help of The Umbrella administration, the Committee shall prepare a report outlining goals and accomplishments of that phase. The report shall include:

1. Design and progress documentation in the form of drawings or photographs
2. Cost estimates, bid proposals, and final costs.
3. Proposed completion dates and final completion dates.



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## PROPOSED BUILDING COMMITTEE

January 25, 2016

Jeff Adams	Advisory Council, Contractor, Chair of Fenn Building and Grounds, member of many other town committees including the CCHS Building Committee
Michelle Ernst	Marketing and Communications professional, long time member of school organizations including the CCHS Building Committee
Andrew Goldstein	Advisory Council, writer, former Contractor, former member of the Harvey Wheeler Building Committee and The Umbrella Phasing Committee in 2010.
Robert Le Roy	Board Member, Development/fundraising professional, young family, new to town.
Peter Nobile	Architect with expertise in sustainable design, original member of Concord's "Green Team", and member of the CCHS Building Committee
Chad Reynolds	Facilities Committee, Real Estate Management, young family, new to town.
Elise Woodward	Advisory Council, Architect, former member of the Select Board and many other town committees including the CCHS Building Committee
Alisha Boyajian	Advisory Council and neighbor who will act as a liaison with the neighborhood.
Chris Mokal	The Umbrella's CFO with experience as Project Director for the ICA's new building.
Jerry Wedge	Executive Director