

Massachusetts School Building Authority

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Accelerated Repair Program Syllabus

2025 Invitations
December 19, 2025

Accelerated Repair Program

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Massachusetts School Building Authority
Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

English

Accelerated Repair Program

As a result of the lessons learned from its Green Repair Program, the MSBA instituted the Accelerated Repair Program ("ARP") in 2012. The ARP focuses on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. In order to maximize the impact of the ARP, districts are required to use pre-selected consultants and appropriate funding quickly to adhere to an accelerated project schedule.

Overview

After a temporary, one-year pause to the ARP in 2023, the MSBA Board of Directors voted to reopen the Program in 2024 with an increased estimated budget following the approval of the Commonwealth's FY 24 Budget, which provides that grant amounts related to the ARP shall not be calculated as part of the MSBA's Annual Cap limit, as set forth in Section 7 of Chapter 70B of the General Laws. For additional information, please refer to the October 25, 2023 Board of Directors memorandum, which details the recommendations specific to the ARP.

Timeline for ARP SOI Opening

Commencing in January 2025, the ARP will have a biennial Statement of Interest ("SOI") opening (every two years). Districts will file SOIs biennially and staff will review invitations for roofs and windows/doors based on a budget of \$300 million (representing two years' worth of projects) and for heat pump conversion projects based on a budget of \$250 million (representing two years' worth of projects). The MSBA believes that a biennial opening will provide more predictability and flexibility for local officials who are administering facilities improvements in their districts. Furthermore, the MSBA believes that pacing the start dates for invited districts will not only help mitigate the impact of introducing so many projects into the construction market but will also help support districts who may need longer preparatory time than the former iteration of the ARP allowed.

Historically, ARP SOI openings begin in January and close in March with invitations anticipated at the October Board of Directors meeting all within the same year. Please reference the latest ARP SOI Overview to view the changes to the ARP in 2025 and determine if submitting a SOI for a potential ARP project in 2027 or beyond may be appropriate for your district. Please note an updated ARP SOI Overview will be issued ahead of each SOI biennial opening.

Heat Pump Conversion

To facilitate schools moving toward Massachusetts' goal for net-zero carbon emissions by 2050, the MSBA is introducing heat pump conversion projects in 2025. Beginning in June 2024, the MSBA began a study to further understand scope, schedule, and cost factors that could impact the conversion of existing public-school facilities to heat pumps for heating and cooling. The report, which recommends technical and programmatic approaches to inform the MSBA's grant program to best support heat pump conversion within the ARP, can be found here.

Repair Program Historical Data

Districts with repair needs in their school facilities that inhibit the cost-effective and energy-efficient delivery of the district's educational program have expressed interest in the ARP through the MSBA's SOI process. Since 2010, districts have been participating in our Repair Programs as indicated in the table below:

Repair Program	Districts	Schools	Total Project Budgets	Maximum Facility Grants	Number of Projects Final Audit Approved
2025 Accelerated	45	93			0
2024 Accelerated	35	65	\$220,124,835	\$141,562,512	0
2022 Accelerated	12	27	\$86,949,136	\$55,301,436	0
2021 Accelerated	15	26	\$109,802,763	\$59,925,011	4
2020 Accelerated	15	21	\$81,731,451	\$43,329,550	5
2019 Accelerated	24	38	\$85,180,989	\$52,047,959	33
2018 Accelerated	20	30	\$83,172,480	\$47,018,557	19
2017 Accelerated	19	34	\$117,020,597	\$73,280,673	26
2016 Accelerated	28	48	\$156,598,234	\$83,007,586	40
2015 Accelerated	24	43	\$136,680,652	\$91,974,052	43
2014 Accelerated	34	47	\$108,410,084	\$65,388,035	47
2013 Accelerated	25	45	\$84,650,790	\$54,662,551	45

ARP Annual Project History

- > 2024 Invitations
- > 2022 Invitations
- > 2021 Invitations
- > 2020 Invitations
- > 2019 Invitations
- > 2018 Invitations
- > 2017 Invitations
- > 2016 Invitations
- > 2015 Invitations
- > 2014 Invitations
- > 2013 Invitations
- > 2012 Invitations

ARP Important Documents

- > 2024 ARP Syllabus

Heat Pump Study Final Report

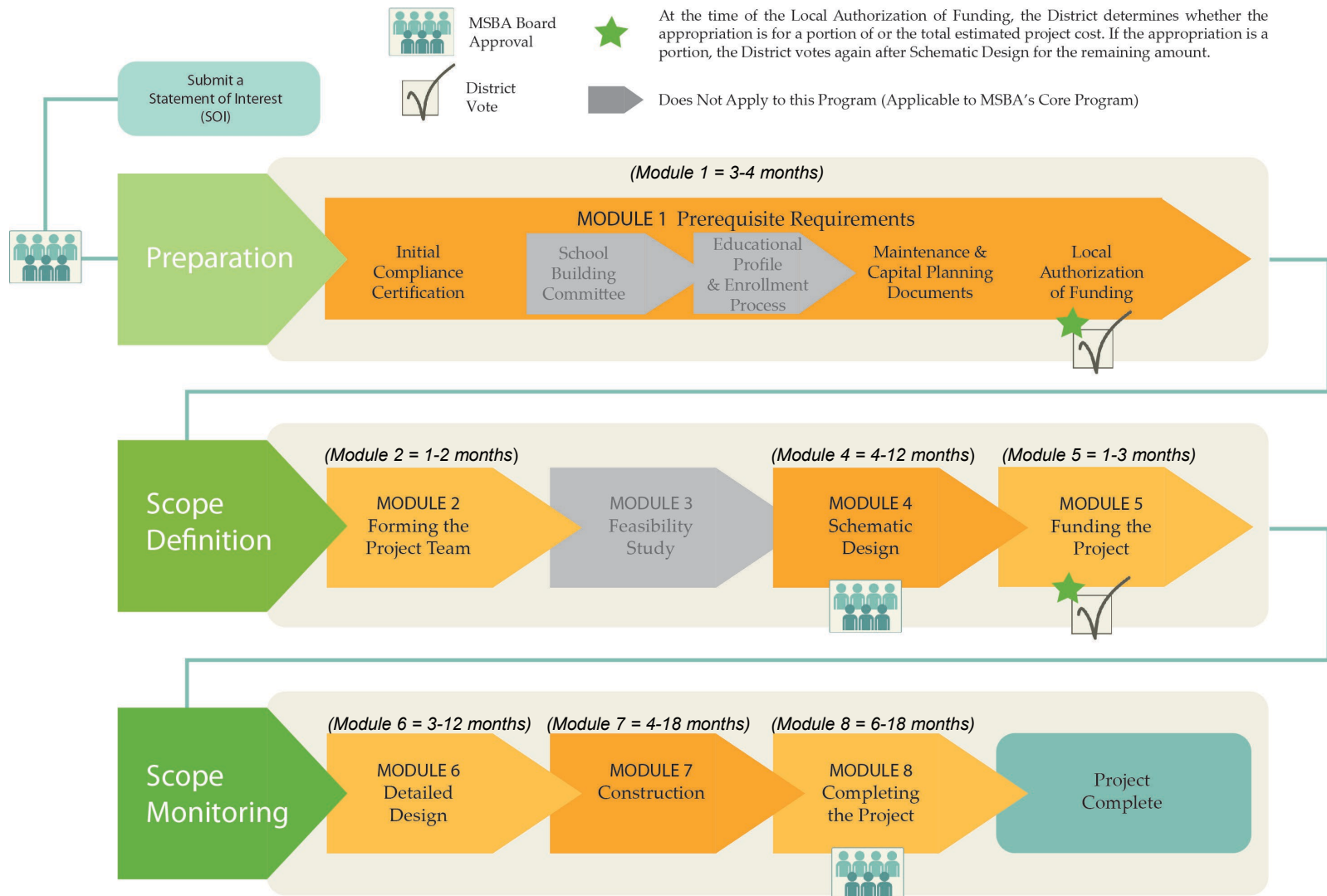
FINAL REPORT

Related Links

- > Repair Program
- > Green Repair Program



I. Process Overview





II. Prerequisite District Documents

Per the MSBA Board Action Letter sent to all districts invited to participate in the 2025 Accelerated Repair Program, the prerequisite deliverables have the deadlines listed in the table below. The deadlines are listed as durations following the assigned commencement date. Districts and their assigned consultants should refer to the schedule attached to the District's Board Action Letter for the assigned commencement date.

Deliverable	Deadline
Certified funding vote for Schematic Design <ul style="list-style-type: none">MSBA has issued Vote Bulletins to inform cities, towns, and regional school districts of the requirements for warrant articles, motions, orders, and votes related to any potential projects that may be eligible for MSBA funding (“Schematic Design Vote Language” link on ARP webpage)“Prior Project Cost Data” link on ARP webpage provides previous project budgets for referenceMSBA’s Heat Pump Study Report on ARP webpage describes project scope, schedule, and cost factors for consideration	90 days
Certified funding vote submission <ul style="list-style-type: none">MSBA requires an original, certified copy of the vote/letter identifying the funds secured for the Schematic Design of Accelerated Repair project(s)	120 days
Initial Compliance Certification (“ICC”) submission <ul style="list-style-type: none">Includes Exhibit A - Accelerated Repair Program Terms and Conditions	90 days
Current routine and capital maintenance plan (“MCP”) submission <ul style="list-style-type: none">Not required if submitted within previous 36 months (See Board Action Letter if required)If required, MCP access form must be submitted first (“Guidelines & Forms”)	90 days



III. Forming the Project Team | Process

Process described in Consultant Assignment Procedure (ARP webpage)

- Districts receive notification of assignments after completion of prerequisite documents
 - Notification includes contact information for the OPM and Designer
 - For districts with multiple project invitations, and/or multiple commencement dates, more than one OPM and Designer may be assigned
- **District is Owner to both OPM and Designer contracts and therefore must hold its consultants to the responsibilities of the contracts without alteration in any way**
 - Both the OPM and Designer contracts for districts invited in 2025 can be found on the MSBA's Accelerated Repair Program webpage under the consultant assignment procedure
 - Both the OPM and Designer contracts include clauses addressing the Municipal Construction Affirmative Marketing Program (MCAMP) and Workforce Participation Compliance Monitoring (See MSBA Project Advisories for most recent information)
 - OPM Contract (8.1.5.2) – OPM shall monitor and report on the Designer's and Contractor's compliance with MCAMP and the Commonwealth's Workforce Participation requirements
 - Designer Contract (17.4) – Designer shall submit a Participation Schedule following participation goals based on the MCAMP administered by the Supplier Diversity Office.
 - Designer Contract (17.10) – Designer shall be required to provide regular reports of the gender and race/ethnicity of employees engaged in work under the contract, for both prime and subconsultants, in the form and format required by the District, including but not limited to, by electronic reporting through the requested means and with the frequency required by the District.



III. Forming the Project Team | Process

Process described in Consultant Assignment Procedure (ARP webpage)

- MSBA standard project management and design services contracts for ARP projects should be **executed within 6 weeks of assignment notification**
 - Consultant contracts should be submitted to the MSBA electronically upon execution and **should also include project team organizational charts**
 - OPM contract executed first to allow OPM to assist with Designer negotiation
 - OPM contract includes not-to-exceed fee for the Schematic Design phase depending on the number of schools and initial estimated Total Project Budget(s)
 - See Attachment A to the Contract for Project Management Services for more information
- **Initial Project Schedule (Gantt chart) will be provided to MSBA with the project management and design services contracts**
 - Initial Project Schedule will identify:
 - Board Meeting for approval of a Project Funding Agreement (“PFA”)
 - Summer(s) selected for construction (2027, 2028, or 2029)
- **Existing Building Information Checklist** (ARP webpage) will be provided to MSBA with the project management and design services contracts
- If a consultant declines an assignment to a particular ARP district, fails to reach agreement with a district on an ARP project, or ceases to perform services for an ARP project for any reason, the district will be assigned a new consultant per the MSBA consultant assignment procedure



III. Forming the Project Team | OPM Report

OPM Monthly Reporting described in OPM Contract (Section 8.1.3)

- OPM monthly reporting begins for the month when the OPM contract is executed and continues until the month in which the project receives Board of Directors' approval of the Final Audit
 - Districts must complete an OPM Report System Access Request Form with assistance from their OPMs (massschoolbuildings.org/guidelines/guides)
 - **OPM Report Access Request Form should be submitted to the MSBA with the OPM contract upon execution of the OPM contract**
 - Monthly reports are due through the MSBA online system on the 12th of each month
 - Monthly reports include the following attachments for submission:
 - Budget and Cost Report – MSBA Format
 - Projected Cash Flow vs. Actual Cash Flow
 - OPM Project Schedule (Gantt chart)
 - Project schedule must establish completion and submission of 60% and 100% Construction Documents to the MSBA as well as specific dates for bidding, notice to proceed, and substantial completion
 - Districts with more than one school or a school combining the replacements of roofs, and/or windows/doors must delineate the project schedule for each school and scope
 - Contractor Lookahead Schedule (Required when GC Contract is active)
- Failure to submit timely and complete reports may impact review and payment of reimbursement requests
 - OPM monthly reports support the MSBA's review of submitted invoices by further describing project progress



IV. Schematic Design | Board Packages

Schematic Design Package Submission Deadline (By 5:00 PM)	MSBA Board of Directors Meeting*
April 30, 2026	June 24, 2026
June 25, 2026	August 26, 2026
August 27, 2026	October 28, 2026
October 22, 2026	December 9, 2026

*Future MSBA Board Meeting dates will be posted when available. Please check the ARP webpage for updated information throughout the year.

- **Districts must return to the Board of Directors for PFA approval within 16 months of the assigned commencement date. An additional 2 months can be granted with MSBA approval. If the District fails to fulfill its obligations within the timeline, the MSBA may, in its sole discretion, remove the District from the Program**
- Packages submitted after deadlines for consideration at the corresponding Board Meeting will not be processed by the MSBA
 - Late submittals will be scheduled for the following Board Meeting
- All items on the **MSBA Schematic Design Checklist** (ARP webpage) must be included as one submittal
 - Submittal includes electronic submission for all documents
 - District and OPM must certify that submittal is complete
- **Concerns or questions among district representatives, consultants, and sub-consultants about any part of the Schematic Design submittal should be reconciled prior to submitting the package to the MSBA**



IV. Schematic Design | Total Project Budget

Comprehensive Schematic Design is Critical

- Board approval is tied to the specific project scope, budget, and schedule presented in the Schematic Design
- Estimated maximum total facilities grant is the product of the eligible project scope and the reimbursement rate
 - Estimated maximum total facilities grant is calculated assuming all potentially eligible budget (including potentially eligible contingency) becomes actual eligible costs, which is unlikely
- Districts must determine during Schematic Design when construction will occur
 - Cost estimates must reflect the year(s) of construction
- Districts with more than one school project may not transfer grants between schools
- Districts should review MSBA's Third Party Funding Policy (Project Advisory #83) which addresses federal and state grants, rebates, and other sources of funding that districts could use to assist with funding their school projects



IV. Schematic Design | Total Project Budget

Comprehensive Schematic Design is Critical – Refer to the Schematic Design Checklist for additional detail

- Schematic Design for roof projects
 - Consider roof replacement as well as roof restoration
 - Include an evaluation to make the building solar ready, **and must incorporate the following:**
 - Analysis, description and budget for identified roof area(s) to be constructed as solar ready
 - Schematic Design Project Narrative that includes an overview of the solar ready approach and solution
 - Evaluation of structural impact, code issues, main electrical system capacity, and electrical conduit runs/locations (including roof penetrations if needed)
 - Schematic Design Drawings that clearly identify the roof area(s) and associated square footage(s) to be made solar ready
 - Cost Estimate and a Construction Budget that include all costs needed to construct the solar ready scope. **MSBA requires the solar ready scope be carried into final design and construction.**
- Schematic Design for window and door projects
 - MSBA requests that the project team confirm that the persons responsible for implementation of the District's emergency procedures as well as responding emergency medical, fire protection, and police agency representatives have been consulted regarding the inclusion of security design elements and that any associated requirements from those persons have been included in the project



IV. Schematic Design | Total Project Budget

Comprehensive Schematic Design is Critical – Refer to the Schematic Design Checklist for additional detail

- Schematic Design for heat pump conversion projects:
 - **Designer Contract (7.4.3) – Include a preliminary evaluation and comparison of three (3) or more design options and their relative feasibility and cost, including life cycle cost analysis.**
 - Each of the following design options will be evaluated with heat pump systems designed to provide at minimum 85% of cumulative operating heating hours:
 - Ground source
 - Air source
 - Hybrid ground source and air source
 - Incorporate a life cycle cost analysis pursuant to the criteria of M.G.L. c.149 § 44(m)
 - Demonstrate that each proposed design option will result in mechanical heating, cooling and ventilation in all classrooms at a minimum
 - If ground source is chosen as the preferred solution, it is recommended to consider installing a test bore and performing a thermal conductivity test to better understand subsurface conditions and more accurately estimate the number of wells needed and to forecast cost and complexity
 - MSBA will find eligible the scope to connect fossil-fuel boilers to heat pump systems to help districts offset remaining cumulative operating heating hours.
 - New fossil-fuel boilers and associated equipment will not be eligible for reimbursement.



IV. Schematic Design | Total Project Budget

Reviewing ADA Accessibility Upgrades as required by 521 CMR

- Districts and their consultants are responsible for determining the applicability of 521 CMR
 - **Projects will not be recommended for PFA approval unless the scope, budget, and schedule in the Schematic Design submission include all ADA upgrades as required by CMR 521**
 - If the District wishes to pursue a variance from MAAB, a copy of the approved variance and the ADA upgrades required by the variance must be included in the Schematic Design submittal
 - Work required by CMR 521 and any approved variance must be constructed in coordination with the heat pump conversion, roof, and/or window/door project and therefore must be completed by the substantial completion of the project scope
 - Variance for timed relief after the substantial completion of the ARP scope will not be accepted
 - Due to the scale of ADA upgrades that may be required, it is important for districts and consultants to consider the potential of this work from the beginning of Schematic Design
- MSBA will reimburse ADA upgrades required by code regardless the cost, with the following stipulation:
 - If the District and their consultants propose an elevator for a building which does not have an accessible public entrance, the MSBA will review the proposed elevator to determine the eligibility



IV. Schematic Design | Total Project Budget

Formulating the Total Project Budget

- Project soft costs, which include OPM and Designer fees, are determined by the district; however, eligibility is capped:
 - If estimated eligible construction cost is greater than \$1.25M, eligible soft costs are capped at 20% of the estimated eligible construction cost
 - If estimated eligible construction cost is less than \$1.25M, eligible soft costs are capped at \$250,000
- Contingency funds are determined by the district with their consultants; however, eligibility is capped:
 - Construction Contingency – 5% of estimated eligible construction cost
 - Owner's Contingency – 0.5% of estimated eligible construction cost (Project soft costs cap supersedes Owner's Contingency cap)



IV. Schematic Design | Total Project Budget

Developing the Cost Estimate

- Cost estimates must be submitted in CSI format and include:
 - All proposed bid alternates
 - Cost of commissioning testing by General Contractor
 - Including specifically identified cost of spray and air testing on window projects
- Specific to roof projects:
 - Separately identified costs to remove, remediate, and replace
 - Remediation costs must be separate from demolition costs
 - Roof areas separately identified by type (PVC, EPDM, shingle, etc.)
 - Separately identified costs for roof restoration (if determined to be viable by the Designer)
 - Separately identified costs to make roof solar ready
- Specific to windows/doors projects:
 - Separately identified costs to remove, remediate, and replace
 - Remediation costs must be separate from demolition costs
 - Window areas separately identified by the following:
 - Systems: punched/ribbon window, storefront, or curtainwall
 - Wind zone: wind zone per ASTM E1996
 - Frame material: aluminum, steel, wood, other
- Specific to heat pump projects:
 - Separately identified costs to remove, remediate, and replace
 - Remediation costs must be separate from demolition costs
 - Separately identified new fossil-fuel boilers and associated equipment (if included in a design option)



IV. Schematic Design | Total Project Budget

ARP Eligibility Determinations

- When reviewing Schematic Design submittals for districts invited in 2025, MSBA will make the following eligibility determinations:
 - MSBA will **not** participate in the marked-up construction cost for the following:
 - Replacement of building systems with less than the required years of service (year of installation compared to year of SOI submittal)
 - Roofs = 20 years as of 2026 (installed in or after 2007 ineligible) unless combined with a heat pump conversion project (then 15 years as of 2026, installed in or after 2012)
 - Windows/Doors = 30 years as of 2026 (installed in or after 1997 ineligible)
 - Replacement of modular building systems
 - New fossil-fuel boilers and associated equipment
 - Total roof cost in excess of \$100/sf (commonly applied to slate roofs)
 - Total roof cost excludes scope associated with ADA accessibility upgrades and solar readiness
 - Premium cost on roof projects for copper materials replaceable with aluminum or other more cost-efficient materials
 - Replacement of heating, ventilation, or air conditioning units outside of heat pump projects
 - Masonry restoration including cleaning and sealing beyond the invited project scope
 - Site work associated with sub-grade roof drainage
 - Installation of canopies and vestibules beyond the existing building footprint
 - Temporary repairs



IV. Schematic Design | Total Project Budget

ARP Eligibility Determinations

- When reviewing Schematic Design submittals for districts invited in 2025, MSBA will make the following eligibility determinations:
 - MSBA will **not** participate in the estimated construction cost (including cost mark-up in the estimate) **nor** a matching proportion of soft costs for the following:
 - Building systems in spaces deemed ineligible per MSBA Regulations (swimming pools, hockey rinks, field houses and other such systems)
 - Building systems beyond ARP scope (extended floor or ceiling replacements, photovoltaic panels, and other such systems)



V. Commissioning | Coordination

MSBA pays 100% of commissioning consultant costs

- MSBA assigns a commissioning consultant to each project
 - Following MSBA's receipt of a district's Schematic Design package, the Schematic Design is provided to the assigned commissioning consultant to produce a work order.
 - Work order is executed following the project's approval for a PFA by the MSBA Board of Directors
- Commissioning consultant reviews the Schematic Design and 60% Construction Documents as well as develops commissioning specifications and a Commissioning Plan for the Final Construction Documents
- OPM works with commissioning consultant to coordinate site visits, testing, and training
 - MSBA recommends districts, especially facility managers and staff, participate in kick-off meetings, site visits, and testing
- Commissioning consultant issues final report following completion of testing
 - Testing for heat pump projects to include heating season and cooling season
- OPM coordinates with the commissioning consultant to ensure execution of MSBA Commissioning Certificate of Completion during the Closeout phase



VI. Funding the Project | PFA Execution

For local approval of Total Project Budget funding, each district must:

- **Secure funding within 90 days of receiving the MSBA Board of Directors' approval of the project scope and budget**
- Appropriate the total project budget including Construction and Owner's Contingencies
- Use MSBA standard vote language found on ARP webpage
 - MSBA will review District's vote language provided within Schematic Design submission

For execution of a Project Funding Agreement (PFA), each district must:

- Obtain funding within 90 days of Board Approval
- **Sign and return PFA to the MSBA's Legal Department within 30 days of obtaining funding or receiving the PFA, whichever is later**
 - Return of PFA includes the following documents:
 - Exhibit A – Total Project Budget executed with same signatures as Initial Compliance Certification
 - Certified funding vote
 - Certified copy of vote which authorizes the district to enter into and be bound by the PFA and authorizing the signatory to execute the PFA on behalf of the district
 - Legal Counsel Certification which requires the district's legal counsel to identify which local official or governmental body has the full legal authority to execute the PFA on behalf of the district and to bind the district to its terms.
 - **Note: Districts with multiple project invitations may receive multiple PFAs. Additionally, a separate PFA will be issued for each heat pump conversion project.**



VI. Funding the Project | ProPay

Through its “pay-as-you-build” Progress Payment System, the MSBA reimburses districts for eligible project costs during construction

- OPMs assist districts with the completion of the ProPay Access Form found on the MSBA website (massschoolbuildings.org/guidelines/guides)
- MSBA’s Audit Department provides ProPay training for districts following the execution of a Project Funding Agreement (<http://www.massschoolbuildings.org/programs/pro-pay>)
 - ProPay training offered remotely (2nd Friday each month)
 - MSBA strongly encourages district and OPM staff to attend a training
 - District can enter Total Project Budget(s) into ProPay at MSBA training
 - District has discretion to give OPM access to operate ProPay on behalf of the District
- All Total Project Budget entries must mirror the Exhibit A - Total Project Budget, including Construction and Owner’s Contingencies, as approved by the MSBA’s Board of Directors and executed by the MSBA and district
- **Once the Total Project Budget is entered into ProPay, districts can submit requests for reimbursement monthly**
 - MSBA’s Audit Department will review requests for reimbursement of \$50,000 or more per school. Requests including less than \$50,000 will be returned to the district for future resubmission with additional invoices.



VII. Detailed Design | CD Submissions

60% Construction Documents Submittal (electronic submission only)

- **60% Construction Documents Submission Checklist** (ARP webpage) must be submitted
 - Basis of Design Narrative
 - Reconciled with scope and construction cost estimate in Schematic Design
 - Project Manual and Drawings
 - Cost Estimate
 - Identifies all proposed bid alternates
 - Updated Project Schedule (Gantt Chart)

Final Construction Documents Submittal (electronic submission only)

- **Final Construction Document Submission Checklist** (ARP webpage) must be submitted within 60 calendar days of receipt of bids
 - Project Narrative: comparison of final construction documents to PFA explaining significant deviations in cost and/or scope
 - Project Manual and Drawings including all Addenda
 - Executed Contractor's Contract(s)
 - Contractor's approved Schedule of Values modeled after MSBA's standardized sample
 - Template Project Funding Agreement Bid Amendment Worksheet
 - Updated Project Schedule (Gantt Chart)
 - If bid savings maintained in Total Project Budget, then letter signed by legal counsel confirming acceptability of transfer of bid savings to Contingencies as ineligible budget



VIII. Construction | PFA Bid Amendment

Schedule for PFA Bid Amendment

- Bid results shared with MSBA upon receipt
- **Finalized Schedule of Values submitted within 60 calendar days of receipt of bids**
 - SOV data should be subtotaled in accordance with the CSI divisions of work corresponding to the divisions shown in the MSBA's ProPay system and be modeled after the SOV template shown on the (ARP webpage)
 - Schools bid together must be separated into SOVs for each school's Total Project Budget
 - ARP Bid Amendment Worksheet (ARP webpage) should be submitted and match the SOV for the MSBA to review
 - If the construction contract includes costs found ineligible within the PFA, the MSBA requests that the amount(s) be identified when submitting the SOV and ARP Bid Amendment Worksheet
 - Any Budget Revision Request ("BRR") needed to transfer soft costs should be submitted with the SOV to the MSBA
- Upon receipt of these documents, the MSBA will prepare a revised PFA Exhibit A, Total Project Budget, for review by the District and the OPM
 - **MSBA requests that the District return any comments or questions within 14 calendar days of receipt of the revised PFA Exhibit A**
 - Upon resolution of any comments and/or questions, the MSBA will send the PFA Bid Amendment to the District for execution
- **District is required to review, execute and return its executed PFA Bid Amendment to the MSBA within 21 calendar days of receipt of the PFA Bid Amendment**



VIII. Construction | PFA Bid Amendment

Grant Adjustment per PFA Section 2.3

- If bidding results in PFA Construction Budget savings:
 - Maximum facilities grant decreases to reflect savings in reimbursable costs
 - Bid savings may be transferred to Contingencies as ineligible budget following review by district's legal counsel
 - District must provide letter signed by its legal counsel with Final Construction Documents Submittal to confirm acceptability of transfer
- If bidding results in overage to PFA Construction Budget:
 - Bid cost greater than the eligible PFA Construction Budget is ineligible
 - If additional construction cost requires transfer from eligible portion of Construction Contingency, that portion of the Construction Contingency becomes ineligible and the estimated basis of the maximum facilities grant is reduced proportionately



VIII. Construction | Budget Revision Requests

Construction Contingency (hard costs)

- PFA Construction Budget overage - **Ineligible**
- Change Orders (“COs”) – **Potentially Eligible within Cap**
 - One CO review completed by MSBA per district
 - COs reviewed for eligibility not validity
 - See *Manual for the Eligibility of Change Orders* found in Module 7 – Construction on the MSBA website for more information
 - **COs must be submitted when executed and no later than 90 days after substantial completion**
 - COs submitted with MSBA’s Template Change Order Log (ARP webpage)
 - OPM completes Change Order Log for MSBA review
 - “Comments” column in Log provides a district and its consultants the opportunity to describe COs and their basis for eligibility
 - **If MSBA does not receive COs & Log within 90 days, MSBA will issue a letter to the district. All Change Orders not submitted to the MSBA within 120 days after substantial completion will be deemed ineligible for reimbursement.**

Owner’s Contingency (soft costs)

- Owner’s Contingency is potentially eligible within Soft Cost & Owner’s Contingency Caps
- Transfers for additional consultant costs may be eligible
 - Additional fees resulting from schedule extensions will not be eligible
- Transfers for additional legal fees are ineligible
- Transfers for additional utility company operating costs are ineligible
- Transfers for additional swing space/modular costs are ineligible



VIII. Construction | Monitoring the Work

Coordination and monitoring

- Per OPM contract, Project Representative is present during contractor operations
 - 8.6.2 The Owner's Project Manager shall provide an on-site Project Representative, who shall be dedicated exclusively to the Project, either as an employee of the Owner's Project Manager or as a subconsultant to the Owner's Project Manager.
 - 8.6.2.1 The Project Representative shall be subject to the approval of the Owner and the Owner reserves the right to require the Owner's Project Manager to replace the Project Representative at any time during the course of the Project.
 - 8.6.2.2 The Project Representative shall have at least five years of experience in on-site supervision of projects similar in size and complexity to the Project.
 - 8.6.2.3 The Project Representative shall be present at all times when the Contractor is conducting operations at the site starting from issuance by the Owner of a Notice to Proceed to the Contractor and continuing until substantial use or substantial completion as determined by the Owner and thereafter on an as needed basis until issuance to the Contractor of a Certificate of Final Completion by the Owner.
- Reminder: Both OPM and Designer contracts include clauses addressing the Municipal Construction Affirmative Marketing Program (MCAMP) and Workforce Participation Compliance Monitoring (See MSBA Project Advisories for most recent information)
- Designer certifies percentage of work for contractor payment requisitions
- MSBA's Commissioning Consultant performs the following:
 - Reviews contractor submittals
 - Provides site observation reports
 - Monitors commissioning testing
- OPM assists district in completing 50% DCAMM evaluations of Designer and General Contractor



IX. Completing the Project | Closeout

Both OPM and Designer play a critical role in readying projects for closeout

- **OPM coordinates with Designer, commissioning consultant, District, and MSBA to complete the steps found in Module 8 – Completing the Project (ARP webpage) within 365 days of substantial completion of construction contract**
 - Module 8 describes the closeout process and forms
 - PFA Bid Amendment budget entry into ProPay (immediately following execution of PFA Bid Amendment)
 - Change Order review (within 90 days of substantial completion)
 - Final BRR submission including Change Orders and outstanding soft cost transfers (within 90 days of substantial completion)
 - OPM assists district in completing 100% DCAMM evaluations of Designer and General Contractor (within 70 days of substantial completion for the Prime/General Contractor and within 90 days of substantial completion for the Filed Sub-Bidders)
 - OPM coordinates with commissioning consultant to ensure execution of Commissioning Certification of Completion
 - Submission of final reimbursement request (immediately following payment of final project invoice)
 - Module 8 identifies the deadlines for all Audit Department deliverables in advance of Board Meetings (Submission prior to a deadline does not guarantee that a district's final audit will be presented at that Board Meeting)
- Closeout phase concludes with Final Audit Approval by a vote of the MSBA Board of Directors