



# **MANAGEMENT REPORT:**

## **Maplewood Richmond Heights School District**


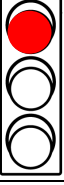



SEPTEMBER 11, 2020

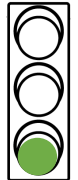
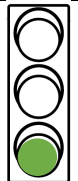


**Note:** The following ongoing project management report is intended to keep interested parties informed on the status of various efforts underway by the design/architecture/engineering team for the Maplewood Richmond Heights School District. It will be updated twice a month or as needed, and will act as the team's action plan guide. Responsibility for actions required are noted in **bold** font and items requiring immediate attention are noted in italics. A stoplight graphic has been included as a quick reference guide to each task's status: green (lower light) indicates no present concerns and that task is proceeding as planned, yellow (middle light) indicates potential issues could arise should action not be taken, and red (top light) indicates a high level of concern or an inability to proceed as planned.

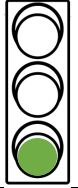



## I) Prop E Projects

### A. MRH Middle School – High School


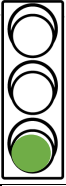


Task/Phase	Status	Action Required	Special Notice
<i>Pre-Design:</i> Existing conditions/field documentation	 Ittner and consultants are finishing field verification.	<b>Ittner</b> will schedule field verification with Mike/Ian as needed to avoid scheduling conflicts.	
<i>Pre-Design:</i> Land and Topographic Surveys	 Survey completion is at 95%.		
<i>Pre-Design:</i> Geotechnical Testing	 Soil borings complete. Geotechnical report anticipated soon.		
<i>Programming/ Schematic Design:</i> Space program & Space plans	 Completed		
<i>Schematic Design:</i> Schematic floor plan and elevation drawings	 Schematic Design completed, except site design.	<b>Ittner</b> to coordinate with MRH to schedule review of the following: <ul style="list-style-type: none"> <li>• Fine Arts suite</li> <li>• Serving line layouts</li> <li>• MS restroom discussion</li> </ul>	

<i>Design Development:</i> Materials, Finishes, Systems integration		Ittner interior design group starting to select finishes.  Ongoing coordination with MEP/FP consultants  Security operations and protocols discussion scheduled for 9/22		
<i>Design Development:</i> Municipal coordination		Ittner intends to submit to Maplewood Architectural Review Board for October review meeting. Submittal due 9/28.  Ittner to schedule code review discussion with plan reviewer and fire marshal for week of 9/21		

### B. MRH Elementary School (Task Order 3)

Task/Phase	Status	Action Required	Special Notice
<i>Pre-Design:</i> Existing conditions/field documentation		Consultants are finishing field verification.	<b>Ittner</b> will schedule field verification with Mike/Ian as needed to avoid scheduling conflicts.
<i>Pre-Design:</i> Land and Topographic Surveys		Completed	
<i>Schematic Design:</i> Elementary schematic plans		Completed	
<i>Design Development:</i> Materials, Finishes, Systems integration		MEP and Structural coordination ongoing  Finish selections ongoing  Civil engineering site work coordination ongoing	<b>Ittner</b> will schedule a meeting with facility stakeholders to discuss finishes and casework week of 9/28.

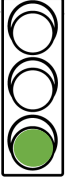
### C. MRH Early Childhood Center (Task Order 4)

Task/Phase	Status	Action Required	Special Notice
<i>Pre-Design:</i> Existing conditions/field documentation	 Ittner and consultants are finishing field verification.	<b>Ittner</b> will schedule field verification with Mike/Ian as needed to avoid scheduling conflicts.	
<i>Pre-Design:</i> Land and Topographic Surveys	 Completed		
<i>Schematic Design:</i> ECC schematic plans	 Completed		
<i>Design Development:</i> Materials, Finishes, Systems integration	 Structural coordination beginning Finish selections beginning Civil engineering site work coordination ongoing	<b>Ittner</b> will schedule a meeting with facility stakeholders to discuss finishes week of 9/28.	


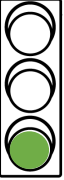
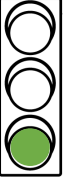
### D. District-managed Projects

Task/Phase	Status	Action Required	Special Notice
District-managed Projects	NA Ongoing coordination with Tremco/WTI/IFS as requested or necessary.		


### II) ECC Modular Classroom (Task Order 2)

Task/Phase	Status	Action Required	Special Notice
<i>Bidding &amp; Negotiations</i>	 Bids to be submitted 9/25		

### III) Coronavirus Re-occupancy Plans

Task/Phase	Status	Action Required	Special Notice
<i>Early Childhood Center</i>		Ittner provided layouts for furniture in K-2 classrooms, cots in the multi-purpose room, and a furniture audit to assist in furniture acquisition.	
<i>Elementary School</i>		Ittner provided layouts for furniture in classrooms, cafeteria tables, and directional stickers in the corridors.	
<i>Middle School-High School</i>		Ittner provided layouts for classrooms and cafeteria, and contributed to a whole-building furniture audit to assist in furniture relocation and potential acquisition.	

### IV) Building maps

Task/Phase	Status	Action Required	Special Notice
<i>Graphics Production</i>		Ittner has started wayfinding/egress plans for each facility as requested by MRH, but are waiting for additional information on room numbers, labels, and fire alarm/extinguisher locations to complete the effort without extensive additional field verification	<b>MRH</b> to provide mark ups with additional information including room numbers/ labels, fire alarm and extinguisher locations