



# Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

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About Us (/about)

Working With Us (/Working\_With\_Us/Getting\_Started)

Building With Us (/building)

Policies, Forms & Guidelines (/guidelines)

Our Programs & Initiatives (/programs)

Your School (/district-map/all)

News & Events (/news\_events)

Public Records Requests (/public\_records\_requests)

Employment Opportunities (/employmentopportunities)

MSBA APPLICATIONS

(<https://systems.massschoolbuildings.org/>)

Enrollment Projection (<https://systems.massschoolbuildings.org/>)

Maintenance and Capital Document (<https://systems.massschoolbuildings.org/>)

OPM Report (<https://systems.massschoolbuildings.org/>)

Pro-Pay Reimbursements (<https://systems.massschoolbuildings.org/>)

YOUR STATEMENT OF INTEREST

(/building/SOIs)



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## Modules Overview

### [MODULE 1 – ELIGIBILITY PERIOD: \(/BUILDING/PREREQUISITES\)](#)

Once the MSBA Board of Directors votes to invite a District into the Eligibility Period, a 270-day period is initiated for the District to complete certain preliminary requirements that include: 1) a certification of the District's understanding of the grant program rules by executing an Initial Compliance Certification; 2) forming a School Building Committee and submitting the membership to the MSBA for acceptance; 3) a summary of the District's existing maintenance practices; 4) certification of a design enrollment for the proposed project agreed upon with the MSBA (may not be applicable for Repair Assessments depending on the proposed scope of work); 5) confirmation of community authorization and funding to proceed (see MSBA Vote Requirements); and, 6) execution of the MSBA's standard Feasibility Study Agreement, which establishes a process for the District to be reimbursed for eligible expenses.

### [MODULE 2 – PROJECT TEAM: \(/BUILDING/TEAM\)](#)

Once all of the Pre-Requisites have been completed to the satisfaction of the MSBA, the District procures the team of professionals utilizing MSBA specific procurement processes and standard Request for Services ("RFS") templates and Contracts to work with the District as the proposed project advances through the MSBA's grant process.

### [MODULE 3 – FEASIBILITY STUDY: \(/BUILDING/FEASIBILITY\)](#)

Upon successful conclusion of procurement of Owner's Project Management and Designer services in accordance with the procedures outlined under Module 2 - Forming the Project Team, the District and its team collaborate with the MSBA to document their educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration. During this phase, the Owner's Project Manager will submit, on behalf of the District and its Designer, a Preliminary Design Program and a Preferred Schematic Report. Approval by the MSBA Board of Directors is required for all projects to proceed into schematic design. Please refer to Module 4 - Schematic Design for additional information.

### [MODULE 4 – SCHEMATIC DESIGN: \(/BUILDING/SCHEMATIC\)](#)

The District and its team develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project.

### [MODULE 5 – PROJECT SCOPE AND BUDGET AND PROJECT FUNDING AGREEMENTS: \(/BUILDING/FUNDING\)](#)

Based upon the completed Feasibility Study, the District and MSBA staff establish and document the project scope, budget, schedule, and MSBA financial participation to forward to the MSBA Board of Directors for their approval. Approval by the MSBA Board of Directors establishes the MSBA's participation in the proposed project. Once the District secures community authorization and financial support, the MSBA and the District enter into a Project Funding Agreement, which defines the scope, budget and schedule for the Proposed Project.

### [MODULE 6 – DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTATION & BIDDING: \(/BUILDING/DESIGN\)](#)

The District and its team advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the agreed upon project scope, budget and schedule as documented in the Project Funding Agreement, and the requirements contained in the MSBA's standard Request for Services and Project Management and Designer Services. The MSBA continues to monitor the project to ensure it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement.

### [MODULE 7 – CONSTRUCTION ADMINISTRATION: \(/BUILDING/CONSTRUCTION\)](#)

The MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement.

### [MODULE 8 – PROJECT CLOSEOUT: \(/BUILDING/COMPLETING\)](#)

The MSBA performs final audit to determine final total grant amounts and make final payment.

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[PRIVACY POLICY \(/PRIVACYINFO\)](#) | [SITE MAP \(/SITEMAP\)](#)

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