

# MILESTONE SCHEDULE

## Town of Dover

### Community Center Project

10/25/2021 - Project Schedule

		<span>○</span> Owner Meeting <span>◆</span> Major Milestone	
<b>II. Schematic Design Phase</b>		<b>February 9, 2021 thru June 12, 2021</b>	
1 Schematic Design of Preferred Solutions 2 Building Committee Meeting to Review SD Progress 3 SD Sets to Contractors - Review SD Progress 4 Building Committee Meeting to Review SD Progress 5 Building Committee Meeting to Review SD Progress 6 SD Sets to Estimators 7 Building Committee Meeting to Review SD Progress 8 SD Sets to Estimators 9 SD Design Review 10 SD Estimate 11 SD Estimate Reconciliation 12 SD Value Management 13 Building Committee Meeting to Review and Approve SD Package 14 Public Presentation(s) 15 Any required Town Board / Committee votes for STM language, etc. 16 Final Public Presentation 17 Building Committee Meeting to Review Public Comments 18 Town Meeting		81 Days Schematic Design Phase - 16 Weeks 11-Feb-21 thru 3-May-21 9-Mar-21 19-Mar-21 22-Mar-21 29-Mar-21 1-Apr-21 12-Apr-21 9-Apr-21 14 Days 9-Apr-21 thru 23-Apr-21 28-Apr-21 3 Days 28-Apr-21 thru 30-Apr-21 3-May-21 Week of 5/10/2021 Week of 5/17/2021 2-Jun-21 7-Jun-21 12-Jun-21	
<b>III. Design Development Phase</b>		<b>July 01, 2021 thru October 4, 2021</b>	
1 Commence DD Documents 2 Building Committee Meeting 3 Building Committee Meeting 4 Building Committee Meeting 5 Building Committee Meeting 6 SD Sets to Estimators 7 Building Committee Meeting - MEP COMMISSIONING RFP APPROVAL 8 Issue MEP Commissioning RFP to Central Register MEP Commissioning RFP Available to Commissioning Agents 10 DD Estimates Due From Estimators 11 100% DD Set Submission 12 DD Design Review 13 Building Committee Meeting 14 DD Estimate Reconciliation Meeting 15 SD Value Management 16 Building Committee Meeting - Approval of BE Commissioning RFP and APPROVAL TO PROCEED TO CD 17 Complete DD Reviews; NTP to CD Phase		DD Phase - 14 Weeks 1-Jul-21 12-Jul-21 29-Jul-21 9-Aug-21 30-Aug-21 10-Aug-21 13-Sep-21 by 9/16/2021 22-Sep-21 24-Sep-21 27-Sep-21 14 Days 27-Sep-21 thru 11-Oct-21 27-Sep-21 29-Sep-21 3 Days 29-Sep-21 thru 1-Oct-21 3-Oct-21 4-Oct-21	
<b>IV. Construction Document Phase</b>		<b>October 5, 2021 thru February 28, 2022</b>	
1 Commence CD Documents 2 MEP Commissioning Agent Proposals Due 3 Issue BE Commissioning RFP to Central Register BE Commissioning RFP Available to Commissioning Agents 6 Building Committee Meeting - SELECTION OF CONTRACTOR PREQUAL COMMITTEE & MEP Cx AGENT APPROVAL 7 Contract with Selected MEP Commissioning Agent 8 BE Commissioning Agent Proposals Due 9 Building Committee Meeting - BE Cx AGENT APPROVAL 10 Contractor Prequal Committee Meeting to Review Draft RFQ 11 Contract with Selected BE Commissioning Agent Contractor Prequal Committee Meeting to Approve Contractor RFQ 13 Advertise Contractor RFQ in Central Register, Local Newspaper and COMMBUY'S 14 Contractor Prequal Available to Contractors 15 Send 80% CD Set to Estimators 16 CD Design/Cost Estimate Review 17 Planning Board Submission - Site Plan Review 18 Building Committee Meeting 19 Contractor Prequal Info Meeting and Site Walkthrough 20 CD Estimates Due From Estimators 21 Contractor SOQ's Due 22 Contractor Prequal Committee Meeting to Distribute SOQ's 23 CD Estimate Reconciliation Meeting 24 CD VE Effort Completed (If Necessary) Planning Board - Site Plan Review 26 Building Committee Meeting 27 Selectman - Site Plan Review 28 Planning Board - Site Plan Review - 2nd Meeting 29 Contractor Prequal Committee Meeting (If Necessary) 30 Contractor Prequal Committee Meeting - Complete Contractor Quals Review 31 Selectman - Site Plan Review Approval 32 Deadline for Contractor Notification Reg Prequal 33 Complete 100% Construction Documents - Issued for Final Review 34 Building Committee Meeting - APPROVAL TO PROCEED TO BID 35 Complete Contract Documents; NTP to Bid		Construction Document Phase - 21 Weeks 5-Oct-21 6-Oct-21 7-Oct-21 13-Oct-21 25-Oct-21 26-Oct-21 thru 2-Nov-21 27-Oct-21 15-Nov-21 15-Nov-21 thru 19-Nov-21 16-Nov-21 thru 23-Nov-21 29-Nov-21 thru 3-Dec-21 2-Dec-21 8-Dec-21 10-Dec-21 21 Days 10-Dec-21 thru 31-Dec-21 10-Dec-21 13-Dec-21 15-Dec-21 31-Dec-21 5-Jan-22 5-Jan-22 thru 12-Jan-22 5-Jan-22 10-Jan-22 17-Jan-22 20-Jan-22 24-Jan-22 24-Jan-22 thru 28-Jan-22 7-Feb-22 17-Feb-22 17-Feb-22 21-Feb-22 22-Feb-22 28-Feb-22 28-Feb-22	
<b>V. Bidding / Negotiation Phase</b>		<b>March 1, 2022 thru April 29, 2022</b>	
1 Send Bid Docs to Bid Hosting Vendor 2 Input IFB Ad in Central Register 3 Send Invitation to Bid to Prequalified General Contractors and Filed Subcontractors 4 IFB Ad's Go LIVE 5 Bid Docs Available to Contractors 6 PreBid Conference 7 Filed Subcontractor RFI Due Date 8 Filed Subcontractor Bid 9 General Contractor RFI Due Date 10 General Contractor Bid 11 Building Committee Meeting 12 Selectboard Meeting for GC Contracts 13 Issue Notice-To-Proceed to GC 14 Finalize Construction Contracts		Bid / Negotiation Phase - Weeks 1-Mar-22 by 3-Mar-22 28-Feb-22 thru 4-Mar-22 9-Mar-22 9-Mar-22 16-Mar-22 18-Mar-22 29-Mar-22 31-Mar-22 11-Apr-22 13-Apr-22 14-Apr-22 15-Apr-22 15-Apr-22 thru 29-Apr-22	
<b>VI. Construction Phase</b>		<b>April 18, 2022 thru June 26, 2023</b>	
1 Start Construction 2 Building Committee Meeting 3 Building Committee Meeting 4 Building Committee Meeting 5 Building Committee Meeting 6 Building Committee Meeting 7 Building Committee Meeting 8 Building Committee Meeting 9 Building Committee Meeting 10 Building Committee Meeting 11 Building Committee Meeting 12 Building Committee Meeting 13 Building Committee Meeting 14 Building Committee Meeting 15 MEP Commissioning 16 Contractor Substantial Completion 17 FF&E & Punchlist 18 Building Committee Meeting 19 Final Completion 20 Move-In		Construction Phase - 13 Months & Punchlist - 1 Month 18-Apr-22 2-May-22 6-Jun-22 11-Jul-22 8-Aug-22 5-Sep-22 3-Oct-22 7-Nov-22 5-Dec-22 5-Dec-22 9-Jan-23 6-Feb-23 6-Mar-23 3-Apr-23 8-May-23 5-May-23 thru 19-May-23 22-May-23 23-May-23 thru 25-Jun-23 5-Jun-21 26-Jun-23 26-Jun-23	
<b>VII. Project Close-Out</b>		<b>July 2023 thru August 2023</b>	

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

### Financial Status Report (\$000's)

Date: October 25, 2021

	A	B	C	D1	D2	D	E	F	G
				Budgeted Project Costs			Anticipated Costs		Remaining Balance (C - F)
Budget developed as of 5/3/2021	Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
<b>I. Construction</b>									
<u>A.</u> Building & Site	\$ 14,180.0	\$ -	\$ 14,180.0	\$ -	\$ -	\$ -	\$ 14,180.0	\$ 14,180.0	\$ -
<u>B.</u> Other Construction									
<b>Total Construction</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,180.0</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>
<b>IV. Furniture, Fixtures &amp; Equipment (FF&amp;E)</b>									
<u>A.</u> Loose Furnishings	436.2								
<u>B.</u> Program Related Equipment	w/ above	-							
<u>C.</u> Data/Telecomm Equipt	w/ above	-							
<u>D.</u> Audio/Visual Equipment	w/ above	-							
<u>E.</u> Security Equipment	-	-							
<u>F.</u> Specialty Signage	-	-							
<b>Total FF &amp; E</b>	<b>436.2</b>	<b>-</b>	<b>436.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>436.2</b>	<b>436.2</b>	<b>-</b>
<b>V. Fees and Expenses</b>									
A. Fees									
<u>1.</u> Feasibility & Schematic Design Phase	347.0								
<u>2.</u> <b>Architect</b>	1,508.7								
<u>a.</u> Civil Engineering	w/ architect								
<u>b.</u> Landscape Arch.	w/ architect								
<u>c.</u> Structural Engineering	w/ architect								
<u>d.</u> MEP/FP Engineering	w/ architect								
<u>e.</u> Interior/Furniture Designer	w/ architect								
<u>f.</u> Lighting Consultant	w/ architect								
<u>g.</u> Acoustical Consultant	w/ architect								
<u>h.</u> Signage Consultant	w/ architect								
<u>i.</u> LEED Designer	w/ architect								
<u>j.</u> Referendum Services	w/ architect								
<u>k.</u> Code Consultant	w/ architect								
<u>l.</u> Designer's Cost Estimator	w/ architect								
<u>3.</u> Special Consultants									
<u>a.</u> Haz. Mat. Monitoring	42.5								
<u>b.</u> Audio/Visual	w/ architect								
<u>c.</u> Technology & Security Consultant	w/ architect								
<u>d.</u> Geo-Tech Monitoring	7.5								
<u>e.</u> Traffic Engineer	w/ Peer Review								

10/19/2021

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

### Financial Status Report (\$000's)

Date: October 25, 2021

	Budget developed as of <a href="#">5/3/2021</a>	Budget			Contracted Project Costs		Anticipated Costs		Remaining Balance (C - F)
		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	
<a href="#">f</a>	Ecologist/Soil Sample	-	-	-	-	-	-	-	-
<a href="#">g</a>	Peer Reviews	10.0	-	10.0	-	-	-	10.0	10.0
<a href="#">h</a>	Green Building Consultant	w/ architect	-	-	-	-	-	-	-
<a href="#">i</a>	Storm Water Monitoring	-	-	-	-	-	-	-	-
<a href="#">4</a>	Project Management	485.0	-	485.0	56.0	429.0	485.0	-	485.0
<a href="#">5</a>	Building Commissioning	40.0	20.0	60.0	-	-	-	60.0	60.0
<a href="#">6</a>	Owner's Cost Estimator	25.0	-	25.0	10.5	12.0	22.5	-	22.5
<a href="#">7</a>	CM Preconstruction Fee	-	-	-	-	-	-	-	-
<a href="#">8</a>	Owner's Legal Fees	10.0	-	10.0	-	-	-	10.0	10.0
<a href="#">9</a>	Site Survey	w/ architect	-	-	-	-	-	-	-
<a href="#">10</a>	Utility Assessment	10.0	-	10.0	-	-	-	10.0	10.0
Sub-total Fees		2,485.7	20.0	2,505.7	625.3	1,737.8	2,363.1	140.0	2,503.1
B. Expenses									
<a href="#">1</a>	Owner's Insurance	20.3	(20.0)	0.3	-	-	-	0.3	0.3
<a href="#">2</a>	Permits	-	-	-	-	-	-	-	-
<a href="#">3</a>	Printing	6.0	-	6.0	-	-	-	6.0	6.0
<a href="#">4</a>	Construction Utilities Use	w/ constr	-	-	-	-	-	-	-
<a href="#">5</a>	Site Borings	w/ geotech	-	-	-	-	-	-	-
<a href="#">6</a>	Materials Testing	20.0	-	20.0	-	-	-	20.0	20.0
<a href="#">7</a>	Special Inspections	w/ mat testing	-	-	-	-	-	-	-
<a href="#">8</a>	Consultant Reimbursables	35.0	-	35.0	3.8	-	3.8	31.2	35.0
<a href="#">9</a>	Moving/Relocation	85.0	-	85.0	-	-	-	85.0	85.0
<a href="#">10</a>	Temporary Space/Ops	-	-	-	-	-	-	-	-
<a href="#">11</a>	Advertising	2.5	-	2.5	-	-	-	2.5	2.5
<a href="#">12</a>	Physical Plant Expenses	-	-	-	-	-	-	-	-
<a href="#">13</a>	Misc. Expenses	10.0	-	10.0	-	-	-	10.0	10.0
<a href="#">14</a>	Bond/Financing	-	-	-	-	-	-	-	-
<a href="#">15</a>	Site Acquisition	-	-	-	-	-	-	-	-
Sub-total Expenses		178.8	(20.0)	158.8	3.8	-	3.8	155.0	158.8
Total Fees and Expenses		2,664.5	-	2,664.5	629.1	1,737.8	2,366.9	295.0	2,661.9
									2.6

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

### Financial Status Report (\$000's)

Date: **October 25, 2021**

	Budget			Contracted Project Costs		Anticipated Costs		Remaining Balance (C - F)
	Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	
Budget developed as of <b>5/3/2021</b>								
<b>VI. Contingency</b>								
A. Construction & Owner's Project								
1 Construction	<b>709.5</b>	-	<b>709.5</b>	-	-	-	-	<b>709.5</b>
2 Owner's Project	<b>859.8</b>	-	<b>859.8</b>	-	-	-	-	<b>859.8</b>
B. Additional Need	-	-	-	-	-	-	-	-
<b>Total Contingency</b>	<b>1,569.3</b>	-	<b>1,569.3</b>	-	-	-	-	<b>1,569.3</b>
<b>Total Project</b>	\$ 18,850.0	\$ -	\$ 18,850.0	\$ 629.1	\$ 1,737.8	\$ 2,366.9	\$ 14,911.2	\$ 17,278.1
								\$ 1,571.9

**Town of Dover**  
**Community Center Renovation / Addition**

25-Oct-21

BUILDING COMMISSIONING SERVICES												
SERVICES REQUIRED					TOTAL FEE	OTHER SERVICES		COMBINED TOTAL FEE	FEE ANALYSIS INFORMATION			
FIRM NAME	DESIGN PHASE SERVICES	CONSTRUCTION PHASE SERVICES	POST OCCUPANCY SERVICES			ENTER SCOPE TITLE	PROPOSED ADDITIONAL SERVICES (See Comments)		FEE %	VARIANCE TO BUDGET (Under) / Over	PROPOSED EXPENSES (Not Included in Fee)	COMMENTS
R.W. Sullivan Engineering	\$5,400	\$13,500	\$8,100		\$27,000				0.2%	(\$8,000)	\$1,100	Experience Includes: - Lexington Community Center - WBR Hyde Park Senior Housing (a 102,000sf renovation of an historic school building)  *Per phone discussion with the Cx Manager, the Cx agent lives in the next town (10-15 minutes away), thus enabling the relatively low fee.
NV5	\$5,500	\$8,900	\$20,600		\$35,000				0.2%		\$1,500	Experience Includes: - Andover Senior Center - Lowell New Academic Arts Center (conversion of an historic 19,600sf building)
WSP	\$5,720	\$24,400	\$3,280		\$33,400				0.2%	(\$1,600)	\$1,500	Experience Includes: - Scituate Town Library (a 50,000sf renovation to the existing library) - Dudley Branch Library (a 25,000sf renovation. WSP provided both Cx and MEP engineering services)
VanZelm Engineers	\$7,800	\$19,000	\$8,200		\$35,000				0.2%		\$1,500	Experience Includes: - Mostly college and K-12 buildings in CT. - Firm is based in Farmington, CT
Consulting Engineering Services	\$5,000	\$24,440	\$5,000		\$34,440				0.2%	(\$560)	\$1,000	Experience Includes: - Boxford Community / Senior Center (a renovation + addition of a late 19th century building) - East Haddam Municipal Facility (a renovation + addition of a 35,500sf school building)

# Contractor Prequalification Requirements

**Under M.G.L. c. 149 – Building Construction Contracts:**  
Solicitation of qualifications for both general contractors and filed subcontractors is required for construction contracts estimated over \$10 million.

## Proposed Prequalification Schedule:

Oct 25	Select Prequalification Sub-committee
Nov 15 thru Nov 19	Sub-committee Reviews Draft RFQ
Nov 29 thru Dec 3	Sub-committee Approves Contractor RFQ
Dec 2	Advertise RFQ (COMMBUYS, Central Register, Newspaper)
Dec 8	RFQ Document is Available to Contractors
Dec 15	Contractor Prequal Informational Walkthrough Onsite
Jan 5	Contractor Statement of Qualifications Due
Jan 5 thru Jan 12	Sub-committee Meeting to Review Statement of Qualifications
Feb 7	Sub-committee Meeting to Complete Qualifications Review
<b>Feb 21</b>	<b>Deadline for Prequalification Contractor Notification</b>

# MEETING AGENDA



## Town of Dover Community Center Project

### Move Planning Meeting

<b>Date:</b>	October 20, 2021	<b>Location:</b>	Zoom
<b>Time:</b>	10:00 am	<b>Phone #:</b>	646-558-8656

<https://colliers.zoom.us/j/5351047642?pwd=ZG5jYm1rYTBySytuUWE0YjVoeHlYdz09>

#### I. Move Schedule

- a. Owner organizing / labeling furniture, etc.: Now until early March 2022
- b. Move RFP Solicitation: February / March 2022
- c. Move Services: late March / early April 2022
- d. Construction Starts: End of April 2022
- e. Owner Move-In: early July 2023

#### II. Move / Temporary Facilities Budget: \$85K

#### III. Move Logistics

- a. Town furniture, etc. going to temporary offices
- b. Town furniture, etc. being discarded
  - i. Via Town auction?
  - ii. Via Town bidding?
  - iii. Via donation?
  - iv. Via dumpster?
- c. Town furniture, etc. being temporarily stored and relocated into new Community Center once completed
- d. Other groups', i.e., CDC, theatre group, etc., furniture, etc.
  - i. Is it the project's responsibility to move / discard of their furniture, etc.?
  - ii. If so, they need to organize / label now until March 2022

#### IV. Technology Items

- a. Wireless Access Points
  - i. Maintain or not?
  - ii. Vendor to remove if maintaining?
- b. Copier / Printers
  - i. Maintain or not?
  - ii. Move vendor or Town to relocate if maintaining?
- c. Computers
  - i. Maintain or not?
  - ii. Move vendor or Town to relocate if maintaining?
- d. Phones and Any Headend Phone Equipment

# MEETING AGENDA



- i. Maintain or not?
- ii. Vendor to remove if maintaining?
- e. Servers / Patch Panels, etc.
  - i. Maintain or not?
  - ii. Vendor to remove if maintaining?

## V. Temporary Offices

- a. Assume 15 months: April 2022 – June 2023
- b. Power / phone / data requirements? Vendor to provide this setup?
- c. Any other setup requirements?

## VI. New Business

# MEETING MINUTES



## Town of Dover Community Center Project

### Move Planning Meeting

Meeting No.

001

**Date** October 20, 2021 **Location:** Zoom (Virtual)  
**Time:** 10:00AM **Other Info:** N/A

Attendees:	Company:	Email:
Chris Dwelley	X Town of Dover	cdwelley@doverma.gov
Karl Warnick	X Town of Dover	kwarnick@doverma.gov
David Sullivan	X Town of Dover	dsullivan@doverma.gov
Phil Palumbo	X Colliers Project Leaders	phil.palumbo@colliers.com
John Bates	X Colliers Project Leaders	john.bates@colliers.com

#### Additional Distribution:

Ford Spalding		Town of Dover	fspalding@fbeins.com
File			

#### Attachments:

[DCC - 10-20-21 Move Planning Mtg Agenda](#)

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to [john.bates@colliers.com](mailto:john.bates@colliers.com) within one week of publication.

Item #	Date	Description	Action By:	Date Due	Status
<b>Move Schedule</b>					
I.	10/20/2021	<p>The Project Move Schedule is as follows:</p> <ul style="list-style-type: none"> <li>Owner organizing / labeling furniture, etc.: Now until early March 2022</li> <li>Move RFP Solicitation: February / March 2022</li> <li>Move Services: late March / early April 2022</li> <li>Construction Starts: End of April 2022</li> <li>Owner Move-In: early July 2023</li> </ul> <p>It's advisable to have all building occupants cease their typical day-to-day functions and plan to move out of the Caryl Building by the end of February 2022.</p>	CPL/Town of Dover	7/31/2023	Open
<b>Move / Temporary Facilities Budget: \$85K</b>					
II.	10/20/2021	The Temp-Facilities/Move Budget is \$85,000. The amount of the \$85,000 that will go towards the move vendor is dependent on the extent of the move process.	CPL/Town of Dover	7/31/2023	Open

# MEETING MINUTES



<u>Item #</u>	<u>Date</u>	<u>Description</u>	<u>Action By:</u>	<u>Date Due</u>	<u>Status</u>
		A conservative estimate is \$10-15,000. There has been discussion within the Town to use part of that Move/Temp Facilities budget line item towards renovating to Whiting Rd into permanent storage space (costs estimated at \$50-60,000).			
<b>Move Logistics</b>					
III.	10/20/2021	Karl Warnick is planning to move COA and Parks & Rec. with Town personnel and renting a 40ft storage container to locate outside of Whiting Rd. The cost for the container is roughly \$3,500/year. Both departments could easily access any needed items from the storage container during the temporary relocation phase. This container would only be for Town owned items. Other groups, e.g., CDC would be subject to their lease agreement which likely requires them to remove their own items from the property. In addition to the container, Karl also plans to provide a dumpster for all items that are no longer needed.	CPL/Town of Dover (Karl Warnick)	4/15/2022	Open
<b>Technology</b>					
IV.	10/20/2021	David Sullivan will go through and collect all access points, phones, computers and printers and relocate them into the temporary space. Colliers recommends having Town personnel move the more delicate technology items, if possible, rather than leaving them in the hands of a moving vendor.	Town of Dover (David Sullivan)	4/15/2022	Open
<b>Temporary Offices</b>					
V.	10/20/2021	The Town should assume 15 months in temporary offices (April 2022 - June 2023)	CPL/Town of Dover	6/30/2023	Open
<b>New Business</b>					
VI.	10/20/2021	Karl Warnick is already planning to move COA and Parks & Rec. with town personnel. Therefore, a moving vendor may not be required and this would save costs for the Town. Karl and his team will likely begin the process as early as January 2022. Karl will take charge of the process of coordinating and communicating all notices to current building tenants regarding move-out, item inventory, etc. All move related bills, e.g., storage container costs should be sent to Colliers so that it can be tracked in the budget.	CPL/Town of Dover (Karl Warnick)	4/15/2022	Open

## Next Meeting

The next meeting will be: TBD