

MILESTONE SCHEDULE

Town of Dover
Community Center Project
11/22/2021 - Project Schedule

| | | February 9, 2021 thru June 12, 2021 | | |
|---|---|--|--------------------------|--------------------------|
| II. Schematic Design Phase | | 81 Days | 11-Feb-21 thru 30-Apr-21 | 3-May-21 |
| Schematic Design Phase - 16 Weeks | | | 18-Mar-21 thru 5-Apr-21 | |
| 1 Schematic Design of Preferred Solutions | ○ | | 18-Mar-21 | |
| 2 Building Committee Meeting to Review SD Progress | ○ | | 22-Mar-21 | |
| 3 Building Committee Meeting to Review SD Progress | ○ | | 26-Mar-21 | |
| 4 Building Committee Meeting to Review SD Progress | ○ | | 30-Mar-21 | |
| 5 Building Committee Meeting to Review SD Progress | ○ | | 5-Apr-21 | |
| 6 Building Committee Meeting to Review SD Progress | ○ | | 12-Apr-21 | |
| 7 Building Committee Meeting to Review SD Progress | ○ | | 9-Apr-21 | |
| 8 SD Sets to Estimators | ◆ | | 14 Days | 9-Apr-21 thru 23-Apr-21 |
| 9 SD Design Review | | | 14 Days | 9-Apr-21 thru 23-Apr-21 |
| 10 SD Estimate | ◆ | | 3 Days | 28-Apr-21 thru 30-Apr-21 |
| 11 SD Estimate Reconciliation | ◆ | | 3-May-21 | |
| 12 SD Value Management | | | Week of 5/10/2021 | |
| 13 Building Committee Meeting to Review and Approve SD Package | ○ | | Week of 5/17/2021 | |
| 14 Public Presentations | ◆ | | 2-Jun-21 | |
| 15 Any required Town Board / Committee votes for STM language, etc. | ○ | | 7-Jun-21 | |
| 16 Final Public Presentation | ● | | 12-Jun-21 | |
| 17 Building Committee Meeting to Review Public Comments | ○ | | | |
| 18 Town Meeting | ◆ | | | |
| III. Design Development Phase | | July 01, 2021 thru October 4, 2021 | | |
| 1 Commence DD Documents | | 14 Weeks | 1-Jul-21 | |
| 2 Building Committee Meeting | ○ | | 12-Jul-21 | |
| 3 Building Committee Meeting | ○ | | 26-Jul-21 | |
| 4 Building Committee Meeting | ○ | | 31-Aug-21 | |
| 5 Building Committee Meeting | ○ | | 13-Sep-21 | |
| 6 Building Committee Meeting | ● | | by 9/16/2021 | |
| 7 Building Committee Meeting - MEP COMMISSIONING RFP APPROVAL | ○ | | 22-Sep-21 | |
| 8 Issue MEP Commissioning RFP to Central Register | ◆ | | 24-Sep-21 | |
| 9 MEP Commissioning RFP Available to Commissioning Agents | ◆ | | 27-Sep-21 | |
| 10 DD Estimates Due From Estimators | ◆ | | 14 Days | 27-Sep-21 thru 11-Oct-21 |
| 11 100% DD Set Submission | ◆ | | 14 Days | 27-Sep-21 thru 11-Oct-21 |
| 12 DD Design Review | | | 21-Sep-21 | |
| 13 Building Committee Meeting | ○ | | 29-Sep-21 | |
| 14 DD Estimate Reconciliation Meeting | ◆ | | 3 Days | 29-Sep-21 thru 1-Oct-21 |
| 15 DD Value Management | | | 4-Oct-21 | |
| 16 Building Committee Meeting - Approval of BE Commissioning RFP and APPROVAL TO PROCEED TO CD | ○ | | 4-Oct-21 | |
| 17 Complete DD Reviews; NTP to CD Phase | ◆ | | | |
| IV. Construction Document Phase | | October 5, 2021 thru February 28, 2022 | | |
| 1 Commence CD Documents | | 21 Weeks | 5-Oct-21 | |
| 2 MEP Commissioning Agent Proposals Due | | | 6-Oct-21 | |
| 3 Issue BE Commissioning RFP to Central Register | | | 7-Oct-21 | |
| 4 BE Commissioning RFP Available to Commissioning Agents | | | 13-Oct-21 | |
| 5 Building Committee Meeting - SELECTION OF CONTRACTOR PREQUAL COMMITTEE & MEP CX AGENT | ○ | | 25-Oct-21 | |
| 6 Building Committee Meeting - SELECTED MEP Commissioning Agent | ○ | | 26-Oct-21 thru 2-Nov-21 | |
| 7 Contract with Selected MEP Commissioning Agent | | | 27-Oct-21 | |
| 8 BE Commissioning Agent Proposals Due | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 9 Building Committee Meeting - REVIEW BE CX AGENT PROPOSAL FINISHES SUBCOMMITTEE ACTIVITIES | ○ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 10 Reissue Building Envelope Commissioning RFP to Commissioning Agents | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 11 Contractor Prequal Committee Meeting to Review Draft RFQ | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 12 Building Envelope Commissioning Agents Proposals Due | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 13 Building Committee Meeting - REVIEW BE CX AGENT PROPOSAL, SITE DESIGN, LANDSCAPING, BID ALTERNATES | ○ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 14 Contract with Selected BE Commissioning Agent | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 15 Contractor Prequal Committee Meeting to Approve Contractor RFQ | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 16 Advertise Contractor RFQ in Central Register, Local Newspaper and COMMBUY'S | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 17 Contractor Prequal Available to Contractors | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 18 Send 80% CD Set to Estimators | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 19 CD Design/Cost Estimate Review | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 20 Planning Board Submission - Site Plan Review | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 21 Building Committee Meeting | ○ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 22 Contractor Prequal Info Meeting and Site Walkthrough | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 23 CD Estimates Due From Estimators | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 24 Contractor SOQ's Due | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 25 Contractor Prequal Committee Meeting to Distribute SOQ's | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 26 CD Estimate Reconciliation Meeting | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 27 CD VE Effort Completed (If Necessary) | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 28 Planning Board - Site Plan Review | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 29 Building Committee Meeting | ○ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 30 Selectman - Site Plan Review | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 31 Planning Board - Site Plan Review - 2nd Meeting | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 32 Contractor Prequal Committee Meeting (If Necessary) | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 33 Contractor Prequal Committee Meeting - Complete Contractor Quals Review | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 34 Selectman - Site Plan Review Approval | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 35 Deadline for Contractor Notification Reg Prequal | | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 36 Complete 100% Construction Documents - Issued for Final Review | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 37 Building Committee Meeting - APPROVAL TO PROCEED TO BID | ○ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| 38 Complete Contract Documents; NTP to Bid | ◆ | | 14 Days | 27-Oct-21 thru 11-Oct-21 |
| V. Bidding / Negotiation Phase | | March 1, 2022 thru April 29, 2022 | | |
| 1 Send Bid Docs to Bid Hosting Vendor | | 9 Weeks | 1-Mar-22 | |
| 2 Input IFB Ad in Central Register | | | by 3-Mar-22 | |
| 3 Send Invitation to Bid to Prequalified General Contractors and Filed Subcontractors | | | 28-Feb-22 thru 4-Mar-22 | |
| 4 IFB Ad's Go LIVE | | | 9-Mar-22 | |
| 5 Bid Docs Available to Contractors | ◆ | | 9-Mar-22 | |
| 6 PreBid Conference | ◆ | | 16-Mar-22 | |
| 7 Filed Subcontractor RFI Due Date | | | 18-Mar-22 | |
| 8 Filed Subcontractor Bid | ◆ | | 29-Mar-22 | |
| 9 General Contractor RFI Due Date | | | 31-Mar-22 | |
| 10 General Contractor Bid | ◆ | | 11-Apr-22 | |
| 11 Building Committee Meeting | ○ | | 13-Apr-22 | |
| 12 Selectboard Meeting for GC Contract | ◆ | | 14-Apr-22 | |
| 13 Issue Notice-To-Proceed to GC | | | 15-Apr-22 | |
| 14 Finalize Construction Contracts | ◆ | | 15-Apr-22 thru 29-Apr-22 | |
| VI. Construction Phase | | April 18, 2022 thru June 26, 2023 | | |
| 1 Start Construction | | 1 Month | 18-Apr-22 | |
| 2 Building Committee Meeting | ○ | | 2-May-22 | |
| 3 Building Committee Meeting | ○ | | 6-Jun-22 | |
| 4 Building Committee Meeting | ○ | | 11-Jul-22 | |
| 5 Building Committee Meeting | ○ | | 8-Aug-22 | |
| 6 Building Committee Meeting | ○ | | 5-Sep-22 | |
| 7 Building Committee Meeting | ○ | | 3-Oct-22 | |
| 8 Building Committee Meeting | ○ | | 7-Nov-22 | |
| 9 Building Committee Meeting | ○ | | 5-Dec-23 | |
| 10 Building Committee Meeting | ○ | | 9-Jan-23 | |
| 11 Building Committee Meeting | ○ | | 6-Feb-23 | |
| 12 Building Committee Meeting | ○ | | 6-Mar-23 | |
| 13 Building Committee Meeting | ○ | | 3-Apr-23 | |
| 14 Building Committee Meeting | ○ | | 8-May-23 | |
| 15 MEP Commissioning | ◆ | | 5-May-23 thru 19-May-23 | |
| 16 Contractor Substantial Completion | ◆ | | 22-May-23 | |
| 17 FF&E & Punchlist | | | 23-May-23 thru 25-Jun-23 | |
| 18 Building Committee Meeting | ○ | | 5-Jun-21 | |
| 19 Final Completion | ◆ | | 26-Jun-23 | |
| 20 Move-In | ◆ | | 26-Jun-23 | |
| VII. Project Close-Out | | July 2023 thru August 2023 | | |

FINANCIAL STATUS REPORT



Town of Dover Community Center Building

Financial Status Report

(\$000's)

Date: November 22, 2021

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

11/18/2021

FINANCIAL STATUS REPORT



Town of Dover Community Center Building

Financial Status Report

(\$000's)

Date: November 22, 2021

| | Budget developed as of 5/3/2021 | Budget | | Approved Budget w/ Transfers | Contracted Project Costs | | Anticipated Costs | | Remaining Balance (C - F) |
|-------------------------|--|----------------|--------------------|------------------------------|--------------------------|---------|-------------------|-----------------------------|---------------------------|
| | | Project Budget | Approved Transfers | | Paid | Unpaid | Total Contract | Planned, but not Contracted | |
| A. | Peer Reviews | 10.0 | - | 10.0 | - | - | - | 10.0 | 10.0 |
| | Green Building Consultant w/ architect | - | - | - | - | - | - | - | - |
| | Storm Water Monitoring | - | - | - | - | - | - | - | - |
| | Project Management | 485.0 | - | 485.0 | 74.6 | 410.4 | 485.0 | - | 485.0 |
| | Building Commissioning | 40.0 | 20.0 | 60.0 | - | 27.0 | 27.0 | 27.3 | 54.3 |
| | Owner's Cost Estimator | 25.0 | - | 25.0 | 10.5 | 12.0 | 22.5 | - | 22.5 |
| | CM Preconstruction Fee | - | - | - | - | - | - | - | - |
| | Owner's Legal Fees | 10.0 | - | 10.0 | - | - | - | 10.0 | 10.0 |
| | Site Survey | w/ architect | - | - | - | - | - | - | - |
| | Utility Assessment | 10.0 | - | 10.0 | - | - | - | 10.0 | 10.0 |
| Sub-total Fees | | 2,485.7 | 20.0 | 2,505.7 | 909.5 | 1,480.6 | 2,390.1 | 107.3 | 2,497.4 |
| | | | | | | | | | 8.3 |
| B. | Expenses | | | | | | | | |
| | Owner's Insurance | 20.3 | (20.0) | 0.3 | - | - | - | 0.3 | 0.3 |
| | Permits | - | - | - | - | - | - | - | - |
| | Printing | 6.0 | - | 6.0 | - | - | - | 6.0 | 6.0 |
| | Construction Utilities Use w/ constr | - | - | - | - | - | - | - | - |
| | Site Borings w/ geotech | - | - | - | - | - | - | - | - |
| | Materials Testing 20.0 | - | - | 20.0 | - | - | - | 20.0 | 20.0 |
| | Special Inspections w/ mat testing | - | - | - | - | - | - | - | - |
| | Consultant Reimbursables 35.0 | - | - | 35.0 | 4.0 | - | 4.0 | 31.0 | 35.0 |
| | Moving/Relocation 85.0 | - | - | 85.0 | - | - | - | 85.0 | 85.0 |
| | Temporary Space/Ops | - | - | - | - | - | - | - | - |
| | Advertising 2.5 | - | - | 2.5 | - | - | - | 2.5 | 2.5 |
| | Physical Plant Expenses | - | - | - | - | - | - | - | - |
| | Misc. Expenses 10.0 | - | - | 10.0 | - | - | - | 10.0 | 10.0 |
| | Bond/Financing | - | - | - | - | - | - | - | - |
| | Site Acquisition | - | - | - | - | - | - | - | - |
| Sub-total Expenses | | 178.8 | (20.0) | 158.8 | 4.0 | - | 4.0 | 154.8 | 158.8 |
| | | | | | | | | | 0.0 |
| Total Fees and Expenses | | 2,664.5 | - | 2,664.5 | 913.5 | 1,480.6 | 2,394.1 | 262.1 | 2,656.2 |
| | | | | | | | | | 8.3 |

FINANCIAL STATUS REPORT



Town of Dover Community Center Building

Financial Status Report

(\$000's)

Date: **November 22, 2021**

| | Budget developed as of 5/3/2021 | 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 | |
| VI. Contingency | | | | | | | | | |
| A. Construction & Owner's Project | | | | | | | | | |
| 1 Construction | | 709.5 | | | | | | | |
| 2 Owner's Project | | 859.8 | | | | | | | |
| B. Additional Need | | | | | | | | | |
| Total Contingency | | 1,569.3 | | | | | | | |
| Total Project | | \$ 18,850.0 | | | \$ 913.5 | \$ 1,480.6 | \$ 2,394.1 | \$ 14,878.3 | \$ 17,272.4 |
| | | | | | | | | | \$ 1,577.6 |

FEE PROPOSAL COMPARISON ANALYSIS

Colliers

Project Leaders

Town of Dover Community Center Project

22-Nov-21

| ENVELOPE COMMISSIONING SERVICES (RFP Reissue) | | | | | |
|---|--------------------------------------|-----------------------------|-------------------------|-----------|---|
| SERVICES REQUIRED | | | | | FEE ANALYSIS INFORMATION |
| FIRM NAME | CONSTRUCTION DOCUMENT PHASE SERVICES | CONSTRUCTION PHASE SERVICES | CLOSEOUT PHASE SERVICES | TOTAL FEE | COMMENTS |
| 3ive (Reissued Proposal) | \$5,000 | \$18,300 | \$1,000 | \$24,300 | Recently worked successfully on multiple projects with Colliers including: - Templeton Center Elementary School - Waterford Street School |
| Russo Bar | \$8,500 | \$16,200 | \$3,120 | \$27,820 | Experience on municipal work in the Greater Boston Area. |
| Building Enclosure Associates | \$10,500 | \$23,500 | \$3,500 | \$37,500 | Recently worked successfully on multiple projects with Colliers including: -Cape Cod Tech |
| Gorman Richardson Lewis | \$15,000 | \$23,500 | \$5,000 | \$43,500 | Experience on municipal work in the Greater Boston Area including historic properties and the Dover-Sherborn Middle School Roof Restoration |