

# MILESTONE SCHEDULE

**Town of Dover**  
**Community Center Project**  
**03/11/2022 - Project Schedule**

○ Owner Meeting  
 ◆ Major Milestone

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

Current Status  
03/11/22