

Project Leaders

Project: Dover Community Center Project	Monthly Report No.: <u>09</u>
Job No: n/a	Month of: March 2022
Architect: Fennick McCredie Architecture 70 Franklin Street Boston, MA 02110	Owner: Town of Dover, Massachusetts 5 Springdale Avenue Dover, MA 02030

Associate Director: Phil Palumbo	Email Address: phil.palumbo@collierseng.com
Project Manager: John Bates	Email Address: john.bates@collierseng.com
Construction Representative: Krishna Mistry	Email Address: krishna.mistry@collierseng.com

Project Progress During Month of March:

March 21 st	Stormwater and Septic Review w/ Town Septic Agent
March 22 nd	FMA Issued 99% Construction Documents for Final OPM and Owner Review
March 22 nd thru March 25 th	99% Construction Documents Reviewed by Colliers and Review Comments Addressed by FMA
March 28th	Building Committee Meeting Reviewing: <ul style="list-style-type: none"> ○ Hazmat Monitoring Services Proposals ○ Materials Testing Procurement Update ○ Update on Property Abutters ○ Construction Document Status Update ○ Vote to Proceed Into the Bidding Process
March 29 th	<ul style="list-style-type: none"> ● FMA Issued 100% Bid Documents for Upload to Online Bid Hosting Vendor ● IFB Ad Input on the Central Register ● Invitation to Bid Sent to Prequalified GCs and Filed Subcontractors

30 Day Look Ahead Summary:

April 6 th	<ul style="list-style-type: none"> ● Central Register Ad Goes Live ● Bid Docs Available to Contractors
April 13 th	PreBid Conference at the Caryl Community Center
April 15 th	Filed Subcontractor RFIs Due
April 26 th	Filed Subcontractor Bids Due
April 28 th	General Contractor RFIs Due
May 9 th	General Contractor Bids Due
May 11th	Building Committee Meeting Reviewing: <ul style="list-style-type: none"> ○ Bidding Process Results
May 12 th	Selectboard Meeting for General Contractor Contract
May 13th	Issue Notice to Proceed to General Contractor

Problems Encountered:

	1st noted (period ending)	Status
1) No issues encountered during March	March 2022	Closed

Comments:

	1st noted (period ending)	Status
1) No comments at this time.	March 2022	Closed

INVOICE SUMMARY FORM



Town of Dover

Dover Community Center Project

Monthly Invoice Summary - March

12-Apr-22

INVOICES				
Company / Vendor Name	Number	Approval Date	Amount	Amount Approved
King Affordable Movers	2692-1	03/01/22	\$ 1,190.50	\$ 1,190.50
Amazon	1VPT-7WMP-XMTV	03/02/22	\$ 132.88	\$ 132.88
Office Gallery Int. (moving expenses)	20784	03/02/22	\$ 525.00	\$ 525.00
City Lock Company	7000-18183	03/10/22	\$ 2,023.94	\$ 2,023.94
Target (moving expenses)	Credit Card	03/10/22	\$ 122.82	\$ 122.82
Robert W. Sullivan, Inc.	88777	03/20/22	\$ 4,050.00	\$ 4,050.00
Fennick McCredie Architecture (February Inv)	1190-17	03/25/22	\$ 59,297.32	\$ 59,297.32
Eagle Leasing	RI2407148	03/31/22	\$ 398.00	\$ 398.00
Totals			\$ 67,740.46	\$ 67,740.46

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

FINANCIAL STATUS REPORT



Town of Dover Community Center Building

Financial Status Report

(\$000's)

Date: April 12, 2022

	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	
I. Construction									
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. Furniture, Fixtures & Equipment (FF&E)									
A. FF&E and Technology	436.2	-	436.2					436.2	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. Fees and Expenses									
A. Fees									
1. Feasibility & Schematic Design Phase	347.0	-	347.0						0.1
2. Architect	1,508.7	-	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	-	42.5					42.5	42.5
b. Audio/Visual	w/ architect	-	-						
c. Technology & Security Consultant	w/ architect	-	-						
d. Geo-Tech Monitoring	7.5	-	7.5					7.5	7.5
e. Traffic Engineer	w/ Peer Review	-	-						
f. Ecologist/Soil Sample	-	-	-						
g. Peer Reviews	10.0	-	10.0					10.0	10.0

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h. Green Building Consultant i. Storm Water Monitoring 4. Project Management 5. Building Commissioning 6. Owner's Cost Estimator 7. CM Preconstruction Fee 8. Owner's Legal Fees 9. Site Survey 10. Utility Assessment	w/ architect	-	-	-	-	-	-	-
				149.2	335.8	485.0	-	485.0
	485.0	-	485.0	4.1	47.2	51.3	8.7	60.0
	40.0	20.0	60.0	22.5	-	22.5	-	22.5
	25.0	-	25.0	-	-	-	-	2.5
	-	-	-	-	-	-	-	-
	10.0	-	10.0	-	-	-	10.0	10.0
	w/ architect	-	-	-	-	-	-	-
	10.0	-	10.0	1.0	-	1.0	9.0	10.0
	Sub-total Fees	2,485.7	20.0	2,505.7	1,463.9	951.5	2,415.4	87.7
B. Expenses 1. Owner's Insurance 2. Permits 3. Printing 4. Construction Utilities Use 5. Site Borings 6. Materials Testing 7. Special Inspections 8. Consultant Reimbursables 9. Moving/Relocation 10. Temporary Space/Ops 11. Advertising 12. Physical Plant Expenses 13. Misc. Expenses 14. Bond/Financing 15. Site Acquisition	20.3	(20.0)	0.3	-	-	-	0.3	0.3
	-	-	-	-	-	-	-	0.0
	6.0	-	6.0	-	-	-	6.0	6.0
	w/ constr	-	-	-	-	-	-	-
	w/ geotech	-	-	-	-	-	-	-
	20.0	-	20.0	-	-	-	20.0	20.0
	w/ mat testing	-	-	-	-	-	-	-
	35.0	-	35.0	4.9	30.1	35.0	-	35.0
	85.0	-	85.0	10.4	-	10.4	74.6	85.0
	-	-	-	-	-	-	-	-
	2.5	-	2.5	1.0	-	1.0	1.5	2.5
	-	-	-	-	-	-	-	-
	10.0	-	10.0	-	-	-	10.0	10.0
	-	-	-	-	-	-	-	-
	178.8	(20.0)	158.8	16.3	30.1	46.4	112.4	158.8
Total Fees and Expenses		2,664.5	-	2,664.5	1,480.2	981.6	2,461.8	200.1
								2,661.9
								2.6

FINANCIAL STATUS REPORT



Town of Dover Community Center Building

Financial Status Report (\$000's)

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		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	
VI. <u>Contingency</u>									
A. Construction & Owner's Project									
1 Construction		709.5	-	709.5					709.5
2 Owner's Project		859.8	-	859.8					859.8
B. Additional Need		-	-	-					-
Total Contingency		1,569.3	-	1,569.3					1,569.3
Total Project		\$ 18,850.0	-	\$ 18,850.0	\$ 1,480.2	\$ 981.6	\$ 2,461.8	\$ 14,816.3	\$ 17,278.1
									\$ 1,571.9

MILESTONE SCHEDULE

Town of Dover

Community Center Project

04/12/2022 - Project Schedule

II. Schematic Design Phase		Schematic Design Phase - 16 Weeks	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			9-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			26-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		◆	3 Days	28-Apr-21 thru 30-Apr-21
12	SD Value Management				3-May-21
13	Building Committee Meeting to Review and Approve SD Package				Week of 5/10/2021
14	Public Presentations		◆		Week of 5/17/2021
15	Any required Town Board / Committee votes for STM language, etc.		◆		2-Jun-21
16	Final Public Presentation		◆		7-Jun-21
17	Building Committee Meeting to Review Public Comments		◆		12-Jun-21
18	Town Meeting		◆		
III. Design Development Phase		DD Phase - 14 Weeks	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			31-Aug-21	
5	Building Committee Meeting			1-Sep-21	
6	Building Committee Meeting		◆	13-Sep-21	
7	Building Committee Meeting - MEP COMMISSIONING RFP APPROVAL			by 9/16/2021	
8	Issue MEP Commissioning RFP to Central Register		◆	22-Sep-21	
9	MEP Commissioning RFP Available to Commissioning Agents		◆	24-Sep-21	
10	DD Estimates Due From Estimators		◆	27-Sep-21	
11	100% DD Set Submission		◆	14 Days	27-Sep-21 thru 11-Oct-21
12	DD Design Review				
13	Building Committee Meeting		◆	21-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		Construction Document Phase - 21 Weeks	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		◆	25-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		◆	28-Oct-21	
9	Building Committee Meeting - REVIEW BE CX AGENT PROPOSAL FINISHES SUBCOMMITTEE ACTIVITY, DESIGN UPDATE			29-Oct-21	
10	Reissue Building Envelope Commissioning RFP to Commissioning Agents			30-Oct-21	
11	Contractor Prequal Committee Meeting to Review Draft RFQ			31-Oct-21	
12	Building Envelope Commissioning Agents Proposals Due			1-Nov-21	
13	Building Committee Meeting - REVIEW BE CX AGENT PROPOSAL, SITE DESIGN, LANDSCAPING, BID ALTERNATES		◆	2-Nov-21	
14	Contract with Selected BE Commissioning Agent			22-Nov-21	
15	Contractor Prequal Committee Meeting to Approve Contractor RFQ			23-Nov-21 thru	29-Nov-21
16	Advertise Contractor RFQ in Central Register, Local Newspaper and COMMBUY'S			23-Nov-21	
17	Contractor Prequal Available to Contractors		◆	2-Dec-21	
18	Planning Board Submission - Site Plan Review			8-Dec-21	
19	Contractor Prequal Info Meeting and Site Walkthrough		◆	15-Dec-21	
20	Building Committee Meeting - Community Room External Building Design / Design & Permit Updates / 80% Plan Progress		◆	15-Dec-21	
21	Send 80% CD Set to Estimators			17-Dec-21	
22	CD Design/Cost Estimate Review			21 Days	17-Dec-21 thru 11-Jan-21
23	Contractor SOQ's Due		◆	5-Jan-22	
24	Contractor Prequal Committee Meeting to Distribute SOQ's			5-Jan-22	
25	Planning Board - Site Plan Review			10-Jan-22	
26	CD Estimates Due From Estimators			11-Jan-22	
27	CD Estimate Reconciliation Meeting			13-Jan-22	
28	CD VE Effort Completed (If Necessary)			3 days	13-Jan-22 thru 15-Jan-22
29	Building Committee Meeting		◆	18-Jan-22	
30	Planning Board - Site Plan Review - 2nd Meeting			24-Jan-22	
31	Contractor Prequal Committee Meeting (If Necessary)			24-Jan-22 thru	28-Jan-22
32	Selectman - Site Plan Review			27-Jan-22	
33	Selectman - Site Plan Review and Approval		◆	3-Feb-22	
34	Contractor Prequal Committee Meeting - Complete Contractor Quals Review			7-Feb-22	
35	Building Committee Meeting		◆	7-Feb-22	
36	Deadline for Contractor Notification Reg Prequal			21-Feb-22	
37	Complete 99% Construction Documents Issued for Final Review		◆	22-Mar-22	
38	Building Committee Meeting - APPROVAL TO PROCEED TO BID		◆	25-Mar-22	
39	Complete Contract Documents; NTP to Bid		◆	28-Mar-22	
V. Bidding / Negotiation Phase		Bid / Negotiation Phase - 9 Weeks	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		Construction Phase - 13 Months & Punchlist - 1 Month	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-23	
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
04/12/22