

## Project Leaders

<b>Project:</b> Dover Community Center Project	<b>Monthly Report No.:</b> <u>10</u>
<b>Job No:</b> n/a	<b>Month of:</b> April 2022
<b>Architect:</b> Fennick McCredie Architecture 70 Franklin Street Boston, MA 02110	<b>Owner:</b> Town of Dover, Massachusetts 5 Springdale Avenue Dover, MA 02030

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

**Project Progress During Month of April:**

April 6 <sup>th</sup>	IFB Ads Go LIVE
April 6 <sup>th</sup>	Bid Documents Available to Contractors
April 13 <sup>th</sup>	Pre-Bid Conference at the Caryl Center
April 22 <sup>nd</sup>	Green Communities Decarbonization Grant Application Submitted
April 25 <sup>th</sup>	Filed Subcontractor RFI Due Date
April 27 <sup>th</sup>	Final Walkthrough at Community Center for GC/Subs

**30 Day Look Ahead Summary (May 2022):**

May 3 <sup>rd</sup>	Filed Subcontractor Bids Due (Date Extended)
May 5 <sup>th</sup>	General Contractor RFI Due Date (Date Extended)
May 18 <sup>th</sup>	<b>Building Committee Meeting</b> • Discuss Filed Subcontractor Bid Results and Possible Strategies Going Forward
June 1 <sup>st</sup>	General Contractor Bids Due (Date Extended)

**Problems Encountered:**

	1st noted (period ending)	Status
1) No issues encountered during April	April 2022	<b>Closed</b>

**Comments:**

	1st noted (period ending)	Status
1) No comments at this time.	April 2022	<b>Closed</b>

# INVOICE SUMMARY FORM



## Town of Dover

### Dover Community Center Project

#### Monthly Invoice Summary

12-May-22

INVOICES				
Company / Vendor Name	Number	Invoice Date	Amount	Amount Approved
Mid-State Air Systems (HVAC condenser removal)	12118	03/04/22	\$ 3,600.00	\$ 3,600.00
Colliers Project Leaders	744106	03/31/22	\$ 18,654.00	\$ 18,654.00
Fennick McCredie Architecture (March Inv)	1190-18	04/01/22	\$ 57,097.31	\$ 57,097.31
Holliston Oil Service (Oil tank removal from Caryl)	817509	04/13/22	\$ 491.50	\$ 491.50
King Movers	3719-1	04/27/22	\$ 967.00	\$ 967.00
Eagle Leasing (Storage containers)	RI2418233	04/30/22	\$ 398.00	\$ 398.00
Colliers Project Leaders	753996	04/30/22	\$ 18,654.00	\$ 18,654.00
<b>Totals</b>			\$ 99,861.81	\$ 99,861.81

**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: May 11, 2022

	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	
I. <b>Construction</b>									
A. Building & Site	\$ 14,180.0	\$ -		\$ 14,180.0	\$ -		\$ 14,180.0	\$ 14,180.0	\$ -
B. Other Construction									
<b>Total Construction</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>		<b>\$ 14,180.0</b>			<b>\$ 14,180.0</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>
IV. <b>Furniture, Fixtures &amp; Equipment (FF&amp;E)</b>									
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	-								
<b>Total FF &amp; E</b>	<b>436.2</b>			<b>436.2</b>			<b>436.2</b>	<b>436.2</b>	<b>-</b>
V. <b>Fees and Expenses</b>									
A. Fees									
1. Feasibility & Schematic Design Phase	347.0			347.0				346.9	0.1
2. Architect	1,508.7			1,508.7				997.3	
a. Civil Engineering	w/ architect							511.4	
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	
b. Audio/Visual	w/ architect								
c. Technology & Security Consultant	w/ architect								
d. Geo-Tech Monitoring	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	

5/11/2022

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

### Financial Status Report

(\$000's)

Date: May 11, 2022

Budget developed as of <span style="color: blue;">5/3/2021</span>	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	
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	-	-	-	-	-	-	-
				186.5	298.5	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	1,558.3	857.1	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	12.3	-	12.3	72.7	85.0
	-	-	-	-	-	-	-	-
	2.5	-	2.5	4.8	-	4.8	-	4.8
	-	-	-	-	-	-	-	(2.3)
	10.0	-	10.0	-	-	-	10.0	10.0
	-	-	-	-	-	-	-	-
	Sub-total Expenses	178.8	(20.0)	158.8	22.0	30.1	52.1	109.0
	Total Fees and Expenses	2,664.5	-	2,664.5	1,580.3	887.2	2,467.5	196.7

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

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

Date: May 11, 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	
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		-	-	-					-
<b>Total Contingency</b>		<b>1,569.3</b>	-	<b>1,569.3</b>					<b>1,569.3</b>
<b>Total Project</b>		<b>\$ 18,850.0</b>	-	<b>\$ 18,850.0</b>	<b>\$ 1,580.3</b>	<b>\$ 887.2</b>	<b>\$ 2,467.5</b>	<b>\$ 14,812.9</b>	<b>\$ 17,280.4</b>
									<b>\$ 1,569.6</b>

# MILESTONE SCHEDULE

## Town of Dover

### Community Center Project

05/12/2022 - Project Schedule - DRAFT

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			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 Presentation(s)			2-Jun-21	
15	Any required Town Board / Committee votes for STM language, etc.				
16	Final Public Presentation				
17	Building Committee Meeting to Review Public Comments			7-Jun-21	
18	Town Meeting			12-Jun-21	
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			9-Aug-21	
5	Building Committee Meeting			30-Aug-21	
6	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			17-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	
6	Building Committee Meeting - SELECTION OF CONTRACTOR PREQUAL COMMITTEE & MEP Cx AGENT APPROVAL			25-Oct-21	
7	Contract with Selected MEP Commissioning Agent			26-Oct-21 thru	2-Nov-21
8	BE Commissioning Agent Proposals Due			27-Oct-21	
9	Building Committee Meeting - REVIEW BE Cx AGENT PROPOSAL - FINISHES SUBCOMMITTEE ACTIVITY DESIGN UPDATE			8-Nov-21	
10	Reissue Building Envelope Commissioning RFP to Commissioning Agents			9-Nov-21	
11	Contractor Prequal Committee Meeting to Review Draft RFQ			16-Nov-21	
12	Building Envelope Commissioning Agents Proposals Due			16-Nov-21	
13	Building Committee Meeting - REVIEW BE Cx AGENT PROPOSAL, SITE DESIGN, LANDSCAPING, BID ALTERNATES			22-Nov-21	
14	Contract with Selected BE Commissioning Agent			23-Nov-21 thru	29-Nov-21
15	Contractor Prequal Committee Meeting to Approve Contractor RFQ			23-Nov-21	
16	Advertise Contractor RFQ in Central Register, Local Newspaper and COMMBUY'S			2-Dec-21	
17	Contractor Prequal Available to Contractors			8-Dec-21	
18	Planning Board Submission - Site Plan Review			15-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 used for Final Review			22-Mar-22	
38	Building Committee Meeting - APPROVAL TO PROCEED TO BID			28-Mar-22	
39	Complete Contract Documents; NTP to Bid			28-Mar-22	
V. Bidding / Negotiation Phase		Bid / Negotiation Phase - 17 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 (Deadline Extended)			25-Apr-22	
8	Filed Subcontractor Bid Due Date (Deadline Extended)			3-May-22	
9	General Contractor RFI Due Date (Deadline Extended)			5-May-22	
10	Building Committee Meeting			18-May-22	
11	Selectboard Meeting to Set Special Town Meeting Date and Open Warrant			26-May-22	
12	General Contractor Bid (Deadline Extended)			1-Jun-22	
13	Selectboard Meeting to Review and Approve Warrant			9-Jun-22	
14	Warrant, with Meeting Date and Location is Mailed to Residents			13-Jun-22	
15	Election to Approve Additional Funding			30-Jun-22	
16	Special Town Meeting to Request Additional Funds			11-Jul-22	
17	Issue Notice-To-Proceed to GC			12-Jul-22	
18	Finalize Construction Contracts			12-Jul-22 thru	26-Jul-22
VI. Construction Phase		Construction Phase - 11.5 Months & Punchlist - 1 Month	July 13, 2022 thru July 24, 2023		
1	Start Construction			13-Jul-22	
3	Building Committee Meeting			18-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		Construction Phase - 11.5 Months & Punchlist - 1 Month	August 2023 thru September 2023		

Current Status  
05/12/22

## Town of Dover

## Dover Community Center Project

## Material Testing Bid Matrix

May 11, 2022

	Material Testing RFP dated Apr. 20, 2022	# of Tests Estimated	Unit of Measure
<b>1</b>	<b>CONCRETE</b>		
a.	Cylinders Required per set: 4	30	Per set
b.	Inspection of controlled concrete placement with slump, air entrainment, temperature, truck timing, casting of cylinder w/delivery to testing lab.	20	Half Days
c.	Inspection of controlled concrete placement with slump, air entrainment, temperature, truck timing, casting of cylinder w/delivery to testing lab.	10	Full Days
d.	Reinforcing Steel Inspections - Half Day	15	Half Days
e.	Reinforcing Steel Inspections - Full Day	5	Full Days
<b>2</b>	<b>SOILS &amp; AGGREGATES</b>		
a.	Soil Inspection – Half Day	20	Half Days
b.	Soil Inspection – Full Day	10	Full Days
b.	Gradation Analysis	5	Each
c.	Modified Proctor Test	5	Each
<b>3</b>	<b>STRUCTURAL STEEL Per ASTM or as indicated</b>		
a.	Shop inspection of fabrication	1	Half Days
b.	Inspection of structural steel-plumb and level, bolts	20	Half Days
c.	Inspection of structural steel-plumb and level, bolts	10	Full Days
<b>4</b>	<b>MORTAR/GROUT Per ASTM Standards</b>		
a.	Form mortar/grout cubes for compressive strength.	3	Half Days
b.	Laboratory pick-up of mortar/grout cubes, test and report results.	3	Each
<b>5</b>	<b>ASPHALT PAVING PER ASTM STANDARDS</b>		
a.	Field Inspection	4	Half Days
b.	Aggregate Gradation	4	Each
<b>6</b>	<b>COMBINATION RATES</b>		
a.	Half Day	30	Half Days
b.	Full Day	10	Full Days
<b>7</b>	<b>SPECIAL INSPECTION SERVICES</b>		
a.	Field Technician for Special Inspection.	1	Half Days
b.	Professional Engineer for Special Inspections.	1	Half Days
<b>Total Estimated Cost</b>			

Briggs Engineering	
Unit Cost	Subtotal
\$56.00	\$1,680.00
\$230.00	\$4,600.00
\$430.00	\$4,300.00
\$270.00	\$4,050.00
\$510.00	\$2,550.00
\$250.00	\$5,000.00
\$470.00	\$4,700.00
\$75.00	\$375.00
\$105.00	\$525.00
\$300.00	\$300.00
\$310.00	\$6,200.00
\$590.00	\$5,900.00
\$290.00	\$870.00
\$100.00	\$300.00
\$250.00	\$1,000.00
\$285.00	\$1,140.00
\$270.00	\$8,100.00
\$510.00	\$5,100.00
\$270.00	\$270.00
\$550.00	\$550.00
	<b>\$57,510.00</b>

John Turner Consulting	
Unit Cost	Subtotal
\$64.00	\$1,920.00
\$240.00	\$4,800.00
\$420.00	\$4,200.00
\$240.00	\$3,600.00
\$420.00	\$2,100.00
\$240.00	\$4,800.00
\$420.00	\$4,200.00
\$75.00	\$375.00
\$125.00	\$625.00
\$550.00	\$550.00
\$550.00	\$11,000.00
\$850.00	\$8,500.00
\$240.00	\$720.00
\$75.00	\$225.00
\$360.00	\$1,440.00
\$125.00	\$500.00
\$240.00	\$7,200.00
\$420.00	\$4,200.00
\$440.00	\$440.00
\$540.00	\$540.00
	<b>\$61,935.00</b>

Yankee Engineering	
Unit Cost	Subtotal
\$75.00	\$2,250.00
\$250.00	\$5,000.00
\$450.00	\$4,500.00
\$250.00	\$3,750.00
\$450.00	\$2,250.00
\$270.00	\$5,400.00
\$450.00	\$4,500.00
\$110.00	\$550.00
\$125.00	\$625.00
\$1,000.00	\$1,000.00
\$550.00	\$11,000.00
\$850.00	\$8,500.00
\$270.00	\$810.00
\$205.00	\$615.00
\$270.00	\$1,080.00
\$175.00	\$700.00
\$300.00	\$9,000.00
\$525.00	\$5,250.00
\$700.00	\$700.00
\$700.00	\$700.00
	<b>\$68,180.00</b>

(+) \$30/Trip travel expenses

### **Award Recommendation: Briggs Engineering**