



Dover Community Center Project

Building Committee Meeting

December 11, 2023

Prepared by: Colliers Project Leaders



Project Leaders

Agenda

- Vote on Approval of Meeting Minutes
- Construction Progress & Schedule
- Budget Report
- Contingency Log
- Invoice Summary/Vote on Recommendation of Payments
- MOCC's November Invoice Summary
- Director's Office Discussion
- Citizen Comments
- Future Business Recommendations

Approval of Meeting Minutes

- 11/20/23 Monthly BC Meeting Minutes

Construction Progress

November Progress:

- Gym & Pavilion excavations (Cont.)
- Pavilion & FP vault formwork, reinforcing, placement (FRP)
- 1910 Building shoring & façade demolition (11/20)

December Progress to Date:

- Pavilion & FP vault walls placement
- Elevator walls FRP
- 1910 foundation stabilizing
- 1910 new window openings
- Gym building pad preparation

Ongoing Activities:

- Pavilion & FP vault waterproofing, insulation, & backfilling.
- 1910 Window openings, cont.
- Gym footing excavations

Upcoming Activities:

- Gym footings FRP
- Underground MEPs
- 1910 Building footings

Construction Progress



11/3 - Pavilion Excavation Progress.



11/15 - Pavilion Foundations Progress.

Construction Progress



12/11 - Pavilion Foundations Progress.



11/1 – Bottom of excavation.

Construction Progress



11/17 - Gym FP Holding Tank Progress.



12/7 - Gym FP Holding Tank Progress.

Construction Progress



11/13 – 1910 Shoring Progress.



11/30 - 1910 Façade Demo (Completed 11/20).

Construction Progress



12/7 - 1910 New window openings



12/11 – 1910 new window openings

Construction Progress



12/11 - 1910 Footings



12/11 - 1910 Footings

Construction Schedule

CONTRACT SUBSTANTIAL COMPLETION(NTP+420)	1 day	9/3/24	9/3/24	47 days
CCD #1	13 days	9/4/24	9/20/24	33 days
REVISED CONTRACT SUBSTANTIAL COMPLETION (NTP+437)	1 day	9/20/24	9/20/24	33 days
CURRENT SUBSTANTIAL COMPLETION	1 day	10/2/24	10/2/24	0 days
CONTRACT FINAL COMPLETION (NTP+455)	1 day	10/8/24	10/8/24	12 days
REVISED CONTRACT FINAL COMPLETION (NTP+472)	1 day	10/25/24	10/25/24	8 days
CURRENT FINAL COMPLETION	1 day	11/6/24	11/6/24	0 days

Budget Report

Date: December 11, 2023

Date: December 11, 2023		A	B	C	D1	D2	D	E	F	G	H	I
	Budget developed as of 7/14/2023	Budget		Approved Budget w/ Transfers	Contracted Project Costs		Anticipated Costs		Remaining Balance (C - F)	% of Contract Paid (D1/D)	% of Budget Paid (D1/C)	
		Project Budget	Approved Transfers		Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)			
I.	Construction											
A.	Building & Site	\$ 19,324.0	\$ 127.8	\$ 19,451.8	\$ 2,064.4	\$ 17,387.4	\$ 19,451.8	\$ -	\$ 19,451.8	\$ -	10.61%	
IV.	Furniture, Fixtures & Equipment (FF&E)											
A.	FF&E	320.0	-	320.0	-	-	-	320.0	320.0	-		
B.	Audio/Video	112.0	-	112.0	-	-	-	112.0	112.0	-		
C.	Technology	61.2	-	61.2	-	-	-	61.2	61.2	-		
	Total FF & E	493.2	-	493.2	-	-	-	493.2	493.2	-		
A.	Fees											
1	Feasibility & Schematic Design	346.9	-	346.9	346.9	-	-	346.9	346.9	-	100%	
2	Architect	1,929.0	17.8	1,946.8	1,635.7	311.1	1,946.8	-	1,946.8	-	84%	
3	Special Consultants				32.8	-	32.8	-	32.8	-	100%	
a	Haz. Mat. Monitoring	42.5	(9.7)	32.8	32.8	-	32.8	-	32.8	-	100%	
d	Geo-Tech Monitoring	7.5	20.0	27.5	2.7	-	2.7	24.8	27.5	-	10%	
g	Peer Reviews	10.0	-	10.0	9.8	-	9.8	0.2	10.0	-		
4	Project Management	697.0	(0.4)	696.6	463.9	232.7	696.6	-	696.6	-	67%	
5	Building Commissioning	51.3	-	51.3	15.8	35.5	51.3	-	51.3	-	31%	
6	Owner's Cost Estimator	22.5	-	22.5	22.5	-	22.5	-	22.5	-	100%	
8	Owner's Legal Fees	10.0	-	10.0	-	-	-	-	-	-	0%	
10	Utility Assessment	10.0	-	10.0	4.4	-	4.4	5.6	10.0	-	44%	
	Sub-total Fees	3,126.7	27.7	3,154.4	2,534.5	579.3	3,113.8	30.6	3,144.4	10.0		
B.	Expenses											
1	Owner's Insurance	20.3	(20.0)	0.3	-	-	-	-	-	-		
3	Printing/Bid Hosting	12.0	-	12.0	6.8	-	6.8	5.2	12.0	-	57%	
6	Materials Testing	60.0	-	60.0	3.8	-	3.8	56.2	60.0	-	6%	
8	Consultant Reimbursables	35.0	-	35.0	8.5	11.5	20.0	15.0	35.0	-	24%	
9	Moving/Relocation	85.0	-	85.0	22.0	-	22.0	63.0	85.0	-	26%	
11	Advertising	5.9	-	5.9	5.9	-	5.9	-	5.9	-	100%	
13	Misc. Expenses	17.5	-	17.5	0.8	-	0.8	-	0.8	-	5%	
	Sub-total Expenses	235.7	(20.0)	215.7	47.8	11.5	59.3	139.4	198.7	16.7		
	Total Fees and Expenses	3,362.4	7.7	3,370.1	2,582.3	590.8	3,173.1	170.0	3,343.1	26.7	81%	77%
VI.	Contingency											
A.	Construction & Owner's Project											
1	Construction	1,346.7	(127.8)	1,218.9	-	-	-	155.1	155.1	1,063.8	91%	
2	Owner's Project	1,097.7	(7.7)	1,090.0	-	-	-	22.0	22.0	1,068.0	99%	
	Total Contingency	2,444.4	(135.5)	2,308.9	-	-	-	177.1	177.1	2,131.8	94%	87%
	Total Project	\$ 25,624.0	\$ -	\$ 25,624.0	\$ 4,646.7	\$ 17,978.2	\$ 22,624.9	\$ 840.3	\$ 23,465.2	\$ 2,158.5	20.54%	18.13%

Change Order/Contingency Log

CONSTRUCTION						
APPROVED CHANGE ORDERS						
CO No.	PCO No.	Description	Cost	Days		
1	1	Temporary Fencing Credit	(\$6,564.34)	0		
1	2	Removal of Additional Tree	\$1,285.33	0		
2	3	CCD 1 - Abatement	\$133,064.27	0		
TOTAL APPROVED			\$127,785.26	0		
PENDING CHANGE ORDERS						
	4	Fire Protection Additional Sprinklers	\$7,285.49			
	5	Redesign Duct Plenum per ASI-003	\$1,845.68			
		CCD1 General Conditions	\$65,000.00			
		Fire Protection Tank Valve	\$15,000.00			
		63 Centre St. Abutter - Fence Replacement	\$16,000.00			
		Director's Office Construction	\$50,000.00			
TOTAL PENDING			\$155,131.17	0		
SOFT COSTS						
APPROVED CHANGE ORDERS						
Date	Description		Cost			
8-Nov	FMA Add Services 1 - Director's Office		\$8,800.00			
1-Dec	FMA Add Services 2 - Director's Office		\$9,000.00			
6-Dec	Transfer from Haz Mat monitoring to Owners Cont.		(\$9,700.00)			
6-Dec	Transfer from OPM to Owners Cont.		(\$400.00)			
TOTAL APPROVED			\$7,700.00			
PENDING CHANGE ORDERS						
	FMA Add Services 3 - Director's Office		\$12,000.00			
	LAFP Add Services for Foundation		\$10,000.00			
TOTAL PENDING			\$22,000.00			

Invoice Summary

Company / Vendor Name	Role	Invoice Number	Services Date	Invoice Date	Date Approved	Invoice Amount	Amount Approved
MOCC	General Contractor	5	Nov. '23	12/01/23	12/09/23	\$ 469,166.06	\$ 469,166.06
Colliers Project Leaders	Owner's Project Manager	905841	Nov. '23	12/08/23	12/08/23	\$ 21,154.00	\$ 21,154.00
FMA	Architect	1190-32	Nov. '23	12/01/23	12/09/23	\$ 37,302.64	\$ 37,302.64
Briggs Eng. & Testing	Controlled Inspections	225089	Nov '23	11/25/23	12/09/23	\$ 3,098.00	\$ 3,098.00
3iVE LLC	BECx	661	Sep. '23	09/30/23	12/11/23	\$ 5,000.00	\$ 5,000.00
McPhail Associates	Geotechnical Engineer	79158	Oct. '23	11/24/23	12/09/23	\$ 2,652.50	\$ 2,652.50
Totals						\$ 538,373.20	\$ 538,373.20

MOCC's October Invoice

- General Conditions
- Foundations FRP
- FP Tank & Submittals
- Sitework

Director's Office Schedule

#	Activity	Duration	Dates	Cost
1	FMA - Meetings prior to authorization		July through 11/8	
2	BC - Vote on Open Office and COA Storage feasibility		10/26	
3	BOS/TA – Authorization on Open Office and COA Storage feasibility study		11/8	\$8,800
4	FMA – feasibility study of Open Office and COA Storage	1 Mo	11/8 through 12/8	
5	BOS - Vote on Lounge space feasibility study		11/30	\$9,000*
6	TA – Authorization on Lounge space feasibility study		12/1	
7	FMA – Feasibility study of Lounge space	3 Wks	12/4 through 12/22	
8	BC - Vote on selected option design documents		1/8	
9	BOS - Vote on selected option design documents	2 Wks	1/8 through 1/19	\$12,000
10	FMA – Design documents of selected option	2 Wks	1/22 through 2/2	
11	GC - Pricing of selected option	2 Wks	2/2 through 2/16	
	1910 framing begins		~Beginning of February	
12	BC - Vote on construction Change Order	1 Wk	2/16 through 2/23	\$50,000**
13	BOS - Vote on construction Change Order	2 Wks	2/26 through 3/8	
	Open office framing begins		~April	
TOTAL				~\$80k**

*includes 3 meetings, multiple layout options, but does not include re-programming of lost space.

**This is a ROM (rough) estimate

Director's Office – Open Office & COA Study



Citizen Comments



Future Business Recommendations



Pay App. Schedule

Pencil Pay App. Submitted by MOCC:	Tue 12/26
Colliers/FMA Comments due to MOCC:	Fri 1/2
Final Pay App. Submitted by MOCC:	Tue 1/4
Final Review/Certification:	Fri 1/5
Building Committee Meeting to Recommend Approval:	Mon 1/8
Mona uploads the Pay App. Into the Town System:	Tue 1/16
Town Admin./Selectboard Designee Approval (Warrant):	Wed 1/24