

# MILESTONE SCHEDULE



Town of Dover  
Community Center Project  
11/22/2021 - 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 Packages		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		28-Oct-21
6	Contract with 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		8-Nov-21
9	Building Committee Meeting - REVIEW BE Cx AGENT PROPOSAL FINISHES SUBCOMMITTEE ACTIVITY		9-Nov-21
10	Reissue Building Envelope Commissioning RFP to Commissioning Agents		16-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 COMMBUYS		2-Dec-21
17	Contractor Prequal Available to Contractors		8-Dec-21
18	Send 80% CD Set to Estimators		10-Dec-21
19	CD Design/Cost Estimate Review	21 Days	10-Dec-21 thru 31-Dec-21
20	Planning Board Submission - Site Plan Review		10-Dec-21
21	Building Committee Meeting		13-Dec-21
22	Contractor Prequal Info Meeting and Site Walkthrough		15-Dec-21
23	CD Estimates Due From Estimators		31-Dec-21
24	Contractor SOQ's Due		5-Jan-22
25	Contractor Prequal Committee Meeting to Distribute SOQ's		5-Jan-22
26	CD Estimate Reconciliation Meeting		5-Jan-22
27	CD VE Effort Completed (If Necessary)	9 days	5-Jan-22 thru 14-Jan-22
28	Planning Board - Site Plan Review		10-Jan-22
29	Building Committee Meeting		17-Jan-22
30	Selectman - Site Plan Review		20-Jan-22
31	Planning Board - Site Plan Review - 2nd Meeting		24-Jan-22
32	Contractor Prequal Committee Meeting (If Necessary)		24-Jan-22 thru 28-Jan-22
33	Contractor Prequal Committee Meeting - Complete Contractor Quals Review		7-Feb-22
34	Selectman - Site Plan Review Approval		17-Feb-22
35	Deadline for Contractor Notification Reg Prequal		21-Feb-22
36	Complete 100% Construction Documents - Issued for Final Review		22-Feb-22
37	Building Committee Meeting - APPROVAL TO PROCEED TO BID		28-Feb-22
38	Complete Contract Documents; NTP to Bid		28-Feb-22
V. Bidding / Negotiation Phase		March 1, 2022 thru April 29, 2022	
1	Send Bid Docs to Bid Hosting Vendor		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		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-22
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-23
19	Final Completion		26-Jun-23
20	Move-In		26-Jun-23
VII. Project Close-Out		July 2023 thru August 2023	

Current Status  
11/22/21

# FINANCIAL STATUS REPORT



## Town of Dover Community Center Building

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

Date: **November 22, 2021**

		A	B	C	D1	D2	D	E	F	G
		Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
Budget developed as of 5/3/2021		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
<b>I.</b>	<b>Construction</b>									
<u>A.</u>	Building & Site	\$ 14,180.0	\$ -	\$ 14,180.0	\$ -	\$ -	\$ -	\$ 14,180.0	\$ 14,180.0	\$ -
<u>B.</u>	Other Construction	-	-	-	-	-	-	-	-	-
	<b>Total Construction</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,180.0</b>	<b>\$ 14,180.0</b>	<b>\$ -</b>
<b>IV.</b>	<b>Furniture, Fixtures &amp; Equipment (FF&amp;E)</b>									
<u>A.</u>	Loose Furnishings	436.2	-	436.2	-	-	-	436.2	436.2	-
<u>B.</u>	Program Related Equipment	w/ above	-	-	-	-	-	-	-	-
<u>C.</u>	Data/Telecomm Equip	w/ above	-	-	-	-	-	-	-	-
<u>D.</u>	Audio/Visual Equipment	w/ above	-	-	-	-	-	-	-	-
<u>E.</u>	Security Equipment	-	-	-	-	-	-	-	-	-
<u>F.</u>	Specialty Signage	-	-	-	-	-	-	-	-	-
	<b>Total FF &amp; E</b>	<b>436.2</b>	<b>-</b>	<b>436.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>436.2</b>	<b>436.2</b>	<b>-</b>
<b>V.</b>	<b>Fees and Expenses</b>									
A.	Fees									
<u>1</u>	Feasibility & Schematic Design Phase	347.0	-	347.0	346.9	-	346.9	-	346.9	0.1
<u>2</u>	Architect	1,508.7	-	1,508.7	477.5	1,031.2	1,508.7	-	1,508.7	-
<u>a</u>	Civil Engineering	w/ architect	-	-	-	-	-	-	-	-
<u>b</u>	Landscape Arch.	w/ architect	-	-	-	-	-	-	-	-
<u>c</u>	Structural Engineering	w/ architect	-	-	-	-	-	-	-	-
<u>d</u>	MEP/FP Engineering	w/ architect	-	-	-	-	-	-	-	-
<u>e</u>	Interior/Furniture Designer	w/ architect	-	-	-	-	-	-	-	-
<u>f</u>	Lighting Consultant	w/ architect	-	-	-	-	-	-	-	-
<u>g</u>	Acoustical Consultant	w/ architect	-	-	-	-	-	-	-	-
<u>h</u>	Signage Consultant	w/ architect	-	-	-	-	-	-	-	-
<u>i</u>	LEED Designer	w/ architect	-	-	-	-	-	-	-	-
<u>j</u>	Referendum Services	w/ architect	-	-	-	-	-	-	-	-
<u>k</u>	Code Consultant	w/ architect	-	-	-	-	-	-	-	-
<u>l</u>	Designer's Cost Estimator	w/ architect	-	-	-	-	-	-	-	-
3	Special Consultants									
<u>a</u>	Haz. Mat. Monitoring	42.5	-	42.5	-	-	-	42.5	42.5	-
<u>b</u>	Audio/Visual	w/ architect	-	-	-	-	-	-	-	-
<u>c</u>	Technology & Security Consultant	w/ architect	-	-	-	-	-	-	-	-
<u>d</u>	Geo-Tech Monitoring	7.5	-	7.5	-	-	-	7.5	7.5	-
<u>e</u>	Traffic Engineer	w/ Peer Review	-	-	-	-	-	-	-	-
<u>f</u>	Ecologist/Soil Sample	-	-	-	-	-	-	-	-	-

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Budget developed as of 5/3/2021		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
g	Peer Reviews	10.0	-	10.0	-	-	-	10.0	10.0	-
h	Green Building Consultant	w/ architect	-	-	-	-	-	-	-	-
i	Storm Water Monitoring	-	-	-	-	-	-	-	-	-
4	Project Management	485.0	-	485.0	74.6	410.4	485.0	-	485.0	-
5	Building Commissioning	40.0	20.0	60.0	-	27.0	27.0	27.3	54.3	5.7
6	Owner's Cost Estimator	25.0	-	25.0	10.5	12.0	22.5	-	22.5	2.5
7	CM Preconstruction Fee	-	-	-	-	-	-	-	-	-
8	Owner's Legal Fees	10.0	-	10.0	-	-	-	10.0	10.0	-
9	Site Survey	w/ architect	-	-	-	-	-	-	-	-
10	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									
1	Owner's Insurance	20.3	(20.0)	0.3	-	-	-	0.3	0.3	0.0
2	Permits	-	-	-	-	-	-	-	-	-
3	Printing	6.0	-	6.0	-	-	-	6.0	6.0	-
4	Construction Utilities Use	w/ constr	-	-	-	-	-	-	-	-
5	Site Borings	w/ geotech	-	-	-	-	-	-	-	-
6	Materials Testing	20.0	-	20.0	-	-	-	20.0	20.0	-
7	Special Inspections	w/ mat testing	-	-	-	-	-	-	-	-
8	Consultant Reimbursables	35.0	-	35.0	4.0	-	4.0	31.0	35.0	-
9	Moving/Relocation	85.0	-	85.0	-	-	-	85.0	85.0	-
10	Temporary Space/Ops	-	-	-	-	-	-	-	-	-
11	Advertising	2.5	-	2.5	-	-	-	2.5	2.5	-
12	Physical Plant Expenses	-	-	-	-	-	-	-	-	-
13	Misc. Expenses	10.0	-	10.0	-	-	-	10.0	10.0	-
14	Bond/Financing	-	-	-	-	-	-	-	-	-
15	Site Acquisition	-	-	-	-	-	-	-	-	-
Sub-total Expenses		178.8	(20.0)	158.8	4.0	-	4.0	154.8	158.8	0.0
<b>Total Fees and Expenses</b>		<b>2,664.5</b>	<b>-</b>	<b>2,664.5</b>	<b>913.5</b>	<b>1,480.6</b>	<b>2,394.1</b>	<b>262.1</b>	<b>2,656.2</b>	<b>8.3</b>

# FINANCIAL STATUS REPORT



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<b>VI. Contingency</b>									
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>-</b>	<b>1,569.3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,569.3</b>
<b>Total Project</b>	<b>\$ 18,850.0</b>	<b>\$ -</b>	<b>\$ 18,850.0</b>	<b>\$ 913.5</b>	<b>\$ 1,480.6</b>	<b>\$ 2,394.1</b>	<b>\$ 14,878.3</b>	<b>\$ 17,272.4</b>	<b>\$ 1,577.6</b>

# FEE PROPOSAL COMPARISON ANALYSIS



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	<b>\$24,300</b>	Recently worked successfully on multiple projects with Colliers including: - Templeton Center Elementary School - Waterford Street School
Russo Bar	\$8,500	\$16,200	\$3,120	<b>\$27,820</b>	Experience on municipal work in the Greater Boston Area.
Building Enclosure Associates	\$10,500	\$23,500	\$3,500	<b>\$37,500</b>	Recently worked successfully on multiple projects with Colliers including: -Cape Cod Tech
Gorman Richardson Lewis	\$15,000	\$23,500	\$5,000	<b>\$43,500</b>	Experience on municipal work in the Greater Boston Area including historic properties and the Dover-Sherborn Middle School Roof Restoration