



<b>Project:</b> Randall Library Project	<b>Monthly Report No.:</b> 9
<b>Job No:</b> n/a	<b>Month of:</b> January 2024
<b>Architect:</b> designLAB 35 Channel Center St., Unit 103 Boston, MA 02110	<b>Owner:</b> Town of Stow, Massachusetts 380 Great Road Stow, MA 01775

<b>Director:</b> Phil Palumbo	<b>Email Address:</b> phil.palumbo@collierseng.com
<b>Project Manager:</b> Matthew Sturz	<b>Email Address:</b> matthew.sturz@collierseng.com
<b>Construction Representative:</b> N/A	<b>Email Address:</b> -

**Project Progress During Month of January:**

January 8	Building Committee Meeting #9 – DesignLAB revised concepts review.
January 11, 18, 25	Weekly check-in meetings with DesignLAB RE: concept development, cost estimator status, and permitting.
January 31	Cost Estimator Meeting with Fennessy, PM&C (Owner Estimator, retained during the month of January 2024).

**30 Day Look Ahead Summary (February 2024):**

February 1, 8, 15, 22, 29	Weekly check-in meetings with DesignLAB RE: concept development, cost estimator status, and permitting.
February 7	Building Committee Meeting #10 – DesignLAB revised concepts and cost data review.
Month of February	Construction Documents development in preparation for 75% CD Estimate and Reconciliation Meeting, anticipated early March 2024.

**Potential Issues:**

	1st noted (period ending)	Status
1) Hudson Light and Power is reporting long lead time for new transformers (up to 4 years)	June 2023	<b>Open</b>
2) Potential soil contamination on site.	June 2023	<b>Open</b>
3) Bid overages have created the need to redesign the building, which may create both cost and schedule exposures. <b>2/6: Team met with Fennessy and PM&amp;C on 1/31 to review the previous Estimate in detail and discuss the proposed redesign Alternatives from a cost perspective. New estimates will be developed and reconciled based on a 75% complete Construction Documents set, to be developed based on Building Committee direction regarding the preferred Alternative.</b>	November 2023	<b>Open</b>
4) The Town of Stow and designLAB team are pursuing a possible Variance with the local Authorities that could permit the building to be designed and constructed without the need for a sprinkler system. <b>2/6: Team has determined that this is not a viable option from a Building Code perspective. Item Closed.</b>	December 2023	<b>Closed</b>

# MILESTONE SCHEDULE

## Town of Stow

### Randall Library Project

#### 2/7/2024 - Project Schedule - REVISED

- Owner Meeting  
◆ Major Milestone

I.	Schematic Design Phase			January 12, 2023 thru April 10, 2023
II.	Design Development Phase			April 10, 2023 thru June 28, 2023
III.	Construction Document Phase			June 29, 2023 thru September 27, 2023
IV.	Bidding Phase			September 29, 2023 thru December 8, 2023
1	Send Bid Docs to Bid Hosting Vendor			29-Sep-23
2	Input IFB Ad in Central Register			by 28-Sep-23
3	Send Invitation to Bid to Prequalified General Contractors			30-Sep-23 thru 4-Oct-23
4	IFB Ad's Go LIVE			4-Oct-23
5	Bid Docs Available to Contractors	◆		5-Oct-23
6	PreBid Conference	◆		11-Oct-23
7	Filed Subcontractor RFI Due Date			18-Oct-23
8	Anticipated Release of Addendum RE: Filed Sub-Bidder Questions			20-Oct-23
9	Filed Subcontractor Bid	◆		25-Oct-23
10	General Contractor RFI Due Date			30-Oct-23
11	Anticipated Release of Addendum RE: General Bidder Questions			5-Nov-23
12	General Contractor Bid	◆		15-Nov-23
13	Filed Subcontractor Roofing Re-Bid Due Date			22-Nov-23
14	Building Committee Meeting	○		27-Nov-23
15	Concept Alternative Redesign-to-Budget (As Directed By The Building Committee)	○		27-Nov-23 thru 13-Dec-23
14	Building Committee Meeting	○		8-Jan-24
15	Building Redesign - Construction Documents and Estimating/Reconciliation			8-Jan-24 thru 20-Mar-24
16	Input IFB Ad in Central Register			by 14-Mar-24
18	IFB Ad's Go LIVE			20-Mar-24
19	Bid Docs Available to Contractors	◆		20-Mar-24
20	PreBid Conference	◆		27-Mar-24
21	Filed Subcontractor RFI Due Date			3-Apr-24
22	Anticipated Release of Addendum RE: Filed Sub-Bidder Questions			5-Apr-24
23	Filed Subcontractor Bid	◆		10-Apr-24
24	General Contractor RFI Due Date			17-Apr-24
25	Anticipated Release of Addendum RE: General Bidder Questions			19-Apr-24
26	General Contractor Re-Bid	◆		24-Apr-24
27	Issue Notice-To-Proceed to GC			26-Apr-24
28	Finalize Construction Contracts	◆		26-Apr-24 thru 3-May-24
V.	Construction Phase (Milestones To Be Input Pending Approved Construction Schedule)			April 26, 2024 thru June 30, 2025
VII.	Move-In/FF&E			June 2025
VI.	Project Close-Out			May 2025 thru August 2025

Current  
Status  
2/7/24

Bid / Negotiation Phase - 10 Weeks

# FINANCIAL STATUS REPORT

## Town of Stow Randall Public Library

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

Date: **February 6, 2024**

	A	B	C	D1	D2	D	E	F	G
	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
Budget developed as of 9/18/2023	Proposed Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
<b>I. Building Construction</b>									
<a href="#">A.</a> New Building & Renovation	\$ 8,424.0	\$ -	\$ 8,424.0	\$ -	\$ -	\$ -	\$ 8,424.0	\$ 8,424.0	\$ -
<a href="#">B.</a> Other Construction		-	-	-	-	-	-	-	-
<b>Total Building Construction</b>	<b>8,424.0</b>	<b>-</b>	<b>8,424.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,424.0</b>	<b>8,424.0</b>	<b>-</b>
<b>II. Related Construction</b>									
<a href="#">A.</a> Sitework	-	-	-	-	-	-	-	-	-
<a href="#">B.</a> Site Utility Systems		-	-	-	-	-	25.0	25.0	(25.0)
<a href="#">C.</a> Building Demolition		-	-	-	-	-	-	-	-
<a href="#">D.</a> Hazardous Material Removal		-	-	-	-	-	-	-	-
<a href="#">E.</a> Sustainable Elements		-	-	-	-	-	-	-	-
<b>Total Related Construction</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25.0</b>	<b>25.0</b>	<b>(25.0)</b>
<b>III. Escalation</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Construction</b>	<b>\$ 8,424.0</b>	<b>\$ -</b>	<b>\$ 8,424.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,449.0</b>	<b>\$ 8,449.0</b>	<b>\$ (25.0)</b>
<b>IV. Furniture, Fixtures &amp; Equipment (FF&amp;E)</b>									
<a href="#">A.</a> Loose Furnishings	-	-	-	-	-	-	350.0	350.0	(350.0)
<a href="#">B.</a> Program Related Equipment	-	-	-	-	-	-	-	-	-
<a href="#">C.</a> Data/Telecomm Equipt	-	-	-	-	-	-	-	-	-
<a href="#">D.</a> Audio/Visual Equipment	-	-	-	-	-	-	-	-	-
<a href="#">E.</a> Security Equipment	-	-	-	-	-	-	-	-	-
<a href="#">F.</a> Specialty Signage	-	-	-	-	-	-	-	-	-
<b>Total FF &amp; E</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350.0</b>	<b>350.0</b>	<b>(350.0)</b>

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## Town of Stow Randall Public Library

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		Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
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V.	<b>Fees and Expenses</b>									
A.	Fees									
1	Existing Conditions & Space Program		-	-	-	-	-	-	-	-
2	Architect	1,024.0	-	1,024.0	577.8	446.3	1,024.1	-	1,024.1	(0.1)
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. Consultant	36.0	-	36.0	11.3	20.9	32.2	28.3	60.5	(24.5)
b	Audio/Visual	-	-	-	-	-	-	-	-	-
c	Technology & Security Consultant	-	-	-	-	-	-	-	-	-
d	Geo-Tech Engineering	-	-	-	-	-	-	-	-	-
e	Traffic Engineer	-	-	-	-	-	-	-	-	-
f	Ecologist/Soil Sample	-	-	-	-	-	-	-	-	-
g	Peer Reviews	7.0	-	7.0	0.5	-	0.5	-	0.5	6.5
h	Green Building Consultant	w/ architect								
i	Storm Water Monitoring	-	-	-	-	-	-	-	-	-
4	Project Management	367.2	-	367.2	98.6	268.6	367.2	-	367.2	-
5	Building Commissioning	36.9	-	36.9	-	24.5	24.5	12.4	36.9	-
6	Owner's Cost Estimator	12.0	-	12.0	9.5	-	9.5	-	9.5	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	1,503.1	-	1,503.1	697.7	760.3	1,458.0	60.7	1,518.7	(15.6)

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B.	Expenses									
1	Owner's Insurance	9.8	-	9.8	-	-	-	9.8	9.8	-
2	Permits	-	-	-	-	-	-	-	-	-
3	Printing/Bid Hosting	6.0	-	6.0	-	-	-	6.0	6.0	-
4	Construction Utilities Use	-	-	-	-	-	-	-	-	-
5	Site Borings	-	-	-	-	-	-	-	-	-
6	Materials Testing	26.4	-	26.4	-	-	-	26.4	26.4	-
7	Special Inspections	-	-	-	-	-	-	-	-	-
8	Consultant Reimbursables	35.0	-	35.0	0.7	58.0	58.7	-	58.7	(23.7)
9	Moving/Relocation	35.0	-	35.0	22.2	12.8	35.0	-	35.0	-
10	Temporary Space/Ops	-	-	-	-	-	-	-	-	-
11	Advertising	2.5	-	2.5	-	-	-	2.5	2.5	-
12	Physical Plant Expenses	-	-	-	-	-	-	-	-	-
13	Misc. Expenses	7.5	-	7.5	0.2	-	0.2	7.5	7.7	(0.2)
14	Bond/Financing	-	-	-	-	-	-	-	-	-
15	Site Acquisition	-	-	-	-	-	-	-	-	-
	Sub-total Expenses	122.2	-	122.2	23.1	70.8	93.9	52.2	146.1	(23.9)
	<b>Total Fees and Expenses</b>	<b>1,625.3</b>	<b>-</b>	<b>1,625.3</b>	<b>720.8</b>	<b>831.1</b>	<b>1,551.9</b>	<b>112.9</b>	<b>1,664.8</b>	<b>(39.5)</b>
VI.	<b>Contingency</b>									
A.	Construction & Owner's Project									
1	Construction	421.2	-	421.2	-	-	-	-	-	421.2
2	Owner's Project	421.2	-	421.2	-	-	-	-	-	421.2
B.	Additional Need	-	-	-	-	-	-	-	-	-
	<b>Total Contingency</b>	<b>842.4</b>	<b>-</b>	<b>842.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>842.4</b>
	<b>Total Project</b>	<b>\$ 10,891.7</b>	<b>\$ -</b>	<b>\$ 10,891.7</b>	<b>\$ 720.8</b>	<b>\$ 831.1</b>	<b>\$ 1,551.9</b>	<b>\$ 8,911.9</b>	<b>\$ 10,463.8</b>	<b>\$ 427.9</b>