



<b>Project:</b> Randall Library Project	<b>Monthly Report No.:</b> 3
<b>Job No:</b> n/a	<b>Month of:</b> July 2023
<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> John Bates	<b>Email Address:</b> john.bates@collierseng.com
<b>Construction Representative:</b> N/A	<b>Email Address:</b> -

**Project Progress During Month of July:**

July 1	Design team commenced Construction Documents Phase
July 10	Zoning Board of Appeals for Special Permit and Dimensional Variance (First Meeting)
July 12	Building Committee/Exterior Committee Meeting – Voted to Approve Design Development Value Engineering
July 26	Building Committee/Exterior Committee Meeting – Vote to Select Contractor Prequalification Subcommittee

**30 Day Look Ahead Summary (August 2023):**

August 7	Zoning Board of Appeals for Special Permit and Dimensional Variance (Second Meeting)
August 9	Advertise General Contractor Request for Qualifications to Bid on Project
Exact Dates TBD	Town Department Meetings (Fire Department, Building Department, Public Works, etc.)
August 28	50% Construction Documents Set to Estimators
August 30	General Contractor Statement of Qualifications Due

**Potential Issues:**

	1st noted (period ending)	Status
1) Construction Cost Estimates are tracking over the construction budget that was established at Feasibility Study	June 2023	<b>Open</b>
2) Hudson Light and Power is reporting long lead time for new transformers (up to 4 years)	June 2023	<b>Open</b>
3) Potential soil contamination on site.	June 2023	<b>Open</b>

# FINANCIAL STATUS REPORT

## Town of Stow Randall Public Library

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

Date: July 20, 2023

	A	B	C	D1	D2	D	E	F	G
	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
Budget developed as of 12/30/2022	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	\$ 6,188.5	\$ -	\$ 6,188.5	\$ -	\$ -	\$ -	\$ 6,188.5	\$ 6,188.5	\$ -
<a href="#">B.</a> Other Construction		-	-	-	-	-	-	-	-
<b>Total Building Construction</b>	<b>6,188.5</b>	<b>-</b>	<b>6,188.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,188.5</b>	<b>6,188.5</b>	<b>-</b>
<b>II. Related Construction</b>									
<a href="#">A.</a> Sitework	-	-	-	-	-	-	-	-	-
<a href="#">B.</a> Site Utility Systems		-	-	-	-	-	-	-	-
<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>-</b>	<b>-</b>	<b>-</b>
<b>III. Escalation</b>	<b>361.5</b>		<b>361.5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>361.5</b>	<b>361.5</b>	<b>-</b>
<b>Total Construction</b>	<b>\$ 6,550.0</b>	<b>\$ -</b>	<b>\$ 6,550.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,550.0</b>	<b>\$ 6,550.0</b>	<b>\$ -</b>
<b>IV. Furniture, Fixtures &amp; Equipment (FF&amp;E)</b>									
<a href="#">A.</a> Loose Furnishings	-	-	-	-	-	-	-	-	-
<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>-</b>	<b>-</b>	<b>-</b>

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		A	B	C	D1	D2	D	E	F	G
		Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
		Proposed Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
Budget developed as of 12/30/2022										
V.	<b>Fees and Expenses</b>									
A.	Fees									
1	Existing Conditions & Space Program		-	-	-	-	-	-	-	-
2	Architect	1,024.0	-	1,024.0	432.7	591.4	1,024.1	1,024.0	2,048.1	(1,024.1)
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	-	7.7	7.7	36.0	43.7	(7.7)
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	-	-	-	7.0	7.0	-
h	Green Building Consultant	w/ architect								
i	Storm Water Monitoring	-	-	-	-	-	-	-	-	-
4	Project Management	367.2	-	367.2	57.5	309.7	367.2	-	367.2	-
5	Building Commissioning	36.9	-	36.9	-	24.5	24.5	36.9	61.4	(24.5)
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	490.2	942.8	1,433.0	1,123.9	2,556.9	(1,053.8)

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Budget developed as of 12/30/2022	Proposed Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
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	0.4	58.0	58.4	(23.4)	35.0	-
9 Moving/Relocation	35.0	-	35.0	-	-	-	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	-	-	-	7.5	7.5	-
14 Bond/Financing	-	-	-	-	-	-	-	-	-
15 Site Acquisition	-	-	-	-	-	-	-	-	-
Sub-total Expenses	122.2	-	122.2	0.4	58.0	58.4	63.8	122.2	-
<b>Total Fees and Expenses</b>	<b>1,625.3</b>	<b>-</b>	<b>1,625.3</b>	<b>490.6</b>	<b>1,000.8</b>	<b>1,491.4</b>	<b>1,187.7</b>	<b>2,679.1</b>	<b>(1,053.8)</b>
VI. <u>Contingency</u>									
A. Construction & Owner's Project									
1 Construction	327.4	-	327.4	-	-	-	-	-	327.4
2 Owner's Project	347.3	-	347.3	-	-	-	-	-	347.3
B. Additional Need	-	-	-	-	-	-	674.7	674.7	(674.7)
<b>Total Contingency</b>	<b>674.7</b>	<b>-</b>	<b>674.7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>674.7</b>	<b>674.7</b>	<b>-</b>
<b>Total Project</b>	<b>\$ 8,850.0</b>	<b>\$ -</b>	<b>\$ 8,850.0</b>	<b>\$ 490.6</b>	<b>\$ 1,000.8</b>	<b>\$ 1,491.4</b>	<b>\$ 8,412.4</b>	<b>\$ 9,903.8</b>	<b>\$ (1,053.8)</b>

MILESTONE SCHEDULE



Town of Stow

Randall Library Project

07/20/2023 - Project Schedule - DRAFT COPY

- 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
1	Commence DD Documents	○			10-Apr-23
2	Building Committee Meeting #3	○			12-Apr-23
3	Town Department Meetings (Fire Department, Building Department, Public Works, etc.)				24-Apr-23 thru 28-Apr-23
4	Exterior Building Committee Meeting - Exterior Review	○			3-May-23
6	Building Committee Meeting #4 - MEP Review	○			10-May-23
8	Building Committee Meeting 5	○			24-May-23
9	Post RFQ for Commissioning Agents				25-May-23
10	Commissioning Agents ad goes live				31-May-23
11	Send DD Set to Estimators	◆			5-Jun-23
12	DD Design Review			21 Days	6-Jun-23 thru 27-Jun-23
13	DD Estimates Due From Estimators				16-Jun-23
14	DD Estimate Reconciliation Meeting	◆			22-Jun-23
15	DD Value Management			5 Days	22-Jun-23 thru 12-Jul-23
16	Commissioning Agent Quotes Due				22-Jun-23
17	Building Committee Meeting 6 - Cx AGENT, APPROVAL TO PROCEED TO CD	○			28-Jun-23
III.	Construction Document Phase				June 29, 2023 thru September 27, 2023
1	Commence CD Documents				29-Jun-23
2	Zoning Board of Appeals for Special Permit and Dimensional Variance - 1				10-Jul-23
3	Building Committee Meeting 6.1 - Vote to Approve DD Value Engineering	○			12-Jul-23
4	Building Committee Meeting 7 - Vote to Approve Prequal Committee	○			26-Jul-23
5	Contractor Prequal Committee Meeting to Approve RFQ				2-Aug-23
6	Advertise Contractor RFQ in Central Register, Local Newspaper and COMMBUYS				3-Aug-23
7	Zoning Board of Appeals for Special Permit and Dimensional Variance - 2				7-Aug-23
8	Town Department Meetings (Fire Department, Building Department, Public Works, etc.)				7-Aug-23 thru 11-Aug-23
9	Contractor Prequal Available to General Contractors	◆			9-Aug-23
10	Send 50% CD Set to Estimators				28-Aug-23
11	CD Design/Cost Estimate Review				28-Aug-23 thru 11-Sep-23
12	Contractor SOQ's Due	◆			30-Aug-23
13	Contractor Prequal Committee Meeting to Distribute SOQ's				4-Sep-23
14	CD Estimates Due From Estimator				11-Sep-23
15	CD VE Effort Completed (If Necessary)				11-Sep-23 thru 4-Sep-23
17	Building Committee Meeting 7 - VOTE to Recommend Total Project Budget	○			6-Sep-23
18	Special Town Meeting - Vote to Approve Use of Additional Funds for Library Project	○			18-Sep-23
19	Contractor Prequal Committee Meeting (If Necessary)				20-Sep-23
20	Contractor Prequal Committee Meeting - Complete Contractor Quals Review	◆			25-Sep-23
21	Complete 100% Construction Documents - Issued for Final Review	◆			27-Sep-23
22	Complete Contract Documents; NTP to Bid	◆			27-Sep-23
23	Deadline for Contractor Notification Reg Prequal				29-Sep-23
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				5-Oct-23 thru 11-Oct-23
4	IFB Ad's Go LIVE				4-Oct-23
5	Bid Docs Available to Contractors	◆			4-Oct-23
6	PreBid Conference	◆			11-Oct-23
7	Filed Subcontractor RFI Due Date				18-Oct-23
8	Filed Subcontractor Bid	◆			25-Oct-23
9	General Contractor RFI Due Date				27-Oct-22
10	General Contractor Bid	◆			8-Nov-23
11	Building Committee Meeting - Vote to Approve Low Bidder	○			15-Nov-23
12	Selectboard Meeting for GC Contract	◆			TBD
13	Issue Notice-To-Proceed to GC				29-Nov-23
14	Finalize Construction Contracts	◆			29-Nov-23 thru 8-Dec-23
V.	Construction Phase				December 8, 2023 thru February 1, 2025
VI.	Project Close-Out				Jan 2025 thru April 2025

Current Status 7/20/23