



Project Leaders

Project: Randall Library Project	Monthly Report No.: 2
Job No: n/a	Month of: June 2023
Architect: designLAB 35 Channel Center St., Unit 103 Boston, MA 02110	Owner: Town of Stow, Massachusetts 380 Great Road Stow, MA 01775

Director: Phil Palumbo	Email Address: phil.palumbo@collierseng.com
Project Manager: John Bates	Email Address: john.bates@collierseng.com
Construction Representative: N/A	Email Address: -

Project Progress During Month of May-June:

May 24	Building and Exterior Committee Meetings/Workshops to review exterior design and approve certain exterior components
June 5 – June 21	Cost estimating on the 100% Design Development Drawings and Specifications
June 21	Town and Architect executed the Mass Save Memorandum of Understanding to proceed through Eversource with Incentive Path 3: High Performance Buildings
June 22	Cost estimate reconciliation meeting with designLAB, Colliers, Fennessy Consulting, Rider Levitt Bucknell.
June 28	Building Committee Meeting/Workshop to review 100% Design Development cost estimates and potential Value Engineering

30 Day Look Ahead Summary (July 2023):

July 1	Commence Construction Documents Phase
July 11	Stow Planning Board Meeting to review Randall Project and Zoning Board of Appeals Application for Special Permit and Dimensional Variance
July 26	Building Committee Meeting/Workshop

Potential Issues:

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

FINANCIAL STATUS REPORT

Town of Stow Randall Public Library

Financial Status Report (\$000's)

Date: June 26, 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)	
I. Building Construction									
A. New Building & Renovation	\$ 6,188.5	\$ -	\$ 6,188.5	\$ -	\$ -	\$ -	\$ 6,188.5	\$ 6,188.5	\$ -
B. Other Construction		-	-	-	-	-	-	-	-
Total Building Construction	6,188.5	-	6,188.5	-	-	-	6,188.5	6,188.5	-
II. Related Construction									
A. Sitework	-	-	-	-	-	-	-	-	-
B. Site Utility Systems		-	-	-	-	-	-	-	-
C. Building Demolition		-	-	-	-	-	-	-	-
D. Hazardous Material Removal		-	-	-	-	-	-	-	-
E. Sustainable Elements		-	-	-	-	-	-	-	-
Total Related Construction	-	-	-	-	-	-	-	-	-
III. Escalation	361.5		361.5	-	-	-	361.5	361.5	-
Total Construction	\$ 6,550.0	\$ -	\$ 6,550.0	\$ -	\$ -	\$ -	\$ 6,550.0	\$ 6,550.0	\$ -
IV. Furniture, Fixtures & Equipment (FF&E)									
A. Loose Furnishings	-	-	-	-	-	-	-	-	-
B. Program Related Equipment	-	-	-	-	-	-	-	-	-
C. Data/Telecomm Equipt	-	-	-	-	-	-	-	-	-
D. Audio/Visual Equipment		-	-	-	-	-	-	-	-
E. Security Equipment		-	-	-	-	-	-	-	-
F. Specialty Signage		-	-	-	-	-	-	-	-
Total FF & E	-	-	-	-	-	-	-	-	-

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Budget developed as of 12/30/2022										
V.	Fees and Expenses									
A.	Fees									
1	Existing Conditions & Space Program		-	-	-	-	-	-	-	-
2	Architect	1,024.0	-	1,024.0	311.7	712.4	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	49.1	318.1	367.2	-	367.2	-
5	Building Commissioning	36.9	-	36.9	-	-	-	36.9	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	360.8	1,047.7	1,408.5	1,123.9	2,532.4	(1,029.3)

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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	-
	Total Fees and Expenses			1,625.3	-	1,625.3	361.2	1,105.7	1,466.9	1,187.7	2,654.6	(1,029.3)
VI.	Contingency											
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)
	Total Contingency			674.7	-	674.7	-	-	-	674.7	674.7	-
	Total Project			\$ 8,850.0	\$ -	\$ 8,850.0	\$ 361.2	\$ 1,105.7	\$ 1,466.9	\$ 8,412.4	\$ 9,879.3	\$ (1,029.3)

MILESTONE SCHEDULE



Town of Stow

Randall Library Project

06/26/2023 - 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 27-Jun-23
16	Commissioning Agent Quotes Due				22-Jun-23
17	Building Committee Meeting 6 - APPROVE PREQUAL SUBCOMMITTEE, 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	Town Department Meetings (Fire Department, Building Department, Public Works, etc.)				10-Jul-23 thru 14-Jul-23
3	Present to Planning Board for Special Permit and Dimensional Variance				11-Jul-23
4	Building Committee Meeting 7	○			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	Contractor Prequal Available to Contractors	◆			9-Aug-23
8	Send 50% CD Set to Estimators				14-Aug-23
9	CD Design/Cost Estimate Review				14-Aug-23 thru 4-Sep-23
10	Planning Board Submission - Site Plan Review				15-Aug-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				4-Sep-23
15	CD VE Effort Completed (If Necessary)				5-Sep-23 thru 15-Sep-23
16	Planning Board - Site Plan Review				5-Sep-23
17	Building Committee Meeting 7 - VOTE to Proceed into Bidding	○			6-Sep-23
18	Contractor Prequal Committee Meeting (If Necessary)				20-Sep-23
19	Contractor Prequal Committee Meeting - Complete Contractor Quals Review	◆			25-Sep-23
20	Deadline for Contractor Notification Reg Prequal				29-Sep-23
21	Complete 100% Construction Documents - Issued for Final Review	◆			27-Sep-23
22	Complete Contract Documents; NTP to Bid	◆			27-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 and Filed Subcontractors				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	○			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
6/26/23

FEE PROPOSAL COMPARISON ANALYSIS



Town of Stow
Randall Library Project

22-Jun-23

RECOMMENDED	Mechanical-Electrical-Plumbing Commissioning Services						
	SERVICES REQUESTED						FEE ANALYSIS INFORMATION
	FIRM NAME	Task 1: Design/Bid Phase	Task 2: Construction Phase	Task 3: Occupancy & Operation Phase	Expenses	TOTAL FEE	COMMENTS
	Y BVH Integrated Systems	\$3,200	\$13,500	\$6,250	\$1,500	\$24,450	Experienced company, lowest cost.
	N Environmental Health & Engineering	\$4,380	\$19,955	\$3,035	\$595	\$27,965	
	N NV5	\$5,500	\$18,250	\$3,250	\$1,000	\$28,000	
	N Terva Engineering	\$5,200	\$6,510	\$14,850	\$1,500	\$28,060	
	N Colliers Project Leaders	\$4,320	\$22,772	\$1,498	\$1,000	\$29,590	
	N LiRo Corp.	\$6,995	\$21,000	\$2,000	\$1,000	\$30,995	
	N RW Sullivan	\$6,000	\$20,000	\$4,000	\$1,500	\$31,500	
	N Stantec	\$6,000	\$20,000	\$4,000	\$1,500	\$31,500	