



Project Leaders

Project: Randall Library Project	Monthly Report No.: 4
Job No: n/a	Month of: August 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: Matthew Sturz	Email Address: matthew.sturz@collierseng.com
Construction Representative: N/A	Email Address: -

Project Progress During Month of August:

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
August 22	Decarbonization Grant Letter of Intent sent to Green Communities Division Director
August 25	65% Construction Documents Set to Estimator
August 30	General Contractor Statement of Qualifications Due / First Meeting of the Prequalification Committee

30 Day Look Ahead Summary (September 2023):

September 7	Prequalification Committee scheduled to meet to review GC SOQ submissions
September 13	Building Committee Meeting #7 – VOTE to recommend Total Project Budget
September 18	Special Town Meeting – Vote to Approve Additional Funds for the Library Project
September 22	Anticipated Completion of Contractor Prequalification
September 27	Anticipated Completion of 100% Construction Documents
September 28	Completed Documents Sent To Bid Hosting Vendor / Advertisement in Central Register

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	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
4) One-way conversion at Common Rd. – unclear timeline regarding when this may be approved, has support but awaiting full Town Approval process.	August 2023	Open

FINANCIAL STATUS REPORT

Town of Stow Randall Public Library

Financial Status Report (\$000's)

Date: **August 30, 2023**

	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)	
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		-	-	-	-	-	25.0	25.0	(25.0)
C. Building Demolition		-	-	-	-	-	-	-	-
D. Hazardous Material Removal		-	-	-	-	-	-	-	-
E. Sustainable Elements		-	-	-	-	-	-	-	-
Total Related Construction	-	-	-	-	-	-	25.0	25.0	(25.0)
III. Escalation	361.5		361.5	-	-	-	361.5	361.5	-
Total Construction	\$ 6,550.0	\$ -	\$ 6,550.0	\$ -	\$ -	\$ -	\$ 6,575.0	\$ 6,575.0	\$ (25.0)
IV. Furniture, Fixtures & Equipment (FF&E)									
A. Loose Furnishings	-	-	-	-	-	-	350.0	350.0	(350.0)
B. Program Related Equipment	-	-	-	-	-	-	-	-	-
C. Data/Telecomm Equipt	-	-	-	-	-	-	-	-	-
D. Audio/Visual Equipment		-	-	-	-	-	-	-	-
E. Security Equipment		-	-	-	-	-	-	-	-
F. Specialty Signage		-	-	-	-	-	-	-	-
Total FF & E	-	-	-	-	-	-	350.0	350.0	(350.0)

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		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.	Fees and Expenses									
A.	Fees									
<u>1</u>	Existing Conditions & Space Program		-	-	-	-	-	-	-	-
<u>2</u>	Architect	1,024.0	-	1,024.0	432.7	591.4	1,024.1	-	1,024.1	(0.1)
<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								
<u>3</u>	Special Consultants									
<u>a</u>	Haz. Mat. Consultant	36.0	-	36.0	-	7.7	7.7	36.0	43.7	(7.7)
<u>b</u>	Audio/Visual	-	-	-	-	-	-	-	-	-
<u>c</u>	Technology & Security Consultant	-	-	-	-	-	-	-	-	-
<u>d</u>	Geo-Tech Engineering	-	-	-	-	-	-	-	-	-
<u>e</u>	Traffic Engineer	-	-	-	-	-	-	-	-	-
<u>f</u>	Ecologist/Soil Sample	-	-	-	-	-	-	-	-	-
<u>g</u>	Peer Reviews	7.0	-	7.0	-	-	-	7.0	7.0	-
<u>h</u>	Green Building Consultant	w/ architect								
<u>i</u>	Storm Water Monitoring	-	-	-	-	-	-	-	-	-
<u>4</u>	Project Management	367.2	-	367.2	57.5	309.7	367.2	-	367.2	-
<u>5</u>	Building Commissioning	36.9	-	36.9	-	24.5	24.5	36.9	61.4	(24.5)
<u>6</u>	Owner's Cost Estimator	12.0	-	12.0	-	9.5	9.5	-	9.5	2.5
<u>7</u>	CM Preconstruction Fee	-	-	-	-	-	-	-	-	-
<u>8</u>	Owner's Legal Fees	10.0	-	10.0	-	-	-	10.0	10.0	-
<u>9</u>	Site Survey	w/ architect	-	-	-	-	-	-	-	-
<u>10</u>	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	99.9	1,532.9	(29.8)

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Town of Stow Randall Public Library

Financial Status Report (\$000's)

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		Budget			Contracted Project Costs		Anticipated Costs			
		Proposed Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	Remaining Balance (C - F)
Budget developed as of 12/30/2022										
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	490.6	1,000.8	1,491.4	163.7	1,655.1	(29.8)
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	-	-	-	-	-	-	1,327.5	1,327.5	(1,327.5)
	Total Contingency	674.7	-	674.7	-	-	-	1,327.5	1,327.5	(652.8)
	Total Project	\$ 8,850.0	\$ -	\$ 8,850.0	\$ 490.6	\$ 1,000.8	\$ 1,491.4	\$ 8,416.2	\$ 9,907.6	\$ (1,057.6)

MILESTONE SCHEDULE



Town of Stow

Randall Library Project

08/30/2023 - 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		
III.	Construction Document Phase			June 29, 2023 thru September 27, 2023		
1	Commence CD Documents		Construction Document Phase - 13 Weeks	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 RFQ Available to General Contractors	◆		9-Aug-23		
10	Send 50% CD Set to Estimator			25-Aug-23		
11	CD Design/Cost Estimate Review			25-Aug-23	thru	11-Sep-23
12	Contractor SOQ's Due (First Prequalification Committee Meeting)	◆		30-Aug-23		
13	Contractor Prequalification Committee Meeting to Review SOQ's			7-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	○		13-Sep-23		
18	Special Town Meeting - Vote to Approve Use of Additional Funds for Library Project	○		18-Sep-23		
19	Contractor Prequalification Committee Meeting (If Necessary)			14-Sep-23		
20	Complete Contractor Prequalification and Committee Vote RE: Issue Prequalification Report	◆		22-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 RE: Prequalification Status			29-Sep-23		
IV.	Bidding Phase				September 29, 2023 thru December 8, 2023	
1	Send Bid Docs to Bid Hosting Vendor		Bid / Negotiation Phase - 10 Weeks	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
8/30/23