

MIDDLETON MUNICIPAL COMPLEX

Draft SCHEDULE

15 April 2022_v2

13 April	Kickoff Meeting Schedule meetings w/ Police Chief, Fire Chief & Town Hall/Senior Center contacts Receive org charts, staff projections, equipment lists etc. CTX and consultant begins existing site analysis/assessments CTX begins space needs programming
Space Needs Programming and Site Assessment / Analysis (6 weeks)	
22 April	Conduct Programming Interviews
3 May	Progress Deliverable: First draft of Space Needs Program sent to Departments' and Town for review.
10 May	Receive comments from Departments and Town on First Draft of Space Needs
12 May	Building Committee Meeting Review 1 st Draft of Space Needs Program (Town Comments incorporated) Report on Site Analysis Report on construction cost estimate based on program SF and market conditions Begin Master Plan options Begin conceptual building layouts
26 May	Progress Deliverable: Second draft of Space Needs Program and final site assessments sent to Departments and Town for review
2 June	Building Committee Meeting Review 2 nd draft of Space Needs Program Review final Site Assessments Review first draft of site fit master plan and conceptual building layouts
Conceptual Project Cost and Concept Planning (8 weeks partially concurrent with Space Needs)	
14 June	Draft of Final Space Needs Program sent to Departments and Town for review.
23 June	Building Committee Meeting Approve final Space Needs Program Confirm Master Plan option for design Review interior layout options for buildings Discussion of preliminary project budget and conceptual construction cost
Week of June 27 th	First Public Meeting (show Master Plan site layout only)
14 July	Building Committee Meeting Review progress interior layout options for buildings and select preferred option Preliminary budget review
28 July	Building Committee Meeting Concept Site plan Approval Review preferred concept design and preliminary cost estimate Authorization to proceed to Schematic Design Phase
Schematic Design (14 weeks)	
Week of August 1 st	Regulatory Review Schedule preliminary meeting with Planning Board, ZBA, and Building Commissioner
11 August	Building Committee Meeting



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	Review and refine the scope for the Schematic Design Phase Discuss sustainability concepts to be incorporate in the design (MEP/FP, arch. & civil)
<i>August</i>	Engage MEP/FP engineers to present system designs for building including LCCA Prepare schematic design including site plan, floor plans, exterior elevations, system narrative and outline specifications.
September 2022	CM at Risk Procurement (Construction Manager Selection)
<i>15 September</i>	Building Committee Meeting SD Progress Review
Week of September 26 th	Second Public Meeting
<i>15 October</i>	Building Committee Meeting SD Progress Review
17 November	Building Committee Meeting Approve Schematic Design Authorization to prepare SD Cost Estimate and proceed to Design Development Phase
Design Development (18 weeks)	
15 December	Building Committee Meeting Review schematic design cost estimate and project budget
19 January 2023	Building Committee Meeting DD Progress Review Review schedule for regulatory process (February – August 2023)
Week of January 23 rd	Regulatory application process begins
16 February 2023	Building Committee Meeting DD Progress Review
February/March/April	Regulatory Hearings
16 March 2023	Building Committee Meeting DD Progress Review
6 April 2023	Building Committee Meeting DD Progress Review Authorization to proceed to Construction Document Phase
Construction Document Phase (18 weeks)	
7 April 2023	Submit DD package to Cost Estimator & CM
11 May 2023	Building Committee Meeting Review DD Cost Estimate & CM Estimate Authorization to bid Early Enabling
Enabling Bidding & Construction (sitework)	
12 May 2023	Enabling Documents released to CM
1 June 2023	Bid Levelling begins
15 June 2023	Building Committee Meeting Enabling pricing presented
16 June 2023	Contract Signed
19 June 2023	Enabling Construction Begins

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7 July 2023	Submit CD package to Cost Estimator & CM
10 August 2023	Building Committee Meeting Review CD Cost Estimate & CM Estimate Authorization to proceed to Trade Bidding
Trade Bidding	
11 August 2023	Documents released to CM for Trade Bids
31 August 2023	Trade bids due
14 September 2023	Levelling & GMP Presented
29 September 2023	GMP Signed
Vertical Construction (21 Months)	
2 October 2023	Commence Construction
June 2025	Substantial Completion
June-July 2025	Complete monetized Punch List Work (Interior and exterior)
July 2025	Users move-in
Project Closeout (8 weeks)	
	Submit As-builts
	Complete Punch List
	Submit O&M manuals
September 2025	Final Completion

PF 2204: 2.3