

## SEEKONK DPW COMPLEX

1.10.2023

➤ **OPM PROJECT TEAM:**

- Dan Tavares, Principal (617) 835.8528
- Marc Zawatsky, Sr. Project Manager (401) 252.1100
- Marybeth Carney, Project Manager (508) 284.2792
- Shannon Khoury, Assistant Project Manager
- Clerk-of-Works: Bill Friar

➤ **REVIEW OPM SCOPE OF SERVICES:**

- Owner expectations of OPM
- OPM Services and Fee based on effort and project duration (32 months total):
  - Preconstruction (16 months)
  - Construction & Closeout (16 months)
- Assist Town with Designer Procurement
- Develop and Maintain Project Schedule
- Develop and Maintain Project Budget
- Review Designer Documents, monitor activities and performance
- Coordinate Contractor Bid Phase/Contractor Prequalification
- Develop Construction Quality Assurance Program (QA)
- Provide full-time Clerk-of-Works during construction activities
- Oversee construction process and monitor contractor activities & performance
- Assist with Project Closeout activities, final commissioning, punch list inspections
- Assist with Furniture, Fixtures & Equipment (FFE) Installations and Move-In
- *Additional Services: Independent Cost Estimating (Recommended)*

➤ **ANTICIPATED PROJECT SCHEDULE (subject to change):**

- January 2023 – February 2023: Designer Procurement/Award (2 months)
- March 2023 – May 2023: Schematic Design (3 months)
- June 2023 – September 2023: Design Development (4 months)
- October 2023 – February 2024: Construction Documents (5 months)
- March 2024 – April 2024: Contractor Bidding (2 months)
- **May 2024: *Town Meeting to Approve Funding***
- June 2024 – July 2025: GC Award/Construction (14 months)
- August 2025– September 2025: Project Closeout (2 months)
- October 2025: FF&E Installations/Move into new Building

➤ **OWNER INFORMATION:**

- Establish Communications Protocols
- Confirm Building Committee membership, mission, goals, and approval authority
- Confirm project need, scope, program, schedule, budget, and expectations
- Review Town Approval Process and Target Timeline
- Owner expectations for Designer, past experiences, goals
- Furnish/provide access to project related documents, files, reports, etc.
- Confirm Building and Site Assessments
  - HAZMAT Survey
  - Comprehensive Property Survey & Assessment
  - Geotechnical/Geoenvironmental
  - Traffic Study/Wetland Delineation/Other Site Issues & Constraints
  - Utilities, Septic System, Drainage, Infrastructure
- Local/State/Federal/Environmental/Permitting/Legal/Conservation/ZBA
- Opportunities, Concerns, and Roadblocks?
- Requirements for CGA invoicing/approval process/purchase order/tax ID

➤ **NEXT STEPS:**

- Designer Selection:
  - Confirm Designer Selection/Approval Process
  - Develop RFQ (Town with CGA assistance)
  - Solicit, receive, and evaluate Designer responses
  - Interview, select and negotiate Designer fee proposal
  - Award Designer Contract

➤ **PROPOSED BUILDING COMMITTEE MEETING DATES (?)**