



OPM Report

SEEKONK DPW COMPLEX BUILDING COMMITTEE

6.14.2023

➤ UPDATES, DISCUSSIONS and ACTION ITEMS:

- **Programming Meetings:** The existing conditions DPW building walkthrough, site tour, and initial Programming meetings occurred on June 7, 2023. The design team met with DPW staff and administration to review design needs, including number of staff, restroom, equipment and storage needs, and adjacencies. Brewster Thornton Group and Gannet Fleming will provide Space Summaries and layouts for review. Additional programming meetings will be scheduled as needed.
- **Property Land Survey:** Survey was to be completed and distributed during the week of June 12th. Update requested.
- **Commissioning Agent Procurement:** CGA will draft a Request for Proposal (RFP) for third party commissioning and share with S. Cadime for review and approval. Once approved, CGA will assist with the procurement of these services. Typically, the Commissioning Agent is on board during the Design Development phase.
- **Community Outreach:** CGA recommends a thoughtful and coordinated approach to keep the community informed of this project. The committee should consider establishing a small group to assist with this effort and develop the most effective methods of communicating with Seekonk residents.

➤ ANTICIPATED PROJECT SCHEDULE (See Gantt Chart/Subject to Change):

- Jun 23 – Aug 23: Programming/Site Investigations (3m)
- Sep 23 – Dec 23: Schematic Design + Cost Estimate (4m)
- Jan 23 – Apr 24: Design Development + Cost Estimate (4m)
- May 24 – Aug 24: Construction Documents/Prequalification + Cost Estimate (4m)
- Sep 24 – Oct 24: Contractor Bidding (2m)
- Nov 24 – Dec 24: Town Meeting/Ballot Votes/Execute GC Contract (2m)
- Jan 25 – Apr 26: Construction & Project Closeout (16m)
- May 2026: Occupy Building

➤ INVOICES:

- There are no invoices to present.



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➤ PRECONSTRUCTION PROJECT BUDGET:

Project Budget	Budget	Billed to Date	Balance
OPM Basic Services	\$ 306,000	\$ 10,000	\$ 296,000
A&E: Basic Services	\$ 1,130,536	\$ -	\$ 1,130,536
A&E Allowances:			
<i>Conservation Permitting</i>	\$ 5,000	\$ -	\$ 5,000
<i>Wetland Flagging</i>	\$ 1,500	\$ -	\$ 1,500
<i>MA DOT Permitting</i>	\$ 20,000	\$ -	\$ 20,000
<i>Expanded Traffic Study</i>	\$ 10,000	\$ -	\$ 10,000
<i>Geotech CD Specifications</i>	\$ 3,000	\$ -	\$ 3,000
Commissioning Agent	\$ 15,000		
Contingency	\$ 8,964		
Budget Subtotal	\$ 1,500,000	\$ 10,000	\$ 1,490,000

➤ PROPOSED BUILDING COMMITTEE MEETING DATES (subject to change):

- 07/12/23 – 4:00pm
- 08/09/23 – 4:00pm
- 09/13/12 – 4:00pm

PRELIMINARY PROJECT SCHEDULE

Seekonk Department of Public Works Complex

Activity Name	Duration (Days)	Start Date	Finish Date	2022	2023	2024	2025	2026												
				6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	
PRECONSTRUCTION	541.00	9/21/22	10/16/24																	
OPM Procurement	66.00	9/21/22	12/21/22																	
Information Gathering/Scope, Budget & Schedule	42.00	1/2/23	2/28/23																	
Designer Procurement	95.00	1/2/23	5/12/23																	
Existing Conditions/Site Investigations/Programming	64.00	6/5/23	8/31/23																	
Schematic Design Phase	76.00	9/1/23	12/15/23																	
Design Development Phase	95.00	12/18/23	4/26/24																	
Construction Documents/Contractor Prequalification	90.00	4/29/24	8/30/24																	
Contractor Bidding	31.00	9/4/24	10/16/24																	
TOWN APPROVAL & BOND REFERENDUM	150.00	5/6/24	11/29/24																	
Community Outreach	130.00	5/6/24	11/1/24																	
Town Meeting (TBD)	0.00	11/4/24	11/4/24																	
Referendum Ballot Vote (TBD)	0.00	12/16/24	12/16/24																	
CONSTRUCTION & CLOSEOUT	344.00	1/6/25	4/30/26																	
Construction	300.00	1/6/25	2/27/26																	
Project Closeout	44.00	3/2/26	4/30/26																	
Move Into New Building	0.00	5/1/26	5/1/26																	
				6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	