

MEMORANDUM

To: Sherborn Library Team	Project: Sherborn Library Renovation and Addition
Attn:	Project No.: 15-564
	Re: Project Itinerary
Cc:	Date: April 22, 2016
	Update: 5/18/2016, 7/11/2106, 9/26/2016, 10/4/2016
<p>Elizabeth Johnston (SLD) John Sayre-Scibona (DTI) Richard Smith (A&S) Jim Balmer (BBC) Peter Richardson, Danielle Spicer, Juli Riemenshneider (GIA) Dan Wall, Jeff Faucon, Phil Marcotty, Chris Lukas, Gil Martin, Michael Wright, Dana Etherington, Vicki Rybl (RDK) Marcy Stefura, Amanda Shaw (SAI) Steve McHugh (CS) Jeremy Mason (HE) Peter Timothy (AMFA) Peter Byerly, Rich Ryan, Jake Weed (BAA)</p>	

Responsibility/Attendees Key:

- LBC** Library Building Committee
- SLS** Sherborn Library Staff
- SLD** Sherborn Library Director
- DTI** Design Technique, Inc (OPM)
- BAA** Beacon Architectural Associates
- A&S** Adams & Smith
- BBC** Boston Building Consultants (Structural)
- GIA** Green International Affiliates (Site/civil & Landscape)
- RDK** RDK Engineers (MEP-FP & LEED)
- SAI** Stefura Associates (Interiors & Furnishings)
- CS** Construction Specifications
- HE** Howe Engineering (Code)
- AMFA** AM Fogarty & Associates (Estimator)
- MBLC** Massachusetts Board of Library Commissioners
- SBI** Sherborn Building Inspector
- SPI** Sherborn Plumbing/Gas Inspector
- SWI** Sherborn Wiring Inspector
- STP** Sherborn Town Planner
- SFD** Sherborn Fire Department
- DEP** Massachusetts Department of Environmental Protection
- GC** General Contractor (TBD)

CONSTRUCTION DOCUMENTS**Early May - Early October 2016**

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
TBD	Sherborn Historic Commission Presentation (TBD)	LBC, DTI, BAA, A&S
Complete	Request Prevailing Wage Rates Sheets from Dept of Labor & Standards (received 9/28/2016, valid for 90 days)	BAA, DTI, CS
Complete	Interior Finishes Meeting	SLD, DTI, BAA, A&S, SAI
Complete	Revised Estimate & Alternates review w/ LBC	LBC, DTI, BAA, A&S
10/5/2016	Town to provide final Front End Spec review comments & documents of Division 0 for inclusion in final Spec	DTI, LBC
10/12/2016	Prepare & Submit Bid Advertisement for Central Register	DTI, SLD, BAA
10/19/2016	Construction Documents made available to all bidders	BAA, A&S, BBC, GIA, RDK, SAI, CS

BID/AWARD**Early October - November 2016**

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
10/19/2016	Advertisements for Bid appears (in Central Register & local newspaper) & post Notice. [Note: Contractors obtaining bid docs to be posted/updated daily & submitted each week to Central Register]	DTI, SLD
10/26/2016	Pre Bid Walkthrough	BAA, DTI, SLD
11/9/2016	Filed Sub Bid Opening	BAA, DTI, SLD
11/22/2016	General Bid Opening	BAA, DTI, SLD
11/28/2016	Present Recommendations to LBC for vote	BAA, A&S, DTI, SLD
Wk of 12/5/2016	Town Awards Contract (must be w/in 30 days of General Bid Opening - by 12/23/2016)	BAA, DTI, SLD

CONSTRUCTION ADMINISTRATION**December 2016 - December 2017**

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
Early Dec. 2016	Meet with Building Officials & Submit Permit Apps	GC
12/19/2016	Kickoff Construction Meeting	GC, BAA, DTI, LBC
Weekly (TBD)	On-Site Construction Meetings	GC, BAA, DTI, LBC (Engineers/ Consultants TBD)
TBD	LEED Meetings/Conference Calls	GC, BAA, RDK, GIA, DTI, SLD
Dec. 2016	Final FFE Docs for Bid	SAI/DTI/SLD
Dec. 2016 to Mid Jan. 2017	Furniture Bids	SAI/DTI/SLD
Feb. 2017	Furniture Order Placements	SAI/DTI/SLD
Nov/Dec 2017	Furniture Installation	GC, BAA, A&S, SAI, DTI
Dec 2017	Substantial Completion and Occupancy	GC, BAA, DTI, LBC
Mid Jan 2018	Punchlist	GC, BAA, A&S, DTI, BBC, GIA, RDK, SAI
Dec- Jan 2018	Commissioning	GC, BAA, RDK, DTI
TBD	LEED Submission	GC, BAA, RDK, GIA, DTI, SLD
Jan 2018	Wrap up and close out	BAA, LBC, DTI