

**Colliers Project Leaders** 100 Federal Street, 13th Floor Boston, MA 02110

**Project Leaders** 

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Project:	Medway Municipal Complex Project	Monthly Report No.: 1
Job No:	n/a	Month of: August 2025
Architect:		Owner:
TBD		Town of Medway
		155 Village Street
		Medway, MA 02053

Director: Phil Palumbo	Email: phil.palumbo@collierseng.com
Project Manager: Angela Campbell	Email: angela.campbell@collierseng.com

**Project Progress During/Through Month of August:** 

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7/21 – 7/31	Create draft Designer RFQ, create draft macro project schedule, create High, Low,
	Probable budget scenarios
7/28	Attend and present at Building Committee meeting
7/30	Attend Finance Subcommittee meeting
8/11 – 8/31	Work on draft project website and draft project FAQ
8/6	Attend and present at Designer Selection Subcommittee meeting
8/6 – 8/13	Finalize Designer RFQ, advertise Designer RFQ, and go live with it on 8/13
8/13 – 8/31	Distribute Designer RFQ to requestors, maintain Designer RFQ Holder List and email contact group, coordinate with Town and Tetra Tech on Designer questions, create and distribute Designer RFQ addendums
8/18	Conduct Designer briefing session and site walkthrough

### 30 Day Look Ahead Summary (September):

9/1 – 9/9	Create Designer qualifications evaluation scorecard, Designer interview invite, Designer
	interview questions list, and Designer interview evaluation scorecard
9/8	Attend and present at Building Committee meeting
9/10	Attend and present at Designer Selection Subcommittee meeting
9/10	Receive and distribute Designer qualifications to Designer Selection Subcommittee
9/10 – 9/23	Perform Designer reference checks and review Designer qualifications
9/23	Attend and present at Designer Selection Subcommittee meeting and shortlist Designers to interview
9/24	Notify Designers of results of Designer qualifications review and schedule Designer interviews

Potential Issues:	1st noted (period ending)	Status
1)		
2)		

### **Attachments**

- Macro Project Schedule dated 9/14/25
- Design & Bid Financial Status Report dated 9/16/25
- Demo & Soil Remediation Financial Status Report dated 9/16/25

## PROGRESS PHOTOGRAPHS



#1 Building demo progress



#2 Building demo progress



#3 Building debris removal progress



#4 Building debris removal progress



#5 Building demo and debris removal complete



#6 Building demo and debris removal complete

### **End of Report**

# **PROJECT SCHEDULE**



**Town of Medway** 

TIMELINE DESCRIPTIONS	oject	2025				2	026							2027							2028							2029			
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