



Project: Medway Municipal Complex Project	Monthly Report No.: 1
Job No: n/a	Month of: August 2025
Architect: TBD	Owner: 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:

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
Municipal Complex Building Project

