

**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.: 3
Job No: n/a	Month of: October 2025
Architect: Dore + Whittier Architects 260 Merrimac Street, 2 <sup>nd</sup> Floor Newburyport, MA 01950	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 October:** 

9/29	Designer Subcommittee Meeting; prepare and issue meeting minutes
10/6-10/10	Preparation for Designer Selection Subcommittee; notify designers
10/7	Correspondence with Designer
10/9-10/10	Prepare OPM report
10/13	Prepare PM Web project tracking
10/15-10/16	Designer Interviews, attend interviews, prepare and issue meeting minutes
10/17	Designer Subcommittee meeting to review final selection; prepare and issue meeting minutes
10/16-10/17	Prepare designer scoring
10/17	Notify designers of final selection
10/18	Update macro project schedule and project budget tracking including Site remediation
10/21	Updates to project website
10/27	Preparation for Building Committee meeting; Presentation and Designer introductions
10/27-10/28	Mail abutter communication letter
10/27-10/31	Designer fee negotiations and contract award; review proposed fee with Town
10/27-10/31	Correspondence, negotiation and budget preparation including proposed design fees

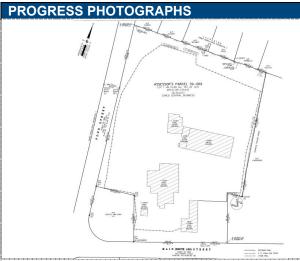
30 Day Look Ahead Summary (November):

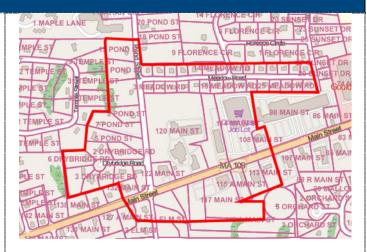
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Programming Kick-off meeting
Attend programming, design meetings; correspondence and oversight of designer progress
CM Selection Subcommittee
Prepare CMR IGO Application, get Owner approval on application, and submit CMR Application to the IG Office
Update project schedule
Neighborhood & Downtown Subcommittee meeting
Programming & concept review meetings ongoing
Present at Building Committee meeting and produce meeting minutes

Potential Issues:	1st noted (period ending)	Status
1) None at this time.		

## **Attachments**

- Macro Project Schedule dated 11/1/25
- Design & Bid Financial Status Report dated 11/1/25 Demo & Soil Remediation Financial Status Report dated 11/1/25





### Image of site survey plan

Image abutter notification

PROJECT SUMMARY: TOWN OF MEDWAY, MA		Minimum Building Footprint (sf)
SHARED SPACES SUBTOTAL:	13,031	12,640
POLICE DEPARTMENT SUBTOTAL:	20,247	10,004
FIRE DEPARTMENT SUBTOTAL:	28,782	18,517
TOWN HALL SUBTOTAL:	14,399	7,200
PROJECT GRAND TOTAL:	76,459	48,361



## Image from Dore + Whittier program development

Image from Dore + Whittier – early site analysis





Image from Dore + Whittier-early site analysis

Image from Dore + Whittier-early site analysis

#### **End of Report**

# **PROJECT SCHEDULE**



**Town of Medway** 

TIMELINE DESCRIPTIONS	2025	2026	2027	2028	2029
				Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov De	
r's Project Manager Selection					
and Site Cleanup Project					
Environmental Remediation Bidding & Award					
Environmental Cleanup					
ner Selection					
Draft RFQ					
RFQ for Designer Services Finalized					
RFQ Advertised					
Qualifications Due					
nterviews					
Final Selection, Negotiate, & Award Contract	$\mathcal{M}$				
n Phase					
Conceptual Design w/ Cost Estimate					
Schematic Design w/ Cost Estimate					
Design Development w/ Cost Estimate					
Constr. Documents w/ Cost Estimate					
Meeting & Debt Exclusion					
Community Outreach / PAC / etc					
own Meeting & Debt Exclusion Vote					
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onservation Commission (if applicable)	Current				
	Status				
anning Board	11/3/25				
ny Other Req'd Permitting	-2,5,25				
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O Application, IGO Review and IGO Response					
/I RFQ					
M Interviews and Selection					
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