



Project: Medway Municipal Complex Project	Monthly Report No.: 2
Job No: n/a	Month of: September 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 September:

9/1-9/7	Finalize draft project FAQ; finalize draft project website
9/1-9/9	Prepare 9/10 Designer Selection Subcommittee PPT, including CMR vs DBB PPT
9/2	Attend training session with Town Web to assist with creation of the project website
9/3	Review invoices for Environmental scope of work; update Budget control log
9/7	Update macro project schedule and project budget tracking including Site remediation
9/8	Present at Building Committee meeting and produce meeting minutes
9/9-9/22	Prepare abutter communication contacts
9/10	Present at Designer Selection Subcommittee meeting and produce meeting minutes
9/16	Finalize and distribute August OPM report
9/10-9/30	Review Designer RFQ submissions; correspondence with Designers. Prepare RFQ evaluation scorecards, Designer interview questions and Designer interview logistics format; correspondence with Designer Subcommittee
9/10-9/28	Perform Designer reference checks and compile responses into cohesive package
9/22-9/26	Prepare 9/20 Designer Selection Subcommittee PPT and handouts
9/29	Present at Designer Selection Sub Committee meeting and produce meeting minutes; Review Designer RFQ's; finalize Designer interview shortlist
9/30	Send email notifications to Designers regarding qualification review results

30 Day Look Ahead Summary (October):

10/15 & 10/16	Attend and coordinate Designer interviews
10/17	Attend Designer Selection Subcommittee meeting and produce meeting minutes
10/17 – 10/31	Designer fee negotiations and contract award
10/1 – 10/31	Prepare CMR IGO Application, get Owner approval on application, and submit CMR Application to the IG Office
10/20 – 10/24	Update project schedule
10/27	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 10/9/25
- Design & Bid Financial Status Report dated 10/3/25
- Demo & Soil Remediation Financial Status Report dated 10/1/25

PROGRESS PHOTOGRAPHS



Image from Designer qualification submission



Image from Designer qualification submission



Image from Designer qualification submission



Image from Designer qualification submission



Diagram A



Diagram B



Diagram E



Diagram F



Diagram C



Diagram D



Diagram G



Diagram H

Legend: Town Hall Police Fire

Legend: Town Hall Police Fire

Image from Designer qualification submission

Image from Designer qualification submission

End of Report

PROJECT SCHEDULE

Town of Medway
Municipal Complex Building Project

