

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

Project Leaders

Page 1 of 2

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

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



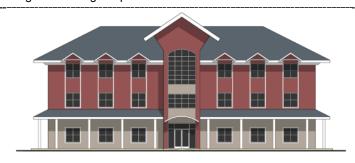


Image from Designer qualification submission

Image from Designer qualification submission

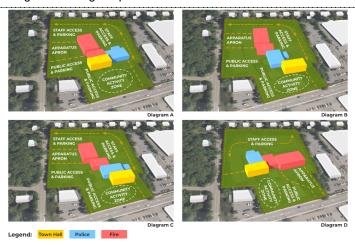




Image from Designer qualification submission

Image from Designer qualification submission

End of Report

PROJECT SCHEDULE



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