



Project Leaders

Medway Municipal Complex

Building Committee Meeting

August 24, 2026

Accelerating success.



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Medway Municipal Complex

August 24, 2026 Building Committee Meeting Agenda:

- 1) Call to Order
- 2) Quorum Confirmation
- 3) Public Comments
- 4) Design through Bidding Project Schedule Update
- 5) Design through Bidding Budget Update
- 6) Construction Budget Update
 - a. Design Development Estimate Update after Value Engineering
 - b. Solar Cost Benefit Analysis
- 7) Building and Site Design Update
- 8) Community Outreach Update & Discussion
- 9) Committee Approvals & Recommendations:
 - a. Vote: Approve 7/27/26 Building Committee Meeting Minutes
 - b. Vote: Approve Tetra Tech Proposal dated August 10, 2026 for Preliminary Soil Characterization
 - c. Vote: Approve Colliers Project Leaders Proposal dated August 19, 2026 for Construction, FF&E, Move, and Closeout Phase Services



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Medway Municipal Complex

August 24, 2026 Building Committee Meeting Agenda:

- 10) Other Business Determined to be Appropriate by the Chair
- 11) Next Meeting(s)
 - a. Building Committee: September 21, 2026 @ 7:00 PM (DPW Facility, conf room)
 - b. Budget Committee: TBD
 - c. FF&E Committee: TBD
 - d. Design Review Committee: TBD
 - e. PEDB: TBD
 - f. Conservation Committee: TBD
 - g. Community Outreach: TBD
- 12) Adjourn



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3) Public Comments



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4) Design through Bidding Project Schedule Update

Town of Medway

Medway Municipal Complex Project

TIMELINE DESCRIPTIONS		2026												2027																																																				
Date: August 24, 2026		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar																																				
Week Ending Date:		1/1/26	1/8/26	1/15/26	1/22/26	1/29/26	2/5/26	2/12/26	2/19/26	2/26/26	3/5/26	3/12/26	3/19/26	3/26/26	4/2/26	4/9/26	4/16/26	4/23/26	4/30/26	5/7/26	5/14/26	5/21/26	5/28/26	6/4/26	6/11/26	6/18/26	6/25/26	7/2/26	7/9/26	7/16/26	7/23/26	7/30/26	8/6/26	8/13/26	8/20/26	8/27/26	9/3/26	9/10/26	9/17/26	9/24/26	10/1/26	10/8/26	10/15/26	10/22/26	10/29/26	11/5/26	11/12/26	11/19/26	11/26/26	12/3/26	12/10/26	12/17/26	12/24/26	12/31/26	1/7/27	1/14/27	1/21/27	1/28/27	2/4/27	2/11/27	2/18/27	2/25/27	3/4/27	3/11/27	3/18/27	3/25/27
Monthly Building Committee Meetings																																																																		
Architect / Designer Selection ✓																																																																		
Design Phase																																																																		
Cost Estimating																																																																		
Local Permitting																																																																		
Design Review Committee																																																																		
Planning and Zoning																																																																		
Trade Contractor Prequalification																																																																		
Request for Qualifications																																																																		
Evaluate Qualifications / Reference Checks																																																																		
Finalize Scoring & Notify Contractors																																																																		
Bidding / GMP																																																																		
March STM & Ballot Vote																																																																		



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4) Design through Bidding Project Schedule Update

V. Trade & Non-Trade Contractor Bidding & CM GMP - Opt. D			Duration (35 work days)	December 9 thru February 1, 2027		
	TRADE & NON-TRADE BIDDING & GMP		7.5 Weeks			
1	Bid Docs Available	◆			9-Dec-26	
2	PreBid Conference				16-Dec-26	
3	Select Board Meeting - CD Estimate Value Used for Budget Discussion	○			4-Jan-27	
4	Trade & Non-Trade Contractor RFI Deadline				4-Jan-27	
5	Trade & Non-Trade Contractor Bids Due (Almost 5 weeks incl Holidays)	◆			12-Jan-27	
6	Review and Confirmation of Trade & Non-Trade Contractor Bids				14-Jan-27	
7	Select Board Meeting for Warrant Article - Bid Results Used for Budget Discussion	○			18-Jan-27	
8	Submission of CM GMP	◆			26-Jan-27	
9	Building Committee Meeting to Approve GMP (Falls on a Tuesday)	○			27-Jan-26	
10	Select Board Meeting to Approve GMP	○			1-Feb-27	
	SPECIAL TOWN MEETING & BALLOT VOTE					
1	Special Town Meeting	◆			1-Mar-27	
2	Ballot Vote	◆			9-Mar-27	



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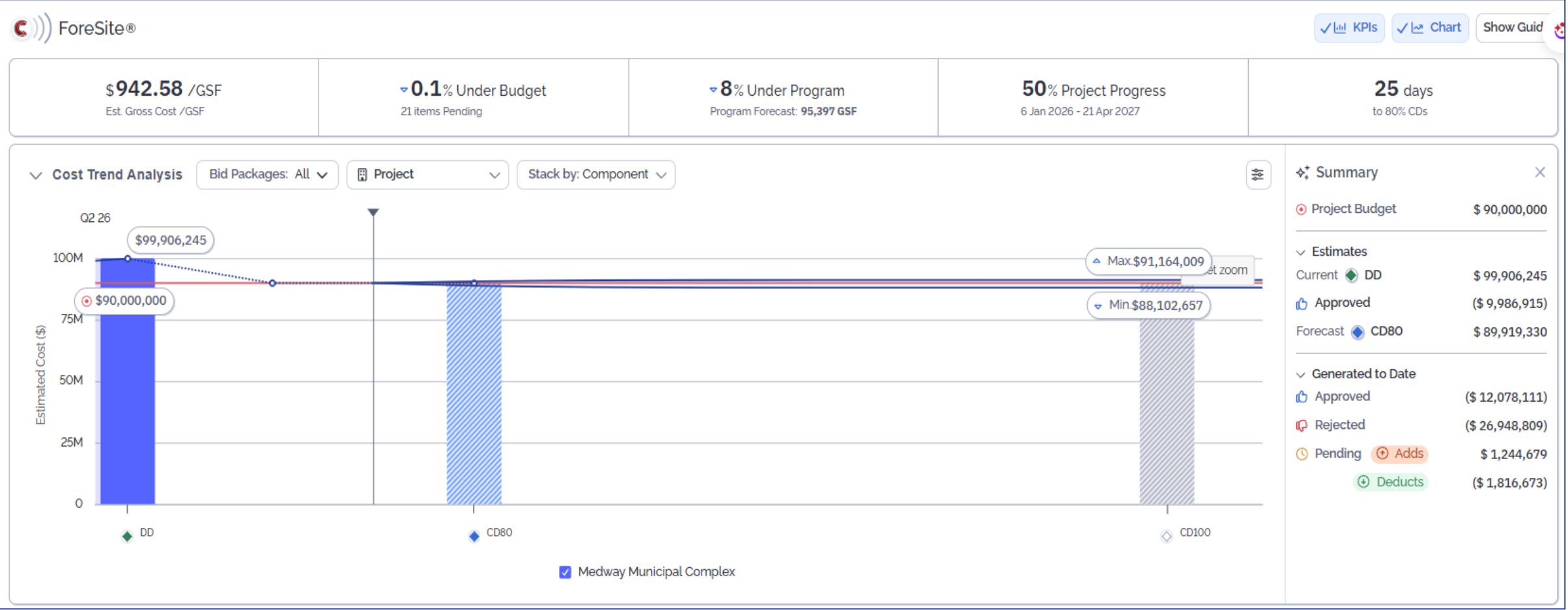


5) Design through Bidding Budget Update

Town of Medway										
Medway Municipal Complex Project - Design through Bid Budget										
Financial Status Report (\$000's)										
Date: August 24, 2026										
	A	B	C	D1	D2	D	E	F	G	
Budget developed as of 7/15/2025	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)	
	Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)		
V. Fees and Expenses										
A. Fees										
1	Conceptual Design - Architect	145.4	-	145.4	145.4	-	145.4	-	145.4	-
2	Architect - Basic Services_Design Phase	4,417.0	-	4,417.0	2,048.1	2,364.9	4,413.0	-	4,413.0	4.0
3 Special Consultants										
a	Environmental Consultant (w Owner)	100.0	-	100.0	22.3	2.4	24.7	40.8	65.5	34.5
b	FF&E Consultant	75.0	-	75.0	-	-	-	-	-	75.0
c	Technology Consultant	75.0	-	75.0	-	-	-	-	-	75.0
d	Geo-Tech Engineering	90.0	-	90.0	79.9	8.7	88.6	-	88.6	1.4
e	Traffic Engineer (w Owner)	65.0	-	65.0	13.4	8.2	21.6	10.0	31.6	33.4
f	Wetlands	5.0	-	5.0	-	-	-	-	-	5.0
g	Permitting	107.5	-	107.5	15.5	81.5	97.0	-	97.0	10.5
h	Geothermal Engineering	200.0	-	200.0	-	138.6	138.6	-	138.6	61.4
i	Solar Engineering	75.0	-	75.0	-	41.3	41.3	-	41.3	33.7
j	Energy Modeling & HVAC LCCA	55.0	-	55.0	-	55.0	55.0	-	55.0	-
4	Project Management	595.0	-	595.0	279.6	315.4	595.0	-	595.0	-
5	Building Commissioning	100.0	-	100.0	1.0	60.4	61.4	-	61.4	38.6
7	CM Preconstruction Fee	286.9	-	286.9	88.3	198.6	286.9	-	286.9	0.0
9	Site Survey	75.0	-	75.0	44.0	5.5	49.5	-	49.5	25.5
Sub-total Fees		6,466.8	-	6,466.8	2,737.5	3,280.5	6,018.0	50.8	6,068.8	398.0
B. Expenses										
2	Permits	50.0	-	50.0	-	-	-	50.0	50.0	-
3	Printing & Bid Hosting	15.0	-	15.0	-	-	-	15.0	15.0	-
8	Consultant Reimbursables	30.0	-	30.0	1.9	28.1	30.0	-	30.0	-
11	Advertising	10.0	-	10.0	0.8	-	0.8	9.2	10.0	-
13	Misc. Expenses	25.0	-	25.0	1.0	20.9	21.9	3.1	25.0	-
Sub-total Expenses		130.0	-	130.0	3.7	49.0	52.7	77.3	130.0	-
Total Fees and Expenses		6,596.8	-	6,596.8	2,741.2	3,329.5	6,070.7	128.1	6,198.8	398.0
VI. Contingency										
2	Owner's Project	1,303.2	-	1,303.2	-	-	-	-	-	1,303.2
Total Contingency		1,303.2	-	1,303.2	-	-	-	-	-	1,303.2
Total Project		\$ 7,900.0	\$ -	\$ 7,900.0	\$ 2,741.2	\$ 3,329.5	\$ 6,070.7	\$ 128.1	\$ 6,198.8	\$ 1,701.2

6) Construction Budget Update

a. Design Development Estimate Update After Value Engineering



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6) Construction Budget Update

b. Solar Cost Benefit Analysis

Modeled results

Alternative	CBA score	30-year cost	PV savings vs. no solar
1. No solar	47	\$8.17M	-
2. Town-owned rooftop	71	\$7.28M	\$892,000
3. Town-owned roof + canopies	59	\$7.50M	\$671,000
4. Roof + canopy PPA	55	\$7.39M	\$788,000
5. Rooftop-only PPA	67	\$7.35M	\$826,000



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7) Building and Site Design Update



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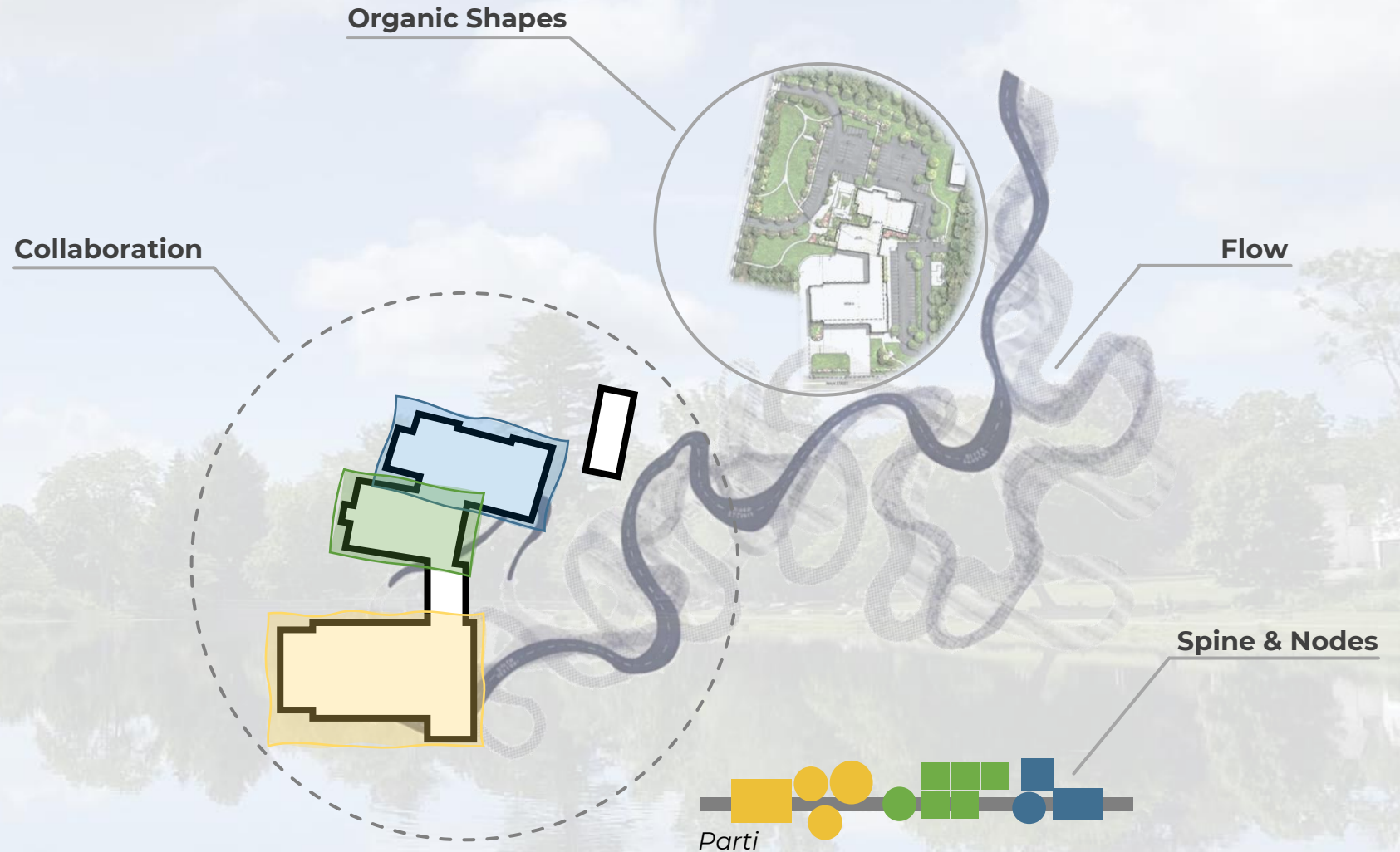


Project Leaders

August 24, 2026

Municipal Building Complex 120 Main St

Building Committee Update



ZONING REQUIREMENTS

ZONE: CENTRAL BUSINESS (CB)
ABUTTING ZONE: AGRICULTURAL RESIDENTIAL II (AR-II)
PROPOSED USE: MUNICIPAL (ALLOWED BY RIGHT)

DESCRIPTION	REQUIRED	PROPOSED	SECTION
MINIMUM LOT AREA	10,000 SF	361,520 SF	SECTION 6.1, TABLE 2
MINIMUM LOT FRONTAGE	30 FT	353± FT ¹	SECTION 6.1, TABLE 2
MINIMUM FRONT SETBACK	10 FT	98± FT	SECTION 6.1, TABLE 2
MINIMUM SIDE SETBACK	10 FT	40± FT	SECTION 6.1, TABLE 2
MINIMUM REAR SETBACK	25 FT	30± FT	SECTION 6.1, TABLE 2
MINIMUM TRANSITIONAL BUFFER	75 FT	98± FT	SECTION 10.E.3
MAXIMUM BUILDING HEIGHT	40 FT	TB0	SECTION 6.1, TABLE 2
MAXIMUM LOT COVERAGE	80%	±13%	SECTION 6.1, TABLE 2
MAXIMUM IMPERVIOUS COVERAGE	N/A	±53%	SECTION 6.1, TABLE 2
MINIMUM OPEN SPACE	15%	±42%	SECTION 6.1, TABLE 2

¹ LOT HAS FRONTAGE ON MAIN STREET AND POND STREET. FOR THROUGH LOTS, ONLY ONE FRONT LOT LINE MAY BE USED TO MEET THE MINIMUM FRONTAGE LENGTH REQUIREMENT. FRONTAGE ALONG MAIN STREET IS SHORTER LENGTH.

PARKING REQUIREMENTS

DESCRIPTION	REQUIRED	PROPOSED	SECTION
QUANTITY OF PARKING SPACES FOR GOVERNMENTAL OFFICE	1 SPACE PER 300 SF = 100± SPACES	145 SPACES ²	SECTION 7.1, TABLE 3
ADA SPACES	101-150 TOTAL SPACES = 5 ADA SPACES	8 SPACES	521 CMR 23
EV PARKING	101-150 TOTAL SPACES = 5 EV SPACES	18 SPACES ³	SECTION 7.1.1.E.4
EV READY PARKING	20% OF TOTAL SPACES = 29 SPACES	30 SPACES	225 CMR 23
BICYCLE PARKING	1 SPACE PER 20 CAR PARKING SPACES = 8 SPACES	>8 SPACES	SECTION 7.1.1.I

² WAIVER REQUIRED. IN THE CENTRAL BUSINESS DISTRICT (CB) THE MINIMUM NUMBER OF OFF-STREET PARKING SPACES REQUIRED BY USE ON TABLE 3 IN SECTION 7.1.1.D, SHALL BE INTERPRETED TO BE BOTH THE MINIMUM AND THE MAXIMUM AMOUNT OF PARKING SPACES REQUIRED (SECTION 10.2.D.2.A).

³ EV READY PARKING SPACES SHALL ALSO BE PROVIDED IN ACCORDANCE WITH 225 CMR CHAPTER 23 SECTION C405.13.

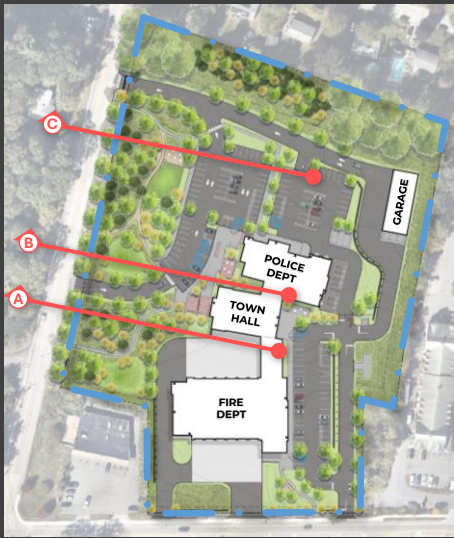
SPECIAL PERMIT REQUIRED FOR "FRONTAGE PARKING" BETWEEN BUILDING AND MAIN STREET (SECTION 7.1.1.K.4).



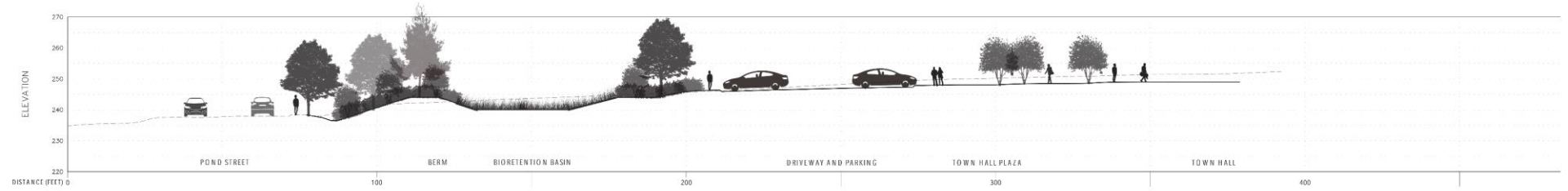
Site Layout

Site Sections

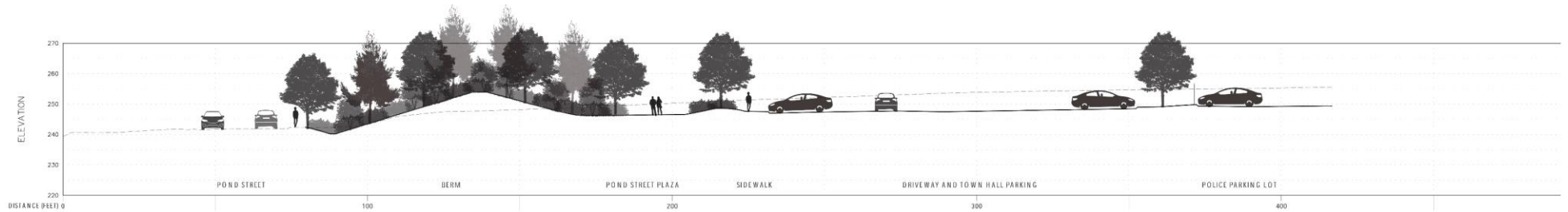




A1 PROFILE

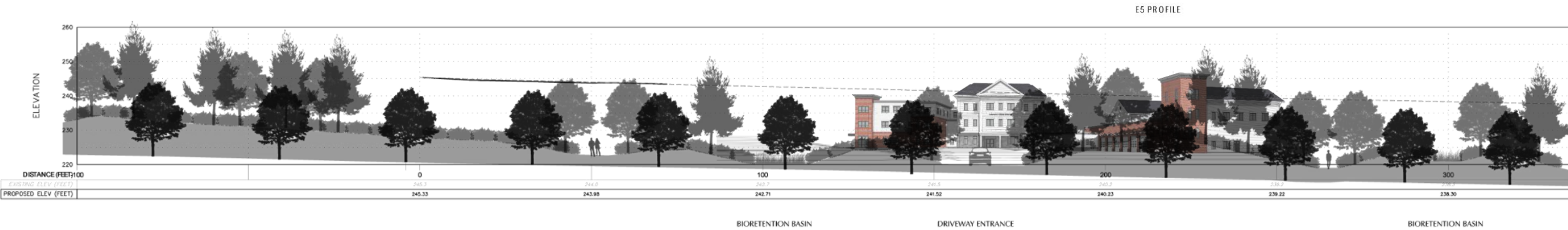
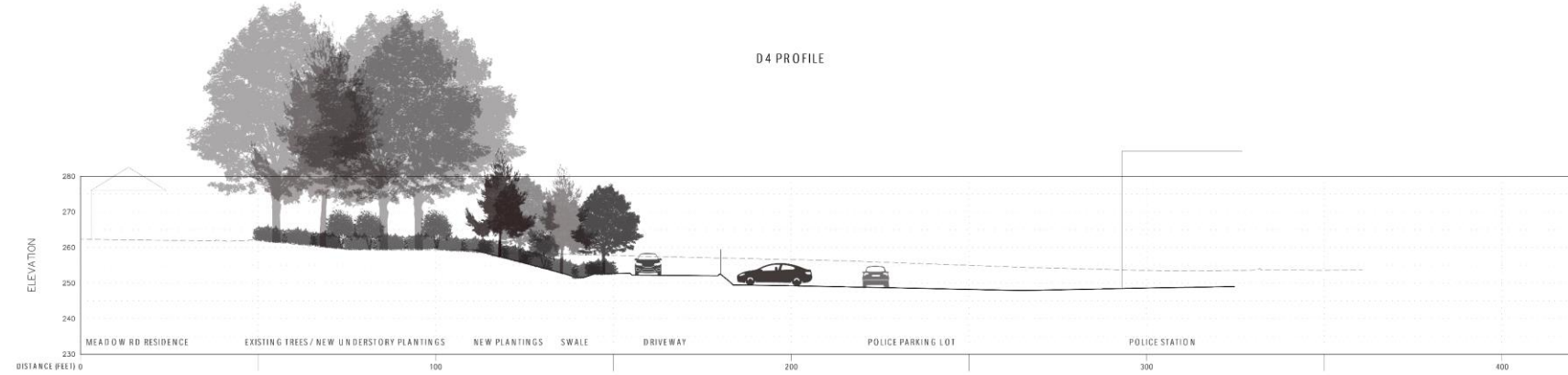
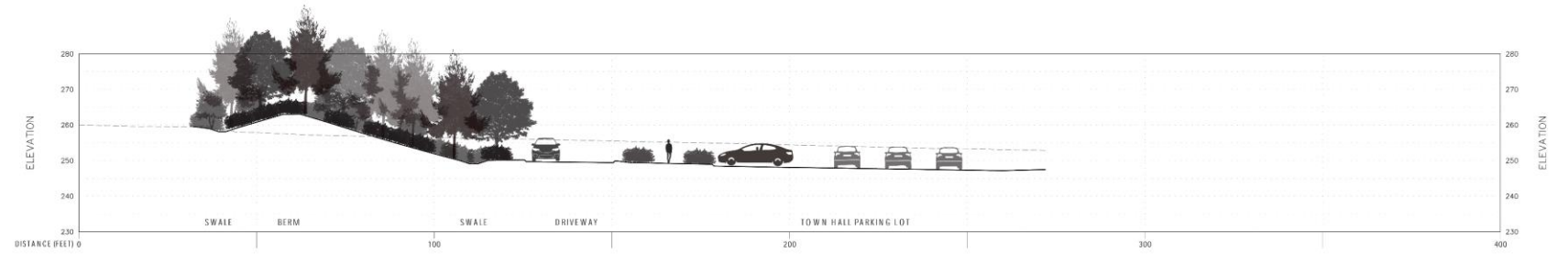


B2 PROFILE



C3 PROFILE

Site Sections



Pond Street Site Elevation





Pond Street Rendering



Main Street Rendering



Questions?

8) Community Outreach Update

Public Presentations

- Dec. 10th ✓
- Next ?

Project Website

Project Updates

Project Email Address

Town Facebook Page



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9) Committee Approvals and Recommendations

a. VOTE: Approve 7/27/26 Building Committee Meeting Minutes



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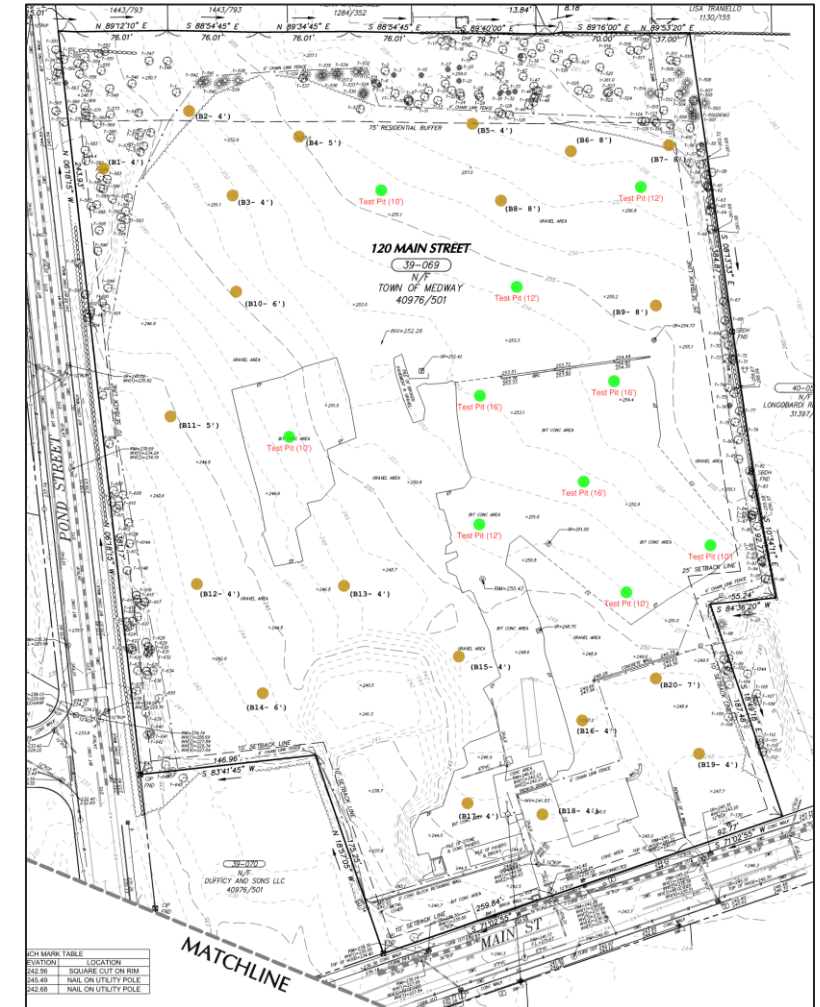
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9) Committee Approvals and Recommendations

b. VOTE: Approve Tetra Tech Proposal dated August 10, 2026 for Preliminary Soil Characterization

- One day, up to (20) borings at 4' – 8' deep
- Help inform the CD cost estimate
- Use towards soil export per DEP requirements

Task	Task Description	Budget
Task 1	Project Management, DigSafe and H&S Plan	\$ 1,360
Task 2	Drilling and Soil Sampling	\$ 5,100
Task 3	Soil Characterization and Soil Management Options Review	\$ 4,620
Labor Subtotal		\$ 11,080
Expenses (5%)		\$ 554
Photoionization Detector Rental (Task 2) (\$75/day X 1 day)		\$ 75
Drilling Subcontractor Expenses (Task 2)		\$ 2,576
Laboratory Subcontractor Expenses (Task 2)		\$ 26,516
Total		\$ 40,801



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9) Committee Approvals and Recommendations

b. VOTE: Approve Tetra Tech Proposal dated August 10, 2026 for Preliminary Soil Characterization

As of: 8/24/2026								Special Consultants- Environmental Consultant (w Owner)			
Budget Block Control Log								Budget Amount \$(000)		\$ 100.0	
								Budget with Approved Transfers		\$ 100.0	
INVOICE								CONTRACT			Contract Amount Unpaid
Approval Date	Vendor	Invoice Date	Invoice Number	Invoice Amount	Amount Approved	Amount NOT Approved	Cumulative Total Approved	Change Order/ Item #	Change Order Amount	Contract Amount	
Tetra Tech Preliminary Soil Characterization Round 1 - Test Pits - Proposal Dated May 21, 2026 (T&M)										24,740.00	
7/28/2026	Tetra Tech	7/22/2026	52618339	22,264.00	22,264.00	0.00	22,264.00			24,740.00	
TOTAL TO DATE:					22,264.00				0.00	24,740.00	
Planned But Not Contracted											
Date	Vendor	Description								Planned Amount	
8/21/2026	Tetra Tech	Round 2 of Prelim Soil Characterization - 20 Borings (T&M)								40,801.00	
TOTAL										40,801.00	
Remaining Balance Surplus (Deficit)										34,459.00	



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9) Committee Approvals and Recommendations

c. Vote: Approve Colliers Project Leaders Proposal dated August 19, 2026 for Construction, FF&E, Move, and Closeout Phase Services

Fee Amount: \$1,548,767

Fee Type: Hourly, Not-To-Exceed

Phases

- Construction
- FF&E and Technology
- Closeout
- Move
- Incentives / Tax Credits

Total OPM Fee w/ Precon: \$2,143,767 (2.4% of \$89.9M ECC)



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c. Vote: Approve Colliers Project Leaders Proposal dated August 19, 2026 for Construction, FF&E, Move, and Closeout Phase Services

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10) Other Business Determined to be Appropriate by the Chair



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Medway Municipal Complex

August 24, 2026 Building Committee Meeting

11) Next Meeting(s)

- a. Building Committee: September 21, 2026 @ 7:00 PM (DPW Facility, conf room)
- b. Budget Committee: TBD
- c. FF&E Committee: TBD
- d. Design Review Committee: TBD
- e. PEDB: September 22, 2026 @ 7:00 PM (Medway Middle School)
- f. Conservation Committee: TBD
- g. Community Outreach: TBD

12) Adjourn



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