



Project Leaders

Medway Municipal Complex

Building Committee Meeting

September 28, 2026

Accelerating success.



CONSIGLI
Est. 1905

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Medway Municipal Complex

September 28, 2026 Building Committee Meeting Agenda:

- 1) Call to Order
- 2) Quorum Confirmation
- 3) Public Comments
- 4) Vote: Approve 8/24/26 Building Committee Meeting Minutes
- 5) Design through Bidding Project Schedule Update
- 6) Design through Bidding Budget Update
- 7) Construction Budget Update
- 8) Trade Contractor Prequalification Discussion and Vote on Owner representative for Trade Contractor Prequalification Committee
- 9) Building and Site Design Update
- 10) Review and Vote on Northern Berm Modifications
- 11) Community Outreach Update & Discussion
- 12) Discussion/Vote: Architect Construction Administration / Closeout Agreement
- 13) Other Business Determined to be Appropriate by the Chair



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Medway Municipal Complex

September 28, 2026 Building Committee Meeting Agenda:

- 14) Next Meeting(s)
 - a. Building Committee: October 26, 2026 @ 7:00 PM (DPW Facility, conf room)
 - b. Budget Committee: TBD
 - c. FF&E Committee: TBD
 - d. Design Review Committee: TBD
 - e. PEDB: October 27, 2026 @ 7:00 PM (Medway Middle School)
 - f. Conservation Committee: TBD
 - g. Community Outreach: TBD
- 15) Adjourn



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3) Public Comments



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4) Vote: Approve 8/24/26 Building Committee Meeting Minutes



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5) Design through Bidding Project Schedule Update

Town of Medway

Medway Municipal Complex Project

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5) Design through Bidding Project Schedule Update

V. Trade & Non-Trade Contractor Bidding & CM GMP - Opt. D.2			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	Trade & Non-Trade Contractor RFI Deadline				30-Dec-27	
4	Select Board Meeting - <i>CD Estimate Value Used for Budget Discussion</i>	○			4-Jan-27	
5	Addendum Deadline				5-Jan-27	
6	Trade & Non-Trade Contractor Bids Due (<i>Almost 5 weeks incl Holidays</i>)	◆			12-Jan-27	
7	Review and Confirmation of Trade & Non-Trade Contractor Bids				14-Jan-27	
8	Select Board Meeting for Discussion Purposes ONLY	○			18-Jan-27	
9	Submission of CM GMP	◆			26-Jan-27	
10	Building Committee Meeting to Approve GMP (<i>Falls on a Thursday</i>)	○			28-Jan-26	
11	Select Board Meeting to Approve GMP	○			1-Feb-27	
12	Deadline to post STM Article				11-Feb-27	
	SPECIAL TOWN MEETING & BALLOT VOTE					
1	Special Town Meeting	◆			1-Mar-27	
2	Ballot Vote	◆			9-Mar-27	



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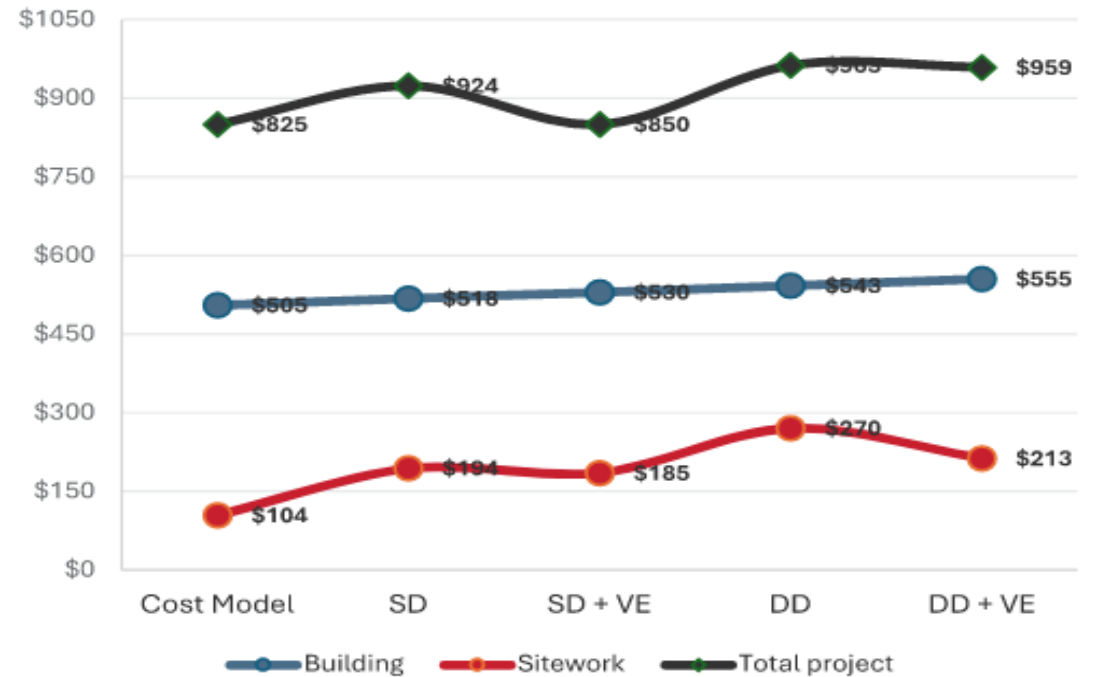
6) Design through Bidding Budget Update

Town of Medway										
Medway Municipal Complex Project - Design through Bid Budget										
Financial Status Report (\$000's)										
Date: September 28, 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	2,471.8	1,941.2	4,413.0	-	4,413.0	4.0	4.0
3 Special Consultants										
a Environmental Consultant (w Owner)	100.0	64.6	164.6	22.3	142.3	164.6	-	164.6	-	-
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	1.4
e Traffic Engineer (w Owner)	65.0	-	65.0	15.9	14.2	30.1	-	30.1	34.9	34.9
f Wetlands	5.0	-	5.0	-	-	-	-	-	-	5.0
g Permitting	107.5	-	107.5	43.6	53.4	97.0	-	97.0	10.5	10.5
h Geothermal Engineering	200.0	-	200.0	85.4	53.2	138.6	-	138.6	61.4	61.4
i Solar Engineering	75.0	-	75.0	-	41.3	41.3	-	41.3	33.7	33.7
j Energy Modeling & HVAC LCCA	55.0	-	55.0	-	55.0	55.0	-	55.0	-	-
4 Project Management	595.0	-	595.0	300.1	294.9	595.0	-	595.0	-	-
5 Building Commissioning	100.0	-	100.0	1.0	60.4	61.4	-	61.4	38.6	38.6
7 CM Preconstruction Fee	286.9	-	286.9	110.4	176.5	286.9	-	286.9	0.0	0.0
9 Site Survey	75.0	-	75.0	49.5	-	49.5	-	49.5	25.5	25.5
Sub-total Fees	6,466.8	64.6	6,531.4	3,325.3	2,841.1	6,166.4	-	6,166.4	365.0	365.0
B. Expenses										
2 Permits	50.0	-	50.0	-	28.8	28.8	-	28.8	21.2	21.2
3 Printing & Bid Hosting	15.0	-	15.0	-	-	-	15.0	15.0	-	-
8 Consultant Reimbursables	30.0	-	30.0	2.3	27.7	30.0	-	30.0	-	-
11 Advertising	10.0	-	10.0	1.0	-	1.0	9.0	10.0	-	-
13 Misc. Expenses	25.0	1.0	26.0	18.0	7.1	25.1	0.9	26.0	-	-
Sub-total Expenses	130.0	1.0	131.0	21.3	63.6	84.9	24.9	109.8	21.2	21.2
Total Fees and Expenses	6,596.8	65.6	6,662.4	3,346.6	2,904.7	6,251.3	24.9	6,276.2	386.2	386.2
VI. Contingency										
2 Owner's Project	1,303.2	(65.6)	1,237.6	-	-	-	-	-	1,237.6	1,237.6
Total Contingency	1,303.2	(65.6)	1,237.6	-	-	-	-	-	1,237.6	1,237.6
Total Project	\$ 7,900.0	\$ -	\$ 7,900.0	\$ 3,346.6	\$ 2,904.7	\$ 6,251.3	\$ 24.9	\$ 6,276.2	\$ 1,623.8	\$ 1,623.8

7) Construction Budget Update

- Cost Density
 - \$825 @ 120,000 SF
 - \$959 @ 93,802 SF
- Building vs Site
 - Bldg - Up 10% on SF, down overall
 - Site – Up ~110%, up overall
- 80% Estimate underway with market input
 - Site, steel, concrete, drywall, landscaping, and geothermal

COST / SF EVOLUTION



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8) Trade Contractor Prequalification Discussion and Vote on Owner representative for Trade Contractor Prequalification Committee

WHEN / WHY TRADE CONTRACTOR PREQUALIFICATION

- Filed Subcontractor / Trade Contractor Bidding Required per M.G.L. c. 149 when ECC is \$150K or greater
- If the ECC is \$10M or greater, M.G.L. c. 149 requires Filed Subcontractor / Trade Contractor prequalification
- M.G.L. has (18) Filed Subcontractor / Trade Contractor categories
- Estimated Cost of the Filed Subcontractor / Trade Contractor scope needs to be \$25K or greater

FILED SUBCONTRACTOR / TRADE CONTRACTOR CATEGORIES (14 FOR MMC PROJECT)

Acoustical Ceiling Tile (ACT)	Roofing & Flashing	Tile	Plumbing
Elevator	Misc. Metals	Waterproofing	Fire Protection
Glass & Glazing	Painting	HVAC	Lath and Plaster
Masonry	Resilient Floors	Electrical	Marble
Terrazzo	Metal Windows		

PREQUALIFICATION COMMITTEE

OPM

Designer

CM

Owner Representative



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8) Trade Contractor Prequalification Discussion and Vote on Owner representative for Trade Contractor Prequalification Committee

TRADE CONTRACTOR REQUEST FOR QUALIFICATIONS

1. Management Experience: 50 Points Available | 25 Points Required for Approval
2. References: 30 Points Available | 15 Points Required for Approval
3. Capacity to Complete Projects: 20 Points Available | 10 Points Required for Approval
4. Surety Commitment Letter for 110% of Estimated Trade Contract Value: No Points
5. DCAMM Certification and Update Statement: No Points

MUST SCORE 70 OR HIGHER TO PASS PREQUAL (CAN'T BID IF DON'T PASS PREQUAL)

TRADE CONTRACTOR PREQUALIFICATION TIMELINE

- Trade Contractor Prequal Committee Approves RFQ: Oct. 14, 2026
- Trade Contractor RFQ Available: Oct. 21, 2026
- Trade Contractor SOQ's Due: Nov. 11, 2026
- Trade Contractor SOQ Review and Reference Checking: Nov. 11, 2026 – Dec. 2, 2026
- Trade Contractor Final Evaluation and Scoring: Dec. 2, 2026



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9) Building and Site Design Update



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September 28, 2026

Municipal Building Complex 120 Main St

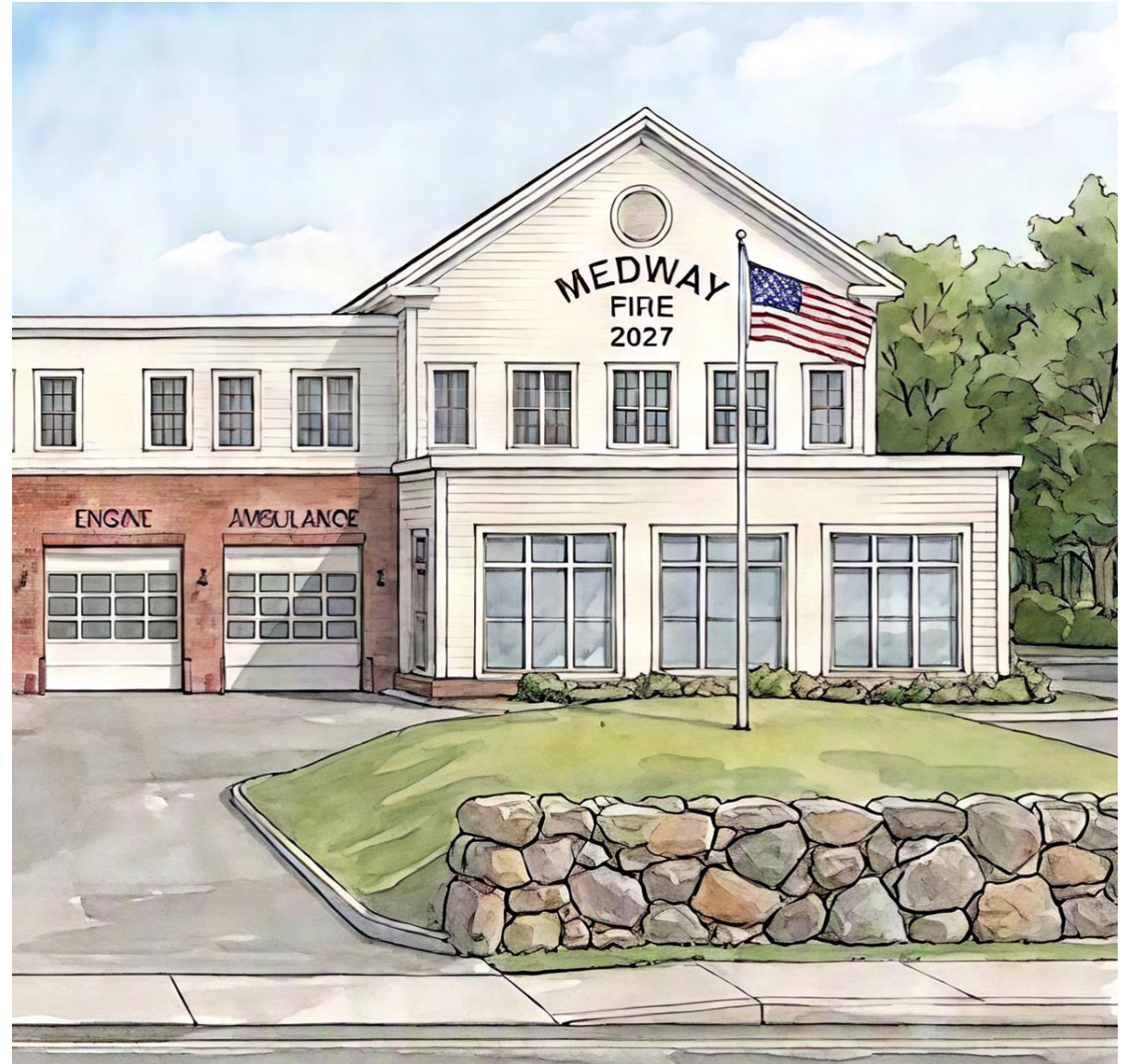
Medway Building Committee

- ☐ Major Site Plan Review
& Special Permits
- ☐ Land Disturbance
Permit
- ☐ 80% CD Pricing Set
- ☐ Coordination
 - ☐ Detention DPH
 - ☐ Communications
 - ☐ Station Alerting

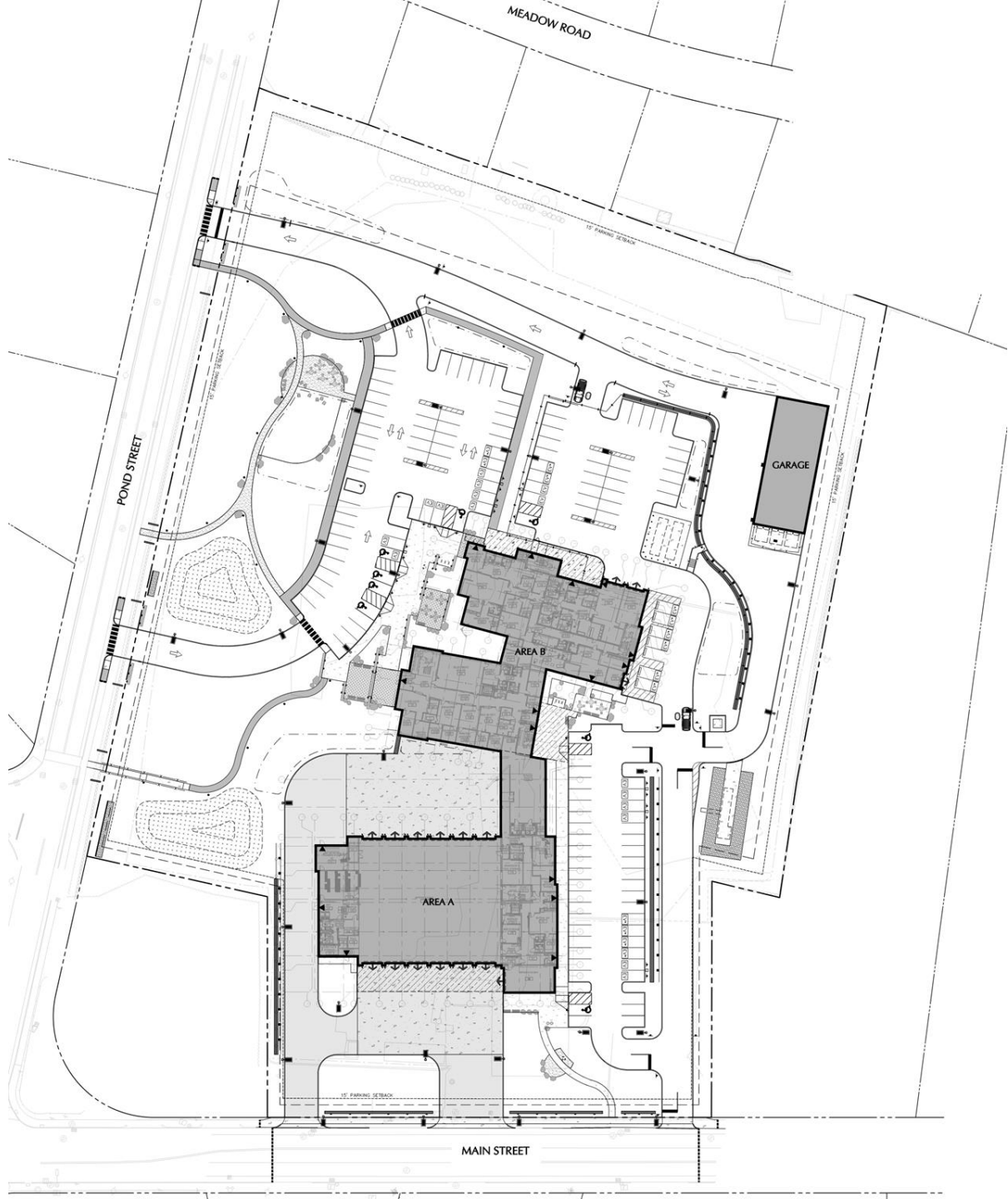


Discussion points from DEPB

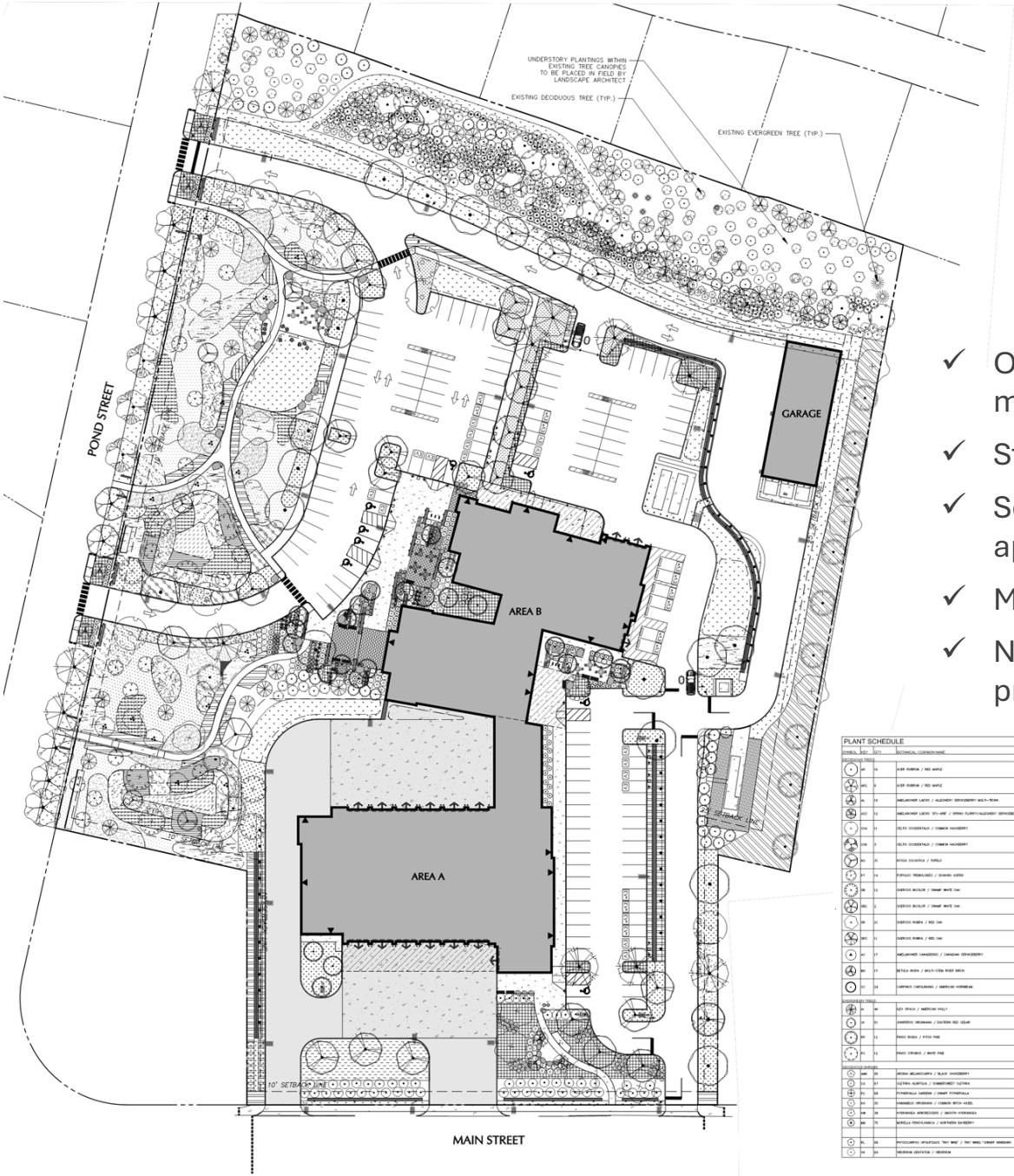
1. Review current Site & Planting Plans
2. Civil Peer Review Comments
 - a. LID Stormwater Measures
 - b. Energy and Sustainability Measures
 - c. Site Logistics Plan
3. Traffic Peer Review Comments
 - a. Emergency Signal Function
 - b. Potential Traffic Signal Improvements



Site Plan



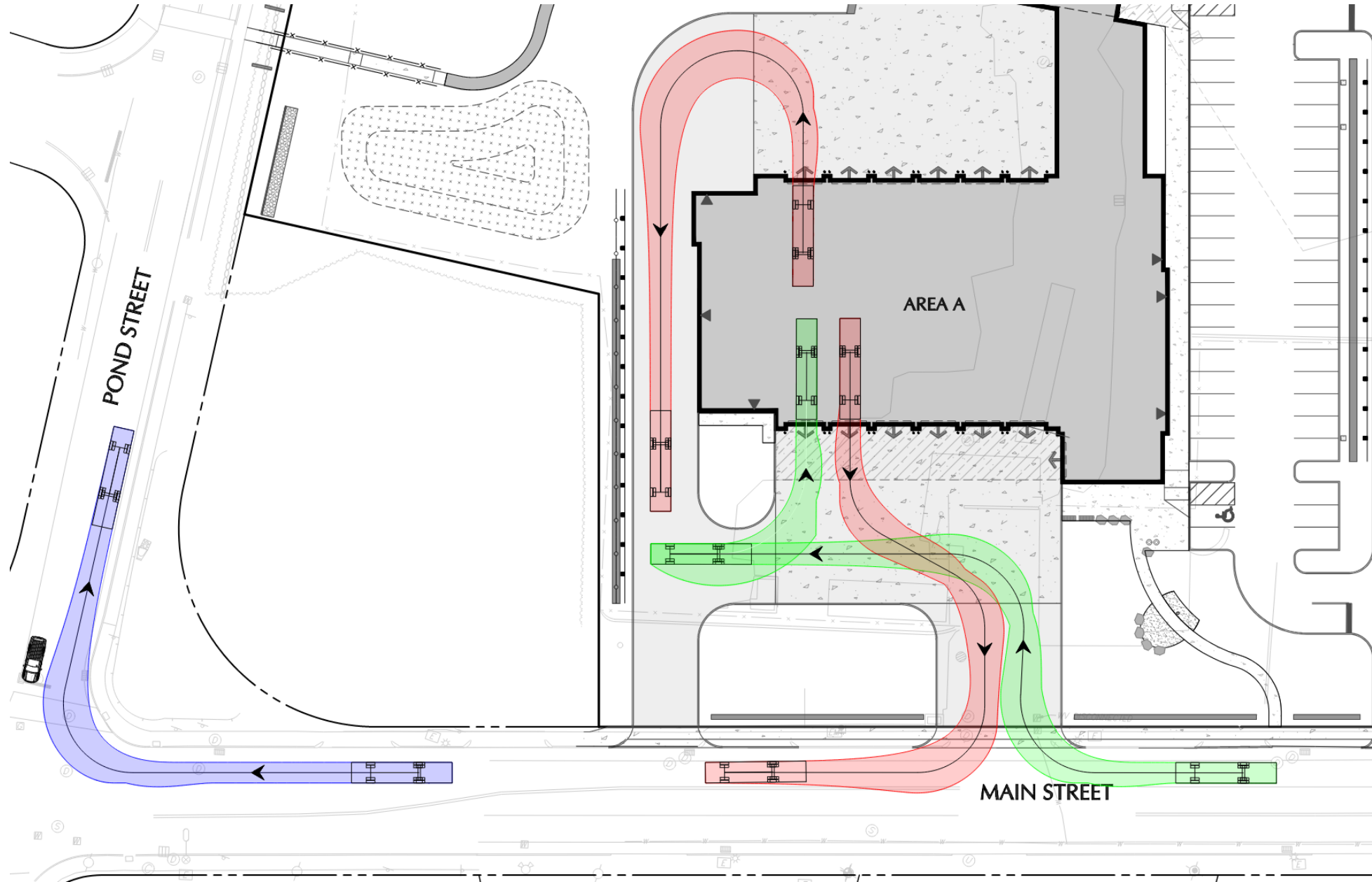
Planting Plan Refinements



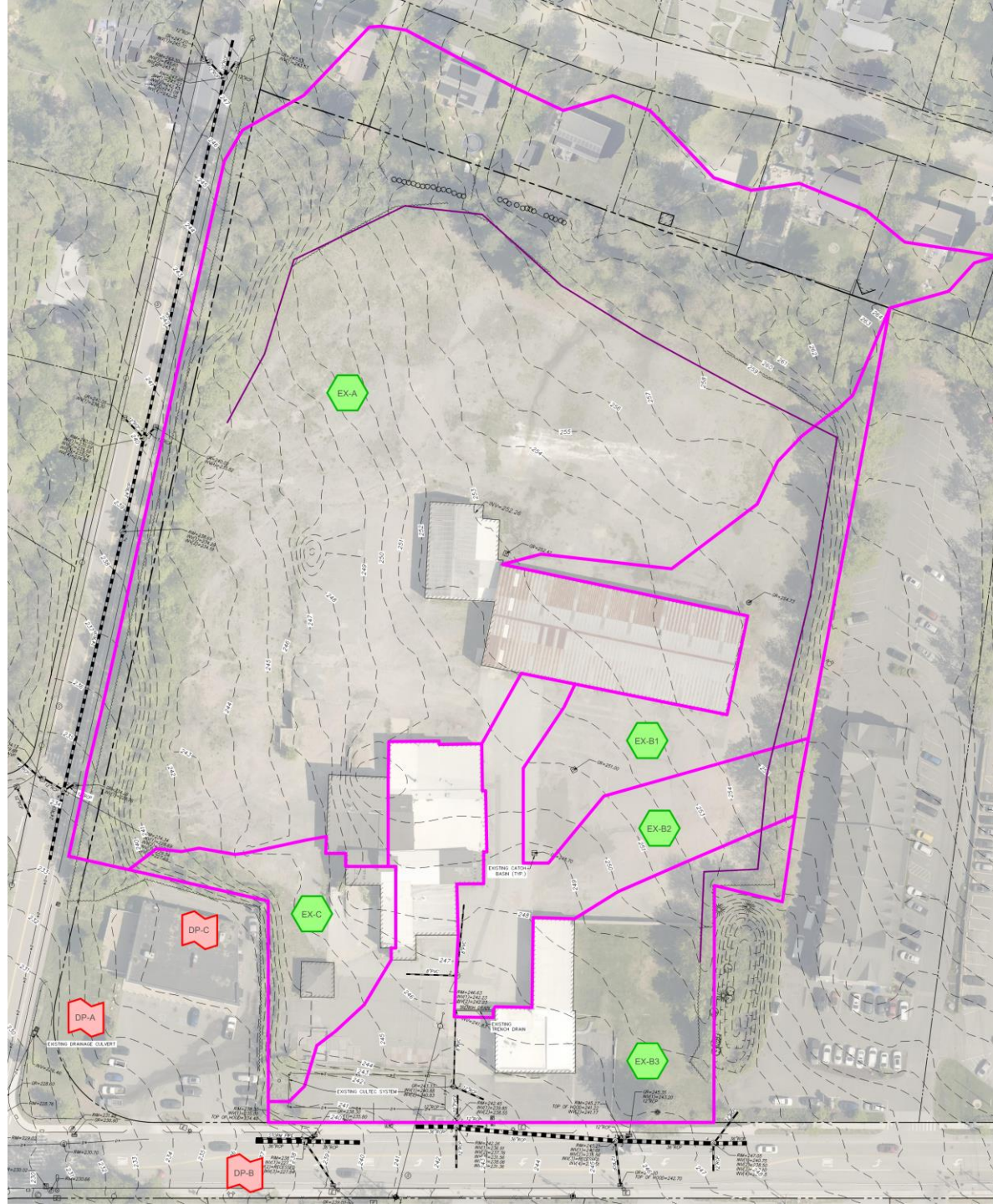
- ✓ Overall site character maintained
- ✓ Strategic cost reductions
- ✓ Seed mixes used where appropriate
- ✓ More trees
- ✓ Northern berm buffer protected

PLANT SCHEDULE			
SYMBOL	PLANT	SIZE	QTY
	1.1	1.1	1.1
	1.2	1.2	1.2
	1.3	1.3	1.3
	2.1	2.1	2.1
	2.2	2.2	2.2
	2.3	2.3	2.3
	3.1	3.1	3.1
	3.2	3.2	3.2
	3.3	3.3	3.3
	4.1	4.1	4.1
	4.2	4.2	4.2
	4.3	4.3	4.3
	5.1	5.1	5.1
	5.2	5.2	5.2
	5.3	5.3	5.3
	6.1	6.1	6.1
	6.2	6.2	6.2
	6.3	6.3	6.3
	7.1	7.1	7.1
	7.2	7.2	7.2
	7.3	7.3	7.3
	8.1	8.1	8.1
	8.2	8.2	8.2
	8.3	8.3	8.3
	9.1	9.1	9.1
	9.2	9.2	9.2
	9.3	9.3	9.3
	10.1	10.1	10.1
	10.2	10.2	10.2
	10.3	10.3	10.3
	11.1	11.1	11.1
	11.2	11.2	11.2
	11.3	11.3	11.3
	12.1	12.1	12.1
	12.2	12.2	12.2
	12.3	12.3	12.3
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	13.2	13.2	13.2
	13.3	13.3	13.3
	14.1	14.1	14.1
	14.2	14.2	14.2
	14.3	14.3	14.3
	15.1	15.1	15.1
	15.2	15.2	15.2
	15.3	15.3	15.3
	16.1	16.1	16.1
	16.2	16.2	16.2
	16.3	16.3	16.3
	17.1	17.1	17.1
	17.2	17.2	17.2
	17.3	17.3	17.3
	18.1	18.1	18.1
	18.2	18.2	18.2
	18.3	18.3	18.3
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	19.2	19.2	19.2
	19.3	19.3	19.3
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	20.2	20.2	20.2
	20.3	20.3	20.3
	21.1	21.1	21.1
	21.2	21.2	21.2
	21.3	21.3	21.3
	22.1	22.1	22.1
	22.2	22.2	22.2
	22.3	22.3	22.3
	23.1	23.1	23.1
	23.2	23.2	23.2
	23.3	23.3	23.3
	24.1	24.1	24.1
	24.2	24.2	24.2
	24.3	24.3	24.3
	25.1	25.1	25.1
	25.2	25.2	25.2
	25.3	25.3	25.3
	26.1	26.1	26.1
	26.2	26.2	26.2
	26.3	26.3	26.3
	27.1	27.1	27.1
	27.2	27.2	27.2
	27.3	27.3	27.3
	28.1	28.1	28.1
	28.2	28.2	28.2
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	29.1	29.1	29.1
	29.2	29.2	29.2
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	35.2	35.2	35.2
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	40.2	40.2	40.2
	40.3	40.3	40.3
	41.1	41.1	41.1
	41.2	41.2	41.2
	41.3	41.3	41.3
	42.1	42.1	42.1
	42.2	42.2	42.2
	42.3	42.3	42.3
	43.1	43.1	43.1
	43.2	43.2	43.2
	43.3	43.3	43.3
	44.1	44.1	44.1
	44.2	44.2	44.2
	44.3	44.3	44.3
	45.1	45.1	45.1
	45.2	45.2	45.2
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	46.1	46.1	46.1
	46.2	46.2	46.2
	46.3	46.3	46.3
	47.1	47.1	47.1
	47.2	47.2	47.2
	47.3	47.3	47.3
	48.1	48.1	48.1
	48.2	48.2	48.2
	48.3	48.3	48.3
	49.1	49.1	49.1
	49.2	49.2	49.2
	49.3	49.3	49.3
	50.1	50.1	50.1
	50.2	50.2	50.2
	50.3	50.3	50.3
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	51.2	51.2	51.2
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	52.1	52.1	52.1
	52.2	52.2	52.2
	52.3	52.3	52.3
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	53.2	53.2	53.2
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	59.2	59.2	59.2
	59.3	59.3	59.3
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	60.2	60.2	60.2
	60.3	60.3	60.3
	61.1	61.1	61.1
	61.2	61.2	61.2
	61.3	61.3	61.3
	62.1	62.1	62.1
	62.2	62.2	62.2
	62.3	62.3	62.3
	63.1	63.1	63.1
	63.2	63.2	63.2
	63.3	63.3	63.3
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	64.2	64.2	64.2
	64.3	64.3	64.3
	65.1	65.1	65.1
	65.2	65.2	65.2
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	77.2	77.2	77.2
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	80.2	80.2	80.2
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	96.3	96.3	96.3
	97.1	97.1	97.1
	97.2	97.2	97.2
	97.3	97.3	97.3
	98.1	98.1</	

Firetruck Turning Analysis

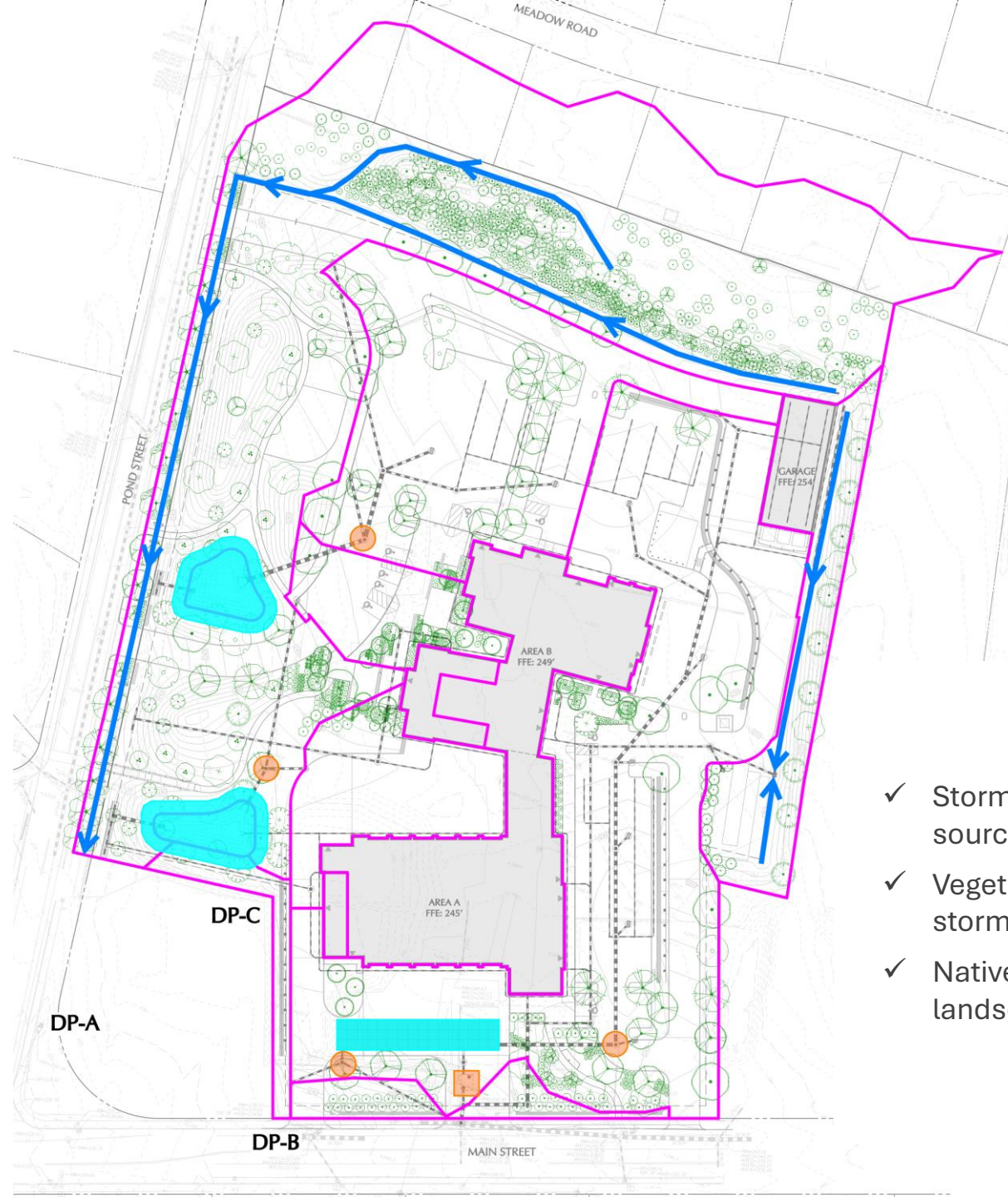


LID Stormwater Measures



- ✓ Reduce impervious area by 80,000± sf
- ✓ Preserve existing mature trees

LID Stormwater Measures



- ✓ Stormwater treatment close to sources
- ✓ Vegetated swales for stormwater conveyance
- ✓ Native, drought-tolerant landscaping

Energy and Sustainability Measures

Energy-Conscious Design

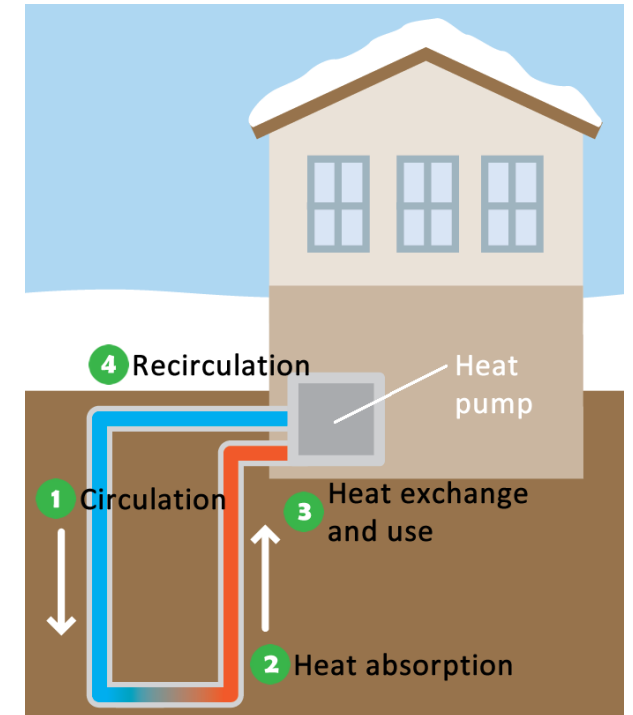
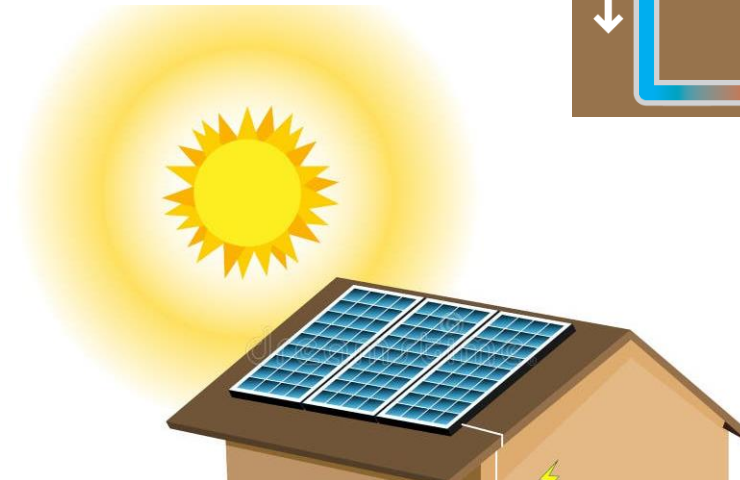
- All-electric building
- Heating & cooling from ground source plant
- Energy-efficient building envelope

Renewable Energy

- PV (solar) arrays

Water Efficiency

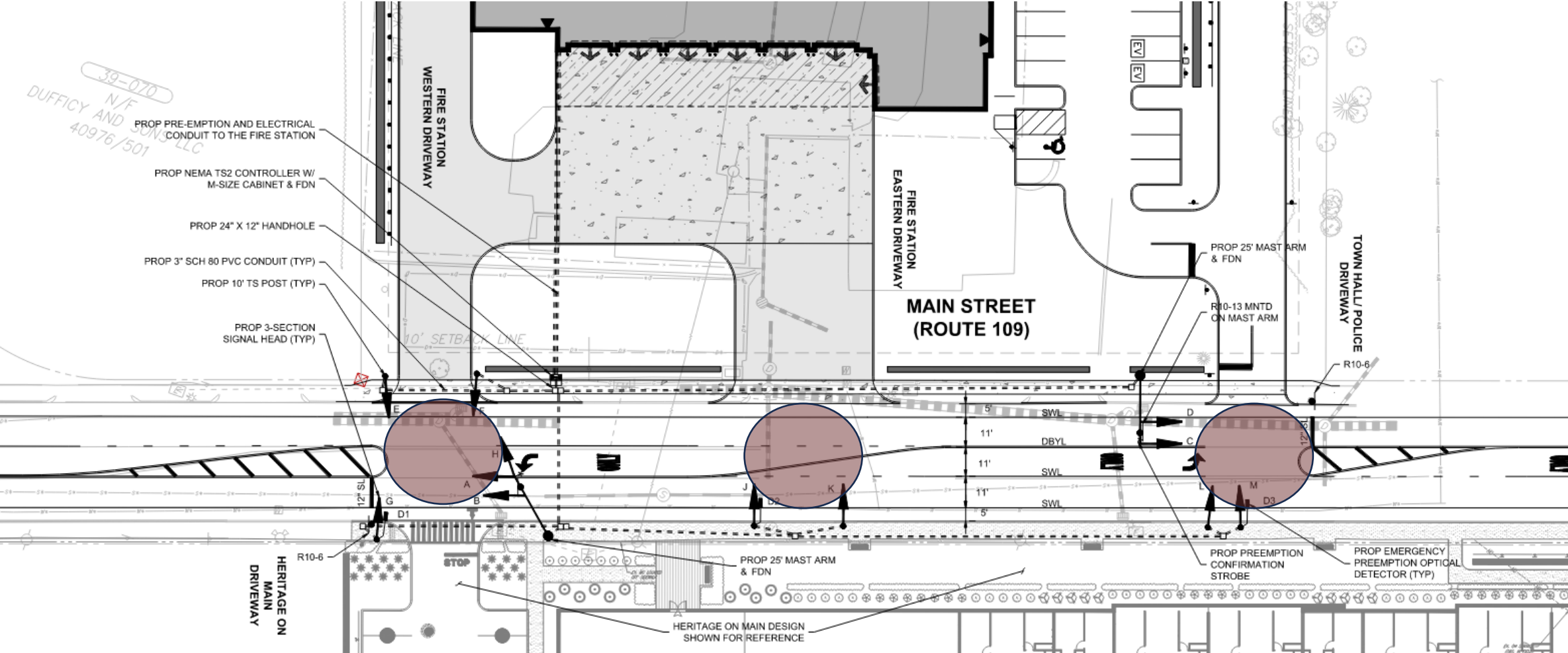
- High efficiency water-saving fixtures
- Drought-tolerant landscaping



Site Logistics Plan



Emergency Signal Function



Potential Traffic Signal Improvements

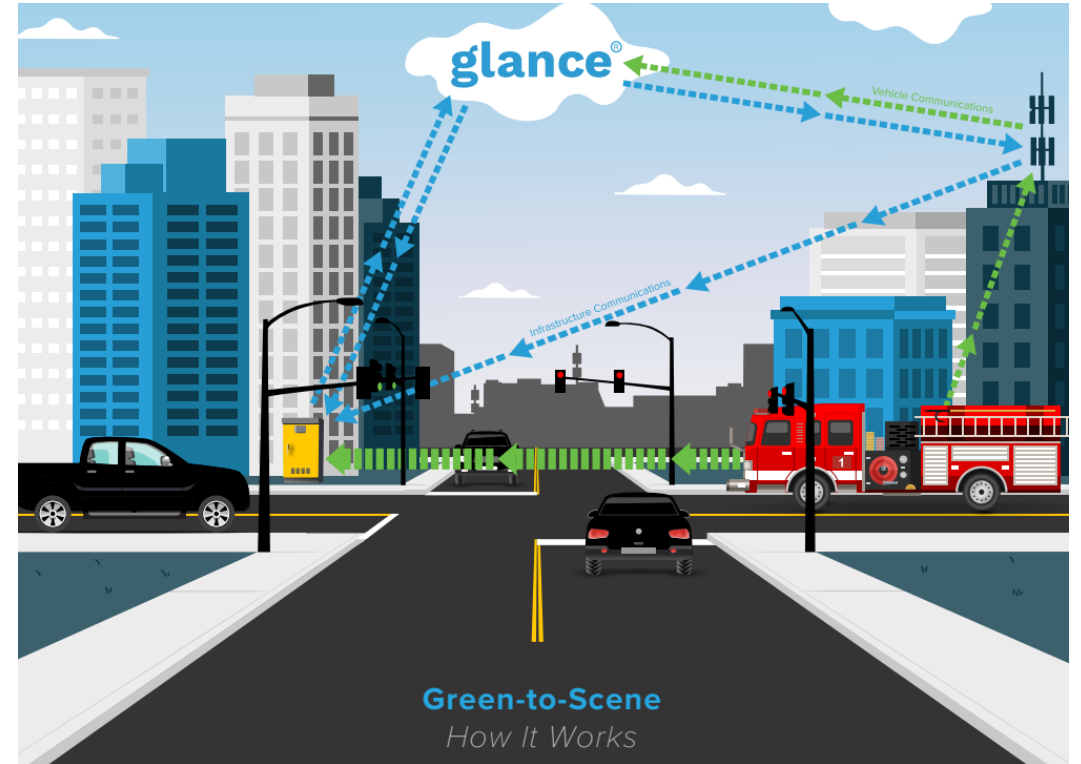
Signals were reconstructed as part of Route 109 Corridor Project approximately 2020. Only signals designed to be coordinated are the Medway Place and Holliston Street intersections. Potential improvements include the following:

- Signal Coordination – Applicable for signals located within 1/2 mile of each other and are used to help progress through movements on a corridor. Utilized on corridors with a limited number of driveways and side streets.
- Dynamic Max Timing – Can adjust one movement's green time based on demand. This strategy is employed in signals that have variable volumes throughout the day.
- Adaptive Signal timing – Automatically adjusts maximum green times for all movements based on queues. Typically employed when time-of-day programming is not effective. Requires replacement of existing signal controller and maintenance of subscriptions.

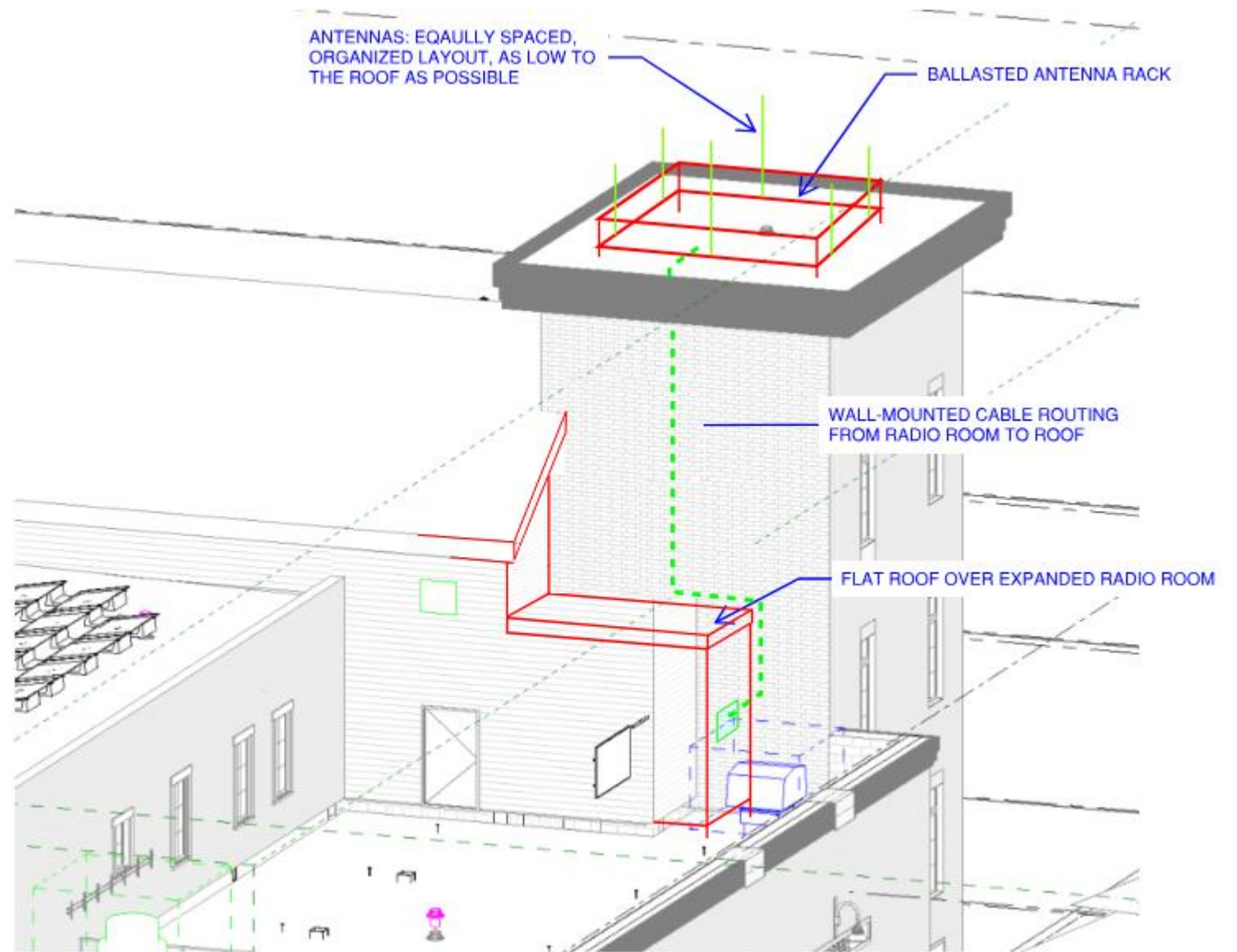
Potential Traffic Signal Improvements

Glance Pre-Emption System – Newer technology that replaces line-of-sight Opticom system with GPS pre-emption. Helps to clear vehicle queues at major signalized intersections ahead of time.

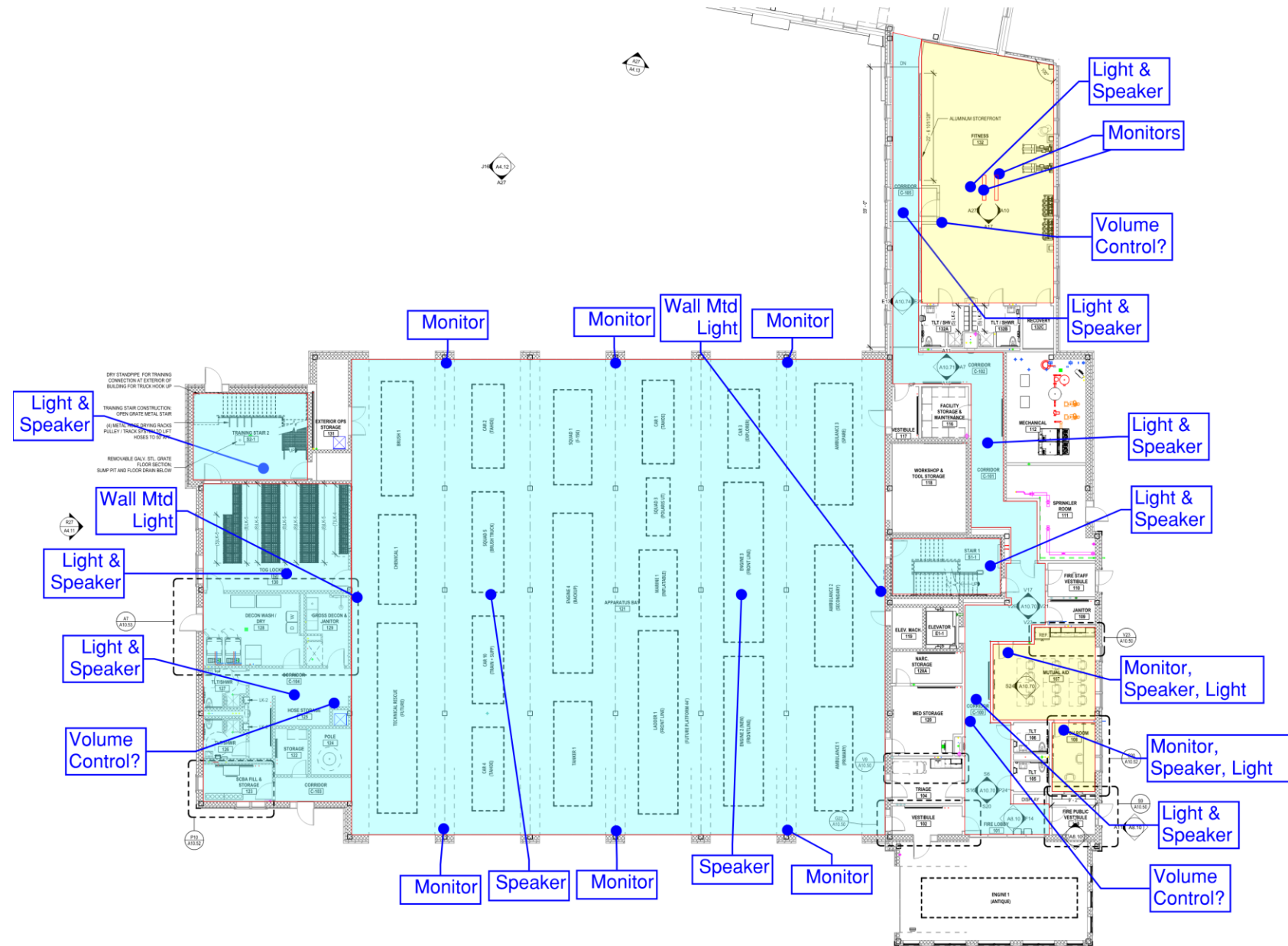
- Updated pre-emption system requires the replacement of emergency pre-emption hardware at all signal systems.
- Recently installed in Nashua and Manchester, NH.



Communications



Station Alerting



Design Review - Signage Package



Questions?

10) Review and Vote on Northern Berm Modifications



10) Review and Vote on Northern Berm Modifications

Additional Design Team Costs

Site/Civil Engineering and Landscape Architecture

Task	Fee
Update site and grading plans	\$6,500
Revise stormwater design and reissue stormwater report	\$7,500
Revise planting plan and tree calculations	\$7,500
Update 2D color site plan and section drawings	\$2,700
Meetings with D+W and Building Committee Assumes two virtual meetings and one in-person meeting Includes preparation time for meetings	\$5,800
TOTAL	\$30,000
D+W 10% markup	\$3,000

Permitting Allowance

Task	Fee
Update Tree Preservation Bylaw application	\$1,500
Submit revised Site Plan Review application materials Includes coordination with Town staff, updating project narrative, providing cover letter with summary of revisions, and printing and delivery of required materials	\$5,000
Planning Board Hearings Assumes two hearings Includes preparation time for hearings	\$6,500
Respond to stormwater peer review comments Assumes one round of minimal comments	\$5,500
TOTAL	\$18,500

TOTAL Additional Design Team Costs

Base Scope = \$33,000

Permitting Allowance = \$18,500

TOTAL = \$51,500

Doesn't include updating the site plan model for rendering purposes.



DORE + WHITTIER



Project Leaders

10) Review and Vote on Northern Berm Modifications Additional Construction Costs



DORE + WHITTIER



11) Community Outreach Update

Public Presentations

- Dec. 10th ✓
- Next ?

Project Website

Project Updates & Videos

Project Email Address

Town Facebook Page



DORE + WHITTIER



12) Discussion/Vote: Architect Construction Administration / Closeout Agreement

Construction Administration & Closeout Fee Proposal

Medway Municipal Complex | Dore + Whittier | Proposal dated September 23, 2026

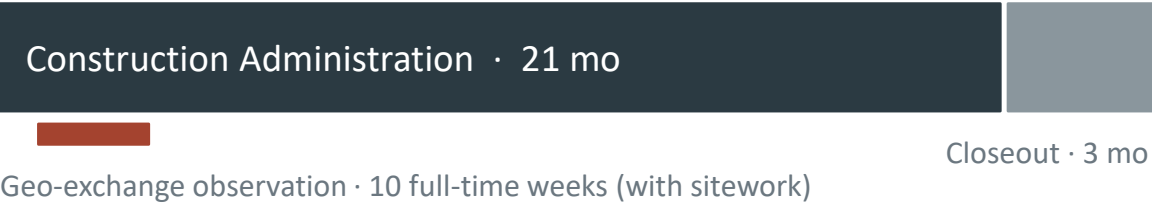
LUMP SUM FEE

\$2,439,400

D+W Construction Admin. (21 mo)	\$1,400,000
D+W Closeout (3 mo)	\$99,000
Consultants (CA + Closeout)	\$940,400
Total	\$2,439,400

SERVICE DURATION

24 months, beginning Spring 2027



Covers: pre-construction meeting, weekly site meetings, RFIs and change orders, pay application review, punch list, substantial completion and CCAs, warranty and break-in support.

IF THE SCHEDULE RUNS LONG

CA \$101,625/mo · Closeout \$56,745/mo
Geo-exchange \$9,000/wk (\$1,800/day)
Rates held flat; only for delays outside the design team's control.

CONDITIONS

Work starts only on written direction from the Town after Town Meeting and the debt exclusion ballot vote.

NOT INCLUDED

Commissioning, FF+E and AV procurement, station alerting and radio, traffic work, high-performance certification, full-time on-site rep (Clerk of the Works by Owner).

13) Other Business Determined to be Appropriate by the Chair



DORE + WHITTIER



Medway Municipal Complex

September 28, 2026 Building Committee Meeting

14) Next Meeting(s)

- a. Building Committee: October 26, 2026 @ 7:00 PM (DPW Facility, conf room)
- b. Budget Committee: TBD
- c. FF&E Committee: TBD
- d. Design Review Committee: TBD
- e. PEDB: October 27, 2026 @ 7:00 PM (Medway Middle School)
- f. Conservation Committee: TBD
- g. Community Outreach: TBD

15) Adjourn



DORE + WHITTIER

