

# Medway Municipal Complex

## Building Committee Meeting

**October 26, 2026**

Colliers Project Leaders

Consigli Est. 1905

DORE + WHITTIER

Accelerating success.

# Medway Municipal Complex

## October 26, 2026 Building Committee Meeting Agenda:

1) Call to Order
2) Quorum Confirmation
3) Public Comments
4) Vote: Approve 9/28/26 Building Committee Meeting Minutes
5) Vote: Approve Projectdog quote for Electronic Bidding Services
6) Vote: Approve Code Red Consultant Procurement for NFPA 241 Plan Production
7) Traffic Management Update
8) Design through Bidding Project Schedule Update
9) Design through Bidding Budget Update
10) Construction Budget Update
11) Building and Site Design Update
    a) Discuss Name Options for the Complex
12) Community Outreach Update & Discussion
13) Other Business Determined to be Appropriate by the Chair

# Medway Municipal Complex

## October 26, 2026 Building Committee Meeting Agenda:

14) Next Meeting(s)
   a. Building Committee: November 23, 2026 @ 7:00 PM (DPW Facility, conf room)
   b. Budget Committee: TBD
   c. FF&E Committee: TBD
   d. Community Outreach Committee: TBD
   e. Technology & Energy Efficiency Committee: TBD
   f. Video Series
   g. PEDB: October 27, 2026 @ 7:00 PM (Medway Middle School)
   h. Community Forum: October 29, 2026 @ 7:00 PM (Medway Thayer House)

15) Adjourn

# 3) Public Comments

# 4) Vote: Approve 9/28/26 Building Committee Meeting Minutes

# 5) Vote: Approve Projectdog quote for Electronic Bidding Services

## SCOPE

- Electronic bid hosting including RFI, Addendum, and bidder tabulation process
- MA Statewide Contract ITS-86

## FEE

$1,695

**As of:** 10/25/2026

Budget Block Control Log

| | Printing & Bid Hosting |
|---|---|
| *Budget Amount $(000)* | **$ 15.0** |
| ***Budget with Approved Transfers*** | $ 15.0 |

| INVOICE | | | | | | | | CONTRACT | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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** | **Contract Amount Unpaid** |
| | | | | | | | | | | **0.00** | **0.00** |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | **TOTAL TO DATE:** | | **0.00** | | | | **0.00** | **0.00** | |

***Planned But Not Contracted***

| Date | Vendor | Description | Planned Amount |
|---|---|---|---|
| 10/25/2026 | Projectdog | Electronic bid hosting | 1,695.00 |
| | | | |
| | | **TOTAL** | 1,695.00 |

**Remaining Balance Surplus (Deficit)** **13,305.00**

TOWN OF MEDWAY MASSACHUSETTS INCORPORATED OCT. 25, 1713

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# 6) Vote: Approve Code Red Consultant Procurement for NFPA 241 Plan Production

**SCOPE**

- Phase 1: Develop the NFPA 241 Fire Prevention Program
- Phase 2: Construction Phase Fire Safety support via (2) full days of site visits/inspections, attending meetings, update the Program, etc.
- Phase 3: Make Safe Fire Alarm Design Services for Construction Phase Temporary Fire Alarm System
  - Heat Detectors, Smoke Detectors, and Horn/Strobes
  - Alarm Signals Transmitted to Monitoring Company
  - Connected to Emergency / Backup Power
  - Includes 1 Site Visit to Inspect Temp. Fire Alarm System
  - Includes 1 Site Visit to Attend Final Acceptance Testing with Medway Fire

**FEE**

| | |
|---|---|
| Phase 1 – Development of the Program: | $7,500 |
| Phase 2 – Ongoing Construction Phase Support: | $4,000 |
| Phase 3 – Make Safe Fire Alarm Design Services: | $8,500 |
| TOTAL: | **$20,000** |

# 6) Vote: Approve Code Red Consultant Procurement for NFPA 241 Plan Production

| | Budget developed as of 7/15/2025 | Budget: Project Budget | Budget: Approved Transfers | Budget: Approved Budget w/ Transfers | Contracted Project Costs: Paid | Contracted Project Costs: Unpaid | Contracted Project Costs: Total Contract | Anticipated Costs: Planned, but not Contracted | Anticipated Costs: Anticipated Total Costs (D + E) | Remaining Balance (C - F) |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 2,895.5 | 1,517.5 | 4,413.0 | - | 4,413.0 | 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 |
| e | Traffic Engineer (w Owner) | 65.0 | - | 65.0 | 19.4 | 10.7 | 30.1 | - | 30.1 | 34.9 |
| f | Wetlands | 5.0 | - | 5.0 | - | - | - | - | - | 5.0 |
| g | Permitting | 107.5 | - | 107.5 | 50.8 | 46.2 | 97.0 | - | 97.0 | 10.5 |
| h | Geothermal Engineering | 200.0 | - | 200.0 | 100.8 | 37.8 | 138.6 | - | 138.6 | 61.4 |
| i | Solar Engineering | 75.0 | - | 75.0 | 6.2 | 35.1 | 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 | 323.9 | 271.1 | 595.0 | - | 595.0 | - |
| 5 | Building Commissioning | 100.0 | - | 100.0 | 2.0 | 59.4 | 61.4 | - | 61.4 | 38.6 |
| 7 | CM Preconstruction Fee | 286.9 | - | 286.9 | 110.4 | 176.5 | 286.9 | - | 286.9 | 0.0 |
| 8 | NFPA 241-Make Safe Fire Alarm System | | - | - | - | - | - | 20.0 | 20.0 | (20.0) |
| 9 | Site Survey | 75.0 | - | 75.0 | 49.5 | - | 49.5 | - | 49.5 | 25.5 |
| | Sub-total Fees | 6,466.8 | 64.6 | 6,531.4 | 3,806.1 | 2,360.3 | 6,166.4 | 20.0 | 6,186.4 | 345.0 |
| B. | Expenses | | | | | | | | | |
| 2 | Permits | 50.0 | - | 50.0 | - | 28.8 | 28.8 | - | 28.8 | 21.2 |
| 3 | Printing & Bid Hosting | 15.0 | - | 15.0 | - | - | - | 1.7 | 1.7 | 13.3 |
| 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 | 2.9 | 3.9 | 6.1 |
| 13 | Misc. Expenses | 25.0 | 1.0 | 26.0 | 20.0 | 5.1 | 25.1 | 0.9 | 26.0 | - |
| | Sub-total Expenses | 130.0 | 1.0 | 131.0 | 23.3 | 61.6 | 84.9 | 5.5 | 90.4 | 40.6 |
| | **Total Fees and Expenses** | 6,596.8 | 65.6 | 6,662.4 | 3,829.4 | 2,421.9 | 6,251.3 | 25.5 | 6,276.8 | 385.6 |
| VI. | **Contingency** | | | | | | | | | |
| 2 | Owner's Project | 1,303.2 | (65.6) | 1,237.6 | - | - | - | - | - | 1,237.6 |
| | **Total Contingency** | 1,303.2 | (65.6) | 1,237.6 | - | - | - | - | - | 1,237.6 |
| | **Total Project** | $ 7,900.0 | $ - | $ 7,900.0 | $ 3,829.4 | $ 2,421.9 | $ 6,251.3 | $ 25.5 | $ 6,276.8 | $ 1,623.2 |

# 7) Traffic Management Update

## Update

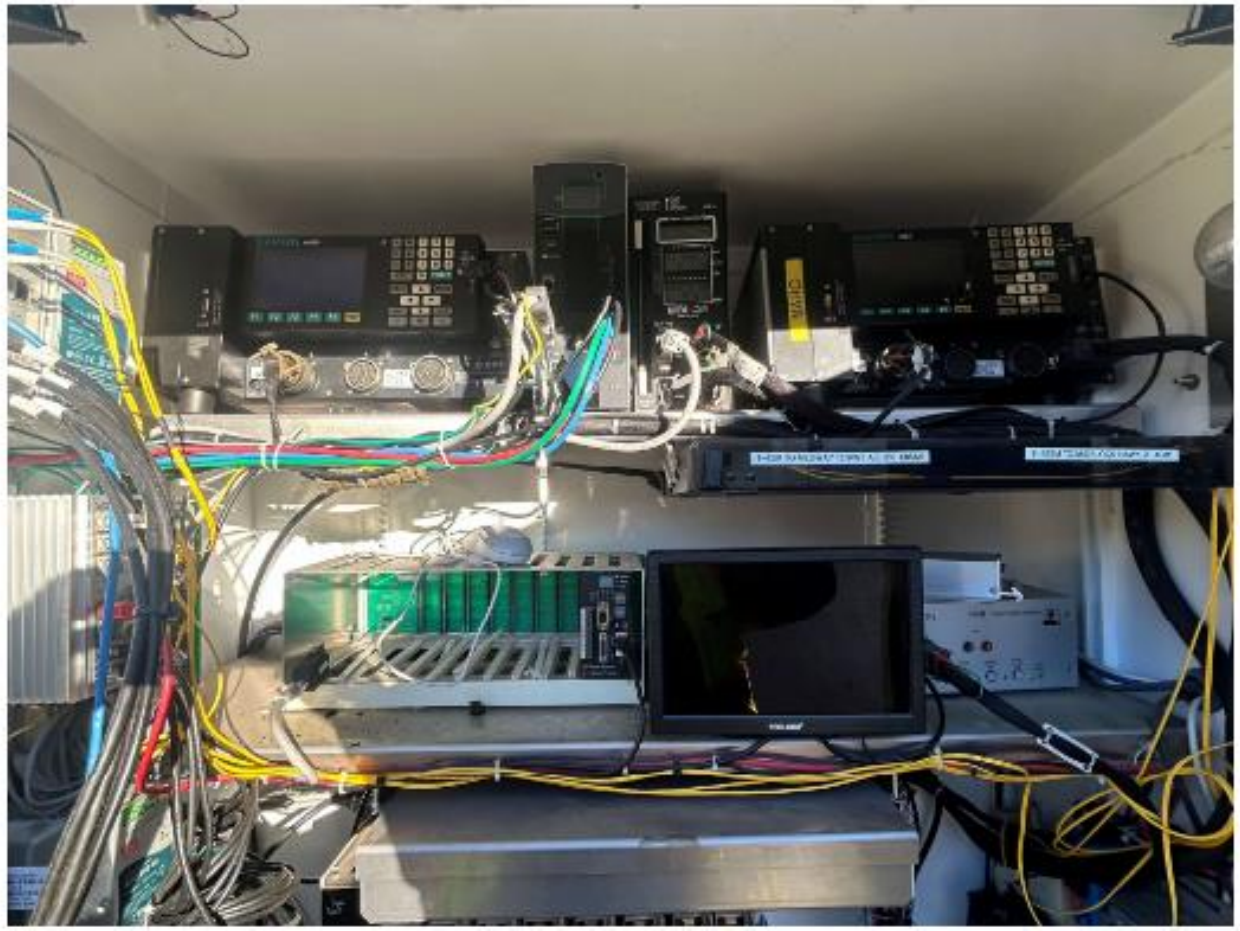
- VAI (Traffic Engineer for MMC and Heritage on Main Projects) further reviewed the infrastructure components of the traffic lights in Town
- VAI coordinated with Central Mass Signal (the Town's traffic light vendor) regarding the work done during the 2018 MassDOT project along Rt 109
- Coordination meeting between MMC and Heritage on Main projects was had on 10/13/26
- Signals from Medway Place and Medway Commons Driveway were designed to be coordinated
- All signals on the corridor contain fiber optic interconnection
- No dynamic max timing used today but could be accommodated
- All intersections utilize a direction video detection system

## MMC Scope

- Emergency signals to be installed along the three Main St. driveways and be connected to existing signal equipment
- Mill and overlay a portion of Main St.
- RRFB's to be installed at the Main St. & Pond St. intersection
- Crossing improvements at Pond St. and Drybridge

# 7) Traffic Management Update

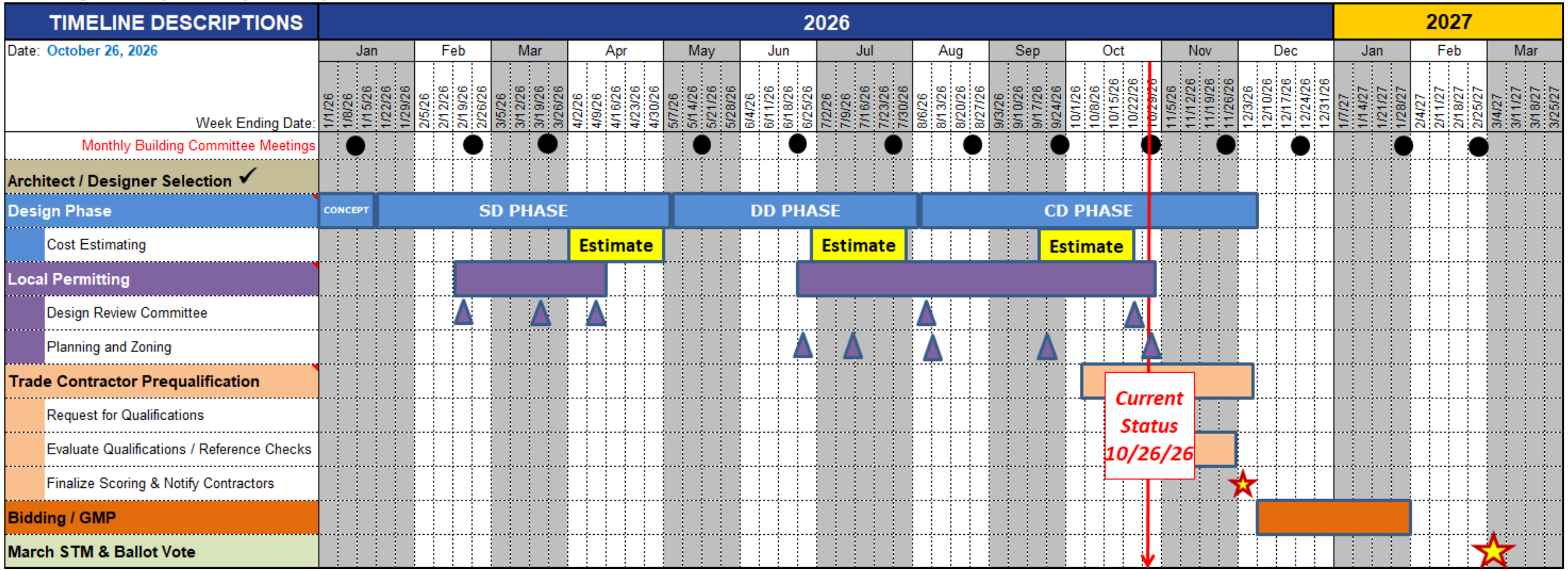
**Holliston Street signal cabinet: Master Controller w/ fiber optic connection**



# 8) Design through Bidding Project Schedule Update

## Town of Medway

Medway Municipal Complex Project




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# 8) Design through Bidding Project Schedule Update

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **TRADE & NON-TRADE CONTRACTOR PREQUALIFICATION** | | | | | | |
| 1 | Contractor Prequal Committee to Approve Contractor RFQ | | | | 14-Oct-26 | | |
| 2 | Trade Contractor RFQ's Available | | | | 21-Oct-26 | | |
| 3 | Trade Contractor SOQ's Due | ◆ | | | 10-Nov-26 | | |
| 4 | Trade Contractor SOQ Review and Reference Checking | | | | 10-Nov-26 | thru | 2-Dec-27 |
| 5 | Trade & Non-Trade Contractor Committee Final Evaluation and Scoring | ❍ | | | 2-Dec-27 | | |
| 6 | CM to Conduct Non-Trade Contractor Prequalification | | | | 15-Sep-26 | thru | 8-Dec-27 |
| **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** | | | | | | |
| 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 - ***CD Estimate Value Used for Budget Discussion*** | ❍ | | | 4-Jan-27 | | |
| 5 | Addendum Deadline | | | | 5-Jan-27 | | |
| 6 | Trade & Non-Trade Contractor Bids Due ***(Almost 5 weeks incl Holidays)*** | ◆ | | | 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 ***(Falls on a Thursday)*** | ❍ | | | 28-Jan-26 | | |
| 11 | Select Board Meeting to Approve GMP | ❍ | | | 1-Feb-27 | | |
| 12 | Finance Committee Hearing | ❍ | | | 10-Feb-27 | | |
| 13 | 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 | | |

**7.5 Weeks**

# 9) Design through Bidding Budget Update

## Town of Medway

### Medway Municipal Complex Project - Design through Bid Budget

**Financial Status Report** ($000's)

Date: October 26, 2026

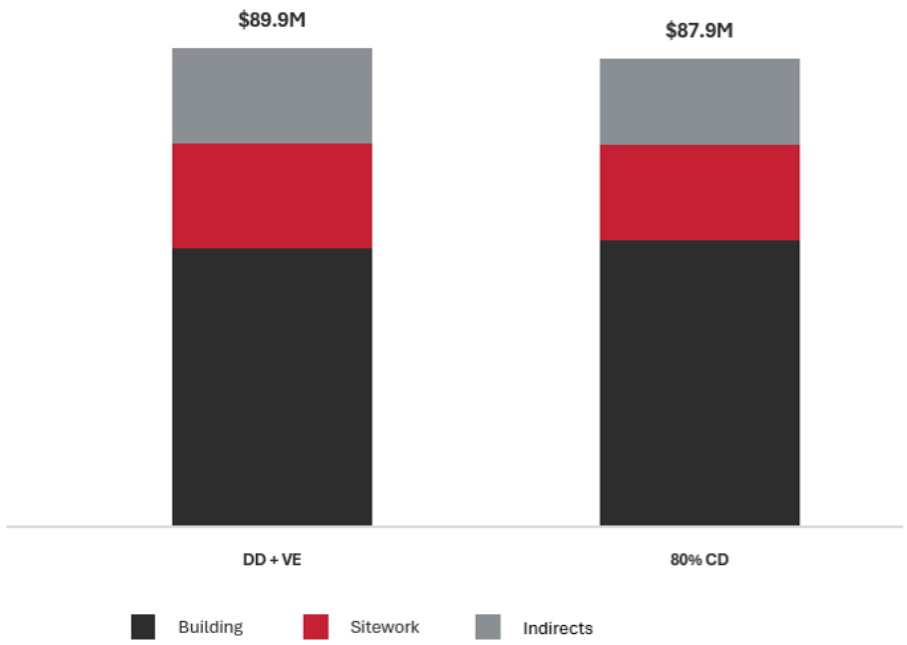
| | | A | B | C | D1 | D2 | D | E | F | G |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Budget | | | Contracted Project Costs | | | Anticipated Costs | | |
| | Budget developed as of 7/15/2025 | Project Budget | Approved Transfers | Approved Budget w/ Transfers | Paid | Unpaid | Total Contract | Planned, but not Contracted | Anticipated Total Costs (D + E) | Remaining Balance (C - F) |
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# 10) Construction Budget Update

## The 80% CD estimate is $2.0M below DD+VE

Area held at 93,802 SF; sitework cost density declined while building cost density increased slightly based on market input across the following non-trades: sitework, concrete, precast concrete, steel, drywall, siding, landscaping, and geothermal.

**TOTAL PROJECT COST COMPOSITION ($M)**




**WHAT CHANGED**

**No area change**

93,802 SF at both milestones

**$2.0M decrease**

$89.9M to $87.9M

# 11) Building & Site Design Update

# 12) Community Outreach Update

## Public Presentations

- Dec. 10, 2025✓
- **Oct. 29, 2026**

**Project Website**

**Project Updates & Videos**

**Project Email Address**

**Town Facebook Page**



# 13) Other Business Determined to be Appropriate by the Chair

14) Next Meeting(s)
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