

WAKEFIELD PERMANENT BUILDING COMMITTEE
WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, December 17 th , 2020
Location:	Virtual "Zoom" Meeting
Time:	7:00pm

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✗
Charles L. Tarbell	Permanent Building Committee	✗
Jerry Hammersley	Permanent Building Committee	✓
Jason Cohen	Permanent Building Committee	✓
Janine R. Fabiano	Permanent Building Committee	✗
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee (non-voting)	✓
Philip Renzi	Permanent Building Committee (non-voting)	✓
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Joe Conway	Director, Wakefield DPW	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Janet Slemenda	HKT Architects	✓
Any Dunlap	HKT Architects	✓

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:30pm.

II. Shane Nolan presented the Leftfield OPM Report

1. Administrative Actions

Meeting Minutes

The meeting minutes of the 12/03/20 Permanent Building Committee: Wakefield Public Safety were presented for review.

Jason Cohen made a motion to approve the Wakefield Public Safety Meeting Minutes dated 11/05/20 as presented. Seconded by Tom Galvin.

On a roll call vote the motion was approved unanimously.

2. Project Schedule

The design schedule was presented for review. Shane Nolan noted that the Schematic Design dates have pushed out 2-4 weeks. This is to give the Designers and their Consultants sufficient time to produce a reliable set of pricing documents for the cost estimators. SN noted that the Designers will continue to work while the estimates are being prepared at each phase. Subcontractor bidding is expected to be the Fall of 2021 and construction to start in November 2021.

3. Project Budget

The Overall Project Budget was presented for review. Shane Nolan noted there has not been any changes to this since the last PBC meeting.

4. Other Business/Discussion

Shane Nolan presented an overview of the Construction Manager at Risk (CM-R) selection process and the schedule for CM-R appointment. Following the PBC's decision at the last meeting to use the CM-R delivery method Leftfield prepared and submitted an application to the Office of Inspector General (OIG) for approval to proceed with CM-R. SN advised that the OIG has 45 days to review and respond to the application, but their review times have generally been shorter. The next steps can proceed while the OIG review is ongoing however a CM contract cannot be executed prior to the OIG approval.

The next step is to appoint a Prequalification Committee. This Prequalification Committee must consist of at least 2 representatives of the Town, one representative from the OPM and one representative from the Designer. The Prequal Committee will oversee a two phase process to hire a CM-R. In the first phase a Request for Qualifications (RFQ) is issued and interested CM-R firms must submit their Statements of Interest (SoQ) for review by the Prequal Committee if they wish to proceed to phase 2, Request for Proposal (RFP). Only CM-R firms prequalified in phase 1 will be invited to submit a proposal in phase 2. A minimum of three CM-R must be prequalified in phase one to proceed to phase 2.

Joe Bertrand asked that the Prequalification Committee representatives be confirmed at the next PBC meeting. SN noted this will work with the schedule for CM-R selection. The goal is to have a CM-R on board by April in line with the Schematic Design. SN will continue to prepare the RFQ document so that it is ready for review when the Prequal Committee is confirmed.

- III. Janet Selmenda presented an overview of the proposed program and design based on the Feasibility Study. The Working Group met on December 9th to review and verify the building program included in the Feasibility Study. The existing conditions and proposed new layouts were reviewed during the Working Group meeting and it was confirmed that there were no significant changes and only minor comments that can be easily addressed through the design development.

Moving forward the building scanning process will begin on January 4th. This will involve a survey crew working around the exterior of the building and inside to record and document existing conditions. This work is expected to take 9-10 days to complete. Geotechnical borings are also required and need to be scheduled. Leftfield will work with the Police and Fire Chiefs and HKT to schedule and coordinate this work.

HKT have also begun to coordinate the work of other consultants to start their schematic design.

Chief Sullivan asked about access to the buildings during construction. Shane Nolan noted that the process to look at phasing including any temporary relocation of staff and access to the building is underway. This



will be reviewed and discussed with the Police & Fire Chiefs at Working Group meetings. Once a CM-R is on board in April a more detailed scheme will be developed and a final plan should be in place sometime in the summer of 2021. Construction is expected to start in November 2021.

IV. Next Permeant Building Committee was schedule for January 05 (Tuesday), 2021 at 7:00pm.

*Jason Cohen made a motion to adjourn meeting at 8:00pm. Seconded by Jerry Hammersley.
Approved unanimously.*

Attachments:

- 12/17/20 Leftfield OPM Report
- 12/17/20 HKT Presentation



RENOVATIONS AND ADDITIONS TO THE WAKEFIELD PUBLIC SAFETY BUILDING

**WAKEFIELD, MASSACHUSETTS
December 17, 2020**

AGENDA

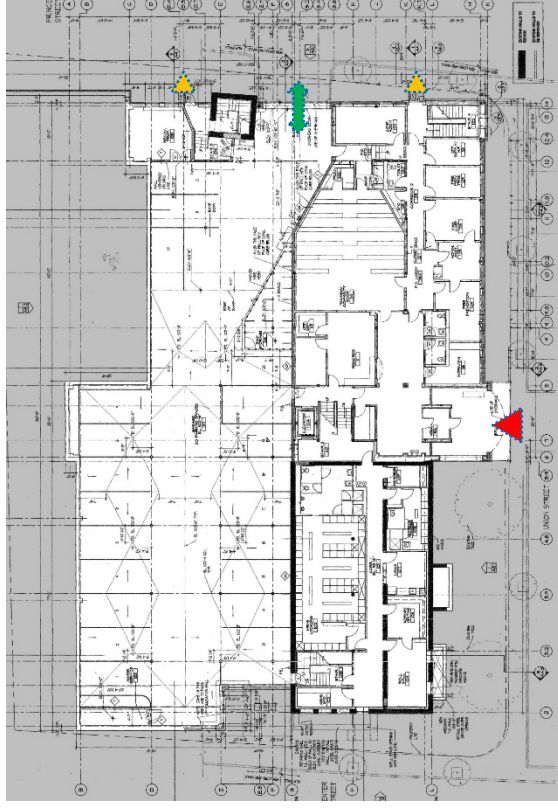
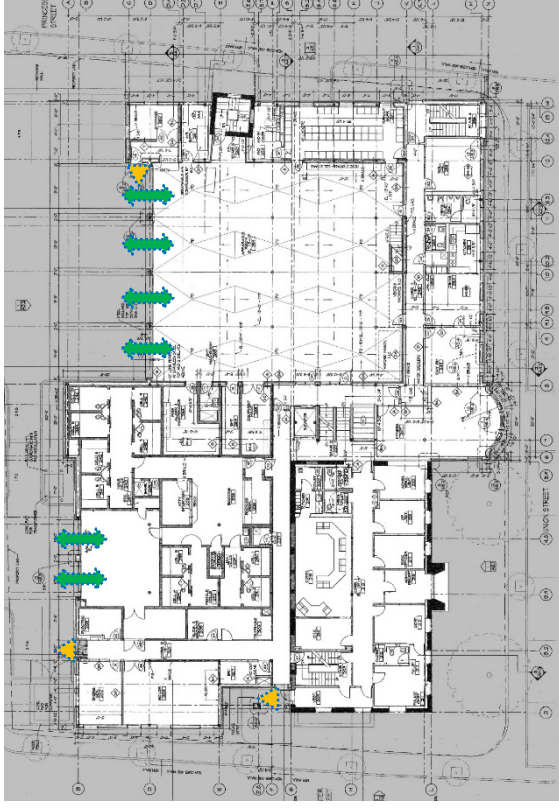
Update to PBC

- **Working Group Meeting**

- Programming Review
- Review of Structural and MEPFP assessment
- Concept Plan Review

- **Upcoming Work**

- Building Scan
- Borings



WORKING GROUP MEETING

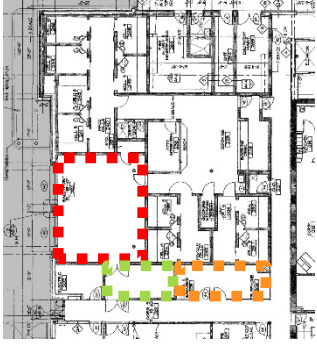
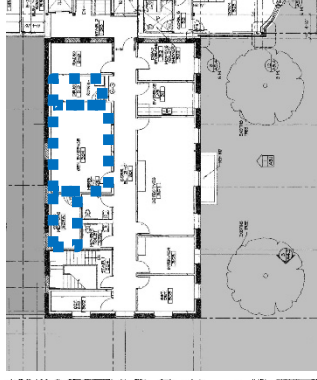
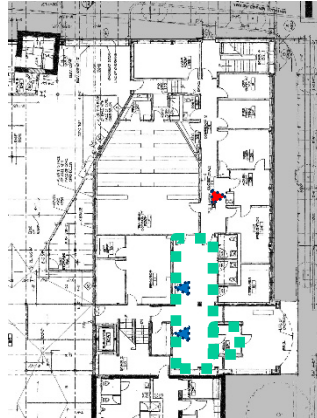
Review of Study Work: Programming + Building Assessment

- Process + results from tours + programming sessions
 - PD results: Spaces that meet needs, were undersized, or were lacking or not well located including:
 - Administrative Office + Storage Space; Employee Support Space; Sally Port + Impound Bay Size
 - Mechanical / Electrical / Ventilation Systems
 - FD results: Adequate space in all areas with several areas of concern:
 - Mechanical / Electrical / Ventilation Systems
 - Slab Transition at Garage Doors + Apron
 - Long Term Document Storage
- Review of structural and MEP/FP related items

WORKING GROUP MEETING

Review of Existing Conditions

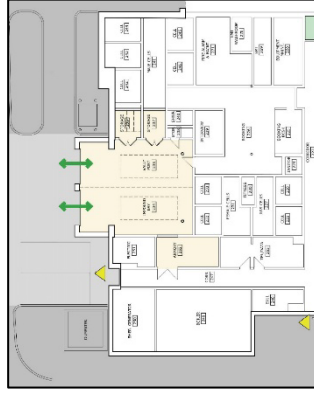
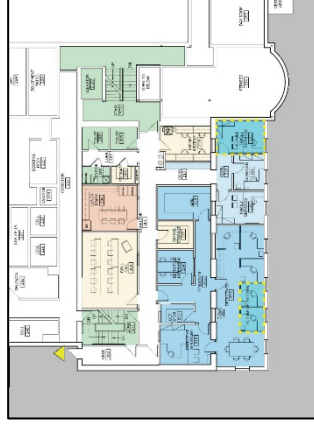
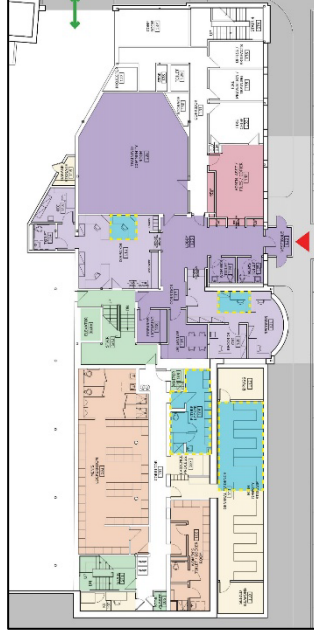
- Review of existing plans that highlighted space issues
 - Entry sequence: Location of PD + FD personnel; response issue for citizen needing immediate help
 - Limitations + undersized rooms: Appropriate office space; locker rooms; storage rooms now occupied by personnel; conference room; records storage; lack of expansion space
- Location of spaces: Dispatch; Evidence
- Sally Port + Impound Bay size; Armory security; 911 and systems spaces



WORKING GROUP MEETING

Overview of Additions + Relocation of Program Spaces

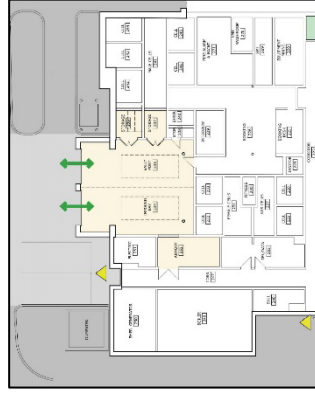
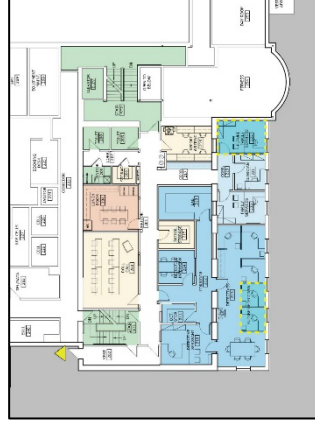
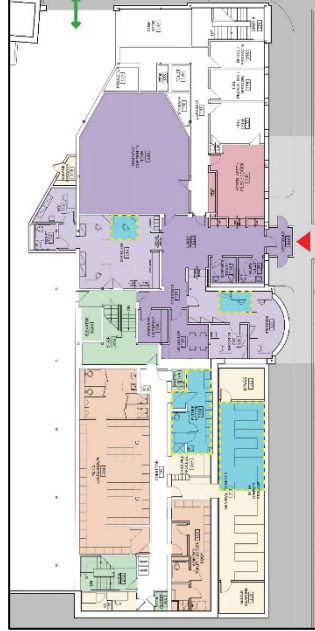
- Reviewed the proposed plans
 - +/- 3,197 gsf addition on Union Street: 1,053 gsf first level; 1,072 gsf second level; 1,072 gsf third level
 - +/- 63 gsf entry addition on Union Street
 - 282 gsf sally port addition on Crescent Street
 - No FD reorganization except for entry sequence
 - Most PD operation areas reorganized except for detention



WORKING GROUP MEETING

Questions and Comments

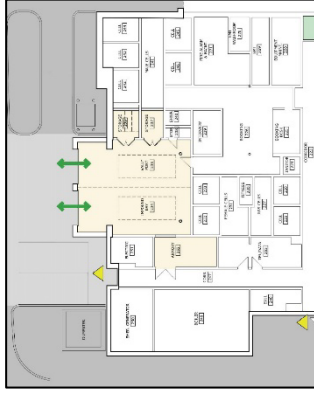
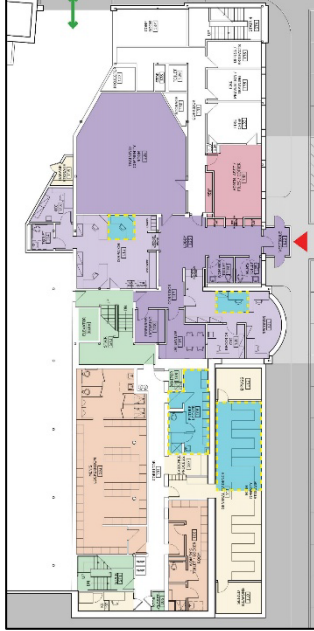
- Concept Plan: Overall general satisfaction for office and support locations
 - During next phase there may need to be adjustments for architectural, code or structural reasons or as departments review schematic design
- Security Issues:
 - Exit/Entry Vestibule on Centre Street
 - Main lobby on Union Street: Bullet proof glazing on new exterior windows as well as all interior glazed openings in lobby
 - Alarm systems at lobby/front door



WORKING GROUP MEETING

Questions and Comments

- Concern over scanning process in occupied spaces
 - Instruments are eye safe; people are free to go about their daily activities
 - Planning for this work will be coordinated with departments and Town
- Phasing during construction is a major concern since the building will be fully occupied
 - Discussion included trailers, closing streets or parking areas
 - Code consultant will be part of this discussion
 - Early planning issue



MOVING FORWARD

- Work with OPM to establish Schedule following final planning of site/building scans + borings
- Field Work
 - Building Scan of Exterior + Interior: 8-9 day effort
 - Anticipated start date is January 4, 2021
 - Site Survey: 2 day effort
 - Anticipated start date is January 4, 2021
 - Geotechnical: 3 Borings; 2 at Union Street front, 1 at Sally Port
 - Date pending based on drilling contractor
- Present Findings to Committee
- Final Design + Construction Document Process
 - Permitting as Required

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

Permanent Building Committee Meeting

December 17, 2020



WAKEFIELD PUBLIC SAFETY | OPM REPORT

AGENDA:

1. **Administrative Actions**
 - Approval of December 3rd, 2020 Permanent Building Committee Meeting Minutes
2. **Design Schedule Update**
3. **Project Budget**
 - Project Budget Report Update
4. **Other Business/Discussion**
 - CMR Prequalification and Selection Process
5. **Next Meeting**
 - Permanent Building Committee Meeting

1. Administrative Actions

1.1 Approval of December 3rd, 2020 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, December 3rd, 2020
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Name	Present
Joseph B. Bertrand	Chair, Permanent Building Committee
Timothy Demers	Permanent Building Committee
Charles L. Tarbell	Permanent Building Committee
Jerry Hamersley	Permanent Building Committee
Jason Cohan	Permanent Building Committee
Christopher Callahan	Permanent Building Committee
Janine R. Fabiano	Permanent Building Committee
John McDonald	Permanent Building Committee
Tom Galvin	Permanent Building Committee
Marc Muccio	Permanent Building Committee (non-voting)
Philip Renzi	Permanent Building Committee (non-voting)
Wayne Hardacker	Permanent Building Committee (non-voting)
Shane Slory	Chief, Wakefield Police Department
Chris Calvese	Deputy Chief, Wakefield Police Department
Richard DiIorio	Wakefield Police Department
Joe Conway	Director, Wakefield DPW
Lyn Stapleton	Leftfield Project Management
Shane Nolan	Leftfield Project Management
Janet Siemens	HKT Architects
Amy Dunlap	HKT Architects

- I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:00pm.
- II. Shane Nolan presented the Leftfield OPM Report
 - 1. Administrative Actions
 - Meeting Minutes
 - The meeting minutes of the 11/05/20 Permanent Building Committee: Wakefield Public Safety were presented for review. It was noted that there was a typo in the title block and a couple of attendees were not listed as present. Shane Nolan will make corrections.
 - Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 11/05/20 as amended. Seconded by Jason Cohan.
 - On a roll call vote the motion was approved unanimously.



Incident:	The November 2020 Wakefield Public Safety Invoices Summary was presented and reviewed.
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Chip Tarbell made a motion to approve the payment of Leftfield's Invoice #1 in the amount of \$5,000.00. Seconded by Jason Cohan.

On a roll call vote the motion was approved unanimously.

Designer Contract Amendment #1:

HKT Architects Designer Amendment #1 was presented and reviewed. The total additional services include a lump sum of \$746,863 for basic design/engineering service and a not to exceed value of \$175,359 for reimbursable/supplemental services. It was noted that the reimbursable/supplemental services will be billed only as required for the project. The total revised Designer Services contract value is \$1,012,222. It was noted that there were additional services provided in the original HKT contract for the Study phase and these need to be accounted for in Amendment #1. Janet Siemens will review the final accounting for the Study phase and provide the correct amount for inclusion in the Amendment.

Joe Bertrand confirmed the Amendment #1 has not been reviewed by Town Council. As soon as the correction is made it will be sent to Town Council for review.

Chip Tarbell made a motion to approve HKT Designer Amendment #1 subject to correction/confirmation of final study contract value and review by Town Council. Seconded by Jason Cohan.

On a roll call vote the motion was approved unanimously.

Leftfield PM will issue a Notice to Proceed to HKT pending formal execution of Amendment #1 which will allow HKT to schedule their consultants and proceed with the project.

2. Project Schedule

Design schedule was presented for review. The schedule shows the proposed design phases with target dates for PBC review and approvals at each phase. It was noted this is a working document and will be further reviewed and refined with HKT.

Phil Renzi raised a question about the involvement of the Advisory Working Group during the design phase. It was noted that HKT/JPW will coordinate meetings with the Advisory Working Group as needed to progress the design and meet the schedule.

3. Project Budget

A draft Overall Project Budget was presented for review. Shane Nolan went through each category of the budget including Administration, Design Costs, Construction, Miscellaneous Costs, Furniture and Equipment and Project Contingencies. It was noted that this is a preliminary budget. As the project moves through the schematic design the budget categories will be reviewed in more detail including the confirmation of the construction cost and contingencies.

Chip Tarbell made a motion to approve the Preliminary Project Budget dated 11/05/20 in the amount of \$9,600,000. Seconded by Jason Cohan.

On a roll call vote the motion was approved unanimously.



4. Other Business/Discussion

Shane Nolan presented an overview of the construction delivery methods available for the Public Safety project. These include Design Bid Build (DBB) and Construction Manager at Risk (CMR). SN provided similarities between the two methods, advantages and disadvantages of each and an outline of types of project each method is most appropriate for. Lyn Stapleton gave an overview of the process to hire a CMR.

Janice asked about the level of change orders on a CMR project and how they are handled. SN noted that under the CMR method the construction manager is expected to do a more thorough review of changes before they are submitted to the Owner for review. Therefore, it would be expected that the change order process should be more streamlined. Joe Bertrand and Chip Tarbell spoke to their experience with each method of construction delivery.

Janine Fabiano made a motion to proceed with the Construction Manager at Risk for the Wakefield Public Safety project. Seconded by Jason Cohan.

On a roll call vote the motion was approved unanimously.

Marc Muccio, Philip Renzi and Wayne Hardacker noted their agreement with proceeding under the CMR method.

III. Next Permanent Building Committee was scheduled for December 17th, 2020 at 7:00pm.

Chip Tarbell made a motion to adjourn meeting at 8:15pm. Seconded by Jason Cohan.

Approved unanimously.

WAKEFIELD PUBLIC SAFETY | OPM REPORT

2. Project Schedule: Preliminary Design Schedule

Feasibility Study/Schematic Design

- Develop Schematic Design Documents
- Update Schematic Design Estimate
- PBC Review & Approval of SD & Project Budget

Dec 3 – April 29
Dec 3 – April 2
April 5 – April 23
April 29

Design Development

- Develop Design Development Documents
- Design Development Estimate
- PBC Review & Approval of DD Estimate

May 3 – July 2
May 3 – July 2
July 5 – July 23
July 29

Construction Documents

- Develop 60% Construction Documents
 - 60% Construction Documents Estimate
 - PBC Review & Approval of CD60 Estimate
- 100% Construction (Bid) Documents

July 12 – Oct 1
June 12 – Aug 20
Aug 23 – Sept 3
Sept 9
Aug 23 – Oct 1

Bidding

Review Bids & Prepare GMP

PBC Approval/Execute GMP/Construction Notice to Proceed Construction

Oct 6 - Oct 27
Oct 27 – Nov 10
Nov 11

12 Months: Phasing - TBD

WAKEFIELD PUBLIC SAFETY | OPM REPORT

3. Project Budget:

	Total Project Budget	Authorized Changes	Current Project Budget
ADMINISTRATION (Owners Project Manager, Advertising, Printing, Owners Insurance, Misc. Admin. Costs)	\$410,000	N/A	\$410,000
ARCHITECTURE AND ENGINEERING (Architectural and Engineering Costs, Supplemental & Reimbursable Services)	\$922,222	N/A	\$922,222
PRE-CONSTRUCTION & CONSTRUCTION (CM Pre-Construction (if applicable), Construction Costs)	\$6,715,000	N/A	\$6,715,000
MISC. PROJECT COST (Utility Costs, 3 rd Party Testing & Inspections, 3 rd Party Commissioning, Other Project Costs)	\$160,000	N/A	\$160,000
FURNITURE FIXTURES AND EQUIPMENT (Office, Dispatch & Other Misc. Furniture, Communications Equipment, Building Security)	\$645,300	N/A	\$645,300
CONTINGENCY (Owners and Construction Contingency)	\$747,478	N/A	\$747,478
TOTAL PROJECT BUDGET	\$9,600,000	N/A	\$9,600,000

Wakefield Public Safety Project - Wakefield, MA

December 16, 2020

Total Project Budget Status Report

Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ -	\$ 380,000	100%	\$ 5,000	1%	\$ 375,000
Schematic Design	\$ 20,000	\$ -	\$ -	\$ 20,000	100%	\$ 5,000	25%	\$ 15,000
Design Development	\$ 30,000	\$ -	\$ -	\$ 30,000	100%	\$ -	0%	\$ 30,000
Construction Documents	\$ 40,000	\$ -	\$ -	\$ 40,000	100%	\$ -	0%	\$ 40,000
Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Construction Administration	\$ 270,000	\$ -	\$ -	\$ 270,000	100%	\$ -	0%	\$ 270,000
Closeout	\$ 20,000	\$ -	\$ -	\$ 20,000	100%	\$ -	0%	\$ 20,000
Cost Estimates	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Reimbursable & Other Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Advertising and Printing	\$ 5,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 5,000
Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Administrative Costs	\$ 25,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 25,000
SUB-TOTAL	\$ 410,000	\$ -	\$ -	\$ 380,000	93%	\$ 5,000	1%	\$ 405,000
ARCHITECTURE & ENGINEERING								
A/E Basic Services	\$ 753,399	\$ -	\$ -	\$ 753,399	100%	\$ -	0%	\$ 753,399
Feasibility/Schematic Design	\$ 96,389	\$ -	\$ -	\$ 96,389	100%	\$ -	0%	\$ 96,389
Design Development	\$ 117,145	\$ -	\$ -	\$ 117,145	100%	\$ -	0%	\$ 117,145
Construction Documents	\$ 186,181	\$ -	\$ -	\$ 186,181	100%	\$ -	0%	\$ 186,181
Bidding	\$ 43,690	\$ -	\$ -	\$ 43,690	100%	\$ -	0%	\$ 43,690
Construction Administration	\$ 309,994	\$ -	\$ -	\$ 309,994	100%	\$ -	0%	\$ 309,994
Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Extra and Reimbursable Services	\$ 168,823	\$ -	\$ -	\$ 168,823	100%	\$ -	0%	\$ 168,823
Other Reimbursable Costs	\$ 21,855	\$ -	\$ -	\$ 21,855	100%	\$ -	0%	\$ 21,855
HazMat Engineering & Monitoring	\$ 5,000	\$ -	\$ -	\$ 5,000	100%	\$ -	0%	\$ 5,000
Geotechnical & Geo-environmental	\$ 18,186	\$ -	\$ -	\$ 18,186	100%	\$ -	0%	\$ 18,186
Survey	\$ 9,629	\$ -	\$ -	\$ 9,629	100%	\$ -	0%	\$ 9,629
Building Envelope Consultant	\$ 49,255	\$ -	\$ -	\$ 49,255	110%	\$ -	0%	\$ 49,255
Scanning Services	\$ 54,398	\$ -	\$ -	\$ 54,398	91%	\$ -	0%	\$ 54,398
FFE Design	\$ 10,500	\$ -	\$ -	\$ 10,500	100%	\$ -	0%	\$ 10,500
SUB-TOTAL	\$ 922,222	\$ -	\$ -	\$ 922,222	100%	\$ -	0%	\$ 922,222
CONSTRUCTION COSTS								
Pre-Construction	\$ 65,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 65,000
Construction	\$ 6,650,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 6,650,000
Change Orders	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
SUB-TOTAL	\$ 6,715,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 6,715,000
MISCELLANEOUS PROJECT COSTS								
Utility Company Fees	\$ 30,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 30,000
Commissioning	\$ 50,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 50,000
Other Project Costs	\$ 50,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 50,000
SUB-TOTAL	\$ 160,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 160,000
FURNISHINGS & EQUIPMENT								
Furnishings & Equipment	\$ 409,050	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 409,050
Technology & Communications	\$ 236,250	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 645,300	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 645,300
CONTINGENCY								
Construction Contingency	\$ 610,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 610,000
Owner's Contingency	\$ 137,478	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 137,478
SUB-TOTAL	\$ 747,478	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 747,478
TOTAL PROJECT BUDGET	\$ 9,600,000	\$ -	\$ -	\$ 1,302,222	14%	\$ 5,000	0%	\$ 9,595,000
<i>(sum of all sub-totals above)</i>								

WAKEFIELD PUBLIC SAFETY | OPM REPORT

4. Other Business/Discussion

4.1 Construction Manager at Risk: Selection Process

- Step 1: Submit Application to Office of Inspector General (OIG)
- Step 2: Establish a Prequalification Committee comprised, at a minimum of:
- At least two representatives from Awarding Authority
 - Representative from OPM
 - Representative from Designer
- Step 3: Prepare and advertise Request for Qualifications (RFQ) for CMR services
- Prequalification Committee reviews Statements of Qualification's (SOQ) and must prequalify at least 3 CMR firms
- Step 4: Establish a Selection Committee (may be the same as the Prequalification Committee)
- Step 5: Prepare and distribute Request for Proposals (RFP)

WAKEFIELD PUBLIC SAFETY | OPM REPORT

4.1 Construction Manager at Risk: Selection Process

- Step 5: Prepare and distribute Request for Proposals (RFP) to prequalified CM-R firms
- Step 6: Receive, evaluate and rank the CMR proposals
 - Conduct interviews with CMR firms
- Step 7: Negotiate non fee contract terms with the highest ranked CMR and execute contract

WAKEFIELD PUBLIC SAFETY BUILDING – RENOVATIONS & UPGRADES

December 15th, 2020

CONSTRUCTION MANAGER @ RISK – SELECTION TIMELINE

December 3	PBC Meeting: Vote to proceed with CM-R	Complete
December 16	Submit Application to Office of Inspector General (OIG)	Complete
December 17	PBC Meeting: Appoint CM-R (Prequalification/Selection) Committee	
December 18 -January 4	Prepare CM-R Request for Qualifications (RFQ)	
January 6	<u>CM-R Committee Meeting:</u> Review DRAFT RFQ	
January 13	<u>CM-R Committee Meeting:</u> Review Final RFQ	
January 14	Submit CM-R ad to Central Register (CR), Local Paper & CommBuys	
January 14 – January 28	Prepare CM-R Request for Proposals	
January 20	RFQ Advertisement noticed in CR, Local Paper and CommBuys RFQ available to CM-R firms	
February 1	Approval by OIG	
February 3	Deadline for CMR Questions on RFQ	
February 3	<u>CM-R Committee Meeting:</u> Review Draft RFP	
February 10	CM-R Statement of Qualifications (SoQ) due Deliver to: TBD	
February 11- February 17	CM-R Committee Review CM SoQ's	
February 17	<u>CM-R Committee Meeting:</u> Review CM-R SoQ's, PreQual CM-R firms, Review Final RFP Final RFP	
February 18	Distribute RFP to Prequalified CM-R firms	
February 24	Informational Walk through at Wakefield PS: Time TBD	
March 3	<u>CM-R Committee Meeting:</u> Finalize format for CM-R Interviews.	
March 3	Deadline for CMR Questions on RFP	
March 10	CM-R Statement of Qualifications (SoQ) due Deliver to: TBD	
March 10 - March 17	CM-R Committee Review CM Proposals	
March 17	<u>CMR Committee Meeting:</u> CM-R Interviews CMR Rank CM-R firms	
March 18	PBC Meeting: CM-R Committee make recommendation on CM-R firm	