Town of Franklin

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OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

August 18, 2023

To: Police Station Building Committee
From: Mike D'Angelo, Facilities Director

Re: Police Station Building Committee Steps

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All steps are based on Chapter 149 vertical construction statute.

1) **Hire an OPM (Owner Project Manager)**
   - Put out an RFP inviting firms to submit non price proposals
   - Walkthrough for prospective firms
   - Evaluate proposals and short list
   - Interviews for 3 firms
   - Price negotiation with TA
   - Contract signing

2) Hire an Architect
   - Put out an RFP inviting firms to submit non price proposals
   - Walkthrough for prospective firms
   - Evaluate proposals and short list
   - Interviews for 3 firms
   - Price negotiation with TA
   - Contract signing

3) Schematic Design (Conceptual design)
   - Develop program
   - Site Selection
   - Purchase if needed
   - Complete schematic design and rough budget estimates
   - Frequent Building committee meetings
   - (At every step of design Architect and OPM provide committee estimates)

4) Design Development (Refine Design)
   - Engineers: Mechanical, electrical, plumbing, structural, civil start to develop their rough designs based on architect preliminary design
   - Frequent building committee meetings
   - Much more detailed estimates

5) Construction Documents
   - Phase takes several months fleshing out and putting together actual bidding documents and specifications. Frequent review of documents by OPM and Facilities staff.
   - Regular Building committee meetings
   - Final pre bid estimates take place

6) Bidding
   - Subcontractors and General contractor prequalification
   - Advertising in Central Register
   - Receive subcontractor bids and issue to general contractors
   - Receive general contractor bids

7) Construction
   - Prepare contracts
   - Receive bonds
   - Contract signing
   - Preconstruction meeting
   - Weekly construction meetings
   - Monthly Building Committee meetings