

MILESTONE SCHEDULE

Town of Westport
Staples HS Roof Replacement
Date: 4/9/2021

- Owner Meeting
◆ Major Milestone

DRAFT

I. Architect Selection & Grant Application Process		April 13, 2021 to June 7, 2021		Comments
	Provide draft Architect RFP and Review with Team	○	Tuesday, April 13, 2021	Review RFP for Architect Selection
	Advertise the Architect RFP (Request for Proposal)		Friday, April 16, 2021	
	Virtual Site Visit for Architects (via Zoom hosted by Colliers)		Tuesday, April 27, 2021	
	Addenda Questions Due		Wednesday, May 5, 2021	
	Addenda Posted		Friday, May 7, 2021	
	Proposals due from Architects		Thursday, May 13, 2021	Due by 11:00 p.m. (confirm time with Elio)
	Interview 2 low architects		Monday, May 17, 2021	
	Meet with Team (Elio, Ted, CPL) to review proposals and submit with BOE packet if permissible	○	Monday, May 17, 2021	Do we need to review award of architect selection with BOE?
	BOE Meeting	○	Monday, June 7, 2021	Award of Design Services subject to contract negotiations. (Go to Design Phase Below) Approval of Total Project Budget
II. Design Phase		May 20, 2021 to December 15, 2021		Comments
	Design Kickoff Meeting		Thursday, May 20, 2021	Assumes we can proceed without BOE approval.
	Working Group		Thursday, June 3, 2021	
	Working Group		Thursday, June 17, 2021	
	LAST DAY OF SCHOOL		Thursday, June 17, 2021	
	Field Investigations		6/21-6/30	Complete all test cuts, inspections, etc. prior to July 4th holiday
	Issue 100% Construction Documents		Friday, July 9, 2021	
	100% CD Review Meeting		Thursday, July 15, 2021	Review at working group. Review CD estimate by architect also.
	Submit Final Contract Documents to Local BO for Code Review		Thursday, July 29, 2021	
	Receive Code Sign-off required by OSCGR		Monday, August 30, 2021	
	BOE Meeting - Approve Plans and Specs. Have Ed Specs ready also to approve those.	○	Monday, September 20, 2021	SCG-042 (Need to check with OSCGR if a BC is needed) IF APPLICABLE
	BOE Meeting to Approve Funding?	○	Wednesday, October 6, 2021	Typically 1st Wednesday each month.
	Representative Town Meeting	○	Tuesday, November 2, 2021	Approve Funding (if not done already)
	Procure certified copies of approval by RTM		Friday, November 5, 2021	Only necessary if they haven't approved it yet.
	Submit Grant Application to the State (deadline is 10th of each month)		Monday, November 8, 2021	
	PCR Meeting with OSCGR	○	Wednesday, December 1, 2021	Rough date, TBD
	Receive Permission to bid from OSCGR		Wednesday, December 8, 2021	
	Advertise Construction Documents for Bidding		Wednesday, December 15, 2021	
III. Bidding		December 15, 2021 to March 3, 2022		Comments
	Post Construction Documents for Bidding		Wednesday, December 15, 2021	
	Virtual Site Visit		Monday, December 20, 2021	
	Addenda Questions due		Thursday, January 6, 2022	
	Post Addenda		Wednesday, January 12, 2022	
	Bids Due		Thursday, January 20, 2022	2 p.m. Could possibly slip a week.
	Scope review apparent low bidder		Monday, January 24, 2022	
	Issue Notice of Intent to Award (subject to providing bonds, BOE, BOF and RTM approval)		Monday, January 24, 2022	
	Submit bid recommendation to BOE		Tuesday, January 25, 2022	Need to know deadline when we have to submit to the BOE
	BOE Meeting	○	Monday, February 7, 2022	
	Special Board of Finance Meeting?	○	Tuesday, February 22, 2022	Typically 1st Wednesday each month.
	Representative Town Meeting	○	Wednesday, March 2, 2022	Typically 1st Tuesday each month
	Issuance of Purchase Order/Contract		Thursday, March 3, 2022	
	Submission of shop drawings, etc.		3/7/22-3-28/22	
IV. Construction		June 10, 2022 to August 31, 2022		Comments
	Pre-Construction Meeting		Friday, June 10, 2022	Pre-con with BO, WPS, etc.
	Last Day of School		Thursday, June 16, 2022	Per 21-22 Academic Calendar
	Contractor to Mobilize to the site		Monday, June 20, 2022	
	Substantial Completion		Friday, August 19, 2022	
	Final Punch list complete		Thursday, August 26, 2021	
V. Project Closeout		September 1, 2022 to October 31, 2022		Comments