

MILESTONE SCHEDULE



Town of Dover Community Center Project 11-May-20

- Owner Meeting
- ◆ Major Milestone

DRAFT

I. Feasibility Phase		January 2020 thru December 7, 2020		
1	OPM Selection		January 1, 2020	thru May 5, 2020
2	Establish Designer Selection Sub-Committee (If Desired)	○	11-May-20	
3	Total Project Budget Development		11-May-20	thru 25-May-20
4	Approve Total Project Budget		25-May-20	
5	Prepare Draft Request for Services (RFS)		11-May-20	thru 8-Jun-20
6	Designer Selection Sub Committee Reviews Draft RFS	○	8-Jun-20	
7	Submit Advertisemen to Central Register & Local Newspaper		11-Jun-20	
8	Central Register & Local Newspaper Advertisement		17-Jun-20	
9	Facility Tour & Proposal Briefing Meeting		24-Jun-20	
10	Proposals Due	◆	13-Jul-20	
11	Colliers Distributes, Reviews Proposals & Checks References		13-Jul-20	thru 17-Jul-20
12	Selection Sub-Committee Determines 3 Top Choices	○	20-Jul-20	
13	Selection Sub Committee Meeting to Interview, Rank & Select Firm	○	3-Aug-20	
14	Negotiate & Prepare Contract with Selected Firm		4-Aug-20	thru 14-Aug-20
15	Award of Contract	◆	21-Aug-20	
16	Designer Kickoff Meeting	○	24-Aug-20	
17	Existing Conditions Investigation		24-Aug-20	thru 25-Sep-20
18	Programming		24-Aug-20	thru 25-Sep-20
19	Preferred Solution Study		28-Sep-20	thru 25-Nov-20
20	Public Presentation	◆	30-Nov-20	
21	Feasibility Phase Approval	○	7-Dec-20	
II. Schematic Design Phase		December 9, 2020 thru May 3, 2021		
1	Schematic Design of Preferred Solution		9-Dec-20	thru 12-Mar-21
2	SD Set to Estimators	◆	12-Mar-21	
3	SD Design Review		15-Mar-21	thru 26-Mar-21
4	SD Estimate		15-Mar-21	thru 26-Mar-21
5	SD Estimate Reconciliation	◆	31-Mar-21	
6	SD Value Management		5-Apr-21	thru 9-Apr-21
7	Public Presentation	◆	12-Apr-21	
8	Schematic Design Approval	○	19-Apr-21	
9	Town Meeting	◆	3-May-21	