



City of Newton
Lincoln Eliot – NECP Project
Project Monthly Report

October 2019



The Global Leader in Managing Construction Risk

Hill International

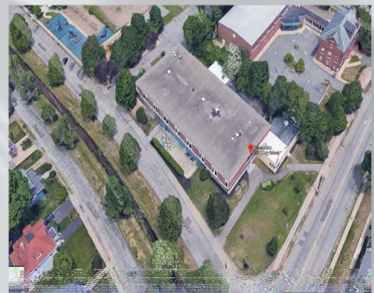




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- a. Arrowstreet - Work Plan revised October 8, 2019
- b. Design Review Committee Meeting Minutes, October 16, 2019 draft

1. Executive Summary

Executive Summary

This Project Manager's Report for the City of Newton's Lincoln Eliot-NECP (LE-NECP) Project submitted by **Hill International (Hill)**, covers activities for the month of October 2019.

During the month of October 2019, Hill provided the City with budget utilization updates for the project, updated budget and CIP FY 2020 funding report for NECP at 687 Watertown St, schedule and work plan updates, and LE-NECP Projects web page content management.

On October 1, 2019, Schematic Design Phase for NECP at 687 Watertown Street was completed based on reconciliation of scope to budget and Newton Public Schools acceptance of adjusted project work areas.

On October 10, 2019, Design Development Phase for NECP at 687 Watertown Street was started with submission of Arrowstreet Contract Amendment #03 and Hill Contract Amendment #02 to the City for approval and execution.

On October 16, 2019, Newton's Design Review Committee was provided a progress presentation for NECP at 687 Watertown St. The presentation included review of floor plans, renderings of the main lobby and stair, and work area adjustments implemented during schematic design phase to reconcile scope to budget without impacting the NECP program and needed operational adjacencies. The presentation also confirmed that the project scope continues to follow the scope and conditions of NECP 5-58 Site Plan Approval.

On October 17, 2019, a working group meeting was held to review and obtain input on floor plans, circulation within and between spaces in the building, building access and control, operational adjacencies, concepts for a learning stair in the main lobby, interior designs concepts for the main lobby conceived to engage children, and building exterior design features and assemblies at the new main entrance. The working group was also provided a report on the October 16, 2019 Design Review Committee meeting and presentation.

On October 24, 2019, a Lincoln Eliot-NECP School Building Committee (SBC) meeting was held to provide a report on the October 16, 2019 Design Review Committee meeting and review design development progress. The design development progress report included review of floor plans, circulation within and between spaces in the building, building access and control, operational adjacencies, concepts for a learning stair in the main lobby, interior designs concepts for the main lobby conceived to engage children, and building exterior design features and assemblies at the new main entrance. Additionally, the SBC was provided a project schedule and milestone progress report and total project budget report.

On October 28, 2019, representatives for Hill, Arrowstreet, Arrowstreet's design consultants and Newton Public Buildings met to review NECP project scope adjustments accepted during schematic design and confirm the extent and scope of building repairs required to meet the program, building code, new building spaces and new structural/mechanical/electrical systems.

Throughout the month, Arrowstreet and Hill worked with Public Buildings to refine the project work plan and forecast future funding needs for continued work on both the NECP at 687 Watertown St. project and the Lincoln Eliot project.

Hill Invoice #PBO-02339.00-00000012 and Arrowstreet Invoice 726046 were submitted and processed for payment.

Additional project updates, presentation materials, and documentation may be obtained at the project web page: <http://lincolneliot-necp-projects.com/>

Progress and Milestones Achieved

The following milestones was achieved during the month of October 2019:

- Design Development Phase started.

Key Objectives

The key objectives and dates for the coming month are:

- Continue Design Development advancement for cost estimating process scheduled November 2019.
- Prepare documents and initiate Conservation Commission Storm Water and Riverfront Protection permit approval process.
- Meet with Newton Parks and Recreation to review Albemarle Park impacts and play structure adjustments needed for the NECP program at 687 Watertown St. property.
- City to execute OPM and Designer continued services amendments for design development phase of the NECP at 687 Watertown St. project.
- Initiate process for supplemental CIP funding for NECP phases Construction Documents, Bid, Construction and Closeout.

Financials

The LE-NECP budget includes multiple appropriations that total \$1,570,000. Contracts commitments include: Hill International for Owner Project Management services totaling of \$213,970, Other Feasibility Study Cost totaling \$2,000 for legal notices, etc., and Arrowstreet for Designer Services totaling \$1,217,560.80. Total commitments to date equal \$1,433,530.80. Based on the \$1,570,000 total appropriation and contract commitments and expenditures to date, the project is under budget.



The Total Project Budget established for NECP at 687 Watertown Street is \$13.0mil with funding for phases Construction Documents, Bid, Construction and Closeout pending City Council FY 2020 CIP appropriation approval.

Schedule

The next milestones for the project are:

- Process and execute design services amendment and OPM services amendment for NECP at 687 Watertown St. design development phase and conservation commission project permit process.
- Complete Design Development documentation and forward for independent cost estimate.
- Secure funding for NECP phases Construction Documents, Bid, Construction and Closeout.



2. Schedule

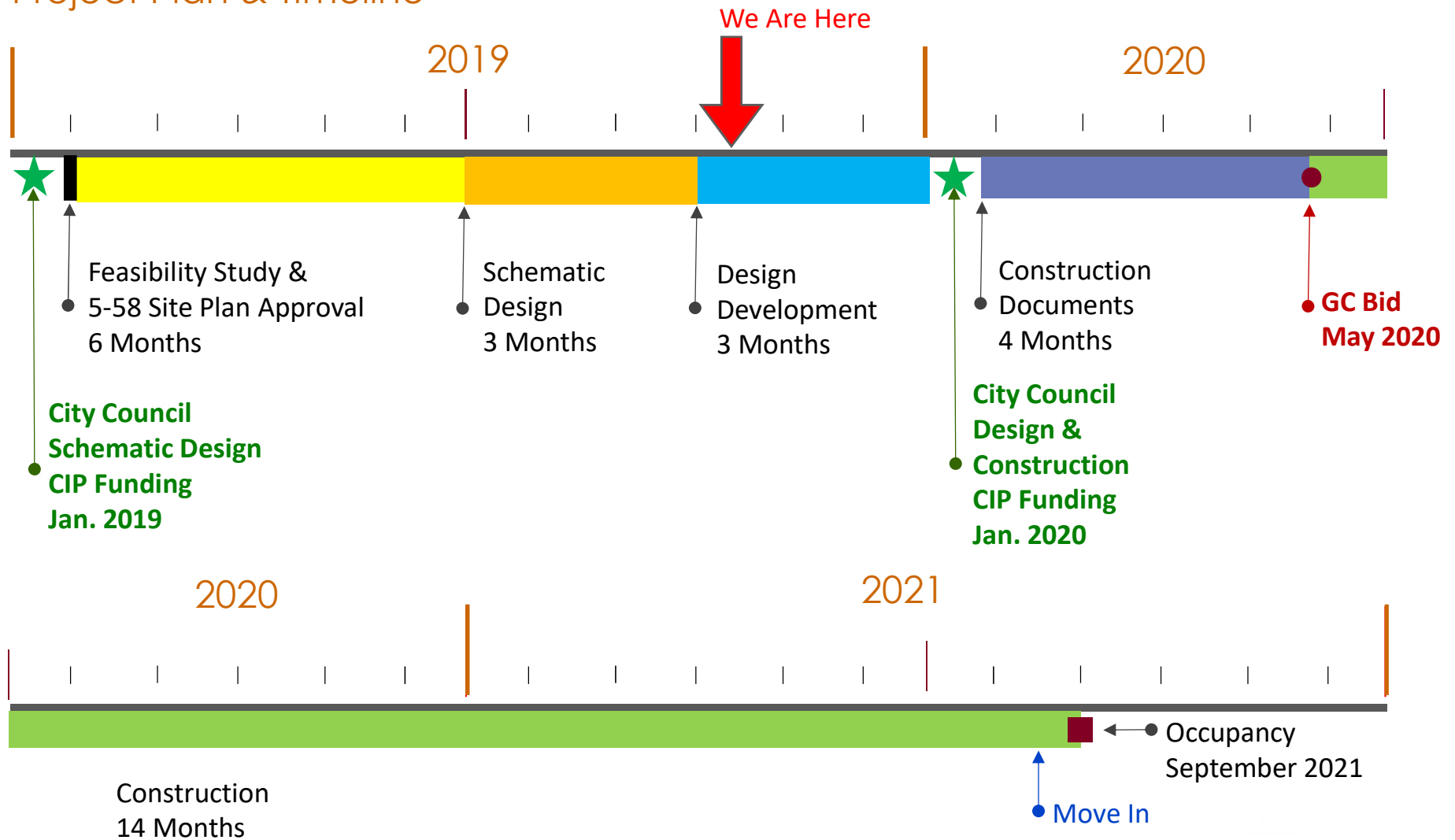
Task Name	Start	Finish
OPM Procurement	Fri 7/6/18	Thu 9/6/18
OPM RFS	Fri 7/6/18	Mon 8/20/18
Execute OPM Contract	Tue 8/21/18	Thu 9/6/18
Designer Procurement	Mon 7/23/18	Wed 10/3/18
Designer RFS	Mon 7/23/18	Fri 9/7/18
Execute Designer Contract	Tue 9/4/18	Wed 10/3/18
Program Kickoff	Thu 10/4/18	Thu 10/4/18
Preliminary Design Program LE/NECP	Fri 10/5/18	Mon 12/31/18
Existing Conditions	Fri 10/5/18	Fri 11/9/18
Ed Plan & Visioning	Wed 10/17/18	Fri 11/9/18
Space Summary	Mon 11/12/18	Wed 11/21/18
Site Matrix & Options	Thu 11/22/18	Wed 12/12/18
Local Approval	Thu 12/13/18	Thu 12/13/18
PDP Submittal	Thu 12/13/18	Mon 12/31/18
Feasibility Study Funding	Thu 1/31/19	Thu 1/31/19
Feasibility Study	Fri 2/1/19	Fri 2/1/19
NECP - 687 Watertown St	Fri 2/1/19	Tue 7/9/19
Traffic Study	Fri 2/1/19	Fri 3/8/19
Site Survey	Fri 2/1/19	Tue 3/12/19
Options Development	Fri 2/15/19	Fri 3/8/19
Preferred Alternative	Mon 3/11/19	Fri 3/29/19
Preferred Solution & Cost Est	Mon 4/1/19	Fri 4/19/19
Site Plan Approval	Wed 3/13/19	Mon 7/8/19
PSR Submission	Tue 7/9/19	Tue 7/9/19
LE - 150 Jackson Rd-Feasibility Study	Mon 2/18/19	Fri 1/31/20
Site Survey	Mon 2/18/19	Mon 4/1/19
Traffic Study	Mon 2/18/19	Mon 4/1/19
Options Development	Tue 4/2/19	Thu 6/6/19
Project Hold	Fri 8/7/19	Fri 1/31/20
NECP - Schematic Design	Thu 6/6/19	Fri 9/27/19
Schematic Design & Cost Est	Thu 6/6/19	Fri 8/9/19
VE & Budget Reconciliation	Fri 8/9/19	Fri 9/27/19
NECP Design/Construction Funding Vote	Tue 12/31/19	Tue 12/31/19
NECP -Design Development	Mon 9/30/19	Fri 1/17/20
Design Development	Mon 9/30/19	Fri 12/6/19
Conservation Commission	Mon 11/18/19	Mon 12/30/19
VE & Budget Reconciliation	Mon 12/9/19	Fri 1/17/20
NECP Construction Documents	Mon 1/20/20	Fri 4/10/20
60% CD Documents	Mon 1/20/20	Fri 2/28/20
VE & Budget Reconciliation	Mon 3/2/20	Fri 3/20/20
100% CD Documents	Mon 3/2/20	Fri 4/10/20
LE - 150 Jackson Rd - Feasibility Study Cont.	Mon 2/3/20	Tue 9/1/20
Options Development - Continued	Mon 2/3/20	Fri 5/1/20
Preferred Alternative	Mon 5/4/20	Fri 7/31/20
Preferred Solution & Cost Est	Mon 8/3/20	Fri 8/28/20
PSR Submission	Mon 8/31/20	Tue 9/1/20
LE - 150 Jackson Rd - Schematic Design	Wed 9/2/20	Thu 1/14/21
Schematic Design & Cost Est	Wed 9/2/20	Tue 12/1/20
Site Plan Approval	Mon 9/7/20	Fri 12/11/20
LE - 150 Jackson Rd Local Approval	Thu 12/17/20	Thu 1/14/21
LE Design/Construction Funding Vote	Fri 1/29/21	Fri 1/29/21
LE - 150 Jackson Rd Design Develop	Mon 2/1/21	Mon 5/17/21
Design Development	Mon 2/1/21	Thu 4/15/21
Conservation Commission	Mon 2/15/21	Thu 4/15/21

Task Name	Start	Finish
VE & Budget Reconciliation	Fri 4/16/21	Mon 5/17/21
E - 150 Jackson Rd Construct Docs	Tue 5/18/21	Mon 9/13/21
60% CD Documents	Tue 5/18/21	Wed 6/16/21
VE & Budget Reconciliation	Thu 6/17/21	Tue 8/31/21
100% DD Documents	Thu 6/17/21	Mon 9/13/21
Bid & Construction	Mon 4/13/20	Fri 7/14/23
NECP - 687 Watertown St	Mon 4/13/20	Fri 7/16/21
E - 150 Jackson Rd	Tue 9/14/21	Fri 7/14/23
Move In	Mon 7/19/21	Mon 7/17/23
Move In - NECP	Mon 7/19/21	Fri 8/20/21
Move In - LE	Mon 7/17/23	Fri 8/18/23
Owner Occupancy	Mon 8/23/21	Mon 8/21/23
NECP - 687 Watertown St	Mon 8/23/21	Mon 8/23/21
E - 150 Jackson Rd	Mon 8/21/23	Mon 8/21/23



CITY OF NEWTON | NECP PROJECT

Project Plan & Timeline





3. Financials

Project Budget and Cost Summary

Description	Total Budget	BUDGET			COST			CASH FLOW	
		Baseline Budget	Authorized Changes	Current Budget	Committe d Costs	Uncommit ted Costs	Total Project	Expenditure s to Date	Balance To Spend
20 Construction									
PreConstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Escalation Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimating Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30 Architectural & Engineering									
Designer - Ed. Program Services	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0
Designer - Ex. Conditions	\$96,000	\$96,000	\$0	\$96,000	\$96,000	\$0	\$96,000	\$96,000	\$0
A&E Feasibility Study	\$264,900	\$264,900	\$0	\$264,900	\$264,900	\$0	\$264,900	\$202,350	\$62,550
5-58 Site Plan Approval	\$121,320	\$121,320	\$0	\$121,320	\$121,320	\$0	\$121,320	\$56,440	\$64,880
Schematic Design	\$535,900	\$535,900	-\$286,641	\$249,259	\$249,259	\$0	\$249,259	\$243,160	\$6,099
Design Development	\$0	\$0	\$261,641	\$261,641	\$261,641	\$0	\$261,641	\$117,738	\$143,903
Construction Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bidding / Negotiations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Administration/Closeout	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Geotechnical Engineering	\$21,010	\$21,010	\$11,722	\$32,732	\$32,732	\$0	\$32,732	\$22,227	\$10,505
Geoenvironmental Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Survey	\$37,950	\$37,950	\$7,909	\$45,859	\$45,859	\$0	\$45,859	\$45,859	\$0
Site Approval	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hazardous Materials Sampling	\$8,960	\$8,960	\$0	\$8,960	\$3,960	\$5,000	\$8,960	\$3,960	\$5,000
LSP Services	\$57,500	\$57,500	-\$19,631	\$37,869	\$16,264	\$21,605	\$37,869	\$0	\$37,869
Traffic Studies	\$67,690	\$67,690	\$0	\$67,690	\$52,690	\$15,000	\$67,690	\$33,866	\$33,824
Other Services	\$28,500	\$25,000	\$25,000	\$50,000	\$25,000	\$25,000	\$50,000	\$2,250	\$47,750
Printing (Over the Minimum)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursable Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$1,303,930	\$1,300,430	\$0	\$1,300,430	\$1,233,825	\$66,605	\$1,300,430	\$888,051	\$412,380
40 Administrative Costs									
OPM -Ed. Program Services	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0
OPM Feasibility Study/Schematic Design	\$155,830	\$155,830	-\$30,000	\$125,830	\$125,830	\$0	\$125,830	\$33,088	\$92,743
OPM Design Development	\$0	\$0	\$30,000	\$30,000	\$30,000	\$0	\$30,000	\$2,030	\$27,970
OPM Construction Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Bidding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Adm/Closeout	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM: Cost Estimates	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000	\$15,000	\$0	\$15,000
OPM Reimbursables & Site Approval Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Admin Costs	\$2,000	\$2,000	\$0	\$2,000	\$757	\$1,243	\$2,000	\$757	\$1,243
Utility Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Testing & Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$215,970	\$215,970	\$0	\$215,970	\$199,727	\$16,243	\$215,970	\$79,014	\$136,956
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Sub-Total	\$1,519,900	\$1,516,400	\$0	\$1,516,400	\$1,433,552	\$82,848	\$1,516,400	\$967,065	\$549,336
70 Project Contingency									
Construct Contingency (Hard Cost) (5%)	\$0	\$0	\$0	\$0	Remaining		\$0		\$0
Owner's Contingency (Soft Cost) (5%)	\$50,100	\$53,600	\$0	\$53,600			\$53,600	\$53,600	\$53,600
Subtotal	\$50,100	\$53,600	\$0	\$53,600			\$53,600	\$53,600	\$53,600
Project Total	\$1,570,000	\$1,570,000	\$0	\$1,570,000	\$1,433,552	\$136,448	\$1,570,000	\$967,065	\$602,936



4. Supplemental Documentation

- a. Design Review Committee Meeting Minutes
draft for October 16, 2019
- b. Arrowstreet Updated NECP Work Plan

Newton Lincoln Eliot School - NECP Project

**Design Review Committee (DRC) – NECP at 687 Watertown Street
October 16, 2019, 6:00pm, Newton Public Library, 1st floor Conference Room**

Attendees: Carol Schein*, Amy MacKrell*, Jonathan Kantar*, Marc Resnick*, Peter Barrer*, Ellen Light*, Stephanie Gilman*, Andrea Kelley, Steven Siegel, Anne Cedrone, David Gillespie, Maria Leo, Robert Hnasko, and John Mulligan

* - Denotes Voting Member

Professional Team:	Meryl Nistler, Jessica Bessette	-	Arrowstreet (AST)
	Mary Mahoney	-	Hill International, Inc.
	(Hill)		

Guests: Alejandro Valcarce, City of Newton, Public Buildings

Action Items are denoted in bold/italic font.

Meeting opened at 6:10pm.

Items Discussed:

1. Introduction of attendees.
2. AST reported that NECP at 687 Watertown St Schematic Design Phase is complete. Work on the project since the last Design Review Committee (DRC) meeting focused on reconciling the schematic design cost estimate to the project construction budget. The reconciliation process included traditional value engineering exercises then, working with NECP's Director, adjustment to building floor plans to create better efficiencies in space layout and reduce the area and extent of building renovations. The adjusted floor plans meet the NECP program.
3. AST reviewed space arrangement concepts applied to the lower level floor plan that create three zones within the project work area/grouping including: Public/Parent Area, Staff/Admin. Area, and Student/Teacher areas.
4. Lower Level adjusted floor plan was reviewed:
 - a. The revised layout reduces corridor space while maintaining adjacencies and needed access points.
 - b. Existing storage spaces to the northwest and southeast will be existing to remain – no work to be performed.
 - c. Left (north) of the new stair are (2) large meeting rooms.
 - d. Right (south) of the new stair is the Main Office with service counter and interior admin area that connects to the Director and Asst. Director Offices. A smaller meeting room is located behind the Director and Asst. Director Offices. Main office space is open concept with furniture used to delineate admin stations.



- e. Through the Main Lobby to the west side of the building is the staff student area with spaces for OT, PT, and the Multipurpose Room.
- f. South of the Main Office is the Therapist Area. The area has limited access to natural light so the space is designed in an open concept with furniture used to delineate work area/stations.
5. Mid-Level adjusted floor plan was reviewed:
 - a. The existing Main Office suite will retain much of the existing layout and include office space for the Team Specialist, Psychologist, and Social Worker with a shared vestibule also serving the adjacent Medical area.
 - b. Two infill classrooms are separated to the north and south of the vaulted space from the lower level.
 - c. The toilet rooms at the north end of the corridor (Park access) area provide facilities access for adjoining classrooms and from the corridor for students at the outdoor play area.
6. Upper-Level adjusted floor plan was reviewed:
 - a. Special Small Group spaces are created within an existing classroom with the three learning spaces to be delineated with furnishing. The proposed layout provides flexibility for classroom future use and saves costs by not building out walls and installing doors/hardware etc.
7. AST presented preliminary design concept renderings of the lower level Lobby and Stair.
8. AST presented a space summary report that compared the program following Ed Visioning Nov. 2018 to the program provided with the adjusted plans. The current program meets the original program.
9. Hill reviewed the NECP design and construction schedule that was adjusted to a Summer 2021 opening due to CIP funding schedule.
10. Committee discussion ensued including:

- a. What accommodations are there for baby stroller parking? – ☐ ☐
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
- b. Concern was raised regarding the use of moveable partitions in classroom for small group spaces including durability and acoustics – ☐ ☐ ☐
- ☐ ☐ ☐ ☐ ☐

Did any of the accepted value engineering (VE) items impact the energy efficiency of the proposed building envelop design? - ☒ ☐ ☐

- ☐ Will the building be fully air conditioned? – ☐

Has the site plan changed? –

☐ ☐ ☐

☐

☐ ☐ ☐

[illegible]



What are the ceiling heights in the newly created spaces? –

☐ ☐ ☐ ☐ ☐ ☐

Next meeting was scheduled December 11, 2019, 6pm, Media Center at the Cabot School. DRC requested meeting presentation materials two days before the meeting.

DRC requested a copy of the NECP Design Development documents once complete.

Next meeting of the Working Group December 11, 2019, 6pm, Media Center, Cabot Elementary School.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 10/17/19

687 WATERTOWN STREET/ NECP

NEWTON MA
Job Number: 19001
Updated: 10/8/19

dated: 10/8/19					Holiday					Closed																																							
Week 1					Week 2					Week 3					Week 4					Week 5					Week 6					Week 7					Week 7														
10/14	10/15	10/16	10/17	10/18	10/21	10/22	10/23	10/24	10/25	10/28	10/29	10/30	10/31	11/1	11/4	11/5	11/6	11/7	11/8	11/11	11/12	11/13	11/14	11/15	11/18	11/19	11/20	11/21	11/22	11/25	11/26	11/27	11/28	11/29	12/2	12/3	12/4	12/5	12/6										
WG					SBC					WG					WG																				* Receive estimate														
DESIGN DEVELOPMENT (5 WEEKS)																									PRICING and CON COMM (3 WEEKS)																								
KICK OFF/ ORGANIZE					DESIGN DEVELOPMENT					DESIGN DEVELOPMENT					DESIGN DEVELOPMENT					DESIGN DEVELOPMENT					DD PRICING					PRICING					PRICING														
ARROWSTREET TASKS					ARROWSTREET TASKS					ARROWSTREET TASKS					ARROWSTREET TASKS					ARROWSTREET TASKS					PM&C: DD estimate ARROWSTREET TASKS					PM&C: DD estimate ARROWSTREET TASKS					PM&C: DD estimate ARROWSTREET TASKS														
Cartoon DD drawing set Develop exterior design adjustments Building Program adjustments Site Program Confirmation Implement VE revisions set up standard partition/ legend sheets					Provide updated BIM for consultants Develop site plan layout Develop exterior design Develop lobby design Engage graphics Finalize classroom layouts locate shaft locations Provide exterior envelope U values to HVAC Develop toilet plans					develop interior finishes/ color schemes Develop enlarged stair/ elevator plans develop front entry desk develop reflected ceiling plans Develop demolition Plans and elevations Tag all doors and windows 3D views of entry Door schedule					Develop building sections Develop building elevations- as needed Develop demolition scope plans Populate all classrooms with furniture Develop code plans Tag all doors and elevations Develop Exterior details					Tag all Walls Dimensions and annotation Window/ curtainwall schedule Finish plans and schedule Issue DD documents					EDG- STRUCTURAL ENGINEER					EDG- STRUCTURAL ENGINEER					EDG- STRUCTURAL ENGINEER														
EDG- STRUCTURAL ENGINEER Confirm structural approach to upgrades confirm structural approach to infill implement VE revisions					EDG- STRUCTURAL ENGINEER coordinate column locations coordinate roof dunnage Located all shear walls develop elevator needs/ requirements					EDG- STRUCTURAL ENGINEER Model footings sizes/ locations Provide updated revit model begin structural details					EDG- STRUCTURAL ENGINEER provide foundation/ steel framing details provide revit model					EDG- STRUCTURAL ENGINEER Coordinate Provide DD specs and drawings to AST					EDG- STRUCTURAL ENGINEER					EDG- STRUCTURAL ENGINEER					EDG- STRUCTURAL ENGINEER														
GGD - M/E Coordinate IT room needs Verify systems approach Implement VE revisions Coordinate condenser locations					GGD - M/E Identify transformer needs review updates/ changes needed in MEP room Review duct sizing and head heights review shaft locations Provide roof top unit weights					GGD - M/E Identify Shaft sizes/locations Prepare Electrical load letter provide revit model Generate light fixture cut sheets					GGD - M/E provide revit model coordinate reflected ceiling plans coordinate electrified hardware requirements coordinate all new service elevations/ inverts					GGD - M/E Provide DD specs and drawings to AST					GGD - M/E					GGD - M/E					GGD - M/E														
AKAL - P/FP Implement VE revisions					AKAL - P/FP Confirm Plumbing fixture counts coordinate fixture/ floor drains					AKAL - P/FP Prepare water/sewer/ gas load letter Coordinate FP upgrades Coordinate rainwater leader locations provide revit model Provide plumbing fixture cut sheets					AKAL - P/FP coordinate all new service elevations/ inverts provide revit model					AKAL - P/FP Provide DD specs and drawings to AST					AKAL - P/FP					AKAL - P/FP					AKAL - P/FP														
NITSCH - CIVIL Develop grading plans Implement VE revisions review con com needs					NITSCH - CIVIL coordinate grading with landscape Coordinate with Landsape plan					NITSCH - CIVIL Develop utilities plan Coordinate with Landscape					NITSCH - CIVIL coordinate underslab drainage and store management coordinate spot grades at all exterior doors					NITSCH - CIVIL Provide DD specs and drawings to AST					NITSCH - CIVIL Conservation Commission Submission 11/19					NITSCH - CIVIL					NITSCH - CIVIL Conservation Commision Hearing 12/5														
BFA - CODE Review current plans & comment					BFA - CODE review updated floor plans					BFA - CODE Advise on building code implications					BFA - CODE comment on code plans					BFA - CODE Update code report					BFA - CODE					BFA - CODE					BFA - CODE														
TERRAINK - LANDSCAPE Review revised site plan from AST Reivew playground scope implement VE revisions					TERRAINK - LANDSCAPE develop plan/ plaza, playground, ramp, walks develop planting areas					TERRAINK - LANDSCAPE develop plan/ plaza, playground, ramp, walks develop planting areas Develop retaining walls					TERRAINK - LANDSCAPE Coord. Site plan with nitsch Develop plans and details					TERRAINK - LANDSCAPE Provide DD specs and drawings to AST					TERRAINK - LANDSCAPE					TERRAINK - LANDSCAPE					TERRAINK - LANDSCAPE														
KALIN- SPECIFICATIONS					KALIN- SPECIFICATIONS Review Spec requirements					KALIN- SPECIFICATIONS review DD spec draft					KALIN- SPECIFICATIONS distribute templates for DD spec development					KALIN- SPECIFICATIONS Provide spec draft to AST					KALIN- SPECIFICATIONS					KALIN- SPECIFICATIONS					KALIN- SPECIFICATIONS														
MEETING AGENDA					MEETING AGENDA					MEETING AGENDA					MEETING AGENDA					MEETING AGENDA					MEETING AGENDA					MEETING AGENDA					MEETING AGENDA														
Review project schedule Set up kick off meeting with City/ Consults/Hill/AST Set up meeting with Fire and Police dept					Landscape Plan review IT review with GGD Meeting with Fire/ Police to review					Review finishes/ colors																																							
OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES					OPM ACTIVITIES														
HILL INT'L Distribute updated project schedule					HILL INT'L Advise on IT/AV/Security Requirements Confirm tel/com provider Confirm E-rate goals					HILL INT'L Confirm FFE approach					HILL INT'L					HILL INT'L					HILL INT'L					HILL INT'L					HILL INT'L														
OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES					OWNER ACTIVITIES														
NPS/CITY OF NEWTON Advise on meeting dates and vacations Exploratory Demo at 687 Watertown Street Advise on existing furniture to be moved to 687 Watertown					NPS/CITY OF NEWTON Provide feedback on landscape plan Begin sub slab mitigation system Begin Site mitigation/ remediation work					NPS/CITY OF NEWTON					NPS/CITY OF NEWTON					NPS/CITY OF NEWTON					NPS/CITY OF NEWTON					NPS/CITY OF NEWTON					NPS/CITY OF NEWTON														
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