

# CCHS Design Development Work Plan Draft

	<b>Objectives</b>	<b>Follow-up</b>
	<ul style="list-style-type: none"> <li>o Begin Design Development Drawings</li> </ul>	<ul style="list-style-type: none"> <li>o Contract Approval, User Meetings and Consultant Kick-off Meeting</li> </ul>
<b>Meeting #1</b>	<b>Review Work Pan and Design Progress</b>	
12/7/2011	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Contract agreement</li> <li>o Work Plan</li> <li>o Site Survey/Geotech/Haz. Mat.</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o Begin Design Development Phase</li> <li>o Meet with Building Inspector</li> <li>o Traffic study with civil and landscape consultants</li> </ul>
<b>Meeting #2</b>	<b>Review Permitting / Design Progress</b>	
12/21/2011	<b>Objectives</b> <ul style="list-style-type: none"> <li>o CM at Risk update</li> <li>o Review Permitting Process</li> <li>o Design Progress – Floor Plan Review</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o Begin Planning Board Review Process and Permit Process with Town Authorities</li> <li>o Coordination review with town officials (Bldg. Dept., Fire Dept. etc)</li> <li>o Consultant Coordination Meetings</li> </ul>
<b>Meeting #3</b>	<b>Site Design Progress</b>	
1/11/2012	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Design Development Progress – Present Site Update</li> <li>o Review Process with Town Officials</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o CM at Risk Interviews</li> <li>o Consultant Coordination Meetings</li> <li>o MSBA to select Commissioning Agency</li> </ul>
<b>Meeting #4</b>	<b>Design Development Site Progress</b>	
1/25/2012	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Present Exterior Elevations and Finishes</li> <li>o Review Commissioning Agency Selection</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o January 31<sup>st</sup> Integrated Design Team Meeting</li> <li>o Register project with MA CHPS</li> <li>o FF&amp;E / Technology User meetings</li> </ul>
<b>Meeting #5</b>	<b>Finishes Update / CM at Risk</b>	
2/8/2012	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Short List CM at Risk 2<sup>nd</sup> Tier Interview Review</li> <li>o IDT Update/Sustainability</li> <li>o Energy Model/Life Cycle Costs Review</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o OMR, KVA, and CM at Risk to review project schedule</li> <li>o Specification Coordination Meeting</li> <li>o Development of Energy Model and Daylightng Model</li> <li>o February 15<sup>th</sup> SBC and SC Special Joint Meeting</li> </ul>
<b>Meeting #6</b>	<b>Project Schedule Review / Sustainable Design Update</b>	
3/14/2011	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Review Project Schedule</li> <li>o Present Interior Elevations and Finishes</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o Consultant Coordination Meetings</li> <li>o Review Early Site Packages with CM and OPM</li> </ul>
<b>Meeting #7</b>	<b>Design Development Progress</b>	
3/28//2011	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Final Design Development Update</li> <li>o Present 3 Dimensional Revit Model</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o March 30, 2011 issue DD drawings to Cost Estimator</li> </ul>
<b>Meeting #8</b>	<b>Design Development Cost Estimate Review</b>	
4/11/2011	<b>Objectives</b> <ul style="list-style-type: none"> <li>o Review Cost Estimate and Value Engineering Strategies</li> <li>o Discuss early site package</li> </ul>	<b>Follow-up</b> <ul style="list-style-type: none"> <li>o April 13, 2011 Submit Design Development Drawings to the MSBA</li> <li>o Begin Construction Documents</li> <li>o Issue Notice of Intent to Conservation Commission</li> </ul>