

CCHS Design Development Work Plan Draft

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