

**SOUTHBOROUGH PUBLIC SAFETY COMPLEX FEASIBILITY STUDY
PROJECT SCHEDULE**

26 October 2015 rev.

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| 13 October | Kick-off meeting <ul style="list-style-type: none">• Confirm program: Meet w/ Police Chief, Fire Chief, & additional contacts• Receive org charts, staff projections, equipment lists etc.• D&S begins existing sites & building analysis• D&S obtains plot plans (GIS info) of both sites• Consultants begin to update prior building reports |
| 26 October | Committee Meeting <ul style="list-style-type: none">• Report on Space Needs• Report on Site Analysis |
| 6 November | <ul style="list-style-type: none">• First draft of Space Needs Program update to Town |
| 5 November | Committee Meeting <ul style="list-style-type: none">• Review first draft of Space Needs Program• Review first draft of site fit study options• Discussion of preliminary budget estimate |
| 20 November | <ul style="list-style-type: none">• Second draft of Space Needs Program update to Town |
| 16 November | Committee Meeting <ul style="list-style-type: none">• Confirm final Space Needs Program• Review of existing building (fire station) analysis & report• Confirm study option for preliminary design• Review of draft budget |
| 3 December | Committee Meeting <ul style="list-style-type: none">• Progress design review• Progress concept rendering review• Preliminary budget review |

17 December

Committee Meeting

- Final building plan and concept rendering review
- Final budget review
- Schedule review for lead up to Town Meeting
- Outreach requirements for Town Meeting

31 December

- Deliver completed Feasibility Study to Town Manager