

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

27 October 2015 rev.

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| 13 October     | Kick-off meeting <ul style="list-style-type: none"><li>• Confirm program: Meet w/ Police Chief, Fire Chief, &amp; additional contacts</li><li>• Receive org charts, staff projections, equipment lists etc.</li><li>• D&amp;S begins existing sites &amp; building analysis</li><li>• D&amp;S obtains plot plans (GIS info) of both sites</li><li>• Consultants begin to update prior building reports</li></ul> |
| 26 October     | Committee Meeting <ul style="list-style-type: none"><li>• Report on Space Needs</li><li>• Report on Site Analysis</li></ul>  |
| Early November | <ul style="list-style-type: none"><li>• First draft of Space Needs Program update to Town</li></ul>  |
| 5 November     | Committee Meeting <ul style="list-style-type: none"><li>• Review first draft of Space Needs Program</li><li>• Review first draft of site fit study options</li><li>• Discussion of preliminary budget estimate</li></ul>   |
| 16 November    | Committee Meeting <ul style="list-style-type: none"><li>• Confirm final Space Needs Program</li><li>• Review of existing building (fire station) analysis &amp; report</li><li>• Confirm study option for preliminary design</li><li>• Review of draft budget</li></ul>  |
| Mid-November   | <ul style="list-style-type: none"><li>• Second draft of Space Needs Program update to Town</li></ul>   |
| 3 December     | Committee Meeting <ul style="list-style-type: none"><li>• Progress design review</li><li>• Progress concept rendering review</li><li>• Preliminary budget review</li></ul>   |
| 21 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