

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

27 October 2015 rev.

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
Early 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
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
Mid-November	<ul style="list-style-type: none">• Second draft of Space Needs Program update to Town
3 December	Committee Meeting
	<ul style="list-style-type: none">• Progress design review• Progress concept rendering review• Preliminary budget review
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
- Deliver completed Feasibility Study to Town Manager

31 December