

Nevins Cottage
Structural Stabilization and Exterior Rehabilitation Project
2020-2021

Item No.	Item Schedule Superseded	Date 2020/2021	Party Responsible	Remarks
1	Construction Documents for Grant Submission (CDs)	Thursday, October 8, 2020	GNCB	
2	Owner to review and comment on CDs and submit all comments to GNCB in writing. Materials to be submitted as needed for Grant Applications	Mon, October 12, 2020 to December 31, 2020	Owner	All Documents to be reviewed by legal and insurance representation; Grant Applications to be determined by Owner TBD – Fall/Winter 2020
3	Notice to Design Team to Proceed with Bid Phase	January 2, 2021	Owner	
3	Finalize Construction Drawings and Project Manual	January 2021	GNCB/NEC	Comments must be received from Town and Grant Administrators by end of December 2020 (12 weeks)
GNCB and NEC Contracts do not currently include Bidding or Construction Administration Services.				
4	Distribution of the final Bid Documents to prospective Contractors.	February 1, 2021	Owner	Electronic submission. If Contractors require hard-copies, there will be a cost for GNCB to print and mail them.
5	Conduct a mandatory pre-bid meeting and walk-through at site with all prospective Contractors.	Tues, Feb 9, 2021 2pm	GNCB, Owner, Prospective Bidders	
6	Contractors to submit questions/clarifications to GNCB in writing.	Tues, Feb 16, 2021 2pm	Prospective Bidders	
7	Issue Final Addendum to prospective Contractors to answer questions.	Tues, Feb 23, 2021 2pm	GNCB/NEC and Owner	GNCB will address structural-related questions in Addendum. NEC to address architectural.

Owner = The Town of Waterford
GNCB = GNCB Consulting Engineers, P.C.
NEC = Nelson Edwards Company Architects

Nevins Cottage
Structural Stabilization and Exterior Rehabilitation Project
2020-2021

				Owner to address administrative questions.
8	Prospective Contractor bids due; Public bid-opening	Tues, March 2, 2021 2pm	GNCB	At GNCB's office
9	Review contractor qualifications and bids, and prepare spreadsheet of results and letter of recommendation to Owner for Contractor selection.	Tues, March 9, 2021	GNCB/NEC	
10	Notice of Award to successful Bidder.	Fri, March 12, 2021	Owner	
11	Contract Negotiation and Signing + Preconstruction Meeting with Contractor	Tues, March 16, 2021 2pm	All parties	Owner to issue Notice to Proceed to Contractor; 90 day Construction Period starts
12	Submission of Pre-construction submittals for GNCB review and approval	Tues, March 23, 2021	Contractor	2 week period for Owner to remove/protect any items from building as required prior to start of project construction (this date)
13	Review Contractor submittals, Make periodic site visits, issue Field Reports. Review Contractor Application of Payments.	On-going	GNCB/NEC	
14	Substantial Completion of project work	Wed, July 14, 2021	Contractor	120 days from Notice to Proceed.
15	Project Close Out/Punch List	Fri, July 16, 2021	GNCB/NEC + Contractor	
16	Project Complete	Wed, July 28, 2021	Contractor	Construction Period: 19 weeks
17	Final Payment to Contractor	Aug 31, 2021	Owner	

Owner = The Town of Waterford
GNCB = GNCB Consulting Engineers, P.C.
NEC = Nelson Edwards Company Architects