



# TOWN OF HANOVER FIRE DEPARTMENT

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JASON CAVALLARO, *CHIEF*

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## North Hanover Fire Sub-Station – Conceptual Work Plan

*Prepared for Public Meeting 9-19-2022*

1. **Town Meeting Design Approval – \$550K funding approved**  
*May 2021; Complete*
2. **Property Acquisition – Via tax title**  
*Oct 2021; Complete*
3. **Owner’s Project Manager Selection – Pomroy Associates**  
*April – May 2022; Complete.*
4. **Designer Selection – Saccoccio Associates**  
*June – August 2022; Complete*
  - Review respondents’ RFQs
  - Attend interviews
  - Assist in negotiation of contract
5. **Phase I – Feasibility Study –**  
*Sept – Dec 2022; In progress*
  - Develop project program and space needs requirements; In progress
  - Site review and analysis and geotechnical study
  - Site Survey / Wetland flagging; Scheduled for next week
  - Schematic floor plans; In progress
  - Conceptual elevations
  - Preliminary Mechanical systems
  - Construction cost estimating
  - Total project budget development
  - Public presentation during Selectboard meeting

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**6. Phase II – Design Development / Construction Documents –**

*Dec 2022 – Town Meeting (Special Fall 2023/Annual Spring 2024)*

- Cost estimate at completion of development stage
- Value engineering
- Life cycle cost analysis of system and materials
- Quality control review at 95% - 100% completion of construction documents
- Site plan permitting/Public Hearings
  - Zoning Board
  - Conservation Commission
  - Planning Board/Storm Water Management - DEP
- Bidder pre-qualifications (if applicable)
- Town Presentations/Public Hearings

**7. Phase III – Contract Bidding / Bid & DCAM Reviews / Contract Award –**

*Pending Town Meeting Affirmative Vote*

- Project advertising, bidding, and contract award

**8. Phase IV – Construction and Close-out –**

*Pending Town Meeting Affirmative Vote*

- Contract administration
- Onsite Management
- Owner vendor coordination
- Project Close-out