

Town Hall Parking Lot  
Project Planning  
*document dated 4/19/24 for 4/23/24 TB Meeting*

**DRAFT Estimated Schedule / Timeline**

1. 4/15/24: project estimate and scope received from MRB
2. 4/23/24: potential authorization to move forward
3. 4/24 – 5/24/24: consultant procurement and contract making for conceptual design
4. 5/28/24: authorization to contract for conceptual design
5. Estimated July 5th: conceptual design finalized, assessment if contract continuation with conceptual design consultant.
  - If we stick with the same consultant, items 6 through 8 will be eliminated and the RFQ process would possibly advance to the conceptual design phase
6. 7/9/24: Town Board approval of conceptual design and release of RFQ
7. Estimated 7/10/24: RFQ out for final design
8. Estimated 8/9/24: RFQ due
9. 8/9 – 8/21/24: rate respondents and contract making
10. Estimated 8/27/24: Board authorization to go into contract with final design consultants
11. Estimated 10/27/24: final design estimates available, RFQ for construction out
12. Estimated 11/29/24: RFQ respondents due
13. Estimated 12/10/24: Board authorization to go into contract for construction
14. By 12/31/24: contract for construction phase executed
15. TBD: Construction and construction inspection
16. Prior to 12/31/26 final payment to contractors and consultants; project close out