

FAIRBANK COMMUNITY CENTER – PROJECT TIMELINE PROJECTION (11/19/20)  
PERMANENT BUILDING COMMITTEE

OWNER'S PROJECT MANAGER OPM

PBC Meeting Tuesday, 12/1/20, 7 p.m. : Finalize OPM RFQ (Request for Qualifications) and Agreement;  
PBC Project Mgr. decision  
(Project to be advertised in Central Register (CR) and newspaper)

RFQ available Thursday, 12/10/20 (day after Central Register notice publication)

Response by applicants Thursday, 1/14/21, 2 p.m.(10 hard copies, one electronic) distributed to PBC  
members individually for review

PBC Meeting, Thursday, 1/21/21 (time tbd.): RFQ response review and selection of 3 applicants for  
interview

PBC Meeting, Thursday, 1/28/21 (time tbd): interviews of 3 candidates; decision on choice;  
Notification to applicant and request for pricing Friday, 1/29/21

PBC Meeting, Thursday, 2/4/21; review pricing received and recommend award to Town Manager if  
appropriate (otherwise negotiate prior to recommendation)

Contract to be executed by parties, by Friday, 2/19/21

ARCHITECT

PBC to develop RFQ and Agreement for availability when advertised; advertise in CR and newspaper

RFQ available Thursday, 2/25/21 (day after Central Register notice publication)

Site visit Thursday 3/11/21

Response by applicants due Thursday, 3/18/21, (10 hard copies, one electronic) distributed to PBC  
members individually for review

PBC Meeting, Tuesday, 4/6/21 (time tbd.): RFQ response review and selection of 3 applicants for  
interview

PBC Meeting, Thursday, 4/15/21 (time tbd): interviews of 3 candidates; decision on choice  
Notification to applicant and request for pricing Friday, 4/16/21

PBC Meeting, Thursday, 4/22/21; review pricing received and recommend award to Town Manager if  
appropriate (otherwise negotiate prior to recommendation)

Contract to be executed by parties, by Friday, 5/6/21

Design and reviews: 9 mos. inclusive of permitting

CONTRACTOR

Contractor bidding February 2022

Bids due 3/18/22

Contractor on board 4/1/22

Construction project commencing 5/1/22 for duration of 20 months.