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MEMORANDUM

TO: David Carlson
Town Administrator

FROM: Brian Bergstrom, AIA (Lic. WI)

DATE: May 12, 2026

RE: Troy Town Hall Renovation and Addition
SEH No. TROYT 189462 14.00

This memorandum summarizes the proposed project schedule for the Troy Town Hall Renovation and Addition project. Preliminary design was completed in the spring of 2026 and is prepared to move into final design upon approval. The schedule below outlines key milestones for final design, permitting, bidding, and anticipated construction.

Proposed Town Hall Project Schedule:

- May 21, 2026 – Anticipated Board approval to proceed with final design.
- August 3, 2026 - Design Development complete
- December 18, 2026 - Construction Documents complete
- December 21, 2026 – Design documents submitted to State of WI for plan review and permitting
- January 4, 2027 – Release bidding documents to bidders
- February 4, 2027 – Bid Opening
- February 18, 2027 – Bids presented to Town Board
- February 19, 2027– Construction contract development (pending board approval)
- March – April 2027 – Shop drawing review and contractor procures materials
- May – November 2027 – Building construction and renovation
- December 2027 – Punch list and final completion
- December 2027 –Furniture installation and move-in
- May 2028 – Exterior site work finalized (final grading and turf establishment)

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