

Beach Bathroom Renovations Timeline

A	B	C	D	E	F
	Task	Responsible Party	Dependencies	Target Date	Status/Notes
1					
2	Elect point person for scope, site plans, and pre-bid coordination	Selectboard / Town Administrator	None		
3	Draft Scope of Work	Selectboard/Point Person	Point person assigned		
4	Develop Bathroom Layout/Plans	Selectboard/Point Person	Scope of Work defined		
5	Submit Scope & Plans to Fire Marshal for approval	Town Administrator	Plans drafted		
6	Incorporate Fire Marshal feedback & finalize plans for RFP	Point Person/Selectboard	Fire Marshal approval		
7	Decide if pre-proposal site visit is required	Point Person + Selectboard	Finalized plans		
8	Schedule & announce site visit (if required)	Point Person	Decision confirmed		
9	Post finalized RFP	Town Administrator	Final plans approved		
10	Bid Proposal Deadline	Town Administrator	RFP posted		