



# Ledyard Municipal Facilities Study

## Proposed Schedule - Responsibility / Assignment

DRAFT July 2010



Phases Tasks	Month Week	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	FINAL			Responsibility		
		1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32				Firm	Phase	
<b>PHASE 1 - Facilities Condition and Current Usage Study</b>															
<i>Confirm Design Team / Client Work &amp; Communication Process</i>	<i>Phase Quality Control</i>	++++												DRA	1
Establish goals, confirm schedule, tasks, responsibilities and communication process and protocol		●												DRA	1
<i>Collect Available Information</i>	<i>Phase Quality Control</i>	++++	++++											DRA	1
Collect reports, surveys, enrollment data, etc. from school administration & town agencies (emergency services, library, town hall)		■												DRA	1
Collect service history and utility information from town agencies and utility companies		■												DRA / CES	1
Generate site and building base plans and assessment forms for design team		■												DRA	1
<i>Assess Existing Conditions</i>	<i>Phase Quality Control</i>	++++	++++	++++	++++									DRA	1
Conduct site visits to assess and record existing conditions														FULL TEAM	1
Site utilities, materials, planting, drainage, and playground equipment			■											M&M	1
Site and Building egress, accessibility and all other code / regulatory issues			■											DRA / TLA	1
Site and Building safety and security			■											M+M / CES	1
Building envelope, materials and finishes			■	■										DRA	1
Building structure			■	■										SA	1
Hazardous materials			■	■										EE	1
Building MEPFP systems			■	■										CES	1
Review code and regulatory assessments with local officials					●									DRA	1
<b>PHASE 2 - Facility Requirements and Needs Assessment</b>															
<i>Review School Enrollment Projections</i>	<i>Phase Quality Control</i>	++++	++++	++++	++++	++++								DRA	2
Collect demographic information from town clerk, regional planner, department of public health		■	■											DRA	2
Collect economic development information from town departments and local real estate professionals		■	■											DRA	2
Review co-hort survival enrollment projections with alternate modifications for demographic factors				■	■									DRA	2
Generate scenario with 10 year enrollment projections / 20 year outlook				■	■									DRA	2
<i>Develop Program / Space Needs for Municipal Facilities</i>	<i>Phase Quality Control</i>	++++	++++	++++	++++	++++	++++							DRA	2
Collect existing curriculum information from school administration/town departments program requirements		■	■											DRA	2
Conduct interviews with school administration, town department heads and staff			■	■										DRA	2
Discuss current goals and future direction with town departments and school representatives				■	■									DRA	2
Generate draft space programs (incorporating BSF regulations and space guidelines for schools included)				■	■									DRA	2
Present draft program statements to Permanent Building Committee for review and comments						●								DRA	2
Revise program and compare with available space to determine space needs														DRA	2
<b>PHASE 3 - Gap Analysis and Options</b>															
<i>Generate Conceptual Design Options</i>	<i>Phase Quality Control</i>					+++++	+++++							DRA	3
Generate alternative site improvement options						■	■							M&M	3
Generate alternative space use and construction options						■	■							DRA	3
Generate itemized costs for identified construction including phasing and scheduling options							■	■						FULL TEAM	3
Present preliminary options to Permanent Building Committee for review and comments								●						DRA	3
Incorporate comments, evaluate and revise options as needed to reach consensus								■	■					FULL TEAM	3
Summarize recommendations in multi-year implementation programs total and annual budgets								■	■					DRA	3
<b>STUDY REPORT DOCUMENTATION</b>															
<i>Prepare and Present Final Report</i>	<i>Phase Quality Control</i>								++++	++++	++++			DRA	1-3
Generate draft report including all of the above information									■	■	■			DRA	1-3
Submit draft report to Permanent Building Committee and key officials for review and comments										●				DRA	1-3
Incorporate review comments and produce final hard copy and electronic format report														DRA	1-3
Present Final Report with collateral hard and electronic materials for future presentations												●		DRA	1-3
<b>COMMUNITY INVOLVEMENT / REVIEW / PARTICIPATION</b>															
<i>Community Involvement</i>	<i>Phase Quality Control</i>				++++		++++		++++					DRA	1-3
Conduct Community Workshops (3 Total: 2nd Workshop - Educational Focus)					●		●		●					DRA	1-3
Participate in public presentations, community meetings and Town Meetings as needed														DRA	1-3
Assist Permanent Building Committee in preparation for Town Meetings as needed														DRA	1-3