

Project Timeline

Phase 1: Needs Assessment	
2/12 - CC	<ul style="list-style-type: none"> Hired Consultants for Needs Assessment & Concept Plans
3/4 - CC	<ul style="list-style-type: none"> Creation of Ad Hoc Senior/Recreation Center Committee
3/18 - CC	<ul style="list-style-type: none"> Appointments to Ad Hoc Senior/Recreation Center Committee
3/20 - SCC	<ul style="list-style-type: none"> Select Chair and Vice-Chair Establish future meeting schedule Review purpose of Ad Hoc Committee Discuss duties of Ad Hoc Committee Review draft Community Survey Begin crafting vision, goals & objectives of project Prepare draft project process and timeline
3/22 - Survey	<ul style="list-style-type: none"> Go live with Community Survey (through 4/26)
3/27 - SCC	<ul style="list-style-type: none"> Finalize vision, goals and objectives of project Finalize project process and timeline
4/3 - SCC	<ul style="list-style-type: none"> Finalize project process and timeline Discuss use and timing of owner's representative
4/8 - CC	<ul style="list-style-type: none"> Appointment of City Commissioner to Ad Hoc Senior/Recreation Center Committee Present vision, goals and objectives to City Commission for approval Present project process and timeline to City Commission for approval
4/10 - SCC	<ul style="list-style-type: none"> YMCA facility tour (meeting to be held on site at 400 E. Lincoln)
4/17 - SCC	<ul style="list-style-type: none"> Review findings of Programming Study Review and finalize RFP for owner's representative
4/18 - Post RFP for OR	<ul style="list-style-type: none"> Post RFP on MITN for owner's representative (due 5/10)
4/24 - SCC	<ul style="list-style-type: none"> Finalize RFQ for architects to qualify for final design and construction plan preparation
4/25 - Post RFQ for Architects	<ul style="list-style-type: none"> Post RFQ on MITN for architects to qualify for final design and construction plan preparation (due 5/16)
4/26 - Report	<ul style="list-style-type: none"> Delivery of Needs Assessment Report
4/29 - Open House	<ul style="list-style-type: none"> Conduct community open house at YMCA (6-8pm) Present findings of Community Survey
5/1 - SCC	<ul style="list-style-type: none"> Review community survey & open house public input Review Needs Assessment Report
5/8 - SCC	<ul style="list-style-type: none"> Final review and recommendation of Needs Assessment Report to City Commission
5/10 - OR Responses	<ul style="list-style-type: none"> Responses due from RFP for owner's representative
5/15 - SCC	<ul style="list-style-type: none"> Review and evaluate proposals for owner's representative Recommend preferred owner's representative to City Commission
5/16 - RFQ Responses	<ul style="list-style-type: none"> Responses due from RFQ for architects
5/20 - CC	<ul style="list-style-type: none"> Needs Assessment Report presented to City Commission for approval City Commission selects owner's representative

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Phase 2: <u>Concept Plans</u>	
5/22 - SCC	<ul style="list-style-type: none"> • Owner's representative attends first ad hoc meeting • Review responses from RFQ for architects
5/29 - SCC	<ul style="list-style-type: none"> • Review draft RFP for final design and construction plan preparation
6/11 – Report (90%)	<ul style="list-style-type: none"> • Delivery of Draft Report (90% complete)
6/12 - SCC	<ul style="list-style-type: none"> • Finalize RFP for final design and construction plan preparation • Discuss potential funding options
6/19 - SCC	<ul style="list-style-type: none"> • Review Draft Report
6/21 – Concept Plans & Final Report	<ul style="list-style-type: none"> • Delivery of concept plan options • Delivery of Final Report
6/26 - SCC	<ul style="list-style-type: none"> • Evaluate concept plan options • Review Final Report
7/10 - SCC	<ul style="list-style-type: none"> • Recommend preferred concept plan & Final Report to City Commission
7/22 - CC	<ul style="list-style-type: none"> • Preferred concept plan & Final Report presented to City Commission for approval • Discuss potential funding options

Phase 3: <u>Final Site Plan & Design Review, Preparation of Construction Plans</u>	
7/23 – Post RFP	<ul style="list-style-type: none"> • Post RFP for final design and construction plan preparation (due 8/22)
7/24 - SCC	<ul style="list-style-type: none"> • Available if needed
7/31 - SCC	<ul style="list-style-type: none"> • Discuss parameters and applicable regulations for site plan and design review
8/22 – RFP Proposals	<ul style="list-style-type: none"> • Final design and construction plan proposals due
8/28 - SCC	<ul style="list-style-type: none"> • Review and evaluate architectural proposals received
9/4 - SCC	<ul style="list-style-type: none"> • Interview architectural consultants • Recommend architectural consultants to City Commission
9/9 – CC	<ul style="list-style-type: none"> • Recommend and/or interview architectural consultants at City Commission • Award consultant contract
9/18 - SCC	<ul style="list-style-type: none"> • Begin design discussions with architectural consultants
9/25 - SCC	<ul style="list-style-type: none"> • Review draft RFP / bid for project construction
10/2 - SCC	<ul style="list-style-type: none"> • Begin site plan and design review
10/9 – SCC	<ul style="list-style-type: none"> • Continue site plan and design review
10/16 - SCC	<ul style="list-style-type: none"> • Continue site plan and design review
10/23 – SCC	<ul style="list-style-type: none"> • Continue site plan and design review • Recommend final site plan and design to City Commission
10/28 - CC	<ul style="list-style-type: none"> • Final site plan and design for 400 E. Lincoln presented to City Commission for approval
10/30 - SCC	<ul style="list-style-type: none"> • Finalize RFP / bid for project construction
11/18 - CC	<ul style="list-style-type: none"> • Second meeting if needed for final site plan and design approval

Project Timeline

Phase 4: Construction & Construction Management

11/11 – 12/2 Post RFP/Bid	<ul style="list-style-type: none">• Post RFP or bid for construction with approved site plan and design plans (due in 30-45 days)
1/27/25 - CC	<ul style="list-style-type: none">• Award construction contract