

PHASE	TASK	PRODUCT	DATE
A	INFORMATION GATHERING		
1	KICK-OFF MEETING		
	MEETING#1	Schedule, Team, Budget	12/5/2019
2	PROGRAMMING and UTILIZATION		
	MEETING #1 Staff interviews	Programm Schedule (SF/Use)	12/6/2019
	Programming forms	Blocking Diagram	12/19/2019
	Preliminary Program		
	Blocking Diagrams		
	Presentation Meeting	Meeting to Discuss	1/3/2020
3	OBJECTIVE EVALUATION of EXISTING BUILDING FOR POLICE USE		
		Building Assessment	12/6/2019
	Determination of Criteria	Assessment Document	12/19/2019
	Conceptual Site Plans	Cost Estimate for Renovation	1/3/2020
	MEETING #2 to Discuss and Present		1/3/2020
B	CONCEPTUAL DESIGN OFFACILITIES		
4	CONCEPTUAL DESIGN - Options		
	Conceptual Floor Plan (s)	Floor Plan(s)	1/24/2020
	Modifications as discussed		1/30/2020
	MEETING #3 (Artifex)Presentation Meeting	via electronic for Ronn Manns	2/13/2020
	Cost Estimate	Cost Estimate for New	2/13/2020
	Design Concept Package	Plan(s), Elevations, Site Plan	2/20/2020
5	FUNDING OPTIONS		
	Research into available options		2/20/2020
6	PUBLIC MEETINGS		
	MEETING #4 (Artifex - #3 Manns Woodward)	Public Meeting	TBD
		Survey Doc	2/27/2020
		Tabulations of Survey	3/7/2020
		Recommendations	3/7/2020
C	PRELIMINARY PREFERRED DESIGN		
7	PREFERRED DESIGN		
	Conceptual Plans	Revised/Refined Plans, Elevations, Site	3/20/2020
	Cost Estimate	Final Cost Estimate	3/20/2020
	MEETING # 5 (Artifex)Presentation Meeting	Meeting to Present Final Package (Public)	TBD
D	REIMBURSABLE EXPENSES		