

MEETING AGENDA

MEETING INFORMATION

MEETING DATE	Sept. 28, 2020	MEETING TIME	6:30 PM
MEETING NAME	Process planning kick-off discussion	MEETING LOCATION	Ely Library

PROJECT NAME Ely Library Planning

FEH PROJECT NUMBER

PURPOSE Kick-off the FEH DESIGN process

DISCUSSION

- 1. Introductions**
- 2. Review agenda and today's goals**
 - a. Draft the Goals for Success and review client expectations
- 3. Scope of services for Phase 1**
 - a. Program review – planning tool
 - b. Multiple preliminary designs
 - c. Cost estimates
 - d. Renderings
 - e. Optional scope items: Facilitation of a public ADVISORY Task Force. Community-wide electronic survey.
 - f. The Ely Site and planned expansion
- 4. The FEH Process and the draft timeline**
 - a. Phase 1**
 - i. Facility Condition assessment
 - ii. Space needs Evaluation
 - iii. Public planning engagement and design workshops/spark sessions (if requested)
 - iv. Community-wide survey
 - v. Library Board/City Council decision making and action
 - vi. Referendum campaign facilitation, Vote, fundraising campaign
 - b. Phase 2**
 - i. Design: Schematic Design, Design Development, Construction Documents
 - ii. Costing, Bidding, and Budgets
 - iii. Construction
- 5. Contracts**
 - a. Owner/Architect agreement (FEH DESIGN)
- 6. Next steps, assignments, and next meetings**