

JGCC Package A: Pre-Design Services Master Schedule

DATE: Updated: February 20, 2020

Item Number Description

Month	Week	JANUARY				FEBRUARY				MARCH					APRIL				MAY				JUNE				JULY				AUGUST			
		6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17
A. PRE-DESIGN SERVICES - COUNTY AND CITY - PACKAGE A																																		
2.00 Phase 1A:																																		
Programming (Site A: New Joint Government Center Campus)																																		
2.00 Programming Overview																																		
Programming Questionnaire																																		
Programming Interviews																																		
2.01 Task 1 - Review Existing County and City Operations																																		
2.02 Task 2 - Detailed Space Program Requirements																																		
Human Capital Survey - Online Survey																																		
Steering Committee Focus Session 1: Workplace Strategy		● Focus Session 1: Workplace Strategy (WS)																																
Conduct two(2)-hour Focus Session with the joint County/City Steering Committee that is part educational and part gathering insights from leaders.																																		
Employee Focus Group Workshops																																		
Conduct six (6) 90-minute Workshops with Focus Groups - 3 at the City and 3 at the County.																																		
Leadership Interviews (HR, IT, etc)																																		
Meet with 5-7 leaders (10-14 total) of key groups in the City and County incl heads of HR and IT. Each Meeting: 45 minutes																																		
Steering Committee Decision Workshop		● WS Decision Workshop: Bold Bolder Boldest																																
Conduct two (2)-hour Workshop to present discovery findings and conduct 'Bold-Bolder-Boldest' voting workshop with Steering Committee																																		
2.03 Task 3 - Assess the Impact of Technology upon Space Needs		● 03/05 - Focus Session 2: Guiding Principles of Technology																																
2.04 Task 4 - Space Standards and Security Guidelines																																		
2.05 Task 5 - Future Spatial and Functional Requirements																																		
2.06 Task 6 - Forecasts for Department, Division and Agency Needs																																		
2.07 Task 7 - Programming - Develop Architectural Program for New Joint Government Center Campus																																		
2.08 Task 8 - Identify Options, Alternatives and Forecast																																		
2.09 NOT USED																																		
2.10 Deliverables																																		
Progress Report 01		1A-1																																
100% Deliverable		100%																																
Consultant Resubmittal		CR																																
2.11 Notice to Proceed																																		
3.00 Phase 1B:																																		
Planning and Feasibility (Site A: New Joint Government Center Campus)																																		
3.00 Planning and Feasibility Overview																																		
3.01 Task 1 - Downtown Vicinity Analysis																																		
3.02 Task 2 - Site Analysis																																		
3.03 Task 3 - Site and Infrastructure Documentation and Analysis																																		
3.04 Task 4 - Site Analysis and Feasibility																																		
3.05 Task 5 - NOT USED																																		
3.06 Task 6 - Conceptual Massing Design		● 03/05 - Focus Session 3: Sustainability - Net Zero / Resiliency / LEED / WELL																																
3.07 Task 7 - General Design Concepts		● 03/05 - Focus Session 4: Security																																
3.08 Task 8 - Concept Plan		10-Mar 17-Mar Debrief with Elected Officials																																
3.09 Task 9 - Program Level Budget Estimates																																		
3.10 Deliverables																																		
Progress Report 01		1B-1																																
Progress Report 02		1B-2																																
100% Deliverable		100%																																
Consultant Resubmittal		CR																																
3.11 Notice to Proceed																																		
4.00Phase 2:																																		
Design Criteria Package (Site A: New Joint Government Center Campus)																																		
4.00 DCP Requirements Overview																																		
4.01 Task 1 - Design Criteria Package																																		
4.02 Task 2 - Final Plan and Development Implementation Strategy																																		
4.03 Deliverables																																		
TOC Outline		TOC																																
50% Deliverable		50%																																
100% Deliverable		100%																																
Consultant Resubmittal		CR																																
4.04 Notice to Proceed																																		

NOTE: ALL FOCUS SESSIONS PARTICIPANTS INCLUDE JGCC STEERING COMMITTEE AND INVITED SUBJECT MATTER EXPERTS FROM THE COUNTY AND THE CITY

LEGEND JGCC Package A:	PHASE 1A - FOCUS SESSIONS	PHASE 1B - FOCUS SESSIONS	PHASE 1B - DELIVERABLES
PHASE 1A: Programming + Needs Assessment	Focus Session 1: Workplace Strategy	Focus Session 3: Sustainability - Net Zero / Resiliency / LEED / WELL	Deliverables to include following content / components(*): (a) Site Investigations / Urban Design / Mobility (b) Building Systems (c) Workplace Strategy / Technical Enhancements (* Refer to Zyscovich "PROJECT APPROACH DIAGRAM"
PHASE 1B: Planning + Feasibility	Colliers Lead with Zyscovich	CMTA Lead with Brizaga / Healy Buildings / Zyscovich	
PHASE 2: Design Criteria Package	Focus Session 2: Guiding Principles of Technology	Focus Session 4: Security	
Owner Review and Response	Ross & Baruzzini Lead with Colliers & Zyscovich	Ross & Baruzzini Lead with WSP / Zyscovich	
Consultant Resubmittal		NOTE: County to invite subject matter experts from the City and County to include IT Department; Sustainability, etc.	