



# Feasibility Study for Multi-Generational Recreation Center and Library



**BARKER  
RINKER  
SEACAT**  
ARCHITECTURE

## Work Plan and Schedule

Item	Target Date	Task / Description	Participants	Duration
0.0		<b>Project Management</b>		20 weeks
		<ul style="list-style-type: none"> <li>Ongoing Project Management - Project Set-up, Invoicing, Scheduling, etc. (approx. 1/2 hrs per week)</li> <li>Team internal meetings</li> </ul>	BRS BRS	

### PHASE 1 - Program Development and Budgeting

1.0	Meeting 1	<b>Workshop 1 - Project Visioning Planning</b>		2 weeks
	BRS Trip 1	<ul style="list-style-type: none"> <li>Gather project background information and review Kick-off Meeting preparation</li> </ul> <p><b>Kick-off Meeting with Pacheco Koch and City (online)</b></p> <ul style="list-style-type: none"> <li>Introductions</li> <li>Confirm Work Plan and Project Schedule</li> <li>Confirm dates for upcoming project meetings, workshops, public engagement events, and site visits</li> <li>Consider Executive Steering Committee</li> <li>Confirm project process and communication protocols</li> <li>Consider project process, aims, outcomes, and deliverables</li> <li>Consider Conditions of Satisfaction and Factors for Success</li> <li>Identify Team, Steering Committee, Focus Groups, and other Stakeholders</li> </ul>	BRS BRS / PK / COM	

1.1		<b>Work Period 1</b>		2 weeks
		<b>Mission/Goals, Conceptual Program, Data Collection</b>		
		<ul style="list-style-type: none"> <li>COM (forward to BRS as soon as possible)               <ul style="list-style-type: none"> <li>Collect site information: maps, soils, utilities (all existing data available)</li> <li>Program information developed to date</li> <li>Suggestions for public input / confirmed stakeholder groups</li> <li>Existing staffing information</li> <li>Current budget information or limitations</li> </ul> </li> <li>BRS to begin analyzing site information by COM</li> <li>Review work to date, surveys, programs, plans, estimates and all previous data (Any info should be sent to BRS as soon as possible)</li> <li>Assist COM to organize the Steering Committee made up of staff, citizens, swim groups, potential partners, youth, seniors, business leaders, City Council, Park Board and Library Board</li> <li>Create presentation materials for Workshop 1               <ul style="list-style-type: none"> <li>National slide tour of potential multi-generational recreation center and library program components</li> <li>Prepare customized Program Card Game (2 sets per each facility type)</li> <li>For each facility type develop preliminary program plan based upon work to date</li> <li>Create "wish list" programs for each facility type</li> <li>Develop preliminary capital cost for each program space</li> <li>Create preliminary project budget model spreadsheet and detailed capital cost estimate for construction based on work to date and "wish list" programs for each facility type</li> </ul> </li> <li>Create a public involvement program to encourage participation in the City of Mansfield</li> <li>Develop online survey</li> </ul>	COM BRS BRS / PK BRS BRS BRS BRS	

COM - City of Mansfield  
 BRS - Barker Rinker Seacat  
 PK - Pacheco Koch  
 WTI - Water Technologies Inc / Splashtacular

Item	Target Date	Task / Description	Participants	Duration
1.2	Meeting 2	<b>Project Team Workshop 1</b> <b>Kick-Off Meeting, Mission/Goals, Program, Data Collection, Market Analysis</b>		1 day
	10:00-3:00	<ul style="list-style-type: none"> <li>● Travel for Workshop 1</li> <li>● Initial BRS Team Meeting with Steering Committee: <ul style="list-style-type: none"> <li>○ Schedule and timeline discussion</li> <li>○ Project vision, goals and objectives</li> <li>○ Identify project constraints and parameters</li> <li>○ Discuss potential partners</li> <li>○ Current and future demands with the community</li> <li>○ Preliminary Program Review discussion</li> </ul> </li> <li>● Participatory activities with Steering Committee for project input to include: <ul style="list-style-type: none"> <li>○ National slide tour of similar community aquatic facilities to give committee a visual picture of the potential aquatic program components with WTI Aquatics Consultants</li> <li>○ Participate in BRS "Program Card Game" for program building components wish list development as a data collecting device, build a wish list and to build consensus among diverse parties (game to include sizing and space allocation requirements for each program component area to meet current and future demands within the community)</li> </ul> </li> <li>● Discuss Priorities and Phasing Options</li> <li>● Review previous citizen survey results</li> <li>● Review Alternative Building Program Options</li> <li>● Visit selected site and discuss opportunities and constraints</li> <li>● Market Analysis for each site <ul style="list-style-type: none"> <li>○ Analysis of service area and demographics</li> <li>○ Assess facility competition in service area</li> <li>○ Comparison study of national, regional and local participation statistics</li> <li>○ Forecast likely market penetration for proposed multi-generational recreation center and library</li> </ul> </li> <li>● Review initial Market Research data (if available)</li> <li>● Discuss impact of program and plan alternatives on preliminary feasibility assessment</li> <li>● Review schedule, budget, and project delivery objectives</li> </ul>	COM / BRS / WTI	
1.3	Meeting 3	<b>Facilitation of Public Meeting #1</b>		1 day
	6:30-8:00	<ul style="list-style-type: none"> <li>● Present national slide tour of recreation, senior centers, and libraries</li> <li>● Display "what if" photos and similar plans for other facilities</li> <li>● Ask 5 questions - wordle exercise</li> <li>● Play Dot-ocracy Game as participatory exercise for general scope categories</li> <li>● Gather information on comment cards</li> <li>● Launch online survey</li> </ul>	COM / BRS	
1.4	Meeting 4	<b>Project Team Facility Tours</b>		1 day
	9:00-4:00	<ul style="list-style-type: none"> <li>● Tour any existing area library and recreation facilities and other providers in the area and gather specific information about the community</li> <li>● Tour proposed site</li> </ul>	COM / BRS	
2.0		<b>Work Period 2</b> <b>Program Refinement and Site Evaluation</b>		3 weeks
		<ul style="list-style-type: none"> <li>● Revise preliminary program spaces and area (SF) requirements for each facility type</li> <li>● Revise the Mission &amp; Goals statement</li> <li>● Produce world class aquatic trends presentation based on initial Steering Committee input</li> <li>● Develop site plan analysis</li> <li>● Revise the project model spreadsheet and detailed capital cost estimate for construction for all programs</li> <li>● Create three diagram options of proposed program spaces and area (SF) requirements</li> <li>● Conclude online survey / compile results</li> </ul>	BRS BRS WTI PK BRS  BRS BRS	

Item	Target Date	Task / Description	Participants	Duration
2.1	Meeting 5	<b>Project Team Workshop 2 Program, Site and Plan Relationship Diagrams</b>		1 day
	10:00-3:00 BRS Trip 2	<ul style="list-style-type: none"> <li>Travel for Workshop 2</li> <li>Public meeting debriefing</li> <li>Review results of online survey</li> <li>Project Program and Budget</li> <li>Review draft Project Mission Statement</li> <li>Development of preliminary program consensus (confirm programming decisions)</li> <li>Discuss aquatic features and programming</li> <li>Discuss Library features and programming</li> <li>Review Site Plan Analysis</li> <li>Discuss program areas that may be impacted by community stakeholder and/or partner input</li> <li>Review and discuss project budget and construction costs</li> </ul>	BRS / PK / COM	
2.2	Meeting 6	<b>Facilitation of Public Meeting #1</b>		1 day
	6:30-8:00 BRS Trip 2	<ul style="list-style-type: none"> <li>Present relationship diagram of components on community wish list based on executive Steering Committee input</li> <li>Present total project budget; Schedule and ask "did we hear you right?"</li> <li>Present online survey results</li> <li>Gather input through comment cards</li> </ul>	BRS / PK / COM	
3.0		<b>Work Period 3 Prepare Draft Phase 1 Summary Report</b>		4 weeks
		<ul style="list-style-type: none"> <li>Update all work products based on input received</li> <li>Develop aquatics theme options based on Steering Committee and Public input</li> <li>Prepare preliminary draft of operational plan including: <ul style="list-style-type: none"> <li>Facility Programming &amp; Space Usage</li> <li>Operational Cost Analysis &amp; Proforma</li> <li>Facility Management Options &amp; Staffing Models</li> <li>Attendance Estimates</li> <li>Fee Structure &amp; Sources of Income</li> <li>Operating cost projections</li> <li>Revenue generation projections</li> <li>Revenue / expenditure comparisons</li> <li>Project recommendations / profitability of components</li> </ul> </li> <li>Prepare Building and Site Program include: <ul style="list-style-type: none"> <li>Project Design Description Narrative</li> <li>Project Program of Spaces</li> <li>Site Test Fit Diagram</li> </ul> </li> <li>Prepare Project Budget Model</li> <li>Prepare PowerPoint Presentation of Phase 1- Program and Operations Report</li> </ul>	BRS WTI BRS       BRS  BRS BRS	
3.1	Meeting 7	<b>Project Team Workshop 3 Preview Program Phase Report</b>		1 day
	10:00-2:00	<ul style="list-style-type: none"> <li>Review operations preliminary draft</li> <li>Project Program and Budget</li> <li>Review final Project Mission Statement</li> <li>Review final program</li> <li>Review and discuss project budget and construction costs</li> <li>Review floor plan diagram</li> <li>Review site plan diagram</li> <li>Review aquatic program options generated from previous workshop and public input</li> <li>Discuss Council / Board meeting approach</li> </ul>	BRS / PK / WTI / COM	
4.0		<b>Work Period 4 City Council / Board Preparation</b>		1 week
		<ul style="list-style-type: none"> <li>Revise previous work products</li> <li>Refine selected aquatics theme, prepare graphics and exhibits to communicate aquatics experience. Include magnitude of construction cost of selected aquatics program</li> <li>Revise PowerPoint Presentation of Phase 1- Program and Operations Report</li> <li>Prepare Draft Program and Operations Report</li> </ul>	BRS / PK / WTI	

Item	Target Date	Task / Description	Participants	Duration
4.1	Meeting 8	<b>City Council / Board Presentation Program Phase Report</b>		1 day
	6:00-7:00 BRS Trip 3	<ul style="list-style-type: none"> <li>• Travel for Council Presentation</li> <li>• Review operations preliminary draft</li> <li>• Project Program and Budget</li> <li>• Review final Project Mission Statement</li> <li>• Review final program</li> <li>• Review and discuss project budget and construction costs</li> <li>• Review floor plan diagram</li> <li>• Review site plan diagram</li> <li>• Discuss Council or Park/Library Board Meeting Approach</li> </ul>	BRS / PK / COM	
5.0		<b>Work Period 5 Final Program Operations Report</b>		2 weeks
		<ul style="list-style-type: none"> <li>• Revise previous work products based on Council input</li> <li>• Prepare Final Program and Operations Report</li> <li>• Deliver Report - July 28, 2021</li> </ul>	BRS BRS BRS	

**PHASE 2 - Conceptual Design Refinement / Public Promotional Material**

6.0		<b>Work Period 6 Massing and Architectural Character</b>		2 weeks
		<ul style="list-style-type: none"> <li>• Develop Preliminary Massing Studies</li> <li>• Revise Plan based on Massing study</li> <li>• Revise Site Plan based on Massing study</li> <li>• Prepare architectural character slide show highlighting: <ul style="list-style-type: none"> <li>◦ Regional and local architectural influences</li> <li>◦ Buildings of similar use, size and scale</li> </ul> </li> <li>• Prepare Blink exercise for architectural character discussion</li> </ul>	BRS BRS PK BRS  BRS	
6.1	Meeting 9	<b>Project Team Workshop 4 Massing and Architectural Character</b>		1 day
	1:00-4:00 BRS Trip 4	<ul style="list-style-type: none"> <li>• Travel for Workshop 4</li> <li>• Review facility massing options</li> <li>• Review Revised Plan based on Massing study</li> <li>• Review revised Site Plan based on Massing study</li> <li>• Present architectural character slide show highlighting: <ul style="list-style-type: none"> <li>◦ Regional and local architectural influences</li> <li>◦ Buildings of similar use, size and scale</li> </ul> </li> <li>• Play Blink exercise for architectural character discussion</li> <li>• Confirm deliverables for end of phase</li> </ul>	BRS / PK / COM	
7.0		<b>Work Period 7 Develop Massing and Architectural Character</b>		2 weeks
		<ul style="list-style-type: none"> <li>• Develop 3D Building Massing with architectural character</li> <li>• Revise Plan based on Massing input</li> <li>• Revise Site Plan based on Massing input</li> <li>• Prepare preliminary building material palette</li> </ul>	BRS BRS PK BRS	
7.1	Meeting 10	<b>Project Team Workshop 5 Massing and Architectural Character</b>		1 day
	1:00-4:00 (online)	<ul style="list-style-type: none"> <li>• Review facility massing with architectural character</li> <li>• Review Revised Plan based on Massing study (online)</li> <li>• Review revised Site Plan based on Massing study</li> <li>• Review preliminary material options</li> <li>• Determine final rendering views</li> </ul>	BRS / PK / COM	
8.0		<b>Work Period 8 Final Presentation Plans and renderings</b>		2 weeks
		<ul style="list-style-type: none"> <li>• Develop three (3) Enscape Facility Renderings</li> <li>• Develop Final Floor Plan rendering</li> <li>• Develop Final Site Plan rendering</li> <li>• Deliver Public Presentation Materials - Sept 17, 2021</li> </ul>	BRS BRS PK BRS	