

## Baldwin Public Library

Phase 3 Schematic Design Phase Work Plan *(rev. 9/13/2021)*

	Task	Start	Finish
1	<b>Initial Kick-Off Meeting</b>	<b>08/25/21</b>	
2	Redraw Floor Plan/Site Plan into CAD	08/25/21	09/01/21
3	Review Existing Program, Studies, and other Existing Documentation	08/25/21	09/01/21
4	Develop 3D model of existing	08/25/21	09/15/21
5	<b>Meet with Staff for input</b>	<b>09/14/21</b>	
6	<b>Focus Group Meeting</b>	<b>09/15/21</b>	
7	<b>Meet with BPL Building Committee to discuss Staff and Focus Group/community input</b>	<b>09/22/21</b>	
8	Meet with City Engineering/Planning	09/15/21	09/29/21
9	Refine Building Program	09/15/21	09/29/21
10	<b>Meet w/Building Committee to review program</b>	<b>09/29/21</b>	
11	Develop Conceptual Cost Projection	09/29/21	10/13/21
12	Develop Organizational Concepts	09/27/31	10/13/21
13	<b>Meet w/Building Committee</b>	<b>10/13/21</b>	
14	Develop Floor Plan Concepts	10/13/21	10/27/21
15	<b>Meet w/Building Committee</b>	<b>10/27/21</b>	
16	Revise Floor Plan Concepts	10/27/21	11/03/21
17	<b>Meet w/Building Committee</b>	<b>11/03/21</b>	
18	Develop Interior/Exterior 3D models of design	11/03/21	11/17/21
19	Develop Estimate of Probable Costs	11/03/21	11/17/21
20	<b>Meet w/Building Committee</b>	<b>11/17/21</b>	
21	Develop Interior Finishes, Furniture	11/17/21	12/01/21
22	<b>Meet w/Building Committee</b>	<b>12/01/21</b>	
23	Refine Design and Finishes/Refine 3D Model	12/01/21	12/15/21
24	<b>Meet w/Building Committee</b>	<b>12/15/21</b>	
25	Finalize Conceptual/Schematic Design Documents including Probable Costs, Phasing Plan, and Construction Timeline	12/15/21	01/12/22
28	<b>Final Review w/Building Committee</b>	<b>01/12/22</b>	
29	<b>Present Schematic Design to Library Board</b>	<b>01/19/22</b>	
30	<b>Present Final Design to the City Commission</b>	<b>01/22/22</b>	