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Proposed Phase 3 Work Plan

April 29, 2022

Baldwin Public Library
 Birmingham, Michigan

	Tasks	Target Dates/ Durations	
		From	To
1	Project Kick-Off: Meet with Library for Program Confirmation – Determine responsibilities, procedures, and schedule requirements.	04/25/22	05/02/22
2	Review existing studies, space programming, layouts, and designs, with advice on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.	04/25/22	05/09/22
3	Design Development (DD) Phase – Based on the Merritt Cielsak Design (MCD) conceptual/schematic designs of January 19, 2022, meet with the Library staff to hear opinions and meet with the Library administration and Library Board Building committee, with a presentation to the Library Board. MCD will provide DD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design. <i>A 50% review of the DD –level drawings will be scheduled with the Building Committee mid-to-late June.</i>	05/02/22	08/08/22
4	Prepare DD budget estimate update and project phasing and construction timeline (MCD w/Rewold).	07/25/22	08/08/22
5	100% DD drawing, specification, estimate and timeline review w/Owner.	08/08/22	08/15/22

6	Construction Documents (CD) Phase – Based on the Library’s approval of the DD documents MCD will provide CD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design. <i>A 50% review of the CD –level drawings will be scheduled with the Building Committee mid-to-late September.</i>	08/08/22	10/31/22
7	Construction Documents Budget Estimate update.	10/31/22	11/07/22
8	100% CD drawing, specification, estimate and timeline review w/Owner.	11/07/22	11/14/22
9	MCD will provide drawing sets as required to the city’s building department for code compliance review.	11/07/22	11/14/22
10	Confirm Project Funding.	11/07/22	12/2022
11	Issue for Bidding.	01/2023	02/2023
12	Evaluate Bids and work with Library to make final Contractor selection.	02/2023	03/2023
13	Construction.	07/2023	03/2024

Notes: Design and construction dates and durations are estimated and may vary depending on project-related conditions. The architectural and engineering team will be available and fully engaged for the duration of the proposed timeline shown above.