

Draft Detailed Schedule Timeline

DRAFT / October 8, 2003

		Week #	1	2	3	4	5	6	7	8	9	10	11	12	Holi- days	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29					
		Month	October			November			December			January -- 2004			February			March			April																
Step #	Task #	Week of...	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26				
CONTRACT APPROVAL																																					
---	N/A	Council Committee Reviews Draft SPPRE Contract																																			
---	N/A	COUNCIL CONSIDERS APPROVAL OF SPPRE CONTRACT		Oct. 8																																	
---	N/A	Contract Signed																																			
Part 1A. MARKET DEMAND STUDY																																					
1	1.1	SPPRE Prepares Scope of Work for Market Study for Market Demand Study																																			
2	1.2	SPPRE Completes a Work Session with Potential Key Public Partners																																			
3	1.3	Complete a Work Session with Committee on Market Demand Study; Committee Authorization to Proceed																																			
4	1.4	SPPRE Revises Market Study Scope of Work; Executes and Manages the Market Demand Study Contract																																			
5	1.5	Council Receives Market Study Before Forum; Conducts Public Forum on Market Study Results																																			
6	1.6	Council Committee Reviews Market Study Findings, Forum Comments, Forwards Recommendation to Council																																			
7	1.7	COUNCIL DECIDES WHETHER TO PROCEED, Recommends uses for Land, Building and Infrastructure Program																																			
Part 1B. DEVELOPMENT OF MASTER PLANS FOR SITES																																					
8	1.8	SPPRE Prepares Land, Building and Infrastructure Program per Council Direction																																			
9	1.9	SPPRE Prepares Scope of Work for Architect/Urban Designer; SPPRE Subcontracts with Firm, Architect Prepares Initial Urban Design Conceptual Sketches of Council's Land, Building and Infrastructure Program																																			
10	1.10	Design Review Session with SPPRE, Architect, Council Committee																																			
11	1.9	· Architect Revises Master Plan Draft Incorporating Committee comments																																			
12	1.12	SPPRE Selects Firm and Manages Pre-Construction Services for Developing Third-Party Preliminary Cost Estimate; Construction firm provides "pre-construction services)																																			
13	1.12	Public Forum, Review Session with Council Committee; Committee makes recommendation																																			
14	1.13	COUNCIL CONSIDERS MASTER PLANS and WHETHER TO PROCEED WITH DETAILED COST ESTIMATING STAGE (PART 1C)																																			
15	1.9	· Architect Revises Urban Design Plan Incorporating Council Changes																																			

KEY: TC Town Council
 CC Council Committee on Lots 2 and 5
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Step #	Task #	Week #		30	31	32	33	34	35	36	37	38																
		Month	May						June																			
Week of...		3	10	17	24	31	7	14	21	28																		
Part 1C. COST ESTIMATION / FINANCIAL ANALYSIS																												
16	1.14	SPPRE subcontracts with DesignVision and manages deliverables; Designvision Produces 3D Renderings of Project for Both Sites Based on Final Urban Design Plan																										
17	1.15	SPPRE Prepares Two Total Development Budgets																										
18	1.16	SPPRE Completes a Finance Model for Two Development Projects																										
19	1.17	SPPRE Completes Financial Sensitivity Analysis for Two Projects																										
20	1.18	Project Review Session with the Council Committee; Work Session on Developer Solicitation Options					CC																					
21	1.19	SPPRE Develops up to Five Alternative Public/Private Finance Plans																										
22	1.20	SPPRE Develops up to Five AlternativeOwnership, Investment, Development Scenarios																										
23	1.21	SPPRE Review Session with Council Committee / Committee Considers Recommendation on Whether to Proceed with RFQ Stage							CC																			
24	1.22	Council Work Session / Forum								TC Forum																		
25	1.23	SPPRE Review Session with Town Council / COUNCIL DECIDES WHETHER TO PROCEED WITH RFQ STAGE (Special Work Session)										TC																
26	1.24	SPPRE Completes a Summary Presentation of Tasks to Date																										

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		Week #	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	Holi- days		63	64	65	66	67	68	69	70	71	72	73	74	75																	
		Month	July				August				September			October			November			Dec.								Jan. -- 2005			February			March -- 2005																								
Step #	Task #	Week of...	5	12	19	26	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	24	31	7	14	21	28	7	14	21	28																	
Part 2. DEVELOPER SOLICITATION																																																										
27	2.1	SPPRE Completes Initial Draft of Developer RFQ																																																								
28	2.2	SPPRE Drafts Potential Evaluation Criteria																																																								
29	2.3	SPPRE Reviews Draft RFQ and Evaluation Criteria with Committee and Includes Changes																																																								
30	2.4	Revise RFQ to Incorporate Council Committe's Changes																																																								
31	2.5	SPPRE Develops List of Companies to Receive RFQ																																																								
32	2.6	SPPRE Prepares Ad for RFQ																																																								
33	2.7	COUNCIL CONSIDERS APPROVAL OF RFQ																																																								
34	No #	Town Distributes RFQ																																																								
35	No #	Developers Respond to RFQ																																																								
36	2.8	SPPRE Prepares for and Executes a Pre-Proposal Conference																																																								
37	2.9	SPPRE Evaluates Up to 15 Developer Proposals																																																								
38	2.10	SPPRE Prepares Draft of Developer RFP																																																								
39	2.11	SPPRE Prepares Draft of Evaluation Criteria																																																								
40	2.12	Council Committee Considers Recommendation to Council on Short-List; Reviews Initial Draft RFP (Task 2.9) and RFP Evaluation Criteria (Task 2.10)																																																								
41	2.13	SPPRE Revises RFP and Draft Evaluation Criteria																																																								
42	2.14	COUNCIL CONSIDERS RFQ SHORT-LIST, APPROVAL OF RFP, Evaluation Criteria																																																								
43	2.15	SPPRE Revises Request for Proposals, Evaluation Criteria to Incorporate Council Changes																																																								
44	---	Town Publishes, Distributes RFP																																																								
45	---	Developer Prepares RFP																																																								
46	2.16	SPPRE Evaluates 5 Technical Proposals																																																								
47	2.17	SPPRE Develops Questions for Each Developer																																																								
48	2.18	SPPRE Presents Basis of Pre-Interview Developer Rankings																																																								
49	2.19	Council Committee Interviews Each Developer (3 days) (with Public Component)																																																								
50	2.20	SPPRE Prepares Draft Report of Recommendations																																																								
51	2.21	Review Draft with Committee and Include Changes																																																								
52	2.22	COUNCIL RECEIVES FINAL REPORT, CONSIDERS SELECTING DEVELOPER TO NEGOTIATE AGREEMENT																																																								
53	2.23	SPPRE Prepares Final Report Deliverable: Final Report																																																								

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		Part 3. DEVELOPMENT AGREEMENT NEGOTIATIONS																																		
		Week #		76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92																
		Month		April				May				June				July																				
		Week of...		4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25																
54	3.1, 3.2, 3.3	Negotiation of the Development Agreement with Council's Selected Developer																																		
55	N/A	Council Committee and Town Council Consideration of Development Agreement																																		
		Part 4. MANAGEMENT OF DEVELOPMENT AGREEMENT																																		
55		Serve as Owner's Rep During Construction																		[Summer 2005 - Summer 2007]																