

SERVICES INCLUDED

1. Space Needs Assessment

- A. Project Startup and Kickoff Meeting with the Town-designated Advisory Committee
 - Coordinate project scope and schedule with the Advisory Committee
 - Receive from the town various data required to initiate the study: organizational charts, CAD files, any facility condition studies, and drawings of existing facilities.
 - Initiate project ShareFile site for data transfer
- B. Profile Departments & Conduct Staff and Council Interviews
 - Create and distribute survey document
 - Organize and analyze survey results
 - Interview the department heads and council for the user groups located in the facility
- C. Facility Documentation and Verification
 - Utilize Town provided hard copies of the existing building to generate digital base plans
 - Field verify the facility to create a current set of floor plans that identify each department's footprint within the building
 - Establish space standards that apply to similar positions to provide definition in future planning
 - Organize staff into appropriate hierarchy related to position and tasks
- D. Forecast Future Personnel
 - Analyze data from alternate sources including the town and county database that contain growth indicators applicable to staff growth benchmarking
 - Create tables that compare multiple growth metrics
 - Utilize the selected forecasting metric to illustrate growing space needs in five-year increments for the next twenty years
 - Apply the growth logic to support spaces and offices or expansion strategies
- E. Identify Space and Infrastructure Needs
 - Compare the current space utilization with the current needs from the surveys and interviews.
 - Analyze overage and shortage of areas within current facilities
 - Create a comprehensive list of spaces for each department that accounts for current staff and future projections including support spaces
- F. Meet with Town staff as required to complete the scope of Task 1 with an anticipated maximum of 2 meetings.

2. Civic Campus Master Planning

- A. LKC will provide an as-built survey of the civic campus and lodge site to serve as a base map.
- B. Review of any subdivision or platting regulations, planned roadway or infrastructure improvements in the area, existing zoning, associated development standards, existing streams, wetlands, and associated buffers on site.

- C. Engage the Advisory Committee in an initial informal Staff Workshop using digital media to identify desired programs and services.
- D. Work with staff to develop up to two (2) Master Plan alternatives for a 20-year buildout of the Civic Campus and Lodge. These Master Plan options shall be based on a study of the information currently available to the design team, including topography, stream buffers, and design requirements of the local jurisdictions. Each option will include the following:
 - 1. All structures on the site including existing buildings to remain and proposed buildings
 - 2. Internal campus connectivity and open space
 - 3. Secure zones
 - 4. Future development areas
 - 5. All parking and streets including entry and exit drives
 - 6. Pedestrian and bicycle access layout
 - 7. Sustainable design opportunities
- E. Meet with various stakeholders, including Gaston County and other agencies to discuss the initial concept plan options and ordinance compliance.
- F. Engage the Advisory Committee in a second informal Staff Workshop using digital media to identify design preferences.
- G. Work with staff to refine the approved conceptual plan into the final Master Plan and review the Master Plan with staff.
- H. Meet with Town staff as required to complete the scope of Task 2 with an anticipated maximum of 2 meetings.

3. Corridor Study and Master Planning

- A. Prepare a base map of the Corridor Study site utilizing existing as-built drawings, design plans, surveys, aerials, institutional knowledge, zoning, and GIS information.
- B. Zoning Analysis and Anchor Points
 - 1. Scrub the existing zoning and yields along the corridor.
 - 2. Work with Town staff to develop future anchor points along the corridor, including the Civic Campus and the Lodge.
 - 3. Provide recommended zoning along the corridor that accommodates the anchor points including recommended transition areas between zoning types.
 - 4. Provide a future zoning map with proposed yields in support of anchor points.
- C. Roadway and Infrastructure Recommendations
 - 1. Provide preliminary roadway and vehicular access concept drawings to accommodate future zoning and anchor points.
 - 2. Provide preliminary pedestrian and bicycle access concept drawings to accommodate future zoning and anchor points.
 - 3. Recommend streetscape concepts to support future zoning and anchor points.

- D. Remaining scope of services identical to Task 2, Items E through H, with all meetings concurrent for both tasks.

4. Civic Campus Conceptual Design

- A. Utilize the master plan concepts and the space needs assessment to create two (2) design options for spatial organization through plan and stacking diagrams. These concepts will identify the design scheme, circulation, departmental organization, functional adjacencies, support spaces, and levels of security. The selected diagrams will serve as the basis for the concept development.
- B. Create massing and elevation studies of two (2) design options that parallel the planning and stacking diagrams. The intent of these studies is to establish scale and will be created in the built context of the site within the limits of SketchUp and Google Earth technology.
- C. Refine the selected site development strategy to illustrate existing and proposed building footprints, parking areas, sidewalks and pedestrian pathways, landscape areas, and public space within the context of the overall Master Plan.
- D. Refine the massing and elevation studies on the selected option created in the built context of the site using Sketch Up and Google Earth technology to establish scale and outdoor spatial relationships defined by built edges of existing and proposed structures.
- E. Engage the Advisory Committee in a third and final Staff Workshop using digital media to illustrate the final concept.
- F. Meet with Town staff as required to complete the scope of Task 4 with an anticipated maximum of 2 meetings.

5. Civic Campus Preliminary Cost Estimating

- A. Provide drawings to the cost estimator for pricing.
- B. Coordinate with the estimator to respond to questions
- C. Provide the results in a clear and concise summary with backup.

6. Final Deliverable

- A. Compile all information into a clear and concise document that can serve as a resource to guide potential developers.
- B. Ongoing support in the implementation of the design and construction phases.