

## Project Schedule for the Cottonwood Valley Charter School Integrated Site Development Plan

Time	Task Description	Deliverables
<b>PREPARING</b>		
8/8-8/12	<ul style="list-style-type: none"> <li>Set up files</li> </ul>	
8/15	<ul style="list-style-type: none"> <li>Strategic kickoff meeting with RTI, EDI, and project manager from CVCS and/or Facilities Committee to discuss process and finalize the schedule</li> </ul>	Detailed work plan and schedule, including list of participants
8/15-8/19	<ul style="list-style-type: none"> <li>Coordination meeting with project team</li> </ul>	
Ongoing	<ul style="list-style-type: none"> <li>Gather information for detailed site analysis</li> </ul>	
Ongoing	<ul style="list-style-type: none"> <li>Coordination with P2G Consulting regarding Socorro School District facilities masterplan</li> </ul>	
<b>GATHERING</b>		
8/15-8/19	Visioning meeting preparation	
9/1/	<p><b>Visioning meeting</b> open to all stakeholders to flush out the kinds of things people would like to see happening at CVCS, what kind of place people dream CVCS will be, and what kind of values the facility will embody. We will also discuss what green design means and which elements of green design should be given the highest priority in designing the facility. Meeting will be divided into 3 groups: teachers and administrators, parents and community members, and students.</p>	
8/29-9/2	<ul style="list-style-type: none"> <li>Synthesize and document results from visioning meeting</li> </ul>	Meeting notes, Values statement, Green standards
9/5-9/9	<ul style="list-style-type: none"> <li>Prepare materials for second meeting</li> </ul>	
9/14 or 9/17	<p><b>Programming meeting</b> with stakeholders to turn visioning meeting material into detailed facility requirements that address the spatial needs of the school. Discussions will be oriented around the day-to-day activities that occur at school. Meeting will be divided into up to 3 group: teachers and administrators, parents and community members, and students.</p>	
9/19-9/23	<ul style="list-style-type: none"> <li>Coordination with project team</li> <li>Synthesize and document results from programming meeting</li> </ul>	Meeting notes
9/26-10/7	<ul style="list-style-type: none"> <li>Prepare materials for third meeting</li> <li>Prepare the program and submit for review</li> </ul>	Program document - first draft

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10/8 Design Charrette with all stakeholders to flush out forms that the vision and program may take. Meeting will be divided into 3 groups: teachers and administrators, parents and community members, and students.

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## DESIGNING

- 10/10-10/21
- Coordination with project team
  - Synthesize and document results from charrette
  - Refine ideas from charrette into alternate masterplan ideas
  
  - Produce preliminary graphic materials for presentation to facilities committee
  - Generate a ballpark figure for construction of project

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10/26 Meeting with the Governing Board and Facilities Committee to present refined schematic ideas generated from the design charrette and to select final direction on masterplan and building concepts

Preliminary site plan, architectural concepts, phasing plan, and opinion of probable cost

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- 10/31-11/4
- Make revisions based on feedback, finalize schematic drawings
  
  - Revise opinion of probable cost as needed

Prepare:

Document as described to left

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11/7-11/25 **Final Report**, to include:

1. Brief summary of process
2. Values statement for CVCS facility
3. Performance guidelines/green standards for CVCS facility
  
4. Site analysis
5. Programming requirements
6. Masterplan for site
7. Opinion of probable cost
8. Appendix with meeting summaries

Request for Proposal for Architectural Services (RFP )

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