

APPENDIX A

STRATEGIC PLANNING PHASE TASKS COMPLETED AND PROGRESS MATRIX

Task No. / CDRL	Task Title / Deliverable	Description / Task Components	Format(s)	Date(s) 2026
1 - Project Kickoff & Visioning				
1A	Meetings / Working Sessions / Preparation	<ul style="list-style-type: none"> - Intro of Measure FP team/stakeholders - Overview of Strategic Planning Phase, including Project goals and objectives - Review of communication protocols, procedures, schedule and systems 	In-Person Attendees: 18	July 31
1B	Visioning Document - Project Charter / Roadmap	<ul style="list-style-type: none"> - Program workshops for FD & PD based on programmatic needs and “go-to-guide” or roadmap for decision-making. - Space requirements refinement for optimal scope, sequence, and scale. 	Hybrid: In-Person & Zoom	August 7
2 - Strategic Plan / Sequencing				
2A	Development of Strategic Plan	<ul style="list-style-type: none"> - Preliminary site phasing, logistics, and requirements for operational continuity. - Identification of Project phasing/order. 	Word, Excel, PPT & PDF	Aug. 11 - Sept. 26
2B	Temporary Provisions	<ul style="list-style-type: none"> - Investigation of temporary facility locations and disruption mitigation. - Analysis of facility rollout sequencing and staggered construction options. 	Word, Excel, PPT & PDF	Aug. 11 - Sept. 26
2C	Meetings / Revisions	<ul style="list-style-type: none"> - Review of Project plans, specifications and revisions to budget alignment. - Refinement of program goals. 	Hybrid: In-Person & Zoom	Aug. 13, 14, 28, Sept. 4, 11 & 25
2D	Reporting / Presentations	<ul style="list-style-type: none"> - Progress reports for activities to date, updates/revisions, program refinement, decision points, and approvals needed. 	PPT & PDF	Aug. 13, 14, 28, Sept. 4, 11 & 25
3 - Delivery Method Analysis (DMA)				
3A	DMA and Presentation Preparation	<ul style="list-style-type: none"> - Assess different delivery methods and determine best path forward for Project. - Conduct in line with budget/funding. - Determine quality and efficiency needs. 	Word, Excel, PPT & PDF	Aug. 11 - Sept. 26
3B	Recommendations and Updates	<ul style="list-style-type: none"> - Finalize delivery method and procurement processes based on complexity of facilities, level of flexibility required, and budgetary cap/limits. 	Word, Excel, PPT & PDF	Aug. 11 - Sept. 26

3C	Meetings / Revisions	<ul style="list-style-type: none"> - Continued discussions around objective for modern, resilient facilities that support efficient operations, long-term service needs, and budget ceiling. 	Hybrid: In-Person & Zoom	Aug.13, 14, 28, Sept. 4, 11 & 25
4 - Regulatory [Legal] and Environmental Considerations				
4A	Site Specific Research	<ul style="list-style-type: none"> - Identify relevant entitlements or permits that could impact schedule/progression. - Flag potential environmental constraints, risks, and other hurdles. - Consider opportunities to streamline approval processes and mitigate delays, including for temporary location options. 	Word, Excel, PPT & PDF	Sept. 29 - Nov. 24
4B	Analysis and Recommendations	<ul style="list-style-type: none"> - Determine how to prioritize building systems, components and features for modernization/regulatory compliance. - Complete site investigations for program and temporary provisions/procurement. 	Word, Excel, PPT & PDF	Sept. 29 - Nov. 24
4C	Meetings / Revisions	<ul style="list-style-type: none"> - Finalize scope and roadmap based on cost effective use of funds, phased implementation aligned with key renovation options and admin functions. 	Hybrid: In-Person & Zoom	Oct. 9, 23 & Nov. 6, 20
5 - Council Briefing / Approval to Proceed				
5A	Council Presentation Preparation / Staff Report	<ul style="list-style-type: none"> - Assist with the preparation and delivery of staff report, associated documents, and templates for next phases. - Provide technical materials for development of RFQ/P and progressive design-build agreement/contract. 	Submittals via Legistar	Ongoing until Dec. 2
5B	Council Meeting Presentation	<ul style="list-style-type: none"> - Provide briefing materials, charts/tables, slides/graphics, and other documents as necessary to fulfill tasks of the Strategic Planning Phase and to advance Project's next steps. 	Submittals via Legistar	Dec. 2