

The following is a list of anticipated task through completion of the Feasibility Study. The acronyms used are HKT= HKT Architects/Team; ToS = Town of Southampton (Committee, FD, PD or Town Officials)

Description of Work to be Completed by March 8, 2024	Work By	Approximate Date		Comment
		Start	Complete	
<b>Task 1 - Space Needs Assessment</b>				
Kick-off meeting: Goals, process, schedule, informal visioning	ToS, HKT	8/7/2023	8/7/2023	1 Mtg
Send Questionnaire to PD and FD	HKT	8/8/2023		
Questionnaire Returned	ToS	PD 8/15/2023 FD 8/22/2023		
Tour existing fire and police stations; Meet with FD / PD personnel to discuss space needs	ToS, HKT	8/31/2023		1 day
Summary Programming Sent to Departments	HKT	9/13/2023		
Present Space Needs Programming to Committee for Discussion and Approval	ToS, HKT	9/25/2023		1 Mtg.
Finalize Program based on discussion	HKT	9/26/2023	9/29/2023	
<b>Task 2 - Site Evaluation</b>				
Pare on site to review 3 sites	HKT	9/25/2023 or 9/26/2023		
Site Analysis Presentation and Ranking using Matrix; Select 2 sites	ToS, HKT	10/2/2023	10/5/2023	2nd Mtg. if reqd.
<b>Task 3 - Conceptual Design; Task 5 Project Operating Costs + Task 6 Options for Green Design</b>				
Test Fit Options: 2 test fit options for two sites identified in Task #2	HKT	Completed by 10/20/2023		
Meeting to present 2 test fit options for 2 sites; Select Preferred site at this meeting	ToS, HKT	10/23/2023	10/23/2023	1 Mtg.
Develop 2 conceptual plans on selected site	HKT	Completed by 11/10/2023		
Meeting to present 2 conceptual plans on one site	ToS, HKT	11/13/2023	11/13/2023	1 Mtg.
Design revisions for preferred plan with elevations	HKT	11/14/2023	11/30/2023	
Meeting to present conceptual plan and elevations	ToS, HKT	12/4/2023	12/4/2023	1 Mtg.
Meeting with GGD - MEPFP Engineers; system options and green design	ToS, HKT	TBD		1 Mtg.
GGD work on a rough estimate of annual costs	HKT	Ongoing		
Final design revisions; Annual Costs Summary	HKT	11/28/2023	12/8/2023	
Meeting to present Final Option	ToS, HKT	12/18/2023	12/18/2023	1 Mtg.
Community Meeting - Communication Tools	ToS, HKT	TBD; Ongoing work		1 Mtg.
<b>Task 4 - Total Project Cost Estimate and Schedule</b>				
Prepare documents for Cost Estimate	HKT	12/19/2023	1/4/2024	
Professional Cost Estimate	HKT	1/5/2023	1/19/2024	
Meeting to present Cost Estimate	ToS, HKT	1/22/2024	1/22/2024	1 Mtg.
<b>Task 7 - Evaluation of Existing Facilities / Comparison to Other Communities</b>				
Evaluations of existing facilities and cost comparisons	ToS	Ongoing		
<b>Task 8 - Comprehensive Final Report and Presentation by March 1, 2024</b>				
Prepare Draft Final Report	HKT	4 weeks - 1/19/2024 thru 2/16/2024		
Receive Review Comments	ToS	1 week - 2/16/2024 thru 2/23/2024		
Revise Final Report	HKT	2 weeks - 2/26/2024 thru 3/8/2024		
Presentations	ToS, HKT	On-going		