



DRAFT

February 14, 2023

WINDOW & SIDING REPLACEMENT – DESIGN PHASE SCHEDULE PROSPECT HEIGHTS SCHOOL DISTRICT 23

Schematic Design – Early March through Late-April, 2023

The Schematic Design phase will verify the District's program requirements and overall scope of the project. Exterior building concepts will be explored. Drawings will be developed for use in confirming window and siding types and placement, along with door quantities and camera system type and quantities.

Tuesday, March 7 – District Administrative Team Planning meeting, 9:30 – 11:00 am

- Review overall district security goals
- Review camera quantities and placement and system requirements with ARCON/AMSCO Engineering
- Discuss scope of door replacement work as it relates to overall security

Week of March 13 – District Administrative Team Planning meeting, 9:30 – 11:00 am

- Design Schedule working session (edit this document to define meeting dates, input providers, and decision makers at each phase.)
- Determine additional input providers and decision makers at each phase
- Review window and siding scope of work and previous renderings/material recommendations
- Discuss potential project alternates and budget

Weeks of March 20/27– ARCON work

- ARCON initial field verification of the existing conditions
- Updates to conceptual drawings/renderings as needed in preparation for committee meeting

Week of April 10 – Admin Check-In Zoom Call

- ARCON to email draft updates for district admin review
- Preparation for committee meeting

Week of April 17 – Teacher / Staff Input Meeting

Meeting with representatives from various teacher and staff groups. The focus of the meeting will be to review the windows, siding, door and camera scope of work plans and proposed concept renderings with the committee to engage a broader group and gather end-user input. Specific details will be reviewed with Administrative Team during CD phase.

WINDOW & SIDING REPLACEMENT – DESIGN PHASE SCHEDULE
PROSPECT HEIGHTS SCHOOL DISTRICT 23

Page 2

Thursday, April 27th – District Administrative Team Planning meeting, 9:30 – 11:00 am

- Review updated site and floor plans based on Teacher and Staff input.
- Review updated concept renderings/material selections as necessary

Design Development – Early May through Mid-June, 2023

The Design Development phase will further develop the design with input from building administration, teachers, and staff on the specific needs of the project. The building materials will be identified and designed. Finishes, materials, and colors will be defined.

Monday, May 8 – District Administrative Zoom Call, 11:00 am

- Prepare for Committee Meeting

Week of May 22- Follow-up Teacher and Staff meeting as required

Meeting with representatives from various teacher and staff groups as needed.

- Present updated conceptual plans and renderings
- Clarification and refinement

Week of May 29– District Administrative Team Planning Meeting, 9:30 – 11:00 am

- Review Teacher and Staff input
- Final confirmation of project scope and design

Mid-June through Late August- Construction Documents phase (ARCON Internal Work)

Fall 2023 – Bidding

June 2024 – Construction Start

August 2024 - Occupancy