Tuftonboro Free Library

## Sheerr McCrystal Palson Architecture (SMP)
Project Approach & Work Plan

August 13, 2014

Project Approach

As a public entity your project will undergo varying amounts of involvement and scrutiny. It can be a challenge to balance the Selectmen's goals with the staff needs, the political scene against the funding realities, engaging the public while solving the design problem.
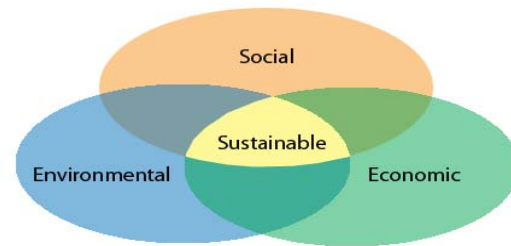
At SMP, we thrive on this balancing act and interaction that typically results in a far better product, brings value to the town, and more importantly creates buy-in from the community who will be asked to support the project .

Our anticipated role will be as an _independent engaged asset_ to the Town by; reading, listening, assessing, providing creative options, and finally making recommendations that meet the Building Codes and the municipalities goals . We do this by:

- Defining the project goals;
- Systematically analyzing the vast data generated to date;
- Listening to the Public, Historical Commission, Staff, Committees & Selectboard;
- Attending regular meetings as required to fully and adequately collaborate, resolve and inform;
- Our path to success will follow a **Work Plan** detailed on the following pages:

I Task:	**Start-up meeting**
II Task:	**Review Existing Data**
III Task:	**Verify Library / Town Space & Needs**
IV Task:	**Schematic Designs**
V Task:	**Conceptual Estimate**
VI Task:	**Community Outreach**

Basically, we will become very involved early on to understand how you function, what works or doesn't, and how you see yourself growing and using the new space.

Work Plan

SMP ARCHITECTURE proposes the following Work Plan for the Town of Tuftonboro and the Tuftonboro Free library.

All tasks and services will be undertaken by the principals of SMP. Information provided below is subject to adjustment as determined by the Committee, the Staff and based on a three month (90 day) schedule as outlined in our recent interview.

I Task: Start-up meeting
- Coordinate a kick-off meeting with Library Staff , Trustees and the Advisory Committee
    - Make introductions
    - Determine base program requirements
    - Set goals

II Task: Review Existing Data
- SMP to conduct a comprehensive review of all the existing documentation: Reports, Plans, Preliminary options done by others;

III Task: Verify Library / Town Space & Needs
- With the involvement of the Staff, Advisory Committee we will update the Space Needs documents and generate a Building Program based on current & future growth

IV Task: Schematic Designs
- Develop conceptual plans, elevations, a 3D computer building model
- Engage the public in an ongoing discussion about the project and the current state of the design
- Meetings:
    - Review meetings with Staff, Trustees, and the Advisory Committee
    - Public hearing(s) to present concept and engage community
- SMP will revise the designs as required and make a final presentation

<u>Work Plan Cont.</u>

V Task: Conceptual Estimate and Next Steps

- Develop documents which clearly show project size, scope, materials, equipment etc. for Bauen to provide an opinion of probable costs for the construction;
- SMP will work with the committee to then develop a total project budget
- Discussed next steps– lay out a clear plan for how the project will move forward after the vote to a successful ribbon cutting.

VI Task: Community Outreach

- With the committees assistance SMP will:
    - Host two additional open house style public events to further review the design, and solicit input; this will lead up to the final presentation
    - Develop renderings and graphics for mailers and social media
    - Create Displays and support a social media campaign

What SMP would ask from the Advisory Committee and Staff:

- Facts & information
- Enthusiastic attitude
- Open minded consideration of alternatives
- Clear decision making
- Laugh at our jokes

Together we will work to understand, test and develop a schematic designs, which will form the foundation for future work.

Open-mindedness, the ability to listen, professionalism and flexibility are our keys to success and will be a major factor in the final solution and success of your project.