
Sundance Hills Metro District Pool and Park Renovation

Facility Assessment and Conceptual Master Plan Schedule

Issued: 2/3/21

Legend of events:

Items in Gray = completed events

Items in Black = upcoming events

Items in Green = Owner/Architect meetings or events

Items in Blue = Design Team meetings

Items in Orange = Sundance team events

Items in Purple = Board Meetings

Phase A Schedule Summary:

Schedule Summary - Step One (Facility Assessment):

Project Kick-off Meeting – Feb 11th

Assessment Report (Including Site Visits already completed) Feb 11 – March 4

Sundance Team review – March 4 to March 11

Board of Directors Meeting Review of Assessment Report – March 17

Schedule Summary – Step Two (Programming & Conceptual Master Plan):

Programming – February 18 to March 4

Sundance Team review – March 4 to March 11

Board of Directors Meeting Review of Programming – March 17

Conceptual Master Plan – March 11 to March 31

Sundance Team review – March 31 to April 7

Board of Directors Meeting Review of Master Plan – April 21

Detailed Schedule:

Feb 11 – Team Kick off meeting

- Review project schedule, scope, and steps to move forward

Phase A: Facility Assessment & Conceptual Master Plan

February 2021 to April 2021

Dec 7, 2020: Site Visits

- Architect and engineering team visit site for observation

Feb 4 to March 4: Site Assessment and Feasibility Report of Existing Facility

- Architect and engineering team review and report of existing facility. This includes a current facility assessment and feasibility narrative from each discipline for the buildings and site.
- Submit Assessment Report to Sundance Hills Team, March 4.

Feb 18 – March 4: Programming

- Create spreadsheet of programs and scope of work for master plan
- Review Schedule and scope

Feb 25: Meeting with Sundance Team (10am – 11:30am)

- Review Initial Assessment Report findings with Sundance team and gather initial feedback
- Review Initial Program spreadsheet with Sundance team and gather initial feedback

March 4 to March 11: Owner Review of Assessment Report and Final Program

- Sundance Team Review of the final project scope Programming
- Sundance Team Review of Assessment Report and provide further feedback

March 11: Meeting with Sundance Team (10am – 11:30am)

- Engineers to present their assessment report to the Sundance team
- Review Assessment Report findings with Sundance team and gather feedback for any modifications to be presented to the Board
- Review Final Program spreadsheet with Sundance team and gather feedback for any modifications to be presented to the Board

March 17th – SUNDANCE HILLS BOARD MEETING

- Present Assessment Report and working teams' comments to the Board
- Present Program and working team comments to the Board

Conceptual Master Plan (Step Two):

March – April 2021

March 17 – March 31: Master Plan

- Create conceptual Site Plan Options for review with the Sundance team
- Review schedule and scope / Program
- Preliminary cost estimate
- Submit Master Plan options to Sundance Hills Team, March 31.

March 25: Meeting with Sundance Team (10am – 11:30am)

- Review Board's comments on Assessment Report and Programming from Step One
- Review Initial conceptual Master Plan options

March 31 to April 15: Master Plan Cost Estimates

- Cost estimator to provide preliminary cost estimates.

March 31 to April 7: Owner Review of Master Plan Options

- Sundance Team Review of the Master Plan options

April 8: Meeting with Sundance Team (10am – 11:30am)

- Review of the Master Plan options
- Review items to discuss with the Board at April 21st meeting

April 21st – SUNDANCE HILLS BOARD MEETING

- Present Master Plan and working teams' comments to the Board
- Present Preliminary Cost Estimates to the Board

April 22: Meeting with Sundance Team (10am – 11:30am)

- Review of the Board's comments on the Master Plan and Cost Estimate
- Discuss Next Steps