

### Deliverables Checklist

**Survey** - A statistically valid survey in order to determine the willingness of the Town of Sudbury to pay for the development, or redevelopment, of the facility as well as the willingness to pay the operational cost of the facility via membership, daily rates, reservations, program fees, etc. In addition to membership rates and fees the survey should attempt to quantify the amount of taxes per household residents in Sudbury would be willing to pay for the facility in terms of both to capital and possible on-going operating expenses.

**Feasibility Report** - A self-contained report that concludes the total project cost of: 1) a built new facility with the highest probability of being built; and, 2) a renovated facility with the highest probability of occurring. The highest probability of being built is defined as one that will be funded and built by the Town of Sudbury, by whatever means determined best, which in turn will require favorable votes at Town Meeting and by ballot. Both analyses must enable the reader to clearly understand the process undertaken, the assumptions made and support and reasoning for these assumptions.

**Conceptual Design Drawings** - The study, as outlined in the feasibility report, should render a conceptual facility based on the scope of services outlined in the RFP. As directed by the Task Force, with the input of the consultant, the conceptual facility will be either built new or renovated. The Consultant should then translate the market and corresponding program and market assessment into the preferred conceptual facility design including spatial relationship. The Program Summary should provide a summary of areas that each program space requires including an estimate of the order of magnitude of cost for the design options. Conceptual Design Narratives are to be included as well.

Furthermore, the deliverables for the preferred Concept Design Solution shall include the following:

- Site Plan with Ground Floor Plan outline.
- Floor Plan(s).
- Conceptual Vignette depicting building character.
- Final Summarized Building Program.
- Estimates of probable cost.
- An outline of building specifications
- Project Schedule and phasing, if applicable.
- As outlined in Section V-C, a detailed financial plan illustrating pricing strategy for each of the programs and services.

**Meetings** - An *initial meeting* should be attended by the key Town of Sudbury stakeholders and staff members to confirm project goals, objectives, and expectations that should help guide actions and decisions of the Consultant. The Consultant will then perform up to fifteen interviews with *key stakeholders* to evaluate the vision for the facility.

**Presentations** - The Consultant should present the draft Feasibility Study findings and recommendations over a one (1) day period for comment and review. The Consultant should also present the Feasibility Study findings and Task Force recommendation to a Town of Sudbury public forum. A Power Point presentation will be made for the public forum and a copy of the Power Point presentation supplied to the Town.

**Documents** - All progress documents shall be in PDF. All final submittals shall be in PDF format on a CD with one hardcopy. Twelve (12) hard copies of the feasibility study should be delivered along with a CD of the final report should be provided in Adobe PDF. Presentation materials used throughout the process should be given to the Town.