



Cambria Community Healthcare District

Meeting Agenda

Kick-Off Meeting

Date: 10/21/21
Location: Old Grammar School, 1350 Main Street
Time: 1:00pm

1. Introductions

2. Roles and Responsibilities

- a. Identify core working group
- b. Primary points of contact
- c. Decision/approval process
- d. District input
- e. Timeframe for District reviews

3. Project First Approach

- a. Agree that all decisions are made with the best interests of the project in mind.
- b. Identify Critical Success Factors that define a successful process and project.

4. Scope and Deliverables

- a. Task 1 – Facilities Condition Assessment
 - i. Pre-Assessment
 - ii. Assessment
 - iii. Cost Estimating
 - iv. Deliverables – FCA Report
- b. Task 2 – Architectural Space Program
 - i. Overarching needs and goals
 - ii. Space Standards
 - iii. Spatial Calculations
 - iv. Deliverables – Space Program identifying the size, qualities, and requirements for individual spaces. Program will include net and gross area calculations.
- c. Task 3 – Feasibility and Conceptual Design Studies
 - i. Generate up to three concepts to review, including drawings, cost estimating, and schedule.
 - ii. Include requirements from RFP including demolition of 2535 Main St., replacing retaining wall, fuel storage tank, solar plant.
 - iii. Include requirements developed during Task 1 and Task 2.

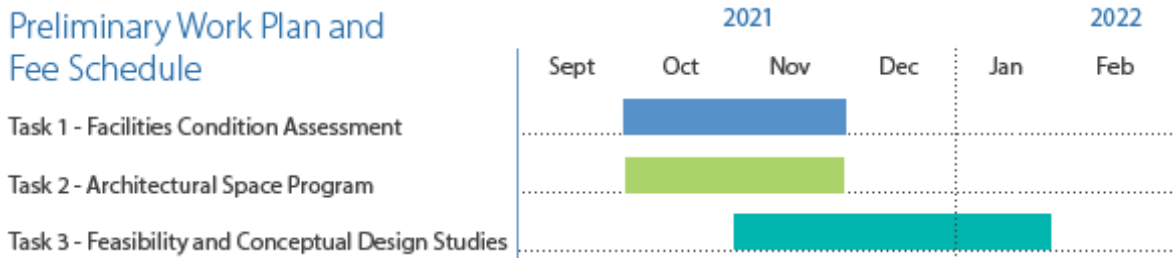


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5. Schedule for Services and Milestones

Preliminary Work Plan and Fee Schedule



- a. Identify specific dates or events
- b. November 2022 Bond Election

6. Existing Facilities Materials and Documents

- a. Review Existing Materials
 - i. Prior Facility Condition Assessment
 - ii. Other Existing District Materials
 - 1. Existing facility drawings
 - 2. Hazardous materials surveys
 - 3. Any other relevant information
 - iii. New District Provided Documents
 - 1. Site Survey with topography and utilities
 - 2. Geotechnical Report

7. Next Steps

- a. Establish standing meeting frequency and day/time for working group meetings.
- b. After review of all existing documents, VCM to schedule on-site facility assessment.
- c. Schedule meetings with user groups to develop needs.