

On Tue, Mar 14, 2023 at 5:49 PM Ken Henton <Ken.Henton@hoeferwelker.com> wrote:

Mary Catherine,

I wanted to thank you again for selecting Hoefer Welker for you police and fire project.

We are very excited to help the city with this big step...we will do a great job!

I left you a voicemail a few minutes ago but wanted to follow up with this email.

I am trying to schedule a kick-off/scope definition meeting with your group in the next couple of weeks.

I know that you want the plans complete by the end of the year, so we want to get started to keep us from rushing through the project.

This first meeting might just be me or me and one other person with the intent to define the scope of services so that we can provide a fee and scope proposal.

Ideally, this kick-off would have several components:

1. Walk through and around the building to understand parameters of the project.
2. Review of any existing drawings of the building...if they are available.
3. Meet with one or two local architects with City representatives to determine the best teammate for the project.
4. Review any studies that have been completed but not distributed during the RFQ process.
5. Detailed scope conversation beyond the "basic services" needed to develop the plans and specifications and obtain all the required approvals.
6. Other items?

I'm thinking this agenda can be accomplished in about a half day.

This is not a real project kick-off where we would talking about goals and concerns, but we certainly can if it makes sense to you to do so.

Let's have a quick call to discuss this meeting...my cell phone is always the best way to reach me.

Thank you.

Ken

KEN HENTON Partner
AIA, NCARB, LEED AP

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