

From: Mary Catherine Carmichael <carmichm@bloomington.in.gov>

Sent: Mar 21, 2023 11:26:14.000000000 UTC

Subject: Showers West architect visit 3/27

To: Michael Diekhoff <diekhofm@bloomington.in.gov>; Jeffrey Underwood <underwoj@bloomington.in.gov>; Jason Moore <moorja@bloomington.in.gov>; James Boruff <boruffj@bloomington.in.gov>; Rob Cronk <rob.cronk@bloomington.in.gov>

Hi! Please hold 4 - 6pm (on Monday, March 27) for our scope meeting with Ken Helton from Hoefler Welker. He will be in town meeting with us, the mayor, local architects and to spend some time in the building. Ken will meet with Jeff and Paul from BPD at 3:30. Once we have the full itinerary for the day figured out I'll share that with you.

In advance of this meeting, please share any plans or information about the building that you might be in possession of. Rob has provided us with CAD drawings (thanks, Rob!) but if we have anything else, Ken would like to see it.

This from Ken:

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?

Thanks and please confirm your availability.

MC

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