

**PHASE I
SCOPE OF SERVICES
FRANKFORT FIRE DEPARTMENT
FRANKFORT, KENTUCKY**



April 10, 2017

A. Analysis of Existing Building

1. Meet with the Owner to review the building and determine operational and functional challenges and changes.
2. Conduct Building Code Analysis of the existing building.
3. Conduct a Physical Conditions Assessment of the building.
4. Conduct Operational Assessment of existing building.
5. Fully delineate issues and problems on the existing site.
6. Prepare Deferred Maintenance Opinion of Cost.
7. Prepare Opinions of Cost for renovation of the existing structures.
 - a. Include the existing Frankfort Plant Board portion of the building
 - b. Investigate alternative costs of major and minor renovations to this structure.

B. Planning and Programming

1. Meet with Fire Department staff in order to identify their present and future needs.
2. Visit existing fire department to observe day to day operations in order to ascertain current and future needs and functions.
3. Prepare a preliminary building program of space needs and review with Fire Department and City officials.
4. Provide a "square foot" estimate assessment to confirm preliminary information is within the scope of the budget for this project.
5. Modify and amend the space needs analysis as required.
6. Identify programming needs for exterior building improvements such as parking spaces, entrances, safety oriented traffic, public interaction, seating areas, etc.
7. Prepare a final building program for the owner for approval; provide a comprehensive analysis of each proposed space which will identify such variables as room size, functional adjacencies, recommended finish materials if applicable, equipment needs, special mechanical and electrical needs and other variables as requested by the end user.
8. Based on the total available space, the space needs established with the programming exercise and site improvements as prepared in the building program, prepare an opinion of probable costs.

C. Public Engagement

1. Conduct an open meeting to receive input from the Community in regard to the development of a new or renovated Fire Station #1. Attendees could include:
 - a. South Frankfort residents
 - b. Frankfort Schools
 - c. Business Owners

- d. City Officials
 - e. Other Stakeholders such as the Chamber of Commerce and Downtown Frankfort Inc.
- Discussions could include the following elements of the project:
- a. Location
 - b. Traffic circulation concerns
 - c. Neighborhood impact
 - d. Building design
 - e. Response issues
2. Conduct a second public meeting to update the stakeholders. Information would include:
 - a. Review of data gathered at first meeting
 - b. Results of Architect's analysis of the existing facility
 - c. Preliminary programming and planning information.
 - d. Integration of all developed information
 3. Assuming that activities have synchronized well, prepare a final presentation for a third public meeting of proposed results to the Community. Issues for presentation include:
 - a. Building location
 - b. Building design
 - c. Traffic layout
 - d. Neighborhood impact
 - e. Future

D. Schematic Design

Site Concept Design

1. Evaluate site based on owner and public input criteria identified in the Program.
2. Assess the possible relocation of Conway Street. This will include but not be limited to traffic/pedestrian safety and fire apparatus ingress and egress.
3. Assess other potential locations. Develop circulation requirements and patterns for emergency traffic.
4. Develop a plan to separate pedestrian and public traffic.
5. Consult with the Public Works Department and determine storm water detention requirements.
6. Develop requirements for emergency vehicle traffic on this site.
7. Prepare alternative Site Drawing Concepts to express potential site circulation, orientation, and layout.
8. Meet with the Owner to review Plans and discuss and develop "pros and cons" to each scheme.
9. Devise a Site Concept Drawing based upon meeting discussion and conduct an additional meeting to finalize site design.
10. Ascertain utility requirements, and present a Preliminary Opinion of site costs to the Owner.

Building Plan Concept Design

1. The Architect will prepare Preliminary Adjacency Diagrams, delineating the relationship of the various functional elements within the building and site.
2. Utilizing the previously prepared programming information, the Architect will prepare alternative Building Plans for the Owner to review.
3. Review the alternative concepts with the Owner's Representatives, and identify the positive and negative elements of each plan.
4. Utilizing the previously prepared programming information, the Architect will prepare alternative Site Concept Plans for the Owner and Public to review.
5. Review the alternative concepts with the Owner's Representatives and public stakeholders and identify the positive and negative elements of each plan.
6. Develop additional Concept Plans based upon the feedback from the Owner and public stakeholders and review these plans to distill down to a final Site and Building Floor Plan.
7. Prepare a Schematic Opinion of Probable Cost for all elements of the project.
8. Present plans to the Fire Department, City Council, and other stakeholders as required.
9. Conduct a Final Public Hearing to present plans to the Neighborhood and any interested Frankfort citizens.

D. Deliverable

1. The Architect will provide the Owner with a bound document of this study which would include:
 - a. A complete analysis of the existing building.
 - b. A program for the proposed facility.
 - c. A Schematic Site Plan.
 - d. A Schematic Floor Plan.
 - e. A Preliminary Opinion of Cost.
2. The Architect will present the study document in a Public Hearing.