

MEMORANDUM

To: Paula Gannon, Danielle Moriarty**Date:** February 7, 2022**From:** Bill Hammer
DJ Chagnon**Project:** Newton Performance
Bowl Pavilion**Job No:** 22123**Subject:** Project Schedule

After last weeks meeting with the BPP, we were able to get a clearer picture of what needs to be done in the coming months. Based on that meeting and what we heard, we are looking at the following milestones. This is a preliminary outline with more detail and dates to be inserted in a subsequent discussion. In general, we feel that this phase of the project should be divided into three parts. We have started to break down the tasks for each part so that we can get your comments and agree to dates, etc.

Part 1: Site Analysis: Site Analysis

This initial work would look at the site and to understand the physical characteristics of each potential location. In addition, we would like to review images of other projects to see how others have approached some of the issues that we may face here, and to help the community visualize the possibilities.

Complete by mid-March.

- A. Program review with BPP and key stakeholder groups to decide what spaces should be included in the pavilion as well as other site features.
- B. A physical analysis of the site including sun angles, pedestrian circulation and accessibility, impact of other activities that take place in the park, site drainage, etc.
- C. Start some community outreach (listening) with local groups (School Department, key arts organizations, etc.) along with an online survey for the general public gauging reactions to precedent images and potential placements on the site

Part 2: Conceptual Alternatives

During this phase we would start to present actual design alternatives for review by the BPP and the public. With the goal of creating the preferred design based on public input.

Complete by the end of April

- A. CBA will prepare three conceptual site design alternatives with an analysis of the pros and cons of each to be presented publicly.
- B. HKT will develop several conceptual alternatives for what the pavilion might look like; these will be able to mix-and-match with the site design alternatives.
- C. Provide solutions to issues that are identified in Part 1.
- D. Meet with Design Review Team, Parks Commission and the Conservation Commission to present the conceptual design(s) in April for preliminary feedback.
- E. Continue public outreach with a public meeting to present the conceptual design alternatives for feedback; collect feedback from the key stakeholders identified in part 1; and provide a second online survey for City-wide distribution to gather reactions to the conceptual alternatives.

Part 3: Conceptual Alternatives

During this phase we would start to present actual design alternatives for review by the PBB and the public. With the goal of creating the preferred design based on public input.

Complete by the end of June

- A. HKT and CBA proceed with schematic design development of the preferred conceptual design elements based on feedback from Part 2
- B. Continue meetings with critical stakeholder groups to show progress and gauge responses
- C. Develop conceptual cost estimate
- D. Present preferred schematic design informally to Design Review, ConComm, and Parks Commission for any requested final edits
- E. Prepare final public presentation as a public joint hearing of the involved Commissions & City officials and a presentation for public comment.