

**DESIGNWORKS**3507 Underhill Drive N.W.  
Calgary, Alberta T2N 4E9**ARCHITECTURE**Tel. (403) 282-6776 Fax. (403)  
284- 1716 Email: dsra@telus.net**The Cedars - Subdivision Plan Development Proposal**

<b>STEP</b>	<b>TASKS</b>	<b>WHO</b>
1. Site Analysis Framework	Hydrology + Soils Analysis (drainage study), Analysis of capacity of existing adjacent infrastructure services.	Worley Parsons - Mike
	Landscape Analysis (views, trails, open space system, vegetation management)	Murdoch de Greef – Paul
	Ecological assessment including terrestrial + aquatic attributes and potential enhancement opportunities	Aquatex – Cori + Patrick
	Forestry (blow down management, fire interface management, forest health)	TBD (Sean Staplin)
	Sun and Wind Pattern Analysis (general site contours + tree heights req'd)	DWA – David + Joanne
	Site Contours	TBD (Sean Staplin)
	Geotechnical (key development areas)	TBD (Sean Staplin)
	Confirm municipal subdivision plan submission and other regulatory submission requirements	Sean Staplin + Jay Toffin, DWA – David + Joanne Aquatex – Cori + Patrick, Worley Parsons – Mike, Other TBD
	Site tour and meeting with Municipal Planner	Sean Staplin DWA – David + Joanne
		Compilation of information into a Site Analysis Framework Report
Estimated time	~5 weeks (required prior to Step 3)	
2. Project Coordination	Team coordination: communications, data sharing (FTP site), meeting coordination, etc.	TBD (Sean Staplin + Jay Toffin)
	Economics: identify pro-forma for project fiscal success; identify soft costs, land development budget + construction budget	
	Program: confirm required building development program (building types + areas)	
	Schedule: confirm and update schedule	
	Regulatory Facilitation: identification of regulatory requirements; regular liaison and advocacy with various regulatory constituents; ensure	

	necessary and timely submissions.	
	Political Facilitation: Assessment of environmental-commercial-recreational-cultural receptors that may influence community/municipal project support; regular liaison and interaction with relevant community constituents.	
Estimated time	Ongoing, Program and identification of regulatory requirements req'd prior to Step 3	
3. Preliminary Concepts	2 preliminary site concepts + character boards	DWA – David + Joanne Murdoch de Greef – Paul
Estimated time	~4 weeks	
4. Design Charrette	2 day design session (Calgary) to confirm project vision including: key project goals, water and energy management goals, other sustainability/green development goals; respond to and advance the preliminary concept. Outcome: confirmed project goals and an integrated site and building development concept. DWA to facilitate.	Sean Staplin + Jay Toffin DWA – David + Joanne Murdoch de Greef – Paul Aquatex – Cori + Patrick Worley Parson – Mike Other TBD
5. Concept development	Develop outcomes of charrette: Each consultant to develop their piece, weekly conf calls for coordination; Scope: demonstrate project vision, concepts for integrated resource management, general building form and character, site development character, subdivision plan requirements + other relevant regulatory requirements tied to subdivision plan approval.	DWA – David + Joanne Murdoch de Greef – Paul Worley Parson – Mike Aquatex – Cori + Patrick Other TBD
	Client meeting at approximately 50% completion (conference call or in person). Purpose: discussion and sign-off of continued concept development, preparation for meeting with Municipal Planner.	Sean Staplin + Jay Toffin DWA – David + Joanne Murdoch de Greef– Paul Others TBD
	Meeting with Municipal Planner at approximately 50% completion.	Sean Staplin DWA – David + Joanne
	Client meeting at approximately 100% completion (conference call or in person). Purpose: sign-off of concept, preparation	Sean Staplin + Jay Toffin DWA – David + Joanne Murdoch de Greef– Paul Others TBD

	for community presentation	
Estimated time	~5 weeks	
6. Soft presentation to Municipal Planner and Community	Prepare documents for discussion with the Municipal Planner and the Community	DWA – David + Joanne Murdoch de Greef– Paul Others TBD
Estimated time	~3 weeks	
	Presentations in Fernie; collate feedback for record and team review	Sean Staplin + Jay Toffin DWA – David + Joanne Murdoch de Greef – Paul Others TBD
Estimated time	~2 weeks	
7. Integrate feedback	Team conference call. Purpose: client to confirm team direction on revisions to documentation for subdivision plan submission	Sean Staplin + Jay Toffin DWA – David + Joanne Murdoch de Greef – Paul Worley Parson – Mike Aquatex – Cori + Patrick Others TBD
Estimated time	Dependant on extent of change requested	
8. Subdivision Plan submission	Prepare subdivision plan documentation	DWA – David + Joanne Murdoch de Greef – Paul Worley Parson – Mike Aquatex – Cori + Patrick Other TBD
Estimated time	~4weeks	
	Submission	TBD (Sean Staplin)
	Coordination with Municipal Planner as required	Sean Staplin DWA – David + Joanne Murdoch de Greef – Paul Others as required