# Technical Work Calendar

### Project Phase

<table>
<thead>
<tr>
<th>Phase</th>
<th>Starting</th>
<th>Ending</th>
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<tbody>
<tr>
<td>3: Public Outreach &amp; Communication</td>
<td>Project Duration</td>
<td>Project Duration</td>
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<td>4: Existing Conditions &amp; Data Collection</td>
<td>December 1, 2014</td>
<td>January 31, 2015</td>
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<tr>
<td>6: Site Analysis for Developable Parcels</td>
<td>February 1, 2015</td>
<td>May 31, 2015</td>
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<td>7: Alternatives/Concept Development Scenarios</td>
<td>June 1, 2015</td>
<td>September 30, 2015</td>
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<td>8: Preferred Real Estate Development Plan</td>
<td>September 15, 2015</td>
<td>November 30, 2015</td>
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### Calendar

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<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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**Presentation to Port of Olympia Commissioners:** March 23, June 22, August 24, September 14

**Advisory Committee Meetings:** January 8, March 12, April 16, June 4, August 27, September 17, October 8, October 29, November 19

**Public Meetings:** March 5, June 11, August 27, November 19
Phase 01 - Project Initiation and Scoping

Completed

Phase 02 - Project Management

(Task 01 - Management)
(Task 02 - Administration)
(Task 03 - Weekly Conference Calls)
(Task 04 - QA/QC)

Deliverables: Progress Report, Monthly Billings

Phase 03 - Public Outreach and Communication (TRPC)

(Task 01 - Public Process Kick Start - Building Teams and Relationships)
(Task 02 - Business and Community Assessment)
(Task 03 - Advisory Committee Engagement)
(Task 04 - Develop and Maintain Website)
(Task 05 - Public Meetings)
(Task 06 - Liaison and Follow-Up Communication Services)
(Task 07 - Logistics)

Phase 04 - Existing Conditions and Data Collection (December - January 2015)

(Task 01 - Existing Stormwater System Analysis)
  Subtask 01: Coordinate with City of Tumwater Staff
  Subtask 02: Inventory Stormwater System
(Task 02 - Utility System Analysis)
(Task 03 - Roadway and Intersection Analysis)
  Subtask 01: Data Collection and Review of Prior Studies & Existing Conditions
  Subtask 02: Perform Infrastructure Analysis of Existing Roadways and Intersections
(Task 04 - Habitat Review)
  Subtask 01: Review of Existing Information
  Subtask 02: Field Reconnaissance Survey
(Task 05 - Wetland Reconnaissance)
  Subtask 01: Onsite Reconnaissance, Delineation, Reporting
  Subtask 02: Transfer Notes and Prepare Maps and Figures
  Subtask 03: Define and Rate Wetland Rating Units and Buffers
  Subtask 04: Draft Preliminary Wetland Report
(Task 06 - Land Use Analysis)
  Subtask 01: Collect and Review Existing Documents
  Subtask 02: Land Use Assessment
TASK 07 – MARKET PROFILE
Subtask 01: Identify Economic Assets
Subtask 02: Define Regional and Local Land Use Context
Subtask 03: Compile Regional Real Estate Data and Market Perspectives
Subtask 04: Analyze Population and Employment Growth Forecasts

Deliverables: Existing Conditions Memo for each task, Market Profile, Existing Conditions Analysis Summary Memorandum

Phase 05 – Constraints Mapping (Developable Properties Map) (January – March)

TASK 01 – BASE MAP

TASK 02 – HABITAT OVERLAY MAP

TASK 03 – CONSTRAINTS OVERLAY MAP
Subtask 01: Develop Methodology for Characterizing Area
Subtask 02: Prepare Overlay Map

Deliverables: Maps for each of the above subtasks

Phase 06 – Site Analysis for Developable Parcels (February – May)

TASK 01 – PRELIMINARY STORMWATER FACILITY DESIGN
Subtask 01: Develop Stormwater Models for Development Scenarios
Subtask 02: Determine Location for Stormwater System
Subtask 03: Prepare Comparison Matrix
Subtask 04: Prepare Summary Memorandum and Cost Estimates

TASK 02 – UTILITY INFRASTRUCTURE DESIGN
Subtask 01: Stormwater Infrastructure
Subtask 02: Water and Sewer Infrastructure

TASK 03 – MARKET CONCEPTS
Subtask 01: Identify and Map Organizing Design Principles
Subtask 02: Site-Specific Implications of Market Data
Subtask 03: Incorporate Findings on Infrastructure and Critical Areas
Subtask 04: SWOT Analysis of Properties

TASK 04 – TRAFFIC AND TRANSPORTATION MODELING
Subtask 01: Prepare Trip Generation Estimates
Subtask 02: Traffic Forecasting
Subtask 03: Identify System Enhancements
Subtask 04: Prepare Technical Memo

Phase 07 – Alternatives / Concept Development Scenarios  (June – September)

**TASK 01** – DEVELOP METHODOLOGY AND PARAMETERS
**TASK 02** – EVALUATION CRITERIA FOR CONCEPTS
**TASK 03** – CONCEPT DEVELOPMENT
  - Subtask 01: Identify Concept Development Scenarios
  - Subtask 02: Assess Development Feasibility and Potential Economic Impact

**Deliverables:** Comparative Evaluation Matrix, Alternatives Maps

Phase 08 – Preferred Real Estate Development Plan  (September – November)

**TASK 01** – PHYSICAL MASTER PLAN
  - Subtask 01: Preferred Concept Development Scenario for Final Real Estate Development Plan
  - Subtask 02: Illustrate the Preferred Real Estate Development Plan

**TASK 02** – URBAN DESIGN PLAN
  - Subtask 01: Create Design Guidelines

**TASK 03** – ECONOMIC DEVELOPMENT STRATEGY
  - Subtask 01: Develop Strategic Planning Recommendations
  - Subtask 02: Work to Align Project Outputs with Future Planned Action EIS Process

**TASK 04** – PLAN IMPLEMENTATION STRATEGY
  - Subtask 01: Develop Strategic Planning Recommendations
  - Subtask 02: Work to Align Project Outputs with Future Planned Action EIS Process

**Deliverables:** Draft Real Estate Development Master Plan

Phase 09 – Final Real Estate Development Plan  (December 2015)

**Deliverables:** PowerPoint Presentation and Hard Copies of Final Plan