DESIGN & ENGAGEMENT PROCESS

HIGH LEVEL PROJECT TIMELINE DESCRIBING HOW THE ENGAGEMENT PROCESS RELATES TO THE OVERALL DESIGN PROCESS.

PROJECT START UP

DISCOVER

EXPLORE

FOLLOW-**THROUGH**





- Site survey
- Geotech report
- Site & Building evaluations

NEEDS ASSESSMENT

- Zoning/planning constraints
- Programming
- Building code analysis

OPTIONS DEVELOPMENT

- Site planning
- Massing options
- Program adjacency relationship options
- Design studies
- Resiliency & sustainability workshops
- Site/building/systems analysis

BUILDING PROPOSALS

SYNTHESIZE

- Concept/Schematic Design documentation
- Preliminary reviews with **Building & Planning** Department
- Cost estimating
- **Entitlement submission**

DESIGN DEVELOPMENT & CONSTRUCTION

- Entitlements
- Design development & studies
- Construction drawings
- Cost estimate updates
- Building permit
- Bidding & negotiations
- Construction
- Occupancy



- Develop engagement plan & strategies
- Develop stakeholder list and outreach plan
- Internal kick-off meeting w/ Core / Advisory Group

- Open House / engagement kickoff
- Visioning session & programming workshop
- Site analysis workshop
- Interviews
- Surveys



- Sustainability charette
- Focus groups (i.e. Sustainability, Equity & Inclusion, etc)
- Options review workshop

- Final proposal workshop
- Public presentations



- Phase milestone updates & presentations
- Technical advisory committee reviews
- Construction phase engagement/updates
- Post occupancy evaluation



DEVELOP SITE PLAN & BUILDING OPTIONS

DESIGN PROPOSALS & ENTITLEMENTS

ENGAGEMENT

PROGRAMMING DESIGN PHASES





LEVEL OF STAKEHOLDER ENGAGEMENT

RANGE OF ENGAGEMENT APPROACHES A PROJECT CAN CHOOSE TO PURSUE AND TYPES OF ACTIVITIES AND TECHNIQUES THAT SUPPORT THAT LEVEL OF ENGAGEMENT. ADAPTED FROM THE CITY OF OAKLAND DEPT OF RACE AND EQUITY INCLUISVE PUBLIC ENGAGEMENT GUIDE.

TYPE OF ENGAGEMENT	INFORM	CONSULT	COLLABORATE	SHARED DECISION-MAKING
GOAL OF PARTICIPATION	Educate the stakeholders about rationale, issues being considered, areas where input is needed. Keep everyone informed.	Gather information & ask for advice. Listen and acknowledge concerns, provide feedback on how stakeholder input influenced decision.	Create a partnership with stakeholders to identify problems, generate solutions, get reactions to recommendations & proposed direction. Consensus building. Ensure issues & concerns are directly related in alternatives development & how stakeholder input influenced the decision.	Decision-makers delegate decision making power to stakeholders or give them a formal role in making final recommendations to be acted upon Implement what the stakeholders decide.
TOOLS & ACTIVITIES	 Fact Sheets Brochures Websites & Social Media Open Houses & Exhibits Newsletters 	 Focus Groups Surveys, interviews, questionnaires Public meetings Workshops & working sessions 	 Citizen Advisory Committees Visioning Participatory decision-making & Charrettes 	 Facilities & Operations review Citizen Juries Ballots Delegated decisions to voters or representative bodies
INCLUSIVE ENGAGEMENT TECHNIQUES	 Translation of all texts Interpretation at events Alternative outreach 	 Translation of all key documents Interpretation at events Provision of childcare & culturally appropriate food ADA accommodations Meeting dates & times coordinated to promote maximum attendance Online engagement 	 Translation of all key documents Interpretation at events Provision of childcare & culturally appropriate food Individual meetings with community leaders at their site ADA accommodations Meeting dates & times coordinated to promote maximum attendance Online engagement 	 Translation of all key documents Interpretation at events Provision of childcare & culturally appropriate food Individual meetings with community leaders at their site ADA accommodations









IDENTIFYING STAKEHOLDERS

IDENTIFY THE INTERNAL AND EXTERNAL STAKEHOLDERS AND THE LEVEL OF ENGAGEMENT BEING TARGETED FOR EACH.

LEVEL OF ENGAGEMENT		INFORM	CONSULT	COLLABORATE	SHARED DECISION- MAKING	NOTES (LIST SPECIFIC STAKEHOLDERS)
	OPERATIONS STAFF	Х				
S	PROGRAM STAFF		Х			
STAKEHOLDERS	LEADERSHIP TEAM				Х	
EHO	USER GROUPS			X	x	
	DONORS/BOARDS					
INTERNAL						
N						
_						
	LOCAL COMMUNITY GROUPS					
	NEIGHBORS					
EXTERNAL STAKEHOLDERS	CITY OFFICIALS					
EH01	GENERAL PUBLIC					
STAK						
NAL						
XTER						
ш						

DEFINING THE ENGAGEMENT

IDENTIFY THE APPROPRIATE ENGAGEMENT ACTIVITIES AND THE TARGETED STAKEHOLDERS.

	ACTIVITIES	Y/N	QTY	TYPE	TARGET STAKEHOLDERS
INFORM	PRESENTATIONS	Υ			
	OPEN HOUSE	Υ			
	FACT SHEETS / FLYERS	Υ			
	SOCIAL MEDIA / PROJECT WEBSITE	N			
	MAILINGS / NEWSLETTER				
CONSULT	COMMUNITY MEETING WITH PUBLIC COMMENT				
	INTERVIEWS / FOCUS GROUPS				
	POST OCCUPANCY EVALUATION				
ŏ	SURVEYS				
	COMMUNITY NEEDS ASSESSMENT / DEI METRICS				
COLLABORATE	VISIONING SESSION				
	PARTICIPATORY WORKSHOPS / CHARETTES				
	CITIZEN ADVISORY COMMITTEE				
SHARED DECISION- MAKING	COMMUNITY MEETING WITH VOTING				
	FACILITIES & OPERATIONS REVIEW				
	CITIZEN JURIES				
SHA	BALLOTS				

S = Standard Services

E = Enhanced Services