

## Project Schedule

DATE	ACTIVITY
4/5/12	1. Steering Committee authorization to proceed
4/12/12	2. Review DRAFT Program Statement and Organizational Structure and Staffing Plan
	3. Review DRAFT Project Schedule
4/19/12	4. Approve Program Statement, Organizational Structure and Staffing Plan and Project Schedule
	5. Review DRAFT Call for Entry
4/26/12	6. Approve Call for Entry
	6. Issue call for veteran and community volunteers to serve as Advisory Selection Committee ( ASC ) members
	7. Issue invitation to Artists, Architects, PARTA, City of Kent and Kent State University to serve as ASC members
	8. Review venues for hosting the Design Competition
5/2/12	9. Update Kent City Council and seek approval of License Agreement between City of Kent and PARTA for the Design, Fabrication and Installation of the Kent Gateway Veterans Memorial in the Haymaker Parkway right-of-way
5/3/12	10. Approve final ASC membership
	11. Issue conformation to the successful candidates of their appointment to the ASC
	12. Issue a news release introducing the Kent Gateway Veterans Memorial to the public
	13. Proceed with arrangements to schedule the first Public Focus Group Discussion
Week of 5/14/12	14. Convene the ASC for welcome, briefing and Q&A
Week of 5/21/12	15. Facilitate 1 <sup>st</sup> Public Focus Group Discussion
Week of 5/25/12	16. Issue Call for Entry

**7/23/12**

17. Deadline to receive design candidates resume and images of past work
- Week of 7/23/12 18. Convene ASC members to begin review of design candidate's resume and images
- Week of 7/30/12 19. Steering Committee to receive preliminary report from the ASC identifying suggested semi-finalist list of design candidates
- Week of 7/30/12 20. Steering Committee to advise the ASC of the acceptability of the semi-finalist list
- Week of 7/30/12 21. Steering Committee to authorize the semi-finalist listed design candidates to proceed with the preparation of their final Kent Gateway Veterans Memorial Design Proposal
- Week of 8/13/12 22. Convene a pre-proposal meeting and site visit for the semi-finalists
- Week of 11/12/12 23. Design Competition dead line and semi-finalist proposal presentation to PARTA
24. ASC to receive final design proposals from semi-finalist candidates
- Week of 11/26/12 25. ASC to submit their comments of the semi-finalist design proposals to the Steering Committee
- Week of 12/3/12 26. Steering Committee to review ASC recommendations
27. Steering Committee to discuss desirability of conducting a second Public Focus Group Discussion for the purpose of sharing with the public the proposed design solutions from the short listed candidates
- Week of 1/14/13 28. Host the second Public Focus Group Discussion to receive community input on the semi-finalist design proposals
- Week of 1/28/13 29. Steering Committee to select the winner of the design competition and announce the award to the successful Designer of Record and the public
- Week of 2/4/13 30. Award contract to the successful Designer of Record
- Month of 4/13 31. Receive status report from the designer on the progress of the commission
- Month of 6/13 32. Receive status report from the designer on the progress of the commission

Month of 8/13

33. Installation of the completed commission

Month of 9/13

34. DEDICATION of the KENT GATEWAY VETERANS MEMORIAL