

2.2 MASTER PLAN

2.2.1 MASTER PLAN

A master plan shall be undertaken when an Agency has determined its facility or campus is in need of an overall plan for future building or expansion. Refer to "Pre-design Phase" Section 2.5.1 in this Manual for further detail.

2.2.2 STUDY EXAMPLE:

The following is an example of a study for bringing a building into compliance with present State of Connecticut Fire and Life Safety Codes and Handicapped Codes. This is an example of an Exhibit A for a Study Contract. The Exhibit A should state specific DPW building numbers for whatever specific buildings would be included in the study. It is important to note the number of submissions, quantity of copies per submission, time for Consultant to produce a submission and dollar value of each submission should all be included in the information of a study contract.

- A. The First Submittal shall be an outline report summarizing the findings and recommendations of the data gathering and data analysis.
 1. Data gathering shall consist of the following:
 - a. Review existing plans, Fire Marshal reports, and other state building projects that are in construction or in design, which plans, reports and projects are related to the listed buildings.
 - b. Review existing building plans and conduct an on-site investigation of existing physical features and conditions, which plans, features and conditions are related to the listed buildings.
 - c. Contact the State Fire Marshal's office to insure that all information related to inspections are incorporated in this report.
 2. Data analysis shall consist of the following:
 - a. Detail specific corrective action to bring the listed buildings into compliance, taking all of the data gathering information into account. Discussions with the State Fire Marshal's office will be had, as necessary, to resolve all problems related to the codes.
 - b. Estimate implementation costs and establish priorities. If a code violation is found that is part of an existing Public Works project, no cost evaluation is necessary, but a reference of the Public Works project number is required, with an approximate compliance date.
- B. The Second Submittal shall consist of the draft report. The draft report shall incorporate the outline report and shall address the comments raised during the review of the first Submittal. The draft report shall be submitted for review prior to printing the final report. The Third Submittal shall consist of the final report and shall be complete and bound.
- C. The final report shall incorporate the draft report and shall address the comments raised during the review of the Second Submittal. The text shall be prepared in an 8 ½" x 11" black and white format. The graphics while bound into the final report, may fold out to a larger size than 8 ½" x 11". Each building shall be handled separately, but may be included in a single volume for the Agency of which it is a part.