

Steps that should be taken for a building a new library

[Education](#), [Learning](#)



Purpose

The purpose of the memo is to outline the specific steps needed to be taken for the local project of building a new library. The contractor representative, Chuck, will be informed of the details of the project outline in phases. This is in order to properly implement the necessary steps and detailed measures for fulfilling this project. This plan will be submitted to Joan, the project owner.

Summary

This plan includes a checklist of the actions that will be required throughout the life cycle of the project. Furthermore, the steps will be conducted on a timely and structured basis. The steps will be discussed in detail as well as the delivery methods of the project.

Discussion

The Project Life Cycle Checklist

There are four stages in which the project life cycle will go through. These are the preparation and planning phase, the design phase, the procurement phase, and the construction phase. Each of these will be thoroughly planned and discussed in details.

Preparation and Planning Phase

During this stage in the project life cycle, the owner will take all of the important factors into account as he begins to develop a plan. These factors will be accommodate ideally to match his vision of the final product. Other

factors that will be taken into account will have to do with the constructing of the building as well as the location. Specific factor include:

Statistics: The types of people who reside around the location of the project will play a major role in the success of the final library. Statistics are an important element to consider when determining a business's success (Mauboussin). The library will need to be catered to the right demographic as well as being able to accommodate the appropriate number of patrons.

Some specific factors that Chuck will take into consideration are:

The economic class status of the area

The average age of people residing near the project

Population of the surrounding area

The projected population growth rate

Geographical location: The area that the project will be built on will play an important role in determining how it should be constructed. Specific factors regarding the location of the project include:

The types of sediments in the construction area

The ideal natural landscape

How and if weather will affect the finished product as well as the project in the construction phase

Potential environmental hazards: These need to be considered while planning the project in order to ensure that they won't be detrimental to the library. Some factors that could pose as potential problems are:

The adverse effects of common weather in the area.

The types of non-human life that live in the area.

Accessibility: How the site is able to be entered will also need to be considered. The means of accessing the site may include means of:

Doorways

Available resources and utilities for patron use

Public transportation to and from the site

Local ordinances and building codes: The project will need to be created and built in compliance with the proper building codes and city ordinances (GSA).

Financing: The project will need to be funded in order to be constructed properly. The owner may apply for business and personal loans. He may also seek out any willing investors who would like to contribute to this project.

The Designing Phase

This phase is a time for the architects to collaborate with the owner to discuss his desired design for the finished project. The practicality of the design is considered as well as ways that the project can be developed. After the final design is developed and drafted, legal contracting documents are drafted and submitted.

The Procurement Phase

This stage in the life cycle is a time used to take all of the legal aspects of the projects into consideration. This will deal with obtaining the right equipment and materials as well as the proper documents that will need to be submitted and reviewed. Below are three plausible methods which Joan has the option of using to obtain construction equipment as well as the benefits and disadvantages of each method.

I. Design-bid-build (DBB) method (Heitz)

Pros:

Owners can hold contracts with both the designer and the contractor simultaneously.

Communication is more convenient between the owner, the contractor, and the designer.

Cons:

More likely for problems and miscommunications to arise

Higher likelihood for a less efficient building design

The designer and the contractor work independently of each other; there is no contract between the two.

II. Design-build method

Pros:

All three parties are working together

Faster and more efficient communication

A cheaper alternative

Tends to be a more reliable design

Cons:

The designer and contractor share financial liability as well as other responsibilities.

III. Construction management method

Pros:

The owner may participate in as many contracts as they see fit

Involves individual contracts between the owner and three other parties: the designer, the contractor, and the construction agency overseeing the project.

Cons:

The manager of the project isn't liable for the costs of the project due to mishandling or poor planning of funds

The Construction Phase

At this final stage of the project, all final schematics, blueprints, and necessary documents should already have been drawn up and processed. Before construction of the project begins, a meeting between all involved people will be conducted in order to identify each individual role during the

construction process. After rules, guidelines, and safety protocol are established (Hislop), the construction process may begin.