



Information Memo: Master Facility Plan (Enrollment Balancing Project Update)

To: School Board

From: Trisha Kocanda, *Superintendent*
Greg Kurr, *CFO*

May 16, 2017

Background

At the March 7, 2017, Special Board meeting, there was agreement that Phase II should be expanded to address enrollment imbalance and facility needs. A master facility plan will be conducted by architects to inform the Phase II planning. The Requests for Qualified (RFQ) Architects was released on March 17, 2017. The District received twelve responses from area architectural firms by the April 19, 2017, deadline.

Master Plan Outcomes

The District will work with a firm to achieve the following:

1. Determine the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the School Board on a range of possible alternatives and make recommendations relative to the current use of facilities, configuration, infrastructure, practices, and procedures, taking into consideration their relevant implications, including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

Update

The Facility Subcommittee of the Board met on April 26, 2017, to review the responses to the RFQ. After discussing the various firms and qualifications, the determination was made to move forward with four firms:

- Perkins + Will
- DLR Group
- Wight & Co.
- Nagle Hartray

All twelve firms under review were notified of their status in the process on April 28, 2017. The four firms still under consideration have been invited to present to a panel of board members, administrators, and WEA leadership on May 19, 2017.

The firms were given the following guidelines to prepare for the panel presentation:

1. Using a similar project to District 36, including composition of the buildings (those with historic sensitivities), describe the process before you became involved with developing a Facility Master Plan for the District and the results once the plan was implemented. Also describe how the changes were accomplished.
2. Provide a preliminary view of what the needs of the District are to improve the educational environment and operational efficiencies, and any other suggestions you might have.
3. Provide an explanation of the process you would use to prepare a Facilities Master Plan to address these needs, building off of the District's Enrollment Balancing Phase I work.

All four firms also participated in school tours the week of May 1 facilitated by Director of Buildings and Grounds Adam Rappaport.

Based on qualifications, ability of professional personnel, past record and experience, performance data, willingness to meet time requirements, location, workload of the firm, etc., a preferred firm will emerge at the conclusion of the May 19, 2017, panel presentation. Once a preferred firm is identified, the District will negotiate terms and budget. We anticipate School Board approval of the recommended firm in May. This will require a special meeting for approval.