Oxford Community Schools
Request for Proposal
Architectural, Bond Planning, Campaign and Design Services
February 20, 2017
February 20, 2017

Mr. Sam Barna, Assistant Superintendent of Business & Operations
Oxford Community Schools
10 N. Washington,
Oxford, MI 48371

Re: Request for Proposal for Proposal for Architectural Bond Planning, Campaign and Design Services

Dear Mr. Barna:

Thank you for the opportunity to submit this proposal. Kingscott is honored by the consideration of our qualifications to work with Oxford Community Schools. Everyone at Kingscott supports K-12 public education everyday by designing schools that benefit students, staff, and communities.

It was our pleasure to recently tour your district to gain a deeper understanding of Oxford’s needs. We also enjoyed meeting with Oxford’s Director of Maintenance, Tony Sarkins, and touring Davison Community Schools with him. Kingscott recently conducted work in Davison similar in scope to Oxford’s needs including a VRF HVAC system upgrade.

The value our team can bring to Oxford’s project includes:

- **Similar Experience**—We have extensive experience with bond planning, campaign and design services. We understand the importance of working together with the district and community to unify goals and vision for your projects. We’ll guide you through the process of identifying district needs, developing a plan that meets your curricular and maintenance needs. Our team also has a great deal of experience with remodeling projects. We will utilize our experience to develop creative solutions that fit Oxford’s unique needs.

- **Comprehensive services** - Kingscott offers architectural, interior design, mechanical, electrical, structural, and civil engineering services. Having a full-service team under one roof allows us to seamlessly coordinate the various aspects of your project.

- **We Listen**—The values of your community and school district are unique, so reflecting your values through listening and creative problem solving is our priority.

- **We Value Relationships**—Our goal is to build a solid relationship with Oxford Community Schools for the long-term. We have a robust and dedicated team, committed to providing our clients with the highest possible service. Communication is the foundation on which we build trusting and valued relationships.

We look forward to creating a long-lasting partnership with Oxford Community Schools. Thank you for your consideration, and we look forward to your favorable reply.

Sincerely,

Brendon Pollard, President & Project Director
1 Firm Overview
2 Staffing
3 Project Approach
4 Fee Proposal
## General Information

<table>
<thead>
<tr>
<th>RFP Subject</th>
<th>Architectural Bond Planning, Campaign &amp; Design Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm</td>
<td>Kingscott Associates, Inc.</td>
</tr>
<tr>
<td>Addresses &amp; Phone</td>
<td>300 N. Main St., Suite 204</td>
</tr>
<tr>
<td></td>
<td>Chelsea, MI 48118</td>
</tr>
<tr>
<td></td>
<td>734.475.6142</td>
</tr>
<tr>
<td></td>
<td>259 E. Michigan Ave., Suite 308</td>
</tr>
<tr>
<td></td>
<td>Kalamazoo, MI 49007</td>
</tr>
<tr>
<td></td>
<td>269.381.4880</td>
</tr>
<tr>
<td></td>
<td>801 Broadway NW Suite 306</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, MI 49503</td>
</tr>
<tr>
<td></td>
<td>616.214.8966</td>
</tr>
<tr>
<td>Contacts</td>
<td>Brendan Pollard</td>
</tr>
<tr>
<td></td>
<td>President &amp; Educational Planner</td>
</tr>
<tr>
<td></td>
<td>Kingscott Associates</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bpollard@kingscott.com">bpollard@kingscott.com</a></td>
</tr>
<tr>
<td>Submission Date</td>
<td>Monday, February 20, 2017</td>
</tr>
</tbody>
</table>
Section 1: Firm Overview

Explain firm ownership and structure and provide a one-page firm history. List in-house disciplines and services you provide K-12 clients.

BACKGROUND

Kingscott Associates was founded in 1929. We’re an employee-owned, Michigan firm with four offices throughout the state. We’ve been around for 80+ years and the secret to our longevity is simple.

We believe in people working together to create the extraordinary.

We aim to build buildings that serve the people who use them. This starts as an exercise in listening. Our services help solve problems, build communities and empower people. We work to develop long-term relationships with our clients and propel our mutual success.

YOUR CONTACT:
Brendon Pollard  
President & Educational Planner  
269.207.4629  
bpollard@kingscott.com

The Kingscott Leadership Team (L to R): Rob Atkins, Brendon Pollard, Dan Tryles, Heather Martin, David Martin
IN-HOUSE EXPERTISE
Kingscott is a full service architecture, interior design, engineering and planning firm. We offer high quality architectural, interior design, cost modeling, mechanical, electrical, civil & structural engineering and commissioning services, all in-house through completion of your project. We take an inter-disciplinary approach to services delivery to provide you with smart and fresh solutions.

OUR IN-HOUSE SERVICES INCLUDE:

Architecture
- Architectural design
- Interior design
- Furniture & equipment analysis/selection
- Programming
- Planning
- Green / sustainable design
- Facility assessment
- Feasibility assessment
- Cost estimating
- Field observation
- Construction administration
- Site evaluation / selection
- Post-occupancy review

Education
- Educational planning
- Bond planning
- Bond campaign support
- Demographic studies
- Strategic planning support
- Master facility planning

Engineering
- Mechanical engineering
- Electrical engineering
- Site / civil engineering
- Structural
- Code analysis
- Technology support systems
- Energy analysis

STAFFING BY DISCIPLINE

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>25</td>
</tr>
<tr>
<td>Mechanical</td>
<td>7</td>
</tr>
<tr>
<td>Electrical</td>
<td>2</td>
</tr>
<tr>
<td>Civil</td>
<td>12</td>
</tr>
<tr>
<td>Structural</td>
<td>5</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>3</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>7</td>
</tr>
<tr>
<td>Materials Testing</td>
<td>3</td>
</tr>
<tr>
<td>Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>Administration</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Staff</strong></td>
<td><strong>78</strong></td>
</tr>
</tbody>
</table>
At Kingscott we enjoy WORKING TOGETHER to create extraordinary projects. We work with you to define what extraordinary means for the Oxford Community Schools.

We achieve this by approaching your project as an exercise in listening. Our creative and experienced teams will listen closely and provide you with the best options available to exceed your expectations.
Oxford Community Schools

Project Director

Brendon Pollard

Project Manager
Lee Andrea

Project Architect
Karl Erdei-Lorincz

Design Architect
Sarah Haselschwardt

Project Coordinator
Jeremy Cassel

Interior Designer
Dana McClellan

Mechanical Engineer
Scott Morgenstern

Electrical Designer
Karla Dennis

Civil Engineer
Rob Atkins

Architectural Graduate
Joy Sportel
**Brendon Pollard**  
**AIA, ALEP, LEED AP**  
**PRESIDENT & K-12 LEADER**

Brendon is a Principal of Kingscott and has more than twenty-seven years of experience in K-12 projects. Brendon is also Kingscott’s K-12 Leader and keeps our staff on the cutting-edge of educational trends and the designs to support education. He will lead your education planning and ensure Kingscott’s resources throughout the project.

---

**Related Project Experience**

**MATTAWAN CONSOLIDATED SCHOOL**
- Educational planning and bond support for all district facilities

**GULL LAKE COMMUNITY SCHOOLS**
- New Administration Building
- New 1,100-student High School
- Converted high school into a middle school
- Early Learning Center-convert 1929 middle school to early childhood center and community use spaces
- MS HVAC Replacements
- MS Door Hardware Replacements

**FREMONT PUBLIC SCHOOLS**
- New High School
- New Pathfinder Elementary School—Learning By Design, Grand Prize Winner
- Middle School remodeling
- Two elementary schools remodeling

**NORTHWEST COMMUNITY SCHOOLS**
- Educational planning and bond support for all district facilities

**LAKE ORION COMMUNITY SCHOOLS**
- New 600-student Paint Creek Elementary
- New Moose Tree Nature Center
Lee Andrea  AIA, NCARB, LEED AP
PROJECT DIRECTOR

Lee’s primary responsibility is to make sure your expectations are exceeded. He will lead the team from planning through final project delivery. Lee has over 40 years of experience, with the past 28 years specifically in the Michigan K-12 market working with over 50 districts representing over $1 billion in planning, design and construction.

Related Project Experience

**MATTAWAN CONSOLIDATED SCHOOLS**
- HS & MS Additions & Remodel
- 2 New Elementary Schools

**SALINE AREA SCHOOLS**
- 2015-2017 Bond Projects
- Remodeling 7 district buildings

**EAST CHINA SCHOOL DISTRICT**
- New Performing Arts Center
- Stadium Renovations with Synthetic Turf
- Palms ES Renovations & Additions
- New St. Clair MS
- St. Clair/Marine City HS Renovations & Additions

**HOWELL PUBLIC SCHOOLS**
- New Voyager and Hutchins Elementary Schools
- New Three Fires Middle School
- Highlander Way Middle School Renovations & Additions
- McPherson MS conversion to Freshman Campus

**GRPS MUSEUM HIGH SCHOOL**
- Remodeling existing museum space into project-based learning High School

**PAW PAW PUBLIC SCHOOLS**
- New High School
- Convert old High School into new Middle School

**GRAND LEDGE PUBLIC SCHOOLS**
- Additions & Renovations to 5 Elementary Schools

**LINCOLN CONSOLIDATED SCHOOLS**
- Middle School Renovations & Additions
- New Childs Elementary School
Karl Erdei-Lorincz  AIA, LEED AP BD+C
SENIOR PROJECT ARCHITECT/DESIGNER

A registered Architect, with 29 years of experience as both a Senior Architect and Designer. Karl’s expertise allows him to integrate and fulfill the needs and visions of owner’s, user’s, designer’s and working along with designer/planner team or individual to incorporate these needs and visions into creative planning solutions, while respecting schedules, budget, construction technologies and legal limitations.

Related Project Experience

**CHIPEWA HILLS SCHOOL DISTRICT**
- District-wide Bond Projects

**GRPS - MUSEUM SCHOOL**
- Remodeling existing museum space into project-based Middle School & High School

**SALINE AREA SCHOOLS**
- 2015- 2017 Bond Projects
- Remodeling 7 district buildings

**DANVILLE SCHOOLS**
- 2016 Bond Projects

**WESTERN MICHIGAN UNIVERSITY**
- Renovations at Faunce Center

**MERCY HEALTH SAINT MARY’S, FOUNDATION AND OTE BUILDING**
- Renovation and historic preservation of two Victorian style buildings on Jefferson Ave in Grand Rapids. One building was remodeled to house the charity organization Saint Mary’s Foundation, the second building was outfitted for administrative offices.

**SPECTRUM HEALTH LUDINGTON HOSPITAL**
- Addition and renovation of Emergency Department, MedSurg and CCU-s, patient recovery areas, renovation of Diagnostic Imaging Department and outfitting of new Endoscopy Suite.

**MERCY HEALTH, HACKLEY AND MERCY HOSPITAL CAMPUS**
- Along a three year period, lead and prepared project documentation, specifications and construction drawings for a multitude of projects at the two hospital sites, participated in planning meetings with hospital staff to streamline patient flow and procedure needs, for projects such as MRI equipment replacement along with MRI Suite renovation (Mercy), MRI dock renovation (Mercy and Hackley), CT Suite renovation and equipment replacement (Hackley), Special Procedure Room and suite renovation with equipment replacement (Mercy and Hackley).

* PROJECTS COMPLETED WITH OTHER FIRMS
Sarah Haselschwardt  
AIA, LEED AP, BD+C  
SENIOR DESIGN ARCHITECT

Sarah has more than twenty-five years of architectural design experience. As a design architect, she works interactively with clients to create design options early in the project. She works with you to make your visions become a reality.

Related Project Experience

CHELSEA SCHOOL DISTRICT
- New 900-seat Performing Arts Center
- New 1,050-student High School
- HS finish upgrades

COLUMBIA SCHOOL DISTRICT
- Elem. renovations
- MS renovations
- HS additions and renovations, window placements, new finishes, space re-organization

DANSVILLE SCHOOLS
- Elem. and MS renovations
- HS additions

NORTHWEST COMMUNITY SCHOOLS
- New construction

MATTAWAN CONSOLIDATED SCHOOLS
- New 124,000 sq. ft. New Later Elementary
- New 110,000 sq. ft. New Early Elementary

LAKE ORION COMMUNITY SCHOOLS
- New 600-student Oakview Middle School
- 2 Middle Schools additions & remodeling

FREMONT PUBLIC SCHOOLS
- New 169,500 sq. ft. high school
- Media Center, Administrative and Guidance Offices, Kitchen and general ed High school additions and remodeling

YPISILANTI PUBLIC SCHOOLS
- High School renovations
- Estabrook renovations
- Perry Child Development Center additions and renovations

EDUCATION
B.S., in Architecture, Lawrence Institute of Technology
B.A. in Architecture, Lawrence Institute of Technology

LICENSED ARCHITECT
Michigan—#1301034169

AFFILIATIONS
Board Member, The Franciscan Project, Chelsea, MI
City of Chelsea Planning Commission Secretary
U.S. Green Building Council
American Institute of Architects
American Institute of Architects—Michigan
Habitat for Humanity, Former Board Member
Southwest Michigan Chapter AIA, former Board Member
State of Michigan Construction Code Commission, former Board Member
Women in Architecture Exhibit—Chicago AIA
Co-author article: “Women in Architecture: How far have we come”.
Thesis Jury Member—Western Michigan University School of Interior Design
Jeremy Cassel
PROJECT COORDINATOR
Jeremy works with clients to ensure project specifications meet the design requirements. Jeremy will review documents for accuracy and approval. He will oversee the process from design to commissioning.

Related Project Experience

**FLUSHING COMMUNITY SCHOOLS**
- High school parking lot reconstruction
- High school & Middle school gymnasium floors
- Springview Elementary window replacement and restroom remodeling
- Seymour Elementary site improvements

**BIG RAPIDS PUBLIC SCHOOLS**
- Elementary playground upgrades
- HS loading dock
- Middle school gym floor & bleachers

**POTTERVILLE PUBLIC SCHOOLS**
- New track and football field relocation
- Concessions building
- New grandstand & bleachers

**MORENCI AREA SCHOOLS**
- Fire alarm upgrades at High school Middle school
- New home & visitor bleachers at football stadium
- High school parking lot reconstruction

**DAVISON COMMUNITY SCHOOLS**
- New gymnasium floor & bleachers at Middle school
- New Concessions and Soccer Ticket Booth
- New Band storage building

**ELLSWORTH COMMUNITY SCHOOL**
- MS/HS additions and remodeling
- Elementary additions and remodeling

**MARION PUBLIC SCHOOLS**
- Elementary remodeling
- MS/HS remodeling

EDUCATION
Architecture & Mechanical Auto CAD
Heartlands Institute of Technologies
Dana McClellan  LEED AP, ID+C
INTERIOR DESIGNER

Dana has more than thirteen years of interior design experience for educational projects. She is responsible for programming, schematic design, and design development of interiors, furnishings, finishes, and equipment. She also provides clients with FFE services.

Related Project Experience

CHELSEA SCHOOL DISTRICT
- High school remodeling
- 3 elementary schools remodeling
- Furniture, fixture & equipment package

MATTAWAN CONSOLIDATED SCHOOLS
- New Early Elementary School
- MS and HS additions and remodeling and FF&E

SALINE AREA SCHOOL
- Pleasant Ridge, Harvest, Woodland and Heritage Elementary Schools - remodeling and FF&E
- MS remodeling and FF&E

ROYAL OAK PUBLIC SCHOOLS
- Dondero Middle School additions & remodeling

DEXTER COMMUNITY SCHOOLS
- Transportation building

COLUMBIA SCHOOL DISTRICT
- MS and HS remodel

YPSILANTI PUBLIC SCHOOLS
- High School, Estabrook, and Perry additions & remodeling
- West MS, East MS, and RCTC additions & remodeling
- Administration Building additions & remodeling & FF&E package

DEWITT PUBLIC SCHOOLS
- Fuerstenau Elementary - kindergarten classroom addition and remodeling
- David Scott Elementary - classroom addition, remodeling, security upgrades, and site improvements
- High School Athletics - stadium seating upgrades, new team room building, remodel concession & rest rooms, upgrade turf, replace track, and site improvements

EDUCATION
B.S., Interior Design
Western Michigan University
Architectural Study Abroad Program
American Intercontinental University, London, England

LICENSED ARCHITECT
NCIDQ #020363
Scott Morgenstern  P.E., LEED AP BD+C

SENIOR MECHANICAL ENGINEER

Scott has more than nineteen years of experience designing mechanical systems. He is key to design quality control and is an expert in energy efficiency. His design focus and strength is for HVAC and plumbing systems. He works with our mechanical engineering team to ensure that designs are consistent with project goals and integrate seamlessly with all project components.

Related Project Experience

MATTAWAN CONSOLIDATED SCHOOLS
- New Mechanical Systems at Early and Later Elementary Schools

GRAND HAVEN COMMUNITY SCHOOLS
- Energy-saving upgrades and remodeling at all schools including a geothermal system at the high school to supplement the chilled water/boiler systems.

ITHACA PUBLIC SCHOOLS
- South Elementary - Boiler replacement
- Jr/Sr High School - Boiler replacement and New Chiller

HASTINGS MIDDLE SCHOOL
- Additions and Renovations

ELLSWORTH COMMUNITY SCHOOL
- Additions and Renovations

DELTON-KELLOGG SCHOOLS
- Additions and Renovations

PAW PAW PUBLIC SCHOOLS
- MS and Elementary renovations
- New Athletic Fields Team Building (to include Concessions and Ticket Booth)

WHITEHALL DISTRICT SCHOOLS
- Concession and restroom facility at the athletic complex

GRAND RAPIDS PUBLIC SCHOOLS
- New Silver-LEED Cesar Chavez Elementary School

FREMONT PUBLIC SCHOOLS
- New High School, 169,607 sq. ft., 786 students
- Central Plant geothermal heating and cooling system that serves radiant heated floors and VAV air handling units with energy recovery
Karla Dennis
ELECTRICAL ENGINEERING DESIGNER

Karla has more than thirty years of CAD and Revit experience in producing electrical and mechanical engineering design and construction documents. She coordinates project work among disciplines and consultants. Karla is a key member of our Quality-Check team.

EDUCATION
Associate in Architectural Drafting, Ferris State University

AFFILIATIONS
Kalamazoo County FIA Adoptive Parent
10 years Kalamazoo Girl Scout Troop leader
15 years as Christian Life Club member
Cubscout Advancements Committee Chair BSA Pack 771

Related Project Experience

CHELSEA SCHOOL DISTRICT
- Three elementary schools remodeling
- Middle School remodeling
- High School remodeling
- High School Gym and Parking Lot relighting
- Washington Street Building 100 - Gym and relighting

DEXTER COMMUNITY SCHOOLS
- Phase I—High School & Creekside remodeling
- Phase II—Bates, Copeland, Wylie Elementary Schools, pool, Cornerstone Elementary School, and Mill Creek Middle School remodeling

FREMONT PUBLIC SCHOOLS
- New 765-student High School

HESPERIA COMMUNITY SCHOOLS
- Elementary additions & site work
- Elementary & Middle School remodeling

YPISILANTI PUBLIC SCHOOLS
- High School, Estabrook, and Perry additions remodeling
- Erickson, Adams, Chapelle, George, West MS, East MS, and RCTC additions & remodeling
- Fletcher, Administration, and Athletic Fields additions & remodeling

TROY SCHOOL DISTRICT
- Twelve elementary schools additions & remodeling
- New 600-student Baker Middle School
- Three Middle Schools remodeling
- Troy High School additions & remodeling
- Athens High School additions & remodeling
- International Baccalaureate Academy remodeling
- Niles Alternative Education School remodeling
- Transportation Center additions
- District Administration Building remodeling
Rob Atkins  P.E.
PRINCIPAL & DIRECTOR OF ENGINEERING

Rob manages Kingscott’s Engineering group. He has eighteen years of experience in engineering for educational, municipal, industrial, commercial, and residential clients. Rob leads our team in the study and design of engineering systems.

Related Project Experience

CHELSEA PUBLIC SCHOOLS
- North Elementary Kindergarten addition & site redesign
- Pool Water Discharge
- South Elementary additions & remodeling

HESPERIA COMMUNITY SCHOOLS
- 2008 Bond Issue Planning
- Additions & remodeling and site improvements

HOMER COMMUNITY SCHOOLS
- 2011 Bond Issue Planning (site facility assessment)

GULL LAKE COMMUNITY SCHOOLS
- Early Learning Center convert 1929 middle school to early childhood center and community use spaces
- New administration building
- Hatton Dive Improvements
- Service Court Modifications
- 40th Street Campus/administration redesign
- Ryan Drive reconstruction
- High School asphalt sealing

FREMONT PUBLIC SCHOOLS
- Site selection for the new high school
- Site design for the new high schools including: parking, athletic fields, storm water management, LEED/green concepts, barrier-free access, and utilities
- New High School site & utilities including a lift station and force main to connect the new school to the City’s wastewater system

DEWITT PUBLIC SCHOOLS
- Athletic complex
- Fuerstenau Elementary & Schavey Road Elementary remodeling
- Herbison Woods Middle School remodeling
- Junior High School remodeling
- Transportation Building remodeling
- Site Improvements

EDUCATION
B.S., Civil Engineering, Michigan Technological University

LICENSED ENGINEER
Michigan—#43180

AFFILIATIONS
American Society of Civil Engineers
Michigan Society of Professional Engineers
Kiwanis-Downtown Kalamazoo Kiwanis Club
Pretty Lake Vacation Camp
Kalamazoo Public Schools Milwood Elementary & Milwood Magnet PTO, Member of 2006 Bond Campaign Committee
Joy Sportel
ARCHITECTURAL GRADUATE

Joy enjoys finding the space between preservation and innovation. Proficient in both design and technical software, Joy’s focus in architecture is exploring and testing new ideas. Her skillfulness with graphic software allows her to clearly illustrate her ideas and concepts. Trained in Detroit and raised in Kalamazoo, Joy appreciates the opportunity to work on projects in her hometown community.

Related Project Experience

ADRIAN PUBLIC SCHOOLS
• Additions and remodeling

ARMSTRONG INTERNATIONAL
• International Learning Center
• Courtyard
• Laboratory Addition

BUCKLEY COMMUNITY SCHOOLS
• Site Conceptual design

CHARLEVOIX
• Sr. Living Center - Site Conceptual design

ELLSWORTH WESLEYAN CHURCH
Site Conceptual design

MATTAWAN CONSOLIDATED SCHOOLS
• 2 New Elementary Schools
• MS and HS additions and remodeling

EDUCATION
Masters of Architecture, Lawrence Technological University
B.S. in Architecture, Lawrence Technological University

PUBLICATIONS/PRESENTATIONS
Photo set in Polar Inertia Journal ‘Abandoned Shopping Carts’, February 2014

REFERENCE
Kevin Finn, Dean of Students
Lawrence Technological University
248.204.4115
kfinn@ltu.edu
Section 3: Completed Projects

LIST AND DETAIL PROJECTS YOUR FIRM HAS COMPLETED.

At Kingscott, we believe in people working together to create the extraordinary. In every project, we aim to create experiences and interactions, not artifacts.

We will work with your team to identify your needs and help you determine what the best options and solutions for your project will be.

On the following pages we have provided examples of K-12 projects that we have completed in the last five years.
Saline Area School District

Architect: Kingscott
CM: Clark Construction Group

Secure vestibules were placed at Pleasant Ridge elementary, Woodland elementary, Heritage elementary, and Harvest elementary.

NEW DROP-OFF LOOP SYSTEM
New bus and parent drop-off loop system for both Heritage and Woodland Meadows Elementary schools

ADDITIONAL WORK
- Replace roof at Heritage and Woodland Meadows
- Lighting upgrades (LEDs and high efficiency controls)
- Various mechanical heating and cooling upgrades
- ADA upgrades to meet code
- Flooring upgrades
- Middle School media center remodel

- Playground upgrades at Pleasant Ridge
- Upgrades to fire alarm system and emergency lighting
- Clocks and PA upgrades
- Door access control
- Video surveillance
- Technology upgrades
Adrian Public Schools

Elementary Schools

- Classroom additions at Alexander and Lincoln to accommodate moving 5th grade from Springbrook Middle school back to the elementary schools
- Remodel existed team room at Michener to accommodate 5th grade classes
- New classroom doors and locks with new security glass at Alexander and Michener
- Exterior door replacement at Alexander and Michener
- New gymnasium/cafeteria air handler at Michener
- Parking lot resurfacing at Alexander and Lincoln
- All schools received:
  - New security, surveillance, access control, and phone systems with enhanced 911 features
  - Technology infrastructure upgrades
  - Classroom and building technology upgrades
  - Parking lot security lighting

Springbrook Middle School

- Remodeled old pool area into new Project Lead the Way, STEM curriculum, and vocal music rooms
- Extended walls to the roof deck to stop sound from traveling from classroom to classroom
- Remodeled media center with new furnishings and equipment
- New classroom and common area doors, frames, and locks
- New high-efficiency boiler system with temperature controls
- New security vestibule
- New student and bus drop-off loops
- Reconstructed parking lots
- New security, surveillance, access control, and phone systems
- Technology infrastructure upgrades
- ADA upgrades
- New sprinkler system throughout the building

Adrian High School

- Remodeled cafeteria, technology workroom,
- New boiler system with new air handlers
- New secure vestibule
- Replaced pool mechanics, air handler, and deck tile
- Reconstructed parking lots, added security lighting
- Improved site drainage
- ADA upgrades
- Replaced ceilings in select rooms
- New security, surveillance, access control, and phone systems with enhanced 911 features
- Technology infrastructure upgrades
- Classroom and building technology upgrades
Grand Haven Area Public Schools passed a $29 million bond to make improvements, with a primary focus is energy updates. The High School’s geothermal system improvements supplement an existing chilled water and heating water system.

**SPECS**
- **Cost:** Part of a $29 million bond
- **Completion:** 2014

**DETAILS**
- Closed loop ground heat exchanger (geothermal) with 36 vertical bores, each 300 ft. deep
- Four water-to-water heat pump modules, total of 80 tons capacity
- System is a ‘4-Pipe’ design with dedicated piping for ground loop, shared piping for chilled and heating water, designed to allow simultaneous heating and cooling

Further improvements to the building included:
- HVAC upgrades including high-efficiency boilers
- Ice storage system to reduce peak electric rates
- Temperature controls to optimize energy performance

**CONTACT**
- **Ted Rescorla, Director of Operations**
  - P: 616.850.5015
  - 1415 Beechtreee
  - Grand Haven, MI 49417
North Creek Elementary School
Chelsea School District
SPECS
Cost: $1.2 million
Completion: Fall 2008
Size: Grades K-5
7,180 sq. ft.

DETAILS
• Administrative offices relocation within the building
• Four kindergarten classroom addition
• Restrooms remodel

CONTACT
Dave Killips, Superintendent
P: 734.433.2208
500 Washington St.
Chelsea, MI 48118-1199
In 2014 Mattawan Consolidated Schools passed a bond that included updates to their High School facilities.

SPECS

- **Cost:** $15.5 million
- **Completion:** August 2016
- **Size:** 30,300 new addition sq. ft.

DETAILS

- Flexible learning spaces such as the student commons provides opportunity for collaboration and problem solving as a team. Break out areas allow for smaller group work.
- New presentation equipment allows for sharing of work in the High School STEAM engineering rooms
- New band room allows a focused practice area for the Mattawan High School Band
- Security updates include controlled access at the main entrance while video surveillance provides visibility for ancillary entrances
- Energy efficient systems:
  - Sunshades & Reflectors

CONTACT

**Dr. Robin Buchler, Superintendent**
P: 269.668.3361
56720 Murray St.
Mattawan, MI 49071-9567
In 2014 Mattawan Consolidated Schools passed a bond that included updates to their Middle School facilities.

**SPECs**
- **Cost:** $15.5 million
- **Completion:** August 2016
- **Size:** 30,300 new addition sq. ft.

**DETAILS**
- Flexible learning spaces such as the student commons provides opportunity for collaboration and problem solving as a team. Break out areas allow for smaller group work.
- Security updates include controlled access at the main entrance while video surveillance provides visibility for ancillary entrances.
- Energy efficient systems:
  - Sunshades & Reflectors

**CONTACT**
Dr. Robin Buchler, Superintendent
P: 269.668.3361
56720 Murray St.
Mattawan, MI 49071-9567
SPECS

**Budget:** $28,942,359
**Completion:** Fall 2016
**Size:** 950-student capacity, 1,100 students in core spaces
  Grades K-2, 123,775 sq. ft.

DETAILS

- Grade-level wings
  - Learning commons for collaborative opportunities
  - Teacher planning and support room in each wing
- Designed to share support facilities (cafeteria, HVAC systems) with the Early Elementary
- Gym sized for MSHS competition use
- Designed for community access after hours
- Designed for LEED compliance
  - Chilled beam HVAC system
  - Abundant natural daylighting in all educational spaces

CONTACT

**Dr. Robin Buchler, Superintendent**
P: 269.668.3361
56720 Murray St.
Mattawan, MI 49071-9567
New Tech at Meridian
Meridian Public Schools
A former woodshop was transformed into a collaborative 21st century learning space.

Working with a small budget funded by local foundations, the school’s existing space was renovated to meet the standards for a New Tech school.

Closed off, smaller rooms were opened and an antiquated space was given new purpose to create a uniquely large space that’s perfect for project-based learning.

**SPECS**

- **Cost:** $500,000 including furniture
- **Completion:** Fall 2012
- **Size:** Grades 9-10
  - 9,800 sq. ft. remodel
- **Awards:** Outstanding Project, Learning by Design, Spring 2014

**DETAILS**

- Two project-based learning studios
- Several small group work areas
- Student commons for team activities
- Facilitator’s room for planning and preparation
- Large instruction room to accommodate 100 learners with work stations
- Students can easily move for group or independent work since everything is on casters
- Carpet and acoustical panels help with sound absorption
- Mobile smart boards, projection screens, & walls with rail mounted marker boards make the space flexible and technology-rich

**CONTACT**

**Craig Carmoney,** Superintendent  
989.687.3200  
3361 North Meridian Rd.  
Sanford, MI  48657

**Patrick Malley,** Principal  
989.687.3300 x400
“I was very pleased with the job done by Kingscott. In particular, their willingness to listen and work to incorporate into the design suggestions brought to them. I highly recommend your consideration of this process that brings community-wide ownership to a building program.”

Robert DeVries
Former Superintendent
Fremont Public Schools
The traditional Midwestern, small town community of Fremont, Michigan wanted to replace their original 1920’s high school building.

Everything about the building and what it had to offer was dated. The community was looking to incorporate 21st Century technology with the old-town feel and preserve their culture; it was imperative that the new school look and feel like it was meant to be there.

With community involvement and support, including the “Future of Fremont” committee, it was determined that the new high school needed to satisfy the following principles: flexibility, maximizing educational and safety opportunities, accessible to all students, and support/enhance connections to the community at large.

Working with staff and students, a design committee helped facilitate the comprehensive planning process in order to discuss and define individual spaces and needs. The design committee then made recommendations to the School Board. The high school is the center of the community, so there was an immense amount of involvement and commitment.

The project successfully concluded with a new high school that not only met the guiding principles, supported the curriculum, and fit within the larger context of the community, but the new high school provides an educational environment that holds purpose and distinction within the community.

**SPECS**
- **Cost:** $40.2 million
- **Completion:** August 2012
- **Size:** 786-student capacity, Grades 9-12
  - 169,500 sq. ft.

**DETAILS**
- First installation of media:scape® collaboration labs in a Michigan school
- Sheldon Axis Infinity® workstations in the Science classrooms
- Competition gym with elevated track to seat 2,000 and an auxiliary gym
- Facilities for a strong Agricultural Science program including a lab classroom, pole barn, outdoor growing lab and a greenhouse
- Energy efficient systems:
  - Geothermal system with central plant
  - Radiant heating, heat recovery on AHUs
  - High-efficiency boilers
  - Daylight Harvesting
  - Special window glazing
  - Sunshades & Reflectors

**CONTACT**
Scott Sherman, High School Principal
(231) 924-5300
450 E. Pine
Fremont, MI 49412
Marshall Elementary
Marshall Public Schools
SPECS
Cost: $4.6 million
Completion: August 2011
Size: Grades K-5
Remodeling and additions as Hughes, Gordon, and Walters Elementary schools

DETAILS
• Remodel restrooms, replace finishes and fixtures, make ADA compliant
• Replace playground equipment
• Replace fire alarm system
• New student lockers
• Repave and expand parking lot, dedicated bus drop-off loop, add lighting
• Provide computer and technology upgrades
• Replace unit ventilators
• Provide additional electrical outlets in all classrooms

CONTACT
Randall Davis, Superintendent
P: 269.781.1250
100 E. Green St.
Marshall, MI 49068
The Jackson Community recently updated their district with a $42 million bond. It was the first bond issue the district has passed in 40 years.

**SPECs**
- **Cost:** $7 million
- **Completion:** August 2015
- **Size:** Addition - 40,000 SF

**DETAILS**
- New cafetorium
- New competition gym
- New boiler room & relocated to new room
- Mechanical remodeling throughout the building
- Stained logo in event lobby
- Telescopic auditorium-style seats in cafetorium
- Signage and identification improvements
- Administration office remodel including secure entry vestibule
- Auxiliary Gym

**CONTACT**

_Geoff Bontrager, Superintendent_

_P:_ 517.817.4700  
_6900 Rives Junction Rd._  
_Jackson, MI 49201_
Jackson Public Schools invested in a new K-2 Elementary building for 600 students.

**SPECS**
- **Cost:** $14.6 million
- **Completion:** 2015
- **Size:** 76,000 SF

**DETAILS**
- Secure Vestibule
- Admin Offices
- Preschool/Child Care rooms
- Signage and identification improvements
- Auxiliary Gym

**CONTACT**
**Geoff Bontrager, Superintendent**
P: 517.817.4700
6900 Rives Junction Rd.
Jackson, MI 49201
Museum School
Grand Rapids Public Schools
Partnering with the Grand Rapids Public Museum, Grand Rapids Public Schools sought to create a unique educational environment.

The new museum school would be placed within the Public Museum itself on the fourth floor, allowing students to access exhibits and artifacts for a hands-on learning approach. Working as a team, Kingscott designed a project-based learning environment meeting GRPS educational and safety standards within the existing museum building while minimizing disruption to the museum’s daily activity.

**SPECS**

**Budget:** $2,800,000  
**Completion:** Phase 1: 3rd Floor/6th Grade, Fall 2015,  
Phase 2: 4th Floor/6th-8th Grade, Fall 2016

**DETAILS**

- (6) Classrooms to house 6th-8th Grade  
- Large multi-purpose space to support project-based learning:  
  - Serves as Art and Science classroom  
  - Cafeteria/Assembly  
  - Large group, small group, and peer-to-peer instruction  
  - Operable walls for configurable/flexible space  
- Teacher planning, storage, workroom, lounge space  
- Office, conference, and nurse room  
- Small satellite kitchen and servery  
- Lobby and check in reception desk  
- Group restrooms  
- Abundant natural daylighting

**CONTACT**

**Chris Hanks, Principal**  
616-819-3683  
272 Pearl St. NW,  
Grand Rapids, MI  49504

**Tom Bantle, Vice-President of Exhibits and Facilities**  
616-929-1700
Section 4: References

PROVIDE A LIST OF ANY OTHER GENERAL REFERENCES THAT ARE FAMILIAR WITH YOUR COMPANY AND YOUR PERFORMANCE ON PROJECTS SIMILAR TO THIS ONE.

We enjoy creating lasting relationships with our clients. Give them a call and ask them how we worked together to create the extraordinary!
Saline Area Schools
Scot Graden, Superintendent
734-401-400
gradens@salineschools.org.
420 N. High St.
Potterville, MI 48876-9605

Davison Community Schools
Phil Thom, Director of Facilities
810.591.0801
pthom@davisonschools.org
7265 Saline-Ann Arbor Road
Saline, MI 48176

Marshall Public Schools
Randall K. Davis, Superintendent
269.781.1250
rdavis@marshallpublicschools.org
100 E. Green St.
Marshall, MI 49068-1594

Mattawan Consolidated Schools
Dr. Robin Buchler, Superintendent
269.668.3361 x1700
rbuchler@mattawanschools.org
56720 Murray St.
Mattawan, MI 49071

Eaton Rapids Public Schools
William DeFrance, Superintendent
517.663.8155
wdefrance@erpsk12.org
912 S. Greyhound Dr.
Eaton Rapids, MI 48827-2620
If we approach the process as an exercise in listening to the community, the projects in the bond will be an **affirmation of the community’s support**.

This section details our process and project approach. We’ve developed a preliminary work plan for the project. This will be reviewed at the start of the project and adjusted based on the input of all team members. The aim of our approach is to work together to create the extraordinary!
COMMUNICATION COORDINATION
Kingscott recommends that a Project Representative be appointed to be the primary contact person throughout the project. Your district’s project representative will be the primary source of communication flow between meetings and provide guidance and direction to the team relative to questions or issues that arise during the project. Kingscott’s project director will be in regular communication with your district’s Project Representative to keep them apprised of project progress and activities.

ELECTION DAY

ENGAGE THE VOTERS
Talk to your community

IDENTIFY THE RIGHT PROJECT
Review and refine options

CREATE A SHARED VISION
Prioritize community wants with district needs

FACILITY NEEDS ASSESSMENT
What are the needs?

23 out of 29 Proposals Passed In the Last 3 Years
A Total of $435,084,000 Won in Three Years
FACILITY ASSESSMENTS

A facility assessment will serve as a planning tool. It will help you improve the health/safety/security conditions, reduce operational costs, and develop a budget schedule for future improvements. Your report will include our findings and improvement estimates.

GOALS:

- Document current conditions
- Confirm your educational and facilities needs
- Review and prioritize the Facilities Assessment and confirm Educational Evaluation
- Present the report to the Building & Grounds personnel and district
WORKING WITH FACILITY IMPROVEMENT TEAMS

Create a Shared Vision

Involving the community early in the process will enhance the probability of their project support.

**GOALS:**
- Gather district input
- Gather community input

**DESERLIVERABLES**
- Prioritized list of facilities needs and wants
- Curricular/educational direction
- Long term facility improvement plan
- Capacity information

**ROLES/TASKS**
- Present assessment to district and Board of Education and gather input and user feedback
- Review and prioritize input and user feedback
- Review and confirm priorities for needs assessment
- Present assessment to the community and gather input and user feedback
- Revise needs assessment based on community comments as needed
GUIDING PRINCIPLES

No school district is the same; each district has its own needs, values, and community character. Kingscott works with every Facility Committee to develop personalized principles the committee will uphold during the prioritization process and in developing a recommendation to the Board of Education. Some of the sample principles are:

• The solution should create a positive image for the School District and maintain a feeling of community spirit.
• The solution should have a clear and measurable benefit and be attainable in the public’s opinion.
• Long-Term solution should provide flexibility for the future. Solutions that could be implemented in a phased approach as the community determines the level of support for each phase.
• The solution will create Operational Cost Efficiencies to improve the District’s ability to convert operation dollars to educational dollars.
• The solution should allow the district to enhance curriculum delivery for the betterment of student achievement.

FACILITY CONDITION ASSESSMENT

What is the risk of Intermediate HVAC systems?
What facility components are need of upgrade or replacement in the next 5, 10, 15, 20 years?
What code or health and safety issues exist?

ENROLLMENT TRENDS

Where will student enrollment be in 5, 10 years?
Are there any housing developments under construction?
Is a part of the district growing more than another?
How will this impact transportation needs/costs?

STUDENT ACHIEVEMENT

Are there any changes in Student Graduation Requirements?
Are there new curriculum delivery methods or technologies?
What grade organizations are similar districts using?
What makes sense for your district?
Any additional facility needs that would enhance educational or extra curricular programs?

COST ANALYSIS

What would it cost to build a new, energy-efficient building?
Short-term and long-term economical implications?
What would it cost to add on or replace needed classrooms or support rooms to each building?
How does it improve the operating fund of the district if facility needs are funded by a bond/sinking fund?

TAX IMPACT

What is the district’s current debt levy?
Does the district need a bond issue or sinking fund?
What are the MI Qualified Bond Issue requirements?
What impact would the new levy have on tax payers?

LONG-TERM FACILITY OPTIONS

What are the pros and cons of each building option?
What are the construction costs of each option?
What are the operating costs of each option?
What other options could the FIT consider?
Identify the Right Project

The district, community, Kingscott, and CM will all participate in identifying the Right Project. The Community Committee has the important task of involving the entire community and ensuring that they have been heard.

GOALS:
- Broadly communicate the Shared Vision
- Evaluate, prioritize, and refine the bond plan options
- Recommend the right plan to the Board for Approval

Community Committee
The size of this committee varies from district to district, but “who” should be a member is always the same. The district administration, Board, teachers, parents, students, and community representatives should be on this committee. Key types of people to seek are influential community members and good listeners.

This committee will:
- Listen to and communicate with the community
- Evaluate and select the best plan and design options for the district
- Make recommendations to the Board of Education
Community Input

We can help you identify a combination of information gathering techniques and methods that will be most effective for your community and each audience.

COMMUNITY FORUMS/CAFE

A large group workshop format ensures discussion and consensus-building. Cafes are based on the premise that every individual is a resource and agent of change—it ensures each individual’s voice is heard.

FOCUS GROUPS

Discussions with community and business organizations such as Rotary, Chamber of Commerce, Senior Citizens, Friends of the Library, etc. Focus groups work to target key but often forgotten voter demographic groups.

NOW AND NEW

Visualizing sessions where groups of individuals use images of the existing facilities and images of other school spaces. The group selects features they hope to have in their schools. In the past Kingscott has even arranged tours of previously constructed buildings to see certain features first hand.

SURVEYS

Online surveys can be an excellent way to jump start your information gathering. Kingscott can help set up a web-based survey for community members unable to attend facility meetings and campaign talk sessions.

CHARRETTES

A group exercise to gather ideas for the project and encourage discussion. These charrettes can involve facility, administrative, and teaching staff, community members, students, etc. Kingscott’s design architects use the charrettes to assess the needs and wants of the community while exploring all of the possibilities of solving the district’s issues.
Campaigning

With a person-to-person campaign, it’s essential to demonstrate how the district listens and will respond to the community’s input.

**KINGSCOTT SUPPORT**

The Project Director that helped your district through the Facilities will still be with you in the campaign. Kingscott provides valuable campaign experience and will be with you at every step. We also offer graphic design, web design, and photography to campaign committees as a part of our services.

Kingscott also provides a comprehensive Bond Toolkit to districts on request. The toolkit helps break down the campaign into committees and their tasks. The kit also provides a helpful master timeline, helping committees stay on track for election day.
Immediately after your bond passes, we will work with Oxford Community School District and the Construction Manager to design projects that meet your needs and move into the construction phase.

There are four phases to the design process:
1. Programming/Concept Design
2. Schematic Design
3. Design Development
4. Construction Documents

On the next page is a summary flow chart of the process, followed by a detailed discussion on Kingscott’s approach and the steps we will take together to finalize the design.
Owner, Kingscott, CM Kickoff Meeting

**Programming**
Gather Needs & Prioritize
- Quality Review
- Cost Review
- Owner Input
- **Owner Approval**

**Schematic Design**
Develop Concepts & Refine Design
- Quality Review
- Cost Review
- Owner Input
- **Owner Approval**

**Design Development**
Refine Selected Concept
- Quality Review
- Cost Review
- Owner Input
- **Owner Approval**

**Construction Documents**
Final Design Review
- Quality Review
- Cost Review
- Owner Input
- **Owner Approval**

**Construction Begins**
Programming/Concept Design

Organize the team, establish roles & responsibilities, set lines of communication
Verify existing information
Conduct program meetings
Create building program and space diagrams

Programming is a very interactive phase of the design process. The team focuses on gathering input and information from the district, community, and facility users.

The Foundations

The first series of tasks and activities documents the existing facilities’ conditions. Kingscott’s team makes sure the data is available and organizes it into a form that can be used to springboard the programming:

- Team Organization—all team members including community committees are fully prepared, and an organizational structure is clearly established—roles, responsibilities, & communication lines.
- If new construction, survey & soil borings are complete.
- If remodeling, review existing building as-builts and field verify information.

Program Meetings

Once the site and/or existing buildings are documented and information needed for planning is in place, interactive programming meetings are scheduled and conducted:

- Kick-Off Meeting—Owner, entire design team, and the CM meet to review the programming process and set a master schedule
- Individual Meetings—Meetings with owner representatives (i.e., administration, staff operations, community representative, users, etc.) to define needs and review such items as space allocations/configurations, systems layouts, etc.
- Design Team Kick-Off - entire design team reviews the gathered information; identifies conflicts and issues; and reviews site walk-throughs.
- Review Deliverables Development - Kingscott develops concepts (with site information), refines the building program based on meetings, and compiles space review diagrams.
- Verification Meeting—Owner, entire design team, and CM meet again to review the diagrams and updated program. The entire team work together to resolve program conflicts.
Kingscott will work closely with OCS throughout this process to ensure the design is yours:

- The program is translated into a minimum of three concept options. We will compare each concept to the educational program of the building and evaluate its effectiveness. OCS selects the option or combination of options that best fits the district’s needs.
- Our Design Architect refines space size and relationships to best support the educational program and begins to develop the building’s architectural elements.
- Our team coordinates all project activities during weekly team meetings.
- We complete code reviews of the schematic design—both building and materials.
- Materials and colors are evaluated based on maintenance, function, and educational criteria.
- The team develops and studies 3-D massing models.
- We write the schematic design specification.
- The team checks for compliance with your District’s educational, maintenance, and operational standards.
- We monitor the budget with CM’s assistance.
- OCS reviews and approves the final schematic design documents.

**PROGRAMMING GOALS**

1. **Document What Exists - Facilities & Curriculum**
2. **Explore what you would change - curriculum, delivery model, building organization**
3. **Explore what resources will help you realize the changes - research, visit other school buildings and programs**

**SKILLS WE’LL USE**

Active Listening  
Sketching  
Prioritizing  
Consensus Building
Optional techniques we could use to develop the design include:

**DESIGN CHARRETTES**
Kingscott will use design charrettes with the administration, staff, students, and community to help develop the design options. These highly interactive activities help our designers better understand your unique, day-to-day needs.

**3-D RENDERINGS**
Kingscott can use 3-D graphics to help you visualize the spaces and make the best decisions about how your facilities function and look.

A 3-D rendering of Flushing Community Schools’ cafeteria ...

... and a photo of the completed project.
Kingscott will work closely with OCS throughout this process. Tasks include:

- Kingscott’s Design Architect further develops and refines the architectural elements of the building.
- Our team coordinates all project activities during weekly team meetings.
- You will make final selection of finishes, patterns, and casework.
- 3-D models are developed in more detail.
- The Design Development specification is written.
- The Code Review is checked.
- OCS’s standards are checked.
- The in-depth Design Development Redi-Check is done to coordinate architectural and engineering systems.
- The budget is monitored by the Construction Manager.
- The design development documents are reviewed and approved by OCS.
Developing construction documents is the final step in the design process, just before bidding. Kingscott will produce:

- Drawings and specifications that establish, in detail, the quality level of materials and systems required of the project.
- Drawings and specifications that are thorough and well-organized, resulting in excellent bids and a smoother construction process.
- Final estimate/budget review with CM.
- Final Redi-Check.
<table>
<thead>
<tr>
<th>Process Steps:</th>
<th>Outputs:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEBRUARY 2017</strong></td>
<td><strong>Comprehensive Facilities Needs Assessment Report:</strong></td>
</tr>
<tr>
<td>Project Kickoff</td>
<td>- Understanding of existing facility and educational conditions</td>
</tr>
<tr>
<td></td>
<td>- Maintenance plan</td>
</tr>
<tr>
<td></td>
<td>- Technology plan</td>
</tr>
<tr>
<td></td>
<td>- Demographic data</td>
</tr>
<tr>
<td><strong>Facilities Needs &amp; Educational Assessment</strong></td>
<td><strong>Shared vision for the future including:</strong></td>
</tr>
<tr>
<td></td>
<td>- Prioritized list of facilities Needs &amp; Wants</td>
</tr>
<tr>
<td></td>
<td>- Curricular / Educational direction</td>
</tr>
<tr>
<td></td>
<td>- Technology direction</td>
</tr>
<tr>
<td></td>
<td>- Capacity information</td>
</tr>
<tr>
<td><strong>Shared Vision Meetings</strong></td>
<td><strong>Concept options</strong></td>
</tr>
<tr>
<td></td>
<td>- Funding scenarios</td>
</tr>
<tr>
<td></td>
<td>- Potential bond scenarios</td>
</tr>
<tr>
<td></td>
<td>- Master Plan for facility improvements</td>
</tr>
<tr>
<td></td>
<td>- Community Committee recommendation to the Board of Education</td>
</tr>
<tr>
<td><strong>Shared Meeting Results</strong></td>
<td><strong>Approve the Right Project:</strong></td>
</tr>
<tr>
<td></td>
<td><em>Meet Department of Treasury</em></td>
</tr>
<tr>
<td></td>
<td><em>Treasury approval</em></td>
</tr>
<tr>
<td></td>
<td><em>Call the election</em></td>
</tr>
<tr>
<td></td>
<td><em>Establish Campaign Committees and approach</em></td>
</tr>
<tr>
<td><strong>Gather Input Group feedback</strong></td>
<td><strong>Evaluate, Prioritize Design Options</strong></td>
</tr>
<tr>
<td></td>
<td>- Review and prioritize Input Group feedback</td>
</tr>
<tr>
<td></td>
<td>- Review and confirm priorities for Needs Assessment</td>
</tr>
<tr>
<td></td>
<td>- Present results to the Community</td>
</tr>
<tr>
<td></td>
<td><strong>Refine Options</strong></td>
</tr>
<tr>
<td></td>
<td>- Develop design options &amp; costs</td>
</tr>
<tr>
<td></td>
<td>- Share options with the community</td>
</tr>
<tr>
<td></td>
<td>- Refine options</td>
</tr>
<tr>
<td></td>
<td>- Develop funding scenarios</td>
</tr>
<tr>
<td></td>
<td>- Develop Master Plan for facilities</td>
</tr>
<tr>
<td></td>
<td>- Survey community to confirm support</td>
</tr>
<tr>
<td><strong>Develop Facility Design Options &amp; Costs</strong></td>
<td><strong>Evaluate, Prioritize Refined Options</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Develop Final Options</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Approve the Right Project</strong></td>
</tr>
</tbody>
</table>

**Qualified Progress Timeline:**

- **February - April:**
  - Introduce team members
  - Set detailed calendar of events
  - Collect available data
  - Document present facility conditions
  - Identify deficiencies
  - Recommend corrections
  - Educational assessment
  - Develop estimates
  - Prioritize results
  - Facility Committee reviews

- **April - May:**
  - Gather Input Group feedback
  - Review and prioritize Input Group feedback
  - Review and confirm priorities for Needs Assessment
  - Present results to the Community

- **May - June:**
  - Develop and design options & costs
  - Share options with the community
  - Refine options
  - Development of facility needs

- **June 2017:**
  - Treasury Process

- **June - Nov.:**
  - Bond Application Approvals
  - Bond Campaign

- **November:**
  - Election Day
  - November 7th, 2017
  - Successful election

**Process Steps:**

- **1. FACILITIES NEEDS ASSESSMENT**
  - Fixed Timeline: Assess

- **2. CREATE A SHARED VISION**
  - Flexible Timeline: Discuss & Decide

- **3. IDENTIFY THE RIGHT PROJECT**
  - Fixed Timeline: Commit

- **4. ENGAGE THE VOTERS**
  - Election Day

**Outputs:**

- **Comprehensive Facilities Needs Assessment Report:**
  - Understanding of existing facility and educational conditions
  - Maintenance plan
  - Technology plan
  - Demographic data

- **Shared vision for the future including:**
  - Prioritized list of facilities Needs & Wants
  - Curricular / Educational direction
  - Technology direction
  - Capacity information

- **Concept options:**
  - Funding scenarios
  - Potential bond scenarios
  - Master Plan for facility improvements
  - Community Committee recommendation to the Board of Education

- **Approved Bond Application**
  - Ballot language defined
  - Community support
  - Successful election
During the pre-bond phase, we are willing to risk with you and defer our facilities assessment and campaign services fee until OCS successfully passes their bond. Our investment in the District will be $30-50,000 to get you to a successful bond vote. Should this project be put on permanent hold or the District chooses to hire a different design professional after the bond passes, we would ask to be compensated for our pre-bond services with a fee not to exceed $15,000.
Fee Schedule

Our fee for professional services for implementation of projects are calculated as a percentage of the estimated total construction cost and scope/type of each individual project. This amount is converted from the percentage into a **lump sum fee**. Once the scope of the project is completely defined, we can set our lump sum fee. Using this approach, **the fee is set at the beginning of the project**, so you know up front. This will assist in project budget and cash flow management.

The following table outlines our proposed fee schedule for design services.

<table>
<thead>
<tr>
<th>Construction Cost</th>
<th>Remodeling</th>
<th>Addition</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $1,000,000</td>
<td>Negotiable %</td>
<td>7%</td>
<td>6.75%</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>7.25</td>
<td>6.75</td>
<td>6.50</td>
</tr>
<tr>
<td>$2,000,000</td>
<td>7.00</td>
<td>6.25</td>
<td>6.00</td>
</tr>
<tr>
<td>$3,000,000</td>
<td>6.75</td>
<td>5.75</td>
<td>5.50</td>
</tr>
<tr>
<td>$5,000,000</td>
<td>6.50</td>
<td>5.50</td>
<td>5.25</td>
</tr>
<tr>
<td>$7,000,000</td>
<td>6.25</td>
<td>5.25</td>
<td>5.00</td>
</tr>
<tr>
<td>$10,000,000</td>
<td>6.00</td>
<td>5.00</td>
<td>4.75</td>
</tr>
<tr>
<td>$20,000,000</td>
<td>5.75</td>
<td>4.75</td>
<td>4.50</td>
</tr>
</tbody>
</table>

**Pre-Bond Planning Services Fee**

No Charge

**Bond Campaign Support Services Fee**

No Charge

**Design Services Fee of Bond Issue Amount After positive Bond Vote**

See Above Schedule

**Reimbursable Expense Budget**

$20,000 - estimated cost*

*Estimated exact amount is unknown until State plan submittal fees are known based on project scope.
Included in this proposal:

- Architectural/Engineering services
- Confirmation of Owner’s program
- Services during schematic design phase relative to future facilities, systems and equipment
- Investigation of existing conditions of facilities
- Travel expenses
- Long distance communications, phone, and fax
- Computer-aided design and drafting time (CADD)
- Interior design programming services
- Civil/Site/Landscape design services
- Basic acoustical engineering services
- Technology design for security/access control systems

Not Included in this proposal*:

- Technology design for infrastructure and classroom technology
- Loose furnishings and equipment
- Specialty consultants such as pool, auditorium, theatre

* These services can be included if the district desires

Hourly Rate Chart:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>HOURLY BILLING RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$150.00</td>
</tr>
<tr>
<td>Project Director/Planner</td>
<td>$135.00</td>
</tr>
<tr>
<td>Architect</td>
<td>$110.00</td>
</tr>
<tr>
<td>Interior Designer</td>
<td>$75.00</td>
</tr>
<tr>
<td>Engineer</td>
<td>$130.00</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>$100.00</td>
</tr>
<tr>
<td>Designer</td>
<td>$85.00</td>
</tr>
<tr>
<td>Construction Admin.</td>
<td>$100.00</td>
</tr>
<tr>
<td>CAD Operator</td>
<td>$65.00</td>
</tr>
<tr>
<td>Clerical</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
An officer of the firm must sign the proposal. A general form to be used is included below.

I (we), the undersigned, understand that the information included in this proposal, regardless of whether requested or voluntarily submitted may become any part of an agreement subsequently made with the Owner, and we attest to the best of our knowledge, to its accuracy.

__________________________                 ___________________________               _____________
Signature                                                                 Title                                                                   Date

President

2/20/17

Title

Date