



MEMORANDUM

TO: LYNN GLANCY
FROM: BOB OCHS
SUBJECT: SHS MASTER PLAN SERVICES
DATE: 7/28/08
CC: FACILITIES COMMITTEE, FILE

Lynn

Attached please find copies of the revised proposals from Burt, Hill and WRT. These proposals have been revised in accordance with the interview and selection process which the SSD Facility Committee completed. As you know, it was determined that a split assignment utilizing the best available talents of both firms was desirable in lieu of engaging a sole source. Both proposals have been modified from their original version to a reduced "not-to-exceed" fee. These proposals currently provide for a coordinated scope of services between both parties working towards a common deliverable.

- 1. Burt, Hill not-to-exceed: \$ 65,000.00
2. WRT not-to-exceed: \$ 93,680.00

Please note there will also be reimbursable expenses associated with the above.

I recommend approval of these proposals for advancing long range master planning for the high school site. If you have any questions please feel free to contact me.

Handwritten signature of Bob Ochs over the word 'Recommended'

Handwritten signature of Lynn Glancy over the word 'Approved:' with date 9/26/08

Cc: Jennifer Frost

For purchase order entry and coding (pending approval):

Bond Fund - 37

Project - 92

201- ADCH FEES

503 PERM EXPENSES

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BURT, HILL

July 24, 2008

Mr. Bob Ochs
111 W. Leamy Avenue
Springfield, PA 19064

Re: Springfield School District
Revised Proposal for High School Master Plan

Dear Bob:

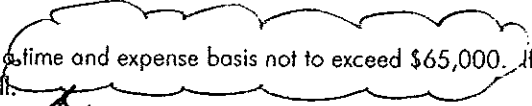
We are pleased that the District has selected Burt Hill to provide planning services for the building portion of the High School Master Plan. We are excited to work with the District and WRT, as we plan for the future of the District.

In order for Burt Hill to develop the masterplan, the following process is recommended:

1. Conduct a two-day discovery workshop at the District. During this time, Burt Hill's planning team, including educational planners, engineers, and architects, will conduct the following tasks:
 - Evaluate the existing facility by reviewing existing documentation and conducting a facility walk-through.
 - Facilitate a workshop with select district administrators, faculty, and staff to understand the educational vision for the High School curriculum.
 - Establish building program (room schedule).
 - Begin preliminary planning for masterplan.
 - Conduct a workshop with the District's facility committee to discuss preliminary findings and to solidify vision.
2. Develop preliminary options to include:
 - Statement of educational goals and room schedule.
 - Utilization assessment to "right size" the High School space program.
 - Up to three (3) options showing potential building configurations.
3. Conduct a meeting with facilities committee to select options for detailed evaluation.
4. Develop final masterplan. Deliverables to include:
 - Diagrammatic floor plan showing potential existing building to remain and suggested additions.
 - Preliminary description of recommended engineering systems.
 - Preliminary cost analysis (on a cost per square foot basis).
 - Preliminary analysis of state reimbursement.
 - Preliminary analysis of sustainable design opportunities and analysis of LEED certification potential.
 - Three dimensional building massing rendering.
5. Conduct final presentation.

Mr. Bob Ochs
July 23, 2008
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We propose to complete this study on a time and expense basis not to exceed \$65,000. If you have any questions or comments, please call.



Sincerely,

37,92,361 ARCH FEES

BURT HILL

Robert M. Pillar, AIA, REFP, LEED AP
Principal

Direct Dial: 724.477.1212

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cc: Legal, Accounting ~ Burt Hill

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Planning & Design

July 23, 2008

Mr. Lynn Glancy
Executive Director of Operations
Springfield School District
111 West Leamy Avenue
Springfield, PA 19064

Re : Springfield High School - Master Plan Services -- PROPOSAL REVISION

Philadelphia
Coral Gables
Dallas
Lake Placid
New York City
San Diego
San Francisco

Dear Mr. Glancy and members of the Facilities Committee,

We are honored to be selected to participate in this challenging and exciting project. It was a pleasure meeting with the Committee during the interview and we believe that together we will create a successful vision for the future Springfield High School. Mr. Ochs has requested that we revise our Scope of Services to reflect the Committee's direction to remove the programming analysis portion of the work, and to revise our Fee Proposal accordingly.

It is our understanding that the District will be contracting directly with another architectural firm for all work related to analysis of demographic and enrollment projections, curricular and departmental needs, as well as facility utilization and scheduling in order to develop a space program for the planned High School. This work by others will include the work, outlined in the RFP Revision dated May 5th, necessary to determine a 'maximum building size' based on research and analysis of comparable school programs and designs. As the attached revised Scope of Services describes, we understand that this work will occur prior to the initiation of our effort, so that our work can be informed by this effort.

In addition to the modifications above, we have also adjusted our Scope and Fee in order to broaden our existing conditions analysis to include neighborhood and community context, and support the creation of a Conceptual Neighborhood Plan. This work will inform our efforts toward the goal of planning the campus as part of a Town Center.

REVISED FEE PROPOSAL

Based on the revisions described above, and as reflected in the attached Scope of Services, the summary of our proposed not-to-exceed fee is as follows:

Wallace, Roberts & Todd, LLC
International Consulting, Inc.

Total

\$ 90,000
\$ 3,680
\$ 93,680

37,921,301 APCH FEES

Continued . . .



REVISED FEE PROPOSAL (continued)

Reimbursable expenses will be in addition to fees above, not-to-exceed \$4,000
All sub consultant and reimbursable expenses will be invoiced at a multiplier of 1.0.

37,912,583
EXPENSES

We would submit itemized invoices on a time and material basis each month with a summary of work undertaken in the billing period.

Other possible allowances (optional additional services) :

- PWI Engineering – Mechanical, Plumbing, Electrical and Fire Protection Consultants
 - Analysis of capacities, demands, and infrastructure needs : \$21,000
 - Strategic Energy Plan - detailed systems analysis to project and compare options for system energy and financial life-cycle costs : \$19,000
- Professional rendering (for presentation purposes) : \$1,000 - \$4,000
- Massing model of the campus : \$15,000 - \$25,000
- Structural or MEP surveys : \$5,000 - \$10,000

Again, as we discussed during our meeting together, we are excited by this assignment and are confident that WRT has a great deal to contribute to your ambitious planning effort.

Please contact us if you have any additional questions.

Sincerely,

Maarten I. Pesch, AIA, LEED® AP
Principal

Charles B. Tomlinson, Jr., AIA, CSI, CPT, LEED® AP
Contracting Principal

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Planning & Design

July 17, 2008 Revision to SCOPE OF WORK
(This was Section 5 in the original January Proposal. Note significant edits in blue)

5. Scope of Work

CONTINUITY AND INTEGRATED SERVICES

The scope of services outlined below details our Proposed Scope of Services for the Master-planning effort, and our intentions for maintaining a continuity of service and effectively advancing the decision making process within the School's proposed timeframe. Both Maarten Pesch and Stephen Gibson would be directly involved in the work at all phases, in order to preserve project understanding and history. Maarten and Stephen would be supported by WRT's planners, landscape architects, or architects as needed.

- Philadelphia
- Coral Gables
- Dallas
- Lake Placid
- New York City
- San Diego
- San Francisco

PROPOSED SCOPE OF WORK

We propose to have a scoping meeting at the beginning of the assignment to review the available studies, review the available as-built documentation, confirm the goals and objectives of the study and determine the actual efforts required for each phase.

Our proposed scope of work is organized in three phases organized to grow from decisions made in progression: Program and Facility Evaluation; Alternative Futures, and a Master Plan.

- Phase I: Program and Facility Evaluation would advance two sets of information : an understanding of what portions of components of the existing facility and site layout should be considered as assets to be maintained as part of a new facility; as well as a Township and neighborhood context which the High School Masterplan can leverage to deliberately connect the campus to the community..
- Phase II: Alternative Futures would examine three scenarios for applying the school program to a building design, new, renovation or a combination
- Phase III: The Master Plan selects a preferred scheme and elaborates on it development, in order to create a direction for future action.

The Scope of Work description below uses the term "Facilities Committee" to refer to the primary group for meetings, as noted in the RFP. We assume that, through coordination with the owner's representative, the Facilities Committee will be charged with reviewing and approving WRT's work products. As noted below, we understand that the Client may determine that we may be required to interface with a broader spectrum of stakeholders, as the project progresses.

PROGRAMMING

Our Scope of Work is based on the understanding that the Programming effort will be performed by a separate consultant directly in contract with the District. It will assess the High School's demographic and enrollment projections, curricular and departmental needs, as well as facility utilization and scheduling in order to develop a Space Program for the planned High School. This work will provide enough information to determine a 'maximum building size' based on research and analysis of comparable school programs and designs.



WRT Task Description

The following is a description of the tasks WRT will perform to accomplish our portion of the Masterplanning Project, based on current understanding of the project.

PHASE I – PROGRAM AND FACILITY EVALUATION

TASK 1 - Master Planning Preparation: creating a plan for the plan

WRT will work with the Springfield Facilities Committee to prepare for the planning process, resolving project organization, communication and dissemination of information, as well as any pending discussion items related to the Scope of Work. We will formalize an overall project schedule to coordinate our professional services with periodic benchmarks and will establish lines of communication to address the master plan issues. In addition, we propose that the initial meeting be a session to review and evaluate the outcomes of the Programming process, as performed by the separate Consultant.

- a) Establish a project schedule as well as a list of key stakeholders / faculty and staff representatives, etc. to be included in the master planning process (interim presentations, input sessions, etc.) and formalize communication protocols.
- b) Review Space Program process and findings, including a discussion of recommendations and the programmatic direction the District has chosen as a basis of establishing building size.

TASK 2 - Inventory: collect information

WRT will review existing base information, plans and studies provided to us by the client. Upon review of the available information, we will formulate a plan to fill data gaps. For the purpose of this proposal, we assume that the available information will suffice for master planning resolution. A general, informal visual survey of surrounding community/neighborhood uses will be made in order to support the conceptual neighborhood analysis diagrams of the next Task. If during the course of data review we determine there are data gaps sufficiently critical to the master plan, we will bring this to your attention and seek permission and fee to gather the necessary information.

- a) Review available site and building documentation at the School (site plans, building plans or egress diagrams provided by SHS).
- b) Prepare current base plan, site plan and conceptual neighborhood use plans from various drawings (from existing sources) and a general survey of the surrounding Township uses.
- c) Collect local regulations (confirm current zoning, site development and building codes, etc.)
- d) Perform a photographic inventory of the facility (site, buildings as well as select examples of the surrounding neighborhood)

Deliverable: Plans describing existing conditions of the physical plant and a base-map/plan to be utilized as a background for overlay of existing Community uses.

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TASK 3 – Analysis of the Existing School and Neighborhood – Understanding Opportunities and Constraints

WRT will review and evaluate the existing buildings and site with respect to general condition and suitability for long term use. The evaluation will be based upon information made available to WRT and a visual inspection “walk through” of buildings, service areas and open space. No detailed surveys or tests will be included.

In the service of preparing for a larger scale neighborhood response (possibly a Town Center) the scope of the site analysis will review the site location at the Township scale as well as the relevant and significant uses in the blocks adjacent to the campus site.

Working in close collaboration with the Facilities Committee, WRT will describe opportunities within the existing physical plant to meet the program and goals of the School. Considerations will include deferred maintenance, renovations and alterations, additions to existing buildings, new buildings, as well as use and access to recreation. Constraints to possible changes will also be described. These may include suitability of floor plans, structural and mechanical system appropriateness, adjacent uses, topography, costs for construction, aesthetic integrity and relevant development regulations. Possible sustainable design upgrades to the existing structures will be reviewed as well. Programmatic information, opportunities and constraints will all be reviewed as goals for the future of the facility developed.

- a) Assess existing site capacity and circulation issues
- b) Develop existing conditions and issues diagrams which highlight significant problems and note opportunities for rehabilitation or reuse (or possible selective demolition)
- c) Conceptual neighborhood plans will review layers of use, transportation/circulation and other relevant patterns that can serve as opportunities to connect the campus more directly to the Township as a whole.
- d) Develop programmatic goals (including, as applicable, sustainability goals)
- e) Review and workshop meeting (1) with the Facilities Committee

Deliverable: A summary document to the Facilities Committee with plans and diagrams depicting the opportunities and constraints for efficiently, economically and aesthetically appropriate strategies to achieve the School's goals.

PHASE II - ALTERNATIVE FUTURES

TASK 4 - Alternative Plans: create three alternative plans to satisfy and respond to the constraints of the program

WRT will develop up to three alternative conceptual design scenarios with the Facilities Committee to be translated as alternative programs and plans for the future. The preceding tasks will have established a basis for developing and testing alternative plans to achieving the goals of the School. The traditions of the School, its philosophy and its vision of the future will influence the development of the alternatives. Each of the alternatives which will be presented as plans, diagrams, and order of magnitude costs for construction.

A workshop with the Facilities Committee will consider the merits of each alternative. WRT will make recommendations and describe the basis for each choice. Together with the Facilities Committee, the project team will take into account the School's goals, input from the School community and financial resources to select a preferred plan and strategy, which will be the basis of the Master Plan developed in the next task.

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- a) Develop alternative plans (assume three) integrated with a concept for how to relate the campus with the surrounding community.
- b) Review and workshop meetings (2) with the Facilities Committee
- c) Comment and input session with other key committees / stakeholders / faculty and staff representatives, etc. (1 - as needed)

Deliverable: A summary document to the Facilities Committee with plans, order of magnitude cost estimate and a narrative description explaining the basis for each alternative, and their respective merits and problems.

PHASE III - MASTER PLAN

TASK 5 – Master Plan: select preferred plan and detail the proposed outcome. Include prioritized scope list, phasing and cost estimate

A draft of the Final Master Plan will be developed on the basis of instructions from the preceding task. A plan of the entire site, the core campus and those sections of the campus to be modified will be accompanied by a space program, recommended schedule for improvements, and an order of magnitude cost estimate for construction. Estimates will be based upon unit costs for similar buildings and site improvements at current rates. The Facilities Committee will evaluate the work and specify desired changes to the Draft Plan.

- a) Develop preferred plan
- b) Develop phasing approach and phasing plan diagrams, as needed for a possible renovation project
- c) Develop project budget estimates
- d) Review and workshop meetings (2) with the Facilities Committee to present progress of design and deliverables
- d) Final Presentation to Board, to include a Power Point Presentation
- e) Follow-up comment and input session with Facilities Committee (1 - as needed) to assess outcome
- f) Develop executive summary report
- g) Assemble a three-ring binder of technical appendixes with all master planning materials (memos, meeting minutes, graphics, etc.) for the School's record

Deliverable: A summary report will be prepared to include a narrative description of the planning process, tables describing recommended programs for a New High School, as well as a Cost Estimate for the proposed scheme. Drawings would include a developed conceptual Site Plan, a set of Schematic Floor plans coordinated with the Program, a conceptual 3D rendering and as needed, Phasing Plans to project how work could proceed.