

A/E Scope of Work to Support Long-Range Planning Effort

Goals:

Provide architectural consulting services to support the joint City/Schools long-range educational facility planning work program, 3 phase process

Tasks:

For all Phases- Public Relations and Outreach

1. Attend meetings, make presentations, and conduct forums with stakeholders including but not limited to, the Work Group, City/ACPS staff, City Council, School Board, and the general public.
 - a. Prepare and distribute public information to engage the public in developing an understanding of the work and facilitate community discussion.

Phase I- Existing Conditions- School Sites and Building Interiors

1. Provide information on each school facility and site as it exists today
 - a. Inventory of spaces for each school building's interior including basic information such as size and square footage, current use and what they are appropriate for, configuration and adjacencies
 - b. Classifications of space and standards for each
 - c. Space quality
 - d. General site description, site accessibility/traffic issues, usable acreage for playgrounds, fields, parking, etc.
 - e. Work Product- report for each school site, electronic floor plans and site plans- in a form compatible with ESRI's ArcGIS
2. Provide a capacity and utilization assessment and analysis
 - a. Work Product- report for each school site

Phase II- Educational Specifications

1. Setting the Framework
 - a. Coordinate with the Educational Specifications Committee to develop goals and set direction for educational planning work.
 - b. Follow the ACPS Strategic Plan
 - c. Follow the Division Education plan, which includes the following objectives.
 - i. Provide clean, safe and conducive learning environments that utilize best practices for energy efficiency and environmental sustainability. And integrate environmental stewardship throughout the curriculum, as well as facility design, construction and operations.
 - ii. Ensure ACPS facilities will support a high quality 21st century learning environment through a long-term facilities plan that enhances community schools.
 - iii. Achieve the Eco-City vision in collaboration with the City of Alexandria
 - d. Comply with the vision and framework of the ACPS 21st century curriculum and curriculum implementation plans.

2. Orientation/Data Collection
 - a. Gather relevant historical contextual information, community demographic, and statistical information related to the educational planning projects.
 - b. Review all available documentation concerning potential program offerings and requirements, school policies, and co-curricular programs.
 - c. Review enrollment trends and key factors impacting them.
3. Develop Program Options
 - a. Identify and describe major facility goals and concepts including safety, security, sustainability, flexibility, community use, utilities, and any other issues or special considerations that impact space requirements and/or cost.
 - b. Prepare detailed specifications for each instructional or activity space in terms of (name, function type, approx. net assignable sq. footage, student/program capacity, special design considerations, function relationship between spaces)
4. Prepare Architectural Design Considerations- A composite statement of general design characteristics that apply to each area of the facility.
5. Final Product- Provide 3 copies of the draft document for review in addition to an electronic copy and provide translation in up to 4 languages (TBD).

Phase III- Educational Adequacy Assessment and Future Recommendations

1. Provide an educational adequacy assessment and analysis to help determine the educational adequacy and technical readiness of existing school facilities.
 - a. Identify operational issues both short and long term
 - b. Recommend how to best utilize existing space
 - c. Identify additional space need to meet the educational specifications
 - d. Can the site and/or building accept building expansions?
2. Provide information to be used by ACPS and City of Alexandria to strategically address current and future financial options.
 - a. Including facility renovation estimates
 - b. Real estate inventory to identify future school sites
 - c. Recommendation renovate vs. build new

Timing: Phase I- Approximately 3 month timeframe

Optional Task- Educational Adequacy Assessment and Future Recommendations

1. Forecast Guidance
 - a. Review enrollment forecasts for 10, 20, and 30 years
 - b. Provide general guidance for long term enrollment forecast: what are the most likely scenarios for enrollment change over the next 10, 20, and 30 years?