

Warren County School District



Beaty-Warren Middle School Educational Specifications

**Proposal
October 4, 2010**



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WARREN COUNTY SCHOOL DISTRICT BEATY-WARREN MIDDLE SCHOOL EDUCATIONAL SPECIFICATIONS

The purpose of this proposal is to develop middle school educational specifications services for the Beaty-Warren Middle School.

Submitted to:

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Director of Buildings and Grounds
Warren County School District
185 Hospital Drive
North Warren, PA 16365

Submitted by:

Mr. Tracy Richter
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DeJONG-RICHTER
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Phone: 614-798-8828
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Submission Date

October 4, 2010

SCOPE OF SERVICES

DeJONG-RICHTER will develop Educational Specifications for the Beaty-Warren Middle School in the Warren County School District. Educational Specifications describe the current and future activities that a school facility should accommodate and provide a written communication from the owner [or educator] to the design professional. They illustrate briefly and clearly the goals and outcomes, activities to be conducted, the persons to be served, spatial relationships of the program areas, equipment needs, technology needs, and special considerations.



The process to develop Educational Specifications for Beaty-Warren will involve the following steps.

Committee Formation

A committee, composed of teachers, administrators, support staff, special services staff, students, central office personnel, and community members is formed to assist in the development of the educational specifications.



Planning Lab #1

Lab #1 is an intensive two-day work session examining future trends and determining program direction. Participants discuss programmatic and space needs and generate a draft report. DeJONG-RICHTER recommends the presence of the district's design team at all planning labs.



Draft Educational Specifications

As a result from input at Planning Lab #1, DeJONG-RICHTER will draft the educational specifications for review at Planning Lab #2.

Planning Lab #2

Planning lab #2 is another intensive, two-day work session to further edit and refine the draft program & design requirements. This lab incorporates large group work, as well as smaller, breakout group work. Participants resolve space requirements and begin to conceptualize the facility.



Final Report

A final report is completed and presented to the Board of Education for review. It contains results of the orientation and visioning session, a compilation of space, program illustrations, and spatial relationship diagrams for each classroom and the entire facility.

Deliverable

The final Beaty-Warren Middle School Educational Specifications will be completed and submitted to the District for approval. The final educational specifications will be in written and graphic form for review and clarification and will define the scope of work and design requirements. It will contain results of the planning labs, a compilation of space, program illustrations, and spatial diagrams for each program and the entire facility.

The Middle School Educational Specifications will be composed of the following components:

❖ Overview and Vision Statement

A vision statement is a general philosophical vision of the educational environment, the number of students to accommodate, and how the students are to be served.

❖ General Considerations

General considerations are statements about the program and/or building that apply to all or most aspects of the building. They help provide a guide for the overall building.

- Aesthetics
- Safety & Security
- Technology
- Community Use/Public Spaces
- Green/Sustainable Considerations
- Site

❖ Space Requirements

This section will provide tables and illustrations of the spaces to be included in the high school project. The compilation of space identifies the number and sizes of educational, support, and administrative areas. The illustrations define the overall program relationships and adjacencies.

❖ Program Requirements

For each program and support area, tables, illustrations, and descriptions of each program area will be developed. This will provide information regarding the size, quantities, as well as outline special requirements such as technology, lighting, plumbing, furniture and equipment. The program areas that are likely to be addressed include:

- Core Academics [English, Math, Social Studies, Science]
- Foreign Language
- Career Technology
- Special Needs/Special Education
- Visual Arts
- Performing Arts
- Band/Instrumental
- Choral Music
- Physical Education/Athletics
- Welcome Center/Administration
- Guidance/Counseling
- Library/Media
- Cafeteria/Food Service
- Custodial/Support Space

PROPOSAL FEE

Middle School Educational Specifications

The cost of developing the middle school educational specifications outlined in this scope of work will be **\$35,000** plus reimbursable expenses.

Task	Fee
November 1, 2010	\$10,000 + expenses
December 1, 2010	\$10,000 + expenses
January 1, 2010	\$10,000 + expenses
February 1, 2010	\$5,00 + expenses
Total	\$35,000 + expenses

Expenses include travel [airfare, lodging, mileage, parking, etc.], meals, some printing, postage, overnight package delivery service, and other direct expenses associated with the project.

The District will be responsible for other related cost such as additional printing, meeting space, etc. The District is also requested to provide a person to serve as the primary contact for the project and serve as a liaison with the consultant team.

Additional Services

Any additional services outside the scope of the proposed process will be billed on an hourly basis. DeJONG-RICHTER standard hourly rates are indicated below.

- Officer of the Company \$150
- Project Director/GIS Manager \$125
- Senior Planner/GIS Analyst \$95

AUTHORIZATION

DeJONG-RICHTER requires that a signed agreement be retained before engaging in any planning activities. Upon approval of this contract, please sign and return original to the DeJONG-RICHTER office.

Authorized Person to Sign for DeJONG-RICHTER

October 4, 2010

Date



Tracy Richter

Chief Executive Officer

DeJONG-RICHTER

Date

Authorization

Warren County School District

Overview of Firm

At **DeJONG-RICHTER**, we believe an educational planning firm offers its clients much more than consulting and technical services. We provide our clients with the expertise, guidance, direction, and best practices that come only from seasoned problem solvers who have been in the business for over 30 years.

We have helped more than 1,000 school districts position and empower their communities to develop superior learning environments, while saving our client substantial time and money. Key areas of our expertise include facility master planning, educational specifications, enrollment projections, and geographic information systems. We continuously strive to balance innovation and cost while providing high quality and efficient services.

Mission Statement

The mission of **DeJONG-RICHTER** is to position and empower communities and organizations throughout the world to develop quality learning environments for the future.

Qualifications

Qualifications of the **DeJONG-RICHTER** team include:

- 3 Recognized Educational Facility Professionals by the Council of Educational Facility Planners International
- National recognition as leaders in educational facility planning and for effective consensus-building activities
- Backgrounds in education, technology, facilitation, management, and city planning
- Professional training through Harvard University, University of Wisconsin, and numerous presentations at state, national, and international organizations
- Conducting and coordinating projects in 43 states and the District of Columbia, Africa, Canada, Kuwait, and Honduras
- Involvement in developing prototypical elementary, middle, and high school facilities
- Over 260 Educational Specifications for elementary, middle, high, and other types of schools
- Over 200 Facility Plans for urban, suburban, and rural communities
- Over 1,500 Enrollment Projections
- 1 national and 2 statewide facility assessments
- Development of planning standards for state and local districts



Professional Services

DeJONG-RICHTER positions school districts, states, and nations to develop quality learning environments through a systematic process that maximizes the use of data and community participation. Our goal is to empower organizations with the tools necessary to make smart, practical decisions for students.

- Our educational facility plans are strategic in nature. Each plan specifies long-term goals that positively impact the quality of education in a school district and build a better vision and future for the community.
- We pioneered the use of Geographic Information Systems (GIS) in facility planning, and school districts nationwide are realizing the enormous benefits. GIS allows us to capture, store, update analyze and display all forms of geographic and demographic data.
- Our Team believes that school planning must be an inclusive process. It is a powerful opportunity for a school community to come together to determine how educational facilities can be an impetus for change and improvement for all parties. Development of a district's facility plan requires the collaboration of educators, administrators, policy makers, community members and facility experts.

The professional services offered by **DeJONG-RICHTER** include:

- Capacity Studies
- Community Engagement and Consensus
- Comprehensive Master Planning
- Design Standards and Guidelines
- Educational Adequacy Assessments
- Educational Specifications
- Enrollment Projections
- Geographic Information Systems
- Potential Land Development Analysis
- Redistricting and Boundary Adjustments



Team Members

As an organization, we respect each other and appreciate one another for our contributions. Without our talented and devoted employees **DeJONG-RICHTER** would not exist as it currently is.

DeJONG-RICHTER team members and associates include the following:

Tracy Richter	Chief Executive Officer
William DeJong, Ph.D., REFP	Senior Advisor
Carolyn Staskiewicz, REFP	President
Lee Hwang, GISP	GIS Director
Kerrienne Smith, REFP	Senior Planner
Scott Leopold	GIS Analyst
Jillian Ralls	Project Coordinator
Ashley Anatra	Project Coordinator
Mary DeVillers	Accounting Director



Our affiliate, **DeJONG-HEALY**, specializes in demographics and is owned and operated by Tracy Healy, REFP. A former vice president at DeJONG, Tracy has been with our organization since its inception. An excellent example of her work is the development of enrollment projects for more than 450 Ohio districts in partnership with the Ohio School Facilities Commission.

DeJONG-HEALY team members include the following:

Tracy Healy, REFP	President
Ann Hoffsis	Director



Previous Educational Specifications Clients**District Wide**

- Anchorage School District, AK
- Aurora City Schools, OH
- Bridgeport Public Schools, CT
- Canton City Schools, OH
- Charleston County Schools, SC
- Dallas Independent School District, TX
- Dayton Public Schools, OH
- Detroit Public Schools, MI
- District of Columbia Public Schools, Washington, D.C.
- Duval County Public Schools, FL
- East Grand Rapids Public Schools, MI
- Gulfport School District, MS
- School City of Hammond, IN
- Hampton Bays Unified School District, NY
- Houston Independent School District, TX
- Ladue School District, MO
- Long Beach Unified School District, CA
- Manassas City Public Schools, VA
- Montgomery County Public Schools, VA
- Montgomery Public Schools, AL
- Moon Area School District, PA
- New Hanover County Schools, NC
- Princeton City Schools, OH
- Providence Schools, RI
- Savannah Chatham County Public Schools, GA
- West Geauga Local School District, OH

Elementary School

- Beaufort County Schools, SC [10]
- Canton City Schools, OH [10]
- Cincinnati Public Schools, OH [2]
- Dayton City Schools, OH [4 K-8]
- Detroit Public Schools, MI [15]
- District of Columbia Public Schools [7]
- East Baton Rouge Parish Schools, LA [2]
- Fairbanks North Star Borough, AK [3]
- Granville Exempted Village School District, OH [2]
- Hamilton Local Schools, OH
- School City of Hammond, IN [2]
- Ladue School District, MO [6]
- Manassas City Public Schools, VA
- Mason City Schools, OH [2]
- Metropolitan School District of Wayne Township, IN
- Minneapolis Public Schools, MN [2]
- Newton Unified School District, KS
- Phoenix Elementary District #1, AZ
- Sampson County Schools, NC
- San Diego Unified School District, CA [4]
- Southampton Union Free School District, NY
- Sunman Dearborn School Corporation, IN
- Twinsburg City Schools, OH
- Warren County School District, PA

Middle School

- Beaufort County Schools, SC [3]
- Canton City Schools, OH [2]
- Detroit Public Schools, MI [3]
- District of Columbia Public Schools
- East Baton Rouge Parish Schools, LA
- Fairbanks North Star Borough, AK [2]
- Grand Rapids Public Schools, MI
- Granville Exempted Village School District, OH
- Kent City Schools, OH
- L'Anse Creuse Public Schools, MI
- Ladue School District, MO [2]
- Newton Unified School District, KS
- Northville Public Schools, MI
- Plymouth-Canton Community Schools, MI
- San Diego Unified School District, CA [2]
- Wayne Local Schools, OH

High School

- Alexandria City Public Schools, VA [2]
- Anchorage School District, AK [2]
- Aurora City Schools, OH
- Avon Lake City Schools, OH
- Beaufort County Schools, SC [6]
- Carmel Clay Schools, IN
- Chardon Local Schools, OH
- Charleston County Schools, SC [2]
- Chesterfield County Schools, VA
- Clark County School District, NV
- Cumberland County Schools, NC
- Dayton City Schools, OH [3]
- Detroit Public Schools, MI [5]
- District of Columbia Public Schools
- Dublin City Schools, OH
- East Baton Rouge Parish Schools, LA
- Eastport/South Manor Union Free School District, NY
- School District of the City of Erie, PA
- Fairbanks North Star Borough School District, AK
- Flathead County High School District 5, [Kalispell] MT
- Franklin Community School Corporation, IN
- Gahanna-Jefferson Public Schools, OH
- Goochland County Schools, VA
- Grandville Public Schools, MI
- Granville Exempted Village School District, OH
- School City of Hammond, IN
- Juneau School District, AK [2]
- Kalispell Flathead High School District 5, MT
- Ladue School District, MO [2]
- Lakeview Public Schools, MI
- LaPorte Community Schools, IN
- Lenawee Intermediate School District, MI
- Manhasset Public Schools, NY
- Mason City Schools, OH [2]
- Medina City Schools, OH
- Mt. Lebanon School District, PA
- Northville Public Schools, MI
- Orange City Schools, OH
- Perrysburg Exempted Village Schools, OH
- Phoenix Union High School District, AZ [5]
- Plymouth-Canton Community Schools, MI
- Roanoke County Schools, VA
- Rochester Community Schools, MI [3]
- Seattle Public Schools, WA
- St. Louis City School District, MO
- Struthers City Schools, OH
- Three Village Central School District, NY
- Traverse City Area Public Schools, MI
- Twinsburg City Schools, OH
- Upper St. Clair School District, PA
- Vinton County Local Schools, OH
- Metropolitan School District of Warren Township, IN
- Metropolitan School District of Wayne Township, IN
- Wayne Local Schools, OH
- Zeeland Public Schools, MI