

School District of Indian River County, Florida
Educational Facility Planning Services
Approximate Schedule and Description of Process
Proposal- Prepared December 2019

Project Timeline: January 2020 – April 2020

This process will assist the School District of Indian River County Florida [SDIRC] create an educational facilities master planning options document. The process will engage District and school level staff and utilize facility and demographic data to guide the Superintendent and Board of Education when making decisions regarding the future school facilities capital and maintenance projects. This document will also serve as a guideline to assist in the development of the five-year capital improvement plan as required in the State of Florida

PROCESS

District Pre-Planning Meeting

Consultant will meet with District to determine final process, timeline, dates, and participants prior to beginning the planning process.

Approximate Time and Date: ½ day; January 2020

Data Collection

School Tours

Consultant will conduct an oversight tour of District facilities. These tours may include a brief interview with school principals and/or maintenance staff. Tours are not intended to be an in-depth analysis of condition and use, rather an opportunity to become familiar with each facility, its location, and general condition and use observation.

Approximate Time and Date: ½ day; January 2020

District Meetings

Meetings will include District and school level administration to collect data. Data to include (but not limited to:

- Demographic and Enrollment;
- Student Information data
- Curriculum Data (i.e.. Program offerings, placement, enrollment)
- Facility Condition and Capacity Data
- School Board Policy information

Consultant will utilize Geographic Information Systems technology to map school and student data to assist in development of options and scenarios for facility capital and maintenance investment. These meetings will also assist in identifying how current facilities support or do not support the educational goals of the District.

Approximate Time and Date: 6 – 8 days; January/February

Options Development

Options/Scenarios Development Meetings

Consultant will meet with relevant District personnel for a 2 – 3-day work session to apply collected data to develop options/scenarios for educational facilities. Each option will be documented and record each action to all facilities, financial impacts, demographic impacts which could include boundary analysis.

This work-session will be very interactive with participants collaborating to share ideas that work toward future facility needs.

Approximate Time and Date: 2-3 days; March 2020

District Updates

School Board Meetings

Consultant will provide up to 3 School Board Updates, one of which will include a Board working-session.

Approximate Time and Date: 3 days; February – April 2020

Deliverables

Meeting Reports

Consultant will provide meeting results from:

- District Background Report
- District Level Meetings
- Options Development Meeting
- School Board Meetings

Presentations

Consultant will provide presentations for:

- Options/Scenarios
- Board Updates

Final Documentation

Consultant will provide final documentation of a Facilities Master Plan for the Superintendent and Board of Education. This document will be prepared in April 2020.

Approximate Date: School Board Meeting April

Process/Estimated Timeline Overview



Pre-Planning Meeting

- Schedule
- Participants
- Deliverables

January 2020

Data Analysis

- Demographics / Enrollment
- Facility Condition
- Financial
- Board Policy

Geographic Information Systems [GIS]

- School Mapping
- Geo-Code Student Data
- City/County Layer Mapping
- Boundary Mapping

January/February 2020

Educational Framework

- Program Offerings
- Curriculum Goals
- Fine Arts
- Physical Education
- Career Tech
- Special Education
- Technology

District Personnel Meetings

- District Level Staff
- Principals
- Student Groups

Deliverable

- District Background Report

January/February 2020

Options Development

Integration of Data

- Facility Actions
 - Renovation
 - Replacement
 - Additions
 - General Maintenance
- Enrollment Balance
- Boundaries
- Feeder Patterns
- Financial Impacts

Deliverable

- Options Report

March 2020

Board Updates

Process

- Introduction
- Timeline/Schedule
- Deliverables

Options Review

- Board Workshop
- Refine Options

Final Report

- Overview of FMP
- Implementation Discussion

Deliverable

- Final Report

Jan/March/April 2020

Final Report

- Process Summary
- Data Summary
- Options Summary
- Recommendations
- Implementation Recommendations
- Financial Impacts

Deliverable

- Facilities Master Plan

April 2020

The fee for process and expenses is \$42,990.00 and is a lump sum fee. Monthly invoices will be submitted on a task completed basis with final invoice submittal after final submittal has been delivered to the Client.

Invoices will be sent no later than the 5th day of each month and payment of invoice to be received within 45 days of invoice date.

SDIRC Facility Master Plan Completed by April 1, 2020 Fee Schedule	Project Director		GIS Technician		Total
	Hours	Rate	Hours	Rate	
Pre-Planning Meeting	2	\$ 160.00		\$ 75.00	\$ 320.00
Data Development (Includes GIS)	40	\$ 160.00	50	\$ 75.00	\$ 10,150.00
District Level Meetings (8 days on site)	64	\$ 160.00	0	\$ 75.00	\$ 10,240.00
School Building Tours (2 days on site)	12	\$ 160.00	0	\$ 75.00	\$ 1,920.00
Options Development (2 days on site)	40	\$ 160.00	0	\$ 75.00	\$ 6,400.00
School Board Meetings/Workshops (Up to 2)	24	\$ 160.00	0	\$ 75.00	\$ 3,840.00
Reporting/Documentation	32	\$ 160.00	0	\$ 75.00	\$ 5,120.00
Process Total	214	\$ 34,240.00	50	\$ 3,750.00	\$ 37,990.00
Estimated Expenses	12 Days on Site	\$ 5,000.00		\$ -	\$ 5,000.00
Total Fee					\$ 42,990.00

Estimated Hours include Meeting Preparation
Additional Meetings/Scope at Hourly Rate/hr

Signatures



Tracy Richter
EmCat Enterprises, LLC

School District of Indian River County, Florida
Authorized District Signature

01/15/2020

Date

Date