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Community Consolidated School District 15

Joseph M. Kiszka Educational Service Center
580 N. 1st Bank Drive
Palatine, IL 60067-8110

Michael Adamczyk
Chief School Business Official

(847) 963-3032 • Fax (847) 963-3061
www.ccsd15.net

DATE: November 8, 2017
TO: Board of Education
FROM: Michael Adamczyk, CSBO
RE: Consent Calendar Item – Capacity Study



Attached is a proposal from STR Partners in the amount of \$31,500.00 for a district-wide school capacity study of existing buildings. The capacity study is needed in order for Administration to meet the objectives of Board Goal number 5, Resource Stewardship. The goal of Resource Stewardship is to ensure the District plans for facilities optimization, including future growth of student population. Administration recommends approval of the proposed agreement.



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*ok
cannot
work in program*

September 20, 2017

Mr. Michael Adamczyk
Assistant Superintendent for Business
Community Consolidated School District 15
580 N. 1st Bank Drive
Palatine IL 60067-8110

Re: Proposal: District-wide Capacity Study
STR Project # 17068

Dear Mr. Adamczyk:

Per discussions with Craig Phillips on August 24, 2017 and subsequent communications with Dr. Matthew Barbini, STR understands that D15 wishes to understand the current capacity of its school facilities.

This proposal is based on the terms contained in the Standard Form of Agreement between Owner and Architect, Construction Manager as Advisor Edition, AIA Document B101-2007 dated January 12, 2011, except as expressly set forth herein.

We are excited about working with you on this study. We hope it provides you with the data needed to make informed decisions about space usage and potential program offerings within your district. Thank you for this opportunity.

PROPOSAL

I. Our Understanding

Community Consolidated School District 15, hereinafter referred to as D15 intends to retain STR Partners and consultants, hereinafter referred to as STR for a school capacity study of existing facilities.

The purpose of the study is to assess the ability of current school facilities to accommodate current and projected programs and enrollments.

While we understand that D15 has a demographic study, D15 will be evaluating the demographic data against the study prepared by STR independently. STR has not been asked to incorporate an analysis of the demographic data into this report.

II. Scope of Basic Services

A. Orientation Meeting with D15 Administration

1. Review District "target" students per classroom or instructor ratio.
2. Review structure of classroom periods, including teacher preparation and team planning.

B. Site visits

1. Meet with Principals and school leadership to understand programs and space utilization, and mark up plans accordingly.

2. "Walk" buildings, as required, to become familiar with layouts and space utilization for the purposes of the study.

C. Documentation

1. Prepare spreadsheets for rooms contributing to capacity indicating room names, numbers and square foot areas.
2. Prepare color coded floor plans to indicate space utilization as it affects capacity.
3. Prepare spreadsheet incorporating enrollment data from 2017/18 school year and space utilization data obtained from walk-thrus across grade levels for each school.

D. Evaluations

1. Prepare capacity studies computing functional capacity of each school
2. Assess adequacy of common space sizes to accommodate enrollment. – such as:
 - a. Cafeteria
 - b. Library
 - c. Gymnasium, PE, Health
 - d. Music/Band
 - e. Art
3. Identify "Special" Spaces that do not contribute to capacity
 - a. Resource
 - b. Bilingual
 - c. Special Education
 - d. Speech
 - e. Gifted
 - f. Other
4. Provide comparison of calculated capacity with D15 Enrollment data.
5. Meet with Administration to discuss evaluation and make modifications as required

E. Report

1. Prepare a report summarizing the findings of the study.
2. Meet with Administration to discuss report and make modifications as required.

III. Additional Services

D15 may elect to have STR perform the following services; however, these are not included as part of the services described as "Basic Services" above:

- A. Benchmarking of schools with respect to state, national or other standards
- B. Educational adequacy assessment, relating to how well a facility is equipped to deliver or support curriculum
- C. Solution options and budget pricing
- D. Accessibility evaluation
- E. Boundary study
- F. Technology evaluation
- G. Infrastructure evaluation
- H. Facility condition evaluation
- I. Assessment of quality of learning environments
- J. Assessment of adjacencies and relationships of spaces

IV. Preliminary Schedule

STR understands the District would like to have the study complete by the middle of September to assist in program discussions with the Superintendent. The priority is Elementary school information. Junior High School evaluations may follow at a later date.

- | | |
|--|--------------------|
| • Evaluation Report of Elementary | September 20, 2017 |
| • Evaluation Report of Junior High Schools | TBD |

V. Compensation

For the scope of services described above, STR proposes to be compensated as follows:

• Site visits	\$7,500
• Documentation	\$16,000
• <u>Evaluations and Report</u>	<u>\$8,000</u>
Total Professional Services	\$31,500

Reimbursable Expenses are in addition to compensation for professional services and represent STR's out-of-pocket expenses made in the interest of the project. Reimbursable expenses include, but are not limited to costs for reproduction and delivery, or as otherwise defined in the Owner-Architect Agreement.

* * *

Please review this proposal and let me know if you require any clarifications or changes. We welcome your comments.

If our proposal meets with your and the Board's understanding of the project requirements and is acceptable, please have an authorized agent sign below.

We appreciate this opportunity to further our relationship with you and the Palatine School District 15.

Sincerely,
STR Partners LLC



Jennifer Costanzo, AIA, LEED AP
Principal

cc: Jan Taniguchi
Aleks Frabinska