

Blissfield
Community
School

Proposal & Qualifications
Architectural & Engineering Services

Kingscott

March 20, 2009

March 19, 2009

Mr. Tom Kasefang, Facilities Director
Blissfield Community Schools
630 South Lane Street
Blissfield, MI 49228

Re: **Request for Qualifications and Proposals**

Dear Mr. Kasefang:

Kingscott Associates is excited to submit our proposal to assist Blissfield Community Schools plan and design future district facility improvements. We are passionate about education and its positive impacts on school districts like Blissfield. We are committed to providing you with the highest quality service.

Your requested information follows:

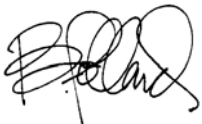
Kingscott Associates, Inc.
229 East Michigan Ave., Suite 335
Kalamazoo, MI 49007
phone: 269.381.4880 fax: 269.381.9110 email: bpollard@kingscott.com

The value Kingscott brings to this project includes:

- **We are K-12 Specialists** - 98% of all our work is K-12 design in Michigan. We have 80 years of educational planning and design experience—a solid foundation of successful projects and practical experience to reference as we work together.
- **Facilities Planning & Prebond Success** - Kingscott plans and designs for the long term. We emphasize the role your buildings will play in the education of the students and help you plan for many years of supportive, creative educational environments. We also have one of the best bond-support track records in Michigan. During the last two years, we've helped pass eleven out of fifteen bond programs we've worked on.
- **We Understand Districts Like Blissfield** - We understand issues challenging smaller communities. Fifty percent of our clients have fewer than 1,700 students.
- **Practical School Design** - Kingscott prides itself on effective, practical designs using low maintenance, cost-effective materials. One of our goals is to maximize value and keep your dollars available for education. We will be good stewards of your money.
- **We'll Risk With You & Invest in Blissfield Community Schools!** - We will not charge for any of our prebond services. This includes verifying the facilities assessment, planning and prioritizing projects, and supporting your bond campaign. The value of all the prebond work equates to \$30-40,000. We will invest all of that into Blissfield Community Schools.

Kingscott wants to work with you to make sure every student in Blissfield Community Schools will be better prepared for their ever-changing world. We look forward to talking with you soon and starting this exciting project.

Sincerely,
KINGSCOTT ASSOCIATES



Brendon Pollard, AIA
Principal & Project Director



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BLISSFIELD COMMUNITY SCHOOLS

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CREATING POSSIBILITIES



Firm Organization

Firm History

Kingscott is a leading educational design specialist in the State of Michigan. We have designed learning environments for the past 80 years from our office in Kalamazoo. We also have offices in Southfield and Chelsea, MI.

Kingscott was established in 1929 by Louis C. Kingscott, a civil engineer who later became a licensed architect. He was joined by his son, also an architect, and together they established the firm's dedication to and focus on designing educational facilities.

Kingscott

80
Celebrating
Eighty Years
of Creating
Possibilities

The Kingscott Family



Firm Organization

Services

Consulting Services:

- Strategic Planning Support
- Master Facility Planning
- Educational Planning
- Bond Planning
- Bond Campaign Support
- Demographic Studies

Architectural:

- Programming
- Planning
- Facility Assessment
- Architectural Design
- Interior Design
- Furniture & Equipment Analysis/Selection
- Green/Sustainable Design/Energy Evaluation
- Facility Analysis
- Cost Estimating
- Field Observation
- Construction Administration
- Site Evaluation/Selection
- Post-occupancy Review

Engineering:

- Mechanical Engineering
- Electrical Engineering
- Site/Civil Engineering
- Code Analysis
- Technology Support Systems
- Energy Analysis
- Alternative Energy Study

98%

of all our work is with
K-12 districts



Staff & Disciplines

Discipline	#
■ Architecture	16
Licensed: 9	
■ Mechanical Engineering	5
Licensed: 5	
■ Electrical Engineering	3
Licensed: 3	
■ Civil Engineering	4
Licensed: 3	
■ Interior Design	4
■ Construction Administration	3
■ CADD	4
■ Quality Control	1
■ Planning	2
■ Professional/Administration	12
Certified: 2	
■ Interns	4

Kingscott has a total of 16 LEED Accredited Professionals on staff. They represent all technical disciplines.

Total 58 Professionals

Firm Organization

Insurance

General Liability

Total amount of protection:	\$1,000,000
Amount of Deductible:	\$500.00
Policy Number	CBP004739
Policy Limits	\$1,000,000 Per Occurrence \$2,000,000 Aggregate

We have included a copy of our insurance certificate that outlines our coverage.

Professional Liability

Total amount of protection:	\$2,000,000 each claim
Total Aggregate:	\$3,000,000
Amount of deductible:	\$50,000 each occurrence
Policy Number	AEE 00 431 69 69
Policy Limits	\$2,000,000 Per Occurrence \$4,000,000 Aggregate

The cost of our insurance coverage is included in our Fee.



Litigation

Kingscott has been involved in three mediation incidents in the past five years. None have reached the litigation stage. Of these, one was denied and the other two have been resolved.

Client	Year	Claim Action	Description
Edwardsburg Public Schools	2007	arbitration	An electrical contractor filed claim against the school district for additional monies for the fire alarm system. The contractor had not bid the system as a performance specification. This action has been resolved.
Flushing Community Schools	2005	arbitration	An electrical contractor had planned on storing equipment on site, but when space was not available, they had to pay for storage off site. The claim against the district, A/E, and CM was to recoup the storage expense. This claim was denied.
Plainwell Community Schools	2006	arbitration	The claim was made by the gym floor installation contractor to cover expenses when the gym floor had to be replaced due to faulty installation. This claim has been resolved.

Kingscott has never filed a claim against an educational client.



Project Team

Clearly explain the firm's approach to the project

Our Understanding of Your Project

Blissfield Community Schools has already started laying the groundwork for future facility improvements.

- In 2006, an evaluation of your elementary, middle school, and high school was completed. The study focused on building framework, finishes, and mechanical and electrical systems. Included in the report were the evaluation of conditions and recommendations for improvement projects.
- In 2008, a Citizen Attitude and Opinion Study was conducted by a third party. The survey gathered information on voter's/resident's opinions about the conditions of the school buildings and what improvements would they support with a sinking fund or bond issue. There was support for remodeling buildings, as compared to building new.
- The Blissfield Community School's Facilities Team developed the 2008-2012 Strategic Plan. Their goal was to plan for facility improvements to meet student's educational needs. They developed both short-term and long-term objectives and preliminary cost estimates for some of the potential improvements. They also laid the groundwork for a bond campaign committee.

Project Team

Our Basic Approach

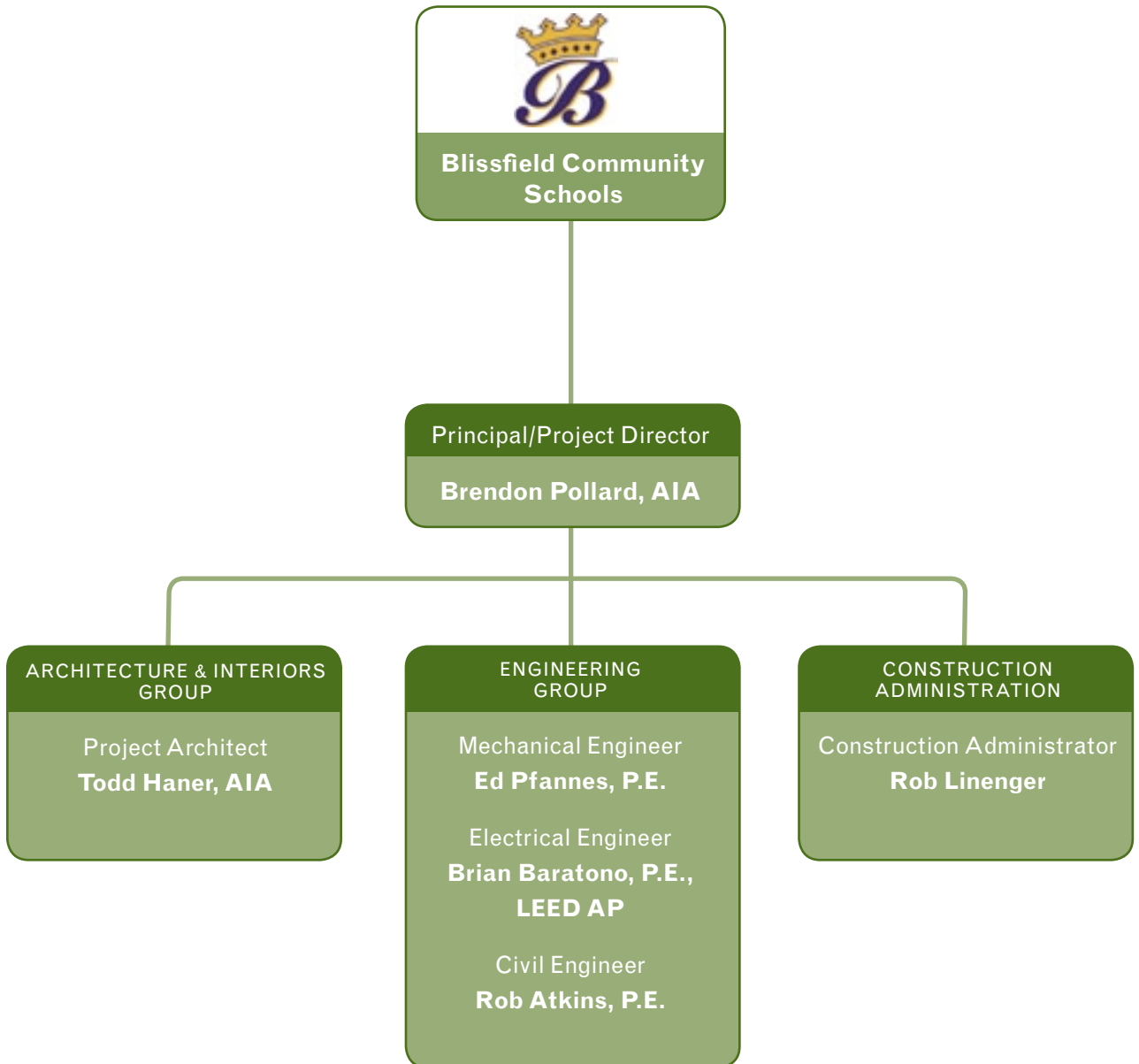
Kingscott's basic approach will be to take what has recently been completed, build on and update the information, help you make planning decisions, and support your Campaign Committee in passing a bond issue. Steps we'll make together with Blissfield Schools are:

- Verify and update your most recent facilities assessment study
- Develop and select options to update or expand your facilities to meet your educational and operational needs and goals—this includes updated cost estimates
- Prioritize and schedule the projects (short-term and long-term plans)
- Provide Blissfield Community Schools with campaign support for a sinking fund or bond issue
- Design the projects after funding is secured
- Provide construction administration services during construction

We've provided details on the process we'll use in Sections 4: Project Approach.



Provide an organization team chart



Project Team

Brendon Pollard, AIA

Principal & Project Director

Project Role

Overall project leadership; client satisfaction; day-to-day project management of team, budget, schedule; ensure on-time & on-budget project

EDUCATION

Bachelor of Architecture,
Ball State University

B.S., Environmental Design,,
Ball State University

LICENSED ARCHITECT

Michigan —#1301041254

AFFILIATIONS

AIA Southwest Michigan

American Institute of
Architects

Leadership Kalamazoo -
Advisory Board

Related Project Experience

- Seventeen years of experience in project management and architectural design

ITHACA PUBLIC SCHOOLS

- High school & elementary school door & window replacement

YPSILANTI PUBLIC SCHOOLS

- High School, Estabrook, and Perry additions remodeling
- Erickson, Adams, Chapelle, George, West MS, East MS. and RCTC additions & remodeling
- Fletcher, Administration, and Athletic Fields additions & remodeling

CHELSEA SCHOOL DISTRICT

- Middle School remodeling
- High School remodeling
- North Creek Elementary Kindergarten addition & administration relocation

EAST LANSING PUBLIC SCHOOLS

- High School additions & remodeling—including a new 800-seat auditorium
- Middle School additions & remodeling—including a new auditorium
- Remodeled former church building into District administration offices
- Stadium remodel

HARTLAND CONSOLIDATED SCHOOLS

- New 1,800-student high school with 3,000-seat competition gym with elevated running track, fitness center, competition pool, and recreational pool
- Remodel existing high school into district administration offices, community education, community center, and transportation center



Todd Haner, AIA

Project Architect

Related Project Experience

- Twenty-one years of design and project management experience for K-12 educational, commercial, industrial, and residential clients

YPSILANTI PUBLIC SCHOOLS

- East & West Middle Schools, TCTC
- High School; Estabrook & Perry Elementary schools; Field House

TROY SCHOOL DISTRICT

- 12 Elementary Schools Media Center and LGI additions & remodeling
- 4 Middle Schools remodeling
- High School additions & remodeling

ROOF ASSESSMENTS & REPAIRS/REPLACEMENTS

- Linden Community Schools
- Romulus Community Schools
- Troy School District

WILLOW RUN COMMUNITY SCHOOLS

- 3 Elementary Schools additions & remodeling
- Administration Building remodeling
- Transportation Center—Bus Wash addition

LAKE ORION COMMUNITY SCHOOLS

- Community/Adult Education additions & remodeling
- Converted Transportation Center into administration offices

GRANDVILLE PUBLIC SCHOOLS

- Middle Schools energy efficiency upgrades

Project Role

Coordinate and oversee production of design and construction documents. Coordinate quality, cost, and schedule checks.

EDUCATION

Bachelor of Architecture,
University of Detroit

LICENSED ARCHITECT

Michigan—#1301039349
Licensed Builder #2101110125

AFFILIATIONS

American Institute of
Architects

Project Team

Ed Pfannes, P.E.

Senior Mechanical Engineer and Associate

Project Role

HVAC; plumbing & fire protection systems; energy management; facilities assessments; specifications; contract documents; coordinates mechanical design & implementation

EDUCATION

Bachelors of Mechanical Engineering,
University of Detroit

REGISTERED ENGINEER

Michigan—#6201038244
Ohio—#E66836
Massachusetts—#45511

AFFILIATIONS

American Society of Heating,
Refrigerating and Air
Conditioning Engineers

American Society of Plumbing
Engineers

Related Project Experience

- Twenty-one years experience in designing mechanical systems for educational clients

ROMULUS COMMUNITY SCHOOLS

- New 380-student Elementary School
- High School additions & remodeling
- New Natatorium addition at High School

LAKE ORION COMMUNITY SCHOOL

- High School additions & remodeling
- New 600-student Oakview Middle School
- Additions to 2 existing Middle Schools
- Bus & school vehicle maintenance and repair facility with maintenance bays, wash bays, offices, and storage areas

DEXTER COMMUNITY SCHOOLS

- New 1,000-student High School with new practice pool & auditorium
- New 675-student Creekside Middle School
- New 450-student Cornerstone Elementary School

TROY SCHOOL DISTRICT

- Mechanical system inventory
- New 600-student Baker Middle School
- 2 High School additions & remodeling

GRANDVILLE PUBLIC SCHOOLS

- Energy Management Systems Evaluation for 4 Elementary Schools
- Replaced mechanical systems at 4 Elementary Schools including temperature controls, boilers, piping, and air-handling equipment



Brian Baratono, P.E., LEED AP

Senior Electrical Engineer

Related Project Experience

- Eighteen years of experience in K-12 educational design

YPSILANTI PUBLIC SCHOOLS

- Districtwide building renovations
- Districtwide technology support
- Districtwide energy management lighting control application

GRAND HAVEN PUBLIC SCHOOLS

- Districtwide building renovations
- Districtwide energy management lighting control application

HARTLAND PUBLIC SCHOOLS

- Districtwide building renovations
- Districtwide technology support
- Districtwide temperature controls support

DEXTER COMMUNITY SCHOOLS

- New 1,250-student high school
- New 500-student Mill Creek Middle School
- Conversion of old high school to a middle school
- New 450-student, K-2, Cornerstone Elementary School
- High School & middle school remodeling
- Transportation Center
- Phase II—Bates, Copeland, Wylie & Pool; Cornerstone & Mill Creek

MARSHALL PUBLIC SCHOOLS

- High School remodeling
- Middle School remodeling

Project Role

Study, design, and design management of electrical systems

EDUCATION

B.S., Electrical Engineering,
Michigan Technological
University

LICENSED ENGINEER

Michigan—#50022
B.S.E.E. License #6201050022

Project Team

Robert Atkins, P.E.

Civil Engineer

Project Role

Study, design, and design management of civil/site engineering systems.

EDUCATION

B.S., Civil Engineering,
Michigan Technological
University

LICENSED ENGINEER

Michigan—#43180

AFFILIATIONS

American Society of Civil
Engineers

Michigan Society of
Professional Engineers

Kiwanis-Downtown Kalamazoo
Kiwanis Club

Pretty Lake Vacation Camp

Kalamazoo Public Schools
Milwood Elementary & Milwood
Magnet PTO, Member of 2006
Bond Campaign Committee

Related Project Experience

- Seventeen years of experience in civil/site engineering for educational, industrial, commercial, and residential developments; water and wastewater systems; roads & highways; open channel hydraulics; and soils engineering

FREMONT PUBLIC SCHOOLS

- High School site improvements-new parking lot
- Middle School site improvements-new access drive

HARTLAND COMMUNITY SCHOOLS

- 51 Building site improvements
- Creekside Elementary site improvements
- Farms Intermediate site improvements
- Lakes Elementary site improvements
- Round Elementary site improvements

MT. PLEASANT PUBLIC SCHOOLS

- Ganiard & Vowles Elementary classroom additions
- High School remodeling & athletic/site improvements
- West Intermediate remodeling & additions
- Remodeling at six elementary schools
- Remodeling building for community ed, alternative ed, and tech center

GULL LAKE COMMUNITY SCHOOLS

- Kellogg Agricultural Building remodeling
- New administration building



Rob Linenger

Senior Construction Administrator

Related Project Experience

- Twenty-three years of experience in construction and contract administration

DEXTER COMMUNITY SCHOOLS (2009)

- Phase I—High school & Creekside remodeling
- Phase II—Bates, Copeland, Wylie & pool remodeling; Cornerstone & Mill Creek remodeling
- Transportation Center

MARSHALL PUBLIC SCHOOLS

- High School remodeling
- Middle School remodeling (2009)

PARCHMENT SCHOOL DISTRICT

- High School remodeling
- Athletic facility improvements

EAST CHINA SCHOOL DISTRICT

- New 850-student Middle School
- New 750-seat Performing Arts Center
- High School additions & remodeling
- Football and baseball facilities reconstruction

CHELSEA SCHOOL DISTRICT

- New 950-student High School
- New 500-student, K-5, Pierce Lake Elementary School
- 2 Elementary Schools remodeling
- Middle School remodeling; including pool
- Athletic facilities upgrades
- Remodeling of old High School for community & school programs

Project Role

On-site observation/coordination; contract administration liaison among owners, construction manager and Kingscott

EDUCATION

Associates in Construction Technology/Architecture
CS Mott Community College

LICENSES

State of Michigan Builders License

AFFILIATIONS

City of Portage, Vice Chairman;
Zoning Board of Appeals

Project Team

Describe their roles and responsibilities

Brendon Pollard, AIA will be your Principal-in-Charge / Project Director. He will be your primary contact throughout the entire project and ensure the resources of Kingscott are available to successfully complete every phase of your project. Brendon will also provide overall coordination and keep your project on schedule and within budget. He will serve as your “coach” throughout project prioritization phase and the bond campaign effort.

Todd Haner, AIA will be your Project Architect. He will lead the assessment, cost estimating, and life-cycle costing effort. Todd will coordinate all design disciplines and closely monitor the schedule and budget. He will also coordinate all formal quality and cost reviews.

Ed Pfannes, P.E. will be your Mechanical Engineer. He has more than twenty-one years of design experience. Ed excels in life-cycle cost analysis of infrastructure systems and will provide you with energy-efficient options.

Brian Baratono, P.E., LEED AP will be your Electrical Engineer. He has more than eighteen years of educational design experience. Brian is focused on providing clients with energy and cost-efficient lighting/technology solutions that produce stimulating educational environments.

Rob Atkins, P.E. will be your Civil Engineer. Rob will coordinate with the local community and agencies to gather data and coordinate civil/site needs for the school projects. He will also lead all site work improvements.

Rob Leninger will be your Construction Administrator. Rob will work with the design team and construction manager on constructability reviews during design and monitor construction to ensure that the design is properly executed. He is a veteran of more than twenty-three years and has coordinated the construction phase of many K-12 remodeling and addition projects.



Provide roles and responsibilities of outside consultants

Kingscott will only use outside consultants when necessary. Those we may need to use are:

- SDI (Structural Design, Inc.) - for structural design
- Acoustics by Design - for needed acoustical design.

Both firms are located in Ann Arbor, MI and we have successfully worked with them on many projects.

The technology consultant will be hired by Blissfield Community Schools. We have worked with some excellent firms and would be happy to help you make a consultant selection or work with your in-house staff.



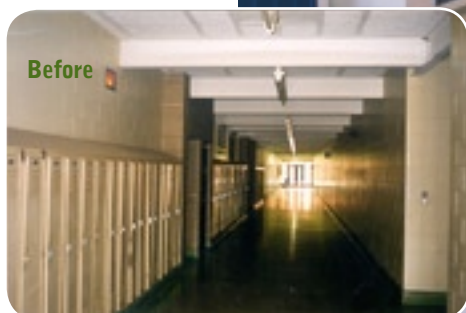
Related Experience

Provide examples of similar projects, completed or in progress, including scope, unique challenges, references, and solutions.

We will highlight remodeling projects—we'll share some “before & afters” and other examples to illustrate the dramatic changes that can happen at Blissfield schools.

AFTER

New lighting brightens corridors and gives them a new, open feel.



KINGSCOTT K-12 EXPERIENCE FACTS:

- 98% of our work is K-12
- 40% of our work is new construction
- 60% of our work is remodeling
- 7 new high schools in the last 10 years
- In the past 10 years, we've planned and designed:
 - 36 new school buildings
 - 239 school building remodeling and additions
- Educational & master planning with 15 districts in the last 10 years
- We've assisted 54 different Michigan school districts with Bond Planning and Campaign—several of them multiple times
- Recipient of 49 awards for designs that support education

Related Experience

More than 60% of all Kingscott's work is remodeling education facilities.



AFTER

New finishes and color makes the students feel special

CONTACT:

Roger Rathburn, Superintendent
Three Rivers Community Schools
269.279.1100



Before



AFTER
New finishes can
make maintenance
easier.



Before

Related Experience



Before

AFTER

Remodeling can bring you facilities up to meet current codes—such as ADA.

CONTACT:

Joyce Phillips, Superintendent
Marshall Public Schools
269.781.1250



Before

AFTER

Remodeling will allow you to change the function as well as the look of a space. Here we changed a gym/cafeteria into a cafeteria/performance space.

CONTACT:

Roger Rathburn, Superintendent
Three Rivers Community Schools
269.279.1100

Related Experience



Before — a cafeteria

AFTER
The “new” media center.



Before — industrial tech lab



**AFTER
Robotics Lab**

Related Experience



Before

AFTER
Supporting current
curriculum.



Before

Overhead projector and a whiteboard.

AFTER

Technology upgrades are a large part of most remodeling projects. Districts add voice amplification, pull-down screens, ceiling-mounted projectors, and computer teaching stations.

Related Experience



Before

AFTER

Blending materials and designing a prominent entry creates a strong focal point.

CONTACT:

Dave Chapin, Superintendent
East Lansing Public Schools
517.333.7420



Before

At this school, people could enter on two different levels without being monitored by staff.

AFTER

Not only can you create more of a focal point, but you can correct security issues.

CONTACT:

Joyce Phillips, Superintendent
Marshall Public Schools
269.781.1250

Related Experience

Before



AFTER

The new entry canopy created a focal point that directs visitors to the main entrance.

CONTACT:

Mark Beilang, Superintendent
Paw Paw Public Schools
269.657.8800



Before

AFTER

By adding landscaping, an outdoor commons area, and dramatic signage, you can create an inviting entry point to the building.

Related Experience



Before

AFTER

We created an entry that is highly recognizable. Visibility from the administrative office increases security. All ADA requirements were addressed with a seamless look.

CONTACT:

Ken Gutman, Superintendent
Lake Orion Community Schools
248.693.5400



Before

AFTER

A new entry canopy with kalwall panels creates a strong entry and brings more natural lighting into the building interior.

CONTACT:

Matt Miller, Superintendent
Parchment School District
269.488.1050

Related Experience



The Design

Exterior walls become window walls and a series of possible door lock-downs allows staff to route all visitors through the administration office during the school day.

AFTER

Full views of everyone that enters the building from the central administration offices is key to ensuring security.

CONTACT:

Eaton DeFrance, Superintendent
Eaton Rapids Public Schools
517.663.8155



Before

AFTER

New windows support energy efficiency which saves on energy bills. They also allow more natural light into the classrooms which is know to enhance student performance.

CONTACT:

Eaton DeFrance, Superintendent
Eaton Rapids Public Schools
517.663.8155

Related Experience



Removing the old, inefficient boiler



AFTER

Small high-efficiency boilers improve the thermal comfort of students and teachers and save operating dollars.



AFTER

Changing from horizontal unit ventilators to vertical ones is more cost efficient, provides better thermal comfort, is quieter, and increases available floor space.

CONTACT:

John Severson, Superintendent
Harper Creek Schools
269.441.6550



Old horizontal unit ventilators

Related Experience



Existing, low ceiling corridors. The challenge was to incorporate mechanical and electrical upgrades.

AFTER

New mechanical and electrical infrastructure is now carried in “trays” that run down the center of the corridor. The trays eliminate the possibility of students interacting with the systems and make it easy for maintenance staff to access the systems.

CONTACT:

Mark Beilang, Superintendent
Paw Paw Public Schools
269.657.8800



Roof Experience

From our experience, we've gained a thorough knowledge of key issues and criteria that will be part of a project like this. The following is a representative list of the projects Kingscott and Kingscott's staff have completed:

- Paw Paw Public Schools
- DeWitt Public Schools
- Kellogg Community College
- Southwestern Michigan College
- Portage YMCA
- Royal Oak Public Schools
- Eaton Rapids Public Schools
- Corunna Public Schools
- Galesburg-Augusta Community Schools
- Plainwell Community Schools
- Three Rivers Community Schools
- Mendon Community Schools
- Mt. Pleasant Public Schools
- Flushing Community Schools
- Mason Public Schools
- Willow Run Community Schools
- Morenci Area Schools
- Dexter Community Schools
- Newark City Schools (OH)
- Troy School District
- Edwardsburg Public Schools
- Centreville Public Schools
- Grand Ledge Public Schools
- Northview Public Schools
- Holt Public Schools
- Bronson Community Schools
- Delton-Kellogg Schools
- Linden Community Schools
- Romulus Community Schools
- Harper Creek Community Schools
- Springport Public Schools
- Gull Lake Community Schools
- Hillsdale Community Schools
- Davison Community Schools
- Hackett Catholic High School (Portage)
- Marlette Community Schools
- Port Sanilac Public Schools
- Martin Public Schools
- Byron Center Public Schools
- Godwin Heights Public Schools (inspections)
- Gobles Public Schools (inspections)
- Kent City Community Schools (inspections)
- Lawton Community Schools (inspections)
- Athens Area Schools (inspections)

Related Experience

New High Schools

New Schools...

Because we plan on long-term relationships with districts, the future may call for a new school building. Here we'd like to highlight just a few of our new educational facilities.

CONTACT:

Chris Rundle, Superintendent
269.488.5000



Gull Lake High School and gym



**Hartland High School and
Performing Arts Theater**

CONTACT:

Janet Sifferman, Superintendent
810.626.2100

Related Experience

New Middle Schools

CONTACT:

Barb Goebel, Superintendent
810.591.1180



**Flushing Middle School and
Distance Learning Lab**



Troy's Baker Middle School Tech Lab and Locker rooms

CONTACT:

Mike Adamczyk, Asst. Supt. Business
248.823.4000

Related Experience

New Elementary Schools



Royal Oak's Northwood Elementary cafeteria and kindergarten room



CONTACT:

Alan Piwinski, Superintendent
810.688.3570



North Branch Elementary art room and computer lab



Project Approach

Describe your approach to this project including communication methods and interactive techniques with Owner and other team members.

As we outlined in Section 2: Project Team, our basic approach will be to:

- Verify and update you most recent facilities assessment
- Develop and select options to update or expand your facilities
- Prioritize and schedule the projects
- Provide Blissfield Community Schools with campaign support for a sinking fund or bond issue
- Design the projects after the funding is secure
- Provide construction administration services during construction

The following describes our process for the scope of work.

WE'LL RISK WITH YOU & INVEST IN BLISSFIELD COMMUNITY SCHOOLS!

We will not charge for any of our prebond services. This includes verifying the facilities assessment, planning and prioritizing projects, and supporting your bond campaign.

The value of all the prebond work equates to \$30-40,000. We will invest all of that into Blissfield Community Schools.

Project Approach

Verify & Update the Facilities Assessment



A facility assessment is a comprehensive review and documentation of your current facility assets and conditions. But, it should go beyond reporting physical conditions and serve as a planning tool for the future. A well done facility study will help you:

- improve educational environment
- improve health conditions, safety, and security
- reduce operational costs
- develop budget and schedule for future improvements



The two basic steps to update your facility assessment are:

1. Review Data

Kingscott will review current documents such as:

- 2006 Facilities Assessment report
- Facilities Team's 2008-2012 Strategic Plan (and interview team members)
- Existing building drawings and specifications
- O&M manuals for existing systems
- Site utility surveys
- Health and safety reports
- Educational standards and requirements—i.e., maximum classroom capacity
- Maintenance records
- Current building population and capacity





2. Survey Facilities

Our team will conduct an on-site review of all school buildings, as well as any other Blissfield Schools' facilities you wish to be part of this study to verify the existing report's findings and document any other observations.

They will then develop a building-by-building, system-by-system list of potential action items based on the walk-through, review of existing documents, and interviews with your staff.

Develop Options

The final Facilities Assessment report will include a detailed listing of building deficiencies and potential improvements. All proposed work items for your building will be organized by category:

- General Building Information
- Site work
- Health, safety & security
- Interior building improvements
- Exterior building improvements
- Building accessibility
- Mechanical systems
- Electrical systems
- Technology
- Finishes, furniture, & equipment
- Studies & testing

Project Approach

Kingscott summarizes results so you have options...

options that flow into the master planning process.

The report will provide a description for each work item, its current cost and any cost-benefit comments that are important for Blissfield Schools to make a decision. Each item will also be assigned an escalation factor—the projected cost based on anticipated construction time. This is important for planning multiphase or multiyear programs.

Prioritize & Schedule

Finally, each work item can be given a priority ranking based on your needs. Four priority categories examples are:

Health & Safety and Codes—items you have to do

Curriculum—items that will enhance learning

Infrastructure—items that will reduce operational costs

Building Improvements—items that will enhance appearance and enhance the workplace environment

								Master Planning		
Category	Description	Units	Cost per Unit	Subtotal	Escalation	Total Cost	Priority	Building Improvements		
								0-3 yrs	3-5 yrs	5-10 yrs
Mechanical	Heating Plant... Recommendations ...	1	\$15,000	\$15,000	\$1,545	\$16,545	1	\$16,545		
Mechanical	Air Distribution ... Recommendations ...	4	\$2,500	\$10,000	\$1,000	\$11,000	2		\$11,000	



Study Benefits—How You Can Use the Report

Blissfield will immediately benefit from the updated and expanded facilities study in several ways. When complete you will have a:

- List of building deficiencies and suggested improvements
- Clear picture of needs, priorities, and financial requirements
- Benchmark of your facility against current codes and standards
- Capital budget for facility needs and improvements
- Prioritized list of short- and long-term facility needs and improvements

The study results will also provide your district with information that can be applied to answering “big picture” questions:

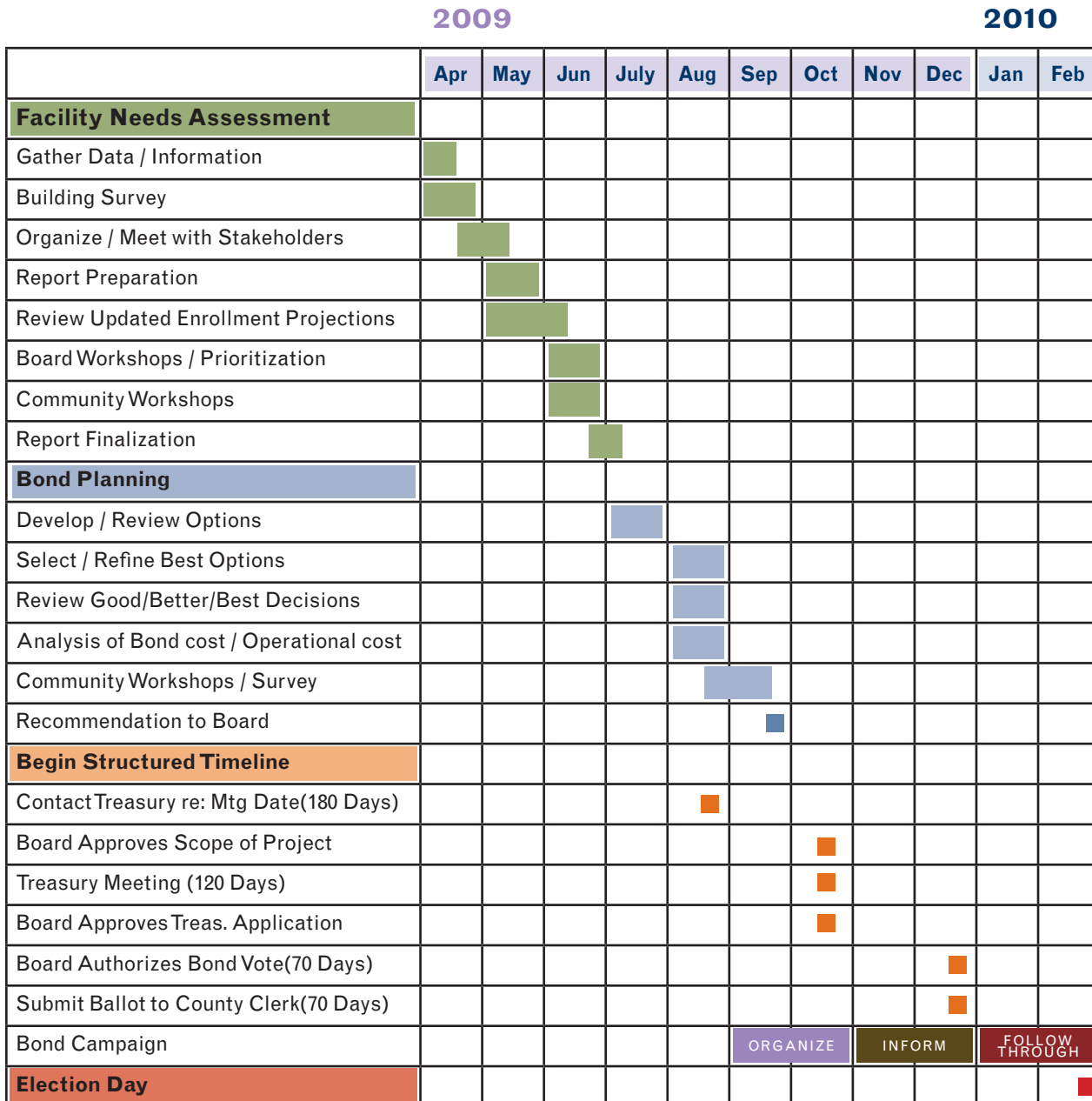
- The data will support a long-term plan and provide insight into whether to renovate and add to existing facilities or to plan for new facilities.
- Opportunities to save operational costs will be clear. This data will help you evaluate the balance between initial construction costs and long-term operation and maintenance savings.

Project Approach

Immediately, we'll help you prioritize sinking fund projects, develop a schedule, and begin design.

Schedule

We've incorporated into this schedule ample time for interaction with and input from the Board, administration, staff, community, and the construction manager. The following is a graphic representation of our schedule which would allow Blissfield to hold a bond vote as early as February 2010.





The Campaign

Involve the Community

In our experience, we've found that the best way to ensure the community's support of a bond vote is to involve them in the process—and the earlier the better.

Our Services

Kingscott provides a variety of services during the bond campaign. Depending on the specific needs of the school district, we customize our participation during this critical phase of the project. We will work with your Steering Committee to strategize the overall program. The complete range of support services we can provide are:

- develop overall strategy
- develop a time line with specific activities
- provide information for and attend State of Michigan Treasury meetings
- help establish committees and serve as their resource
- help develop the right committees to implement the established strategy
- attend all appropriate organizational meetings and monitor overall campaign progress
- attend and speak at public forums
- assist with process to identify “yes” voters
- help develop framework for calling campaign of positive voters
- provide data for voter information
- help on election day—get out the “yes” voters
- provide graphics support—develop campaign materials

PLAN FOR BLISSFIELD...

We'll work with you to strategize the best combination of people and groups to involve in the process.



Project Approach

Develop the Campaign

Here's the basic concept: community led—administration supported. Kingscott will help your campaign committee organize, plan, and execute a successful bond program.

TOUR THE FACILITIES

Create public awareness by bringing the community into your facilities.

- Create a campaign steering committee of administrators, community leaders, parents, teachers, and district staff whose responsibilities and activities can include:
 - ✓ Name chairperson(s), ideally respected community leader(s)
 - ✓ Media/PR
 - ✓ Create a theme/slogan
 - ✓ Develop and organize subcommittees for the overall campaign
 - ✓ Ensure a consistent message. Develop a list of frequently asked questions/answers and provide answers to the community
 - ✓ Identify “yes” voters and call them a week before the election
 - ✓ Use various forms of communication – brochures, web site, absentee ballots, letters to recent graduates and local businesses, social media, etc
 - ✓ Schedule face-to-face coffees/meetings with community groups
 - ✓ Organize supporters to send letters to local newspaper editor
 - ✓ Keep staff informed—their support is critical.
- Emphasize a grass-roots effort at each building (building-level subcommittees)
 - ✓ Building Committee Chairs supported by Principal, parents, staff, and supportive neighbors
 - ✓ Building-level fact sheet of issues for each building
 - ✓ Schedule tours of the facilities to demonstrate needs

CAMPAIGN WEB SITE

Create public awareness by keeping them informed.





Design & Construction

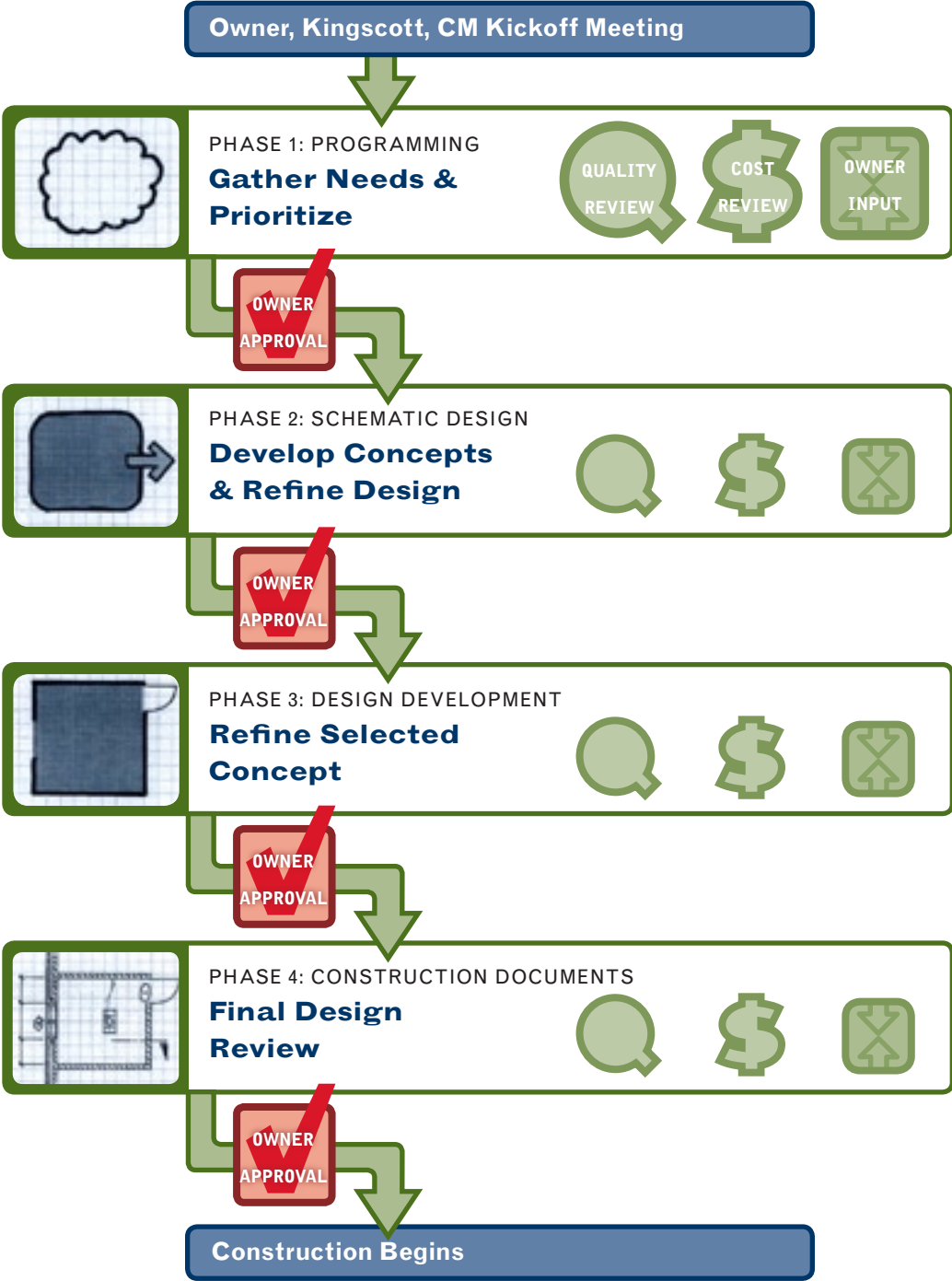
For your sinking fund projects and immediately after the bond passes, we will work with Blissfield Schools and your Construction Manager (CM) to design your projects and move into the construction phase. There are four phases to the design process:

- Programming/Concept Design
- Schematic Design
- Design Development
- Construction Documents.

On the next page is a summary flow chart of the process, followed by a detailed discussion on Kingscott's approach and the steps we will take together to finalize the design.



Project Approach





Programming

Programming is a very interactive phase of the design process. The team focuses on gathering input and information from the district, community, and facility users.

Interactive programming meetings will be scheduled and conducted:

- Kick-Off Meeting—Owner, entire design team, and the CM meet to review the programming process and set a master schedule
- Individual Meetings—Meetings with administration, staff operations, community representative, and other users to define needs and review such items as space allocations/configurations, systems layouts, etc.
- Design Team Kick-off—entire design team reviews the gathered information; identifies conflicts and issues; and reviews site walk-throughs.
- Review Deliverables Development—Kingscott develops concepts (with site information), rewrites building program based on meetings, and compiles space review diagrams.
- Verification Meeting—Owner, entire design team, and CM meet again to review the diagrams and updated program. The entire team work together to resolve program conflicts.

Programming meetings will be held with administration, staff, teachers, community representative, and other users.

At the conclusion of this process, a building program and edited space diagrams are complete. The design team now has a clear vision and moves into the schematic design phase of the project.



Project Approach

Schematic Design

Kingscott will work closely with Blissfield Schools throughout this process to ensure the design is yours:

- The program is translated into a minimum of three concept options. We will compare each concept to the educational program of the building and evaluate its effectiveness. Blissfield selects the option or combination of options that best fits the district's needs.
- Our Design Architect refines space size and relationships to best support the educational program and begins to develop the building's architectural elements.
- Our team coordinates all project activities during weekly team meetings.
- We complete code reviews of the schematic design—both building and materials.
- Materials and colors are evaluated based on maintenance, function, and educational criteria.
- The team develops and studies 3-D massing models.
- We write the schematic design specification.
- The team checks for compliance with your District's educational, maintenance, and operational standards.
- We monitor the budget with CM assistance.
- Blissfield reviews and approves the final schematic design documents.

COMMUNICATIONS

A number of communications techniques can be used throughout the design process to keep the Blissfield community informed:

- Community forums
- Update articles in the school newsletter.
- Host an information web site
- Meet with student groups



Optional techniques we could use to develop the design include:

Design Charrettes

Kingscott will use design charrettes with the administration, staff, students, and community to help develop the design options. These highly interactive activities help our designers better understand your unique, day-to-day needs.

3-D Renderings

Kingscott can use 3-D graphics to help you visualize the spaces and make the best decisions about how your facilities function and look.

A 3-D rendering of Flushing Community Schools' cafeteria ...



... and a photo of the completed project.

Project Approach

Design Development

Kingscott's Design Architect will work with Blissfield to further develop and refine the architectural elements of the building.

- Our team coordinates all project activities during weekly team meetings.
- You will make final selection of finishes, patterns, and casework.
- The Design Development specification is written.
- The Code Review is checked.
- Blissfield's standards are checked.
- The in-depth Design Development Redi-Check is done to coordinate architectural and engineering systems.
- The budget is monitored (with the CM).
- The design development documents are reviewed and approved by Blissfield Schools.

Construction Documents

Developing construction documents is the final step in the design process, just before bidding. Kingscott will produce:

- Drawings and specifications that establish, in detail, the quality level of materials and systems required of the project.
- Drawings and specifications that are thorough and well-organized, resulting in excellent bids and a smoother construction process.
- Final estimate/budget review with CM.
- Final Redi-Check.



A Redi-check is a detailed quality check of the design drawings. This minimizes the possibility of unclear plans.



Construction Administration

During the bidding and construction phase of the project, our construction administrator works closely with the CM and Blissfield Schools.

The time our construction administrator, Ron Linenger will spend on site depends on the scope of the project and how many sites/schools will be under construction at one time. At a minimum, he will be at Blissfield one day per week. Our architects, engineers, and interior designers will be on site during critical installation times and as needed to handle issues that may arise. We will provide the following construction services:

During Bid & Negotiation Services

- Coordinate bidding documents and bidding process with CM
- Answer questions from contractors during bidding
- Coordinate addenda with CM
- Attend prebid meeting and bid opening
- Review bids with CM
- Interview contractors with CM
- Notify Blissfield Schools of potential issues with contractors
- Compare bids with the budget
- Review (with CM) bid results & recommendations with the client

During Construction

- Construction Administrator, make regular on-site visits
- Coordinate among Kingscott, Blissfield Schools, and CM
- Have other professional staff visit as appropriate
- Attend kick-off, project, and team meetings
- Monitor budget control with change order approval process
- Monitor quality of design execution & materials
- Use problem-solving skills during construction

Project Approach

Close Out/Occupancy

- Fine-tune building operating systems
- Develop punch list and coordinate completion
- Conduct post-occupancy review
- Require manufacturer's warranties in specifications, and see that they are provided along with the O&M Manuals

Kingscott provides a one-month and an eleventh-month post-occupancy review that determines if your facilities meet the programmed needs and perform to expectation.





Describe your process for achieving quality, scheduling, and budget control.

A successful project process is a blend of activities, tasks, and communication that ensure budget, quality, and schedule control.

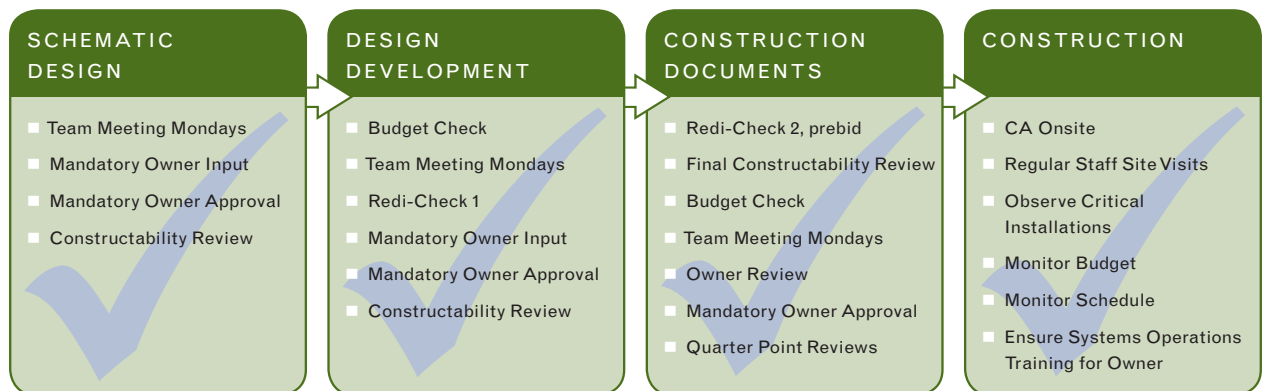
Early planning is key to accurate coordination of the many design disciplines that will be involved in your project. To ensure seamless integration, Kingscott uses several key process checkpoints on every project.

- Owner Reviews and Approvals
- Weekly Team Meetings
- Redi-Checks (team design checks)
- Quarter point CD Checks

Monitoring of quality, schedule, and budget happens throughout the project. Owner approvals are required at each phase.

Owner Approvals

Monitoring of quality, schedule, and budget happens throughout the project. Owner approval is required at every phase before we can proceed.



Project Approach

Team Meetings

All project teams meet weekly. These are weekly, in-house review and coordination meetings. The agenda always includes:

- ✓ Budget
- ✓ Schedule
- ✓ Quality

- review and confirm the project scope, schedule, quality, and budget
- coordinate all separate disciplines (including consultants)
- communicate and discuss all project issues
- ensure communication of all project information





Redi-Checks

There are two major accuracy reviews during the design and documentation process: We call them Redi-Checks.

This unique technique brings together the entire design team including consultants, the construction manager, owner's representative, and additional Kingscott staff—with fresh eyes—to carefully review the design documents. All design plans are posted, and the team spends between one day to a week reviewing, discussing, and marking up the plans. This highly collaborative process is a very effective way to ensure coordination of disciplines, accuracy, and quality. Our quality documents result in better bids.

REDI-CHECKS...

the basic principle applied is two heads and two sets of eyes are better than one...

the Owner, CM, consultants, and non-project designers join the design team to check the plans for accuracy and quality and see that the owner's needs are carried out.



✓ Quality

Project Approach

✓ Schedule

Quarterpoint CD Checks

During the construction document phase, part of our standard project process are four in-house team reviews of all documents—at 25%, 50%, 75%, and final Redi-Check. Our primary goal is to ensure design is on schedule. If adjustments need to be made, this provides us with four opportunities to get it back on track quickly.

✓ Budget
✓ Schedule
✓ Quality

Final Owner Review

Once construction documents are complete, Brendon Pollard, your Project Director, will sit down with Blissfield School staff and review the design documents, one page at a time. The goal is to make sure you understand what your project includes—the materials/quality, the design estimate/budget, and the schedule for bidding and construction.





Describe why your firm is uniquely qualified for this project.

We are K-12 Specialists

98% of all our work is K-12 design in Michigan. We have 80 years of educational planning and design experience—a solid foundation of successful projects and practical experience to reference as we work together.

Facilities Planning & Prebond Success

Kingscott plans and designs for the long term. We emphasize the role your buildings will play in the education of the students and help you plan for many years of supportive, creative educational environments. We also have one of the best bond-support track records in Michigan. During the last two years, we've helped pass eleven out of fourteen bond programs we've worked on. Early involvement of the community is critical to ensuring their support.

We Understand Districts Like Blissfield

We understand smaller communities' challenging issues. Fifty percent of our clients have fewer than 1,700 students

Practical School Design

Your buildings must do more than house students and teachers. The buildings must support your educational goals and meet the District's project and operational budget. Function, flexibility, and operational costs control are priorities of every Kingscott design..

Kingscott prides ourselves on effective, practical designs using low maintenance, cost-effective materials. One of our goals is to maximize value and keep your dollars available for education. We will be good stewards of your money.