

26 July 2016

Ed Brzinski, District Administrator
Waterford Graded School District
819 W. Main Street
Waterford, WI 53185

Dear Mr. Brzinski,

Thank you for providing Plunkett Raysich Architects, LLP (PRA) with the opportunity to meet with you to discuss the upcoming work at Waterford Graded School District. We believe our comprehensive master planning process will provide significant value to the School District, and we are eager to begin collaborating with your team.

PRA proposes the following fee for a master plan as outlined in our process on the following page:

\$9,800

This fee includes architectural and engineering planning (Steps 1-5 on the following page) for the Middle School building only. Cost estimates and scheduling will be produced in conjunction with Scherrer Construction. Additional buildings may be included for an additional fee of \$4,000 per building.

Should the district wish to continue beyond the initial process, Steps 6 and 7 can be provided as an additional service for a fee of \$5,000.

If this fee proposal is acceptable to the School District, PRA will provide a short form contract for signature.

Sincerely,



Scott Kramer
Partner
414.410.2921
skramer@prarch.com



LEARN **CREATE** **ENGAGE**

1

INVESTIGATE

Existing Facility Analysis

- Request and review relevant existing documents
- Confirm major strategic goals
- Analyze existing structural, mechanical, electrical and plumbing systems
- Document current space inventory
- Conduct benchmarking research

2

INQUIRE

Educational Space Adequacy

- Distribute questionnaires to staff asking how the building impacts their job
- Conduct interviews w/ faculty and staff on how the building can support curriculum
- Develop space program of existing and future spaces
- Identify deficiencies and opportunities
- What is future curriculum?
- Impact of technology, security, student centered learning environments and funding

3

INNOVATE

Options Development and Review

- Prepare and evaluate master plan options
- Identify site development options
- Develop short term facility options
- Develop long term facility options
- Review expansion opportunities
- Compare advantages and disadvantages
- Puzzle play

4

ILLUSTRATE

Concept, Site, Schedule and Cost Estimate Development

- Develop and review site concepts showing the building, parking, play areas, athletic fields and circulation
- Develop and review a schedule for each option
- Develop and review a cost estimate for each option

5

INFORM

Final Report

- Select and refine recommended option
- Develop implementation/phase plan
- Compile findings in a complete report
- Present final report

6

INTERACT

Community Engagement

- Develop wording for the resolution
- Board adopts the resolution at least 80 days prior to Election Day
- Deploy communication plan
- Encourage feedback and initiate social media campaign and dedicated web page
- Engage a core group of supporters

7

INSPIRE

Education on Vote

- Publicize the referendum
- Deploy a group of supporters with voting information
- Host an election day event to get out the vote

District and Community Engagement

District Administration

Meeting: Study Kick-Off

Meeting: Review existing building conditions report

District Staff

Meeting: Meet with facility staff to gather existing building information

School Board

Board Presentation: review findings of Steps 1 and 2 and staff survey results

District Administration

Meeting: review educational programming and delivery goals

District Staff

Meetings: meet with building principal to document programming and space utilization

Survey: conduct online staff survey with all district staff

Community

Report: draft reports on District Website

School Board

Board Presentation: present preliminary options and pricing

District Administration

Meeting: present and discuss preliminary options

Community

Community Engagement Session: review findings of Steps 1 and 2; present preliminary options and pro/con community feedback exercise

Report: document community feedback and share on website

School Board

Board Presentation: concept building and site plans

District Administration

Meeting: review concept development diagrams and pricing

District Staff

Meetings: meet with building principal to review concept plan development

Community

Community Engagement Session: review concept diagrams; community listening session

Report: document community feedback and share on district website

Survey: community-wide survey to obtain broad-based input on proposed options and cost impacts

School Board

Report: final Facility Master Plan Report presented to Board

District Administration

Meeting: Review Master Plan Report ahead of publishing

Community

Report: Facility Master Plan Report published and maintained on District website for community access

School Board

Resolution: develop and adopt the resolution

Community

Community Engagement Session: discuss referendum options and publish feedback

Presentations: at local organizations

Small group discussions: coffee chats, neighborhood chats, around-the-flagpole chats to gain support

District Administration

Advertising: Publicize the referendum via all local media

Advertising: Provide literature at every event and in every school publication with referendum explanation

Community

Information Session: Inform citizens of voting and polling information and encourage participation

Deliverables

- Existing Facility Report
- Facility Maintenance List
- Maintenance profiling and prioritization

- Space Adequacy Analysis
- Building Capacity Determination
- Staff survey results and report

- Facility Master Plan Options
- Pro/Con Analysis
- Community Engagement Comments Summary

- Concept diagram building and site plans
- Conceptual cost estimates
- Project timeline

- Final report distributed electronically for posting electronically on District website

- Communication plan, schedule and collateral (postcards, handouts, website, press releases, etc.)
- Feedback from forum

- Voting literature w/ information
- Direct mail piece w/ voting info
- Election day activities schedule