



## **Crabtree, Rohrbaugh & Associates**

401 East Winding Hill Road  
Mechanicsburg, PA 17055  
Pennsylvania . Virginia . Maryland . West Virginia

October 8, 2018

Dr. Matthew Flannery  
Assistant Superintendent  
Wilson School District  
2601 Grandview Blvd.  
West Lawn, PA 19609

Dear Dr. Flannery:


Thank you for giving Crabtree, Rohrbaugh & Associates (CRA) the opportunity to provide a proposal for a District Wide Feasibility Study for the Wilson School District. The purpose of the study is to provide the District with a comprehensive report to use as a valuable resource for long-term decision making about the District's educational facilities.

Our project team will work with you to develop a feasibility study that is specific to the District's future goals. The report will provide enrollment projects as well as important information related to the current condition of all facilities and outdoor athletic facilities. The study will fulfill the requirement of the Department of Education for PLANCON reimbursement, if the District would pursue such reimbursement when available.

Enclosed is an outline of our scope of services and fee proposal for the study.

We look forward to continuing our relationship with the District. Please do not hesitate to contact me if you have additional questions.

Sincerely,  
Crabtree, Rohrbaugh & Associates

Leah E. Shiley  
Principal, Director of Client Relations  
717-458-0272  


# Scope of Services

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## PURPOSE

Over the years, feasibility studies performed by Crabtree, Rohrbaugh & Associates have provided a valuable planning tool for school boards and administrators in identifying viable and appropriate options in determining a specific direction for their District-Wide Feasibility Study.

The first step is to determine the desired goals to be accomplished at the completion of the study. What are the major issues the School District wants to understand as a result of this study? The multi-step process will look at a variety of issues with the client including their current operational program and function analysis, current program space needs, analysis of existing assets, efficiency of asset use, alternate uses for facilities, facility needs, cost analysis, and potential project alternatives. The study will give the client an understanding of the current situation in regards to spatial needs and short and long term solutions for their facilities.

## OVERVIEW

Our primary responsibility in performing a feasibility study is the evaluation of the district's educational program in relation to the following:

- Present enrollment and anticipated growth
- Present and projected space needs
- Physical conditions of present buildings

Our architects and planners work closely with the school board and administration to ensure that our analysis and recommendations specifically meet the District's educational objectives and program.

Our studies include the School District's current population, school district division lines and potential development in the surrounding areas.

## EDUCATIONAL ANALYSIS

We will perform a detailed educational analysis with the school district to establish and determine the educational program. Through a series of workshops, questionnaires and data gathering tools, we will assist in the development of a set of educational specifications which will document the educational program and the program's specific space needs and facility needs. We will document any special facility needs due to instructional practices or planned curriculum with the school district. The product of the educational specifications development process will be a function and area summary which will be the first step in developing the schematic design for your facility.

## ENROLLMENT PROJECTIONS

CRA will complete a thorough analysis of projected enrollment for the school district based on historical data provided by the School District, the Department of Education, the County and other appropriate local government. The enrollment projections will be applied to the grade structure and existing facilities and will be used to create a capacity analysis for the school district as it applies to overall facilities and specific grade groupings.

## EXISTING FACILITY ANALYSIS

Our teaming, including our engineers will complete a thorough analysis of your existing facilities' physical condition, life cycle analyses of its core systems, existing code and safety issues, structural integrity, energy efficiency and the overall facility improvements required to meet today's current construction standards. This analysis will include a complete Federal, Commonwealth and local laws, regulations and codes review.

As part of the facility analysis, CRA will complete an analysis of the facility sites including vehicular and pedestrian circulation patterns and the adequacy of storm water controls.

## ATHLETIC FACILITY ANALYSIS

We will work with the school district and a civil engineer, if necessary, to complete an analysis of the condition and adequacy of your athletic fields. We will look at overall conditions, efficiency of field layout, and orientation of fields and whether they meet current athletic facility standards. CRA will work with your athletic department of determine if the current fields and facilities meet the current athletic program for your district.

## DETERMINATION OF NEEDS

Based on our observations from the previous steps, our team will develop an itemized list of needs and deficiencies based on facility condition, educational adequacy and overall program needs. These needs will be reviewed with the school district to prioritize and group them based on short term and long term planning for the district.

## COST ESTIMATES

CRA will complete a detailed line item cost estimate for any proposed upgrades recommended in the study. The estimates will detail all aspects of the project and be a useful tool for the school district to assist them in determining an overall solution.

# Fee Structure

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## Feasibility Study

Crabtree, Rohrbaugh & Associates agrees to complete the feasibility study for a not to exceed fee of \$7,500 plus reimbursable expenses. We have adjusted the fee based on current projects we have been authorized to provide services.

District-Wide Feasibility Study Fee	15,500
Auditorium Feasibility Study	-5,000
<u>HS Athletic Fields Study</u>	<u>-3,000</u>
Adjusted Fee	\$7,500

A portion of the fee would be credited back to the school district if Crabtree, Rohrbaugh & Associates was hired for any subsequent work identified in our feasibility study. The Feasibility Study Fee would either be credited back in the form of scholarships or against fees charged during the design phase of the project.

## Architectural Planning

Crabtree, Rohrbaugh & Associates will provide a fixed fee for any project. Our fee range would be based on the size and complexity of the proposed project.

## Project Phases – Percentage of Fee

The following represent the percentage of fee breakdown based on the phase of the project.

- 25%- Schematic Design
- 35%- Design Development
- 25%- Construction Documents
- 5% -Bidding/Negotiation
- 10%- Construction Administration

## Pre-Construction Services

Crabtree, Rohrbaugh & Associates provides full architectural services for the design of your project within our Architectural Planning Services.

## Construction Administration

Construction Administration Services – Crabtree, Rohrbaugh & Associates provides full construction administration services as detailed in the Draft AIA B101 Agreement between Owner and Architect provided in the RFP. These services are included within the lump sum fee provided to the school district.

## Cost Estimating

Crabtree, Rohrbaugh & Associates will provide a detailed budget for the project. This service is included as part of our basic services.

## Engineering Services

Consulting Services: Contract With Architect, Included In Lump Sum Fee for the feasibility study

- Mechanical, Electrical, Plumbing Engineering

Consulting Services: Typically Direct Contract With Owner: If required for the feasibility study, these services would be an additional fee.

- Structural Engineering
- Civil Engineering
- Environmental Engineering
- Geotechnical Engineering

## Reimbursable Expenses

Reimbursable expenses shall include travel, document reproduction and xerographic services, photographic supplies and reproduction, and overnight express.

## FINAL REPORT

The final report that we provide will contain multiple options and costs for your consideration. These options will provide a roadmap and justification for the district to choose a course of action that will allow you to address your space requirements with full understanding of financial impact. Also included are recommendations of actions the district may take in order to obtain maximum use of its entitled state reimbursement.

## FISCAL RESPONSIBILITY

We recognize that school boards and their administrators are deeply committed to providing quality education in the most cost-effective manner possible. In the course of a feasibility study, we will work with you to achieve that delicate balance between the needs of your students and fiscal responsibility.

The following is our typical approach to a Feasibility Study in regards to educational programming and application of the program to the facility.

### 1. Start-Up Meeting

- Overview w/Client
- Initial Planning
- Schedule
- Budget
- Study Format
- Obtain Record Drawings of Buildings

### 2. Document Floorplans and Siteplan

- Existing Building Drawings

### 3. Existing Facilities Survey

- Building Structure
- Safety
- Heating & Air Conditioning
- Plumbing Facilities
- Electrical Services
- Lighting
- Educational Features
- Operational Features
- Site Features
- Vehicular and Pedestrian Circulation

### 4. Educational Facilities Adequacy Analysis

- Capacity
- Non-existent rooms
- Required new space
- Site / playgrounds / fields

## 5. Educational Program Development

Documentation from the District, to the Architect, describing the educational activities that the school should accommodate for the present and future, often termed the Educational Specifications.

- Space Requirements
- Function
- Quantity
- Size
- Adjacency

### 6. Enrollment Projections & Demographic Analyses

- School District Historical Data
- Department of Education Data
- County Data
- Township, Borough Local Data
- Local Planning Commissions, etc.

### 7. Develop Facilities Need List

- Accessibility Needs- ADA Requirements

- Current Code Compliance
- Educational Space Requirements
- Life Cycle Analyses for Core Systems

- Mechanical, Electrical, Plumbing, Requirements

### 8. Develop Estimated Improvement Costs

- Based on Educational Program
- Based on current construction standards

### 9. Options / Scope & Budget Refinement

- Establish Priorities
- Develop Implementation Scenarios

### 10. Review with District

- Planning Workshops
- Meetings with School Board / Administrators
- Meetings with stakeholders / community
- Development Consensus

### 11. Review Preliminary Study with District

### 12. Incorporate Revisions

### 13. Present Final Study