

# FANNING HOWEY

March 17, 2017

Todd Terrill  
Superintendent  
Richmond Community Schools  
300 Hub Etchison Pkwy.  
Richmond, IN 47374-5399

Re: Contract for Professional Services  
Educational Facility Master Plan  
Richmond Community Schools  
Richmond, IN  
Project No. 217027.00

Dear Mr. Terrill:

Fanning/Howey Associates, Inc. is pleased to submit our Contract for Professional Services for the development of your Educational Facility Master Plan (EFMP). We will work closely with you and your Board, colleagues, and community in the development of the EFMP.

This Plan will be developed in five phase as described below:

## **Visioning**

Dr. James Halik will facilitate a series of meetings with the Board, Administration, Staff and Community Representatives to identify and document your school community's vision for the delivery of education for the next 10-15 years. The vision will be documented in an Educational Specifications. The proposed meetings in order of occurrence are as follows:

1. Board Executive Work Session- scheduled for two hours in the evening
2. Administrative Cabinet Work Session- scheduled for an afternoon
3. Two Committee Meetings- schedule to be determined. We recommend that the committee be composed of approximately 25 Richmond Community School (RCS) Representatives and Civic Leaders.
4. Deliver Educational Specifications in a final report to the Board

## **Calibration**

We will assemble information that will be considered in the development of a district-wide plan for facilities use and improvements that enable RCS to deliver curriculum as envisioned the Educational Specifications. This includes the following:

1. Capacity and utilization analysis of existing school facilities
2. Demographic Study with 10 year enrollment projections
3. Historical inventory to identify important fabric that must be maintained

ARCHITECTURE | ENGINEERING

9025 North River Road | Suite 200 | Indianapolis, IN 46240

317.848.0966 | fax 317.848.0843 | [www.fhai.com](http://www.fhai.com)

**Assess**

Our team will visit all school facilities to assess the current conditions. While on site we will meet with administrative and maintenance staff to augment our analysis of conditions. We will summarize our findings in a one hundred point system as follows:

Site/Circulation	10
Safety and Security	20
Building Shell/Systems	25
Interior Building Spaces	20
Educational Adequacy	<u>25</u>
	100

The condition of the facilities will be characterized relative to the scores as follows:

90-100	Excellent- limited maintenance and improvements required
70-89	Satisfactory- repair and replacement work is required
50-69	Poor- significant renovations and/or replacement required
49 and below	Unsatisfactory- candidate for full replacement or decommissioning

**Engage**

Our first step in the engagement process will be the development of options for addressing facility improvements, repurposing, and/or decommissioning to address the Educational Specifications. We will engage with RCS Bond and Financial Counsel to determine the cost impact to taxpayers of the various options.

Armed with this information, we will facilitate three community engagement sessions, to present information and receive feedback. We will use Turning Point software to engage the audience in a real time survey of opinions on the information presented.

We will summarize the findings from these sessions for review by RCS.

**Recommend**

We want to ensure that we preserve the Board's ability to choose the path that is best for RCS. To accomplish this, we will provide all findings developed in each phase in electronic format suitable for posting on the RCS website.

In our final report to the Board, we will identify those facility changes that we believe will result in the best response to the Educational Specifications. Ultimately, the Board will be able to choose the composition of facility improvements that best meets the needs of RCS.

Todd Terrill, Superintendent  
Contract for Professional Services  
Educational Facility Master Plan  
Richmond Community Schools  
Richmond, IN  
Project No. 217027.00  
March 17, 2017  
Page 3

**Schedule**

A preliminary major task schedule follows. Specific dates and times will be identified as the process unfolds.

March	Planning
April-May	Visioning
May-June	Calibration
July-August	Assessment
September-November	Engagement
December	Recommend

**Compensation**

We are pleased to provide these services for a fixed fee of \$71,500.00

Payment shall be made upon completion of each phase according to the following schedule:

Visioning	\$15,000.00
Calibration	\$12,500.00
Assess	\$18,500.00
Engage	\$18,500.00
Recommend	\$ 7,000.00

**Additional Requirements**

Pursuant to Indiana Code 22-9-1-10 and the Civil Rights Act of 1964, Fanning/Howey and any contractors or subcontractors thereof, shall not discriminate against any employee or applicant for employment in the performance of this contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Breach of this provision may be regarded as a material breach of this contract.

During the term of this Agreement, Fanning/Howey shall enroll in and verify the work eligibility status of all newly hired employees of the company through the E-Verify program of the federal government if, and only if, such E-Verify program continues to exist.

Fanning/Howey does not knowingly employ an illegal alien.

As this process unfolds, you may discover the need for additional information and/or services, and we will be pleased to discuss these as they may arise. As an example, Dr. James Halik suggested the possibility of visitations to other schools by RCS Representatives to broaden awareness of other practices. These can be facilitated by our team, or undertaken by your staff as individual research efforts.

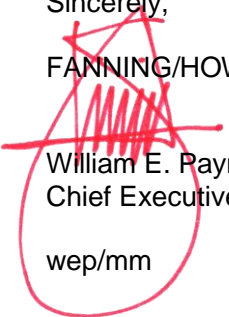
If this Contract is acceptable, please sign both originals, and return one original to our office. This document will serve as our Agreement for providing the services outlined herein.

Todd Terrill, Superintendent  
Contract for Professional Services  
Educational Facility Master Plan  
Richmond Community Schools  
Richmond, IN  
Project No. 217027.00  
March 17, 2017  
Page 4

Please let us know if you have any questions, or would like further explanation of any of the above services. We look forward to working with you and your colleagues in this effort and appreciate the opportunity to serve Richmond Community Schools.

Sincerely,

FANNING/HOWEY ASSOCIATES, INC.



William E. Payne, AIA, LEED AP  
Chief Executive Officer/ Principal

wep/mm

ACCEPTED BY:

RICHMOND COMMUNITY SCHOOLS

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_