



ENGINEERS · ARCHITECTS · PLANNERS

May 31, 2019

Millington Municipal School District
Attn: Campus Planning Committee
5020 Second Avenue
Millington, Tennessee 38053

**Re: Statement of Qualifications: Campus Master Plan Services - Revised Fee Proposal
A2H # 19239**

Dear Committee Members —

A2H is pleased to submit this revised fee proposal to provide professional planning and design services for the Millington Municipal School District Campus Master Plan. The following pages outline our understanding of this project, our proposal scope, and additional services that can be provided.

Project Understanding

Based on the information provided both in your request for proposal, subsequent interview, and follow up discussions, we understand the school district's desire to complete a comprehensive planning effort of the buildings and facilities that are owned and operated by the district.

Project Scope

Our team's approach to successfully delivering this project includes the following steps:

- **Task 1.0 Project Initiation**
Determine MMSD Planning Group, Kickoff Discussion on Vision & Objectives, Develop Overall Project Schedule, Build Public Awareness, Gather Initial Community Input
- **Task 2.0 MMSD Data Collection & Review**
Collect data on all MMSD facilities (academic, athletic, admin, etc.), Collect data on MMSD statistics, (e.g. enrollment, population, etc.) Collect & review all existing facility assessment reports provided by MMSD.
- **Task 3.0 Academic Review & Programmatic Priorities**
Determine community values regarding education. Meet with the district's academic council, content experts, instructional leaders, and, if applicable, board members to understand programming vision.
- **Task 4.0 Develop Strategic Planning Options**
Determine the extent to which each building is prepared to support the instructional programs prescribed to each school site. Based on data collected, identify and prioritize facility needs. Develop budgets to remediate all deficiencies identified and future capital projects.
- **Task 5.0 Create Scenarios & Develop Resource & Investment Plan**
Group strategic planning options into specific scenarios considering impact and cost. Create capital budget and timeline for each scenario.
- **Task 6.0 Recommendations of District Master Plan**
Narrow final suggestions into single master plan recommendation. Demonstrate the vision, design intent, and cost implications of the plan. Master plan will be a clear and actionable guide for the district's future.

Project Schedule

Utilizing the project scope outlined above and based on past experience on similar projects, we anticipate that the project duration will be approximately four (4) months. There is some amount of flexibility in the schedule due to summer break approaching and due to the exact timing of the Task 1.0 and Task 3.0 meeting dates not being determined yet.

Proposed Compensation

Our proposed compensation for this project is presented below as a lump sum broken down per project task.

» Task 1.0 Project Initiation	\$ 5,750. ⁰⁰
» Task 2.0 MMSD Data Collection & Review	\$ 5,750. ⁰⁰
» Task 3.0 Academic Review & Programmatic Priorities	\$ 16,500. ⁰⁰
» Task 4.0 Develop Strategic Planning Options	\$ 20,500. ⁰⁰
» Task 5.0 Create Scenarios & Develop Resource & Investment Plan	\$ 20,500. ⁰⁰
» Task 6.0 Recommendations of District Master Plan	\$ 15,825. ⁰⁰
Total	\$ 84,825. ⁰⁰

Exclusions / Additional Services

Based on our current understanding of your needs and the desired scope of services and project budget, the following items are excluded from our scope of work. If desired, these can be provided.

» Educational Adequacy Assessment Assess <u>all</u> facilities for adequacy to support and enhance the instructional program.	\$ 13,750. ⁰⁰
» Physical Condition & Tech Readiness Assessment Assess <u>all</u> facilities for physical condition. Gather data using BASYS Building Assessment Software. Determine the infrastructure needed for existing and future information technology.	\$ 13,750. ⁰⁰
» Community Engagement Strategy & Findings Present objective data collected in the assessment phase. Engage the public to gather ideas, beliefs, and expectations. Engagement could include public workshops, online polls, surveys, focus groups, and interviews. Utilize live clickers for polling and feedback. Note: Assumes conducting two community engagement public meetings	\$ 27,500. ⁰⁰
» Additional Community Engagement Public Meetings (Per Meeting)	\$ 4,500.00
» Demographic Analysis, Enrollment Projections, Capacity Analysis	To Be Determined
» 3-D Perspective Renderings of Proposed Improvements	To Be Determined

Project Expenses

Based on our past experience with projects of a similar nature, the following reimbursable and travel expenses will be incurred on this project. Reimbursable and travel expenses on this project will be billed as a lump sum.

» Reimbursable Expenses The client shall reimburse A2H for all expenses incurred for courier service, (e.g. Federal Express, United Parcel Service, etc.) mileage, travel, printing and postage.	\$ 1,000. ⁰⁰
» Speciality Consultant Travel Expenses This includes airtravel and accommodations for two trips by MGT to Memphis.	\$ 2,000. ⁰⁰