

SCOPE OF CONSULTING SERVICES
For
K-12 PUBLIC SCHOOL FACILITIES
FACILITY CONDITION ASSESSMENT – PHASE 1
“INITIAL DATA COLLECTION”
A/E JOB #26-30-03
State of Montana Department of Administration
July 19, 2006

1. Introduction

(Note: This Project Program details Phase 1 of a two-phase project. The second phase will be detailed under a separate document.)

The 59th Legislature Special Session, assembled in December 2005 for the purpose of addressing K-12 Public School funding and related issues, gave the Department of Administration the task of “completing a condition and needs assessment and energy audit of K-12 Public School facilities in the state”. The Architecture & Engineering Division (A&E) of the Department of Administration is tasked with administering this project.

The legislation, specifically “House Bill No 1”, further directed the department to “work in conjunction with the Legislative Finance Committee to design the process for collecting and analyzing data... to be used in the facility condition and needs assessment and energy audit.” The department is required to report its findings and recommendations to “the appropriate committee of the legislature” on or before July 1, 2008 and has decided to separate the effort into two (2) parts as described below [in the next two paragraphs].

Prior to beginning a dialog with the LFC, tentatively planned to commence at the October 2006 LFC meeting, A&E will gather basic background data with the intent of providing a better overall picture of the magnitude and distribution of public school facilities. This will comprise Phase 1 of the facility condition assessment process, which is described in more detail within this Project Program.

With the Phase 1 information in hand A&E will work together with the LFC and other stakeholders to develop the full scope of services to be requested and subsequently procured in the facility condition assessment and energy audit, which will comprise Phase 2 services. Phase 2 services will likely include further operational and statistical research, demographic information, site visits, maintenance staff interviews, physical inspections, documentation, evaluation, capital improvement identification and

prioritization, cost estimation, statewide comparisons, regional and national benchmarks, etc.

The Phase 2 services will be further detailed in a subsequent Project Program, with solicitation and selection to be made under a separate, stand alone request. The Phase 1 consultant will be permitted to compete in the selection process for Phase 2 services.

2. Facility Locations and Sites

The State of Montana's K-12 Public School facilities are located in every county of the state. Schools range in size from small one-room rural schools to large urban campuses. It is the department's intent to gather background data on all K-12 Public School facilities regardless of location or size.

Although exact amounts are unknown by the State at this time, A&E estimates the total square footage of these facilities to be in the range of 20-22 million gross square feet, roughly equivalent in magnitude to all State-owned facilities (including those at Universities).

The Montana Office of Public Instruction (OPI) compiles annual enrollment summaries, by school program, and this information is available for consultants to consider for this project. It must be noted that there may be no direct correlation between school program and number of school buildings or campuses, as some programs occupy multiple buildings while others may be operating in shared facilities.

Also available for consultants is the 2005-2006 Directory of Montana Schools, also produced by OPI.

3. Phase 1 Services

The gathering of basic background data on each school will constitute Phase 1 of this project and that is the purpose of this Project Program. This is the department's first foray into the realm of the K-12 facilities maintenance, so we are starting from scratch and need to first develop basic data on the overall magnitude and distribution of what we are assessing.

The consultant shall, at all times, exercise the utmost of care and professionalism in the provision of services under this project. The consultant shall display a high regard for local and regional opinions and treat all K-12 Public School contacts with respect. Failure to perform to this standard will be grounds for termination of services.

The two main objectives of Phase 1 are to: 1) develop background data adequate for development of the Phase 2 scope and sufficient for Phase 2 respondents to clearly

understand the magnitude and distribution of the State's K-12 Public School facilities – such that those respondents can assess their ability to staff and perform the work within the time constraints required; and 2) provide early information related to buildings and energy usage for use in initial benchmarking.

A) Required Information:

Basic background data for each school, to include:

- 1) School District;
- 2) Location and address of each school within each district;
- 3) Contact information (district and school levels);
- 4) Enrollment;
- 5) Number of buildings at each school;
- 6) Does the school have an FCI program in place?
- 7) Has the school performed an energy audit within the last 5 years?
- 8) Utility providers and metering information (exact information required will be developed in the development phase of this project).
- 9) Information about each building;
 - a) Building name or designation (unique identifier of each building);
 - b) Date of original construction/major additions;
 - c) Whether or not blueprints are available;
 - d) Majority uses of building (academic, athletic, administrative, physical plant, non-school, community, etc.);
 - e) Gross square footage;
 - f) Normal hours of usage;
- 10) Progressive summaries of information by school, district, county, and state.

Adjustments to the required information criteria may be made during the development phase of the project.

The consultant shall develop and submit proposed category subdivisions (i.e., building type categories, etc.) to ensure the greatest amount of flexibility in subsequent uses of the data. A&E will be available for consultation and must be allowed to review, approve, or request modification of the proposed categories prior to the consultant directly contacting the first school.

Items 1) through 4) are compiled and available from OPI. The consultant will be required to gather and include that information in the report and summaries. The consultant shall provide additional contact information in cases where individual schools desire direct contact with facility supervisors.

Items 5) through 8) will require questionnaires/phone interviews/site visits to gather. While there is no reason data required within these items couldn't be collected with questionnaires, emails and phone interviews; site visits may be required in order to successfully gather information from those schools that are

non-responsive and it will be the consultant's responsibility to find a way to gather all of the required information.

4. Schedule for the Performance of Phase 1 Services

Delivery of services and reports/summaries required under this project must be completed by October 12, 2006. During fee negotiation, milestones will be established with the consultant to accommodate this schedule.

5. Project Budget

The amount of funds available for Phase 1 services is \$60,000. This budget includes all costs associated with the gathering and submission of the information required within this Project Program. This includes costs for surveys, questionnaires, phone charges, copies, postage, travel, per diem, hourly/supervisory wages and fringes, insurances, and any other project related costs.

The consultant will be required to enter fee negotiations and subsequently execute a contract with the State of Montana, which will formalize the exact amount of compensation due and the services to be provided. If at any time the project scope is expanded such that additional costs will be incurred, the consultant must notify A&E in writing prior to providing the additional services. Additional services provided without prior approval will not be reimbursable.

6. Contract for Services

The consultant will be required to enter a contract for consulting services with the State of Montana, requiring Worker's Compensation and other Commercial General Liability and Automobile Insurances. A&E can provide a sample contract upon request.

7. Submittals/Reviews

Submittals and reviews of this project will be as follows:

A) Development Phase:

1) Schedule.

The consultant shall develop and submit a written schedule that clearly outlines the timeframes and milestones for collection of data and submittals to A&E. This schedule shall include, but is not limited to, the dates or duration of: development phase submittals; initial mailing/contacts; receipt of initial information; follow-up contacts; site visits; data summarization; draft report submission; and final report submission.

2) Procedure.

The consultant shall develop and submit a written procedure that clearly outlines the policies, steps, and types of contact/forms/questionnaires to be used in collecting data from schools. This procedure shall include plans for documentation of all contact as well as materials and methods used for initial contact, research documentation, follow-up contact, site visits, and data summarization.

3) Introductory Letter.

The consultant shall, in the initial contact packet to each school, include an introductory letter that includes, but is not necessarily limited to: an outline of the legislative authority and intent of this study, an explanation of the two phases of the study, identification of the schedule goals of the study, contact information for school officials in case additional information is desired, and contact information for school officials in case one should desire to place a complaint. At a minimum, this letter shall provide contact names and numbers for at least one individual at each of the following entities: consultant; Office of Public Instruction; and Architecture & Engineering Division.

4) Questionnaires/Forms.

The consultant shall develop and submit drafts of all questionnaires and forms to be used to collect and summarize data from schools.

5) Summaries.

The consultant shall develop and submit draft templates (in hard copy) proposed to summarize and report data to A&E. The consultant shall consider that, as part of the Summary/Report Phase, all summary and backup data shall be provided to A&E in both hard copy and electronic form, such that the Phase 2 consultant can efficiently utilize the data in either form. Acceptable software includes MS Excel, MS Word, MS Access, or as otherwise approved by A&E.

The Architecture & Engineering Division will review all development phase submittals made by the consultant. Review results will be “no-action”, “approved”, “approved-as-noted”, or “returned-for-revision”. The Consultant will be expected to complete this phase, including revisions required by A&E, prior to beginning the next.

B) Research/Data Gathering Phase:

The consultant shall implement the research/data gathering methods, procedures and policies approved in the development phase. Any need for adjustment of methods, procedures and/or policies must be approved by A&E prior to implementation.

The consultant shall exercise appropriate care in the selection of employees to be in direct contact, via phone or in person, with school representatives to ensure a professional and business-like approach during all personal contact.

C) Summary/Report Phase:

The consultant shall submit a draft of all summaries to A&E for review and approval. Summaries shall be progressive—starting with summaries by school, then by district, then by county, and finally including the entire State.

A&E will review and provide comments and/or requests for corrections to the consultant for inclusion in the final set of documents. After all review comments have been satisfactorily addressed, the consultant shall submit the final summaries (six full sets) and all backup documents (two full sets) in hard copy and electronic form.

While it is the intent of this project to provide all Phase 1 information in an approved electronic format for use by the Phase 2 consultant, it may be necessary to submit certain backup documents in hard copy (i.e., completed questionnaires, hand-written notes, etc.). For information that does not exist in electronic form, other than through scanning, a hard copy may be deemed reasonable and appropriate for the purposes of this project if approved by A&E. The consultant will be responsible for obtaining approval of this exception prior to submission of final report documents.

8. Project Responsibility:

- A) The Consultant will coordinate the project with Joe Triem, Project Manager for the State Architecture & Engineering Division. All correspondence must include the A/E project number 26-30-03.
- B) Any significant deviation from this program must be approved in writing by the Architecture & Engineering Division. Any work done outside this program scope without Architecture & Engineering Division approval will be the Consultant's responsibility.

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