



Crabtree, Rohrbaugh & Associates - Architects
250 West Main Street, Suite 200
Charlottesville, VA 22902
Maryland • Pennsylvania • Virginia • West Virginia

December 9, 2019

Dr. Terry E. Arbogast II
Division Superintendent
Giles County Public Schools
151 School Road
Pearisburg, VA 24134

RE: Giles County Public Schools
GCPS Facilities Assessment – Scope of work and Professional Services Fee

Dear Dr. Arbogast,

Crabtree, Rohrbaugh & Associates is pleased to present this fee proposal for Professional Architectural and Engineering Services for the Giles County School Division (GCSD) Facility Assessment. This letter is to provide general clarification of services to be provided. We understand the scope of work to assess our current buildings, determine the needs for building needs at your existing schools, and if identified in the process, review the need for any new building(s) within the School Division.

In the paragraphs below we will outline our revised scope of services and an updated professional fee:

Project Understanding / Scope of Services

Provide a comprehensive Facility, Space Needs, and Programming Study to provide the Giles County Public Schools with the means to identify immediate and long term facility needs, educational needs, space needs and from these needs develop options for the School Divisions' buildings over the next fifteen (10), twenty (20) and thirty (30) years. We understand that the goal of the facility study is to ascertain the present condition of each facility, efficiency of facility use related to programming, population, future growth, and the ability to forecast capital needs and funding requirements. The assessment be used to establish priorities for maintenance, repair, enhancement, or replacement of facilities and their major components.

Our Facility Study and Analysis process is a multi-phased process where we look holistically at the School Division to analyze their facilities and infrastructure, educational needs, and enrollment. The process will determine the necessary facility improvements, modifications to engage the School Division's educational philosophy and determine of the space needed to accommodate an increase or decrease enrollment based on the Division's capacity.

Our general approach is as follows:

1. Define Division Goals
2. Information Gathering
3. Data Analysis
4. Determination of Needs

Per Giles County School Board: All information obtained through this assessment is for informational purposes only. This will be evaluated by the Giles County School Board to determine how to proceed.

5. Development of Options
6. Recommendations
7. Final Report

All Giles County Public Schools owned and operated buildings will be evaluated as part of the study. The following buildings will be part of the assessment:

1. Eastern Elementary / Middle School
2. Macy McClaugherty Elementary / Middle School
3. Narrows Elementary / Middle School
4. Giles High School
5. Narrows High School
6. Giles Tech Center
7. School Board Offices

The following, at a minimum, will be provided as the scope of work for the comprehensive base Facility Assessment; our Scope of Work includes all items identified in the November 5, 2019 Scope of Services Document. :

A. Evaluate existing facilities

1. Existing condition of buildings based on the Facility Condition Index (FCI) metric. This review will look at all existing conditions, building envelope, facility systems, life safety systems, code issues, structural conditions, safety and security, energy usage, life cycle analysis, site parking, drives, equipment, and utilities, and general maintenance needs.
2. Evaluate exterior systems including, but not limited to masonry systems, exterior walls, finishes, window systems, doors, door hardware, stairs, railings, sidewalks, ramps, roofing systems, and prefabricated awnings.
3. Evaluate interior systems including, but not limited to walls, finishes, doors, door hardware, floors, ceilings, (visible) structural components, bleachers, auditorium seating, stage equipment, stairs and railings, lockers and ramps.
4. Evaluate cafeteria layout and equipment.
5. Evaluate mechanical, plumbing, electrical and low voltage systems.
6. Evaluate each building for ADA, Security, VDOE and Code deficiencies.
7. Evaluate all outdoor and athletic facilities for life-cycle costs, ADA accessibility, security and lighting.
8. Evaluate the Hazardous Material Report provided by GCPS and incorporate the listed items into the facility assessment.
9. Work with the School Administration to determine and evaluate current student capacity.
10. Engage a consultant to test the water at each facility to determine water quality.

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B. Develop space allocation and utilization plans

1. Determine the amount and location of additional space needs
2. Based on those space needs, develop a Master Plan that will include the locations for all departments, use of all existing buildings, proposed renovations and additions to each building, and new or replacement building options.
3. Suggest location of any new buildings, including satellite locations for improved support for staff/student/community.
4. Develop block and stack plans of existing spaces, potential reuse and additions to each building.
5. Develop cost estimates for each option and potential phasing. Options shall include cost of construction, life cycle costs, staffing and transportation.

C. Establish priorities and prepare options

1. Assist in determining priorities and locations for future expansion and growth.
2. Discuss renovation, relocation, and new construction options. Provide potential phasing and timeline for each option.
3. Estimate and provide project cost by phases including building and site probable costs.
4. Provide life-cycle costs analysis of renovations, additions and new construction options.
5. Provide recommendations for non-construction options and the associated cost impact.
6. If desired, present the existing facility analysis and options to the public.

D. Prepare draft and final report

1. Assist in determining priorities and locations for future expansion and growth.
2. Discuss renovation, relocation, and new construction options.
3. Estimate and provide project cost by phases including building and site probable costs.
4. Provide life-cycle costs analysis of all construction options.
5. Present final report to the School Board for discussion.

Facility, Space Needs, and Programming Study – Base Service Study Fee Proposal

Crabtree, Rohrbaugh & Associates proposed a lump sum fee proposal of \$40,500 plus reimbursable expenses including printing, travel and mailing direct costs.

Below is the estimated hours expected for each team to perform the tasks necessary to provide a Comprehensive Facility, Space Needs, and Programming Study:

Architect – 148 hours

Mechanical, Plumbing, Fire protection and Electrical Engineer – 192 hours

Structural Engineer – 10 hours

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The following, are additional options to enhance the base Facility Assessment (Optional):

E. Evaluate present use of space

1. Document and evaluate each departments use of space to determine adequacy of space in terms of function and size
2. An overall assessment of the Program usage and educational adequacy will be reviewed. We will determine how each space is being used and is that space adequate for that usage.
3. Efficiency of interaction for departments based on proximity to one another
4. Description of current facilities and their uses.
5. Detailed analysis of current uses. Identify an efficiencies, inefficiencies, deficiencies, and suggested improvements.

F. Develop the space needs

1. Work with the School Administration determine the future space needs for the next 10 years.
2. Provide a projected future need, based on growth and trends to include expected population growth, examination of current workloads specific to all departments, as well as interviews with School Leadership, and Departments.
3. Based on the Education Program information provided we will assess any needed space for Educational needs. This will look at all necessary program space and desire for inclusion of 21st Century Learning Environments.

Facility, Space Needs, and Programming Study – Optional Service Study Fee Proposal

Crabtree, Rohrbaugh & Associates proposed a lump sum fee proposal of \$10,250 for this Optional Service, plus reimbursable expenses including printing, travel and mailing direct costs.

Below is the estimated hours expected for each team to perform the tasks necessary to provide a Comprehensive Facility:

Architect – 96 hours

We again thank Giles County Public School for this opportunity. If you have any questions please feel free to contact me at anytime on my mobile (717) 497 1696 or via email jbower@cra-architects.com

Sincerely,

CRABTREE, ROHRBAUGH & ASSOCIATES



Joshua C. Bower, AIA, LEED AP, CPD
Principal | Senior Project Manager

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