



**MEQUON-THIENSVILLE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**EXECUTIVE SUMMARY**

<p><b>Subject:</b> Action to Approve District Facility Study</p>	<p><b>Category:</b>  <input checked="" type="checkbox"/> Action  <input type="checkbox"/> Discussion  <input type="checkbox"/> Information</p>
<p><b>Attachments:</b>  <ul style="list-style-type: none"> <li>Summary of Proposals</li> </ul> </p>	<p><b>Date for Consideration:</b> February 20, 2012</p>

**Background**

In an attempt to gain better information on the overall condition of our facilities and to assist the board and administration in future long range planning, it was determined a strategic facility plan is needed to provide for the most effective and efficient use of district resources. Funds are available for this study in the Buildings and Grounds department as a result of several major capital improvement projects coming in under budget last Spring. This is an appropriate use of those funds since the Buildings and Grounds area will benefit greatly from a “base-line” on the condition of facilities to be used to update the five-year capital improvements plan. Board policy requires approval of this project.

**Highlights:**

- District solicited proposals for comprehensive facility study in December.
- Presentation and proposals were received from two architectural firms (Plunkett Raysich and Epstein Uhen) and one non-profit agency (IFF).
- Outcomes desired from facility study include: facilities survey to determine baseline of current conditions; educational space analysis; identification of options for cost containment and or facility adequacy; and conceptual development of potential options.
- Proposals for the facility survey and space needs analysis ranged from \$14,800 to \$49,500 depending upon the scope of services desired.
- Proposal from Plunkett Raysich is recommended at a cost not to exceed \$23,300. Team review felt this proposal was comprehensive, most cost-effective and provided the best approach and process in obtaining the desired outcomes.
- Funds are available within the Buildings & Grounds department.

<b>Strengths</b>	<b>Needs Improvement</b>
<ul style="list-style-type: none"> <li>• Comprehensive facility study will help determine most efficient use of district facilities and resources.</li> <li>• Plan will provide assessment on condition of facilities to update long range capital improvement plan.</li> <li>• Received a very cost effective proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Funds should be allocated to review and update this plan approximately every five years.</li> </ul>

**Recommendation**

It is recommended the Board of Education accept the proposal from Plunkett Raysich Architects for a comprehensive facility study in an amount not to exceed \$23,300 plus expenses.

Submitted By: Gail Grieger, Director of Business Services	
<b>Board of Education Action:</b>	<input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Reject</b> <input type="checkbox"/> <b>Research/Report Back</b>

