



Master Plan Process



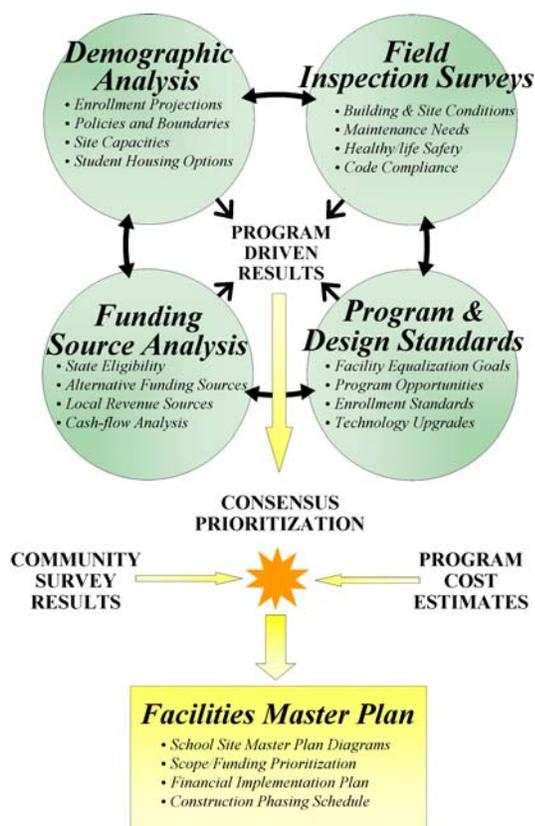
PROCESS DESCRIPTION

The process of preparing a Facilities Master Plan is the first step in the planning and development of a long range school facilities improvement program. For the Arcadia Unified School District (AUSD), program LPA built upon the Needs Assessment work completed in March 2006 by Fred Good and Associate in conjunction with the individual School Site and District Wide Facilities Planning committee groups. Their efforts and program recommendations formed the basis for the process established by LPA in collaboration with AUSD staff for the development of the Facilities Master Plan. The final Master Plan recommendations can be used by District staff to plan and establish the direction for the future improvement of the District’s educational infrastructure.

LPA’s primary goal during the development of the Facilities Master Plan has been to provide an implementable “Road Map” for the future improvement program. In order to accomplish this goal the LPA Master Planning team worked with District staff, planning committees, and our site survey field inspection teams to verify the current educational program processes and amenities, facilities repair condition, code correction and systems infrastructure improvement needs.

Once the list of scope had been finalized, LPA together with our cost estimating consultant, and McCarthy as the District construction manager, worked to prepare detailed budget take-offs for the program. Once reviewed and approved by the Board of Education and District Steering Committee the resulting costs were prioritized to match the actual funding available from the potential State and Local revenue sources identified. The final component of this comprehensive plan was the development of a detailed Facilities Master Plan phasing schedule. The schedule analysis was prepared so that appropriate program cost escalation, soft costs, and contingencies were included in the project and program estimate totals. By tying identified needs to accurate and reliable sources of revenue this completed document will allow District staff and the Board of Education to speak with confidence to local community members, and District stakeholders, assuring each that all the improvements recommended for the District’s school sites will be implemented upon the conclusion of the AUSD Facilities Master Plan program.

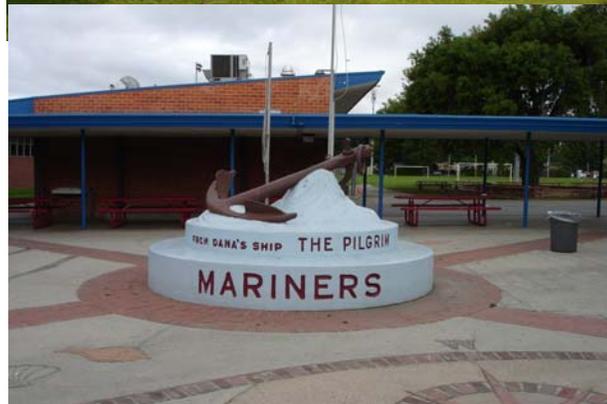
The adjacent diagram details the four critical components of a comprehensive District Facilities Master Plan. The activities include Demographic and Student



Housing Plan Analysis, individual School Site Needs Assessment and Field Inspection Surveys, District Educational Program Equalization and Technical Design Standards to achieve equity between the sites, and the Funding Source Financial Plan and Cost Estimates Budgeting Analysis.

Planning Committee Groups

The Facility Needs Assessment process performed by Fred Good and Associates, determined the perceived needs and what people “want to do” with regard to the potential future development of the AUSD school facilities and educational programs. This report was important since the information it contained documented the District’s facilities desires. Since the “if you could dream” phase of work had been completed it allowed the LPA team to accelerate the implementation schedule for the Facilities Master Planning committee and community outreach process. The dialog Fred Good facilitated also helped to raise awareness in the District, and the local Arcadia community, regarding the overall facilities program deficiencies and maintenance needs.



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The collaborative information gathering process that LPA initiated expanded upon the work done by the District to date. A primary goal was to determine the District’s recommendations for “what it can and should do” with regard to the Facilities Master Plan improvements. The new committees formed were tasked with verifying and communicating to the LPA team the District Needs Assessment recommendations, developing program equalization standards for each grade level grouping, reviewing and prioritizing proposed scopes-of-work as cost estimates were prepared, and finally determining the proposed site enhancements for each facility within the District to be incorporated within the Facilities Master Plan document.

The following are a listing of the committee groups and/or District governing bodies that the LPA team interacted with during the Facilities Master Planning process:

- Arcadia Unified School District – Board of Education
- District Steering Committee
- Facilities Advisory Committee
- Arcadia High School Planning Committee
- Elementary & Middle Schools Site Principals
- District Technology, Food Service, and MOT Staff

Site Field Inspection Surveys

Concurrent with the facilitation of the Master Plan committee process the LPA site survey teams walked, inspected, and documented the existing school site and District support facility conditions. Our Field Inspection Survey teams included engineering consultants for Structural, Mechanical, Plumbing, and Electrical systems as required in addition to LPA staff and Cost Estimating experts. The survey process evaluated and documented the following category items for review by the District planning committees and inclusion in the proposed projects scope-of-work recommendations:

- Health & Life Safety Issues
- Code Compliance
- Educational Program Deficiencies
- Facility Repair & Maintenance Requirements
- Building & Site Utility Systems Condition and Age
- District Technical Standards Implementation

Conclusion

While the Facilities Master Plan and its' scope, program enhancement, and funding recommendations provide a detailed "road map" for the future improvement of the Arcadia Unified School District facilities it should not be viewed as a static document. Assumptions made during its' preparation should be reviewed, and updated annually, as economic conditions and/or community needs change during the implementation of the overall program.