



December 20, 2021

SPACE UTILIZATION STUDY - PROCESS and SCHEDULE Prospect Heights School District 23

ARCON proposes the following process for facilitating the development of a district wide Space Utilization Study.

Data Gathering

Mid-February, 2022

Week of 2/14 Kickoff Meeting

ARCON to review proposed schedule and discuss goals and existing/desired building program with SD23. ARCON to walk through buildings with district representatives to review existing challenges and space configurations.

Week of 2/28 Preliminary program sent to SD23 for review and comment

Planning and Concepts

Late-February to Late-April, 2022

2/28-3/10 ARCON to generate written program, site analysis and diagrams identifying potential challenges and opportunities with respect to build-able areas, circulation routes, parking and program spaces and relationships, and conceptual planning diagrams.

3/10/22 **Administration meeting** - review of initial concepts and ranking of priorities with Administrative Team

3/24/22 ARCON to refine programs and diagrams, create massing concepts and provide updated documents to Administrative team for their internal review.

4/5/22 Administrative Team to provide feedback to ARCON Associates.

4/5-4/26 ARCON to refine programs, diagrams and massing concepts and create initial budget/schedule

4/26/22 **Administration meeting**- Review refined programs, diagrams, massing concepts, and initial budget/schedule opinions.

April/May ARCON to facilitate Citizens' Task Force Meetings, with assistance from referendum consultant

BOE Progress Presentation

June 8, 2022

4/26-6/8 ARCON to make refinements to generate presentation materials

6/8/22 BOE Progress presentation- ARCON/D23 Administration Team

Analysis and Decision Making

August - November, 2022

8/25/22 **Administration meeting**- Review plan and budget adjustments resulting from BOE feedback

11/6/22 **Administration meeting** - Craft Final Report and Recommendation to the Board of Education.

Board of Education Review and Communications:

June 8, 2022 BOE meeting- Initial Facilities Master Plan presentation

September 12, 2022 BOE meeting- Final Facilities Master Plan presentation: Consensus and direction

November 9, 2022 BOE meeting - adopt election resolution for April 4, 2023 election

December 13, 2022 BOE meeting fall back date to adopt election resolution for April 4, 2023 election

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Community Referendum Committee work

November 2022 – April 2023

Community Referendum Committee (independent group) work begins. ARCON supports committee with site and facility concept graphics, technical backup and budget and schedule opinions.

DELIVERABLES

ARCON will facilitate all meetings with administration and will participate in Administration and Board of Education meetings as appropriate from initial Data Gathering through Space Utilization Plan Concepts. ARCON will document the process in the form of site and floor plan concept diagrams, and exterior concept renderings appropriate to support the decision-making process. ARCON will provide a process and decision summary Space Utilization Planning Report, in both paper and digital versions, that will act as a “living” document and roadmap for future facility related decision making.

COMPENSATION

We propose a fixed fee for the master planning services outlined above in the amount of \$23,500. If acceptable, please sign and return to ARCON. Thank you for the opportunity to continue to serve the needs of Prospect Heights School District 23.

Sincerely,
ARCON Associates, Inc.



Erin M. Miller, Principal

Prospect Heights School District 23