

PROPOSAL TO
DR. STEPHEN W. HEFNER, SUPERINTENDENT
SCHOOL DISTRICT FIVE OF LEXINGTON & RICHLAND COUNTIES
1020 DUTCH FORK ROAD
IRMO, SC 29063
803-476-8116

FACILITY ASSESSMENT STUDY

CONDUCTED BY
H. DALE HOLDEN, ED.D.

H. DALE HOLDEN & ASSOCIATES
132 RUNNING FOX ROAD
COLUMBIA, SC 29223
803-788-3355
FAX 803-788-0270

APRIL - 2017

FACILITY ASSESSMENT STUDY
SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

I. METHODOLOGY

A. OVERALL PRODUCTS AND SERVICES RELATED TO THE FACILITY ASSESSMENT STUDY.

1. Meet with the Superintendent and other selected staff members to determine the final scope of the study.
2. Review and update, if necessary, the accepted standards for the types of space the study will assess.
3. Schedule a series of on-site meetings with the principals and other district and school administrators.
4. Conduct an analysis of the selected facilities for their intended purposes based on the data, interviews and walk-throughs.
5. Develop a series of findings and recommendations that can be incorporated into the District's short and long-range facility plans.
6. Provide the Superintendent with a comprehensive written report of the Facility Assessment Study.

B. ASSESSMENT OF SELECTED SCHOOLS – BASED ON THE QUALITY AND THE QUANTITY OF THEIR INSTRUCTIONAL AND SUPPORT SPACES. (The schools to be included in this phase of the study are: Irmo Elementary; Leaphart Elementary; Oak Pointe Elementary; River Springs Elementary; Seven Oaks Elementary; Chapin Intermediate; and Chapin High.)

1. Analyze the current and projected enrollments with regard to how well the schools are positioned for growth in their respective attendance areas.
2. Conduct a comprehensive program capacity analysis of each school to determine the functionality of the instructional and support spaces based on the needs of the students being served and the District's school standards.
3. Develop alternatives and recommendations that address the quality and the quantity of the spaces at each school.

II. TIME FRAME FOR THE STUDY

The overall scope of work outlined in the previous section would be completed in 8 weeks from the approval of the proposal. With an anticipated start time in mid-April of 2017, the study would be completed by mid-June of 2017. The on-site work would be concentrated at the beginning of the study and would be conducted over a 2-3 week period of time. All other tasks, with the exception of scheduled follow-up meetings and visits to district facilities and schools, would be completed off-site. The final Facility Assessment Study Report would be submitted to the Superintendent no later than eight weeks from the initial start date.

III. COMPENSATION

The cost for the professional services related to the Facility Assessment Study, including the on-site visits to seven schools, meetings with district level administrators, principals and staff, as well as the development of the final study report would be \$8,750.00. The district will be invoiced for an initial payment of \$4,750.00 upon completion of the on-site visits to the selected schools. The remaining amount of \$4,000.00 will be invoiced upon completion of the study report and its subsequent delivery to the Superintendent.

Reimbursement for expenses related to travel, administrative support services, printing, and copying will be itemized and billed at cost to the District coinciding with the two-part payment schedule for professional services. Project related expenses will not exceed \$800.00.

III. STUDY PERSONNEL

A. Study Personnel:

The Facility Assessment Study for the School District Five of Lexington & Richland Counties will be conducted by Dr. H. Dale Holden.

B. Location and contact Information:

H. Dale Holden, Ed.D.
132 Running Fox Road
Columbia, SC 29223
803-788-3355 (Office)
803-960-3522 (Cell)
803-788-0270 (Fax)

APPROVAL TO CONDUCT A
FACILITY ASSESSMENT STUDY
SCHOOL DISTRICT FIVE OF LEXINGTON & RICHLAND COUNTIES



Dr. Stephen W. Hefner, Superintendent

4-17-17

Date



Dr. H. Dale Holden

4-4-17

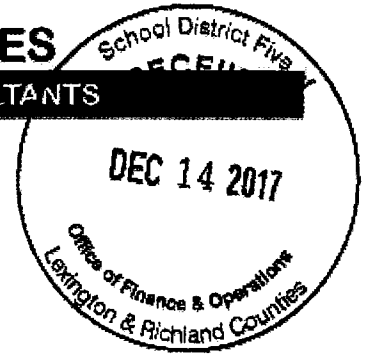
Date

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EDUCATIONAL & CORPORATE PLANNING CONSULTANTS

132 RUNNING FOX ROAD • COLUMBIA, SC 29223



School District Five of
Lexington & Richland Counties
Accounts Payable Office
1020 Dutch Fork Road
Irmo, SC 29063

Invoice: 18-SD5LRC-1
ID Number: 56-2334947
Date: December 15, 2017

FOR PROJECT RELATED SERVICES: Payment for providing assistance to the Office of Planning and Administration from October 23, 1917 to December 15, 2017.

Professional Services: 8.5 days	\$6,800.00
Related Expenses: (See Attached Summary)	<u>278.74</u>
TOTAL INVOICE AMOUNT:	\$7,078.74

Thank you,

H. Dale Holden, Ed.D.

PLEASE PROCESS
FOR PAYMENT -
SWH/v2
12/14/15

