



QUACKENBUSH ARCHITECTS + PLANNERS

August 14, 2018

Christina S. Melton, Ed.D.  
Superintendent  
District Five of Lexington and Richland Counties  
1020 Dutch Fork Road  
Irmo, SC 29063

RE: Proposal for Programming Services  
New Elementary School

Dear Dr. Melton:

Thank you for identifying Quackenbush Architects + Planners and Perkins+Will as the highest ranked proposer for design services for the new Lexington Richland District 5 elementary school. We were thrilled to learn the good news of the selection of our team and eager to move forward to complete negotiations for a final design contract. In the interim, we have discussed separating programming from the design contract in an effort to accelerate the timeline. As a result of those discussions, we are submitting a letter agreement proposal for the District's consideration based upon our recent discussions during negotiations regarding this matter. In this letter, I have outlined below a process and commensurate fee for programming that is inclusive, comprehensive, and efficient.

#### The Planning Committees

A vital component of the Q+/Perkins+Will team planning approach is the client's role throughout the entire process. For this work, we envision working with two separate but interrelated committees that will both guide the process as well as provide important information about current and future facilities.

The first committee is the Steering Committee, the smaller of the two and comprised of select district leadership. The role of the Steering Committee will be to help guide the process, to review project and meeting schedules/agendas, to act as a sounding board as issues arise, to review the progress of the work, review work product, etc. As opposed to the Programming Committee (see below), the Steering Committee's role lives beyond the programming phase into the design and construction phases. The Steering Committee will be the primary sounding board for the overall planning and design of the new elementary school.

The second committee is the Programming Committee. This committee participates in three programming workshops (described below) designed to develop a facility solution for the new elementary school.

#### Programming Workshops:

The following workshop agendas relay the intended process for three full day workshops (example window of time is 8:00 AM – 3:00 PM) that are designed to thoughtfully, yet expeditiously, arrive at a written program for the project as well the conceptual design of the school (via planning diagrams drawn to scale). We consider these agendas to be conceptual drafts until reviewed and approved by the Steering Committee.



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We suggest each workshop be about 3-4 weeks apart, we will set workshop dates with the Steering Committee.

Workshop One Agenda

- 8:00 Greetings / Introduce Programming Process
- 8:15 Introductions - Introduce yourself and your role, choose a word to describe your aspirations for the new elementary school
- 9:00 Presentation: Planning Schools for the Innovation Generation
- 10:00 Large Group Discussion
- 10:20 Break
- 10:40 Visual Listening and Discussion
- 11:25 Set-Up Activity Mapping Exercise

*Using the morning presentation and visual listening exercise, focus on envisioning the types and qualities of spaces necessary to support expected activities and expectations around the future of learning the new elementary school. Record meaningful reflections and design drivers to report back.*

- 11:30 Lunch
- 12:00 Activity Mapping Exercise / Discussion / Report Out
- 1:00 Small Groups - From Activities to Spaces
- 1:45 Break
- 2:00 Small Group Reports / Discussion
- 3:00 Closing Remarks and Next Steps

Post Workshop One

Following the first workshop, the design team will analyze the information gathered. We will also prepare a draft space program, conceptual site planning and conceptual building planning diagrams for review at workshop two.

Workshop Two Agenda

- 8:00 Greetings and Workshop One Recap
- 8:15 Presentation: From Ideas to Buildings – Part I  
Draft Space Program Introduction
- 9:15 Large Group Discussion, Set Small Groups
- 9:30 Break
- 9:45 Small Group Discussion
- 10:45 Small Group Reports
- 11:45 Lunch
- 12:45 Presentation: From Ideas to Buildings – Part II
- 1:15 Small Group Discussions

*✓ Pertaining to the planning area your group has been assigned, critically assess the following:*

1. Are the types and quantities of spaces outlined in the draft program correct?
2. What is missing?



3. *What is there that should not be there?*
4. *What opportunities exist for sharing space either within your planning area or with functions in other planning areas?*
5. *What space(s) would increase in value if they were collocated with each other?*
6. *What other strategies might increase usage and flexibility while saving area?*

2:15 Small Group Reports  
3:00 Closing Remarks / Adjourn

#### Post Workshop Two

Following the second workshop, the design team will analyze the information gathered. We will also prepare a final space program, final conceptual site planning and final conceptual building planning diagrams for review at workshop three.

#### Workshop 3

8:00 Greetings and expected outcomes  
8:15 Workshop 2 recap and site plan diagrams / building diagrams  
9:00 Small group discussion  
*Pertaining to the planning area your group has been assigned, critically assess the following:*

1. *Are the types and quantities of spaces outlined indicated in the diagram correct? What is missing? What is there that should not be there?*
2. *What would you change to improve the diagram?*
3. *Are there spaces in your area that might function better in a different part of the building?*
4. *Consider what opportunities exist for sharing space either within your planning area or with functions in other planning areas. Are there other strategies might increase usage and flexibility?*

10:15 Break  
10:30 Small group reports and discussion  
11:30 Lunch  
12:30 Small group discussion  
*Having had time to reflect on the diagrams and site plans and consider what you might further develop or change*  
1:00 Small group reports and discussion  
1:45 Closing remarks, next steps, adjourn

The intent of these three workshops is to provide the type and quality of information necessary for the design team to: prepare a final accounting of spaces (spreadsheet form indicating the type, size, quantity of each space), understand the amenities necessary for spaces to properly function, and prepare site and building diagrams that illustrate how both will function to support the future Lexington Richland District 5 elementary school. At the conclusion of workshop three, and with the approval of the Steering Committee, the design team will be prepared to proceed into the Schematic Design Phase.

#### Deliverable

The final deliverable will contain a table of contents and an executive summary that highlights the overall programming objectives of the school and how the planning model will support those objectives. It will include both site and building diagrams as vetted and edited during the programming



process. The detailed program spreadsheet that accounts for all space types, sizes and quantities will be included. This spreadsheet also contains a calculation of the expected functional student capacity of the school.

#### Community Engagement

One meeting will be held with the Design Team, District representatives, and adjacent property owners to gather feedback and explore options related to site development. This will be followed by additional community meetings as the design progresses beyond programming.

#### Information to be provided by the District

1. Scalable plan and/or program for most recent or most relevant elementary school in the district to be available as a basis of comparison for the programming committee and the design team for space types and sizes.
2. Any project budget and/or expected gross area of new building to set realistic expectations at the workshops

#### Compensation

Compensation for the three-workshop process and deliverables as outlined above shall be a lump sum of One Hundred Eighteen Thousand Dollars (\$118,000) plus reimbursable expenses. If we enter this agreement, Programming Services will be removed from the scope of work in the design contract and the agreed upon fee as a percentage of GMP will reflect this modification to the scope.

#### Reimbursement of Expenses

The compensation indicated above does not include reimbursable expenses. Reimbursable expenses include: airfare, car rental, hotel, meals and miscellaneous expenses. Expenses for the process described above shall be invoiced at cost. These expenses for the three-workshop process are estimated at Eight Thousand Four Hundred Dollars (\$8400).

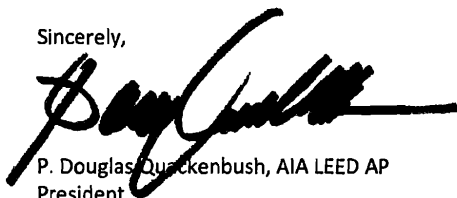
#### Invoicing and Payment

Invoices shall be issued monthly based upon a percentage completion of work by phase. Payment of invoices is due thirty (30) days after the receipt of the invoice.



If the process we have outlined and the fee proposed meet with your approval, please acknowledge so by signing below.

Sincerely,

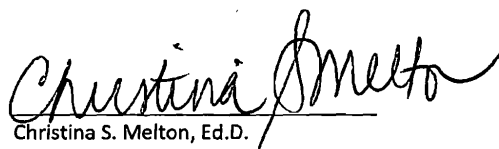


P. Douglas Quackenbush, AIA LEED AP  
President

ACCEPTED:

Scope:

By:



Christina S. Melton, Ed.D.

Title: Superintendent

Date:

8/15/18

Cc: Johnson, Eckmann, file.acct

