SCHOOL DISTRICT No. *##*

(*SCHOOL DISTRICT NAME*)

*ABC ELEMENTARY* SCHOOL

PROJECT REQUEST FACT SHEET

# Project Background

Project Type: Choose an item.

Project Ranking Five-Year Capital Plan: ##

Grade Configuration:

Nominal Capacity:

Number of Classrooms: ## Kindergarten / ## Elementary / ## Secondary

Current Utilization %: *(Calculation: Enrolment/Operating Capacity)*

Facility Condition Index:

Seismic Rapid Assessment Completed: Choose an item.

Seismic Project Identification Report (SPIR) Completed: Not Applicable

Seismic Risk Rating: Choose an item.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Seismic Risk Rating | H1 | H2 | H3 | M | L |
| No. of Blocks | *2* | *3* | *1* | *1* | *1* |

**`**

# Project Rationale

Describe the need for the project by identifying the primary driver, such as seismic risk classification or enrollment pressure, and the recommended option. Clearly demonstration that the need cannot be resolved through means within the School District’s control such as changes in catchment, programming, grade configuration, consolidation or utilization of available capital reserves.

*For example: ABC Elementary is a high priority project for the District because it is a H1 seismic risk building with 99% utilization. In addition, the school is a key asset to meet current and projected enrolment for regular and District educational programs. The ABC Elementary Project Request Factsheet is being forwarded to the Ministry as a priority to proceed with the recommended option of Seismically Upgrading the existing facility.*

*ABC Elementary is located at 1111 Sitka Street, Mountain, BC. The three-storey building, has a total area of 5,088 m2, and was constructed in 1924 with a classroom/gym addition built in 1952. The building has been maintained although there is significant deferred maintenance. The current Facility Condition Index (FCI) for the existing building is 0.35, which is better than the provincial average FCI of 0.43.*

*The most recent seismic assessment, the Seismic Project Identification Report (SPIR) was completed by STUD Associates Ltd. in 2014, which identified both the Block 1 classroom and Block 2 classroom/gym as High Risk (H1), the remaining block are rated Medium risk. Compared to surrounding elementary schools in the area, ABC Elementary is the only H1 seismic risk building and is a priority project for the District.*

*The District forecasts ABC Elementary enrolment will remain stable, with 10 year enrollment projections indicating that the school will operate at 101% capacity. ABC Elementary is the only school in the District offering regular K-7 instruction and a District Montessori Program.*

# Options

Provide a minimum of three (3) options that the District plans to explore to address the need for the project. Each option should include high-level information on project scope, schedule and budget, with more information required for the preferred option.

## Option 1 – *Seismic Upgrade* (Recommended Option)

* Area:

Existing school area: ####m2

New addition area: ####m2

Total after addition: ####m2

* Recommended Option Rationale:

*Provide a comparison of the options explored and describe why this option is the recommended option.*

* Scope of Work Description:

*For example*: T*he District is requesting to seismically upgrade 2 blocks of Pleasantville Elementary School in School District 21. Seismic Project Identification Reports (SPIR) completed in 2015- indicates 2 blocks as H1 and 3 blocks as Low. Interior work includes stabilizing select interior masonry walls by adding reinforcing and grout. Exterior work will upgrade the roof diaphragm, with the added benefit of providing a new roof for this part of the school.*

* Temporary Accommodation and Bussing Plan:

*For example*:

*The use of PPP Elementary will be used as temporary accommodation*

*This site has already been developed as temporary accommodations*

* Municipal Requirements:

*Describe potential City requirements that may be triggered with this option. For example, the city may require the project to perform energy, accessibility and safety code updates.*

* Project Budget:

Provide a project estimate in the table below and indicate the Class of the estimate (i.e. A, B, C, or D). Project budgeting sources may differ for project categories. For example;

* + Seismic Mitigation: Rapid assessment and $/m2 costing data; Seismic Project Identification Report (SPIR) cost estimate
	+ Replacement: Design Aid Sheet and Capital Plan Allowances, Rates and Costing Factors Supplement.
	+ Additions: Space Standards and quantity surveyor cost estimate
	+ New Schools: Design Aid Sheet and Capital Plan Allowances, Rates and Costing Factors Supplement.



* Project Schedule:

|  |  |
| --- | --- |
| **Milestone** | **Duration** (months) |
| Project Development Report |  |
| Capital Project Funding Agreement | 2  |
| Design Development |  |
| Tender |  |
| Construction  |  |
| Occupancy |  |
| Total Duration |  |

* Potential Funding Sources:

|  |  |
| --- | --- |
| **Funding Source** | **Amount**  |
| Ministry of Education | $ |
| School District – Local  | $ |
| School District – Restricted  | $ |
| Other | $ |
| Overall Total | $ |

## Option 2 – Name of Option 2

*If information is available at this time, copy and paste the necessary sections in Option 1 and provide in Option 2.*

## Option 3 – Name of Option 3

*If information is available at this time, copy and paste the necessary sections in Option 1 and provide in Option 3.*

# Surrounding School Analysis

Provide a surrounding school analysis of the current utilization and projected enrollment of the project-school and the surrounding schools in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| School | Operating Capacity | Actual Enrollment 2015 | Projected Enrollment |
| 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| ***School #1****(Proposed Project)* |  |  |  |  |  |  |  |  |  |  |  |
| *School #2* |  |  |  |  |  |  |  |  |  |  |  |
| *School #3* |  |  |  |  |  |  |  |  |  |  |  |
| *School #4* |  |  |  |  |  |  |  |  |  |  |  |
| *Etc.* |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |
| Overall Utilization |  |  |  |  |  |  |  |  |  |  |  |

Describe the key notes of the surrounding school analysis:

# Long Range Facilities Plan

Does the District have a Long Range Facilities Plan (LRFP) in place? If yes complete Section A, if no complete Section B. Please delete the unused section.

Section A

Date complete: *YYYY/MM/DD*

Date updated: *YYYY/MM/DD*

Is the proposed project identified in the LRFP as a future need? Choose an item.

Describe how the LRFP supports the proposed project:

Section B

Please use the text box to define the long term need of the school and please indicate when the District expects to have a LRFP in place.

# Other

List unique needs of the District and/or surrounding communities or any other information relevant to the project not captured elsewhere in the factsheet.

# Supporting Documentation

If the District has completed supporting documentation, please indicate the type of report in the following table. These documents are not required to be submitted as a part of your submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Title** | **Prepared By** | **Date** (MM/YYYY) |
|  | Site Survey | *Firm A* |  |
|  | Geotechnical Report | *Firm B* |  |
|  | Environmental Assessment | *Firm C….* |  |
|  | Hazardous materials abatement |  |  |
|  | Schedule A - Project Budget Estimate |  |  |
|  | Schedule B – Design Aid Sheet |  |  |
|  | Schedule C – Facility Condition Assessment Summary |  |  |
|  | Schedule D – Lifecycle Analysis |  |  |
|  | Other |  |  |

# Cash Balances



# Cash Allocation Summary

