

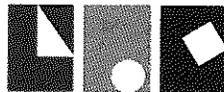
New Mexico School for the Arts

Educational Specifications

Proposal

June 5, 2015

(Revised August 25, 2015)



DeJONG

Plan to Empower.

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The purpose of this agreement is to outline the services to be provided by DeJONG for the New Mexico School for the Arts in developing the educational specifications for the High School and Art Institute project. .

Submitted to:

Ms. Cindy Montoya
Head of School
cmontoya@nmschoolforthearts.org
505-699-1482

Mr. Riis Gonzales
Art Institute Director
rgonzales@nmschoolforthearts.org
575-202-2470

New Mexico School for the Arts
275 East Alameda
Santa Fe, NM 87501

Phone: 575-542-5734

Submitted by:

Dr. William DeJong, REFP
Senior Advisor
wdejong@dejonginc.com
614-264-2703

DeJONG Inc.
3325 Hilliard Rome Rd
Hilliard, OH 43026

Phone: (614) 798-8828
Cell: 614-264-2703
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Submission Date:

June 5, 2015 (revised August 25, 2015)



Scope of Services

DeJONG will develop Educational Specifications for the New Mexico School for the Arts. This will be accomplished through a process of involving stakeholders and developing reports and educational specification documents. This work will also be performed to meet the New Mexico Public School Facilities Authority [PSFA] requirements.

Educational specifications describe the current and future activities that a school facility should accommodate and provide a written communication from the owner [or educator] to the design professional. They illustrate briefly and clearly the goals and outcomes, activities to be conducted, the persons to be served, space requirements, spatial relationships of the program areas, equipment needs, technology needs, and special considerations. Based on the uniqueness of this school and likelihood this will require creative/multiple uses of space, as well as phasing of the building project, it is important that the educational specifications represent a clear understanding of current and future educational program requirements.

The process to develop Educational Specifications the New Mexico School for the Arts will involve the following steps.

1. Research/Site Visit/Draft Documents/Preparation for Ed Spec Labs/Worksessions

This will include site visit(s), gathering background information about the school's charter, current and proposed programs, enrollment, site plans, governance structure, staffing, students, and other pertinent information. This will also provide an opportunity to interface with the High School and Art Institute leadership to clarify goals, timelines, and participation in the planning labs/worksessions.

2. Educational Specifications Planning Lab #1

This will be a two day worksession that will involve teachers, administrators, support staff, special services staff, students, governing board member, partnering arts organizations, and community members. It is also proposed that representative(s) of PFSA and other possible state and local governmental organizations be involved.

Ed Spec Planning Lab #1 will be an intensive 2 day work session examining future trends and determining program direction for the New Mexico School for the Arts project. Participations will discuss programmatic and space needs and generate information needed to develop a draft educational specification report.

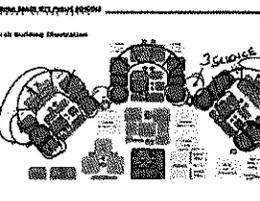
3. Draft Ed Specs/Develop Options

Following Planning Lab #1, DeJONG will draft the educational specifications for the New Mexico School for the Arts project.

In addition, DeJONG will develop facility options for potential project phases.

4. Ed Spec Lab/Worksession #2

This will be a second two day worksession where the draft educational specifications will be reviewed and further refined. It is anticipated that this will include the need for prioritization, determining spaces to be included in the first phase of implementation and those spaces which will be included in subsequent phases. This will involve extensive creative thinking, group work and problem solving to help determine the overall direction of the project and clarify the program requirements.



5. Final Draft of the Educational Specifications.

DeJONG will develop the final education specification document and submit the document to the New Mexico School for the Arts and provide copies to the New Mexico Public Schools Facilities Authority (PSFA).

The final educational specifications will include the following:

❖ **General Considerations**

General considerations provide a guide for the overall development of the building.

- Overview of the New Mexico School for the Arts
- School Organization
- Program Delivery
- Safety & Security
- Technology
- Shared Use/Community Use
- Site
- Aesthetics

❖ **Space Requirements**

Compilations of spaces for the New Mexico School for the Art will be developed. The compilation of space identifies the number and sizes of educational, support, and administrative areas. For example, program area spaces New Mexico School for the Arts project might include:

- Core Academics
- Arts Studios/Labs
- Performance Area
- Special Education
- Administration
- Support Space
- Media Center
- Physical Education
- Food Service and Cafeteria
- Student Dormitories or Residential Spaces

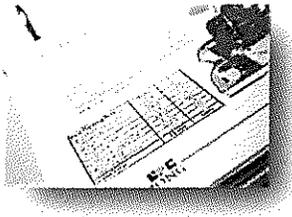
Space requirements will likely include significant multi-use areas and other creative solutions to maximize funding available and potential shared uses of spaces with other organizations. The final space requirements will likely involve a phasing of implementation based on projected increases in enrollment and programs and based on the availability of financing.

❖ **Illustrations and Program Area Descriptions**

This will include overall building illustrations on how the building might be organized along with descriptions of each space to be included in the project.

❖ **Facility Options & Recommendations**

This will include facility options, possible phasing, approximate costs, and overall recommendations regarding future direction for the project.



Timeline

The following is the proposed timeline for developing the educational specifications.

1. Research/Site Visit/Draft Documents/Preparation for Ed Spec Labs	August/Sept 2015
2. Educational Specifications Lab /Worksession #1	October 2015
3. Draft Educational Specifications	Oct/Nov 2015
4. Educational Specifications Lab/Worksession #2	November 2015
5. Submit Educational Specifications for Review	December 2015
6. Finalize and Submit Educational Specifications	December 2015

Fee & Payment Schedule

The cost of developing educational specifications will be \$38,186. This amount includes expenses and required taxes.

Activity	Fee
Educational Specifications Development	\$37,000
Expenses (included above)	
Santa Fe Gross Receipt Tax (5.125%)	\$1,896
Lump Sum Total	\$ 38,186

Expenses include travel, lodging, meals, printing, postage, overnight package delivery service, and other direct expenses associated with the project. DeJONG will provide copies of the Final Report, two color and one black/white original for reprinting, and along with electronic PDF files of the Final Report.

In addition, the New Mexico School for the Arts will be responsible for other related cost such as additional printing, meeting space, food/refreshments for Planning Labs, etc. The New Mexico School for the Arts is also requested to provide a person to serve as the primary contact for the project and serve as a liaison with the DeJONG consultant team.

The total Lump Sum Fee will be \$38,186.

Invoices will be issued the first business day of the following months. Payment is expected within 30 days.

Payment for services

Invoice Date	Invoice Amount
October 1, 2015	\$9,000
November 1, 2015	\$9,000
December 1, 2015	\$9,000
January 1, 2016	\$11,186
Total	\$38,186

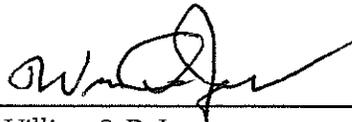
Authorization

DeJONG requires that a signed agreement be retained before engaging in any planning activities. Upon approval of this contract, please sign both copies, return one to the DeJONG office, and retain one for your files.

Authorized Person to Sign for DeJONG

August 25, 2015

Date



William S. DeJong
Senior Advisor
DeJONG

On behalf of the New Mexico School for the Arts, I hereby accept this proposal as outlined herein:

Date

Authorized Agent



FIRM PERSONNEL, QUALIFICATIONS & EXPERIENCE



Since the early 1990s, **DeJONG** has been firmly committed to the positioning and empowerment of communities and organizations to develop quality learning environments. **DeJONG** includes problem solvers who are experienced in handling all aspects of school facility planning. We know the best practices and bring better processes to the table to save our clients time and money. Our success rate is high and our work has lasting, positive effects on school districts of all types and sizes. Plans get implemented. Bond issues get passed. Great facilities are built.

Mission Statement

The mission of **DeJONG** is to position and empower communities and organizations throughout the world to develop quality learning environments for the future.

Qualifications of the **DeJONG** team members include:

- Recognized Educational Facility Professionals by the Council of Educational Facility Planners, International
- National recognition as leaders in educational facility planning and for effective consensus-building activities
- Backgrounds in education, technology, architecture, facilitation, and city planning
- Professional training through Harvard University, University of Wisconsin, and numerous presentations at state, national, and international organizations
- Conducting and coordinating projects in 43 states and the District of Columbia, Canada, Kuwait, and Honduras
- Involvement in developing prototypical elementary, K-8, middle, and high school facilities
- Experience in urban, **suburban**, and rural communities
- Over 260 Educational Specifications for elementary, middle, high, and other types of schools
- Over 200 Facility Plans for urban, suburban, and rural communities
- Over 1,500 Enrollment Projections
- Urban planning initiatives in Alabama, Alaska, Arizona, California, Connecticut, Florida, Georgia, Louisiana, Maryland, Michigan, Missouri, Nevada, New York, North Carolina, Ohio, Oregon, Rhode Island, South Carolina, Tennessee, Texas, Washington, and the District of Columbia
- 2 Statewide facilities assessments
- Development of planning standards for state and local districts

PREVIOUS EDUCATIONAL SPECIFICATIONS CLIENTS

District-Wide

- Anchorage School District, AK
- Aurora City Schools, OH
- Bridgeport Public Schools, CT
- Canton City Schools, OH
- Charleston County Schools, SC
- Dallas Independent School District, TX
- Dayton Public Schools, OH
- Detroit Public Schools, MI
- District of Columbia Public Schools, Washington, D.C.
- Duval County Public Schools, FL
- East Grand Rapids Public Schools, MI
- Gulfport School District, MS
- School City of Hammond, IN
- Hampton Bays Unified School District, NY



- Houston Independent School District, TX
- Ladue School District, MO
- Long Beach Unified School District, CA
- Manassas City Public Schools, VA
- Montgomery County Public Schools, VA
- Montgomery Public Schools, AL
- Moon Area School District, PA
- New Hanover County Schools, NC
- Princeton City Schools, OH
- Providence Schools, RI
- Savannah Chatham County Public Schools, GA
- West Geauga Local School District

Elementary School

- Beaufort County Schools, SC [10]
- Belen Consolidated Schools, NM
- Canton City Schools, OH [10]
- Central Consolidated Schools, NM
- Cincinnati Public Schools, OH [2]
- Crown Point-Gallup, NM
- Dayton City Schools, OH [4 K-8]
- Detroit Public Schools, MI [15]
- District of Columbia Public Schools [7]
- East Baton Rouge Parish Schools, LA [2]
- Fairbanks North Star Borough, AK [3]
- Gallup-McKinley County Schools, NM
- Granville Exempted Village School District, OH [2]
- Hamilton Local Schools, OH
- School City of Hammond, IN [2]
- Ladue School District, MO [6]
- Manassas City Public Schools, VA
- Mason City Schools, OH [2]
- Metropolitan School District of Wayne Township, IN
- Minneapolis Public Schools, MN [2]
- Newton Unified School District, KS
- Phoenix Elementary District #1, AZ
- Raton Elementary School, NM
- Sampson County Schools, NC
- Santa Rosa Consolidated Schools, NM
- San Diego Unified School District, CA [4]
- Southampton Union Free School District, NY
- Sunman Dearborn School Corporation, IN
- Twinsburg City Schools, OH
- Warren County School District, PA

Middle School

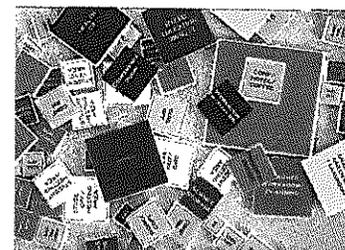
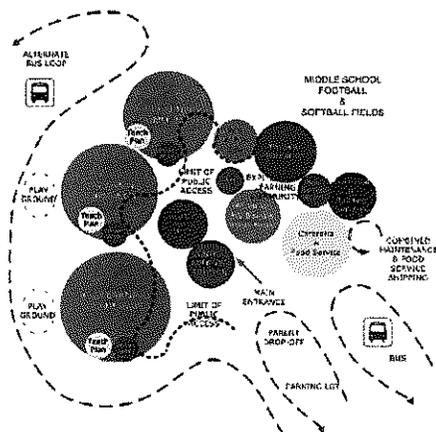
- Beaufort County Schools, SC [3]
- Canton City Schools, OH [2]
- Detroit Public Schools, MI [3]
- District of Columbia Public Schools
- East Baton Rouge Parish Schools, LA
- Fairbanks North Star Borough, AK [2]
- Grand Rapids Public Schools, MI
- Granville Exempted Village School District, OH
- Kent City Schools, OH
- L'Anse Creuse Public Schools, MI
- Ladue School District, MO [2]
- Newton Unified School District, KS
- Northville Public Schools, MI
- Plymouth-Canton Community Schools, MI
- San Diego Unified School District, CA [2]
- Wayne Local Schools, OH

High School

- Alexandria City Public Schools, VA [2]
- Anchorage School District, AK [2]
- Aurora City Schools, OH
- Avon Lake City Schools, OH
- Beaufort County Schools, SC [6]
- Carmel Clay Schools, IN
- Chardon Local Schools, OH
- Charleston County Schools, SC [2]
- Chesterfield County Schools, VA
- Clark County School District, NV
- Cumberland County Schools, NC
- Dayton City Schools, OH [3]
- Detroit Public Schools, MI [5]
- District of Columbia Public Schools
- Dublin City Schools, OH
- East Baton Rouge Parish Schools, LA
- Eastport/South Manor Union Free School District, NY
- School District of the City of Erie, PA
- Fairbanks North Star Borough School District, AK
- Flathead County High School District 5, [Kalispell] MT
- Franklin Community School Corporation, IN
- Gahanna-Jefferson Public Schools, OH
- Goochland County Schools, VA
- Grandville Public Schools, MI
- Granville Exempted Village School District, OH
- School City of Hammond, IN
- Juneau School District, AK [2]
- Kalispell Flathead High School District 5, MT
- Ladue School District, MO [2]
- Lakeview Public Schools, MI
- LaPorte Community Schools, IN
- Lenawee Intermediate School District, MI
- Manhasset Public Schools, NY
- Mason City Schools, OH [2]
- Medina City Schools, OH
- Mt. Lebanon School District, PA
- Northville Public Schools, MI
- Orange City Schools, OH
- Perrysburg Exempted Village Schools, OH
- Phoenix Union High School District, AZ [5]
- Plymouth-Canton Community Schools, MI
- Roanoke County Schools, VA
- Rochester Community Schools, MI [3]
- Seattle Public Schools, WA
- St. Louis City School District, MO
- Struthers City Schools, OH
- Three Village Central School District, NY
- Traverse City Area Public Schools, MI
- Twinsburg City Schools, OH
- Upper St. Clair School District, PA
- Vinton County Local Schools, OH
- Metropolitan School District of Warren Township, IN
- Metropolitan School District of Wayne Township, IN
- Wayne Local Schools, OH
- Zeeland Public Schools, MI

International, College/University, Private/Parochial, Special Schools

- Blessed Theodore Guerin HS, IN
- Cary Academy, NC
- Catholic Diocese of Columbus, OH
- Honduras
- International School of Indiana
- Kuwait Ministry of Defense Military School
- Nova Scotia, Canada
- Northwest Michigan College, MI
- Oakland University, MI
- Ohio School for the Blind
- Ohio School for the Deaf
- Rasmuson Library, University of Fairbanks, AK
- Wellington School, OH



William S. DeJong, Ph.D., REFP
Chief Executive Officer



EDUCATION

Western Michigan University
Continuing Secondary Certificate
B.A., Social Science and Sociology

Western Michigan University
M.A., Educational Leadership

University of Michigan
Ph.D., Education with emphasis in
Educational Administration

ACHIEVEMENTS

CEFPI Planner of the Year, 1991

CEFPI President, 1993-1994

Harvard Guest Lecturer, 1993-2004

Recognized Educational Facility
Professional

Co-Founder, Schools for the Children of the
World

With more than 30 years of experience in education and facility planning, Dr. DeJong runs one of the world's foremost educational facility planning firms. He has served as the president and the assistant executive director of the Council of Educational Facility Planners International [CEFPI], and as the executive director of the National Community Education Association [NCEA]. Dr. DeJong co-founded Schools for the Children of the World, a non-profit organization focused on school building projects in developing countries. He has taught *School Planning and Design*, as well as *Urban School Planning*, at Harvard University Executive Education Program and has served on the National School Boards Association [NSBA] and CEFPI foundations. He is also the co-founder of Schools for the Children of the World.

Dr. DeJong is recognized nationally for his facilitation skills and ability to work with community groups in developing consensus. As an educational planner, Dr. DeJong has a commitment to quality education. Through his work, he hopes to provide school districts and other organizations with the tools necessary for exceptional educational programs now and in the future. During the past 20 years, Dr. DeJong has been involved in over 300 facility planning and projects including most major urban school districts in the United States.

Through master planning and/or developing educational specifications, **DeJONG** has been involved in planning more than 1,000 new and renovated school projects which has resulted in over \$30 billion of school construction.

Dr. DeJong's mission in life is to improve learning environments and empower organizations and individuals.

PUBLICATIONS-SAMPLE LIST

"Top Ten Trends in School Facility Planning," Expert Opinion Article, June 2007

"Ohio Reaches Major Milestone", *School Construction News*, May/June 2013

"Giving Back: One School, One Classroom, One Child at a time", *School Construction News*, March/April 2013

"Urban Schools: What's Next," *School Construction News*, March/April 2012

"Building a Vision: Developing a Master Plan," *School Planning & Management*, January 2006

"Change for the Future", *School Construction News*" Sept/Oct 2011

"Haiti: Earthquake Aftermath", *School Construction News*", July/Aug 2010

Bi-Monthly Column in *School Construction News*

See www.DeJONGRICHTER.com for listing of most recent articles

NOTABLE EDUCATIONAL PLANNING EXPERIENCES

- State of New Mexico: Master Plan and Educational Specifications guidelines
- Upper St. Clair School District, PA: *Middle School Educational Specifications*
- Portland Public Schools, OR: *Facility Master Plan*
- Grand Rapids Public Schools, MI: *High School Educational Specifications, Facility Master Plan Update, Middle School Educational Specifications, Facility Master Plan*
- Virginia Beach City Public Schools, VA: *Facility Master Plan, High School Educational Specifications*
- New Orleans Public Schools, LA: *Facility Master Plan*
- Long Beach Unified School District, CA: *Facility Master Plan, District-Wide Educational Specifications*
- Mt. Lebanon School District, PA: *High School Educational Specifications, Community Engagement*
- Providence Public School District, RI: *District-Wide Educational Specifications, School Facility Master Plan*
- Massachusetts School Building Authority: *Needs Survey Report*
- Montgomery Public Schools, AL: *District-Wide Educational Specifications, Facility Study*
- State of Arkansas: *Statewide Facility Assessment*
- Manassas City Public Schools, VA: *Demographics, District-Wide Educational Specifications, Facility Master Plan*
- Ohio School Facilities Commission: *Cleveland, OH: Facility Master Plan*
- District of Columbia Public Schools, Washington, DC: *Facility Master Plan*
- Granville Exempted Village School District, OH: *Strategic Plan*
- Houston Independent School District, TX: *Facility Master Plan*

Kerrienne Wolf, REFP
Planner



Educational planning gives Kerrienne Wolf the opportunity to contribute to the **DeJONG** team by applying her education background and software knowledge to this unique field. She lends a combined 10 years of instructional and software experience in both the school and corporate realms.

A 1993 graduate of Kent State University, Ms. Wolf spent seven years teaching in elementary school settings and three years as a software trainer. During her time as a software trainer, she studied toward becoming a Microsoft Office Specialist and utilizes her software expertise at **DeJONG** by leading computer skills training sessions for staff development.

Since joining **DeJONG** in 2003, Ms. Wolf's project work has included developing site-specific educational specifications for the Princeton City Schools in Cincinnati and the Facility Master Plan for Grand Rapids Public School District in Michigan. She was also part of the team that updated the Strategic Plan for Granville Exempted Village School District in Ohio.

Most recently, Ms. Wolf completed the Facility Master Plan for the Berea City School District where she previously taught gifted and talented students. Prior to the Berea City project, she was a member of the **DeJONG** teams in Virginia Beach City Public Schools, Long Beach Unified School District, Providence Public Schools, and Baltimore City Public School System. She also developed enrollment projections for the Ohio School Facilities Commission.

Ms. Wolf has also traveled to Honduras with "Schools for Children of the World" as part of that organization's efforts to improve education in third-world countries.

EDUCATION

Kent State University
B.S., Elementary Education and Gifted & Talented Education
Currently taking classes pursuant to Master's degree

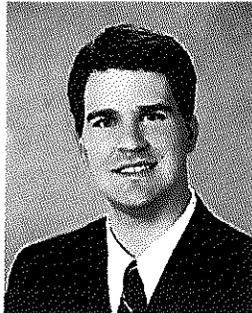
ACHIEVEMENTS

Member, Council of Educational Facility Planners International
ExecuTrain Certified Instructor
Additional studies toward Microsoft Office Specialist
DeJONG Skill Training Summer Camp 2004 Leader

NOTABLE EDUCATIONAL PLANNING EXPERIENCES

- Gallup, NM: *Crown Point Elementary School Educational Specifications*
- Raton, NM: *Raton Elementary School Educational Specifications*
- State of New Mexico: *Guidelines for developing Educational Specifications*
- Upper St. Clair School District, PA: *Middle School Educational Specifications*
- Berea City School District, OH: *Long-Range Facility Master Plan*
- Virginia Beach City Public Schools, VA: *High School Educational Specifications, Long Range Facility Master Plan*
- Long Beach Unified School District, CA: *Facility Master Plan*
- Wake County Public School System, NC: *Enrollment Projection Training, Cost Analysis Study*
- Providence Public School District, RI: *School Facility Master Plan, District-Wide Educational Specifications*
- Baltimore City Public School System, MD: *Facility Solutions Plan*
- Grand Rapids Public Schools, MI: *High School Educational Specifications, Facility Master Plan Update, Facility Master Plan*
- Princeton City Schools, OH: *Site Specific Elementary Educational Specifications*
- Granville Exempted Village School District, OH: *Strategic Plan Update*
- Ohio School Facilities Commission: *Enrollment Projections*

Robb Watson, REFP
Associate Director



Robb Watson joined **DeJONG** in October 2005. With experience in city and regional planning and GIS, Mr. Watson has found himself immersed in a wide-variety of projects. He most recently updated the educational specifications for the Dallas Independent School District in Texas.

Before joining **DeJONG**, Mr. Watson worked as a GIS Specialist for the Ohio Department of Natural Resources Geological Survey Division geo-referencing abandoned underground mines. He earned a bachelor's degree in geography from Miami University and a master's degree in city and regional planning from The Ohio State University. As a student, he worked as a Planning Intern for the City of Oxford, a Neighborhood Services Intern for the City of Columbus, and a Summer GIS Intern for ESRI.

Mr. Watson's most recent project experience includes master planning in State College, PA and educational specifications in Warren County, PA.

EDUCATION

Miami University
B.A. Geography with emphasis in Geographic Tools and Regional Geography
The Ohio State University
M.C.R.P., City and Regional Planning
CEFPI/San Diego State University
Educational Facility Planning Certificate
To be completed Winter 2008

ACHIEVEMENTS

Member, Council of Educational Facility Planners International
Member, The Ohio State University Alumni Association
Former Vice President, Miami University Geography and Urban & Regional Planning Society [GURPS]

NOTABLE EDUCATIONAL PLANNING EXPERIENCES

- South-Western City Schools, OH: *Facility Master Plan*
- Upper St. Clair School District, PA: *Middle School Educational Specifications*
- Portland Public Schools, OR: *Educational Specifications and Facility Master Planning*
- Houston Independent School District, TX : *Educational Specifications and Master Planning*
- Dallas Independent School District, TX: *Educational Specifications Update*
- Fairfax County Public Schools, VA: *Capacity Review*
- Mt. Lebanon School District, PA: *High School Utilization Study*
- Ft. Worth Independent School District, TX: *Enrollment Projections*
- Granville Exempted Village School District, OH: *Educational Specifications*
- Zeeland Public Schools, MI: *Enrollment Projections, Build-out Scenario Report*
- Alexandria City Public Schools, VA: *Enrollment Projections, Build-out Scenario Report*
- Ohio School Facilities Commission, OH: *Enrollment Projections, GIS*
- Battle Creek Area Catholic Schools, MI: *Educational Specifications*
- Montgomery County Public Schools, VA: *Enrollment Projections*
- Manassas City Public Schools, VA: *Enrollment Projections*
- Noel Wien Library, Fairbanks, AK: *Master Plan*
- Newton North High School, MA: *Educational Specifications*
- Warren, PA: *Eisenhower Middle/High School and Beatty Middle School Educational Specifications*