

THE SCHOOL DISTRICT OF PHILADELPHIA

FACILITY CONDITION ASSESSMENT

Facility Condition Assessment Timeline

Facility Condition Assessment (FCA) is an industry term that describes the process of a qualified group of trained industry professionals performing an analysis of the condition of a facility or group of facilities that may vary in terms of age, design, construction methods, and materials. In 2015, The School District of Philadelphia hired Parsons Environmental & Infrastructure Group Inc. to complete a visual inspection of its educational facilities and large athletic fields. The data collected will be used to inform the District's five year capital program and budget.

PHASE I: SOLICITATION

- **(January 28, 2015) Request for Proposal for Facility Condition Assessment (FCA) Issued**
The School District of Philadelphia issued a Request for Proposal, seeking a consultant to perform Facility Condition Assessment of the District's portfolio of educational facilities and large athletic fields.
- **(March 2015 – May 2015) Consultant Selection Process**
A total of seven firms responded to the solicitation. After evaluating technical proposals, three firms scoring the highest were invited to attend walkthroughs at sample schools, give presentations and participate in oral interviews. Parsons Environment & Infrastructure Group Inc. was selected as the most qualified among the final three firms.
- **(May 21, 2015) SRC Approval**
The School Reform Commission approved Resolution A-28: \$2.75M Contract with Parsons Environment & Infrastructure Group Inc. to implement facility condition assessment.

PHASE II: PROJECT MOBILIZATION

- **(June 2, 2015) Project Kick-Off Meeting**
The Office of Capital Programs held a project kick-off meeting with Parsons to establish protocols and procedures for school visits, on-going communication with the School District and to review the project scope and schedule.
- **(June 2015 – July 2015) Sample School Assessment and eComet Database Training**
Four assessment teams from Parsons visited a set of sample schools and compared assessment data in order to achieve consistency among the teams.

District personnel from Facilities and Capital Programs attended training for eComet, a database tool used by Parsons to collect FCA data.

PHASE III: ASSESSMENT

- **(July 2015 – January 2016) Surveys & Data Input**

Parsons' assessment teams- comprised of licensed architects and engineers- visited District facilities over four separate time periods spanning seven months. Assessment teams were organized by the School District's Learning Networks. Where possible, interviews with Principals and Building Engineers were completed as part of the assessment protocol.

Following the building walkthroughs, assessment data was entered into the eComet database with preliminary cost estimates.

PHASE IV: DATA ANALYSIS & REVIEW

- **(January 2016 – March 2016) Preliminary Data Analysis**

Comprehensive FCA data was analyzed to provide high level results to calculate the School District's overall Facility Condition Index (FCI) score. The FCI is a numerical value of condition and helps to identify the need for renewal or replacement of specific parts of the facility. The FCI is particularly useful when comparing similar facilities within the same portfolio.

- **(March 2016) Draft Site Assessment Reports Shared with School-based Personnel**

A draft copy of the narrative report from FCA was shared with the Principal, Building Engineer and Facility Area Coordinator of each school for review and feedback.

- **(May 2016 – December 2016) Briefing Sessions with Key Stakeholders on Preliminary FCA Results**

Parsons and District Operations staff meet with partners from labor, City Council, and City Executive Branch to provide an overview of the FCA, review preliminary data results and early recommendations, and gather feedback leading up to the public release.

PHASE V: PUBLIC RELEASE

- **(January 2017) Final Report Publication**

Parsons final report and supporting FCA materials are released. Individual School Site Assessment Reports, frequently asked questions (FAQ), and school FCI one page summary report are available by visiting www.philasd.org/fca.