Memorandum

To: Brian Taylor, Leland Rich

From: CBB

Project No.: NA

Subject: FYA Facilities Master Plan, Scope of work and Deliverables.

**DRAFT**

**Fairbanks Youth Advocates Facilities Condition Survey, and Facilities Master Plan.**

**Scope of work and deliverables.**

Fairbanks Youth Advocates provides a variety of services to at risk youth utilizing facilities located on property the Organization owns between 8th and 10th Avenues, east of between Noble and the Steese Expressway.

There are currently 8 properties, with structures on 5 of those properties. The structures include the “DOOR” a relatively new, short term residential facility for homeless youth, a 2-story building housing administrative and counseling services offices (age unknown), two currently unused residential structures, one of which is in very poor condition, and an unused concrete basement on 8th Avenue.

The remaining 3 properties are vacant.

FYA, at present needs additional counseling space and anticipates the need for future expansion to the “DOOR”. Given the array of properties, and their condition, it is evident that the properties are not at present well utilized. They do however represent a great opportunity for improvements that will enhance the FYA’s ability to accomplish its mission both for today and into the future.

As a pathway forward, FYA has asked for what we refer to as a “Facilities Master Plan”. There are 3 basic sequential activities necessary to the development of this plan as follows:

* **A facility “condition survey”** which consists of an on-site evaluation of each of the structures to ascertain their physical condition, any code compliance issues, anticipated serviceable life of building systems, especially mechanical and electrical components, as well as building hardware, and permanent architectural features such as cabinetry. Additionally a site survey of all the properties will be conducted, and compiled on a plan
	+ Upon completion of the onsite survey, a detailed report will be prepared and submitted to FYA. This detailed report will include
		- one line plan drawings of each of the existing buildings,
		- a list of building deficiencies,
		- proposed remediation, upgrades and any demolition that may be necessary,
		- and an order of magnitude estimate of costs to accomplish any remediations, upgrades and or demolition.
	+ A list of spaces currently utilized and a utilization analysis of those spaces.
* **A facility “program”**
	+ This is a document that describes the space requirements for each space required to accomplish FYA’s mission.
	+ This document will be an excel spreadsheet that describes specific spaces, the activity the occupies these spaces, identifies the space requirements for the activity in square feet, describes the relationships between spaces, describes the necessary support elements including data, communications, lighting, heating, and ventilation.
	+ In order to prepare this document our team will interview both management and organization leadership to ascertain their current a projected space needs. This can be accomplished either in individual interviews, or in a workshop format.
	+ Understanding that FYA currently provides both short term residential services for at risk youth, as well as counseling for these youth and their families, the program will address the current and projected needs for these programs, and any other services that FYA may be considering.
	+ Finally BNAP will use this program document to assess FYA’s current facilities in terms of current utilization, and determining the need for expanded or new facilities.
* **Facilities Master Plan**
	+ Utilizing the information developed in the prior 2 phases of work, BNAP will summarize the short term and long term FYA facility needs in a preliminary report.
	+ Upon FYA’s review of this report, and any amendments that might be necessary, BNAP will propose a series of alternate facility development plans for FYA consideration, review and selection of an appropriate path in workshop format. In our experience, this process normally takes several iterations to come to a path forward that meets FYA’s needs.
	+ An order of magnitude cost estimate will be prepared for various increment of facility development.
	+ These master plan documents will essentially be site plans indicating new, renovated, expanded facilities, site utilization addressing parking and site related program elements, such as recreation and play areas.
	+ Simple building plan diagrams will represent the facility expansions, renovations, and new facilities.
	+ These documents will be presented graphically, assembled into booklet format, suitable for a successful fund-raising campaign.
	+ Note the current fee does not include the booklet copying costs. BNAP can provide the digital files from which these copies can be made, or we can arrange for copying and invoice FYA separately.
	+ Finally large format graphics will be provided for display purposes.

This the represents the FYA Facilities Master Plan Scope of work and deliverables.

**End of Memorandum**