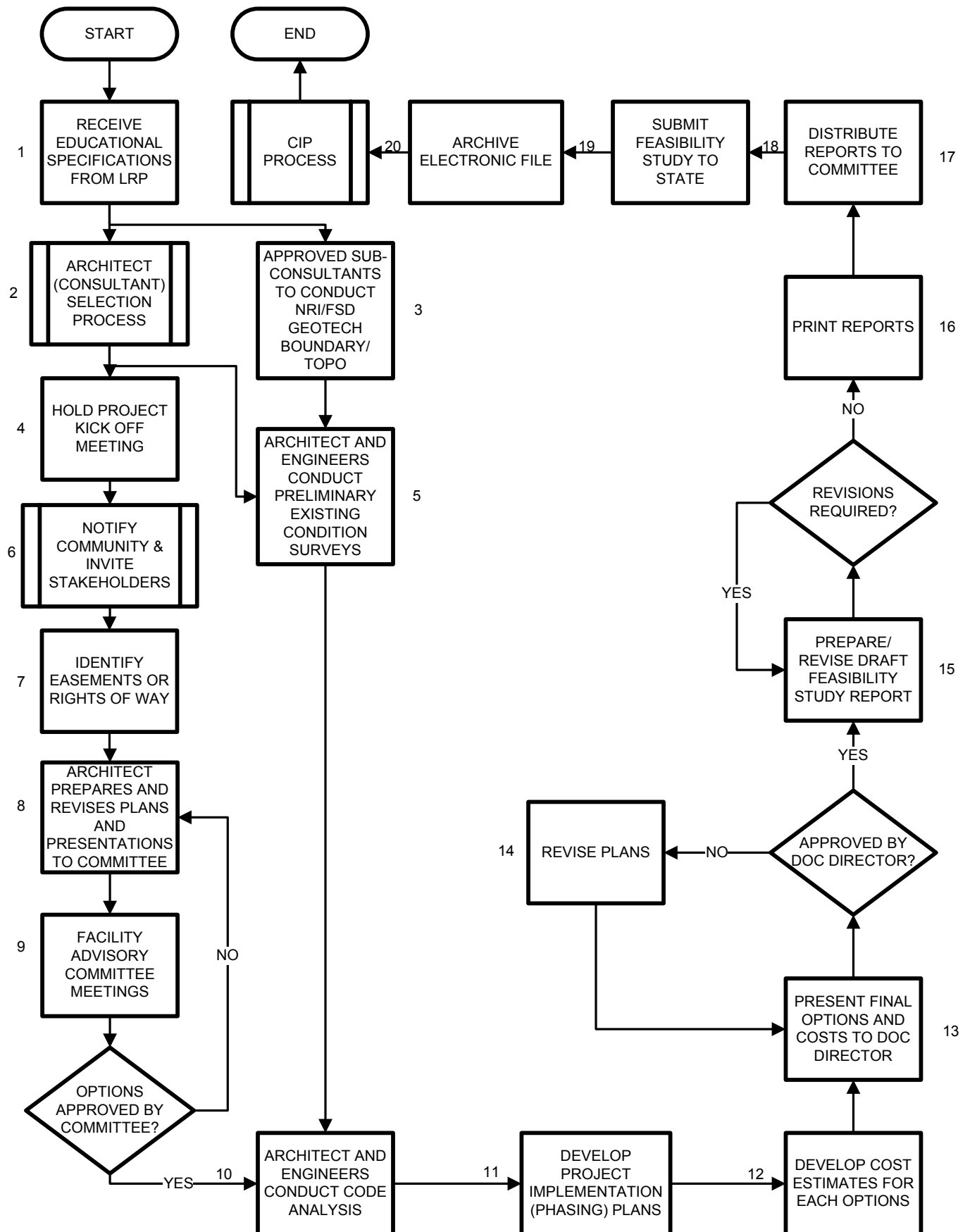


Feasibility Study Process



FEASIBILITY STUDY PROCESS

1. The space summary and educational specifications for a project are developed by the planners in the Division of Long-Range Planning.
2. An architect/engineer is chosen through the architectural selection process.
3. MCPS hires consultants to conduct a Natural Resources Inventory/Forest Stand Delineation plan, boundary and topographical surveys, and a geotechnical test and report.
4. The project kick-off meeting is held at the school site. This meeting consists of the school principal, another staff member, a representative of the PTA, the design architect, planner and the DOC project manager. The primary purpose of the meeting is to set the schedule for the Feasibility Study Committee (FSC) meetings to be held during the feasibility phase of design. Typically, there are 4-5 meetings which are held alternatively in the late afternoon or evening to accommodate a larger number of participants, both staff and community.
5. Architect and engineers conduct a preliminary existing condition survey of the site and building.
6. The principal is requested to put the meeting schedule on the school web-site (if any) or otherwise disseminate the information to parents. The PTA may also have on-line communication avenues to send out the meeting schedule to members. The Division of Construction sends out letters to adjacent property owners and community associations surrounding the school. Depending on the make-up of the community, the letters will be sent in several languages to notify as many people as possible. A sign advertising the meetings is to be posted on school property.
7. Easements or rights-of-way are identified for planning purposes.
8. The architect prepares a draft showing 2 or 3 possible design solutions for the project to present to the committee.
9. The FSC meets to review the architect's recommendations. If they disagree with his results, the plan will be revised and resubmitted to the committee until it meets with their approval.
10. In conjunction with the site studies, and existing condition survey, the architect/engineer conducts a code analysis to incorporate the information into the study.
11. An implementation plan for project phasing is developed, if required.

12. Costs for each option are developed to provide estimates for budgeting purposes.
13. The final options are presented to the DOC director for review and approval.
14. If the options do not meet with approval, they are revised and resubmitted.
15. The architect prepares a draft of the feasibility study report and will make revisions if required.
16. The report will be printed by the MCPS contract printer.
17. The report will be distributed to the committee and other stakeholders.
18. The feasibility study is submitted to the MSDE for review.
19. The architect sends an electronic file of the feasibility study to MCPS for archival purposes.
20. The project is included in the next CIP process for consideration.

IGOE

Space Needs Identified by the Division of Long-range Planning
Project Educational Specifications
Consultant Selection Process

GUIDES

INPUT

Facility Advisory Committee Output
Architect/Engineer Code Analysis
Project Implementation Plan
Development of Cost Estimates

**Feasibility Study
Process**

OUTPUT

Feasibility Study Report with
Approved Options

ENABLERS

Division of Long-range Planning
Facilities Advisory Committees
DOC and DFM Director