



School Building Authority of West Virginia
David L. Roach, Executive Director

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MEMORANDUM

TO: All County Superintendents / Multi-County Center Directors

FROM: David L. Roach, Executive Director, School Building Authority

SUBJECT: Comprehensive Educational Facilities Planning – 2020 CEFP

DATE: January 10, 2019

The School Building Authority (SBA) and the West Virginia Department of Education (WVDE) are excited to announce the kickoff of the 2020 comprehensive educational facilities plan (CEFP) planning process. As you are aware, county boards of education are required to have an approved ten-year CEFP active and on file with the WVDE and the SBA. Since the last planning cycle concluded in 2010, several counties have amended their CEFP to reflect completed projects and changes in the educational philosophy adopted by the local board. However, county boards are required to revisit all previous data and formulate a new CEFP every ten years.

It is imperative that the planning process for the new CEFP will be well organized and properly sequenced to ensure positive results. To help in achieving this goal, the state has partnered with two contractors, *Dude Solutions* and *Alpha Facilities Solutions*. Dude Solutions will provide framework and database to digitally house all information gathered. They will also be providing proprietary package of software tools that include Dude Connect and Capital Forecast Direct to provide accurate and relevant data in the decision-making process. Alpha Facilities Solutions will provide evaluation instruments as well as a service of standardization and quality for the facility evaluations that will be completed by your county's architect and/or planning consultant. The cost for each of these contractors has been covered by both the WVDE and the SBA.

Enclosed you will find information related to the procurement of technical assistance to help you prepare your new CEFP and the scheduled timeline of events for the development of the new plan. This new CEFP must be completed and submitted to the WVDE and the SBA for review and approval by August 1, 2020. A scheduled timeline of events has been included with this memorandum which shows required activities and milestone deadlines for this project. We ask that you begin the process of forming planning committees, establishing the main point(s) of contact for communication, and procuring professional services using the attached template.

West Virginia Board of Education Policy 6200, Chapter 1 describes the required information that must be included in the county comprehensive plan. As of yesterday, the

newest edition of WVBE Policy 6200 has been preliminarily approved and is out for public comment before formal adoption. Please take some time to familiarize yourself with the required steps of this process as listed while knowing that some details may change after the adoption process is complete.

The SBA, in conjunction with the WVDE, will be conducting workshops to assist you and your planning consultants through the process. All counties and their consultants will be required to attend at least one workshop to gain the knowledge and understanding of the process. In the coming days, we will release the dates, locations, and times of these events.

If you have any questions regarding the enclosed information or the requirements of the new comprehensive plan, please do not hesitate to contact the SBA office at 304-558-2541. CEFPP Planning documents will also be available on the SBA's website at www.sba.wv.gov.

Attachments:

1. CEFPP Timeline of Events
2. Sample – Request for Proposal (RFP) for professional consultants