

October 18, 2007

- SMWM Architecture and Interior Design
- Pfau Architecture
- Leddy, Maytum, Stacy Architects
- Turnbull, Griffin Haesloop
- Starkweather, Bondy Architecture, LLt
- EHDD Architecture
- John Malick and Associates (sent 1/18/08)

Re: Request for Master Planning Architectural Services

Dear (Name):

At the request of The San Francisco School Board of Trustees' Site Development Committee, I am pleased to invite (name of firm) to submit a proposal to perform Master Planning Architectural services for our campus of the future. Your firm is on our short list of pre-qualified Bay Area firms that are receiving this invitation. We hope that the information below will entice your interest.

Background

Mission and Values

"The San Francisco School cultivates and celebrates the intellectual, imaginative and humanitarian promise of each student in a community that practices mutual respect, embraces diversity, and inspires a passion for learning." The School's core values are: respect, courage, and creativity.

Description

The San Francisco School is an independent, non-profit coeducational day school. Founded in 1966, The School is a vibrant educational community with a multicultural enrollment of 268 students ages 3 to 13, an experienced faculty of about 60, and a highly vested and involved parent community. The School both teaches our children with the future in mind, and models all that we hope our children will strive to create in society. The preschool program centers on the ideas of Maria Montessori. The elementary and middle school programs offer a comprehensive, challenging and multidisciplinary curriculum. The School embraces San Francisco's ethnic, cultural, and economic diversity.

Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and the courage to act in the

interest of social justice, environmental sustainability and peace. The School is respected for a strong sense of community, personal attention to students, and a dynamic arts program featuring world recognized Orff music instruction. Students and teachers come together often and with much ceremony to acknowledge and celebrate special events and their own learning.

The Site

The school-owned site at 300 Gaven Street is approximately one acre and includes 24,000 square feet of indoor space in three buildings as well as nearly 40,000 square feet of playgrounds, courtyards and a green top leased from the San Francisco PUC. The School also owns two 1,000 square foot single family dwellings directly across the street. Suitably characterized by a School parent as "an urban school with a village atmosphere," The School is in a modest residential neighborhood and draws families heavily from the immediate Portola District, as well as the surrounding neighborhoods of Bernal Heights, Noe Valley, Glen Park and Portrero Hill.

Early Site Work

In the Fall 2004, as a precursor to the recently adopted Strategic Plan, the Board of Trustees convened a Site Development Committee to: (1) guide the Master Planning process, (2) determine the potential of the 300 Gaven Street property to address campus needs over the next 10 years (2006-2016), and (3) engage a professional design team to prepare a phased campus Master Plan. Since that time, The Committee has orchestrated the following work:

- Reviewed our prior Strategic Plan (2000), Marketing Plan and Campus Master Plan solutions
- Been in on-going conversation with adjacent neighbor regarding future purchase of their house immediately adjacent to The School; appraisal completed 3-07.
- Prepared a Boundary and Topographic Survey of 300 Gaven Street
- Circulated and collated the results of a Room Program Questionnaire to all faculty
- Held follow-up faculty group interviews with selected departments to identify space needs for:
 - Physical Education
 - Extended Daycare
 - Art
 - Library and Technology
 - Music/Drama
 - Science
- Summarized planning and zoning regulations which will affect development of the site
- Assembled a comprehensive, historic reference document
- Developed a list of current program spaces
- Developed a preliminary program for the current and an expanded school size

- Held a one-day “Design Charrette” with 26 participants split into four groups, each exploring ways to fit two alternative program sizes on the site.
- Drafted a Green building policy that was approved by The Board

Site and Space Needs

In March 2007 The Board adopted the Strategic Plan “Our Broad and Adventurous Look at the Future (2007-2012).” This plan envisions that our physical campus will “provide a teaching and learning environment that reflects school values, supports an inclusive community, and enhances student learning”.

Our intent on Gaven Street is to create a campus that accommodates the optimal enrollment configuration and supports the diversity and quality of instruction. Campus improvements are envisioned that will support the overall student experience, including celebrations, events and performances, indoor and outdoor work and play, and the general well-being of teachers and students.

The Site Development Committee has determined that the current site is both adequate and desirable for future development. Of the existing 24,000 square feet of indoor space, about 14,000 are in the oldest (circa 1960’s) one-story main building that would likely need major renovation or to be replaced with a two or more story structure(s). The two-story Herbst building (1989) houses about 4,300 square feet and would likely be remodeled. We hope that the newest 5,000 square foot Middle School building (completed in 2000) can remain unchanged. A preliminary site analysis indicates that the FAR potential is about 85,500 square feet.

At our current enrollment of 268, we have identified the need for an additional 21,000 square feet of space (for a total of 45,000 sf) featuring a small theater, a Middle School gymnasium, an expanded library, expanded pre-school daycare, and an additional art room/gallery, science lab and middle school classroom. Other spaces include faculty lounge/offices, slightly larger elementary classrooms and an expanded kitchen.

As a part of the Strategic Plan process, The School is grappling with the question whether or not to expand the elementary size from one classroom of 20 students per grade to two classrooms of 16 students per grade to feed into our Middle School class size of 32 students per grade. This would also require adding one or two more pre-school classrooms. If the decision is to move forward with an enrollment increase, The School would need another 15,000 square feet (for a total of 60,000 sf) to accommodate those additional classrooms and supporting spaces. We expect the decision on enrollment to be made by December 2007.

Guiding Design Principles

The following design principles came from interviews with faculty and from the Design Charrette:

- Treasure every outdoor space -- the grass, the dirt, the trees and the hardscape
- Respect our neighbors and the neighborhood
- Maximize "green" opportunities
- Improve campus security
- Minimize the impact of noise/pollution from the freeway and westerly afternoon winds
- Mitigate the storm related sewage/flooding problems at the southwest entrance to the pre-school and in the north class yard.
- Celebrate "community" and our relationships to each other
- Express the uniqueness of an SFS education in the campus plan

Next Steps

The next step in our process is to select an architect/landscape design team to develop a phased Master Plan and Conceptual Design of the site, utilizing the program information that has already been gathered, and working with the broad school-wide community to generate support for our school of the future. After completion of the Master Plan, The School will be conducting a feasibility study to determine our fundraising capacity and financing options. We anticipate the need for phasing the project, a critical component of the Master Planning process.

Additional Information

If your firm is interested in submitting a proposal for this work, please request the complete RFP package from our Business Manager, Miriam Phillips, at mphillips@sfschool.org or (415) 239-1410. The package includes:

- Scope of Services and Submission Criteria
- Summary of Space Needs
- Existing program of 24,000 square feet
- Preliminary program for current enrollment (45,000 square feet)
- Preliminary program for expanded enrollment (60,000 square feet)
- Site Analysis
- Boundary and Topographic Survey
- Summary of Findings from the Design Charrette
- Strategic Plan Recommendations- 2007 – 2012

Estimated Timeline

- Oct 29, 2007 Campus tour and question/answer session
- Feb 4, 2008 Proposals due (**Revised 11/8/07**)
- Feb 25, 2008 Finalist Interviews (**Revised 11/8/07**)
- March 17, 2008 Board Vote/Approval (**Revised 11/8/07**)
- March 18, 2008 Announcement of Architect Team Selection (**Revised 11/8/07**)
- Dec 2008 Completion of Master Plan and identification of Phase One

We look forward to hearing from you and hope that you will be interested in responding to this request.

Sincerely,

Terry Edeli
Head