

EDUCATIONAL SPECIFICATIONS – PSFA’S GOAL AND OBJECTIVE STATEMENT

Goal:

PSFA seeks to assist the *Districts to develop* educational specifications as an integral part of New Mexico school planning in order to:

- Ensure facilities that meet the programmatic and curricular needs of the School District;
- Promote design and construction of school facilities that are efficient, well used, and fiscally responsible; and to
- Implement the District’s PSFA approved Facility Master Plan by ensuring that specific projects are consistent with those identified as priorities in the Facility Master Plan.

Objective:

To assist Districts, in working with the community to develop a document that clearly states the educational and facility requirements for each addition, significant remodel/renovation, or new school construction project for which the district is requesting state grant assistance and identified in a District adopted and PSFA approved Facility Master Plan. The district will use the Educational Specification document to guide detailed programming and design. PSFA will evaluate the district’s program statement and preliminary/schematic design phase for conformance with the educational specifications and Facility Master Plan.

PSFA EDUCATIONAL SPECIFICATIONS DEFINITION

Please refer to PSFA’s ed spec matrix to determine if project needs full ed spec or utilization study only.

EDUCATIONAL SPECIFICATIONS describe the overall instructional program, and define the associated functional, spatial, and environmental characteristics of the facilities and site housing the program.

Educational specifications development will use the New Mexico Public School Adequacy Planning Guide incorporating the New Mexico Statewide Adequacy Standards (available at www.nmpsfa.org) as reference and consist of written and graphic document with the following components:

1. **PSCOC Award Consistency:** The Ed Specs must be consistent with and include the PSCOC award language for the project in the document.
2. **Consistency and compliance with the District’s Facility Master Plan:** Demonstrate compliance with the District’s board and PSFA approved Facility Master Plan (FMP) for project if utilizing PSCOC funding. Provide a summary on how the project is consistent with the FMP and identify where it fits within the FMP’s ranking of priority projects. Summarize the process used to develop the FMP and reach consensus on projects and their priority (i.e. use of a steering committee, community dialogue meetings, focus groups, etc...).

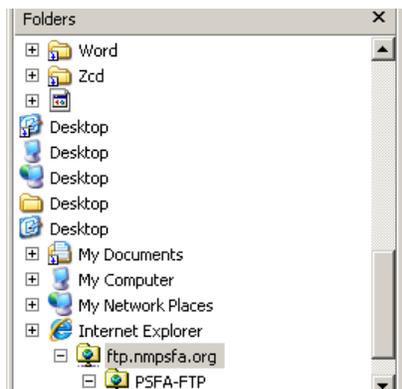
3. **Educational program and delivery system:** Describe the school's instructional program and strategies for its delivery. Include in the description general instructional organization (e.g., into grade levels, groups, academies, etc.) scheduling approach (periods, block schedule, etc.) and any special curricular and extracurricular activities to be accommodated by the facility.
4. **Student Enrollment:** Identify the current year and five-year post-occupancy projection of attendance area enrollments in the grade levels affected by the facility. Identify anticipated class loading requirements or district policy.
5. **Facility Goals / Concepts:** Identify and describe major facility goals and concepts including safety, security, sustainability, flexibility, community use, utilities, and any other issues or special considerations that impact space requirements and/or costs.
6. **Space Requirements:** Itemize the quantity and sizes of spaces required to accommodate the instructional program. Provide a graphic diagram illustrating relationships between program areas. Identify anticipated student capacity, utilization, and efficiency of facility use and provide supporting analysis. For both the ed specs and projects requiring only a utilization study, contractor needs to use PSFA utilization templates for elementary and secondary schools, which are found on PSFA's website under the Planning and Review Portal. Provide as appropriate information to support space recommendations such as an existing calendar of events or breakdowns from comparable facilities.
7. **Room / Space Characteristics:** Identify the general functional, spatial, environmental characteristics, furnishings and built-in equipment requirements for each category of space. In order to make a clear distinction between the items PSCOC will pay for and those for which PSCOC will not pay, itemize spaces, equipment, and furnishings into two separate categorized lists; adequacy and above adequacy. Refer to the PSFA's FF&E to identify the items allowed by adequacy and for which PSCOC will pay and those for which PSCOC will not pay.
8. **Project Budget:** Provide an estimate of probable cost for the total project indicating site development cost, facility construction, and other project costs. Identify cost estimating assumptions including anticipated project delivery schedule, unit costs, and inflation.
9. **Final Products:** Provide PSFA (3) three copies of the draft educational specification document for review. Upon receipt of PSFA approval letter, provide PSFA (1) one hard copy of the final educational specifications document. Upload an electronic copy of the final educational specifications document to the PSFA FTP site for use with the request for proposal. Instructions for accessing the PSFA FTP site follows:

Instructions for Accessing PSFA FTP Site

1. Right click on the Start button and open Windows Explorer (not Internet Explorer)
2. In the address bar, type <ftp.nmpsfa.org> and press the Enter key



- 3 Click in the box to select "Log on anonymously"
4. Enter User name: **Anonymous**
5. Enter Password: **enter your email address**)
6. Click on the Log on button
7. Click on the link: **PSFA-FTP**



FTP root at ftp.nmpsfa.org

04/17/2009 12:00AM Directory [PSFA-FTP](#)

8. Click on the link: **incoming**

9. Open another Windows Explorer window and navigate to the folder that contains the file(s) you want to send to PSFA.
(If you need to send us more than one file, we recommend that you utilize a compression utility, such as WinZip, to produce a single "zip" (compressed) file. Please include the school name in the file name.)



10. Arrange your desktop so you can see both windows.

11. Drag the file you want to send and drop the file in the Incoming Folder (below the line in the right hand pane). For security reasons, you cannot see the contents of the incoming folder.

12. For confirmation of receipt, please contact the PSFA employee that needs the file by email or by phone. Include the file name in your inquiry.

