BUSH CONSTRUCTION

FACILITIES PLANNING TOOLKIT

For Schools & Educators

FACILITIES PLANNING TOOLKIT

Planning a school facility project isn't just about the building. It's about **making informed decisions**, **aligning priorities**, and clearly **communicating the "why"** behind the investment - to your board, your staff, and your community.

Whether you're addressing aging facilities, planning for growth, or improving student experience, having clairty early makes the entire process smoother.

THIS GUIDE IS DESIGNED TO HELP YOU:

- Organize Your Thinking
- Prepare for Board-Level Conversations
- Align Stakeholders Internally

BUSH CONSTRUCTION

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STEP 1: DEFINE THE NEED

Every successful project starts with a clear understanding of the problem.

Common Drivers Include:

- Enrollment growth or shifts
- Aging or inefficient facilities
- Program expansion (CTE, athletics, fine arts, etc.)
- Safety and security improvements

Start here:

- What problem are we solving?
- Who is impacted?
- What happens if we do nothing?

Simple Exercise:

In one sentence, how would you explain the need for this project to someone outside your district?

If that 's hard to answer, you're not ready to move forward yet, and that's okay.

Not Sure If Your Situation Warrants a Project?

We regularly help school leaders talk through early ideas-whether that leads to a project now or years down the road. Sometimes a quick conversation brings a lot of clarity.

STEP 2: ALIGN BUDGET AND FUNDING

The right funding strategy can create more possibilities.

Strategic planning helps you:

- Explore more achievable project paths
- Align priorities with available resources
- Reduce costly pivots later

Questions to explore early:

- What funding options are available to support this project?
- Could this project be completed in phases over time?
- Will future enrollment or program needs impact the scope?
- What needs to happen now—and what can wait?

Priority Planning Exercise

Use this simple exercise to help organize ideas and clarify priorities.

NEED	WANT	DREAM
Immediate priorities tied to operations, safety, compliance, or critical educational needs	Meaningful improvements that would enhance the student, staff, or family experience	DREAM: Long-term opportunities that may be part of a future phase or broader vision

Trying to align vision, budget, and reality?

Our development team regularly works with education leaders in the earliest stages of planning, helping assess opportunities, pressure-test assumptions, and shape a path forward that aligns with your goals and resources.

STEP 3: BUILD YOUR INTERNAL STORY

Before presenting to a board, alignment needs to happen internally.

Your goal: Create a clear, consistent message that explains:

- Why this project matters
- What success looks like
- How it benefits students, staff, and the community

Simple Exercise:

Project Purpose

Key Benefits

Risks of Not Moving Forward

If your leadership team can't tell the same story, your board won't be able to support it.

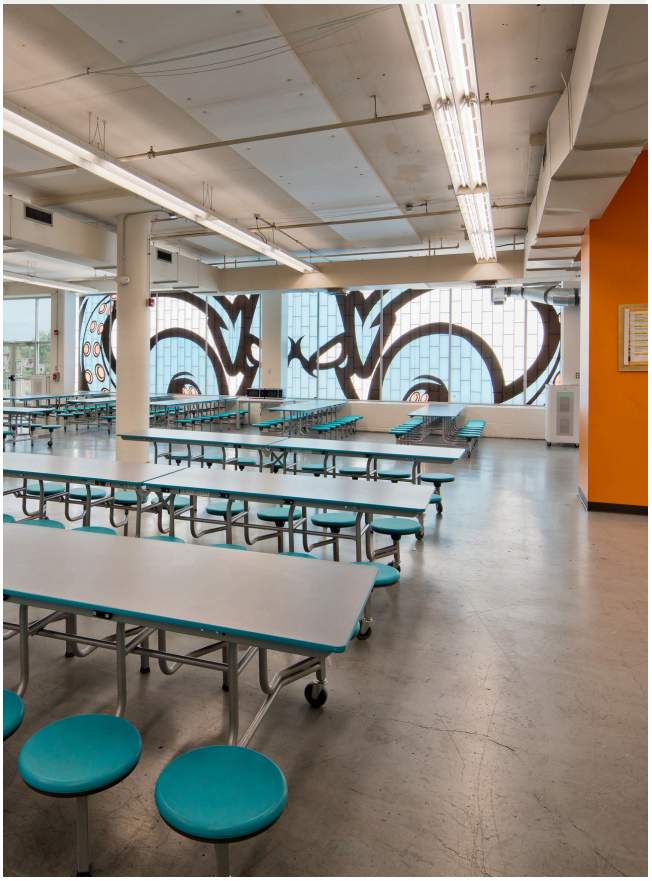
Need help shaping the message?

We often work alongside school leaders to frame projects in a way that resonates with boards and communities - clear, practical, and grounded in real outcomes.

STEP 4: PLAN FOR REAL-WORLD CONSTRAINTS

School projects don't happen in a vacuum.

They happen in active learning environments—and within communities that care deeply about the outcome.



Alongside budgets and timelines, school leaders often need to consider:

- Student and staff disruption
- Parent questions and community perception
- Neighborhood traffic, access, or noise concerns
- Board expectations and public accountability
- Scheduling around the academic calendar, athletics, and events

The earlier these factors are considered, the easier it becomes to build alignment, reduce friction, and move projects forward with confidence.

Questions to think through:

- Who will be most impacted by this project?
- What concerns might stakeholders raise?
- Are there operational or community considerations that should shape the plan early?
- Can this project be phased to reduce disruption?

Navigating more than just the building?

School projects often involve more than scope and schedule. Our team helps education leaders think through operational realities, stakeholder concerns, and practical planning considerations early—before they become roadblocks.

STEP 5: PREPARE FOR BOARD CONVERSATIONS

By the time you reach your board, clarity matters more than detail.

Boards don't just want information—they want confidence.

Expect questions like:

- What problem are we solving?
- Why does this need to happen now?
- What happens if we wait?
- What will this cost—and how will it be funded?
- How will this impact students, staff, and the community?
- How does this align with our long-term goals?

Quick Readiness Check

Before heading into a board conversation, ask:

□ Can we clearly explain the need?
□ Are internal stakeholders aligned on priorities?
□ Do we understand likely budget and funding considerations?
□ Have we anticipated likely board or community concerns?
□ Can we confidently explain why this is the right path forward?

Preparing for an important board conversation?

Our team often helps education leaders pressure-test project ideas, refine messaging, and strengthen early planning conversations before they reach the boardroom.

READY TO TAKE THE NEXT STEP?

Every school project starts with a conversation.

Whether you're early in the process or already working through ideas, having the right partner involved early can bring clarity, reduce risk, and help you move foward with confidence.

HOW WE SUPPORT EDUCATION LEADERS

At Bush Construction, we work alongside school districts at every stage—
from early planning through completion.

Early Planning & Feasibility

Our team can help you:

- Evaluate needs, priorities, and long-term goals
- Assess feasibility and potential project approaches
- Pressure-test early ideas before significant time or dollars are committed
- Identify challenges, opportunities, and strategic next steps

Development & Preconstruction

Support may include:

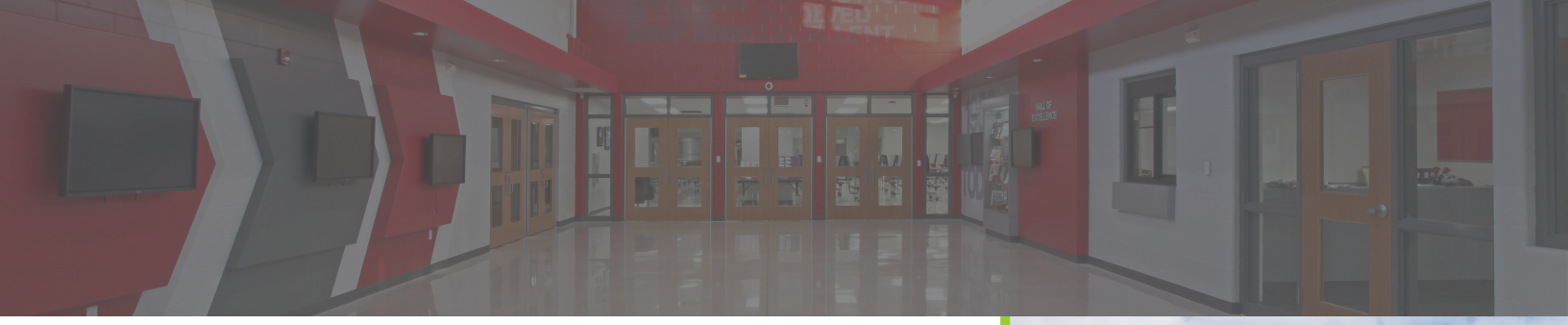
- Budget development, cost alignment, and value analysis
- Funding strategy, financing guidance, and grant/incentive opportunities
- Site evaluation, due diligence, and project feasibility support
- Phasing, scheduling, and operational planning
- Project delivery strategy and risk mitigation

Architecture

- Educational programming and space planning aligned with district goals
- Thoughtful architectural and interior design focused on learning environments
- Site planning, zoning, and approval coordination
- Design solutions that balance vision, functionality, and budget
- Seamless coordination with preconstruction and construction teams for fewer surprises

Construction & Closeout

- Experience working safely in active school environments
- Phased construction strategies that minimize disruption to students and staff
- Schedule planning built around academic calendars, events, and occupancy needs
- Clear communication and coordination with district leadership and stakeholders
- Smooth project closeout, turnover, and occupancy transition support



YOUR VISION. OUR EXPERIENCE.

Bush Construction has partnered with education leaders on projects ranging from facility improvements and phased renovations to major campus expansions and new school construction.

We understand the unique challenges of educational environments—and would be honored to help bring your vision to life.

LET'S START A CONVERSATION

Whether your project is years away or already taking shape, our team is happy to talk through your ideas, answer questions, and help you explore what's possible.

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Early Involvement Is the Key to Success

- **Align scope**, **budget,** and **expectations** early
- **Explore options** before decisions are locked in
- **Reduce surprises** during design and construction
- **Create stronger outcomes** for students, staff, and your community