



City of Phoenix
Human Services Department
Education Division

**Summary of the Request to Purchase a Modular Building for
Booker T. Washington Child Development Center**

Background

The Booker T. Washington Child Development Center (BTW) provides Head Start preschool services to 368 children, which accounts for 20% of the community's eligible population. The children attend full school day sessions five days a week.

Over the past two years, the enrollment at BTW has increased from 200 children to 368, representing a 54% growth. Such significant expansion requires additional staff to support instructional personnel and offer services to families. However, BTW's current facility is over 25 years old and lacks the necessary space to accommodate more staff.

BTW owns a vacant lot adjacent to the current administration building that could comfortably house an additional modular building.

Purpose of the Project

BTW's vision for creating a new administrative space will significantly impact the organization and the surrounding community. The increased square footage will enhance the services provided to the 368 families served by BTW while also establishing a community hub. The BTW community will see this new space as a resource center for accessing essential services.

The development is expected to have a net positive effect, as the administrative team will be located near the City of Phoenix Head Start Birth to Five (Birth to Five) caseworkers and other staff who directly support families. This proximity has the potential to expedite service delivery, improve community support, and foster better camaraderie among team members, all of which align with BTW's mission.

In addition, a new building with a welcoming workspace will support employee morale and contribute to a positive organizational culture.

This new facility will expand services, allow for outreach to more families, provide sufficient space for staff training, and enhance community engagement. It will also offer a platform for instructional staff to access the latest technology and best practices. The modular building will also provide a dedicated space for the Birth to Five caseworkers who work directly with families.

Analysis of Project

To ensure compliance with all regulatory requirements in the Head Start Program Performance Standard, 1303—Subpart E—Facilities, BTW hired BBG Real Estate Services (BBG) to conduct a comprehensive project analysis. BBG's analysis shows that no available properties nearby can replace the planned modular building.

The analysis also includes market data, cost comparisons, regional overviews, and analytics of the surrounding area to help with decision-making.

See **Attachment D** for the Proposed Modular Building Analysis conducted by BBG Real Estate Services.

Description of the Modular Building

The modular building will cover an area of 2,592 square feet and is designed as a single-tenant facility exclusively for Head Start use. It will be a single-story structure permanently affixed to the site. The building will feature a steel and wood framing system, a pre-fabricated roof truss system, and plywood sheathing with a bitumen layer topped with a finished coat. The flooring will consist of a wood truss system with plywood, and the finished flooring materials will be carpet and vinyl tile. Interior walls and ceilings will be constructed with drywall. A central heat pump will fully service the building. A Class A fire alarm system with a fully wet sprinkler system will be installed.

The building will contain three offices, a conference room, a classroom, a teacher break/work room, an IT room, and two restrooms, each with two fixtures.

The exterior will be finished in synthetic stucco, with dual-pane windows, a full heat pump air conditioning system, upgraded flooring, and two ADA-compliant restrooms with wainscot. These items increase the cost over a base modular unit but provide additional operational cost savings and increased longevity.

Funding the Project

The City of Phoenix Head Start's Birth to Five Program identified \$4,810,347 in salary, fringe benefits, and contractual expenses savings in its carryover request, which was approved by the Region IX Office of Head Start in June 2024.

The modular building costs \$1,067,276, which will be funded out of the identified salary savings. BTW must provide \$266,819 as a non-federal match, 25 percent of this cost.

Capital Improvement Request

The modular building will include three offices, a teacher break room, a conference room, a classroom, an IT room, and two restrooms.

The City of Phoenix Head Start Birth to Five Program requests approval to purchase a modular building for BTW that will be completed on or around August 1, 2025. The building will be located on a vacant parcel of land owned by the BTW, adjacent to the BTW campus at 1525 E. Adams, Phoenix, Arizona. Its purpose is to create administrative space for staff who support instructional personnel, children, and families.