

INFORMATION MEMORANDUM

To: Bibb County Board of Education, Dr. Dan A. Sims, Superintendent

From: Sam Kitchens, Assistant Superintendent of Operations

Subject: Hutchings Building Needs Assessment (SOAR)

Summary

Capital Programs is currently conducting a Space Needs Assessment of the Hutchings Building, located at 2011 Riverside Drive, to ensure the most efficient use of facilities.

Background

During the summer of 2025, the former Wellness Center was relocated to the newly constructed Thompson Complex, and the former Robotics program began transitioning to the newly constructed Innovation and Technology Academy. These moves created a combined availability of approximately 6,500 sq. ft. of space at the Hutchings Building. Aligning with our Strategic Plan, Capital Programs conducts Needs Assessments prior to any planned renovations. A Needs Assessment will help determine the best use of spaces to align student learning and operational efficiencies. An architectural firm has been contracted to assist with the Needs Assessment and space utilization recommendations.

Next Steps

- Architects will create a floor plan with existing occupants and users. Architects will interview stakeholders for additional needs or potential changes to needs, to create models for best use and traffic flows.
- Architects will then provide updated floor plans with recommendations for any potential renovations to meet those needs.
- Capital Programs will determine an estimated budget, construction schedule and funding source for renovations.
- Capital Programs will then present recommendations to the Bibb County Board of Education for approval.

Superintendent's Comments and Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved