

Waverley Elementary School – Feasibility Study

Project No.: 17261.00

Kickoff Meeting

November 2, 2017

ATTENDEES

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Present</u>
Jan Hollenbeck	Principal, Waverley Elementary School, FCPS	jan.hollenbeck@fcps.org	Y
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Ursula Fernandez del Castillo	Architect, Marks Thomas	ursulaf@marks-thomas.com	Y
Shawn Benjaminson	Civil Engineer, Adtek Engineers	SBenjaminson@adtekengineers.com	Y

Meeting Notes

The Kickoff Meeting was held to introduce the Feasibility Study project team, consultants and to present an overview of the Overall Goals, Feasibility Study Process, Scope and Timeline.

<u>Action</u>	<u>I. Project Process & Big Picture Goals of the Feasibility Study</u>
MT	1. The feasibility study project should aim to keep land space outside the building; maintain good relationship with neighbors.
MT	2. The noise level of the school buildings and proximity to amount of students should be considered when siting the building or reworking of the site plan. Keep as much green space as possible.
MT	3. Possible feasibility study options should look towards the future – energy efficiency on site, natural surroundings. Consider innovative ideas in building planning and site arrangements.
	4. The neighboring area is growing. Opportunities for exterior activity area that can connect with the community and neighborhood directly around the school should be considered. We are a community school, and should have community use spaces incorporated into the program.
	5. It is anticipated that the Waverley school will be a large school and future growth will be considered in the design options of the feasibility study.
AE	6. Adequate parking will be needed for staff and visitors. A goal will be to right size the parking for initial use, with strategic planning towards future needs.
	7. The design team will bring up the Goals again at the next meeting for additional feedback from the group.



- II. **Schedule / Community Engagement**
- 1. An initial “Community Visioning Session” will be held for staff, parents & students – this will include a presentation, workshop, and an overall opportunity for the Community to share thoughts and ideas about the feasibility study.
 - 2. Feasibility team should explore designs that break the mold of a typical classroom setting. Consider the personal experience from the student perspective – different concepts of 21st Century learning vision today.
 - 3. Waverley Elementary is more than a school, it’s a hub for the Community – adult classes, parent involvement events – the building is used for a variety of outside events.
 - Planning for closing off certain areas of the school may be important.
 - Allow access to main Community use space on off hours.
 - 4. The Feasibility Study report document developed by the design team will start about halfway through the process.
- III. **Ed Spec**
- 1. Butterfly Ridge school will be the basis for the 725 student school at Waverley.
 - 2. The program presented as part of the RFP for the project for a 1,019 student school will be followed along with the Ed Spec for the larger enrollment options.
 - 3. The Ed Spec is the “recipe” for how to build a school – information about the spaces, adjacencies, sizes, amenities, etc. – to act as a standard to use with the established prototype for Elementary Schools. Additional program spaces will be included for the Title 1 services provide at the school.
 - 4. A Co-Principal model (like at Hillcrest) will be used for overall planning of the school in some of the design options of the feasibility study.
 - 5. The Board has additional thoughts on even more students on this campus which will also be considered in the design options of the feasibility study.
- IV. **Feasibility Study Process**
- 1. The design team will determine evaluation criteria for each design option along with the final recommendation – we will want to discuss criteria with this group for determining the baseline analysis.
 - 2. Pros / Cons of each design option should come from this group as well as the design team.
- V. **Feasibility Study Alternatives / Options**
- 1. Option 1: minimal renovation & minimal addition to achieve the Ed Spec for 725 student enrollment.
 - 2. Option 2: more extensive renovation & larger addition to achieve the Ed Specs for both 725 and 1,019 student enrollments.
 - 3. Option 3: full replacement building to achieve the Ed Specs for both 725 and 1,019 student enrollments. Exploration will be provided of how a smaller footprint possibly provided with the 725 enrollment can be easily expanded to accommodate the 1,019 enrollment in the future. In this scenario, core facility spaces (dining, kitchen, gym, etc.) would have to be oversized on the outset for the 725 enrollment. Additional building space to achieve the 1,019 enrollment would generally only cover space for additional classrooms and support spaces.
 - 4. Option 4: 1,019 enrollment – a renovation and/or addition that may make use of part or all of the existing Waverley ES and Rock Creek buildings. This option may end up over the square footages but there may be additional advantages.
 - 5. Swing space locations and construction phasing will be explored with each design option.



6. The plan would be to remove all portables from the site and provide permanent building space for the spaces in the portables. Timing of when portables will be removed from site will be explored as part of the study.
7. Land around both Rock Creek and Waverley buildings will be considered in the design options for the school. The timing of Rock Creek leaving the site will be coordinated with the need to start construction of the Waverley project. Assumption in this study is that Rock Creek will be gone.

VI. Initial Impressions

- AE
1. Waverley Drive should be named something else in the map. The school now owns this road as part of their driveway.
 2. A 2-story school would fit on the footprint of the Rock Creek building.
 3. The West end of the site is available for building but is not an ideal location with its proximity to the surrounding neighborhoods.
 4. We wouldn't want to take up space on the site that would need to be used for something else in the future.
 5. It will be difficult to incorporate the space program in to the existing buildings – the school would end up with more square footage not being fully utilized (inefficiencies).
 6. The design & school teams should judge all schemes equally and not be biased towards renovation or addition.

VII. Questions / Comments

- MT
1. Based on initial impressions presented, initial thoughts on the current building and site layouts:
 - We will want to prioritize exploring the high cost spaces for a renovation / reuse (i.e. gym, kitchen, dining) vs. new construction of these spaces.
 - Explore bigger, bolder spaces.
 2. Renovation projects can be less expensive vs. new construction – depending on the demo scope. This factor could tip the scales towards a new construction project.
- MT
3. Design team will pull experience from similar situations on other projects with variables comparable to the Waverley project as part of their suggestions.
 4. The difference in core facility for size of building for enrollments of 725 vs. 1,019 are: cafeteria, administrative, number of classrooms, additional ELL, math and reading intervention spaces.
- MT /
FCPS
FCPS
5. Design team to advise as to whether a Parent Resource Center be added to the Ed Spec.
 6. Evaluation of Judy Center program and need for incorporation at Waverley – the design team will review the larger school Ed Spec and know what variables / options there are.
- FCPS
7. Consideration for two schools on the property can be explored as part of the study but may not be part of the final design solutions.
- FCPS
MT /
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8. The school team will review the Ed Spec and advise of any particular adjustments.
 9. Community Engagement process:
 - Community & parents will be present;
 - Explain what feasibility means – and what it means to the Community. School / district should provide support throughout design study as to what it means and provide best ways to explain what is happening with the project. Explanation of the timeline for the project will also be helpful.
 10. Butterfly Ridge school will open in the fall – lessons learned on design / construction of the school won't be available for the Feasibility Study portion of the project, but will be for the Design & Construction process. If the larger 1,019 enrollment size is used for Waverley then the typical prototype school model and layout may not be used for Waverley.



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11. Meeting Scheduling:

- Some meeting times will shift to early / later times on a case by case basis to accommodate staff and admin. schedules.
- Next progress meeting will be to discuss building assessment and site analysis.
- Meeting #3 will be to evaluate the space program layout options.

Next Meeting:

The next meeting is scheduled for **November 16, 2017 from 1-3pm** at the FCPS Central Office Board Room. Meeting topics to include recap of Meeting #1, initial impressions on architecture, structure, building systems and site analysis.

The above is our interpretation of discussions held on this date. Anyone wishing to add to or otherwise correct these notes must notify our office in writing within seven (7) days of receipt.

Respectfully submitted,



Jennifer Lyon, AIA, NCARB
Project Manager

Cc: All Attendees

Additional FCPS Staff & Admin:

Glenn Fogle, Gloria Mikolajczyk, Richard Gue, Rick McTighe, John Veronie, Sandra Fox

Design Team Consultants:

Patty Nyikos – Nyikos Associates; Jeff Teagarden & Rose Rodriguez – Adtek Engineers; Farshad Kassiri, Abbas Lohrasbi, Kevin Matthai – Kibart M/E/P Engineers; Bill Richardson & Scott Boyd – Educational Systems Planning

