

Waverley Elementary School – Feasibility Study

Project No.: 17261.00

Kickoff Meeting

November 16, 2017

ATTENDEES

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Present</u>
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Meeting Notes

Meeting #2 was held to present the preliminary building assessment information as discovered through the building & site in-person walkthrough held on 10/31/17. Attached is the powerpoint slides which provide additional comments on the building assessment for all disciplines and should be viewed in accompaniment to the Meeting Notes outlined below.

Action

I. Project Overview

1. Marks Thomas presented a brief recap to the Kickoff Meeting, summary of the feasibility study options the design team will be exploring, and the project schedule.
2. The design team reminded the school team to continually think about their desired big picture goals for the project and to raise any questions or concerns during the feasibility study process to facilitate discussion during the progress meetings.

II. Architectural / Structural Assessment

1. Exterior Building Conditions – Roof, Exterior Walls & Windows / Doors:

Roof:

- A few active leaks were observed via water marks on structure and ceiling materials.
- Active leaks are a concern for the School. They have put many work orders in to deal with issues from the roof. Due to roof leaks there are concerns about mold, air quality. The school also has to deal with leaks after heavy rains or even days after rain (delayed leaks).
- Due to low roof, it is easily accessible from the ground. There have been instances where community members climb onto roof, which is a safety concern for the school. The Design Team will consider this during exploration within their development of the Feasibility Study design options.

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Exterior Walls:

- There is no insulation between wythes of masonry in exterior walls, and no visible insulation in mansard roof areas. Both affect the energy efficiency of the building.
- The roof soffit has some openings where birds can enter - loading dock area, boiler room entrance.
- The school facilities personnel and Principal noted that there is a high occurrence of pests in the building compared to many others. The school does have pest control measures in place – and calls are made often to come to address issues on site. One area where pests may be entering the building is at the back loading dock area.
- Existing storefront doors have some rusting, and the weather seals at doors appear to be worn. New sills have been added over the years for maintenance.

Windows & Doors:

- Perimeter sealing at openings is a frequent issue. Air leakage is present.
 - The overhead door at the back maintenance area (tractor shed) – has failed and needs replacement.
 - Door off loading dock does not have screen – sometimes is left open during deliveries and hot days and may contribute to pest control issues (noted above).
2. Interior Building Conditions – Gym / Cafeteria / Stage, Media Center / Classrooms, Toilet Rooms and Kitchen:

Gym / Cafeteria / Stage:

- The school expressed concerns about acoustics in the open area with all of the hard surfaces used.
- No concerns with operation of portable wall. It is often used for separation of spaces, and kept open when needed for more seating.
- Gym floor - no issues with athletic court surface.

Media Center / Classrooms:

- Storage space appears lacking in most of the classrooms.
- There is minimal natural light in classrooms – not many exterior windows; interior light is only via doors & sidelites. There are several classroom spaces that do not get any natural light at all.
- The school expressed that heating & cooling is a big concern throughout building as well as rooms with portable walls.
- Access to network wiring in classrooms has been problematic – wire has had to be added in order to get service due to existing inefficient wiring layout throughout the building.
- Exiting for fire code – pathways are stretched due to configuration of space, lack of doors, amount of things in the room. Function of movement is difficult.
- Overall, there are minimal restrooms to serve classrooms due to space reconfiguration that added classrooms.

Toilet Rooms:

- Capacity isn't where it needs to be to serve population.

Kitchen:

- In reviewing the layout of the Kitchen, it seems that there are issues with queuing for meals. 2 lines are provided. The school is currently providing 6 serving times for lunch.



- FCPS is moving away from the existing fire protection ansul type systems as they are not cooking with grease for the meal services.
 - Adequate tray/dish drop off and washing set up should be provided. The school is mostly using washable trays & utensils.
3. ADA & Code Compliance Review:
- Safety glazing would need to be replaced with approved fire glass where wired glass currently exists.
 - Health Room – area that is connected to Main Office. If multiple students are sick, plus a student is in a wheelchair and adults are all occupying the space – all would not fit. People spill out into surrounding corridors. Not conducive for operation and use of space as well as storage. Desk, medicine, areas for sleeping / cots would be ideal. In order to meet HIPPA requirements, the school has to borrow admin. offices for private conversations. Only separate area in the “suite” is a bathroom that you could have private conversations which is not ideal.
4. Site – Identity & Context:
- Scale of building is complementary to surrounding residential neighborhoods.
 - In general, the building’s appearance & presence lacks civic presence in community. An iconic entranceway is not realized.
 - Additional safe space for children to be outside would be desired. The sidewalk around the site is safe but additional buffer to the traffic area would be beneficial.
 - Manning the areas around the site and traffic pathways is incredible – arrivals and pickups – up to 20 adults each time which then prevents staff to be inside the building to monitor students or participate in staff development activities.
 - Waverley staff are the primary monitors of the traffic flow.
 - A large part of the school community arrives before entry to the building is available at 8:30am – a generous space which is safe and secure for congregation should be provided to accommodate the 75-100 students who arrive early.
 - The small area in front of the building next to the entry was originally for Pre-K / K classroom play area. Now the two Art classrooms are located there.
 - There are three playground equipment zones including a new addition this summer for 3 & 4 year olds. Others are for age 6 up. County provided school with new area.
 - The current traffic pattern seems to provide the safest flow. The new side traffic loop alleviated congestion. Previously there was only the loop in front of building. Some cars entering the site seem to “fly” in at high speeds.
 - Most recently, the new neighboring residential properties have been challenging in terms of addition to traffic around the school site. There are transportation issues along Schaefer Drive which is not their property. The old Waverley Dr. is an internal driveway that belongs to the school. Traffic and speed concerns have been voiced to police dept.
 - There is one crossing guard for the school provided by city police dept. Very limited scope on where they can be placed. SRO = school resource officer.
 - The “new” Waverley Dr. has been open for a year. Cars come down old Waverley Dr. and have to go down Schaefer, instead of coming only from Schaefer. They have to do a U-Turn on Schaefer.



5. **Building Plans & Structure:**

- The interior layout of the building includes many corridors. Providing directional and identifying signage would help clarify location of spaces within the building.
- The building's structure appears to be in sound condition.
- The existing structural design of the building is simple, however will not be able to support a second floor addition. Additions that are adjacent to the building are possible.

III. **Building Systems Assessment**

1. **Mechanical / Plumbing:**

- Generally all equipment is original to building. It appears to be well maintained, but is beyond its expected life.
- The existing system is a 2-pipe system that provides heating/cooling. This type of system is usually not an issue with a single story building, but is generally inefficient in the case where interior classes have been added which increase the system's load.
- The existing chiller is nearing the end of its useful life. With proper maintenance, it will last for a little while longer. Current technology for a similar system has improved on this type of equipment. For example, the refrigerant used in the existing system is not currently made any longer.
- A replacement or additional water heater / storage system would be necessary to accommodate a renovation / addition option in lieu of utilizing the existing boiler system.
- The existing pumps are mostly original to building and would require replacement.
- The school noted that the sinks backup at times, with an unclear reason why. Smells observed, and building maintenance expressed concerns with piping inside the building.
- Backflow prevention has been added to the domestic & fire service which is good. This prevents issues going to street.
- The only space that is sprinklered within the building is the main mechanical room.
- ATC (automatic temperature control) system is pneumatic. Newer schools are moving to DEC controls. FCPS commented that they want to move away from pneumatic.
- The school is maintaining unit ventilators in ceiling often. Several spaces shared by one unit which is inefficient as there are shared thermostats.
- Mini splits have been added and run all year round (such as in the computer lab).
- Generally, the capacity of the mechanical & plumbing systems and equipment is not available to expand with a major renovation.
- The cooling tower is in fair shape. Replaced at same time as chiller. Could be reused if needed.
- FCPS discussed thoughts on systems that should be explored within the Feasibility Study process:
 - A 2- pipe system is not preferred.

KE



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- Geothermal is a system being used at other schools in the district. They understand the upfront & life cycle cost issues. Exploring this as an option for the Waverley study would be acceptable. Other options should also be considered.
 - Utilizing a VRF system for the admin. spaces would be beneficial with the benefit of separate controls and long term use.
 - More energy efficient systems are currently preferred versus central systems.
 - Boilers – current setup of dual fuel should not be considered. Natural gas type equipment should be provided.
 - Spaces within the building that will be used year round and would need appropriate HVAC systems to accommodate such use are: Main Admin. areas, Gymnasium, Cafeteria, some amount of Classrooms (intermittently used in summers). Nighttime use of usual large spaces. All would need to function independently based on after-school hours needs.
2. Electrical / Fire Alarm Systems:
- A typical incoming single incoming service is present, which then distributes to four service disconnects.
 - Most of the electrical distribution system is approaching end of its useful life.
 - Many electrical panels do not have proper clearance around that are standard practice in new layouts, and there are instances where plumbing pipes located over top of electrical panels, which would also not be allowed in a new design circumstance.
 - Lightning protection is present for the building.
 - Occupancy sensors and energy efficient light fixtures are not provided.
 - Fire alarm system is most current of systems in the building, which provides proper coverage throughout building.
 - The school noted that they have had share of brown outs / outages in the past. They have had some repairs of underground electrical system by the utility company. The outages experienced seems to be a power company upgrading service issue.
 - Several work orders have been placed to maintain the fire alarm system (mostly a concern at the Portables).
 - FCPS will provide a general design guide to the design team to review and use for the basis of the Feasibility Study project.
 - Current electric bills and summary of work orders can also be provided for evaluation.
 - It would be preferred that proposed design options take advantage of daylight harvesting (in the building's orientation) as well as use of occupancy controls and sensors.
 - The project team discussed provisions for generators at schools - State requirement for new schools would have the ability to connect a generator (FCPS & MEMA). Life safety & kitchen equip. requirement. FCPS needs are smaller than MEMA's. MEMA would supply generator in an emergency situation.
 - Generator consideration at Waverley should support the main school and community use spaces. Parks & Recs spaces that are part of the Ed Spec program and any community collaboration spaces should be tied to a generator. As the function of schools evolves over time, the school will be

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considered as a “community center” more and more. The Title 1 program spaces as well as Parent Resource Center spaces should also take advantage of the capacity of a generator.

ESP

- 3. Low Voltage Systems – Data, Security:
 - It was observed that there was one installed projector from ceiling. All others are via carts.
 - All classrooms have smart board technology.
 - Existing card swipes work well. Proximity cards should be utilized in lieu of card swipe systems.
 - Data drops – currently have to wait weeks to have new accessibility to servers due to amount of wiring to go to ceiling.
 - Added enclosed rooms in the central open areas of the building added to the school’s IT needs.
 - Cameras work, and there are many cameras around building.
 - Most concern relates to Portables - connectivity issues and accessibility to networks.

ESP

- A sound enhancement system is installed in Frederick HS. – connected to speaker systems. Similar system may be going into Butterfly Ridge and should possibly be explored for Waverley. FCPS can provide specs.
- An existing fiber optic cable wire at the north side of the property was cut sometime in the past.

IV. Preliminary Site Analysis

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- 1. Site layout, topography:
 - The site’s boundary is approximately 18 acres, but due to the irregular shape, not all 18 acres are considered to be useable.
 - There are no issues of note with regards to sinkholes on site (prone to the type of soils found in the Frederick area).
 - It is believed that a new Park with tennis courts is planned in the future on the neighboring forest parcel by Frederick City Parks & Rec. Design team will look into.
 - Waverley Views Plan – check boundary of north-east end of site.
 - North side of property – existing large trees. Goal would be to maintain, however some have already been removed due to other work. Team will evaluate with Survey that is currently underway.

AE

- 2. Circulation, Parking:
 - When walkers leave building – they primarily head south down the school driveway. Additional group walk east toward new residential developments along Schaefer Drive. Some walk along sidewalk to Key Parkway. Some walk west through the campus to neighboring apartment buildings. Approximately 500 walkers on site property daily.
 - A lot of “found” parking spaces on site. It was observed that there are about 56 actual striped spaces on the property.
- 3. Stormwater Management:
 - Stormwater control measures will be required due to site’s proximity of Carroll Creek. The site does not drain to the neighboring pond.
 - Locations for proposed stormwater management areas will be explored with the proposed design options.
- 4. Utilities:
 - Utilities are located in the school driveway on the property. In the current condition, the utilities are sized to serve two school buildings. With the



proposed Feasibility Study exploring a larger school to serve the enrollment, the utilities as they currently exist would mostly likely not need to be enlarged and should have a sufficient capacity.

- AE 5. Progress on Alta Survey:
- Survey should be completed in a few weeks. Adtek will keep school team informed of progress.

MT **V. Comments / Questions**

- MT 1. As part of the work for the Waverley Feasibility Study, the overview of current conditions at the Rock Creek school building will be studied and referenced. The Rock Creek school Feasibility Study will be included in an Appendix section of the Waverley Feasibility Study.
2. A hazmat study of the Rock Creek school building is currently underway. The results will be shared with the design team group once complete. Information provided will be included in an Appendix section of the Waverley Feasibility Study.

Next Meeting:

The next meeting is scheduled for **November 30, 2017 from 1:30-3:30pm** at the FCPS Central Office Board Room. Meeting topics to include recap of Meeting #2, educational assessment analysis including review of the project's Educational Specification and program space requirements, and project sustainability goals. Preliminary notions of how the 4 primary building options may be realized on the site will be shared.

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, Rick McTighe, John Veronie, Sandra Fox, Kathy Prichard, Tonya Street

Design Team Consultants:

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