



FCPS Rock Creek School

Replacement and Final Site Selection

Design Meeting #1 – Notes

PAA Project #17-22

Meeting Date: 28 September 2017 – FCPS Central Office Conference Room 5A

Meeting started at 9:30am

Meeting ended at 10:40am

Those Attending *(with relationship to project):*

FCPS Educational Planning Team

Roger Fritz – Director Construction Management

Brian Staiger – FCPS Construction Management – *FCPS Project Manager*

Beth Pasierb – Supervisor of Facilities Planning – *Facilitated Ed Spec and Feasibility Study*

Tom Mulligan – FCPS Construction Management

Mary Malone – Principal Rock Creek School

Rachel Ablondi - Parent of Rock Creek Student

Amy Boehman-Pollitt – FCPS ACT Team Leader – *Supports RCS with mobility devices*

Steve Buckley – Frederick County Health Dept. – *Provides OT/PT services*

Design Team

Cathy Purple Cherry – Purposeful Architecture – *Principal Architect, special needs consultant*

Brad Hastings – Becker Morgan Group – *Principal Architect, design and construction documents*

Sandy Carpenter – Becker Morgan Group – *Project Manager, design and construction documents*

John Lipka – Becker Morgan Group – *Architect, design and construction documents*

Shawn Benjaminson – Adtek Engineers – *Principal Engineer, civil and site design*

Jim Barto – Adtek Engineers – *Project Engineer, civil and site design*

Fred Morabito – Morabito Consultants – *Principal Engineer, structural design*

Parvaneh Famili – Alban Engineering – *Design Engineer, mechanical systems*

Daniel Hartlaub – Alban Engineering – *Project Engineer, mechanical systems*

Steve Cramer - Alban Engineering – *Project Engineer, electrical systems*

Bill Richardson – Educational Systems Planning – *Technology consultant*

Abby Shoemaker – Sustainable Design Consulting – *Project LEED consultant*

Amanda Nyikos – Nyikos Associates – *Food service consultant*

Kori Purdum Matheis – Proffitt & Associates – *Project Manager*

Kevin Kneer – Proffitt & Associates – *Project Architect*

Members of the Public

Connie Pryor – Board Member, City of Frederick NAC 3

Those invited but not in attendance

Michelle Sclater - Parent of Rock Creek Student

Keith Harris – FCPS Executive Director

Stephen Raff – FCPS Director

Michelle Concepcion – FCPS Special Education Programs

Therese Pelicano – FCPS Transportation Manager

Robert Walsh - Co-Chair, Special Education Advisory Committee

Gloria Mikolajczyk - MSDE

Kickoff Meeting Topics:

1.0 Opening Remarks – Roger Fritz and Brian Staiger

- a. Roger welcomed the team in support of this project. He introduced Brian as the project manager for FCPS and directed all communications with FCPS on this project to go through Brian.
- b. Brian recapped the intent of the project, which is to replace the existing Rock Creek School with a new building on a new site with a State rated capacity of 120. The base bid area of the building will be approx. 84,000 GSF with a possible overall area of approx. 100,000 GSF if design alternates are constructed. The design shall meet the requirements of the Ed. Specs.
- c. Funding for design has been provided and a P.O. has been issued for site selection, design phases thru Construction Documents, Bidding, and Construction Administration. Construction funding is pending approval, is currently projected to follow in FY '19 and FY '20, with a total budget (subject to change) including site improvements at approximately \$46,000,000. Schedule includes an 18 month construction timeframe for the site development & new building and an approximate 46 month timeframe for the entire project.
 - i. Roger directed the team to deliver the project on budget and on time – no exceptions.
- d. The project is to be designed to achieve USGBC LEED for Schools Silver Certification.
- e. The design team is expected to follow FCPS Design Guidelines.
- f. Preliminary design meetings have been scheduled every other Thursday at 9:30 am. Meetings will be attended regularly by the attendees of this meeting, with consulting engineers and educators attending meetings as necessary.
- g. The project team will include a Construction Manager. The CM Selection is in progress. Anticipated award of the CM contract is early December.

1.1 **Introductions** – *Brian Staiger*

- a. Introductions began with Mary Malone, Principal of Rock Creek School who then briefly described the schools' program and mission.

Rock Creek School supports a current enrollment of 85 students with severe disabilities. There are 13 classroom teachers and 5 specials teachers. 34 buses currently serve the school. The School is operated like an elementary school where all students receive instruction in all academic subjects with emphasis on providing a family-oriented environment. There are three teams – Elementary, Middle, and High. Classes are small with 6 to 10 students, 1 teacher and typically 3 instructional assistants. In addition, some students have private duty nurses that accompany them through their day so it's possible the number of adults could equal students in a class. The program also emphasizes peer inclusiveness through connection and interaction with elementary, middle, and high school students. A wide variety of communication methods and teaching styles are incorporated into the program as approximately 50% of the students are non-verbal and/or non-ambulatory. Students with varying disabilities are mixed non-categorically and are grouped loosely based upon grade level and age. Mary gave an overview of the Guiding Principles identified within the Ed Specs. Students are encouraged to be engaged and to move throughout the school. They are also encouraged to explore the outdoors. They may use bikes inside the gym, take walks around the grounds, etc. Sensory experiences are important to their educational routine and opportunities are provided through the use of a movement room and sensory room. Included in the school's mission is promotion of independence to the student's ability. Parent involvement is important and encouraged in striving to achieve the student's full potential. Mary invited the design team to visit the school and observe their operation.

- b. Kori briefly explained the relationship of consultants using the design team organizational chart.

1.2 **General Comments** – *Brian Staiger*

- a. Determine award status of design alternates.
 - i. The design alternates will be awarded as listed below:
 - #1 – Greenhouse = Awarded
 - #2 – Additional teaching cluster = Awarded
 - #3 – Alternative Education program = Awarded

#4 – Parks & Rec. program = Brian stated that current direction from FCPS staff was not to award this alternate, however there may need to be a follow-up discussion with Parks and Rec. Beth indicated that they were very interested in having an Adaptive Gymnasium for expanded programming when the idea was initially discussed. She will reach out to see if there is still interest, review internally, and provide direction regarding a final decision.

- ii. The co-located spaces have been eliminated from the program. Brian will issue a revised summary reflecting the associated changes. Brian and Beth will also provide direction regarding any associated site program changes (i.e. parking needs).
- iii. It was noted that the Ed Spec and Feasibility Study documents are available for review on the FCPS website.

1.3 Schedule Discussion.

- a. During the meeting, the Architect reviewed a draft project schedule with the following comments from the group.
 - i. Roger directed timely responses from FCPS to questions from the design team.
 - ii. Beth requested adding local planning (either Frederick City or County) approval to the schedule and stipulated need for site selection to be done as soon as possible to proceed with IAC approval process.
 - iii. Kori requested direction on design alternates, status of co-located programs, and feedback on program impacts by mid-October. She also suggested by mid-October to have narrowed down sites from 7 to 4 and begin looking at program overlaid onto building plan concepts.
 - iv. Cathy suggested expediting the site selection process by narrowing the options down to the 2 sites that achieve greatest level of access and equity.
 - v. Beth briefly summarized the efforts in the feasibility study process where all FCPS properties were evaluated and reduced to 5 candidate sites. Since completion of the study, they've been increased to 7 as changes in status of previously considered sites renders them viable for consideration again. For example, Walkersville MS is on the list again because of the relocation of the public library offers an increase in building area and Tuscarora HS has added property.
 - vi. Beth directed that a structured process of review and due diligence be followed for each of the seven sites based on existing conditions and without regard to its perceived viability. She also directed that building concept design wait until a site has been selected since the Ed Spec has not been submitted and approved yet by the IAC.
 - vii. Kori acknowledged the direction for the design team and suggested refining the schedule by working backwards from the targeted IAC Ed Spec submission date. PAA will review the schedule details with Brian and Beth next week and present an update at the next meeting.
 - viii. Beth also noted that concepts from the feasibility study were based on cursory review of site conditions only. Detailed review of site conditions as part of this process could yield notable changes to a concept.

1.4 Site Selection and Design – Brian Staiger/Proffitt/Adtek

- a. Selection Schedule and Protocol.
 - i. Team to work efficiently toward selecting one site. Once done, a group including Roger Fritz, Keith Harris, Paul Lebo, Brian Staiger, and the Design Team, will present a recommendation to the BOE at a workshop meeting for approval.
- b. Kori introduced the 7 candidate sites with a brief overview of the suggested concept from the feasibility study.
- c. Kori reviewed a draft Site Selection Rubric with the following comments from the group.
 - i. Brian/Beth noted that the co-located spaces are coming out of the program which will make a sizeable reduction in the required area for parking.
 - ii. Beth advised that selection criteria must include MSDE requirements especially access and equity. Scoring results need to be based on real and measurable data and not perceptions.
 - iii. Cathy suggested refining the rubric and establish the scoring system within the next 2 weeks and deliver to FCPS for review and feedback. Mary Malone will be asked to provide critical input on weighted scoring system.
 - iv. Roger asked for a deadline from the design team when agreement regarding the weighted scoring system is needed from FCPS then reflect that in the schedule.
 - v. Shawn noted that impacts to existing fields may occur on the selected site that may require sharing of some field space. Zoning criteria will heavily influence required parking and some sites may be endowed with underutilized parking that if shared could result in reduced site costs. Once criteria is determined, Beth will want to review overlap and possible sharing of spaces with the school Principals.
- d. The Design team will refine the Rubric and assign appropriate weights (in percentage) so each site is graded objectively.

1.5 Building Design – Brian Staiger/Proffitt

- a. During site selection, the Design Team will also be reviewing and updating the Ed Spec in preparation for submission to the IAC.
 - i. Brian and Beth will confirm but the extent of anticipated effort in updating the Ed Specs will focus on removing the co-located spaces from the program. Revisions will likely be made as an addendum to the earlier document. Concept design will wait until an approved site is selected.

1.6 Two Week Projection – Proffitt and Design Team

- a. Tentative tasks for upcoming Design Meetings (to be coordinated with overall schedule):

- i. Meeting #2 - Refine site selection rubric and finalize scoring method. Approval from FCPS is expected at this meeting so evaluation and scoring can begin.
- ii. Schedule site visits for Design Meeting #3 – Brian will arrange for group transportation.
- iii. Design Team to observe operations at Rock Creek at Design Meeting #4.
- iv. Design Team to begin review of the Ed Spec and to visit 2 recent FCPS projects with Brian after Design Meeting #4 as part of internalizing FCPS standards and preferences. Mary Malone will be invited to offer observations relative to her program.

2. Public Comment – *Brian Staiger*

- a. Brian will update FCPS website with RCS project page.

This summarizes the topics discussed at the meeting. Please review and address any comments and corrections to the Architect within 5 days of receipt of these minutes.

Kevin Kneer, RA

Next meeting is scheduled for **12 October 2017 at 9:30am FCPS Central Office – Conference Room 5A**

Distribution via email – all attendees
Gloria Mikolajczyk – MSDE