



Minutes

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CC-002

Project:	Cotton Creek ES Addition and Renovations	Date:	2017-04-27
Project No.:	17-12	Time:	3:00 pm
Attendance:	Tim Dolezal - Project Manager - Adams 12 Corky Bradley - Principal in Charge - RB+B Architects Matt Arabasz - Educational Planner - RB+B Architects Josh McGarvey - Project Manager - RB+B Architects Kevin Denke - Communications Specialist - Adams 12 Sonya Rath - Facilities Planner - Adams 12 Bill Kempzell - Principal - CCE Billy Vice - Lead Custodian - CCE Tami Johnson - Office Manager - CCE Keri Roberts - 4th Grade Teacher - CCE Christie Andrus - Parent - CCE Chris Stimpson - Community Contact/Neighbor Quinn Waller - Parent - CCE	Location:	Cotton Creek

These meeting minutes are believed to be an accurate account of this project meeting. If there are any questions and/or comments, please contact RB+B Architects.

Item #	Item	Action
	TEAM MEMBER ROLES/POINTS OF CONTACT	
2.1	Introduction of design team -Tim Dolezal - Adams 12 Project Manager -Corky Bradley - RB+B Principal in Charge -Josh McGarvey - RB+B Project Manager -Matt Arabasz - RB+B Education Planner and Quality Control	-
	OVERARCHING PROJECT GOALS	
2.2	Setting the Stage: -Design team is here to listen and turn programmatic needs into physical space	-
2.3	District Standards and Educational Specifications	-
2.4	Construction industry trends -Colorado construction activity is booming. What this means for our project is costs are anticipated to rise due to material and labor shortages. It is good that these projects were some of the first to begin at Adams 12 to get the most for our money.	-
	DESIGN ADVISORY GROUP (DAG) PROCESS	
2.5	Roles and responsibilities	-

	<ul style="list-style-type: none"> -Another set of eyes on the design -Shares end-user insight -Advocate for the project to the community -Brings forth community concerns 	
	PROJECT SCOPE	
2.6	<p>Review Bond Scope Documents</p> <ul style="list-style-type: none"> -Receive feedback on basic scope elements -Develop list of any additional unknown needs or desires -Discuss priorities list creation in respect to budget limitations -Is ECE playground necessary? Currently used by the community as a dog run after hours -Operable partition between gym and cafeteria needs replacing/refacing -Conference Room/meeting room is desired -Space is needed for confidential conversations for special ed. -Need more staff restrooms (only two now for 80 staff) -Not enough staff parking: currently 55 spaces/2 handicap -There is a large group of parent volunteers that also could use more parking 	<p>RB+B to begin formulating priorities list of scope items.</p> <p>Adams 12 Facilities to research the likelihood of ECE program returning to CCE in the future.</p>
2.7	<p>FF&E and IU Budget Items (Not in RBB scope)</p> <ul style="list-style-type: none"> -There is some existing furniture that is falling apart and needs to be replaced. 	<p>Adams 12 DAG to provide more info to Tim as to what furniture is in disrepair.</p>
	VISIONING/CONCEPTUAL DESIGN	
2.8	<p>Memorable Design Goals</p> <ul style="list-style-type: none"> -Construction activity disruption is a concern -Flexibility to move grade levels around in the future is important! -Access for children with disabilities to playground, addition and restrooms -Incorporate daylighting -Use the building as a teaching tool 	-
2.9	<p>Fit Studies Presentation</p> <ul style="list-style-type: none"> -What to do with the space when the modulares go away? -Two most workable locations for the addition would be to the northwest or north of the existing building. The addition will need to stay out of the floodplain. The design team will also research required setbacks from the street at they will come into play if the addition is located to the northwest. The playground location will likely need to be adjusted to fit the new addition on the site. 	<p>RB+B to develop a few options to discuss in greater detail next meeting.</p>
2.10	Pros/Cons Discussion	
	PROJECT SCHEDULE	
2.11	Discuss overall schedule	-
2.12	<p>Next meeting time?</p> <ul style="list-style-type: none"> -meet again in two weeks to show conceptual design options in greater detail. 	
	QUESTIONS AND COMMENTS?	

Next Meeting

Date and Time: Wednesday, May 10th @ 5:00 pm

Location: Cotton Creek ES