

Meeting Minutes

To: **Tonia Hobaugh-Toca**
From: **Gardner Clute**
Project: **Adams 12: Westview Elementary Remodel**
Project Number: **PR16-0671**
Subject: **DAG 03**
Location: **Westview Elementary**
Meeting Date: **May 23, 2017**
Issue Date: **June 16, 2017**
Attendees: **Leslie Burk-Dominick, Alanna Westbrook, Laura McCalmon, Robert Buster, Kathy Ochoa, Kim Dowd, Glenda Tombarelli, Matt Mondragon, Tonia Hobaugh-Toca, Sonya Roth, Kevin Denke, Amy McCann, Gardner Clute**



Item	Description
1	<p>Concept design plans and conceptual estimates were reviewed. Conceptual estimates are approximations intended to aid the final prioritization of scope of work. The estimates include contractor fees, general conditions, construction contingency, and indirect costs added as a percentage of the total of the line items. The conceptual estimates may contain inaccuracies. The concept designs are based on initial site walks. Subsequent verification may identify conditions in the field that impact the cost of work presented. Construction costs will not be finalized until the work is bid by the general contractor prior to construction. The scope of work presented may be adjusted in order to align with the construction budget.</p> <ul style="list-style-type: none">• Estimates for priority 1 and 2 items were reviewed. Based on conceptual estimates priority 1 items are likely to fit within the construction budget. It is unlikely priority 2 items will fit within the budget.• Priority 3 and 4 items were not reviewed.• Final scope of work will be determined by Education Support Center staff. Safety and maintenance items may be required despite lower prioritization level identified in DAG.• Items shown in blue were reprioritized or added. Highest and lowest priority items within each grouping were identified to aid the team in the case the scope of work is adjusted to match the construction budget. These items are identified with a star.

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Priority 1:

- Kiva Remodel
 - Replace carpet,
 - Improve one planter, greenery adds to perceived comfort
 - Remove one planter
 - Kiva is used for groups from 6-60+ for self-directed, small group work, not instructional activities.
 - *Introduce flexible, more organic furniture (FF&E) for informal break out space. Consider "swiss cheese" divider.
- Purchase new entryway furniture; consider 4 chairs and 2 tables
- Main Entry
 - Relocate interior vestibule doors and add remote release
 - Add pass through, transaction window



Item	Description
	<ul style="list-style-type: none">○ Replace exterior doors/hardware; doors are not latching and sills leak○ It is acceptable to infill overhead coiling door with window if vestibule is secured● Improve ventilation at nurse's office● New paint/color scheme in main corridor● Provide cork boards in corridors for student art work; maybe specials budget● Purchase 10 additional chrome book carts; evaluate electrical capacity. Leslie shared previous cost estimate for three complete chrome carts: \$26,000.● Evaluate and correct HVAC controls schedules● Evaluate/mitigate vibrating rooftop unit vibrating above east addition● Paint corridor doors and accent walls throughout the building● Improve marquee sign by replacing insert, keep existing brick framework, add programmable, two-sided LED screen, consider solar panels. District to provide school wildcat logo to integrate into sign design● Paint exterior metal panels new color● Classrooms<ul style="list-style-type: none">○ Replace classroom chairs, 5-7 flexible chairs per room; prefer chairs with four feet or rocker with option to sit backwards (FF&E); consider 2 standing desks per classroom as trial run.○ Repair closets in classrooms; replace locks○ Provide movable storage in classrooms○ Remove (or cap) bubblers in classrooms and replace drinking fountains at corridors with bottle filler drinking fountains● Replace casework in triad; provide consistency across the building, maximize storage without losing student work space● Replace exterior doors and frames at classrooms; currently exterior doors are wood● Add upper cabinets above existing lowers in classrooms● Evaluate and replace "buzzing" lights in classrooms● Provide overhead short-throw projectors with magnetic, built-in, "corner-to-corner" white boards on primary teaching wall in all classrooms; W-5 & W-3 receiving test equipment. It was expressed that W-3 test has the preferred set-up.● Replace remaining chalk boards in a few classrooms; CGA to inventory locations.● Remove unit ventilators; patch carpet and wall finishes. Purchase mobile storage for teacher flexibility.● Restrooms (student and staff)



Item	Description
	<ul style="list-style-type: none">○ Replace flooring, there is old tile flooring under visible epoxy flooring, remove existing flooring down to concrete prior to installing new flooring○ Replace fixtures○ Improve ventilation at student restrooms
• Art	<ul style="list-style-type: none">○ Replace older of two sinks○ Improve ventilation; room overheats○ Replace tables
• Library	<ul style="list-style-type: none">○ New paint/color scheme○ Improve ventilation in library; currently experience inconsistent temperatures, overheat or overcooled.○ Replace library furniture, 40 flexible chairs and 12 tables○ Add fixed projector on north side of projection screens○ Replace both drop down projection screens, investigate moveable projector on track system
• Provide new chairs in computer lab	
• Music Room: address acoustic transfer to adjacent rooms	
• Gym	<ul style="list-style-type: none">○ Replace PA system○ Replace flooring○ Improve acoustics○ Paint
• Replace cafeteria furniture	
• Improve heating and ventilation in computer lab	
• Provide overhead projectors with built-in white boards in computer lab	

Priority 2:

- *Provide new sound system in cafeteria; currently echo sound quality using portable system with wired microphone for presentations.
- *Purchase new folding chairs and racks for assemblies, 200 chairs (FF&E)
- [Improve drainage at sidewalk west of main entry](#)
- [Revise/repair muddy area in landscape between parking lot and sidewalk west of main entry \(BASE entry\). It was discussed that interior classroom renovations should take priority over resolution of the muddy area.](#)
- Replace heaving sidewalks around building where there are ADA or drainage concerns
- Replace courtyard furniture
- Replace sidewalk in courtyard
- Replace single pane windows
- Assess parking lot; replace areas with significant damage; parents have requested in the past for additional HC parking



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Item	Description
	<ul style="list-style-type: none">• Repair leaking windows• Repair foundation issues at window sills• Add tubular daylight devices to landlocked classrooms• Purchase new music instruments• Provide new sound system in music with headset mic• Provide moveable risers in music• Improve heating in conference room• Provide instrument storage/moveable stands in music• Add display space in classrooms• Replace “buzzing” gym light fixtures• Increase art storage• Consider less invasive office remodel, Nurse must connect to main office; Detention area required for 4-5 kids max. Admin staff required quiet space (separate room) for specific tasks.
2	<p><u>Miscellaneous</u></p> <ul style="list-style-type: none">• Water quality has been tested by district and is acceptable. The source of poor tasting water in classrooms is likely old piping. Given the high cost the school is not interested in replacing piping.
3	<p>The Architect will develop schematic design documents for pricing by a general contractor over the summer. Design will continue into the fall. Pricing and final scope will be confirmed after design is complete. Construction activities may take place during fall, winter, or spring breaks.</p>

GC:am

The foregoing is believed by the author to be an accurate and materially complete reflection of the discussions described. Requests for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.

ALL CLASSROOMS

- ADD UPPER CABINETS
- NEW CHAIRS, 5-7 FLEXIBLE CHAIRS PER CLASSROOM AND 2 STANDING DESKS
- PURCHASE 10 CHROME BOOK CARTS
- REPLACE CHALK BOARDS INVENTORY FOR REPLACEMENT
- EVALUATE "BUZZING" LIGHTS, REPLACE BALLASTS
- PROVIDE MORE WRITING SURFACE ON PRIMARY TEACHING WALL
- REMOVE UNIT VENTILATORS PATCH AND REPAIR
- PROVIDE OVERHEAD PROJECTORS WITH BUILT-IN WHITEBOARDS
- REPLACE EXTERIOR WOOD DOORS AND FRAMES
- EVALUATE CLOSET REPAIR AND REPLACE LOCKS
- REMOVE BUBBLERS AT SINKS AND REPLACE DRINKING FOUNTAINS WITH DF WITH BOTTLE FILLER
- PROVIDE MOVEABLE STORAGE

LIBRARY

- NEW PAINT/COLOR SCHEME
- REPLACE CHAIRS (40), FLEXIBLE CHAIRS
- REPLACE TABLES (12)
- 1 NEW WALL FIXED PROJECTOR AND REPLACE BOTH SCREENS
- IMPROVE VENTILATION

COMPUTER LAB

- IMPROVE COOLING
- PROVIDE OVERHEAD PROJECTORS W/ PROJECTOR BOARD
- PROVIDE NEW CHAIRS

KIVA

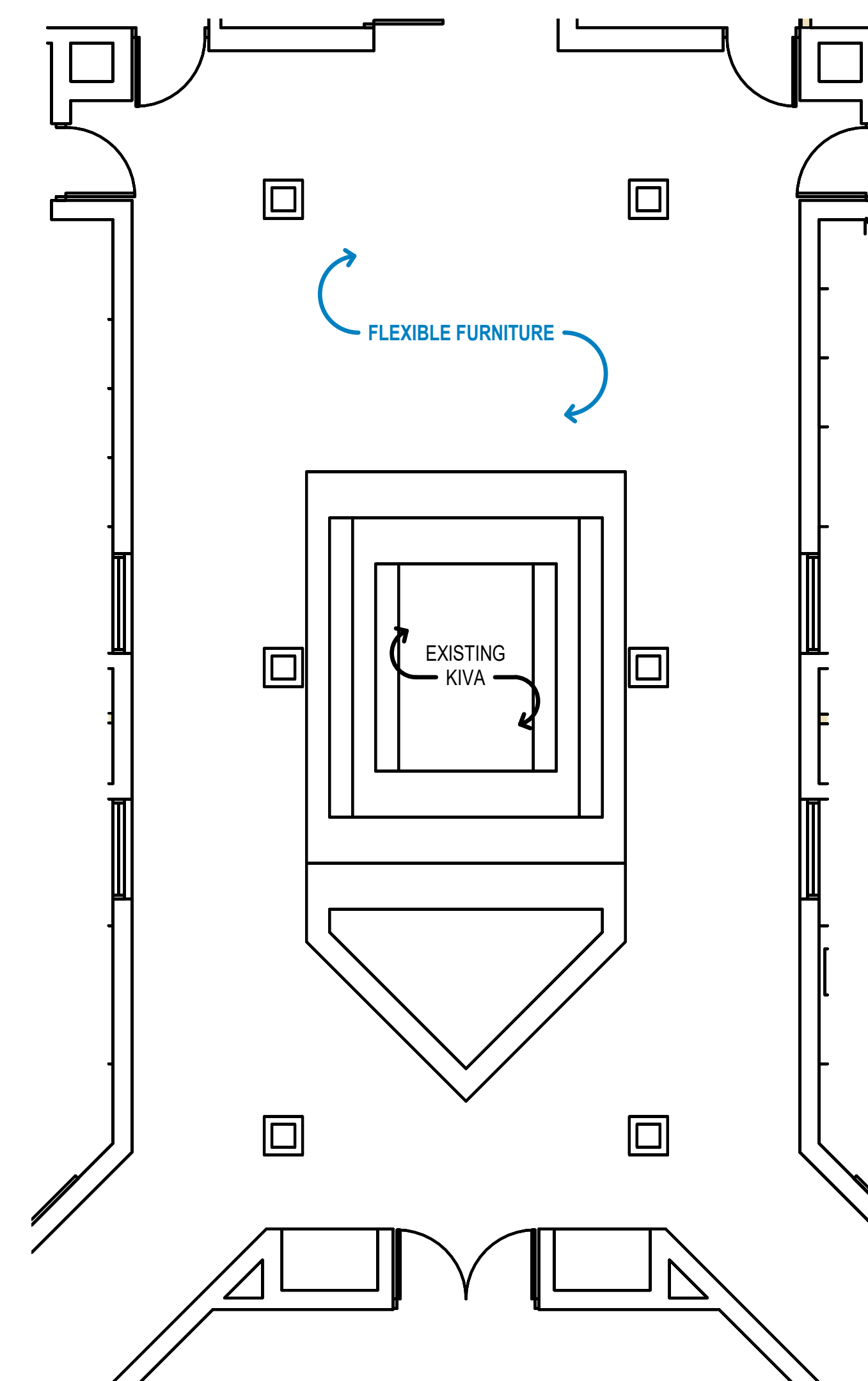
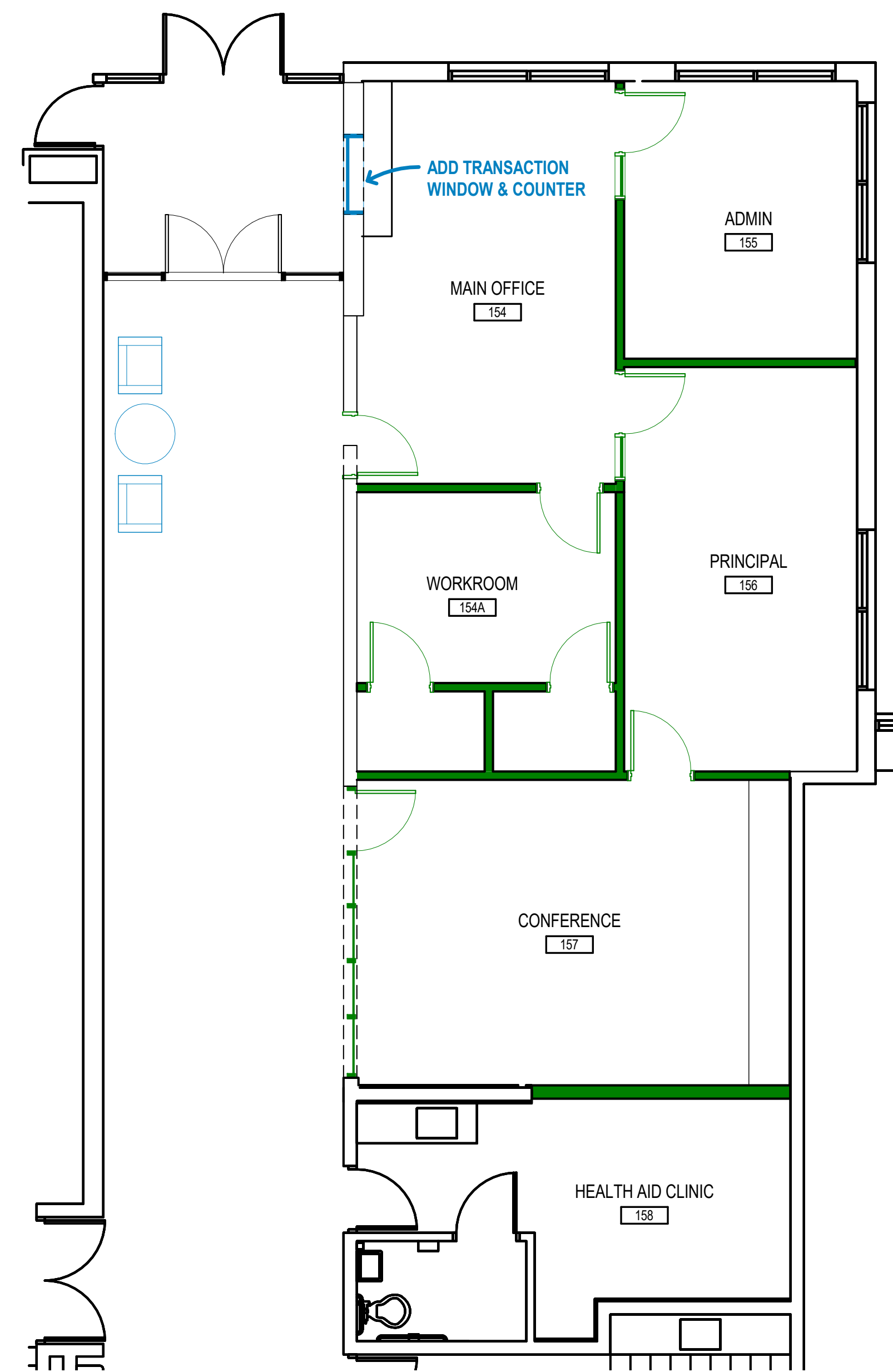
- IMPROVE ONE PLANTER AND REMOVE ONE PLANTER
- REPLACE CARPET
- PROVIDE FLEXIBLE FURNITURE

MAIN ENTRY

- REPLACE DOORS AND HARDWARE
- SECURE MAIN ENTRY VESTIBULE
- PROVIDE NEW FURNITURE
- NEW PAINT/COLOR SCHEME - MAIN CORRIDOR

MUSIC

- ADDRESS ACOUSTIC TRANSFER TO ADJACENT ROOMS



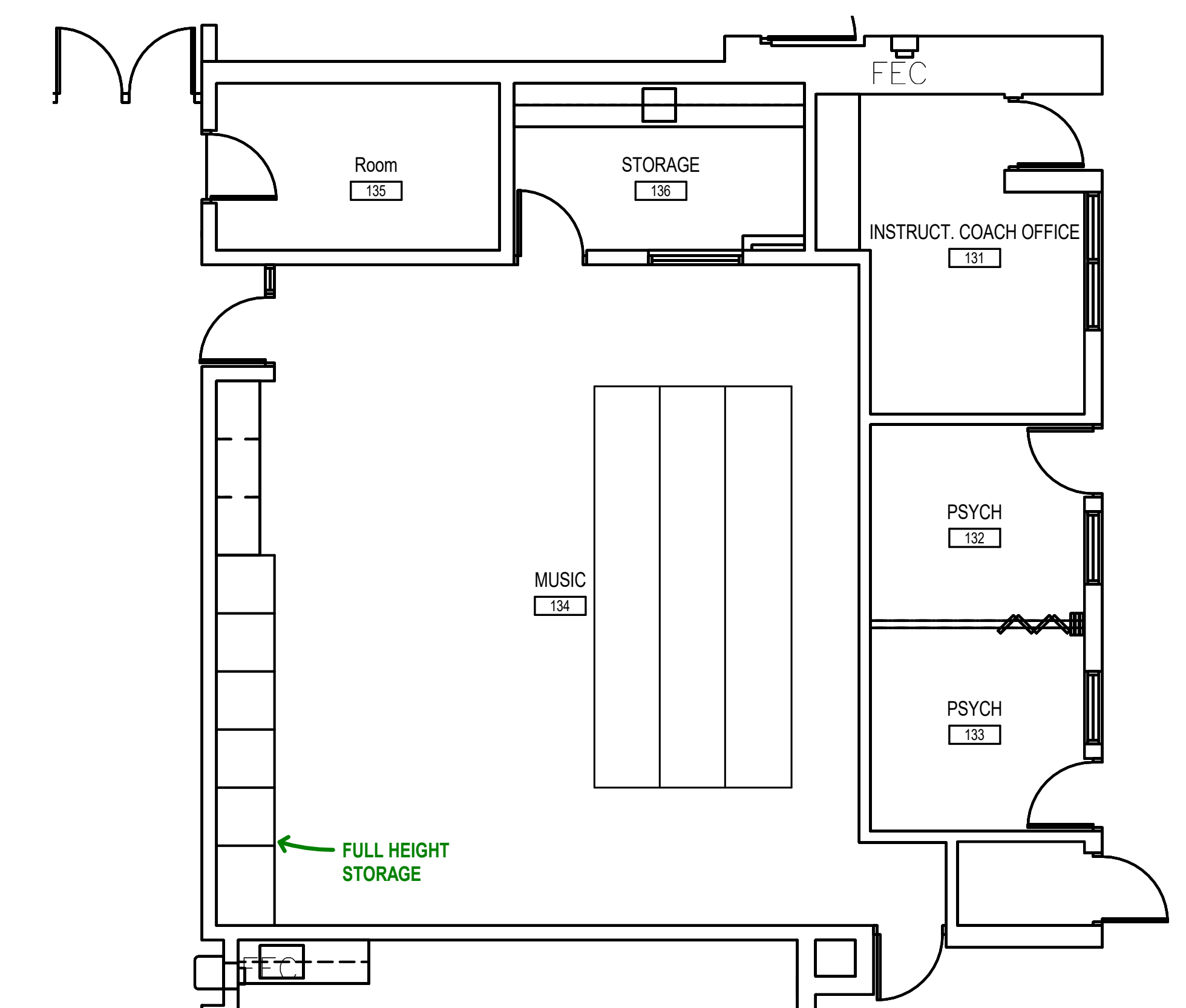
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multigenerational
safe
community support
collaborative
walk to school
parent staff partnerships
excited
nearby parks
unique lunch

MAIN ENTRY MAIN OFFICE REMODEL

MUSIC

- PROVIDE MOVEABLE INSTRUMENT STANDS/STORAGE
- PROVIDE MOVEABLE RISERS
- PURCHASE NEW MUSIC INSTRUMENTS
- PURCHASE NEW SOUND SYSTEM WITH HEADSET MIC



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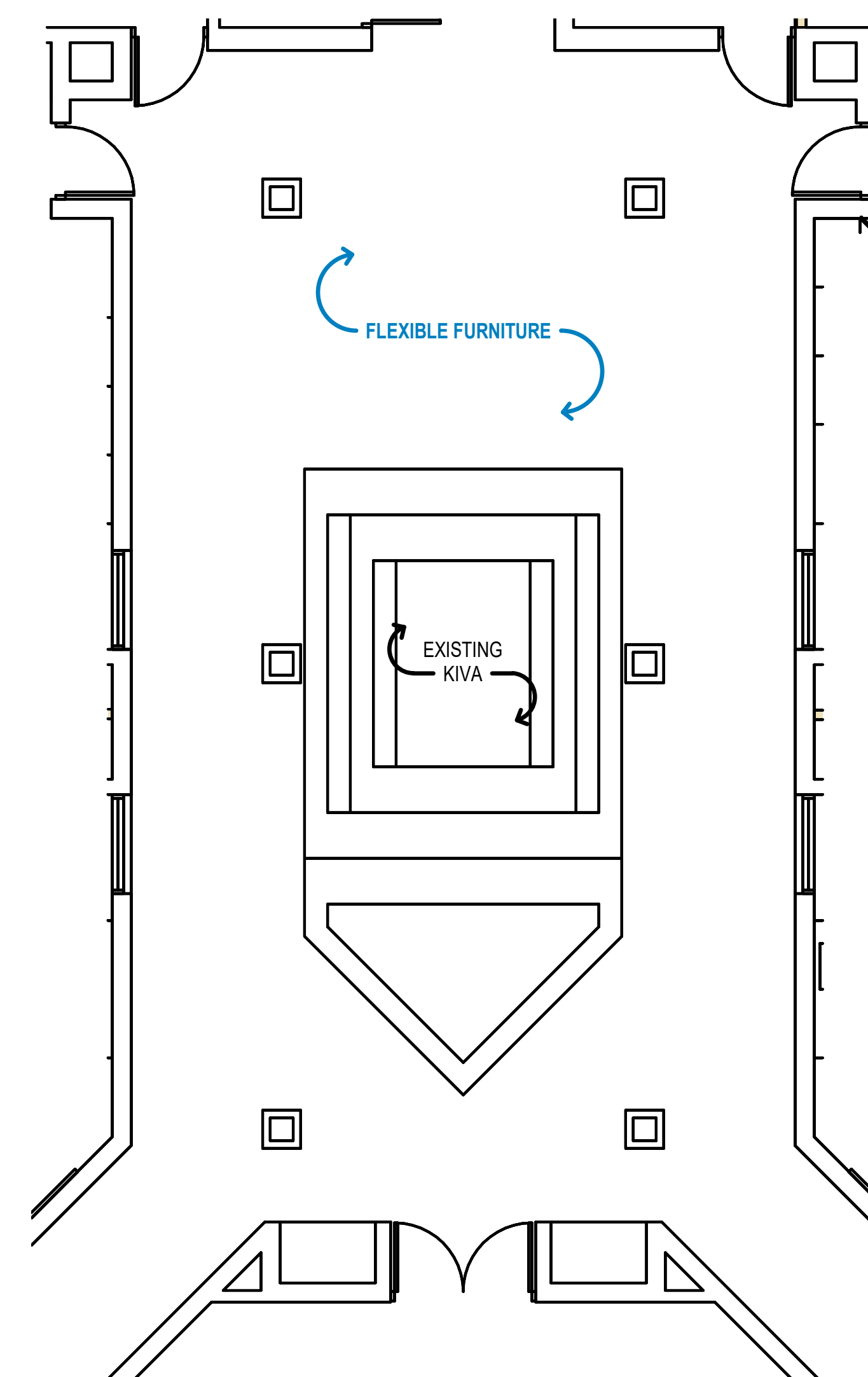
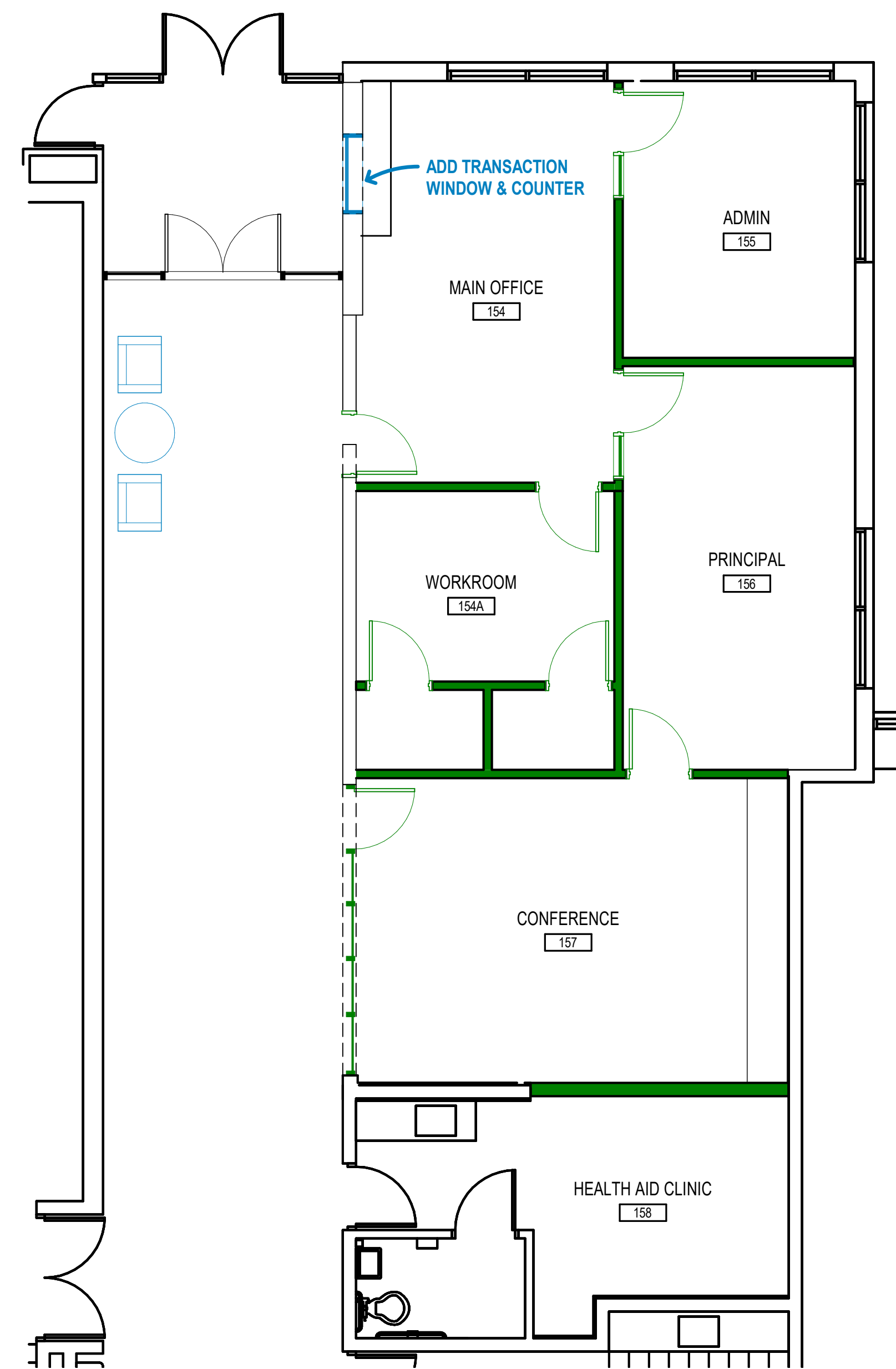
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