

## Reed Expansion Project

Building Level Planning Committee

Charge

Approved by the School Board on October 5, 2017

### **FY2016-25 CIP Capital Project**

The School Board's adopted FY 2017-26 Capital Improvement Plan (CIP) includes expansion of the Reed Building to create a new elementary school, to provide at least 725 seats for grades Pre-K through 5, to be completed no later than August 2021, and to be constructed at a maximum total project cost of \$49 million. The total project cost will be funded from reserves, future bonds, the Arlington County Government (ACG)/Arlington Public Schools (APS) Joint Fund and other sources.

### **Background**

Construction of the original Walter Reed School was completed in 1938. The school was expanded four times in 1946, 1950, 1962 and 1966. The Reed School was used continuously as an elementary school from 1938 through 1986, after which it was used for the Children's School, the Teen Parenting Program and various community uses. In 2010 a joint APS/ACG capital project was completed to accommodate the new Arlington County Westover Library, the Teen Parenting program and the Children's School along with the Integration Station program. This project comprised demolition of all but the original 1938 building and construction of new additions on either side of it. The completed building achieved LEED Gold Certification.

The Teen Parenting program was relocated to the Arlington Career Center in 2013. The Children's School along with Integration Station will relocate to leased space elsewhere by the end of June 2018. During the 2018-19 school year the Stratford Program will be temporarily relocated to the space formerly occupied by the Children's School and Integration Station during construction of the New Middle School at the Stratford Building, pending completion of the new school on the Wilson property in time for the start of school in September 2019. Construction of the new elementary school will commence in Fall 2019. The Westover Library will remain in operation throughout and after construction of the new elementary school.

### **Building Level Planning Committee (BLPC)**

The School Board will appoint members to the BLPC in accordance with PIP 50-1.2. Members of the BLPC will represent the following stakeholder groups: the Ashlawn, Discovery, Glebe, McKinley, Nottingham and Tuckahoe PTAs, the Highland Park Overlee Knolls, Westover Village and Tara – Leeway Heights, Leeway Overlee, Madison Manor, and Dominion Hills civic associations, the Advisory Council on School Facilities and Capital Programs (FAC), the Student Advisory Board, Arlington Public Library staff, and APS elementary school, Department of Instruction and Department of Facilities and Operations staff.

PIP 50-1.2 may be found at: <https://www.apsva.us/school-board-policies/50-operations-facilities-and-equipment/>.

### **Public Facilities Review Committee (PFRC)**

The Arlington County Board appoints members of the Arlington County Planning Commission, Transportation Commission, Citizens Advisory Commission on Housing, Park and Recreation Commission, Disability Advisory Commission, Environment and Energy Conservation Commission, Fiscal Affairs Advisory Commission, two members nominated by the School Board, and project-specific representatives of civic associations affected by the project to the PFRC in accordance with the PFRC Charge. On the recent Fleet Elementary School process, the same civic association representatives were appointed to the BLPC by the School Board and to the PFRC by the County Board, and regular joint BLPC/PFRC meetings were held. Due to the success on Fleet, this BLPC/ PFRC alignment will also be applied to the BLPC/PFRC process for the new school at the Reed site.

The PFRC Charge may be found at: [https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/5/2014/06/PFRC\\_Charge\\_June2014.pdf](https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/5/2014/06/PFRC_Charge_June2014.pdf).

### **School Board Charge to the BLPC**

#### *Primary Role of the BLPC*

The primary role of the BLPC is to serve as the principal communication liaison with community stakeholders. The BLPC is expected to assure effective community input during the design and construction of the project, and to collaborate with various community stakeholders to create plans that are broadly supported. Facilities and Operations Department staff shall facilitate the work of the BLPC in carrying out this critical communication function. BLPC members shall establish regular lines of communication, including email lists, web sites and attendance at community meetings, to assure appropriate community engagement in the process.

#### *Communications*

Communication with stakeholders interested in school construction projects is critical. The following key roles have been identified to assure effective communication and community engagement in the BLPC process.

- PTA members of the BLPC shall keep parents informed of Concept Design, Schematic Design and other progress of the project.
- Civic association members of the BLPC and the Chair of the BLPC shall ensure notification and provide information to neighbors of the school regarding the Concept Design, Schematic Design and other progress of the project. Comments should be solicited by and shared with the BLPC for consideration.
- The BLPC, in conjunction with its civic association members, or through direct contact with the civic associations, shall ensure notification and coordination of the Concept Design and Schematic Design and progress of the project through outreach to the broader community through the civic associations. Comments should be solicited by and shared with the BLPC for consideration.
- The BLPC shall provide information on the Concept Design, Schematic Design and other progress of the project to the greater Arlington community. Comments, and/or directions, received from

the School Board, or comments received directly from community members, shall be considered by the BLPC.

- The BLPC shall assist the staff of the Department of Facilities and Operations and the project architect with a public meeting prior to completion of Schematic Design. The BLPC shall receive comments from the public, the School Board, the County Board, PFRC, and relevant County Commissions.
- Facilities and Operations staff shall inform BLPC members of any School Board meeting agenda items concerning the project.

### *School Board Direction*

The new school at the Reed Building will be a neighborhood elementary school with an attendance zone.

The School Board will appoint a Chair to the BLPC.

The BLPC will assist the School Board to achieve Goal 4 of the APS 2011-17 Strategic Plan 4 to Provide Optimal Learning Environments that are adaptable to future changes of use, energy efficient, environmentally sustainable, and provide adequate outdoor space for physical education, recess and community use.

The School Board approved the maximum funding available for the project at \$49,000,000, the August 2021 completion date and the minimum seating capacity of 725 students for the school in the FY2017-26 CIP. Funding available for the project is the maximum available, unless additional funding is approved by the School Board. Every effort shall be made to complete the project for less than \$49 million.

The design will accommodate the educational specifications/schedule of functional spaces developed by the Architecture/Engineering (A/E) team in collaboration with Department of Instruction and Facilities & Operations (F&O) staff. The educational specifications/schedule of functional spaces will be based on the educational specifications/schedule of functional spaces approved by the School Board for Alice West Fleet Elementary, modified as necessary to reflect any specific requirements of the Department of Instruction. The final design shall be as adaptable as possible in order to accommodate future increases in enrolment and changes of instructional program. The School Board will approve the educational specifications/program of functional spaces when it approves the Schematic Design for the project.

The A/E team, the Construction Manager at Risk (CMR) and F&O staff are responsible for completing the project within or for less than \$49 million, and shall prepare formal estimates of total project cost as the project proceeds from Concept Design through Final Design, in order to ensure that this occurs. F&O, in consultation with the A/E team and the CMR, shall determine how best to complete the project within the funding available. The BLPC shall remain mindful throughout its participation that the project must be completed on time and within or for less than \$49 million, and that it must accommodate the minimum number of students approved by the School Board.

### *BLPC Participation in the Concept Design and Schematic Design Phases*

During the Concept Design and Schematic Design phases, the BLPC shall assist the A/E team and F&O staff by reviewing the location of the addition or additions on the site; site amenities; the massing of the building; adjacencies of interior spaces and site amenities; community use of the building; and pedestrian and vehicular site circulation and parking, site amenities and impact of the project on the surrounding community. During the Concept Design Phase, the BLPC shall collaborate with the A/E team and F&O staff to develop three alternative concept designs for each of which the A/E team shall estimate total project costs. One alternative shall be designed at minimum cost, one alternative shall be designed at mid-range cost, and one shall be designed to cost no more than \$49 million. At the end of the Concept Design phase, the Chair of the BLPC shall submit a letter to the School Board Chair summarizing the BLPC's comments on the three alternative concept designs. At the end of the Schematic Design phase, the Chair of the BLPC shall submit a letter to the School Board chair summarizing the BLPC's comments on the design as presented in the Schematic Design brochure, which shall be generally in accordance with the concept design and funding approved by the School Board.

### *BLPC Participation in the Final Design and Construction Phases*

The BLPC shall be invited to the community pre-construction meeting required under the Use Permit. During the Final Design and Construction phases, F&O staff will issue regular updates on progress in electronic format and respond to queries from BLPC members in order to keep them and the stakeholder groups they represent informed of the status of the project. After construction the BLPC will be invited to participate in a post-construction evaluation of the project.

The BLPC must recognize that the design of the project may be influenced by the participation of the PFRC in the process leading up to approval of the Use Permit for the project by the County Board. Changes to the original design may also become necessary in order to complete the project within the funding available. Minor changes to the approved Schematic Design are expected due to Use Permit Conditions and detailed development of the design through Construction Documents through Final Design. F&O staff will schedule meetings as necessary to inform the BLPC when such changes impact the approved Schematic Design significantly.

F&O staff will schedule a meeting to present the Final Design to the BLPC for information, prior to submitting it to the School Board for approval.

### *Communication by Individual BLPC Members*

The School Board encourages the free flow of ideas and opinions within and among the members of the BLPC. However, individual members of the BLPC must remember that the committee acts only as a whole, and shall not represent their own personal opinions or comments verbally or in writing as those of the committee or APS. When communicating with the media, members of the community, or other individuals or institutions, committee members must exercise caution to ensure that, unless authorized by majority vote of the committee, they specifically indicate that any opinions or comments expressed are, in fact, their own. Any representations by individual members of the BLPC contrary to the

consensus of their committee should be noted as such in any communication with the public, the School Board, the County Board and/or stakeholder groups.

### *Project and Meeting Schedule*

The A/E team, CMR and F&O staff are responsible for managing the project schedule to achieve completion no later than August 2021. The planned milestone dates shown below are based on recent APS experience and balance cost and resource efficiency with allowing a reasonable amount of time for stakeholder engagement during the Concept Design, Schematic Design and Use Permit phases. From project kick-off to the School Board approval of the Schematic Design the BLPC shall meet up to twice monthly, except when the School Board is deliberating the proposed design. The BLPC must recognize that time is of the essence and should remain mindful during its participation that extensions to the planned milestone dates will likely result in additional professional service fees and potentially added costs for accelerating construction.

#### Planned Milestone Dates:

- October 2017 – BLPC/PFRC joint kick-off meeting
- March 2018 – School Board approval of Concept Design
- July 2018 – School Board approval of Schematic Design
- January 2019 – County Board approval of Use Permit
- October 2019 – Start of Construction
- August 2021 – Receive Certificate of Occupancy