



Meeting Minutes

Date: 6/30/2021

Project name: Bonnie Brae Elementary School

Purpose: Design Committee Meeting #1

Location: Google Meet

Attendees:

Name	Affiliation
Heather Diez	FCPS D&C
C. Bradley James	FCPS D&C
Jason Skerker	FCPS
F. Thomas Lee	Samaha
Randy Beard	Samaha
Kyle Lee	Samaha
Amy Miller	Design Committee
Ann Wong	Design Committee
Eric Inman	Design Committee
Kelly Lucero	Design Committee
Lindsey True	Design Committee
Lisa Reddel	Design Committee
Jessica Warr	Design Committee
Sara Sorenson	Design Committee

Points of Discussion:

Project Introduction and Plans Presentation

1. CBJ provided introductions to the project team.
 FCPS Design and Construction
 Bradley James – Coordinator
 Subhash Gambhir – Architectural Engineer
 Consultant Design Team
 Samaha Associates – Architect
 Pennonni – Civil Engineer
 Ehlert Bryan – Structural Engineer
 Strickler Associates – MEP Engineer
2. CBJ provided a project overview of the projected milestone dates for the project.
 Schematic Design Phase – 12/2020-3/2021
 Design Development Phase – 3/2021-6/2021
 Design Committee Meeting #1 – 6/30/2021
 Intermediate Design Phase – 7/2021-10/2021



Final Design Phase – 10/2021-1/2022

Construction Start – Spring 2023

Final Completion – Winter 2025

3. CBJ and FTL provided an overview of the project scope.
 - a. FCPS Education Specifications are used to provide parity across FCPS schools and are modified on a school-by-school basis according to the specific needs of each school's program.
 - b. Two additions are planned for this project. One addition is planned for expanding the existing cafeteria and entrance corridor while a second addition is planned to provide additional classroom spaces.
 - c. Renovations to existing spaces include the following:
 - Administrative suite relocation w/ added security vestibule
 - Additional staff restroom facilities
 - Reconfigured and renewed classrooms
 - Reconfigured and renewed support spaces
 - New mechanical and plumbing systems
 - Reconfigured kiss & ride loop
 - Reconfigured outdoor play areas
 - d. The additions and renovations work will be conducted under an occupied phased construction.
4. FTL presented images depicting the existing site, proposed site, existing building floor plan, proposed building floor plan, and renderings of the proposed building exterior and the surrounding site.
5. FTL provided a description of how the existing site is laid out. Major site elements include the existing bus loop, kiss & ride loop, paved play, playgrounds, and ballfields.
6. The proposed changes to the site include the following:
 - a. The classroom addition extending to the south of the building towards the kiss & ride loop.
 - b. Revisions to the existing kiss & ride loop to provide an extended sidewalk at the pick-up and drop-off zone. The parking spaces that are removed due to the extended pick-up and drop-off sidewalk are relocated to the west side of the kiss & ride loop. These relocated parking spaces were previously not in use due to the installation of modular classrooms which are being removed under the additions and renovations project.
 - c. The existing playground to the south of the building is relocated to between the bus loop and kiss & ride loop.
 - d. The existing pre-school playground is relocated to an internal courtyard playground between the existing building and the new addition.
 - e. A walking loop is proposed around the existing ball fields.
7. The proposed additions and renovations to the existing building include the following:
 - a. Expansion of the cafeteria to match educational specification required sizes.
 - b. Relocation of the administrative office from the core of the building to adjacent to the main entrance for improved security.
 - c. Provision of a secure vestibule for positive ID check-in at the main office for building visitors.
 - d. Revising the layout of the majority of the existing classrooms to remove diagonal partition walls and triangular classroom shapes.
 - e. Relocation of the SACC program to be closer in proximity to the main office and the bus loop.
 - f. Additional classrooms and dedicated art labs at the new addition.
 - g. Internal ramps connecting the existing floor elevation to the lower, proposed new floor elevation due to the elevation difference between the main entrance and the kiss & ride loop.
 - h. Relocation of the music program away from classroom spaces to minimize disturbances to teaching areas.

Questions and Comments

1. Q. Are play areas being expanded?



- A. The existing playgrounds to the south of the building are being relocated due to the conflict with the new addition.
2. Q. Is the pre-school playground enclosed?
A. The pre-school playground is enclosed by the building exterior walls but is open to the sky above.
3. Q. Are playgrounds being increased in size?
A. Playground spaces will meet educational specifications required sizes as part of the relocation.
4. Q. Will the arched entrance canopy cause runoff issues?
A. Rainfall will be addressed by typical systems that FCPS has used at other schools. CBJ noted that the other schools have used canopies similar in scale to what is proposed at Bonnie Brae ES.
5. Q. Would locating the playground at the rear of the building provide better access to paved play and the playground equipment?
A. SACC at the front of the building allows for better pick-up patterns at the end of the school day. The proposed location of the relocated playground is directly adjacent to the proposed location of the SACC rooms.
6. Comment: A larger canopy is needed for student pickup and staging of students.
Response: Acknowledged, canopy sizes will be reviewed by the design team.
7. Comment: The existing canopy at the main entrance is currently used by preschool classes as an outdoor play area.
Response: The proposed layout seeks to provide easy access to play areas for the preschool classrooms.
8. Q. The existing playgrounds were recently renovated. What is happening to the existing equipment? Can additional swings be provided?
A. The existing playground equipment will be evaluated by the playground specialist team within FCPS D&C. The existing equipment will likely be salvaged and reused due to its newer condition. FCPS D&C will review the request for additional swings.
9. Q. What is happening with the quantity of parking spaces?
A. At a minimum, the quantity of current parking spaces will be maintained. The final count of parking spaces is currently being worked on.
10. Q. Are the music room choir steps being installed in the new music rooms?
A. The music spaces are designed with flat floors and no steps. Mobile risers can be moved into the spaces on an as-needed basis.
11. Q. What is the floor finish for the music classrooms?
A. Typical floor finish is VCT (vinyl composite tile).
12. Q. How is teaching storage being addressed? Is the strategy shared storage or individual classroom storage?
A. General education classrooms are designed to have larger shared storage rooms spread throughout the building.
13. Q. How are student toilet rooms addressed?
A. Kindergarten through 2nd grade classrooms all have in-classroom toilet rooms. 3rd through 6th grade will have 1 classroom in each grade level that has an in-classroom toilet room, with the remainder of the classrooms utilizing group toilets.
14. Q. Has anyone reached out to the Fairfax County Park Authority to coordinate work on Park Authority property?
A. The design team will coordinate with the Park Authority as necessary. *(Post meeting note: The civil engineer confirmed that the land occupied by the ball fields is owned by FCPS and not the FC Park Authority).*
15. Comment: Take a look at relocating the playground closer to the ballfields so that parents can more easily supervise children playing in both locations.
Response: The design team will review playground locations.
16. Q. When will classroom layouts and interior elements be discussed?
A. Equipment plans and interior selections will be presented and discussed at the next Design Committee meeting.
17. Q. Will the plans be made available to all staff for review?



- A. Typically, a set of plans will be made available for the principal who can then either set hours or invite staff to review and provide comments.
- 18. Q. Will plans be provided to the Design Committee?
 - A. CBJ will coordinate with the FCPS Office of Safety and Security to determine whether or not distribution of plans is permissible. Typically, copies of plans are not provided to the Design Committee.
- 19. FTL noted that the plans shown during the presentation are not final and will be further developed.

These are the minutes as recorded based upon conversations and discussions, and are intended to provide an overview of the meeting. Any additions, omissions, and/or corrections shall be addressed at the following meeting. If no such corrections are made, then these minutes shall be recorded as part of the project record.

Sincerely,

Kyle Lee
SAMAHA ASSOCIATES, P.C

Copies to: C. Bradley James, FCPS D&C