



7 June 2022

MEETING MINUTES

PROJECT NAME: Brookfield Elementary School
OWNER: FCPS
QEA PROJECT #: 42238780
MEETING #: 1
MEETING DATE: 26 May 2022

ATTENDEES:

NAME	COMPANY
Brad James	FCPS
Dan Lunn	CYA Softball
Andrea Page	Parent
Carlos Vallejo	Parent
Ellen Mukai	BES- Principal
Emily Zarybnisky	BES- Teacher
Bonnie Newman	BES- AA
Safiya Akhtar	BES- Teacher
Mark Proctor	LEIDOS
Abby Tourtellotte	QE
Charles Tilley	QE

On 26 May 2022 representatives from the AE team met with the Brookfield ES community in—person and virtually through screen share and conference call to discuss the conceptual design. The meeting focused on reviewing three conceptual options to organize the locations of the program additions and renovations. Discussion points from the meeting are summarized below.

We request that all attendees review the notes. Any recommended edits and/or additions to the author's interpretation of this meeting should be brought to the attention of Quinn Evans in writing within seven (7) working days from issuance of these notes.

DISCUSSION NOTES:

NO	ITEM	FOLLOW UP
00	Introductions and Roles	
00.01	Brad James, FCPS, introduced the team and outlined the design committee role in the building process.	
00.02	General project timeline and scope were presented and reviewed.	
01	Existing Conditions	

NO	ITEM	FOLLOW UP
01.01	QE listed project goals: <ul style="list-style-type: none"> • Provide physical spaces necessary to meet current ed specifications. • Centralize shared use spaces. • Refresh and secure the main entrance. • Provide a cohesive street presence for the school. 	
01.02	QE discussed design objectives: <ul style="list-style-type: none"> • To introduce a coherent design language to the project. • To improve transportation circulation and parking for buses, parent drop off, parking services, and staff. • To improve interior circulation for students between academic and specialty areas. • To improve the entrance conditions; establish a presence at the prominent entrance views and connect the building to the surrounding neighborhood context. 	
01.03	Discussed potential locations for additions based on location, typography, and square footage. A brief synopsis of the pros and cons for the final selections chosen.	
02	Options: Modernization and Addition	
02.01	QE reviewed the 3 difference schemes (noted here and in the presentation as Options)	
02.02	<u>Options 1</u> Additions: <ul style="list-style-type: none"> • 20,000 Total SQ FT • Gym and stage added adjacent to Library. • Cafeteria extended plan south • Two Story classroom addition with connecting hallway. • Administration and Entrance addition. • Enclose Service area with wall and gate, upgraded facility. • Improvement to the west parking lot to improve parent drop-off. • Student Drop Off Entrance added. Renovations: <ul style="list-style-type: none"> • Library relocated to existing Gym • Classrooms and Administration renovated. • Cafeteria remains in current location. • Specialties relocated to west wing of building establishing the East wing for academics. • Establish a formal entrance and enlarge gathering corridors between specialties and academic zones. • For corridor between library cafeteria, the space will be tiered to address elevation changes. Will activate corridor as a social space. 	
02.03	<u>Options 2</u> Additions: <ul style="list-style-type: none"> • 18, 000 Total SQ FT • Specialties area (Gym, Stage, and Multipurpose room) added adjacent to Cafeteria. • Two Story classroom addition without connecting hallway. • Cafeteria extended. • Administration and Entrance addition. • Enclose Service area with wall and gate, upgraded facility. • Improvement to the west parking lot to improve parent drop-off. • Student Drop Off Entrance added. Renovations: <ul style="list-style-type: none"> • Classrooms and Administration renovated. • West wing classrooms designated to specials (art, music, SACC). • Establish a formal entrance and enlarge gathering corridors between specialties and academic zones. • Library relocated to Gymnasium. 	

7 June 2022

NO	ITEM	FOLLOW UP
02.04	<p>Option 3 Additions:</p> <ul style="list-style-type: none"> • 24,000 Total SQ FT • Gym extended. Maintain two bearing walls and expand plan north. • The cafeteria and stage addition designed to become part of the entrance sequence and remain open to the corridors. • Upgraded Entrance hall added. • Administration and Entrance Vestibule addition. • Enclose Service area with wall and gate, upgrade facility. • 2-story classroom addition with connecting hallway. • Improvement to the west parking lot to improve parent drop-off. <p>Renovations:</p> <ul style="list-style-type: none"> • Classrooms, Administration, and Specialties renovated. • Library to replace current Cafeteria location and kitchen reconfigured. • Specialties relocated to west wing of building establishing the east wing for academics. • Establish a formal entrance and enlarge gathering corridors between specialties and academic zones. • For corridor between library and cafeteria, the space will be tiered with steps to address elevation changes. The corridor will be extended and activated as a social space. 	
03	Overall Concept Options Feedback	
03.01	<p>Design Feedback:</p> <ul style="list-style-type: none"> • Overall Preference for Option 3. • Prefer circulation between classrooms. • Prefer relocation of library to central area. • Prefer locating all general classrooms together in the two classroom wings. • Prefer the additional parking shown. • Make sure SACC has immediate access to exterior. • Make sure that noise/sound is controlled between gym and library. 	
03.03	ACTION: QE to provide cost estimates for main option addition or deduct for remaining options.	QE
03.04	ACTION: FCPS Brad James will present options to design/construction leadership along with committee preferences and cost estimates to determine path forward.	
03.04	<p>Team discussed next steps and expectations of the meetings scheduled.</p> <ul style="list-style-type: none"> • Committee members to act as liaisons to community to bring feedback to design team and to build excitement for project with BES community. • FCPS directs committee not to share presentation outside of the committee members at this time. 	
04	Net Zero and CHPS	
04.01	The objective is to achieve Net Zero and balance that feature with all other obligations including the budget	
04.02	The objective is to be a CHPS Verified project.	
05	Next Steps	
05.01	June 3 rd is the final date for schematic design submission.	QE
05.02	Next Community meeting will be around Labor Day.	FCPS

ATTACHMENTS:

- Design Committee Meeting #1 Presentation QE

END OF MINUTES