

Approved by the School Board on August 30, 2018

Education Center

Building Level Planning Committee

Charge

August 23, 2018

FY2019-28 CIP Capital Project

The School Board's adopted FY 2019-28 Capital Improvement Plan (CIP) includes renovations of the Education Center Building to create 500 to 600 additional high school seats, to be completed no later than August 2021, and to be constructed at a maximum total project cost of \$37 million. The total project cost will be funded from reserves, future bonds and other sources.

Background

The Education Center is located at 1426 North Quincy Street in Arlington, directly adjacent to Washington-Lee High School. The original building was built in 1967, and has a ground floor partially below grade, and four floors above grade with the main entrance on the first floor. The building was previously used for Arlington Public Schools' central office functions, which relocated to the Syphax Education Center in April 2018. The David M. Brown Planetarium, which is adjacent to the Education Center, will be closed during the construction period, and will reopen when construction has been completed.

Building Level Planning Committee (BLPC)

The School Board will appoint a chair and members to the BLPC in accordance with F-5.7 PIP-2. Members of the BLPC will represent the following stakeholder groups: the Washington-Lee High School and Parent Teacher Associations (PTA/PTAs), the Special Education Parent Teacher Association (SEPTA), the Ballston-Virginia Square, Cherrydale and Waverly Hills civic associations, the Advisory Council on School Facilities and Capital Programs (FAC), the Advisory Council on Instruction (ACI), the Budget Advisory Committee (BAC), the Arlington Special Education Advisory Committee (ASEAC), the Student Advisory Board (SAB), the Aquatics community, the Friends of the Planetarium, the Public Facilities Review Committee (PFRC), Washington-Lee High School Staff, School Administrators, Teachers, APS elementary school staff, Department of Instruction and Department of Facilities and Operations (F&O) staff.

F-5.7 PIP-2 may be found at:

[https://www.boarddocs.com/vsba/arlington/Board.nsf/files/AZ6PJC64D3B3/\\$file/F-5.7%20PIP-2%20Building%20Level%20Planning%20Committees.pdf](https://www.boarddocs.com/vsba/arlington/Board.nsf/files/AZ6PJC64D3B3/$file/F-5.7%20PIP-2%20Building%20Level%20Planning%20Committees.pdf)

Public Facilities Review Committee (PFRC)

The Arlington County Board appoints members of the Arlington County Planning Commission, Transportation Commission, the Citizens Advisory Commission on Housing, the Parks and Recreation Commission, the Disability Advisory Commission, the Environment and Energy Conservation Commission, the Fiscal Affairs Advisory Commission, two members nominated by the School Board, and project-specific representatives of the civic associations affected by the project to the PFRC in accordance with the PFRC Charge. On the recent Fleet and Reed Elementary School processes, the same civic association representatives were appointed to the BLPC by the School Board and to the PFRC by the

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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 elementary 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.

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. Department of Facilities and Operations (F&O) staff facilitate the work of the BLPC in carrying out this critical communication function. BLPC members are expected to establish regular lines of communication with the stakeholder groups they represent, 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 and SEPTA members of the BLPC keep parents informed of Schematic Design and other progress of the project.
- Civic association members of the BLPC and the Chair of the BLPC provide information to and solicit feedback from neighbors of the school on the Schematic Design and other progress of the project, and share the feedback received with the BLPC.
- Civic association members of the BLPC provide information to and solicit feedback from their civic associations on the Schematic Design and other progress of the project, and share the feedback received with the BLPC.
- FAC, ACI, BAC, ASEAC and SAB members of the BLPC provide information to and solicit feedback from their groups on the Schematic Design and other progress of the project, and share the feedback received with the BLPC.
- Aquatics community and Friends of the Planetarium members provide information to and solicit feedback from their groups on the Schematic Design and other progress of the project, and share the feedback received with the BLPC.
- The BLPC provides information on the Schematic Design and other progress of the project to the greater Arlington community.

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- Feedback, and/or directions received from the School Board, and feedback received directly from community members, is considered by the BLPC.
- The BLPC receives and considers feedback from the public, the School Board, the County Board, the PFRC, and relevant County Commissions.
- The BLPC may assist F&O staff and the Architecture Engineering (A/E) team at one or more public meetings prior to completion of Schematic Design.
- F&O staff inform BLPC members of any School Board meeting agenda items concerning the project.

School Board Direction

The renovated Education Center shall be designed both to increase the capacity of Washington-Lee by 500 to 600 seats initially, and later to adapt to possible future changes in instructional program and grade levels served. The ways in which the new seats at the Education Center will be used by Washington-Lee will align with the PreK-12 Instructional Program Pathways, which APS will develop during the 2018-19 School Year. The PreK-12 Instructional Program Pathways will:

- Align with the 2018-24 Strategic Plan and profile of a graduate;
- Articulate multiple pathways for student success; and
- Define how schools and programs fit within the pathways.

The PreK-12 Instructional Program Pathways will define a variety of entry points to the APS instructional programs found across all schools and grade levels. The Pathways will help to ensure all families and students have access to information about APS schools and programs, and how they align as students move through levels. The Pathways will recognize that students respond to and develop in various ways at different rates, and may want alternatives. Families will be able to use the Pathways to navigate APS from PreK to grade 12.

By June of 2019, the PreK-12 Instructional Program Pathways will define the programs available for students in fall of 2021, when Washington-Lee opens with 500 to 600 additional high school seats in the renovated Education Center. This process will consider expanding countywide access to IB and/or neighborhood seats, and will explore other opportunities that align with the PreK-12 Instructional Program Pathways. The foundation for this work will include the input gathered by the Washington-Lee instructional review team during the 2017-18 school year.

The BLPC will assist the School Board to achieve the 2018-24 Strategic Plan Goal for Healthy, Safe, and Supported Students by creating healthy, safe, and supportive learning environments, in which APS may nurture the intellectual, physical, mental, and social-emotional growth of all students.

The School Board approved the maximum funding available for the project at \$37,000,000, the August 2021 completion date and a 500 to 600 student seating capacity for the school in the FY2019-28 CIP. Funding available for the project is the maximum available, and building designs requiring more than the

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maximum \$37 million will not be considered by the School Board. Every effort shall be made to complete the project for less than \$37 million.

The design will accommodate the educational specifications/schedule of functional spaces developed by the A/E team in collaboration with Department of Instruction and F&O staff. The educational specifications/schedule of functional spaces will be developed specifically for this project. The final design shall be as adaptable as possible to accommodate future increases in enrolment and changes of instructional program and grade levels served. 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 \$37 million. They will prepare formal estimates of total project cost and reconcile them with the funding approved by the School Board as the project proceeds from Schematic Design through Final Design. F&O staff, 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 at a total project cost of \$37 million or less, and that the project must accommodate the minimum number of students approved by the School Board.

BLPC Participation in the Schematic Design Phase

During the Schematic Design phase, the BLPC assists the A/E team and F&O staff by reviewing changes to the site layout, site amenities, adjacencies of interior spaces, community use of the building, pedestrian and vehicular site circulation, parking and the impact of the project on the surrounding community. During the Schematic Design Phase, the BLPC collaborates with the A/E and CMR team and F&O Staff to identify options for consideration in the subsequent Design Development and Construction Documents phases as value engineering items, which could be used to lower the project cost. 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 will 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 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.

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Changes to the original design may also become necessary 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 the Final Design approved by the School Board. F&O staff 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 while allowing a reasonable amount of time for stakeholder engagement during the Schematic Design and Use Permit phases. The BLPC will meet up to twice monthly during the Schematic Design phase, except when the School Board is deliberating the proposed design. The BLPC recognizes that time is of the essence and that extensions to the planned milestone dates will likely result in additional fees for architecture/engineering services fees and added costs for accelerating construction to meet the critical completion date.

Preliminary Milestone Dates (subject to modification with input from the CMR):

- Fall 2018: BLPC/PFRC joint kick-off meeting
- Winter 2018/19: School Board approval of Schematic Design
- Spring 2019: County Board approval of Use Permit
- Summer 2020: Probable start of construction
- September 2021: Facility open for first day of 2021-22 school year