

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Meeting Minutes

Project: Bancroft Elementary School - Phase 1 Modernization
1755 Newton Street, NW
Washington, DC 20009

Meeting Date: February 27, 2014, 8:10am – 9:50 am

Meeting Location: Bancroft Elementary School

Attendees: Alison Auerbach, Principal, (BES)
Alfred Jackson, Administrator, (BES)
Christie McKay, Briya Family Literacy Program, (SIT)
Esther Amaya, School Improvement Team – Teacher, (SIT)
China Boak Terrell, ANC Commissioner 1D05, (via phone)
Brian Frye, School Improvement Team – Teacher, (SIT)
Ted Risher, School Improvement Team – BES Parent, (SIT)
Eric Hoffland, School Improvement Team – Community Member, (SIT)
Ayana Douglas - School Improvement Team – BES Parent, (SIT)
Bill Luck - School Improvement Team – BES Parent, (SIT)
Kristi Williams - School Improvement Team – Community Member, (SIT)
Deanna Newman, DC Public Schools (DCPS)
Adnan Mamoon, Department of General Services, (DGS)
Mesfin W. Medhin, Department of General Services, (DGS)

Distribution: All Above

Prepared by: Mesfin W. Medhin

Summary: **SIT Meeting #01**

1. DGS opened the meeting with introductions and discussed importance of SIT involvement and role for the project.
 - 1.1 DGS noted that going into the details of SIT and its formation will not be discussed here as Bancroft has been holding informal SIT meetings prior to this meeting and that everyone is well acquainted with the process. However, a handout that provided details on the roles and responsibilities of SIT members was distributed for the benefit of anyone not familiar with SIT.
 - 1.2 DGS pointed out the fact that SIT team is an advisory body to DGS and DCPS and that decisions are made by DGS and DCPS alone.
2. DGS provided project status updates and discussed features of the Feasibility Study.
 - 2.1 RFP for the procurement of the Architect-Engineer (A/E) team has been out since February 4, 2014 and proposals are due on February 28, 2014.
 - 2.2 Notice of Award for the A/E team will be around March 21, 2014.

2.3 Feasibility Study was completed at the end of January.

2.3.1 DGS noted that the project is not tied to the design proposed in the Feasibility Study and pointed out that the selected A/E team may come up with a better and entirely different design.

2.3.1.1 DGS noted that one of the expected improvements to the Feasibility Study would be to bring Pre-K and Kindergarten classrooms down to the first floor and closer to the Administration.

2.3.2 Features of the Feasibility Study were discussed

2.3.2.1 Demolition of wings "D" and "E"

2.3.2.2 New Building will be built such that its levels match those in the adjacent existing buildings, i.e. Buildings "B" & "C".

2.3.2.3 Lowest level in the new building will have no matching level in existing buildings and thus could be used as parking space.

2.3.2.4 An elevated playground and a separate delivery truck entrance under it would solve the existing problem of students and vehicles sharing a common area.

2.4 DGS discussed upcoming project milestones and project preliminary schedule. A handout showing preliminary project schedule was distributed and discussed.

2.4.1 A/E team will complete their design in two phases

2.4.1.1 Design Set for Demolition and Foundation package to be completed by January 1, 2015

2.4.1.2 Permit Set for the entire project to be completed by February 16, 2015

2.4.2 Builder will be brought in in early September of 2014¹.

2.4.3 Trailer Swing Space to go over the playground (on the west side of school) in the fall of 2014. The swing space will accommodate students that will be displaced when Buildings "D" and "E" are demolished in early 2015.

2.4.4 Demolition of Buildings "D" and "E" to begin as early as January 1, 2015.

2.4.5 Construction of the New Building that goes over the demolished buildings to proceed as soon as demolition is completed.

2.4.6 Renovation and New construction in and around Buildings "A", "B" and "C" will be accomplished in two phases

2.4.6.1 Phase 1 – Summer of 2015

2.4.6.2 Phase 2 – Summer of 2016

2.4.7 Substantial completion for the project is July 15, 2016

3 Open Discussion followed where the following items were discussed.

3.1 A SIT member raised concerns over loss of playground during the construction period. DGS pointed out that most of the playground will still be available during the construction period and that construction over the playground area will be limited to the two summer periods when school is out. The only playground area that will be lost would be the area where the swing space trailer is going to be located at. Details will have to be worked out by the design team with inputs from DGS, the school and SIT members.

3.2 Principal Auerbach raised the question of planning for packing and moving material from Buildings "D" and "E".

- 3.2.1 DGS will provide packing materials and help for the move. School will also coordinate volunteers to help with packing and the move.
 - 3.2.2 Two options for the move were discussed. These options depended on whether or not Kindergarten students presently in Buildings “D” and “E” are to be moved into the Trailer swing space. The Alternate would be to move 4th and 5th Graders into the Trailer and move Kindergarten students into the classrooms vacated by the 4th and 5th Graders. It was left for the Principal to decide on this.
 - 3.2.3 Further coordination between DGS and school to take place to facilitate the move
 - 3.2.4 Principal Auerbach noted that Buildings “D” and “E” currently provide spaces for 12 classrooms (all 7 PK3 & 4 including one self-contained SpEd, 3 Kinder and 2 First Grade) in addition to 2 SpEd Pull out spaces, 1 library, a computer lab, gardening classroom and Teachers’ Lounge as well as the several large storage/supply areas.
- 3.3 A question of website and information sharing was raised. DGS responded by stating that the DGS Communications Team will show project progress and updates on DGS website and provide a link for SIT members and the general public.
- 3.4 DGS noted that parallel to the SIT meetings there will be at least two Community Meetings in which people from the community and anyone from the general public can participate. These will be platforms for providing project information to the public and also for finding out the concerns of the community regarding the project.
 - 3.4.1.1 Beginning of the 2014-15 school year and the beginning of construction would be appropriate times for these meetings.
- 3.5 A SIT member asked about what criteria DGS uses in its selection process for the A/E team. DGS responded by stating among many qualification measures, experience on similar projects, staff qualifications and management skill, their design approach to the project at hand, the firm’s certification as a Small, Local and Disadvantaged Business Enterprises, its hiring practices will be included in the bid evaluation process.
- 3.6 SIT members brought up concerns over loss of existing community garden (that is presently inside the school property) during the construction period.
 - 3.6.1 Principal Auerbach suggested if DGS could work with the Department of Parks and Recreation to obtain a substitute location for the community garden outside of the school on land owned by DPR. DGS agreed to look into it.
 - 3.6.2 A SIT member pointed out those previous attempts to get rid of a tree on the school property had met so much opposition that it had to be abandoned.
- 4 Principal Auerbach indicated that the school is putting out a survey to find out main concerns on the school building and grounds that parents and community members may have and that they want to see changed. The survey questions and distribution plan were discussed.
- 5 Lack of parking space during construction was raised by Principal Auerbach. She further asked if DGS could communicate with DDOT for some solution. DGS responded by stating that they were not successful in previous attempts in other projects with similar parking problems, but would still look into it.

- 6 Next SIT meeting was agreed to be held soon after the Notice of Award to the A/E team, on March 27, 2014 at 4:30 pm.

- 7 Lastly an email from Mr. Renard Alexander (DCPS – Office of the Deputy Chancellor/ School Operations) to Principal Auerbach in which he expressed that Bancroft ES is budgeted for FY14 Phase 1 Modernization and a request for additional funding to implement the phased modernization that accounted for the scale and size of the facility has been submitted. DGS will get back with details.

Footnote:

¹ Item was not brought up at meeting, but is included here for completeness of schedule.

End of Meeting Minutes