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**Wilton Public Schools
Middlebrook Middle School & Wilton High School
Toilet Room Renovation Project - December 18, 2012**

Building Committee - Meeting #1 Attendance

Karen Birck	WPS – School Board Secretary	birburn@optonline.net
John Murphy	WPS – Director of Facilities	murphyj@wilton.k12.ct.us
Robert O'Donnell	WPS – HS Principal	odonnellr@wilton.k12.ct.us
Reby Townsend	WPS – HS Teacher / Rep	townsendr@wilton.k12.ct.us
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The following points are a general outline of the issues discussed at the December 18th Pre-Schematic Design (kick-off) Meeting:

Introductions

- **Primary Points of Contact**

Erik Kaeyer will be the primary point of contact (POC) for the consultant team.
John Murphy will be the POC for the School/Town of Wilton.

- **Individual Roles and Responsibilities**

Each school will be represented by the principal, teacher representative, and head custodian. All building committee members will receive meeting minutes as well as the First Selectman's office. KG&D will take the lead role in coordinating meetings, field investigations, and design work. Turner will take the schematic design documents and prepare a cost estimate for the committee and Town's review prior to authorization to proceed with construction documents.

Orientation

- **Goals** – What do we hope to achieve through this schematic design study? The goal is to have a complete set of schematic design drawings which depict the modifications, describe the work to be performed, and specify the products and finishes so that an accurate cost estimate may be developed.
- **Priorities** – What aspects of the design should be the primary focus? Secondary? During the schematic design phase, the consultant team will inspect all toilet rooms and locker rooms at the high school and middle school that the facilities staff requests consideration. We will provide good and better design solutions as appropriate. The committee and Town will ultimately be responsible for the selection of improvements that 'fit' within the community approved budget.
- **Strategy** – What is the process for discovery, documenting, & Disseminating information? Once a contract is executed and the school district gives approval to commence the design and study work, the consultant team will commence field investigations. The current plan is to do survey work Thursday 1/3 & Friday 1/4. KG&D will test ideas with design to determine (where necessary) how ADA or additional plumbing fixtures may be incorporated to meet the school's needs and code requirements.

- **Schedule** – What is the appropriate timeline for surveying, refining, and presenting? The \$1.5MM construction project should be bid out in April for a late June construction commencement. To meet this target, schematic design should be completed by end of January and Construction documents will need to begin third week of February:

1/2/13	Signed Agreement
1/2-1/31	Schematic Design
1/10	50% Review Meeting
1/31	100% Review Meeting
2/1-2/10	SD Cost Estimating (Turner)
2/10-2/20	Prioritize work and Authorization of CD's on approved Scope of Work
2/20-4/1	Construction Documents (CD)
4/1-5/1	Bid Period – Permits
5/15	Award of Project
6/20-8/20	Construction Period

Discussion of Existing Documentation

- AutoCAD Plan files MS / HS. Received by KG&D. Original disks returned to J. Murphy.
- Original Blueprints of Middlebrook MS. Received by KG&D.
- Original Blueprints of WHS. Not received to date.

Field Inspections & Data Collection

- **Identify toilet room greatest needs** – deficiency in fixture count, plumbing issues, lighting, cosmetic, ventilation (NIC). The prioritization will commence during the field investigations. Review of the staff/faculty toilet rooms should be considered since there appears to be areas where the teachers are not sufficiently served.
- **User group meetings** – Assembly space discussion (MS Auditorium, HS Fieldhouse). Both the Middlebrook Auditorium and the HS Field House are significantly deficient of toilet fixtures adjacent to the assembly spaces. Additional fixture solutions/options will be developed to determine the best solution for adding capacity. No other specific user group meetings were determined to be necessary.
- **Facilities staff interviews** to obtain historical data, building systems, & infrastructure issues as well as discuss toilet room fixture / accessory recommendations. The custodial staff will join the architects and engineers during the walk-thru tours so that end-user detailed information can be shared.
- **Field Surveying of individual buildings** – toilet rooms, custodial/wet wall access, adjacent room use and toilet room expansion opportunities. The field surveying will include adjacent spaces in case there are opportunities to expand within the existing building footprint. Utilizing some of the maintenance storage space adjacent to the field house toilet rooms is an obvious example.

Analytic Reporting – Discussion of Survey work and Final Product

- **Identify & Prioritize** – good, better, best approaches. There will be multiple options for some of the toilet room renovations which will be classified as good or better, etc. Finishes/products will also be prioritized for quality/durability and aesthetic value.
- **Confirm Code information** – Fixture counts - capacity calculations. KG&D will review the calculations using both the actual student counts provided by the school and occupation code compliance counts to determine the number of fixtures required. Initial review shows that the existing fixtures meet the count except for the assembly areas. Both student and faculty toilet counts will be checked.

- **Identify Opportunities for Energy / Water Savings** – The team will design the alterations to be as energy and environmentally efficient as appropriate. All recommendations will be reviewed at the building committee level prior to final selection.
- **Preparation of Schematic Design** – overall plans, enlarged floor plans, outline specifications for materials, fixtures/accessories & finishes, MEP description of work / outline specification. This work is planned to be completed by the end of January 2013.
- Submit report to Turner Construction for cost estimating and recommendations. Turner stated that it would take approximately two weeks to prepare estimates and review with the building committee.

Please bring any substantive inaccuracies to the attention of the Architect.

Respectfully submitted on 12/20/12

KAEYER, GARMENT & DAVIDSON ARCHITECTS, PC



Erik A. Kaeyer, AIA LEED AP
Vice President

cc: B. Brennan, Building Committee