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Meeting Notes		
Project: (Name, Address)	B-CC High School Addition 4301 East-West Highway Bethesda, MD 20814	
Meeting Location:	B-CC High School - Cafeteria 4301 East-West Highway Bethesda, MD 20814	Meeting Date: December 10, 2014 Time: 7:00 P.M.
Owner:	Montgomery County Public Schools	
Architect:	Smolen ■ Emr ■ Ilkovitch Architects, Inc. 1355 Piccard Drive, Suite 200 Rockville, Maryland 20850	Architect's Project Number: 14017

Attendees

Seth Adams (SA)	MCPS – Div. of Construction	240-314-1000	Seth_p_adams@mcpsmd.org
Jim Tokar (JT)	MCPS – Div. of Construction	240-314-1008	James_r_tokar@mcpsmd.org
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Karen Lockard (KL)	B-CC HS – Principal	240-497-6307	
Ricardo Hernandez (RH)	B-CC HS – Asst. Principal	240-497-6300	Ricardo_hernandez@mcpsmd.org
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Dave Fischer (DF)	Smolen ■ Emr ■ Ilkovitch (SEI)	301-770-0177	dfischer@seiarch.com

Work Session #1B (Evening) 12.10.2014

Item	Notes	Action
1.	Q: Question about meeting times and concern about iterative process. A: Noted that today's double meeting is a repeat so that staff and students can be involved in the process. Future meetings will only have either an afternoon session or an evening session. As next meeting will focus on laying out specific rooms rather than overall program blocks and massing, afternoon session scheduled to prioritize input from staff and students who use school daily.	
2.	Q: Why did we not expand along the East-West highway? A: Historical side of facility and this was not an option in order to respect the historical nature. This view shed (including buildings and landscaping) is protected by historic setting.	
3.	Q: Can the addition be expanded out toward the East-West highway at the cafeteria elevation? A: This was not explored due to the historical component and amount of critical program and adjacencies of new program.	
4.	Q: Will there be loop circulation between the first floor and addition. A: On the first level there will be looped circulation (two points of connection between existing building and addition). Other levels will have one point of connection as a corridor in between gym and auditorium is only available on first level (main entrance level). Stairs will be provided at both points of connection to ease circulation.	
5.	Noted that County Council approved schedule completion is August 2018 (January 2017 start). Board of Education requested is to move up completion of construction to August 2017 (January 2016 start). Design team will move forward with Board of Education requested schedule. A final decision on funding will be made by the County Council in May 2015.	
6.	Opening about the schematic design process review: <ul style="list-style-type: none"> Organize the rooms and adjacency. Take the educational specifications and arrange adjacencies of the program. SEI reviewed the overall existing building layout related to site and building placement. 	
7.	Construction phasing related to occupied building: <ul style="list-style-type: none"> Reviewed possible relocation of portables to front of building and/or shift onto tennis court. All portables are related to existing needs and not related to the construction process. Keep construction activity out of bus loop to ensure student access is not impeded. Existing parking spaces: 262. Estimated 90 additional spaces gain for a total of 352 parking spaces after construction is complete. 	
8.	Proposed layout holds building tight to existing building and is still open below. This is a change from feasibility study that will reduce interior circulation paths.	
9.	Proposed program locations reviewed (see meeting presentation, to be uploaded on MCPS Website).	
10.	Q: Can we place surface parking on East-West Highway lawn? A: Design team will confirm with Maryland Historic Trust, but it is believed that landscaping is included within the historically protected view and likely cannot be replaced with asphalt parking. This would require additional impervious area which will increase storm management requirements on the site.	
11.	Q: Why does this school capacity increase addition not include a cafeteria expansion?	

	A: Currently the school operates an open lunch. Spaces throughout the school are used by students, and the addition will include more open spaces. KL noted that with existing policy and facility only one lunch period is required, and cafeteria is largely unused during this time.	
12.	Q: Why are we not renovating areas within the building? A: Project is funded as an addition project, and not a renovation project. As the existing building is relatively recent, school system cannot justify use of state funding to repurpose spaces that are functional. Special attention has been paid to locating new spaces that absolutely need to be included directly adjacent to existing spaces. For example, the project will repurpose one classroom in the existing building for new guidance offices to have them adjacent to guidance suite. Replaced classroom will be relocated into the addition. Existing spaces will be repurposed in such cases where required by programmatic needs.	
13.	Q: Can the existing Media Center be addressed as the school has issues with its functionality? A: MCPS is working internally to revisit the layout and function of the media center.	
14.	Q: Will the addition be a 12 th grade addition only? A: Utilization of the space will be up to the school's administration's discretion.	
15.	Q: Currently students use the media center for after school work/studying. Will another location or area be provided for media center/ computer area? A: Crash space or found space through the corridors will be provided for informal use by staff & students outside of programmed academic times and activities.	
16.	Q: Will the addition extend travel distance between classes to the point where students cannot feasibly make it to their next class on time? Has travel time been considered? A: The travel distances and time have been reviewed and are reasonable. Addition has been designed to limit distances as best as possible within the limitations of site restrictions.	
17.	Q: Will all floors be handicap accessible? A: Yes	
18.	Q: Has multi-level parking been explored? Structured lot could potentially be created by excavation or building upwards. A: Structured parking lots are cost prohibitive.	
19.	Q: Has the design team considered the benefit that could be achieved by stacking programs vertically (i.e. science is in the same location on each floor, instead of all located on one floor)? A: Yes, this has been taken into consideration. Through discussion with the school, it was determined that clustering program on a single floor was optimal.	
20.	Q: Was construction and traffic of final design considered? A: The process will maintain all county ordinance requirements. MCPS has a set of pre-qualified contractors who understand MCPS construction and community needs. Location to access the site will be along existing roads however, construction staging area is large enough that no traffic should overflow into the neighborhood. Final location of access from street will be determined with the Construction Manager in the coming months. Construction Manager will oversee contractor traffic issues through construction.	
21.	Q: How long will the fields be offline? A: Will extend beyond the summer of 2017. No athletics programs will be shut down. Outdoor athletics will be relocated off site during construction. KL stated that B-CC is already exploring options.	
22.	Q: Does MCPS work with MNCPPC on land acquisition? Specific suggestion includes looking to acquire land adjacent to school site. A: Land acquisition is outside of the scope of this project.	
23.	Q: How many classrooms will the school have? A: Upon the completion of the project, school will have 109 total teaching space. This number includes traditional classrooms as well as labs, arts studios, etc.	
24.	Q: Current stadium speakers are mounted on the school wall facing north out to the neighbors. As their current mounting locations will be disturbed by the addition, can the new speakers be located to direct sound towards the school and instead of the neighborhood?	

	A: The design team will look into this option, and will endeavor to locate speakers to minimize sound pollution in the neighborhood.	
25.	Q: Will construction be disruptive to students? A: MCPS has a long history of phased while occupied construction. While there is some impact, the construction does not negatively affect learning. Generally students and staff get used to the situation after a few weeks. As an added benefit, the addition on this project will butt against the school gym, and will not be adjacent to typical classrooms.	
26.	Q: What will be presented at future meetings? A: The next meeting will be focused on the distribution of individual spaces from within larger programs to determine a floor plan for the design.	
27.	Q: Addition footprint currently sits directly where the fields are accessed from the parking lot. How will the fields be accessed after complete? A: New entry sequence will be provided between addition and tennis courts. This will shift access point closer to the majority of parking.	
28.	Q: As the field will be used for contractor staging, how will it be replaced at the end of the project? Will the new field be sod or turf? A: Project will bid a turf field as an alternate.	
29.	Q: CM or MCPS managing the construction process? A: MCPS will bring on a pre-qualified construction manager to act as MCPS's agent during construction and ultimately manage day to day construction operations for MCPS. This construction manager will be brought onto the team during the next phase of design and will participate in the process well before the project is bid to ensure the constructability and cost efficiency of the project.	
30.	Q: Will we lose parking during construction? A: Construction may effect the student parking lot during the construction of the raised tennis deck. This will not last the extent of the project. When construction phasing is determined, all efforts will be made to minimize this potential issue.	
31.	Q: What will the effects be during the construction on traffic along the street? A: MCPS can set a meeting with the community to review traffic and other concerns when the Construction Manager is brought onto the team.	
32.	Q: Will space be provided for watching tennis matches on raised tennis deck? A: This will be explored as design progresses.	

Next Meeting will be January 5, 2015 at 3:30 P.M.

This concludes the notes of the meeting as recorded by Smolen ■ Emr ■ Ilkovitch Architects.

Prepared by: Dave Fischer

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