

Conference Report



Project No.: 14-0071.001
Project: **Artesia Public Schools On-Call**
Date: August 20, 2014
Place: D/P/S, conference call

Attending: Crit Caton, John Ross Null, Thad Phipps, Scott Simer, Pearl Lopez, Janet Grice, APS; Hartwell Briggs, Benjamin Gardner, Jess Holmes, Shannon Parks, D/P/S

By: Shannon Parks

Copies To: All parties present
Issue Date: August 25, 2014

Discussion Items:

1. All introduced themselves.
2. D/P/S will issue agendas prior to meetings and follow up with conference reports for all to review. D/P/S prefers in-person meetings, but go-to meetings and conference calls also work for Artesia Public Schools (APS) when necessary.
3. Crit contacted Frank Makay of Durham and Associates about the availability of existing drawings and he was amenable to sharing existing information with D/P/S. Benjamin will reach out to Durham and Associates to coordinate.
4. APS discussed the district's priorities for needed projects:
 - a. Secure entrances at existing schools
 - i. This is a board approved project. D/P/S will complete the work started by Durham and Associates. The remaining schools include: Yucca ES, Hermosa ES, Central ES, Yeso ES, and the High School which will also require renovations to administration space.
 - ii. This work can be done while school is in session during off hours.
 - iii. This work may be constructed through a CES contractor.
 - b. HVAC upgrades to the Bulldog Pit and auditorium
 - i. The two projects should be done at the same time. Timing for work in the Pit needs to be coordinated with volleyball and other spring sports and events that require cooling.
 - ii. Packaged units will likely suffice for both buildings.
 - iii. Work could be board approved soon, but not started until December or January. D/P/S and consultants will assess existing facilities and develop a schedule based on the work required.
 - iv. This work may be constructed through a CES contractor.
 - c. New District Administration building
 - i. District administration building will house departments currently located in the existing building as well as IT, federal programs, and special education director. The scope will also include the school board room and conference space.
 - ii. Crit provided initial programming and a conceptual floor plan done by Durham and 2011. Quantities and spaces were revised per Crit and JR. Sizes of spaces and general scope need to be determined.
 - iii. APS wants a facility that allows for better communication and efficiency and would like it to be organized by department.
 - iv. One possible location is the land where the natatorium used to be located adjacent to the auditorium. This land should also fit the Freshman Academy which seems like a likely project based on the increased enrollment the district has been seeing. The Freshman Academy would take precedent over the District Admin. There are other location options and additional land can be purchased on another site.

- v. APS would like this building to be a “show case that is functional, but first class and timeless.”
 - vi. A new Admin Building has been needed for a while, but academic spaces have always taken precedent. A bond will need to be sold for this work and its timing will depend on the need for the Freshman Academy.
- d. New Freshman Academy
- i. The capacity requirements for the Freshman Academy will need to be studied. Preliminary capacity numbers range between 400-500 students. Population growth could be handled by upsizing the core spaces such as the gym, cafeteria, and kitchen, and designing the facility in a way that would allow for the addition of classroom space in the future.
 - ii. The school should be self-contained, except for vocational spaces which can be shared with the high school building.
- e. The Maintenance Facility
- i. This was not discussed in detail, but was identified as a future project.
5. All discussed the need for a Campus Master Plan at the old natatorium and adjacent area. Material can be used to support for future bonds. It will include the following information:
- a. Siting options for future identified facilities.
 - b. Preliminary scoping for the District Administration Building, Freshman Academy, and conference space that may be incorporated into or adjacent to the District Admin Building.
 - c. Site analysis including information on existing utility capacities.
 - i. Scott Simer will be a great resource in developing this.
 - d. Preliminary cost estimates based on rough scoping.
6. District Standards need to be developed. D/P/S described the OPR document (Owner Project Requirements) that they develop with the client for each project which can begin to form the basis of the District Standards. D/P/S can help APS develop and implement these standards on all future projects. D/P/S will send some examples of OPR documents for review in advance.
7. Bonds will be sold for this work. HB-33 will go to the voters in February. Crit will be meeting with APS' bonding agent to discuss bonding strategy. The D/P/S team can support in any way necessary. APS has very supportive voters. Past bonds have passed by 92%.
8. Next Steps:
- a. The D/P/S team will plan to be in Artesia on August 28 with consultants to the asses existing facilities that need remodels for secure entrance and HVAC upgrades. D/P/S will coordinate with the construction meeting at 10 held with Frank Makay to touch base with him about obtaining existing information.
 - b. Assessments will allow D/P/S to determine scope and project schedules.
 - c. The Bulldogs play Carlsbad September 26. GO BULLDOGS!

This report is assumed to be a true and accurate account of this communication unless notice to the contrary is received within 10 calendar days of issue.

End of Report