



# CARMICHAEL-KEMP, ARCHITECTS

302 W. FOOTHILL BLVD.  
MONROVIA, CA 91016

Tel: 626-357-9880 Fax: 626-357-9480

# MEETING NOTES

DATE: 5-18-09  
PN: 0913-1

TO:	<b>PASADENA UNIFIED SCHOOL DISTRICT</b> 740 West Woodbury Road Pasadena, CA 91103	PROJECT:	<b>WILSON MODERNIZATION</b>
		MEETING TYPE:	Meeting with Site Council
		MEETING DATE:	May 14, 2009
ATTN:	<b>MR. STEVE BRINKMAN</b>	PREPARED BY:	<b>TAMMY SCHAEFFER</b>
Ruth Esseln (Principal) Annette Dyson (Parent) Rebecca Dimmock (Parent)			
THOSE PRESENT:	Steve Brinkman (District Chief of Facilities) <a href="mailto:sbrinkman@pusd.us">sbrinkman@pusd.us</a>  Mark Kemp (Principal Architect) <a href="mailto:mkemp@ckarch.net">mkemp@ckarch.net</a> Tammy Schaeffer (Principal Architect) <a href="mailto:tammy@ckarch.net">tammy@ckarch.net</a>		

## 1.0 OVERVIEW – Steve Brinkman

- 1.01 As the result of site-based needs assessments and the generation of the district-wide Facilities Master Plan, a list of needs or projects has been developed for Wilson Middle School. *See attached handout.*
- 1.02 The total project budget allocated for the Wilson site is approx. \$7.4 million.
- 1.03 As a part of the Facilities Master Plan, district-wide line items were included in the overall master plan budget for projects at all sites related to energy conservation, deferred maintenance, technology projects, etc. Some of these funds will be used for the window replacement and exterior painting project this summer. Additionally, some lighting and mechanical equipment upgrades will occur this summer as part of the district-wide energy conservation measures.
- 1.04 Phone systems were replaced at all district sites and that money comes out of the budgets allocated for all sites.
- 1.05 At Wilson, some older relocatables are planned to be demolished this summer.
- 1.06 A special theatre consultant has been employed by the District, Tom Russick, wh will be assessing all 9 auditoriums and making recommendations for needed upgrades.
- 1.07 The District has also approved the concept of a central kitchen, which will impact how food is delivered at the various sites, and which will support a restaurant/culinary program. The central kitchen conversion is anticipated to begin in 2010, so kitchens and serving areas at the various sites will not be upgraded until after it is completed – perhaps in 2011. The menus will gravitate to healthier options that can be served via speed lines and salad bars.

All food will be prepped at the central kitchen and distributed to the sites. The central kitchen concept should result in a savings district-wide.

- 1.08 The \$7.4 million budget is an "all in" budget. This means that this budget includes all costs, both project/soft costs (architect's fees, inspection costs, testing costs, bid and advertising cost, plancheck fees, etc) and construction costs (actual construction contracts / bids). There are "adders" built in to the budget. The construction cost required to complete the project list was estimated, then additional design contingencies, price escalation costs, construction contingencies, and soft costs were added in, adding in approximately another 94% above and beyond the estimated construction cost.
- 1.09 The purpose of this meeting is to review the list of projects to determine the final list and to prioritize this list.

## **2.0 DISCUSSION REGARDING PROJECT LIST**

- 1.01 The principal stated that the student restrooms on the quad area (end of new building wings) are an issue because the doors do not lock, so students have to be sent in pairs. Steve Brinkman indicated that this could be taken care of right away as a potential quick start project.
- 1.02 There was discussion regarding waterless urinals. The District standard will be to go to waterless urinals, but maintenance has to be trained as to how to change out the filters so that the urinals do not smell.
- 1.03 The auditorium electrical is a major issue at this site.
- 1.04 Steve Brinkman stated they may choose to peel off an amount (maybe 3.5%) of the budget from each site to fund needed irrigation system upgrades at the field areas.

## **3.0 NEXT MEETINGS**

- 3.01 The Site Council needs to meet as a group and prioritize the list of projects for this site.

### Distribution of Meeting Notes:

- Steve Brinkman – District Facilities
- Gerald Schober – SCMC, Project/Construction Manager

SCHOOL: WILSON MS IMMEDIATE NEEDS:

*Aud.* \* (A) MODERNIZE MAIN BUILDING, CAFETERIA, KITCHEN, AND AUDITORIUM TO CURRENT ELECTRICAL, MECHANICAL, LIGHTING, TECHNOLOGICAL, AND INTERIOR FINISH STANDARDS. REPLACE OUTDATED POWER OUTLETS CATV AND AV EQUIPMENT IN THE AUDITORIUM.

\* B. MODERNIZE EXISTING RESTROOMS. - QUAD

C. REPAIR ELEVATOR AT GYMNASIUM AND BRING CAMPUS TO CURRENT ADA STANDARDS,

D. MODERNIZE GYM LOCKER ROOMS

E. REPLACE RESTROOM PLUMBING FIXTURES AND INTERIOR AND EXTERIOR DRINKING FOUNTAINS WITH ADA COMPLIANT FEATURES.

*Aud.* (F) REPLACE OLD ELECTRIC PANELBOARDS WITH ADEQUATE BRANCH BREAKERS WITH INCREASED CAPACITY AND LIGHTING IN AUDITORIUM AND THE MAIN CLASSROOM BUILDING. UPGRADE HVAC SYSTEM IN AUDITORIUM.

G. SEPARATE DOMESTIC, FIRE AND IRRIGATION WATER METERS.

*Aud.* (H) PROVIDE ACCESS TO AUDITORIUM STAGE.

*attached to Auditorium* (I) MODERNIZE BAND ROOM TO INCLUDE PROVISION OF ACOUSTICAL WALL TREATMENT, BETTER, SECURED STORAGE FOR INSTRUMENTS, NEW SWITCH BOARD, UPGRADED TECHNOLOGY, AND NEW INTERIOR FINISHES.

J. REPLACE OLD BOILER SYSTEM IN THE MAIN CLASSROOM AND GYM.

K. REPLACE ALL GALVANIZED STEEL WATER PIPING WITH COPPER.

5/14/09

Sign In Sheet -

PTA Mtg - Wilson

Annette Dyson - parent  
Rebecca Dimmock - Parent  
Ruth Esseln - principal  
Steve Brintman - Facilities Chief  
Tammy Schaeffer - Carmichael Kemp Arch  
MARK KEMP - CARMICHAEL - KEMP