

## **BEX IV Projects Timeline and Community Engagement March 2013**

### **A. Project Charrettes:** *(Collaborative session in which a group of [designers](#) drafts a solution to a design.*

- Schmitz Park @ Genesee Hill Charrette held on March 12. The agenda included a design concept presentation and update by the Architect to SPS senior leaders, including Pegi McEvoy, Michael Tolley, Marni Campbell, Phil Brockman, Nancy Coogan, Kim Whitworth, Carmela Dellino, Larry Dorsey, Joe Wolf, Bruce Skowyra, Lucy Morello, Susan Wright, Wendy Weyer, Bob Westgard and Gerrit Kischner. The charrette presentation includes earlier options, concepts and reasons we arrived at present design. The senior leaders gave input and feedback.
- Schmitz Park@ Genesee Hill Focus Groups being held on Wednesday, March 13. The Architect is meeting separately with SPS staff from transportation, security, operations, childcare, special education, DOTS, arts, math and science and FF and E. The agenda includes presentation, questions and feedback from staff.
- Schmitz Park @ Genesee Hill Eco-charrette - sustainability/green components) will be held as part of the SDAT process in the next week or so. This is a pre-design process. The agenda includes discussion about the concept, asks for feedback, and shows how we evolved from day one, with earlier input from A/E, who will present.

### **B. School Design Advisory Team (SDAT):**

- What is the makeup of the team and how are they selected?

Principal sends a questionnaire to community members and representatives, principal's staff, PTSA president and neighborhood association/community council. Twelve to fifteen members are selected by the principal and include the principal, members of the school staff, capital senior project manager, the architect, district staff, education director PTSA president, community representatives, the Genesee Hill/Schmitz Park neighborhood association. Ad hoc (non-voting) members are allowed to attend meetings. Members create a group charter.

- How are the design team meetings run?

The Architect, Construction Management firm and Senior Project Manager create an agenda for each meeting. The meeting includes a presentation with project updates followed by discussion and a request for input and feedback from members, including next steps.

- When do the teams meet and what is the time commitment?

The SDAT meets every two weeks with an agreed upon date time and location, with each meeting lasting about two and one half hours. The team may meet as many as ten times and may additionally have a number of workshops.

- How is this information publicized?

The project information, including SDAT meetings, presentations and updates, will be posted on the BEX IV capital projects web page, <http://bit.ly/SPSBEX>, as well as [www.bex.seattleschools.org](http://www.bex.seattleschools.org) web site and the school web page and the principal's/school news letter. The community, local media - including newspapers and blogs - are advised of meetings and ongoing project information, including date and timelines.

- Can language be crafted for Board members to use to distribute to their community?

Yes, capital projects and planning will provide messaging for Board members.

### **C. BEX IV Projects Community Engagement Plan**

- Stakeholders: Families and community/neighbors, Seattle taxpayers, School Board, SPS staff
- Inform: District staff, School Board, families, PTSA, community/neighbors, media, city contacts
- Input and feedback from: School Board, District & capital staff, leadership, school design team

### **Tools for communicating project status updates:**

- Principal/school news letter
- Board members' messaging for their community
- News releases, media tours- including neighborhood/community groups, media outlets
- Signage at site with project information (as we do with BTA projects)
- Websites: <http://bit.ly/SPSBEX>, [www.bex.seattleschools.org](http://www.bex.seattleschools.org), and school web site
- monthly construction updates
- teaching and learning updates,
- photos of construction progress
- possible use of web cam at site
- public feedback information with hotline email address, phone number
- Door hangers in neighborhood to give updated construction notices
- Open house, ribbon cutting

## **Schmitz Park at Genesee Hill Project Schedule**

Approve A/E Contract, Submit Site Specific Ed Specs	December 2012
Charettes	March 2013
SDAT Meetings	Ongoing
Community Meeting with 49 <sup>th</sup> Str. Neighbors	March 2013
Community Mtg.w/Schmitz Park/Genesee Neighborhood Council	March 2013
Council	March 2013
Focus Groups	March 2013
School Staff Meetings	Ongoing
Schematic Design Phase	Ongoing
Approve A/E Contract	March, 2013
A/E Notice to Proceed	March, 2013
Site Specific Educational Specification	May, 2013
Master Use Permit documentation to city	May, 2013
Design Development Phase Completion	July, 2013
Building Permit documentation to city	November 2013
Construction Documents Complete	February, 2014
Building Permit documentation to city	November 2013
Advertise for Bids	February 2014
Construction Contract Award	April 2014
Construction completion (Substantial Completion)	Summer/Fall 2015
Construction completion (Final Completion)	Summer/Fall 2015
Owner Commissioning and Move-in (Complete)	Summer/Fall 2015
Ribbon cutting community event	September, 2015
Open for first day of School	September, 2015
Construction Close-out	January 2016