

FAIRFIELD PUBLIC SCHOOLS

Board of Education SPECIAL Meeting/Executive Session
501 Kings Highway East, 2nd Floor Board Conference Room
February 8, 2018
7:30 PM

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Business Items

A. Discussion*

Recommended Motion: “that the Board of Education hereby moves into Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining and to invite Attorney Sedor and Attorney Deasy, in accordance with Connecticut General Statutes CGS§ 1-210(b)(9)”

(Enclosure No. 1)

****Public Session****

B. First Reading of Sherman Educational Specifications

(Enclosure No. 2)

C. First Reading of Mill Hill Educational Specifications

(Enclosure No. 3)

4. Adjournment

**The Board may enter into Executive Session for discussion purposes.*

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379



Town of Fairfield

Fairfield, Connecticut 06824
Town Plan and Zoning Commission

Sullivan Independence Hall
725 Old Post Road

(203) 256-3050

February 6, 2018

Mr. Tom Cullen, Director of Operations
Fairfield Public Schools
501 Kings Highway
Fairfield, CT 06825

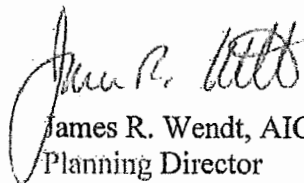
Re: Sherman School – Phase Three

Dear Tom:

This will confirm that I have reviewed your "FEMA Regulation Assumptions" sheet dated February 5, 2018, for the above captioned project. I agree with the methodology you have used. The FEMA 50% cost threshold is \$2,610,850. The "FEMA included" costs are estimated of \$2,405,000. Should the entire contingency of \$150,000 be used for "FEMA included" cost items your project total (\$2,555,000) is still below the threshold limit.

Please let me know if you require any additional information.

Very truly yours,


James R. Wendt, AICP
Planning Director

JRW/ds

Fairfield Public Schools

Sherman Elementary School – Phase Three Project

T. Cullen

February 5, 2018

FEMA Regulation Assumptions

Substantial Improvement and Substantial Damage Determinations

Sherman Elementary School "Value of the Building"	\$ 5,221,700
50% Calculation	2,610,850
Phase III Proposed Project Estimate	3,200,000
Proposed FEMA Regulated Project Estimate Costs - "Included"	2,405,000
Proposed FEMA Regulated Project Estimate Costs - "Excluded"	\$ 795,000

Assumption of Breakdown for Excluded Items:

1. Architectural/Engineering	\$ 355,000
2. Parking Lot Upgrades	255,000
3. Life Safety Code	35,000
4. Construction Contingency	150,000
<hr/>	
TOTAL	\$ 795,000

Sherman Elementary School

School building core upgrades and renovations with cost estimates

Space Deficiencies & Core Upgrades

\$1,000,000	New mechanical means of fresh air ventilation & air conditioning
220,000	New fire sprinkler system
17,000	Fire protection improvements
35,000	Life safety code upgrades
150,000	New ceiling and lights for portions of school not previously performed
105,000	Bathroom upgrades (by Gym) not previously performed
20,000	ADA (American Disabilities Act) upgrades
27,500	HVAC Equipment Controls
25,000	Security and Safety upgrades
180,000	APR stage removal for increased enrollment
15,500	Electrical panel upgrades
45,000	Low voltage upgrades
100,000	New lockers throughout the school
255,000	Parking lot upgrades and new parent drop off/pickup off of Fern Street
500,000	New stage addition off of gymnasium
150,000	Construction Contingency

\$ 355,000

Soft Cost/Miscellaneous Items:

Architectural / Engineering
Hazardous material investigations
Environmental consultants
Start up and training to take over new equipment
Protection and cleaning of school
Unforeseen conditions during demolition/new construction

Total Budget Estimate (2019 dollars) \$ 3,200,000

250 FERN STREET**Location** 250 FERN STREET**Mblu** 139/ 168/ / /**Acct#** 05501**Owner** FAIRFIELD TOWN OF**Assessment** \$6,097,140**Appraisal** \$8,710,200**PID** 11914**Building Count** 1**Current Value**

Appraisal			
Valuation Year	Improvements	Land	Total
2016	\$5,476,200	\$3,234,000	\$8,710,200
Assessment			
Valuation Year	Improvements	Land	Total
2016	\$3,833,340	\$2,263,800	\$6,097,140

Owner of Record

Owner FAIRFIELD TOWN OF
Co-Owner
Address 725 OLD POST ROAD
 FAIRFIELD, CT 06824

Sale Price \$0
Certificate
Book & Page 357/ 54
Sale Date

Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
FAIRFIELD TOWN OF	\$0		357/ 54	

Building Information**Building 1 : Section 1**

Year Built: 1963
Living Area: 52,714
Replacement Cost: \$8,158,860
Building Percent 64
Good:
Replacement Cost
Less Depreciation: \$5,221,700

Building Photo

Building Attributes	
Field	Description
STYLE	Elementary School
MODEL	Comm/Ind

Building/s	Map	139	Lot	166	Ext		Unit	0000	250 FERN STREET				Zone		Return Home
BID	Style	Model	Stories	Ext Walls	Roof	Roof Cover	Int walls	Floors	Heat	Heat Type	AC	Bed Rs	Baths	Rms	Year
11-118	Elementary School	Comm/Ind													
11-118	Elementary School	Comm/Ind	1	Brick/Masonry	Flat	Rubber	Drywall	Vinyl/Asphalt Carpet	Gas	Hot Water	Heat/AC Pkgs	00	0		1963

Condo Units Click on Building BID to view all condos

No Records

Building Summary

Description	Area	
First Floor	52714	^
Canopy	1903	^
(Utility Storage, Finished)	324	^

Building Extra Features

Description	
AIR CONDITION	^
PAVING-ASPHALT	^
W/DOUBLE LIGHT	^

Parcel Land

USE	No. of Units	Units	Notes	
Public School C	87120.00	SF	5X L/B	^

Assesment/Appraisal

Appraisals	
Building	\$5,221,700.00
Land	\$3,234,000.00
Outbuildings	\$135,000.00
Extra Features	\$119,500.00
TOTAL	\$8,710,200.00
Assessments	
Building	\$3,655,190.00
Land	\$2,263,800.00
Outbuildings	\$94,500.00
Extra Features	\$83,650.00
TOTAL	\$6,097,140.00

Utilities All Public



Owner History

Date	Owner	Address	City State Zip	Book/Page
	FAIRFIELD TOWN OF	725 OLD POST ROAD	FAIRFIELD CT 06824	357/ 54

[Vision](#) [GIS](#) [Assessor's Map](#)

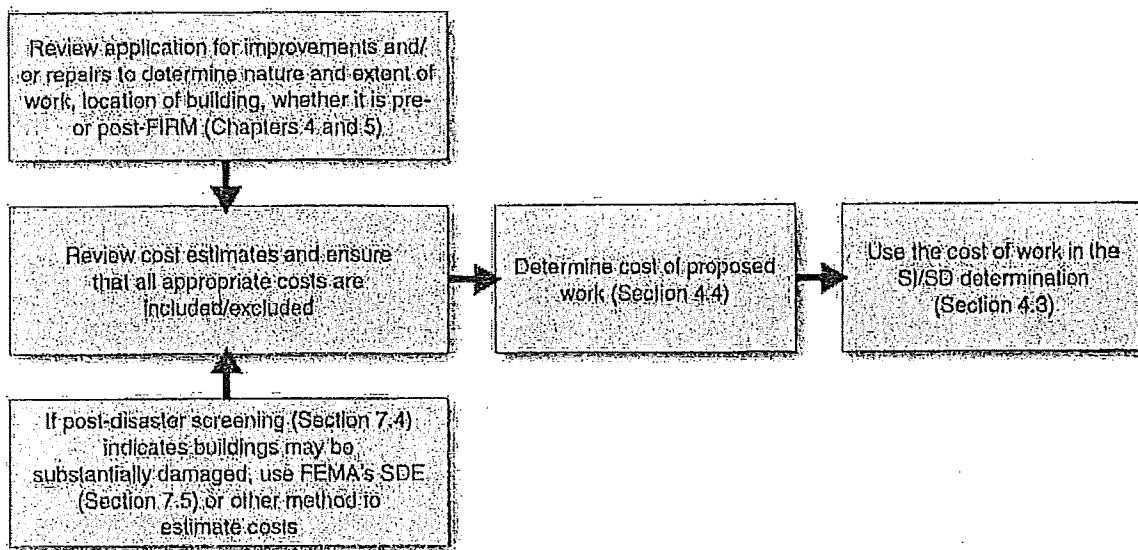


Figure 4-2. Determine the cost of work (overview)

The following topics related to determining costs will be covered in this section:

- Costs that must be included
- Costs that may be excluded
- Acceptable sources of cost information
- Estimates of donated or discounted materials
- Estimates of owner and volunteer labor
- Demolition, debris, and disposal
- Clean-up and trash removal
- Cost exclusions to correct existing health, safety, and sanitary code violations

Local officials will need to determine the necessary level of detail for the costs of improvements and costs of repairs from permit applicants or contractors in order to make a SI/SD determination.

4.4.1 Costs That Must Be Included in SI/SD Determinations

Items that must be included in the costs of improvement and the costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

- Materials and labor, including the estimated value of donated or discounted materials (Section 4.4.4) and owner or volunteer labor (Section 4.4.5)
- Site preparation related to the improvement or repair (e.g., foundation excavation or filling in basements)
- Demolition and construction debris disposal (Section 4.4.6)

4 MAKING SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE DETERMINATIONS

- Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs
- Costs associated with complying with any other regulations or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
- Costs associated with elevating a structure when the proposed elevation is lower than the BFE
- Construction management and supervision
- Contractor's overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
 - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chain-walls, pilings, columns, posts, etc.)
 - Monolithic or other types of concrete slabs
 - Bearing walls, tie beams, trusses
 - Joists, beams, subflooring, framing, ceilings
 - Interior non-bearing walls
 - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
 - Windows and exterior doors
 - Roofing, gutters, and downspouts
 - Hardware
 - Attached decks and porches
- Interior finish elements, including:
 - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
 - Bathroom tiling and fixtures
 - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
 - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
 - Interior doors
 - Interior finish carpentry
 - Built-in bookcases and furniture
 - Hardware
 - Insulation

- Utility and service equipment, including:
 - Heating, ventilation, and air conditioning (HVAC) equipment
 - Plumbing fixtures and piping
 - Electrical wiring, outlets, and switches
 - Light fixtures and ceiling fans
 - Security systems
 - Built-in appliances
 - Central vacuum systems
 - Water filtration, conditioning, and recirculation systems

4.4.2 Costs That May Be Excluded from SI/SD Determinations

Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

- Clean-up and trash removal (Section 4.4.7)
- Costs to temporarily stabilize a building so that it is safe to enter to evaluate and identify required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes (Section 4.4.8)
- Plug-in appliances such as washing machines, dryers, and stoves

4.4.3 Acceptable Sources of Cost Information

The costs of improvements and the costs to repair are necessary to make the SI/SD determination. The following are acceptable methods to determine the costs:

- Itemized costs of materials and labor, or estimates of materials and labor that are prepared by licensed contractors or professional construction cost estimators.
- Building valuation tables published by building code organizations and cost-estimating manuals and tools available from professional building cost-estimating services. These sources can be used as long as some limitations are recognized, notably that there are local

Example Timeline for Roger Sherman Project

Project Funding for Building Committee through the end of construction
(timeline assumes that OSCG&R reimbursement is not sought)

Dec. 2017	Fairfield Public Schools <ul style="list-style-type: none">• Develops Project Funding request analysis
Jan. 2018	Board of Education <ul style="list-style-type: none">• Approve Project Funding request analysis
Feb. 2018	Board of Education <ul style="list-style-type: none">• Approve Educational Specifications
Mar. 2018	Board of Selectman <ul style="list-style-type: none">• Establishes a Building Committee• Approve Building Committee Charge• Approve Project Funding request• Assigns BC duties to SPSBC (assumes SPSBC is willing to take on the additional project)• Approves Building Committee Members (if SPSBC is unable to take on the additional project) Board of Finance <ul style="list-style-type: none">• Approves Project Funding request RTM <ul style="list-style-type: none">• Approves initial Building Committee Members (if SPSBC is unable to take on the additional project)• Approves Project Funding request
Apr. 2018	Building Committee <ul style="list-style-type: none">• Hires Project Architect
May 2018 – Jun. 2018	Architect develops the <ul style="list-style-type: none">• Conceptual Designs
May 2018	Building Committee selects and hires <ul style="list-style-type: none">• Commissioning Agent

Example Timeline for Roger Sherman Project

Project Funding for Building Committee through the end of construction
(timeline assumes that OSCG&R reimbursement is not sought)

Jun. 2018	Building Committee <ul style="list-style-type: none">• Selects Conceptual Design for the project
Jul. 2018	Architect <ul style="list-style-type: none">• Estimates Conceptual Designs
Jul. 2018 – Aug. 2018	Architect proceeds with <ul style="list-style-type: none">• Schematic Design Development Documents
Aug 2018 – Sep. 2018	Architect <ul style="list-style-type: none">• Estimates Schematic Design• Value Engineering process with design/construction/owner team (if necessary)
Sep. 2018	Building Committee <ul style="list-style-type: none">• Approves Schematic Development Documents
Sep. 2018 – Oct. 2018	Architect proceeds with <ul style="list-style-type: none">• Hazardous Materials Survey• Design Development Documents
Oct. 2019- Nov. 2018	Architect <ul style="list-style-type: none">• Estimates Design Development Documents• Value Engineering process with design/construction/owner team (if necessary)
Nov. 2018	Building Committee <ul style="list-style-type: none">• Approves Design Development Documents
Nov 2018 – Jan 2019	Architect proceeds with <ul style="list-style-type: none">• Construction Documents (CD)
Dec. 2018 –Jan. 2019	Building Committee & Architect seeks approval from land use boards which may include all of the following <ul style="list-style-type: none">• Wetlands• Conservation• Zoning Board of Appeals• Planning and Zoning Commission

Example Timeline for Roger Sherman Project

Project Funding for Building Committee through the end of construction
(timeline assumes that OSCG&R reimbursement is not sought)

Jan. 2019 – Feb. 2019	Architect <ul style="list-style-type: none">• Estimates Construction Documents (CD)• Value Engineering process with design/construction/owner team (if necessary)
Feb. 2019	Building Committee <ul style="list-style-type: none">• Approves Construction Documents – plans, specifications and budget
Feb. 2019 - Mar. 2019	Architect and Purchasing Department advertise for bids on the project. Once bids are received and analyzed a list of the qualified low bidders is sent to the Building Committee for approval. Building Committee Approve the selection of qualified low bidders.
Apr. 2019 – Aug. 2020	General Contractor schedules and constructs project.

EDUCATIONAL SPECIFICATIONS

~~Holland Hill~~Roger Sherman Elementary School – Phase III

Fairfield Public Schools

Fairfield, CT 06824

Toni Jones, Ed.D.

Superintendent of Schools

Approved by BOE 1/12/16***Draft Version 2/8/2018***

Updates and Revisions added

Approved by BOE 2/14/2017

RATIONALE FOR THE PROJECT

BACKGROUND:

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013~~4~~~~2024~~2025.” The board also update this plan on August 2, 2016 and August 22, 2017. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. ~~These facilities needs were identified in the “Fairfield Public Schools Elementary School Facilities and Scenario Planning Study” by Milone & MacBroom dated October 24, 2017. These facilities needs were identified in the “Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study” by MGT of America dated December 14, 2010.~~ The extension and alteration project for ~~Holland Hill~~Roger Sherman Elementary School is a major recommendation for meeting these identified facilities needs by ~~the installation of an addition to eliminate portable classrooms;~~ implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

ENROLLMENT:

On November 28, 2017, Milone & MacBroom issued an updated report on the district’s 10-year enrollment projections. Between 2005-2007 and 2015-2017 the enrollment at ~~Holland Hill~~Roger Sherman has increased from 341-453 students to 405-470 students. ~~On May 1, 2014, MGT of America issued an updated report on the district’s 10-year enrollment projections.~~ This report shows a continued increase in enrollment for ~~Holland Hill~~Roger Sherman to a peak of 431-486 students. This continued enrollment increase is a significant change in the demographic pattern.

CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and ten relocatable classrooms. Presently, ~~Holland Hill~~Roger Sherman School has a capacity of 345-462 students without relocatable classrooms. The enrollment for ~~Holland Hill~~Roger Sherman Elementary School in the 2015~~2017-16-18~~ school year is 405-470 students with a continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music and special education, as required. Due to phased construction (as a result of complying with FEMA regulations) this facility has a capacity of 462 students which will not be altered by this project.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

LONG RANGE EDUCATIONAL PLAN:

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

MISSION

Policy Number 0100

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

LONG-TERM GOAL

Policy Number 0110

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

THE PHASE III PROJECT

In conjunction with the Fairfield Board of Education's Long Range Facilities Plan, the Board proposes a construction project at ~~Holland Hill~~Roger Sherman Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to ~~bring-maintain Holland Hill~~Roger Sherman ~~to-at a 504-462~~ capacity and ~~to complete Phase III construction is to include~~which includes the following elements:

- Elimination of ~~one~~ relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- ~~Addition of a secure entry vestibule and increased security measures~~
- Replacement~~addition~~ of lockers ~~to accommodate increasing enrollment~~
- The ~~full~~ description of the educational program to be provided by ~~the this project is as follows (items listed in *bold/italics* are Phase III work is as follows):~~

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PHASE III LEARNING/EDUCATIONAL ACTIVITIES

EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

~~Music Art~~

~~Common/Core Spaces~~
~~Special Education~~

~~Homeroom Classrooms for grades K-~~
~~Site Development~~
~~Library/Media~~

~~Common/Core Spaces~~
~~Main Office Area~~
~~Support Services~~

~~Music~~

~~Technology~~
~~Main Office Area~~

~~Physical Education~~

~~Technology~~

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ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with sink(s), running water and drains)

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HOMEROOM CLASSROOMS FOR GRADES K-5 (24-22 Classroom Model):

- Twenty Eight homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750-800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

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LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 40 to 50 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

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MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

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PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

SPECIAL EDUCATION:

- Four resource teaching rooms
- Two rooms for speech and language
- One room for OT/PT

SUPPORT SERVICES

- One Instructional Improvement Teacher Program Facilitator office
- One School Psychologist office
- One Social Worker office
- One Teacher of the Gifted room
- One Math/Science room
- Two Language Art Specialist room
- One Spanish office
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

MAIN OFFICE AREA:

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- Lockable storage for student records and supplies
- One coat closet

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SITE DEVELOPMENT:

- > Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (~~total parking on site to be 90 to 100 spaces~~)
- > Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- > ~~Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)~~
- > ~~Provide hard surfaced (asphalt) play areas adequate for program needs~~
- > Replace/Re-establish playground areas disturbed by this project

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ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

<u>ROGER SHERMAN ELEMENTARY SCHOOL</u>	<u>YEAR</u>								
	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
<u>Enrollment</u>	469	471	486	473	453	465	469	465	471
<u>Capacity</u>	462	462	462	462	462	462	462	462	462

<u>HOLLAND HILL ELEMENTARY SCHOOL</u>	<u>YEAR</u>								
	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<u>Enrollment</u>	405	404*	431	425	424	419	414	410	411
<u>Capacity</u>	315	315	315	504	504	504	504	504	504

*October 1, 2016 actual enrollment

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DRAFT

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20-year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows ~~(new and existing)~~

Code

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

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INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.
(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

COMMUNITY USES:

~~Holland Hill~~ Roger Sherman Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as an elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

~~Holland Hill~~ Roger Sherman Elementary School is used as a polling place.

EDUCATIONAL SPECIFICATIONS

Roger Sherman Elementary School – Phase III

Fairfield Public Schools

Fairfield, CT 06824

Toni Jones, Ed.D.

Superintendent of Schools

Draft Version 2/8/2018

RATIONALE FOR THE PROJECT

BACKGROUND:

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2014-2025.” The board also update this plan on August 2, 2016 and August 22, 2017. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Elementary School Facilities and Scenario Planning Study” by Milone & MacBroom dated October 24, 2017. The extension and alteration project for Roger Sherman Elementary School is a major recommendation for meeting these identified facilities needs by; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

ENROLLMENT:

On November 28, 2017, Milone & MacBroom issued an updated report on the district’s 10-year enrollment projections. Between 2007 and 2017 the enrollment at Roger Sherman has increased from 453 students to 470 students. This report shows a continued increase in enrollment for Roger Sherman to a peak of 486 students. This continued enrollment increase is a significant change in the demographic pattern.

CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and ten relocatable classrooms. Presently, Roger Sherman School has a capacity of 462 students without relocatable classrooms. The enrollment for Roger Sherman Elementary School in the 2017-18 school year is 470 students with a continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music and special education, as required. Due to phased construction (as a result of complying with FEMA regulations) this facility has a capacity of 462 students which will not be altered by this project.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

LONG RANGE EDUCATIONAL PLAN:

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

MISSION

Policy Number 0100

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

LONG-TERM GOAL

Policy Number 0110

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

THE PHASE III PROJECT

In conjunction with the Fairfield Board of Education's Long Range Facilities Plan, the Board proposes a construction project at Roger Sherman Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to maintain Roger Sherman at a 462 capacity and to complete Phase III construction which includes the following elements:

- Elimination of one relocatable classroom
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- Replacement of lockers
- The description of the educational program to be provided by the Phase III work is as follows:

PHASE III LEARNING/EDUCATIONAL ACTIVITIES

EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Music

Common/Core Spaces

Site Development

MUSIC:

- One classroom for lessons and small groups in band and strings

COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Sufficient and conveniently located student lavatories

SITE DEVELOPMENT:

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking
- Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- Replace/Re-establish playground areas disturbed by this project

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

ROGER SHERMAN ELEMENTARY SCHOOL	YEAR								
	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Enrollment	469	471	486	473	453	465	469	465	471
Capacity	462	462	462	462	462	462	462	462	462

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20-year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows

Code

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

COMMUNITY USES:

Roger Sherman Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as an elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Roger Sherman Elementary School is used as a polling place.

Example Timeline for Mill Hill Project

Project Team Initial Funding for Building Committee through Design Development

Dec. 2017	Fairfield Public Schools <ul style="list-style-type: none">• Develops Project Team Initial Funding request analysis for services through Design Development
Jan. 2018	Board of Education <ul style="list-style-type: none">• Approves Project Team Initial Funding request analysis services through Design Development
Feb. 2018	Board of Education <ul style="list-style-type: none">• Approves Educational Specifications
Mar. 2018	Board of Selectman <ul style="list-style-type: none">• Establishes a Building Committee• Approves Building Committee Charge• Approves initial Building Committee Members• Approves the '3 Resolutions'• Approves Project Team Initial Funding request Board of Finance <ul style="list-style-type: none">• Approves Project Team Initial Funding request RTM <ul style="list-style-type: none">• Approves initial Building Committee Members• Approves the '3 Resolutions'• Approves Project Team Initial Funding request
Apr. 2018	Building Committee <ul style="list-style-type: none">• Hires Project Architect
Apr 2018 – June 2018	Architect develops the <ul style="list-style-type: none">• Conceptual Designs
May 2018 - June 2018	Building Committee selects and hires <ul style="list-style-type: none">• Construction Manager• Owner's Rep.• Commissioning Agent
June 2018 –July 2018	Construction Manager <ul style="list-style-type: none">• Estimates Conceptual Designs

Example Timeline for Mill Hill Project

Project Team Initial Funding for Building Committee through Design Development

July 2018	Building Committee <ul style="list-style-type: none">• Selects Conceptual Design for the project Architect, Construction Manager & Owners Rep <ul style="list-style-type: none">• Meets with OSCG&R for Conceptual Design Review
Aug. 2018 – Oct. 2018	Architect proceeds with <ul style="list-style-type: none">• Schematic Design Development Documents
Oct. 2018 – Nov. 2018	Construction Manager <ul style="list-style-type: none">• Estimates Schematic Design• Value Engineering process with design/construction/owner team (if necessary)
Nov. 2018	Building Committee <ul style="list-style-type: none">• Approves Schematic Development Documents Architect, Construction Manager & Owners Rep <ul style="list-style-type: none">• Meets with OSCG&R for Schematic Design Review
Nov. 2018 – Mar. 2019	Architect proceeds with <ul style="list-style-type: none">• Hazardous Materials Survey• Design Development Documents
Mar. 2019- Apr. 2019	Construction Manager <ul style="list-style-type: none">• Estimates Design Development Documents• Value Engineering process with design/construction/owner team (if necessary)
Apr. 2019	Building Committee <ul style="list-style-type: none">• Approves Design Development Documents• Seek Full Project Funding Architect, Construction Manager & Owners Rep <ul style="list-style-type: none">• Meets with OSCG&R for Design Development Review (DDR)

Example Timeline for Mill Hill Project

Project Team Initial Funding for Building Committee through Design Development

May 2019 – June 2019	Board of Selectman, Board of Finance & RTM <ul style="list-style-type: none">• Approves Full Project Funding Request Fairfield Public Schools <ul style="list-style-type: none">• Files the SCG-049 for full project with the state
May 2019 – July 2019	Architect proceeds with <ul style="list-style-type: none">• Construction Documents (CD)
July 2019 –Aug. 2019	Building Committee, Architect, Construction Manager & Owners Rep seeks approval from land use boards which may include all of the following: <ul style="list-style-type: none">• Wetlands• Conservation• Zoning Board of Appeals• Planning and Zoning Commission
Aug. 2019	Construction Manager <ul style="list-style-type: none">• Estimates Construction Documents (CD)• Value Engineering process with design/construction/owner team (if necessary)
Aug. 2019 – Sep. 2019	Building Committee <ul style="list-style-type: none">• Approves Construction Documents – plans, specifications and budget• Submit plans and specifications for third party review Board of Education Approves <ul style="list-style-type: none">• Construction Documents - plans and specifications
Oct.2019	Architect, Construction Manager & Owners Rep <ul style="list-style-type: none">• Meets with OSCG&R for Pre-Bid Conformance Review (PCR)
Nov. 2019	OSCG&R issues approval to bid
Dec. 2019	Construction Manager and Purchasing Department advertise for bids on the project. Once bids are received and analyzed a list of the qualified low bidders is sent to the Building Committee for approval. Building Committee Approves the selection of qualified low bidders.
Jan. 2020 – Aug. 2021	Construction Manager schedules and constructs project.

EDUCATIONAL SPECIFICATIONS

~~Holland Hill~~ Mill Hill Elementary School

Fairfield Public Schools

Fairfield, CT 06824

Toni Jones, Ed.D.

Superintendent of Schools

Draft Version 2/8/2018 ~~Approved by BOE 1/12/16~~

~~Updates and Revisions added~~

~~Approved by BOE 2/14/2017~~

RATIONALE FOR THE PROJECT

BACKGROUND:

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The board also updated this plan on August 2, 2016 and August 22, 2017. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Elementary School Facilities and Scenario Planning Study” by Milone & MacBroom dated October 24, 2017. These facilities needs were identified in the “Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study” by MGT of America dated December 14, 2010. The extension and alteration project for Mill Hill Holland Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

ENROLLMENT:

On November 28, 2017, Milone & MacBroom issued an updated report on the district’s 10-year enrollment projections. Between 2005 and 2015 the enrollment at Holland Hill has increased from 341 students to 405 students. On May 1, 2014, MGT of America issued an updated report on the district’s 10-year enrollment projections. This report shows a continued increase in enrollment for Mill Hill Holland Hill to a peak of 431-384 students. This ~~continued~~ enrollment increase is a significant change in the demographic pattern.

CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and ~~twelve ten~~ relocatable classrooms. Presently, Mill Hill Holland Hill School has a capacity of 315-273 students without relocatable classrooms. The enrollment for Mill Hill Holland Hill Elementary School in the 2017-18 2015-16 school year is 347 405 students with an a-continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

LONG RANGE EDUCATIONAL PLAN:

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

MISSION

Policy Number 0100

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

LONG-TERM GOAL

Policy Number 0110

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

THE PROJECT

In conjunction with the Fairfield Board of Education's Long Range Facilities Plan, the Board proposes a construction project at Mill Hill ~~Holland Hill~~ Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Mill Hill ~~Holland Hill~~ to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- Addition of a secure entry vestibule and increased security measures
- Replacement/addition of lockers to accommodate increasing enrollment
- The full description of the educational program to be provided by this project is as follows:

LEARNING/EDUCATIONAL ACTIVITIES

EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Support Services
Music	Main Office Area
Physical Education	Technology

ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with sink(s), running water and drains)

HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 40 to 50 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

SPECIAL EDUCATION:

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

SUPPORT SERVICES

- One - ~~Program Facilitator~~ ~~Instructional Improvement Teacher~~ office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- One – Math/Science room
- Two - Language Art Specialist room
- One – Spanish office
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

MAIN OFFICE AREA:

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- Lockable storage for student records and supplies
- One coat closet

SITE DEVELOPMENT:

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs
- Replace/Re-establish playground areas disturbed by this project

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

<u>MILL HILL HOLLAND HILL</u> ELEMENTARY SCHOOL	YEAR								
	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
Enrollment	<u>341</u>	<u>347</u>	<u>361</u>	<u>367</u>	<u>366</u>	<u>368</u>	<u>374</u>	<u>384</u>	<u>382</u>
	405	404*	431	425	424	419	414	410	411
<u>Capacity w/ portables</u>	<u>378</u>	<u>378</u>	<u>378</u>	<u>504</u>	<u>504</u>	<u>504</u>	<u>504</u>	<u>504</u>	<u>504</u>
<u>Capacity w/o portables</u>	<u>315</u>	<u>273</u>	<u>315</u>	504	504	504	504	504	504

*October 1, 2016 actual enrollment

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20-year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

Code

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
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(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

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COMMUNITY USES:

Mill Hill Holland Hill Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as an elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Mill Hill Holland Hill Elementary School is used as a polling place.

EDUCATIONAL SPECIFICATIONS

Mill Hill Elementary School

Fairfield Public Schools

Fairfield, CT 06824

Toni Jones, Ed.D.

Superintendent of Schools

Draft Version 2/8/2018

RATIONALE FOR THE PROJECT

BACKGROUND:

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The board also updated this plan on August 2, 2016 and August 22, 2017. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Elementary School Facilities and Scenario Planning Study” by Milone & MacBroom dated October 24, 2017. The extension and alteration project for Mill Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

ENROLLMENT:

On November 28, 2017, Milone & MacBroom issued an updated report on the district’s 10-year enrollment projections. . This report shows a continued increase in enrollment for Mill Hill to a peak of 384 students. This enrollment increase is a significant change in the demographic pattern.

CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and twelve relocatable classrooms. Presently, Mill Hill School has a capacity of 273 students without relocatable classrooms. The enrollment for Mill Hill Elementary School in the 2017-18 school year is 347 students with an enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

LONG RANGE EDUCATIONAL PLAN:

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

MISSION

Policy Number 0100

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

LONG-TERM GOAL

Policy Number 0110

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

THE PROJECT

In conjunction with the Fairfield Board of Education’s Long Range Facilities Plan, the Board proposes a construction project at Mill Hill Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Mill Hill to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- Addition of a secure entry vestibule and increased security measures
- Replacement/addition of lockers to accommodate increasing enrollment
- The full description of the educational program to be provided by this project is as follows:

LEARNING/EDUCATIONAL ACTIVITIES

EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Support Services
Music	Main Office Area
Physical Education	Technology

ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with sink(s), running water and drains)

HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 40 to 50 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

SPECIAL EDUCATION:

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

SUPPORT SERVICES

- One - Program Facilitator office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- One – Math/Science room
- Two - Language Art Specialist room
- One – Spanish office
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

MAIN OFFICE AREA:

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- Lockable storage for student records and supplies
- One coat closet

SITE DEVELOPMENT:

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs
- Replace/Re-establish playground areas disturbed by this project

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

MILL HILL ELEMENTARY SCHOOL	YEAR								
	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Enrollment	341	347	361	367	366	368	374	384	382
Capacity w/ portables	378	378	378	504	504	504	504	504	504
Capacity w/o portables	273	273	273	504	504	504	504	504	504

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20-year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

Code

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
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