

# Elementary Facilities Master Plan Update

October 2014

## Message from the Superintendent of Schools

On March 25, 2014, the citizens of South Windsor voted in favor of constructing a new PK-5 elementary school on the Orchard Hill campus. The support was by a large margin, with 75% of those who went to the polls voting "yes" in favor of the proposal. It was heartening to see such a diverse group of residents come together and work collectively toward a common goal. I am proud to live in a town that takes such pride in its schools and heralds such a strong sense of community.

The construction of the new school represents Phase One of a three-phase, ten-year elementary facilities plan. As promised, we will make every effort to keep residents informed of the progress throughout the entire master plan. To that end, this is the first in a series of newsletters that will be dedicated to tracking the progress of our master plan. Newsletters will be published periodically to capture major milestones as Phase One and future phases unfold. These publications will be sent from the superintendent's office to all families via SchoolMessenger, they will be posted on the district website, and limited hard copies will be dispersed to Town Hall, the public library, and the community center. Any resident who is particularly interested in these communications and wishes to have a hard copy mailed to his or her home can contact the superintendent's office at (860) 291-1205 to be included on a mailing list.

The following pages contain exciting news about our progress to date. It has been my pleasure to collaborate with the Public Building Commission (PBC). This group of volunteers dedicates a great deal of time to this project and is deserving of gratitude from our community. Please be sure to thank them for their service if your paths cross with any one of the seven PBC members. It also has been a pleasure to work closely with our architect, Drummey Rosane Anderson Inc. (DRA), as well as our owner's representative, Strategic Building Solutions (SBS). More details on the PBC, DRA, and SBS are included in this newsletter. Further, I would like to recognize the members of the South Windsor Board of Education for their service and commitment to this master plan. On behalf of the central office administration, we look forward to engaging the entire community in this very exciting chapter for South Windsor Public Schools!

Sincerely,

*KATE CARTER*

Kate Carter, Ed.D.  
Superintendent of Schools



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## ED049 FILED WITH STATE OF CONNECTICUT

The ED049 form is the required grant application for a school construction project. It provides data and information regarding a proposed project, including but not limited to: rationale for the project, cost information, financing information, nature of work to be undertaken, square footage details, projected enrollment, and the grade level range of students included in the project. (Source: [www.ct.gov](http://www.ct.gov), ED049 guidelines)

On June 19, 2014, the ED049 was filed with the State of Connecticut's Department of Administrative Services. The timeline for the state's review and approval of these types of grant applications is 12 months. During this time, the district is permitted to gather information and start the design process for the project. Construction, however, will not occur until after approval is received from the state.

## MEET THE PBC

On March 3, 2014, the Town Council appointed the South Windsor Public Building Commission (PBC) as the building committee for this project, as required by town charter. The PBC is responsible for overseeing the planning and construction of public buildings as authorized by the Town Council.

For the new Orchard Hill School project, the PBC will interact with a myriad of stakeholders, including architects, owner's representatives, construction professionals, board of education members, the superintendent of schools, the town manager, the BOE director of facilities, and various town department leaders. The PBC will also work as needed with town agencies such as the Planning and Zoning Commission and the Inland Wetlands Agency.

Typically, the PBC meets on the second Wednesday of each month at the South Windsor Public Library at 6:30 p.m. Regular meetings may be cancelled or special meetings scheduled depending on the needs of the project. Questions regarding PBC meetings can be directed to the Clerk of the Public Building Commission, Ann Walsh, at (860) 291-1205.



**PBC Members** (L-R): Charlie Lyons, Vice Chairman; Ed O'Connell; Carol Kelley; James Neary; Tim Wentzell; Howard E. Fitts, Chairman (Not pictured: Ken Jeski)



## DRA SELECTED AS ARCHITECT

After an extensive search process, including the appropriate RFQ and RFP procedures, the Public Building Commission unanimously selected Drummey Rosane Anderson Inc. to serve as the architect for Phase One. DRA has multiple studios, including one right here in South Windsor. DRA has specialized in the design of educational facilities for over 60 years. The firm employs more than 30 people including architects, planners, interior designers, construction administrators and support staff with diverse backgrounds and unique talents. The project team specifically includes Jim Barrett, AIA, LEED, Principal Architect and Scot Woodin, AIA, Project Manager. For more information on DRA, please visit their website: [www.draarchitects.com](http://www.draarchitects.com)

### WHAT DOES AN ARCHITECT DO?

Architects help define and create what you want to build. In simple terms, they are responsible for determining what the building looks like, the layout and how it's put together. For a school project, the architect will listen to the needs of many — administrators, educators, parents, students and community members — to refine the “vision” for the project.

The architect will generate a series of options that consider every aspect of the project's scope, including the Education Specifications (“Ed Specs”) prepared by the Board of Education. Once an option is chosen, through a highly collaborative process, the architect will further develop the design and produce technical drawings and specifications that will be used to construct the building.

## SBS SELECTED AS OWNER’S REPRESENTATIVE

After careful review of RFQ and RFP responses, the PBC unanimously selected Strategic Building Solutions (SBS) as the Owner's Representative for the project. Marc Sklenka will serve as the Project Executive, and Chuck Warrington, a South Windsor resident, will serve as the Project Manager.

From project conception through project closeout, SBS will provide management assistance, technical and financial analysis, advocacy, and oversight to ensure the new facility reflects the needs of the children and families whom the building will serve. In their role as Owner's Rep, SBS will protect the interests of the town of South Windsor. Their responsibilities include:

- ensuring that newly created spaces are functionally appropriate for the occupants and aesthetically conform to design standards;
- reducing costs and maximizing value by providing options and avoiding high cost change orders;
- preserving the project schedule by establishing critical milestones throughout the design and construction process; and
- ensuring construction quality control by confirming proper design and construction of materials/equipment.

For more information on SBS, please visit their website: [www.go-sbs.com](http://www.go-sbs.com)





## SITE SAFETY

While the official groundbreaking of the new Orchard Hill School is not anticipated to occur until early 2016, we will begin to see some limited activity. In the coming weeks you can expect to see geotechnical site exploration, wetlands identification, and survey work on or around the existing Orchard Hill campus. Mr. Tortora, Orchard Hill principal, and Mrs. Larson, Timothy Edwards Middle School principal, have been apprised of the expected activity. Both of these school community leaders have had an opportunity to share the kinds of student activities that occur on their campuses to ensure coordination between the site professionals and school administration in order to maximize safety precautions and minimize disruption to the instructional day. Our director of facility operations, Patrick Hankard, also works very closely with the design teams to ensure that measures are taken to maximize safety at all times.

## COMMUNITY ENGAGEMENT

An impressive number of South Windsor residents volunteered their time to disseminate information and promote the benefits of the Board of Education's Ten-Year Plan. Volunteers worked countless hours to send out mailings, make phone calls, and wave to passersby in cold, wintry conditions. Many supporters chose to join *Support South Windsor Schools*, a political action referendum committee.

At times we receive calls in the Board of Education offices from citizens wanting to know how to become involved with the school referendum committee. It is important to note that the referendum committee is an organization separate from the South Windsor Board of Education. Community members interested in learning more about how to join *Support South Windsor Schools* can visit their website: [www.supportsouthwindsorschools.org](http://www.supportsouthwindsorschools.org).



Volunteers prepare mailings to keep the community informed



Chair Daria Plummer welcomes support from community volunteer Carole Stroud



Steering committee members Bill Myers and TJ Benoit hard at work



Families and volunteers showed their support on Referendum Day



500 South Windsor households displayed lawn signs supporting the referendum



**SOUTH WINDSOR  
PUBLIC SCHOOLS**

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Assistant Superintendent  
  
Chris Chemerka  
Director of Finance and Operations  
  
Patrick Hankard  
Director of Facility Operations

**MILESTONES TO-DATE**

- **September 2011** Strategic Plan adopted by Board of Education
- **July 2013** School conditions assessed by construction professionals
- **October 2013** Elementary Facilities Plan approved by Board of Education
- **December 2013** Master Plan presented to Town Council by Board of Education
- **December 2013** Education Specifications approved by Board of Education
- **March 2014** PBC appointed as building committee by Town Council
- **March 2014** Referendum passed by South Windsor residents
- **June 2014** ED049 Grant Application filed with the State of Connecticut
- **July 2014** Architect selected by PBC
- **August 2014** Owner's Representative selected by PBC
- **September 2014** Education programming meetings held with stakeholders to begin design process

**NEXT STEPS**

- **October 2014** Geotechnical Site Exploration  
Wetlands Identification  
Surveying Work  
Phase One Environmental Assessment

**Where can I find more information?**

Information relating to the master plan, including documents presented to the Board of Education and videos of Board of Education meetings, can be found on our district website:

[www.southwindsorschools.org/elementaryfacilities](http://www.southwindsorschools.org/elementaryfacilities)

Watch for the next edition of this newsletter which will contain a section dedicated to "Frequently Asked Questions."



**South Windsor Board of Education**

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