



QUATTROCCHI KWOK  
ARCHITECTS

December 2, 2020

## MEETING NOTES

### Amelia Earhart Elementary Modernization

Kick Off Meeting      3:00 pm – Zoom Meeting

● Introduction of Zoom Attendees:

Shariq Khan	AUSD	<a href="mailto:skhan@alamedaunified.org">skhan@alamedaunified.org</a>
Robbie Lyng	AUSD	<a href="mailto:rlyng@alamedaunified.org">rlyng@alamedaunified.org</a>
Valezka Silva	AUSD	<a href="mailto:vsilva@alamedaunified.org">vsilva@alamedaunified.org</a>
Paul Gross	Teacher	<a href="mailto:pgross@alamedaunified.org">pgross@alamedaunified.org</a>
Karen Frock	Teacher	<a href="mailto:kfrock@alamedaunified.org">kfrock@alamedaunified.org</a>
Gwen Brown	Teacher	<a href="mailto:gbrown@alamedaunified.org">gbrown@alamedaunified.org</a>
Joy Dean	Principal	<a href="mailto:jdean@alamedaunified.org">jdean@alamedaunified.org</a>
Tiffany McBride	PTA Member	<a href="mailto:president@earhartpta.org">president@earhartpta.org</a>
Anna Wells	QKA	<a href="mailto:annaw@qka.com">annaw@qka.com</a>
Nick Stephenson	QKA	<a href="mailto:nicks@qka.com">nicks@qka.com</a>

#### Introduction

- Robbie Lyng starts the presentation explaining the Measure I Bond progress, and that many schools have already been modernized in the district, but they have made sure that they have budgeted money for the Earhart modernization. He explains that the process is to brainstorm with the principal and then the principal brainstorms with their staff and a list is produced. This list will be the bases of the project. Robbie wants to make clear that they want to honor everything that is on the school's list but sometimes not everything can be done due to budget constraints. He also mentions that all meetings are documented as well as presentations and posted on the District's website which everyone will have access to.

#### Roles and Responsibilities:

- Nick reviews the roles and responsibilities of QKA, the school and the district and gives an overview of what will be covered in the meeting.
  - 1) Roles and responsibility of QKA
    - a) Making sure that we understand all the needs of the school
    - b) Visiting the site and organizing walk throughs with the consultants
    - c) Developing plans and specifications reflecting the scope of the project
    - d) Obtaining cost estimates and comparing this to the budget and working with District and Site Committed to reconcile the two if there is a discrepancy. (This will be the first milestone.)
    - e) Producing contract documents and obtaining state approval.

#### MAIN OFFICE:

636 Fifth Street, Santa Rosa, CA 95404

#### PLEASANTON OFFICE:

600 Main Street, Suite E, Pleasanton, CA 94566

707.576.0829

A California Corporation

[www.qka.com](http://www.qka.com)

- 2) Roles and responsibility of school
  - a) Let QKA know what the school's priorities are. Making sure we understand the school's needs. QKA needs to know if we are not hearing you correctly.
  - b) Give feedback to your community
- 3) Robbie Lyng, Shariq Khan and Valezka Silva (Maintenance, Operations and Facilities) roles and responsibilities
  - a) Making sure the project stays on budget
  - b) Liaison to the school board

#### Review of Measure I Implementation

- Nick recaps measure I Implementation Plan approved 2014 by the Board in June. Each school got a portion of the bond money based on a certain criterion. Amelia Earhart elementary received \$6,300,000 which includes "Soft Costs", described as design fees, inspections fees, testing and DSA fees. He then talks about the construction budget and about the money that the school has already spent which is \$1,308,344. He then reviews the remaining budget. He explains how we allow 30% for soft costs which gives the actual construction budget, **\$3,494,159**. This is the number that we will be dealing with. When a contractor gives you a bid number this is the number he is talking about. Robbie makes a point that they will try and keep the soft costs down. Given that this is a modernization may not require, for instance, structural testing, the soft costs may be less. Whatever money that is not used for soft costs will be put money back into the construction budget.

#### Items Staff Identified as needs

- Nick asks if Wi-Fi is in our budget or in another budget? Wi-Fi should have already been done according to Robbie and Shariq. Shariq states that there should be 1 access point in each classroom by now. Teachers says that there are no data ports. According to the principal, the teachers are not working well on Wi-Fi, need to have hardwired data ports. District to check with Rob and QKA to engage electrical & mechanical engineer to ascertain what is there now versus what is being asked for and come up with a solution. There are 2 things to check on: the Wi-Fi and the possible need to hardwire data ports to supplement that. Robbie states that we do not want to do something twice so he will check with Rob and get back to the school and QKA. Principal to check with teachers for further clarification what the problem is.
- Adult single use bathrooms in Bldg 4 are original to building in mid to late 80's. Current restrooms are dark and dingy. Restrooms need to be modernized— new everything which includes new tile, new fixtures and new flooring. QKA to evaluate restrooms during site visit. (Principal does not anticipate any ADA issues due to size of restrooms.)
- Children's bathrooms at back side of admin and next to C22 in building 4: Restrooms in admin were completely gutted and remodeled in 2005. In Building 4, children's bathrooms were just updated but stalls need attention – locks keep breaking – child friendly locks were suggested. Robbie recommends epoxy flooring to replace tile as tile is hard to clean. QKA to analyze restrooms during site visit. Robbie also states that partitions would also be replaced.
- All waterless urinals to be removed campus wide. Robbie mentions that they took all the plumbing out at the waterless urinals so all the plumbing will have to be put back and it will make it more expensive.

- Replace all exhaust fans in adult restrooms.
- Existing lighting was not updated in 2006. Nick mentions that per the energy code all new lighting will be LED lighting, with occupancy sensors and exterior lighting at accessible path of travel to be implemented campus wide. Site lighting to be added to dark areas in between the MU, portables and building 4 (principal mentions that this area is very dark).
- The status of the windows and whether they need to be replaced varies:
  - a) Bldg 4 windows are all plastic, scratched and in poor shape. They need to be replaced
  - b) There are two plastic windows at MU that were installed in the 90's that need to be replaced. QKA to verify which ones they are. C24 (double hung) has a wall of new Anderson windows (2006) that are in good shape and do not need to be replaced.
  - c) Windows at Buildings 1, 2, 3 have original Anderson windows and are in decent shape but are single pane.
  - d) Admin. are in good shape and are double hung dual pane. Window by receptionist desk however needs to be replaced.
  - e) All windows at portables need to be replaced.

Robbie recommends retrofitting single pane Anderson windows to dual pane. He states that the frames are in decent shape. Robbie also states that QKA should match Anderson windows except at portables. At portables, the windows should follow district standards. (Windows may be lower priority.) QKA to do evaluation.

- Exterior double doors at building 4 need to be replaced. They do not lock. QKA to investigate at site visit.
- Replace door locks at all doors campus wide (as done at other campuses) with new classroom security locks (formerly called "Columbine Locks").
- Locks are not working at ornamental fencing gates next to playing field at portables. Principal to issue work order. No action required by QKA.
- QKA to follow up on why man gates (at kindergarten yard, at front of MU and at driveway) were never installed next to large gates at the ornamental fencing.
- In MU, the room divider is not functioning. The track has a plastic piece on one side that has cracked due to age. The manufacturer that installed divider is no longer in business. The Principal would either like to replace the divider or get rid of it. The divider will close but to open it, the school has to have a garage door company come and hand stack it. Nick recommends trying to get someone to refurbish it. He worked with someone 8 years ago that can possibly refurbish the track (the motor is fine). Robbie wants to get the name of the person from Nick and refurbish it through maintenance. Robbie instructs the principal to issue a work order and to say to see Robbie.
- Additional magnetic 6'-8' white boards needed in building 4 and in portables (the upper grades). (Existing whiteboards are fine.)
- Campus to be painted inside and out. (Campus last painted in 2006).
- Carpet to be replaced in portables, building 4 and office. Robbie makes suggestion for new floor finish to be resilient tile or sheet because of cleanliness. Would like principal to look at Encinal and/or Alameda as an example. QKA to have cost estimator plug in linoleum and district standard carpet to be the alternate. QKA to have Bill Dohn (acoustical consultant) to

weigh in on what is lost acoustically without carpet and what are the mitigating factors to balance that.

- Carpet at office is worn and to be replaced as stated above. Once again Robbie and Shariq makes strong push for linoleum due to cleanliness, especially with COVID-19. Shariq states that the disinfecting agents to clean the desks will be absorbed by the carpet. Eventually the carpets will not be able to handle the cleaning agents. Another push for the linoleum.
- New exterior lighting will be campus wide. QKA will have lighting designer evaluate site including the dark areas at the yard between the portable cluster, building 4 and the MU.
- Student Desks: Furniture is not part of budget. Shariq makes suggestion to focus on one grade at a time and make sure that all broken furniture to be pulled. This will be handled by district; no action required by QKA.
- Wall covering at building 4 can be repaired or replaced – QKA to evaluate at site visit.
- At the office, the flow from front door to admin desk is awkward and requires people to make a sharp turn. Valezka Silva to make a note to call Steve Hoover to see if he can help with a solution. No action at this point required from QKA.
- Replace gutters near back side next to property line at building 4. QKA should be receiving the roofing information from Garland who did the roof. Robbie suggests having Priscilla Wong to talk with Doug to make sure that we get the information. QKA can also check with Jay Mulligan at Garland roofing who did the roof.

Additional items that were mentioned but not part of list:

- Sunshade desired for picnic tables outside MU at lunch time. QKA to check code requirements for a sunshade structure. Price from Jay with Shade Structures?
- In room 36 (C18) carpet tiles are buckling. QKA will investigate problem during site walk.
- Wood fencing on the outside of MU and PC1 on utility road and the fencing at C21 and C22 is in very poor shape. This will need to be replaced. QKA team to take a look at fences during site visit.

Additional Needs Identified by District MOF:

- Nick asks if portables are to get new siding and roofing? Portables to receive new flooring, painting and windows.  
Principal reviews condition of siding.  
Portables PC5 - PC7 & PC9, PC10 were new in 2006 and the siding is not bad. Portables PC1, PC2, PC3 and PC8 and the double portables are older and need to be resided. PC1 and PC3 were resided 6 to 7 years ago and are in better shape than PC2 and the double portables. PC4 is in poor shape and needs new siding. QKA will make sure that the refurbishment is in the cost estimating.
- HVAC: One building may have a unit that is at the end of life and the rest of the buildings are ok? Valezka Silva to follow up with Mark regarding how units are functioning, and which building needs a new unit. QKA to follow up with district.

Items Staff Identified as needs

- The district would like to have restrooms for the TK classes in classrooms C5 and C6. This will be included in the cost estimate.
- Instant hot water under existing sink is desired at room 25 (C11) building 2. Valezka Silva to put on list for maintenance – no action required by QKA.
- Webcams are desired in all classroom: wireless system may be possible, but hardwiring is expensive. District to look into this – no action required by QKA.

- Pavers and Power poles or singular plug with dedicated circuit are desired at building 2 behind classrooms C8 and C9 to create a sort of 'platform/stage'. (Audience to sit on existing grass berm.) Will have to be careful not to label this as a stage as this will trigger DSA access. QKA will look at this area at site visit.
- Free standing tables in the MU: Principal expresses safety concerns with free standing tables in the MU. Would like to pursue built in tables. Robbie to contact Steve Hoover to see if he can come up with a solution. The MU would lose windows on one side of building – principal mentions that there could be display cases instead. Steve Hoover to walk with QKA during site visit and come up with a solution for the tables and windows.
- New rear and side stage curtains at MU are in poor shape, would like them to be replaced.
- "Sorting style" trashcans on K yard, big yard and near field need to be replaced. Robbie Lyng to issue change order to have contractor replace them with sorting trash cans during construction. No action required by QKA.

#### Additional Items

- Large Building numbers and names requested for fire department – this can be done as part of painting the buildings.
- Verify that there is enough power to the school and that SWB is big enough. Make sure there are enough Fire hydrants. QKA to have electrical engineer verify capacity when they visit the site.

#### Construction schedule

- Construction schedule will most likely have a 1 year duration. Conclusion is that it is too hard to get job done in one Summer. Robbie would rather not spend the money on portable classrooms.
- Principal to think about where to put children during construction. Below are some ideas from the principal:
  - a) Use the transitional kindergarten classroom as extra classroom since TK can be on a AM/PM schedule.
  - b) Buildings 1, 2, & 3 can be a Summer job since they are lighting and Painting only (that is a total of 16 classrooms). This would make it much more manageable.
  - c) Building 4, that has the most work, could be done over Summer. The center of Building 4 could be used as an extra classroom.
  - d) Principal does not mind buildings being painted when school is in session.
- Robbie informed us that this will be a lease/leaseback and will send out an RFQ in January or February.

#### Miscellaneous Items

- Valezka Silva will request an abatement report but this is not a concern for hazardous materials since the campus was built in the 80's.  
Maintenance to check sewer pumps to see if they are functioning to standard. No action required by QKA.

Next steps

- QKA to produce notes and share with everyone
- Site Staff to prioritize list
- Joy to email prioritization list to QKA and district once completed.
- QKA team to visit site. QKA to have engineers out at that time.
- There are 2 things to check on: the Wi-Fi and the possible need to hardwire data ports to supplement that. Robbie states that we do not want to do something twice so he will check with Rob and get back to the school and QKA. Principal to check with teachers for further clarification what the problem is.
- QKA to put together a schematic design package and narrative, including cost estimate (This will take typically two to three months. Robbie will direct QKA on schedule)

Next Meeting: TBD

End of Notes