



## MEETING AGENDA

Introduction

- Roles
- Design Process
- Project Charter
- Schedule

Goals and Priorities

Existing Conditions Findings

Open House Debrief

Next Steps

OWNER / Satsop Capital Projects Committee

OWNER'S REPRESENTATIVE / Rock Project Management Services

ARCHITECT / Bassetti Architects

CIVIL ENGINEER / AHBL

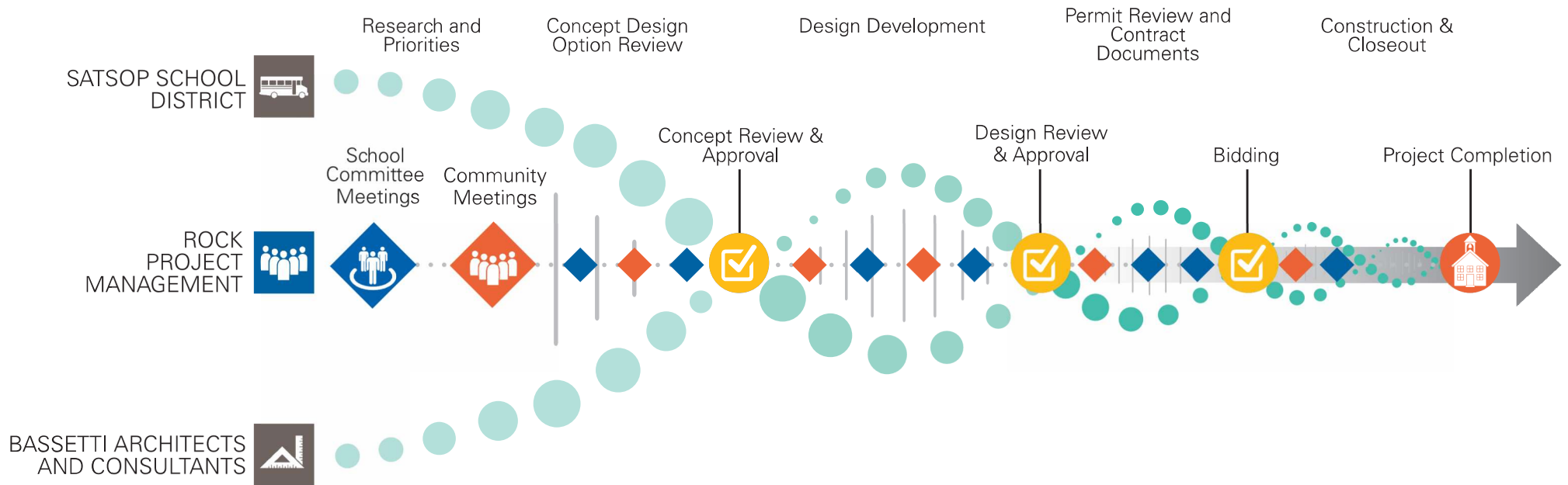
STRUCTURAL ENGINEER / PCS Structural Solutions

MECHANICAL ENGINEER / Tres West Engineers

ELECTRICAL ENGINEER / TFWB Engineers



# DISCOVER → DEVELOP → DELIVER



# Project Charter

Project Name: TEMPLATE PROJECT				
<b>Project Objective</b>	<b>Project Contacts &amp; Owners</b>		<b>Description of Financial Assumptions</b>	<b>Budget/Funding Amt.</b>
<ul style="list-style-type: none"> <li>Project Description Narrative and Objective</li> </ul>	<b>Customers:</b> <ul style="list-style-type: none"> <li>Internal or External Customers</li> </ul>	<b>Sponsor:</b> <ul style="list-style-type: none"> <li>In-House Executive Sponsoring the Project</li> </ul>		\$.00
<b>Guiding Principles</b>	<b>Project Team Members:</b> <ul style="list-style-type: none"> <li>Executive Sponsor: TBD</li> <li>Project Lead: TBD</li> <li>Business Analyst (Full Time): TBD (Responsible)</li> <li>Admin/Tech Support (50% Time): TBD (Responsible)</li> <li>Executive Steering Committee: TBD (Informed, Consulted)</li> <li>Working Steering Team: TBD – Stakeholder reps – working level, supervisors and managers (Informed, Consulted)</li> <li>External Consultant(s): TBD (Consulted)</li> <li>CIP Process Advisor: TBD</li> <li>SME's: TBD</li> </ul>			\$.00
<ul style="list-style-type: none"> <li>Guiding Principle</li> <li>Guiding Principle</li> <li>Guiding Principle</li> </ul>				\$.00
<b>Business Case Summary (Value Proposition)</b>				\$.00
<ul style="list-style-type: none"> <li>What is the rationale for this project adding value</li> </ul>				\$.00
<b>Dependencies</b>	<b>Project Milestone Dates</b>		<b>SUBTOTAL</b>	<b>\$0.00</b>
<ul style="list-style-type: none"> <li>Core Dependency</li> <li>Core Dependency</li> <li>Core Dependency</li> <li>Non Core but Critical Dependency:</li> </ul>	<b>PROJECT SCHEDULE Roadmap Development</b> <ul style="list-style-type: none"> <li>TBD</li> <li>TBD</li> <li>TBD</li> <li>TBD</li> </ul>		<i>Indirect Costs</i>	\$0.00
<b>Summary Measurable Benefits</b>	<b>In Scope</b>	<b>Out of Scope</b>	<i>Internal Costs</i>	\$0.00
<ul style="list-style-type: none"> <li>TBD</li> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> <li>TBD</li> </ul>	<i>TOTAL COSTS</i>	\$0.00
<b>Project Information &amp; Roadmap</b>	<ul style="list-style-type: none"> <li>Other</li> <li>Other</li> <li>Other</li> </ul>		<b>Name, Position, Signature</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>Sharepoint Site. (LINK TO ELECTRONIC PROJECT FILES)</li> </ul>				

KICK-OFF MEETING / SCHEDULE

Task Name	Duration	Start	Finish	2024				2025				2026					
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>SCHEMATIC DESIGN</b>	<b>79d</b>	<b>08/01/24</b>	<b>11/20/24</b>														
On Site Building Investigation	20d	08/01/24	08/28/24														
Develop Concept Design Options	20d	08/01/24	08/28/24														
Community Meeting (Open House)	1d	09/12/24	09/12/24														
Site Observations & Priorities Meeting	1d	09/19/24	09/19/24														
Geotech & Survey Required by A/E Team	1d	09/13/24	09/13/24														
Concept Design Review Meeting	1d	10/03/24	10/03/24														
100% Schematic Design Documents	45d	08/29/24	10/31/24														
SD Review Meeting	1d	11/05/24	11/05/24														
SD Cost Estimate	11d	11/01/24	11/15/24														
Cost Estimate Review & VE Discussion	3d	11/18/24	11/20/24														
Schematic Design Phase Approval	0	11/20/24	11/20/24														
<b>DESIGN DEVELOPMENT</b>	<b>64d</b>	<b>11/01/24</b>	<b>02/05/25</b>														
100% Design Development Documents	48d	11/01/24	01/13/25														
DD Review Meeting	1d	01/16/25	01/16/25														
DD Cost Estimate	13d	01/14/25	01/31/25														
Cost Estimate Review & VE Discussion	3d	02/03/25	02/05/25														
Design Development Phase Approval	0	02/05/25	02/05/25														
<b>CONSTRUCTION DOCUMENTS</b>	<b>68d</b>	<b>01/14/25</b>	<b>04/18/25</b>														
50% Construction Documents (Permit Set)	24d	01/14/25	02/17/25														
50% CD Review Meeting	1d	02/20/25	02/20/25														
CD Cost Estimate	10d	02/18/25	03/03/25														
Cost Estimate Review & VE Discussion	3d	03/04/25	03/06/25														
100% Construction Documents/Bid Set	43d	02/18/25	04/17/25														
CD Owner Page Turn	1d	04/18/25	04/18/25														
Construction Document Phase Approval	0	04/18/25	04/18/25														
<b>PERMITTING</b>	<b>82d</b>	<b>02/18/25</b>	<b>06/12/25</b>														
Building Permit	77d	02/18/25	06/05/25														
Building Permit Pre-Application Meeting (50% CD Set)	1d	02/18/25	02/18/25														
Building Permit Intake (100% CD Set)	5d	04/14/25	04/18/25														
Building Permit Review	28d	04/21/25	05/29/25														
Building Permit Approval	5d	05/30/25	06/05/25														
Site Plan Review	82d	02/18/25	06/12/25														
Site Plan Pre-Application Meeting	1d	02/18/25	02/18/25														
Site Plan Permit Intake	5d	03/11/25	03/17/25														
Site Plan Permit Review	31d	03/18/25	04/29/25														
Site Plan Permit Approval	1d	04/30/25	04/30/25														
Additional Permit Applications	31d	04/30/25	06/12/25														
<b>BID AND AWARD</b>	<b>42d</b>	<b>04/14/25</b>	<b>06/12/25</b>														
Advertisement for Bids	0	04/14/25	04/14/25														
Bid Period	30d	04/21/25	06/02/25														
Addendum #1	0	05/05/25	05/05/25														
Addendum #2	0	05/12/25	05/12/25														
Addendum #3	0	05/27/25	05/27/25														
Bid Opening	3d	05/03/25	06/05/25														
Intent to Award	0	06/05/25	06/05/25														
Notice to Proceed	5d	06/06/25	06/12/25														
<b>CONSTRUCTION ADMINISTRATION</b>	<b>161d</b>	<b>06/11/25</b>	<b>01/28/26</b>														
Soft Start (Mob, Submittals, Early Procurement)	19d	06/13/25	07/10/25														
Last Day of School	1d	06/11/25	06/11/25														
Construction Period	110d	07/11/25	12/16/25														
Substantial Completion	0	12/16/25	12/16/25														

KEY DATES

Design: August 2024 - April 2025

Permitting: February 2025 - June 2025

Bidding: April 2025 - June 2025

Construction:

+ Soft Start/Mobilization: June 2025 - July 2025

+ Construction: July 2025 - January 2026



## OSPI GRANT PROJECT GUIDING PRINCIPLES

Improve:

STUDENT  
EDUCATION

STUDENT  
HEALTH

STUDENT  
SAFETY

- + What other goals does the Satsop community see?
- How might those inform the priorities?

### INITIAL IDENTIFIED SCOPE PRIORITIES

- + Structural upgrades for long-term resilience.
- + ADA upgrades.
- + Building system upgrades to better serve future capacity.
- + Improved functionality and flexibility of non-classroom spaces.
- + Increased storage.

## SITE

- + Improve parking design/traffic flow
- + Pave Driveway
  - Widen driveway to allow 2 lanes
- + Upgrade ADA ramp/path and door
- + Improve Site Drainage and Grading
- + Provide covered area for students waiting for bus
- + Relocate / Upgrade Playground Equipment

## ALL BUILDINGS

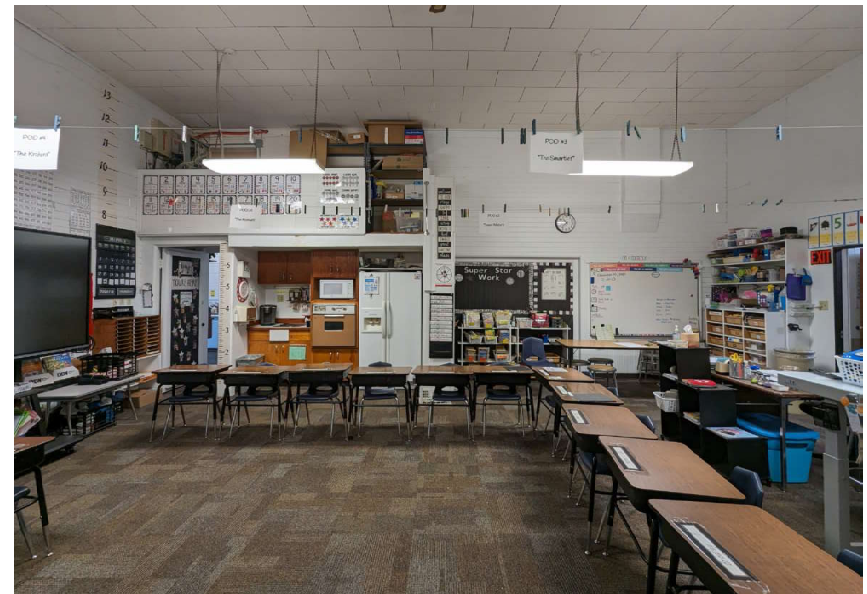
- + Provide insulation at attic / walls
- + Electrical System Upgrades
  - New 3-phase service & electrical panels
- + Low-voltage & AV Upgrades
- + New Security System
- + New Fire Alarm and Sprinkler Systems
- + Structural Upgrades
  - Improve perimeter foundation and seismic upgrades at foundation
- + Update Interior Finishes
  - Flooring and wall coverings
  - Wayfinding and signage





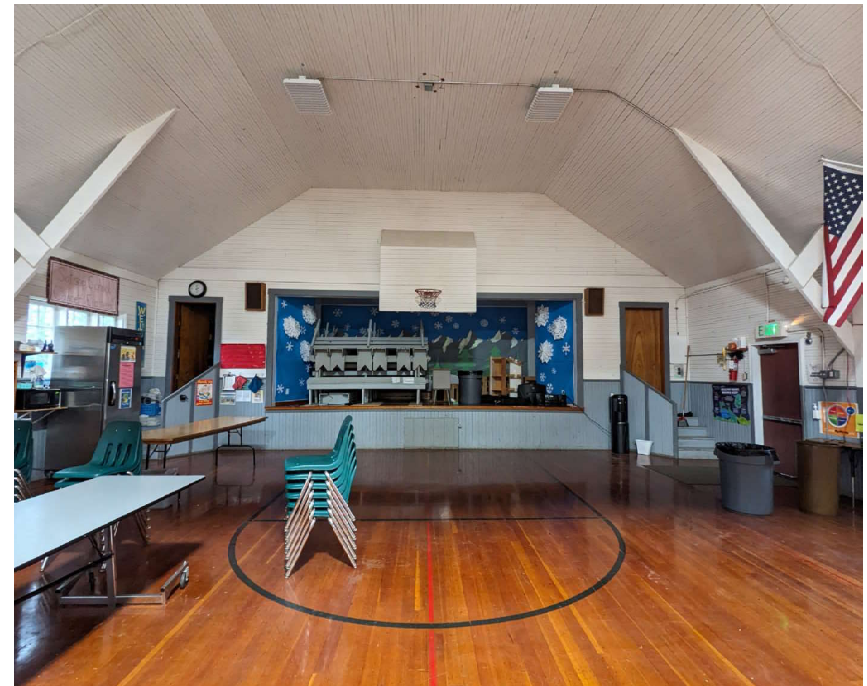
## MAIN BUILDING

- + Improve Student Restrooms
- + Improve Exterior Finishes
  - Wood skirting and siding
  - Paint exterior
- + Improve Lighting
- + Renovate North End of Building
  - Bigger office or SPED room
  - Relocate teacher kitchen from classroom
  - Improve teacher restroom
- + Increase Storage in Classrooms
- + Improve Attic / Bell Tower Access



## GYM/DINING BUILDING / COVERED PLAY

- + Enclose the Covered Play Area
- + Add New ADA-compliant Restrooms
- + Add New Kitchenette
- + Add New Storage
  - Equipment storage, furniture storage
- + Upgrade Furniture
  - Gym bleachers
  - Lunchroom seating & tables
- + Reconstruct stage for access and increased usable storage
- + Improve Lighting



## TWO-ROOM SCHOOLHOUSE (1902)

- + Simple, Functional Design (rectangular, symmetrical layout)
- + Wood Frame Construction with Gable Roofs
- + Wood Siding for Exterior Wall Finishes (cedar shakes)
- + Wood Paneling for Interior Wall Finishes
- + Wood Floors and High Ceilings
- + Bell Tower

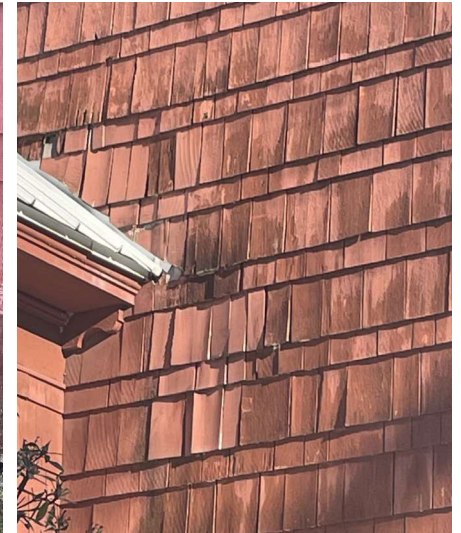


## THREE-CLASSROOM ELEMENTARY SCHOOL (2024)



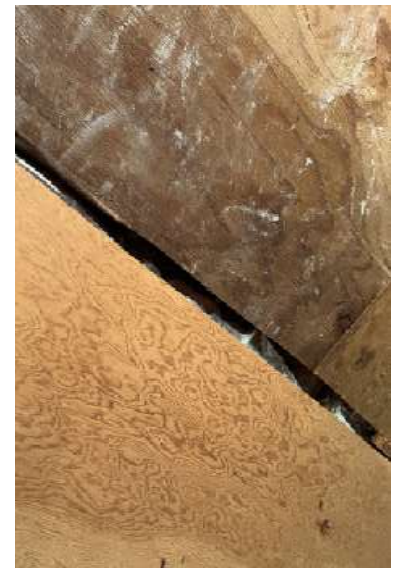
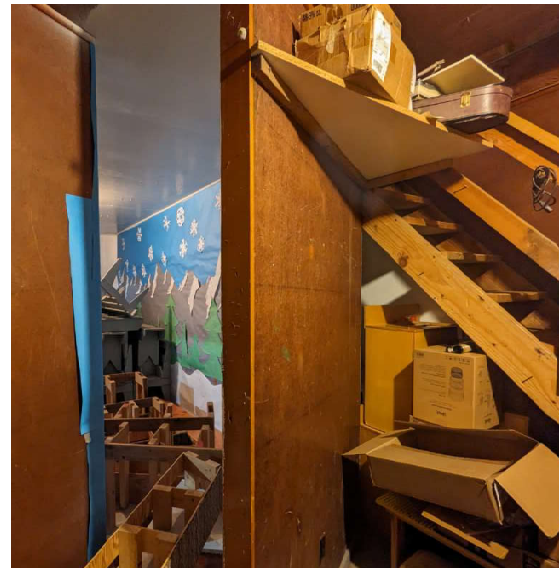
## ARCHITECTURAL - MAIN BUILDING

- + Missing and severely deteriorated cedar shake siding mostly in the perimeter skirting area.
  - Recommendation: Repair / refinish
- + Assumed that exterior walls of the original building do not have insulation. They were typically built with wood studs with no or minimal insulation in early 1900s. Spaces added later may have been insulated.
- + New metal roofs from 2018 with new underlayment do not appear to have provided insulation.
- + Operable windows are in good condition overall.
- + Framing and leakage issue at the mezzanine storage in the south classroom.
  - Recommendation: Re-configure and re-frame the storage area and further investigate to remove leakage in the ceiling.



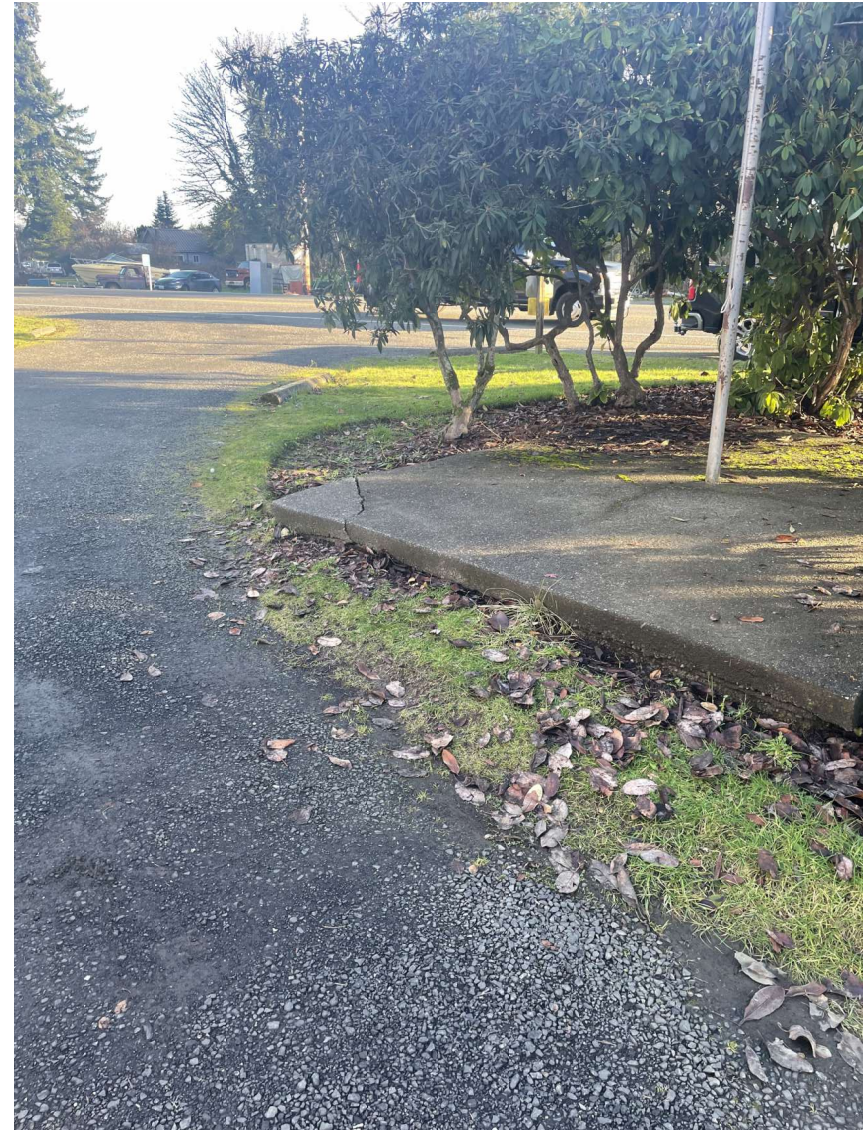
## ARCHITECTURAL - GYM / DINING BUILDING

- + Missing and severely deteriorated cedar shake siding mostly in the perimeter skirting area.
  - Recommendation: Repair / refinish
- + Assumed that exterior walls of the building do not have insulation based on the typical wall construction in early 1900s.
- + New metal roofs from 2018 with new underlayment do not appear to have provided insulation.
- + Fixed windows are in good condition overall.
- + Layout and finish issues with storage at the stage and the mezzanine level.
  - Recommendation: Re-configure and re-frame the storage area for better access and use of the space and re-finish interior walls and ceilings.



## CIVIL

- + There are high points at the baseball field and the road with a low spot in the middle.
  - Recommendation: Regrade would be the best option, but a swale with finger drains could be designed to address most of the draining issues.
  
- + There are additional spots of poor drainage around the main building which are impacting the building siding.
  - Recommendation: Local grading maintenance around building.
  
- + The flagpole pad will need to be cut back to accommodate the new driveway but should not need to move.
  
- + AHBL to do research on the well logs. Information on the cover was illegible due to paint.



## STRUCTURAL - MAIN BUILDING

- + Cripple wall construction at perimeter walls.
  - Recommendation: Provide 6" concrete stem wall around the perimeter of the building.
  
- + No real seismic concerns from the floor up.
  
- + Noted deterioration of the perimeter skirting and 50% or more of the posts.
  - Recommendation: Redo perimeter skirting and the deteriorated posts.
  
- + New beams would be required at locations where main interior walls are removed.
  
- + Two chimneys have been removed above the roof, but still exist in the attic and at main floor level. Chimney between Classrooms 2 & 3 terminates above the floor by several feet.
  - Recommendation: Remove chimneys down to the ceiling and full extent at classrooms.





## STRUCTURAL - GYM / DINING + COVERED PLAY

- + Cripple wall construction at perimeter walls.
  - Recommendation: Provide 6" concrete stem wall around the perimeter of the building.
  
- + No real seismic concerns from the floor up.
  
- + At Covered Play, scope will need to consider if the existing roof structure is to remain or be constructed as new.
  - If the existing roof and columns are maintained, the new walls will act as lateral bracing for the new structure.
  
- + At Covered Play, new plywood may be required at underside of joists.



## MECHANICAL - MAIN BUILDING

- + No plumbing vents or exhaust fans at the restrooms.
  - Recommendation: Provide vents and fans.
- + Currently no mechanical ventilation provided, but operable windows allow for ventilation.

## MECHANICAL - GYM / DINING BUILDING

- + Currently no mechanical ventilation or operable windows.
  - Recommendation: Provide all new HVAC including a new DOAS unit.
- + Heating is provided by a propane fired gas unit heater north of the main space and blows warm air through the grate.
- + There is currently no plumbing service to the building.



## ELECTRICAL

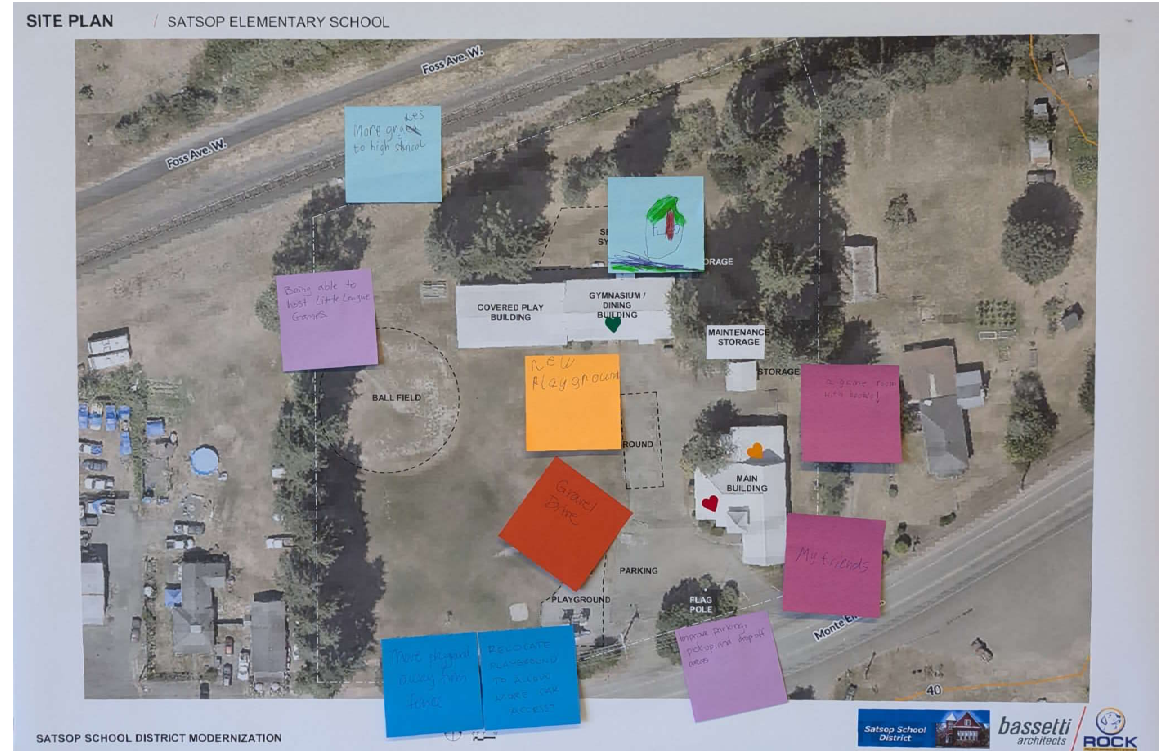
- + Main building served by residential service. No 3-phase service.
  - Recommendation: Upgrade to 3-phase service and feed the gym building off of the main. Or, separate the gym building on it's own service.
  
- + Gym is currently on overhead service from main building and there is no additional capacity available
  - Recommendation: Separate the gym building on it's own service.
  
- + Currently no fire alarm or intercom system.
  
- + Covered Play lighting was upgraded in 2019 but the gym and main building have older fixtures.



## OPEN HOUSE DEBRIEF

+ The team heard many comments regarding the following items:

- Playground safety
- Parking and vehicular access
- Maintain character of existing buildings
- Increased usability of the ball field and playground



## SITE INFORMATION

- + Geotechnical Survey
- + Site Survey
- + Haz Mat Survey

## DESIGN TEAM

- + Develop design options