

Welcome Back!



Bellingham Public Schools New District Office

*Design Advisory Committee Meeting
July 28, 2020*

Today's Agenda

1. Welcome & Agenda Review – 10 min
2. Where we are in the process & four-week look ahead – 5 min
3. Group discussion Internal & External Research section of the Pre-read – 15 min
4. Design Goals – 45 min
5. Program Review – 15 min
6. Adjacencies – 30 min
7. Next Steps



Preparing for 7-28 meeting

BPS New District Office Review & Decision Matrix for Project

Program & Site Phase 1		Site & Workplace Components Phase 1		Concept Design & Preliminary Planning Phase 1		Concept Design & Preliminary Planning Phase 1		End of Phase 1	
End of June 6/25/2020 DAC Mtg 1	Approval Responsibility	End of July 7/28/2020 DAC Mtg 2	Approval Responsibility	Mid August 8/11/2020 DAC Mtg 3 Sign-off	Approval Responsibility	End of August 8/25/2020 DAC Mtg 4 Sign-off	Approval Responsibility	End of September 9/22/2020 End of Phase Sign-off (9-22)	Approval Responsibility
Kick-off charette		Kick-off charette		Kick-off charette		Kick-off charette		Kick-off charette	
Engagement plan		Engagement plan		Engagement plan		Engagement plan		Engagement plan	
Engagement activities		Engagement activities		Engagement activities		Engagement activities		Engagement activities	
Design Goals		Design Goals		Design Goals		Design Goals		Design Goals	
Macro Program		Macro Program		Macro Program		Macro Program		Macro Program	
Adjacencies		Adjacencies		Adjacencies		Adjacencies		Adjacencies	
Sustainability Goals		Sustainability Goals		Sustainability Goals		Sustainability Goals		Sustainability Goals	
Site Analysis		Site Analysis		Site Analysis		Site Analysis		Site Analysis	
Circulation Studies		Circulation Studies		Circulation Studies		Circulation Studies		Circulation Studies	
Massing Studies		Massing Studies		Massing Studies		Massing Studies		Massing Studies	
Site Planning		Site Planning		Site Planning		Site Planning		Site Planning	
Building Concept		Building Concept		Building Concept		Building Concept		Building Concept	
Bldg Systems outline		Bldg Systems outline		Bldg Systems outline		Bldg Systems outline		Bldg Systems outline	
Cost model (concept)		Cost model (concept)		Cost model (concept)		Cost model (concept)		Cost model (concept)	
Concept Space plan'g		Concept Space plan'g		Concept Space plan'g		Concept Space plan'g		Concept Space plan'g	
Exterior aesthetic vision		Exterior aesthetic vision		Exterior aesthetic vision		Exterior aesthetic vision		Exterior aesthetic vision	

Internal & External Research

Research highlights

Survey Responses:

1. 52% of the workday is spent interacting with others yet 79% have 6 pre-arranged meetings or less
2. Covid19 experience has emphasized the importance of mobility, created less attachment to personal office/desk spaces than before
3. More space for itinerant workers; more community space

Spatial Layouts:

4. Space syntax: generative and conservative building layouts
5. The more open type office environment (team oriented bullpens, shared closed offices) may come closer to achieving balance between **focus and communication/social interaction time** than either closed offices or high-paneled cubicles
6. In organizations where teamwork and collaboration are critical, socializing is the glue that binds a team together

Knowledge Transfer:

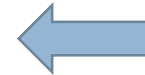
7. Information persistence (capturing & displaying information) & memory improvement by recreating the environment in which that memory was first encountered.
8. Tacit knowledge is acquired by doing, experiencing, and participating with others.
9. When human capital (tacit knowledge that individuals have) is combined with social capital (the trust relationships that exist between people) an organization's intellectual capital grows. Tacit learning occurs in a serendipitous, unplanned way, as a by-product of our daily activities. Work environments that are more open create more opportunities for observing and learning from those with more experience and different skills.

Research highlights

Productivity:

10. Advanced Workplace Associates and the Center for Evidence Based Management Research conducted a study to understand how the physical environment affects productivity. They found no direct causal links but did find correlations that are useful to our thinking about the workplace:

- Social cohesion – a psychologically safe environment
- Perceived supervisory support
- Utilizing each team member’s distinctive knowledge
- Vision and goal clarity
- External outreach – using the skills of the collective community
- Trust – the actions of others will be beneficial



Space can positively influence

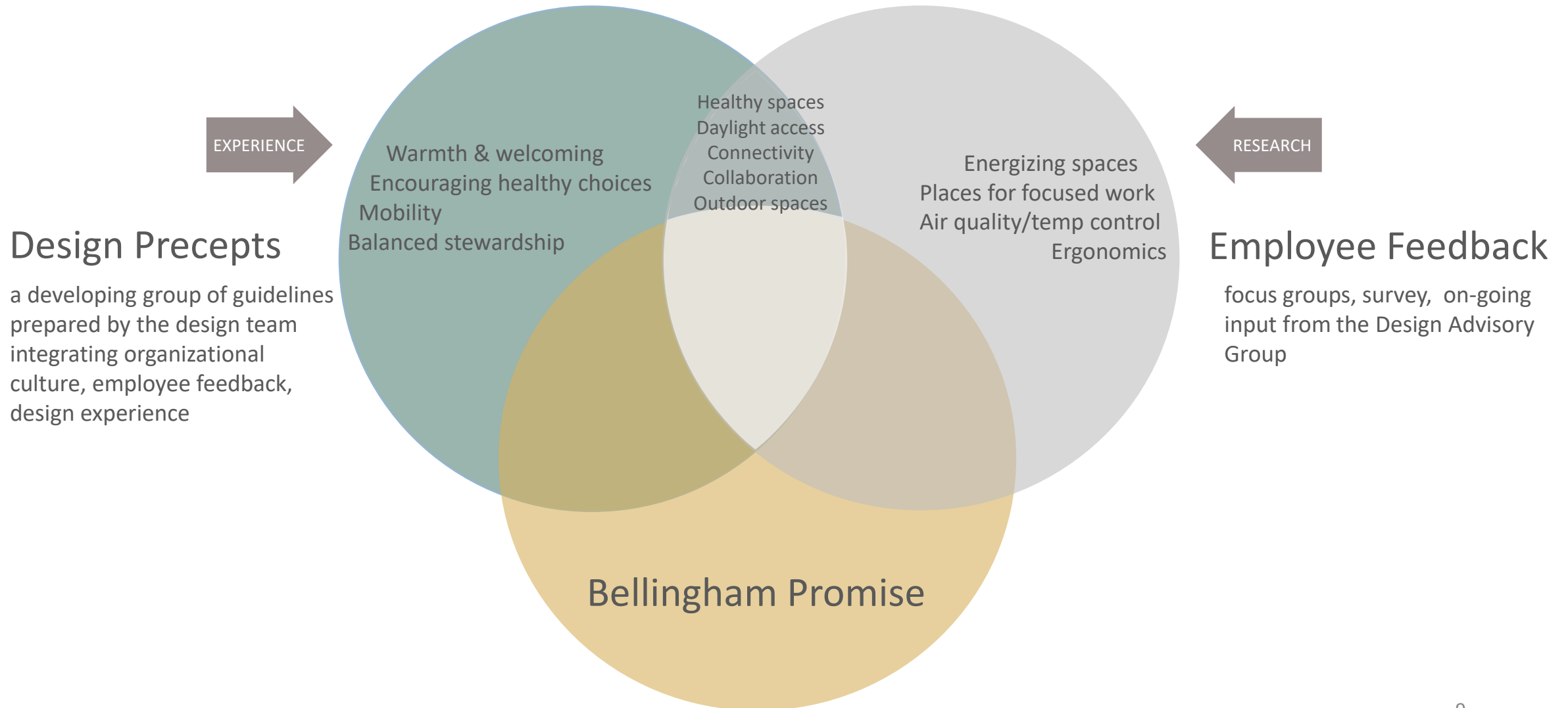
- Social cohesion;
- Awareness of team members distinctive knowledge;
- Vision and goal clarity;
- External outreach;
- Trust.

Vision & Goals Discussion

How it all fits



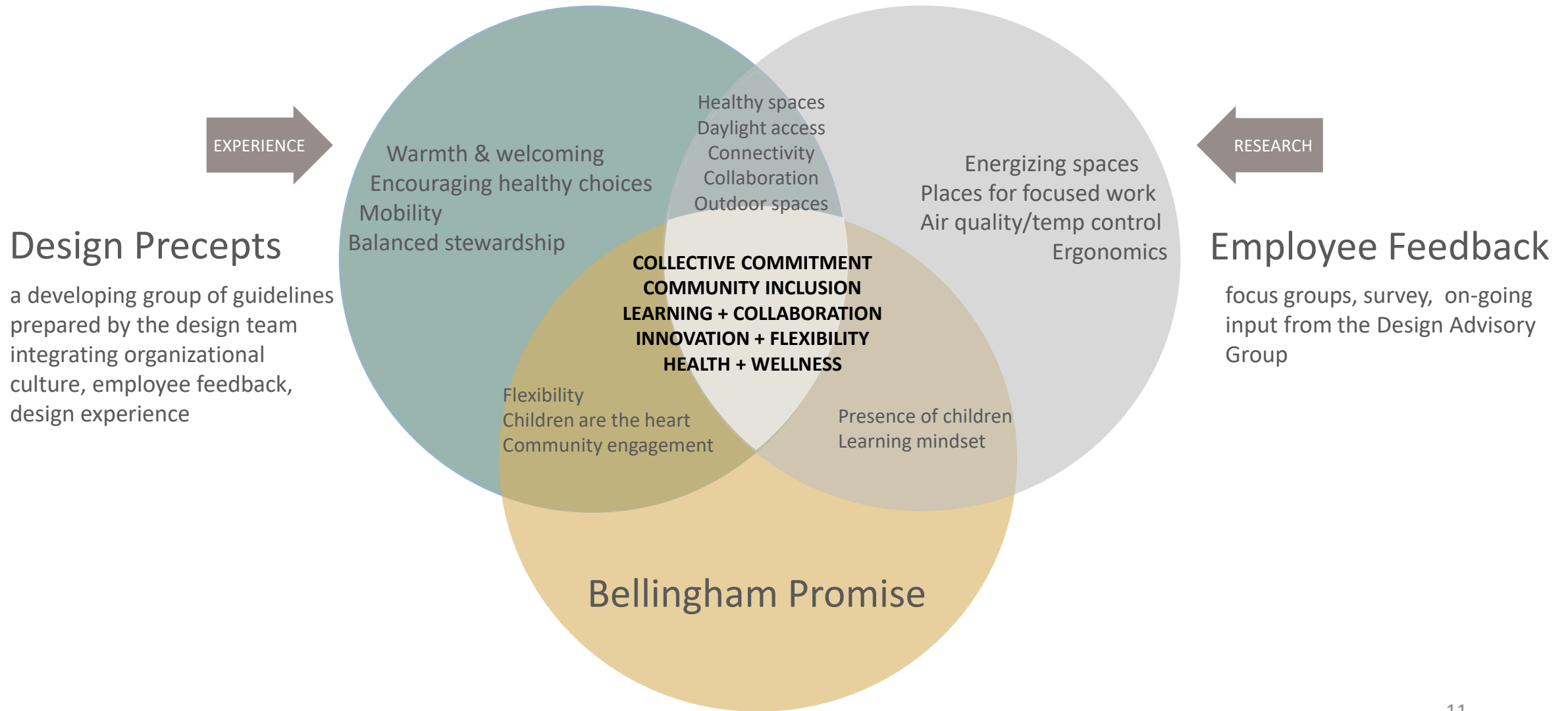
How it all fits



How it all fits



How it all fits



Vision & Key Goals

VISION:

A symbolic place that represents the investment the community has made in education and all that it stands for - creating knowledge in its citizens, building character, and preparing the next generation to take action in the world.

KEY GOALS:

1. **Collective Commitment** - we are stubborn in our goals and flexible in our methods; we work together to achieve our outcomes; we encourage all voices
2. **Community Inclusion** - a welcoming space for our whole community
3. **Learning and collaboration** - learning from each other; great collaborative spaces
4. **Innovation and flexibility** - an environment that encourages trust building and diversity; an adaptable and flexible physical environment
5. **Health and wellness** - design choices that enhance physical and psychological health

Breakout Groups

*Facilitators - ensure everyone gets a chance to speak.
(Each group should choose someone to share summary with large group.)

Group 1

*Steve Clarke, Assistant Superintendent, Co-Chair

- Jessica Sankey, Exec Dir Operations
- Kurt Gazow, Exec Dir Educational Technology
- Lisa Gilchrist, Communications Technician
- Jeff Tetrick, Director of Career and Technical Education

Group 2

*Jay Jordan, Executive Director Teaching and Learning

- Curtis Lawyer, Director of Capital Projects, Co-Chair
- David Webster, Early Learning & Family Services Dir, Opportunity Council
- Amanda Ingram, Human Resources Specialist
- Cindy Pearson, Physical Therapist

Group 3

*Jackie Brawley, Exec Dir Communications & Community Relations

- Jeff McClure, RMC Architects
- Mike Copland, Deputy Superintendent Teaching & Learning
- Deanna Bannerman, Admin Assistant for Special Education
- Kathryn Weilage, Data Systems Project Manager

Group 4

*Isabel Meaker, Executive Director Family Engagement

- Lori Walker, RMC Architects/The Walker Group NW
- Simone Sangster, Assistant Superintendent Finance
- Charisse Berner, Dir of Teaching & Learning
- Ryan Pflueger, Const & Facilities Mgr for the Barkley Company

Group 5

*Kristi Dominguez, Exec Dir Early Childhood and Teaching & Learning

- Superintendent Greg Baker (ex-officio)
- Bob Kuehl, Assistant Superintendent Human Resources
- Kim Lund, Exec Dir, Bellingham Public Schools Foundation
- Lauri McBeath-Davies, Systems Analyst
- Anne Cunningham, RMC Architects/The Walker Group NW

Design Precepts

In addition the vision and key goals, design precepts will guide our work. These may evolve or change over time. These are for your reference only. Feedback on the precepts is welcome however we are not seeking agreement on these at this time.

pre·cept

/ˈprēˌsept/ Noun
plural noun: **precepts**

1. a general rule intended to regulate behavior or thought.

Workplace	Expression	Outdoor Environment (Landscape)	Health, Wellness, Sustainability	Technology	Stewardship (Cost + Value)
Connectivity: to each other, our students and families, our community	Belonging, Warmth and Welcoming: express the love and inclusive nature of our culture; reinforce all are welcome here; all children, families and employees are loved	Outdoor Program: outdoor meeting areas, gathering spaces, pathways, and flexible activity areas for employees; play area for children	Encourage healthy choices: design elements in the building to nudge staff toward healthy choices	Mobility: Infrastructure & technology that enables employee mobility	Balanced Stewardship: design for utility and functionality; look for ways to provide service to the community through design
Daylight Access: prioritize daylight access for all	Presence of children: they are the heart of our work; space for children & the artifacts of their learning visible throughout	Garden: provide a garden space for vegetables and herbs	<i>additional items tbd</i>	Remote Work: Spaces and technology that support increased remote work and itinerant district employees	Education: Capture, communicate, and display our sustainable & health metrics with the community & visitors
Focus: provide space for focused work to be conducted when needed	Humble: we are part of the learning ecosystem	Awareness of Trails: reference the adjacent walking trails		Leverage technology: infrastructure & systems to capture professional learning for distribution across the district	Community Engagement: Meeting spaces are a community amenity in addition to the district's professional learning center
	Storytelling: provide ways to tell the stories of our students and families	Open yet Secure Building: provide security in the building while maintaining an open, friendly environment			

Program

Establishing the Building Size

Space categories: We have touched on the types of spaces required in the new office building:

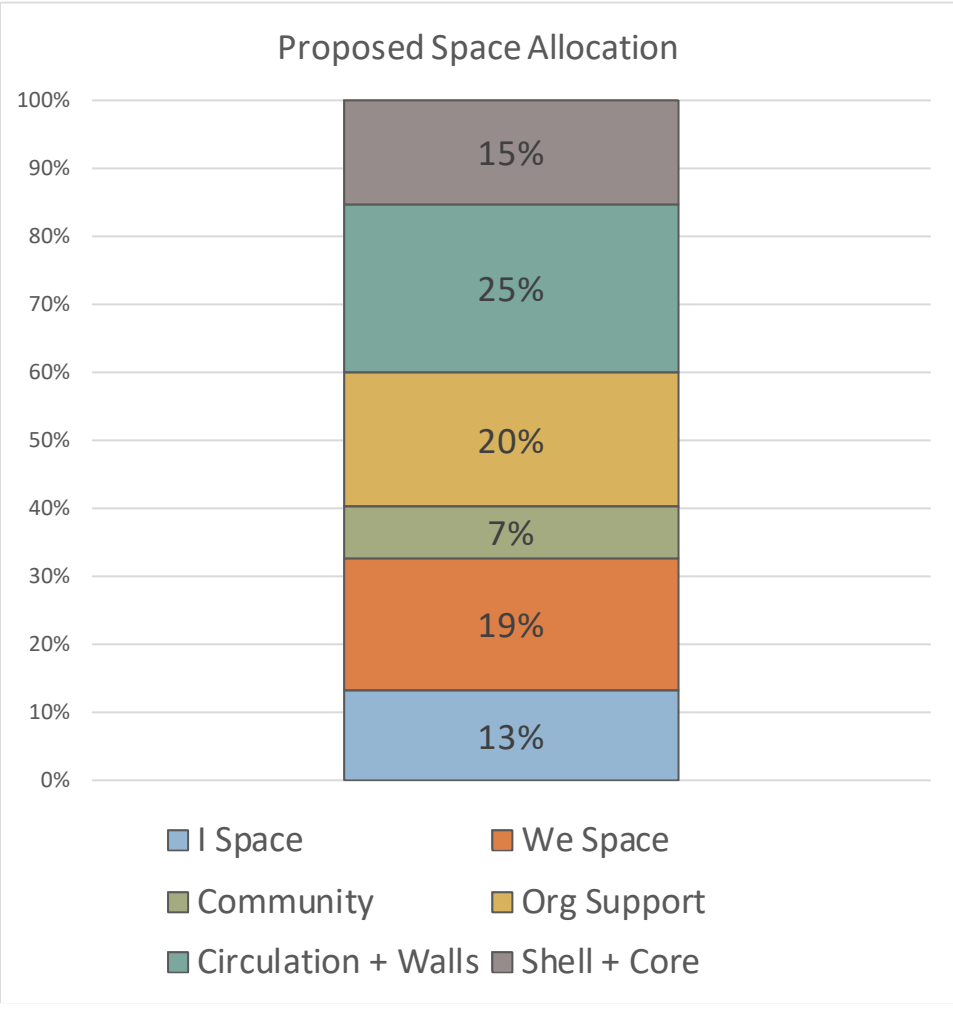
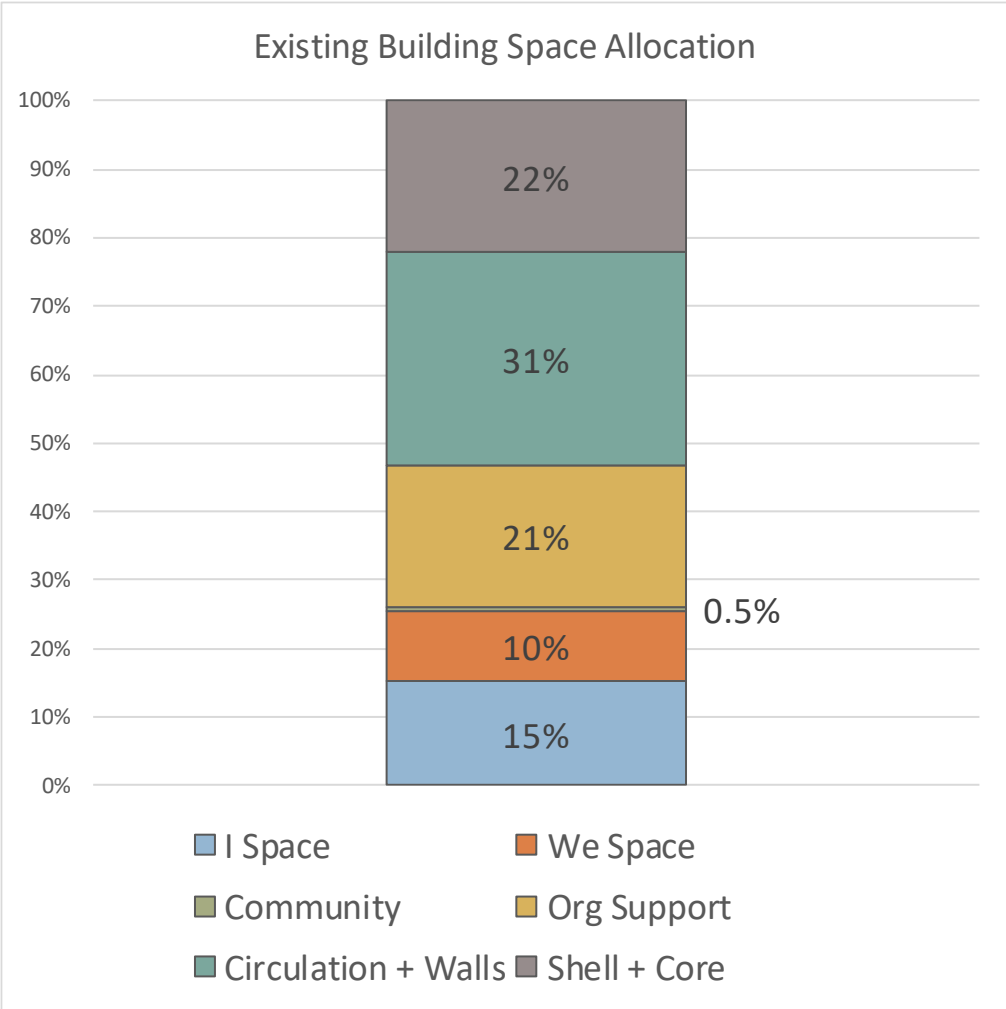
- **I-Space** (individual workspace in either an open office setting or private)
- **We-Space** (collective space for meeting, collaborating, shared focus space, socializing)
- **Organizational Support** (workrooms, printing, copy, reception and waiting, filing and storage)
- **Circulation** (primary and secondary space for moving through the building)
- **Core & Shell** (the spaces required for the building to function - mechanical, electrical, communications systems needs, code requirements such as restrooms, exit stairs, elevators, and the exterior wall of the building)

Space categories: In addition, given the focus of this building as a community resource, we category we will refer to as Community space.

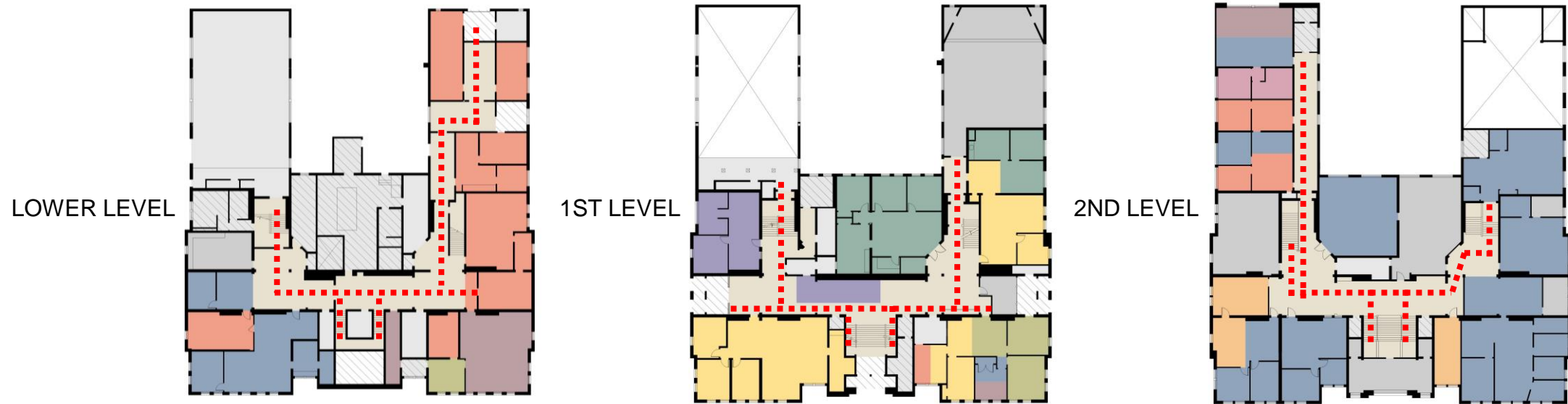
In this section, we will look at the building blocks and elements for which decisions are required so that we can establish the right size of the building.

We have prepared two options of Space Program Requirements for review. The next several slides walk through the organization of the program.

Strategic Direction: Space Allocation



Existing Building Observations



- Little consistency in office sizes
- Larger departments are isolated in suites
- Few meeting spaces; not 'right-sized'
- No real community space
- Inefficient & outdated building systems
- Not accessible
- Offices are large with space prioritized for meetings

“Our building is very compartmentalized. There can be hundreds of people at work and I will see only 3 or 4 in the course of a day (beyond my team).” Source: Survey

Establishing the Building Size

A Preliminary Program has been prepared for review and final decisions. The next few slides walk through how the program is set-up. The “All Spaces” section shown below includes a summation of all departments I-Space requirements.

All Spaces				Existing Comparison			
Individual Space Type (I-Space)	Size*	Space Count	USF	Seat Count	Aver Each	Exist SF	Percentage
Office	240	1	240	3	200-325		2%
Office	120	15	1,800	16	100-199		12%
Admin Asst Workstation	64	22	1,408	28	60-110		21%
Workstation ¹	48	66	3,168	32	36-50		24%
Touchdown	24	35	840	54	20-30		41%
Subtotal		138	7,456	134		8375	100%
Buffer Office (15%)	100	2	240				
Buffer Workstation (15%)	48	6	266				
Buffer Touchdown (0%)	24	-					
		146	7,962	134		8375	

Diagram labels: 1 (Existing Comparison header), 2 (Aver Each column), 3 (Percentage column), 4 (Exist SF column), 5 (Buffer rows).

Proposed Program: 146 Space Count, 7,962 USF
 Existing Comparison: 134 Seat Count, 8375 Exist SF

- Existing seat count based on observation in May 2020
- Existing office sizes in square feet
- Percentage of seats in each office size category
- Total square footage for offices and workstations
- Buffer represents additional seats beyond existing count

Establishing the Building Size

The “All Spaces” shown below includes a summation of all departments We-Space requirements.

All Spaces					Existing Comparison			
Meeting Space Type (We-Space)	Size	Space Count*	USF	Seats	Count	Aver Each	Exist SF	Room #
Open Teaming Area	64	11	704	-	12	448	678	
Focus/Phone Room	48	6	288	2	1	24	24	
Small Meeting Room	100	7	700	4	1	98	98	
Med Meeting Room	200	3	600	8	2	160.5	321	
Superintendent conf room	540	1	540	22				
Large Meeting Room	375	2	750	15	1	416	416	
Board Room	750	1	750	30	1	1941	1941	
Conf Center (dividable)	5,000	1	5,000	200	2	838	1676	
Prefunction Space/ Coffee Stand	1,500	1	1,500	60	0	0	0	
Working lunch/lounge	400	1	400	20	1	400	400	
Mtg Rms: Target 13 per 100		34	11,232		22		5584	

1. Red quantities indicate which meeting rooms are included in the target count of 13 rooms per 100 seats (based on office metrics)
2. Total proposed SF for We-Spaces
3. Total of existing SF for We-Spaces

1

2

3

Proposed Program

Existing Comparison

All Spaces					Existing Comparison			
Support & Other Spaces	Size	Space Count	USF	Seats	Count	Aver Ea	Exist SF	Room #
Early Learning Center	3,269	1	3,269		0		0	
MDF	200	1	200		1	210	210	
Data Center	240	1	240		1	238	238	
Systems Analyst workspace	48	1	48		2	48	96	
IT Repair & Stor	400	1	400		1	425	425	
IT Equipment Storage	450	1	450		1	468	468	
Help Desk	36	1	36		1	36	36	
Computer Training Room	450	1	450		1	389	389	
Waiting Area Superintendent	64	1	64		1	20	20	
Plotter Room	150	1	150		1	192	192	
Curriculum Storage	150	1	150		1	169	169	
Assistive Technology Storage	150	1	150		1	146	146	
OT/PT Storage	500	1	500		1	1000	1000	
OT/PT Sewing Room	200	1	200		2	108	216	
Nurse Storage	200	1	200		2	45	90	
Entry & Waiting	500	1	500		1	182	182	
Community Flex Space	800	1	800		0	0	0	
Copy/Print/Work Areas	180	3	540		4	86.5	346	
Copy Area Conf Ctr	100	1	100		0	0	0	
Print Shop	580	1	580		1	866	866	
Print Shop Stor (see deliv/rec'g)	0	0	0		1	168	168	
Warming & Employee kitchen	500	1	500		0	0	0	
Archive File Storage	400	1	400		0	0	0	
Interconnecting stair	500	2	1,000		0	0	0	
Delivery Rec'g & Staging	400	1	400		3	76.33	240	
Conference Center Furn Stor	350	1	350		0	0	0	
IDF Rooms	80	3	240		0	0	0	
Shower/Locker/Restroom	350	2	700		0	0	0	
Fitness Area	200	1	200		0	0	0	
Dept Storage (archive)	150	6	900		11	291.2	3203.2	
Active Dept Files (near staff)	varies		1,788				2424	
Subtotal support			15,505		38		11,193	

The last part of the “All Spaces” shown left includes a summation of all organizational support spaces (some departmental and some shared).

1. Color coding are support requirements assigned to departments. Sizing of these is mostly based on the size of existing spaces unless staff indicated adjustments during the focus group sessions. All need to be reviewed and adjusted as needed.
2. Gray indicates shared spaces.
3. Total square footage proposed for support spaces.
4. Existing square footage of support spaces. Details can be found on department worksheets.

Proposed Program

Existing Comparison

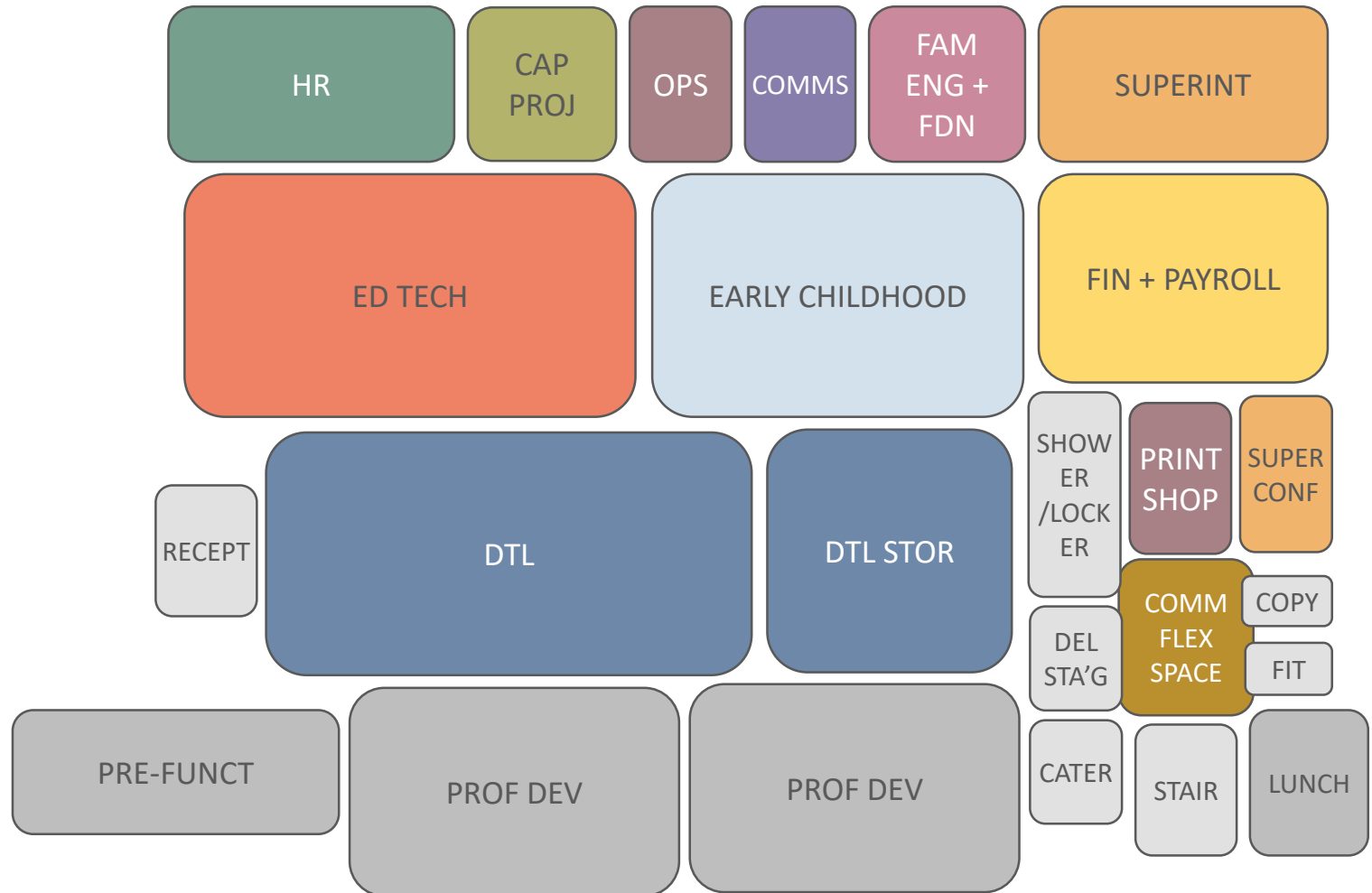
Adjacencies

In this section, we will start the conversation about adjacencies.

Beginning the adjacency discussion

The shapes on the right represent a scaled version of the size of each department as we currently understand it.

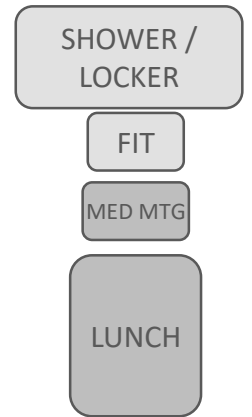
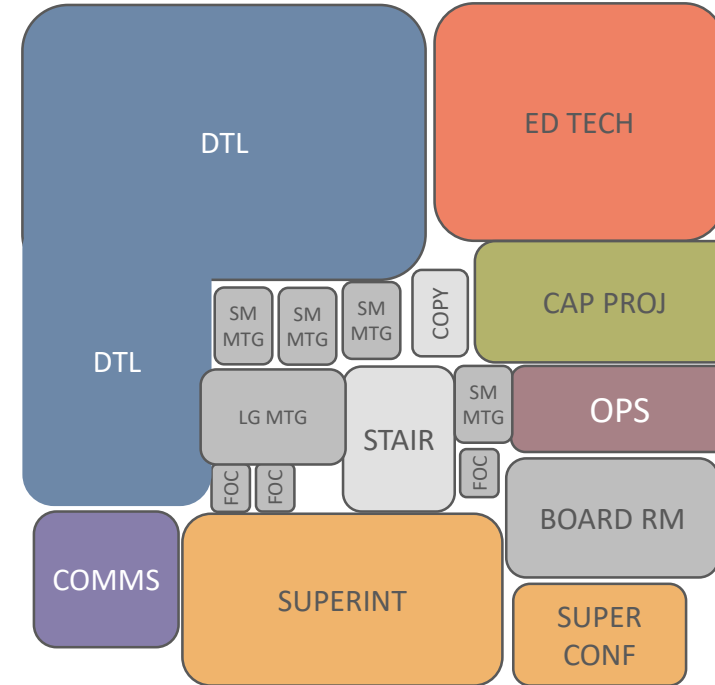
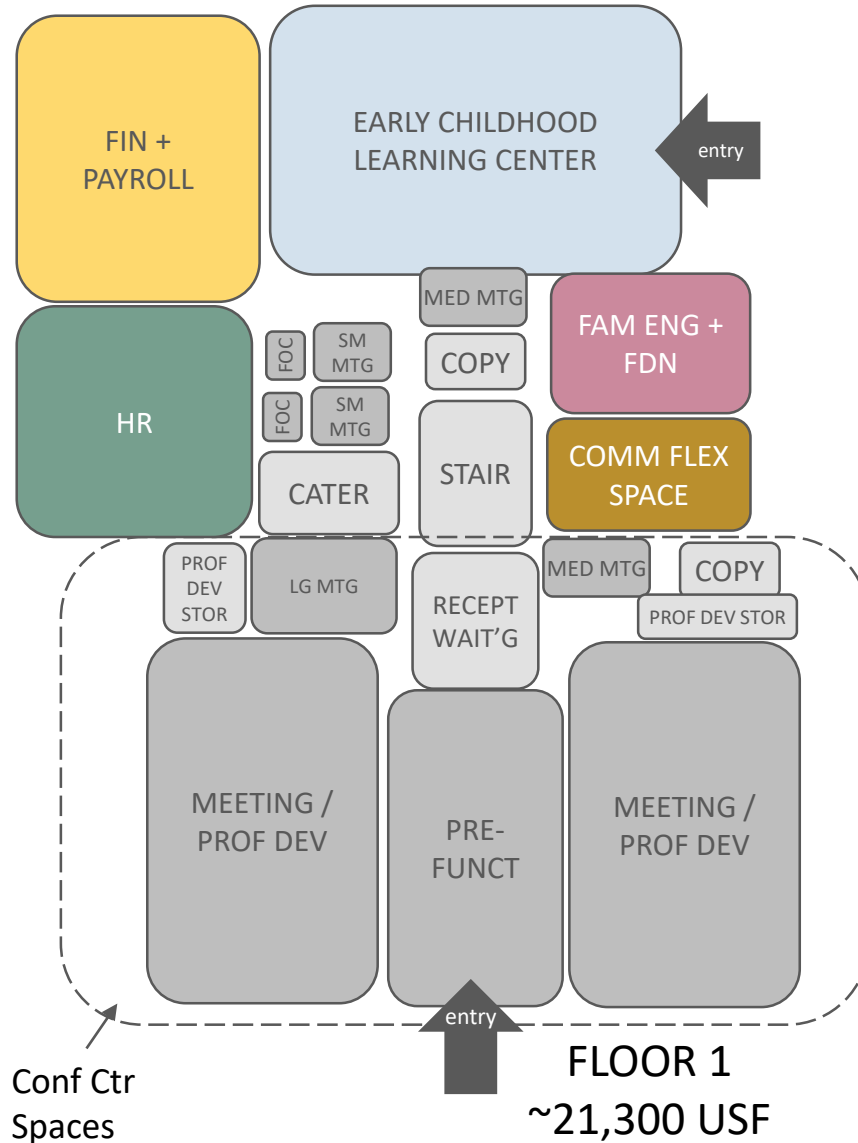
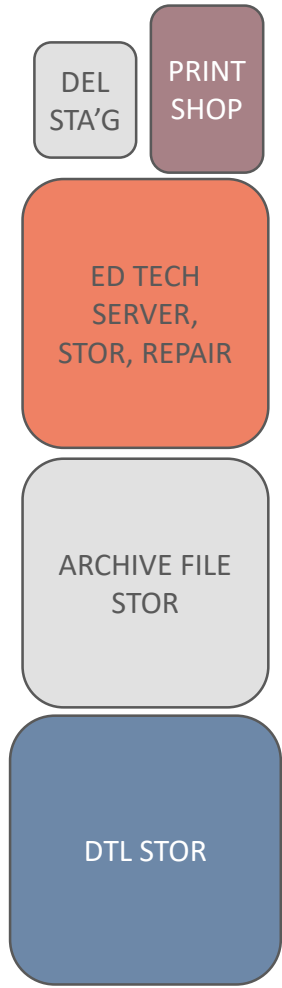
The next 3 slides contain studies of what elements and departments might go on each floor. At this time, we are seeking your input only on what goes on what floor, not necessarily how the elements are arranged on each floor – that will be discussed at an upcoming meeting.



- Ed Tech server, storage & repair shop only
- Print shop access may not be ideal (-)

- Family Engage, Grant writers, Foundation included in pink bubble
- HR & Fin near reception (+)
- Early childhood center somewhat separated (-)
- Entry through meeting pre-function area
- Reception somewhat isolated (-)

Adjacency Study A



- Help desk and most Ed Tech staff together (+)
- Board room separated from conf center (?)
- Capital Projects away from finance & payroll (-)
- Superintendent near Communications & DTL (+)
- Difference in SF between floor 1 and 2 may eliminate the need for a 3rd story rooftop & might provide 2-story space at conf center

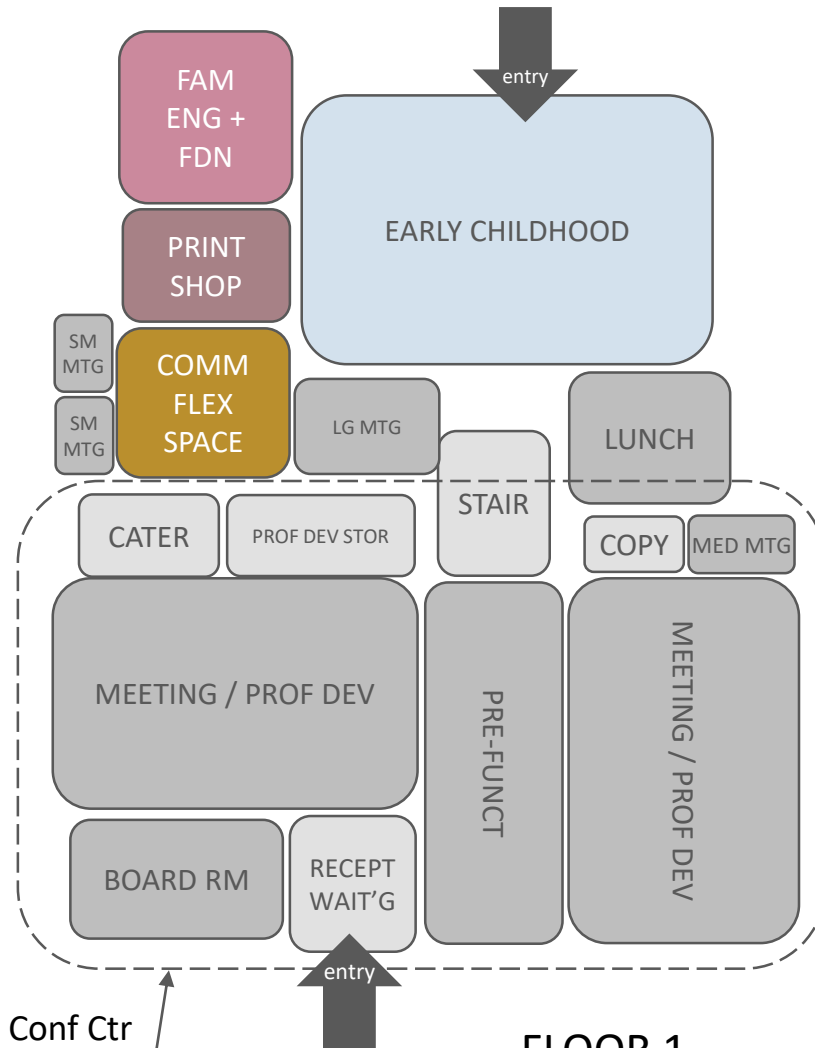
- Lunch and fitness on roof lots of light but somewhat isolated (+ and -)
- Shower near fitness but is a windowless function
- Meeting room here?

- Ed Tech server, storage & repair shop only
- Shower & locker separated from fitness room (-) but better location for windowless function



LOWER LEVEL
~7,500 USF

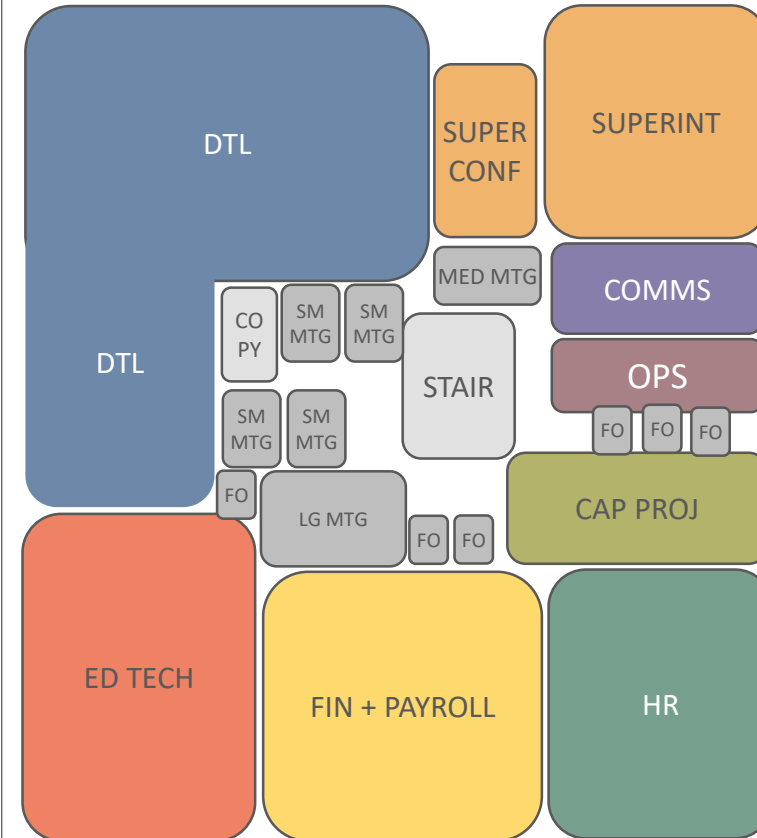
- Only 1 district department on this floor (-) or (+)?
- Lunch & catering on first floor
- Early childhood center somewhat separated (-)
- Board room part of conf center (+)
- Reception still isolated (-) but close to entry (+)



FLOOR 1
~19,750 USF

Adjacency Study B

- Help desk and most Ed Tech staff together (+)
- All department on 1 floor except Fam Engage (+)
- HR & Fin/Payroll separated from Recept (-)



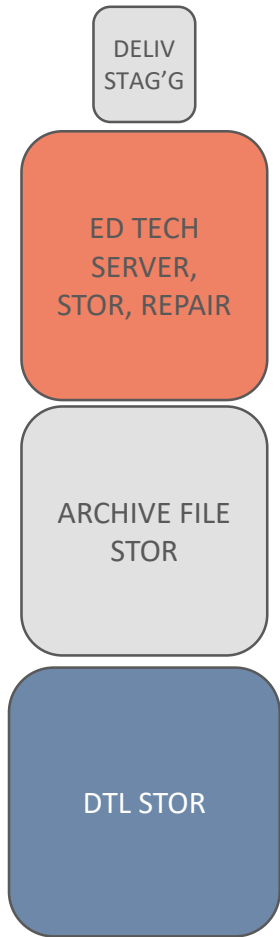
FLOOR 2
~16,100 USF



- Fitness separated from shower/locker (-)
- Great daylight for fitness (+)
- Meeting room here?

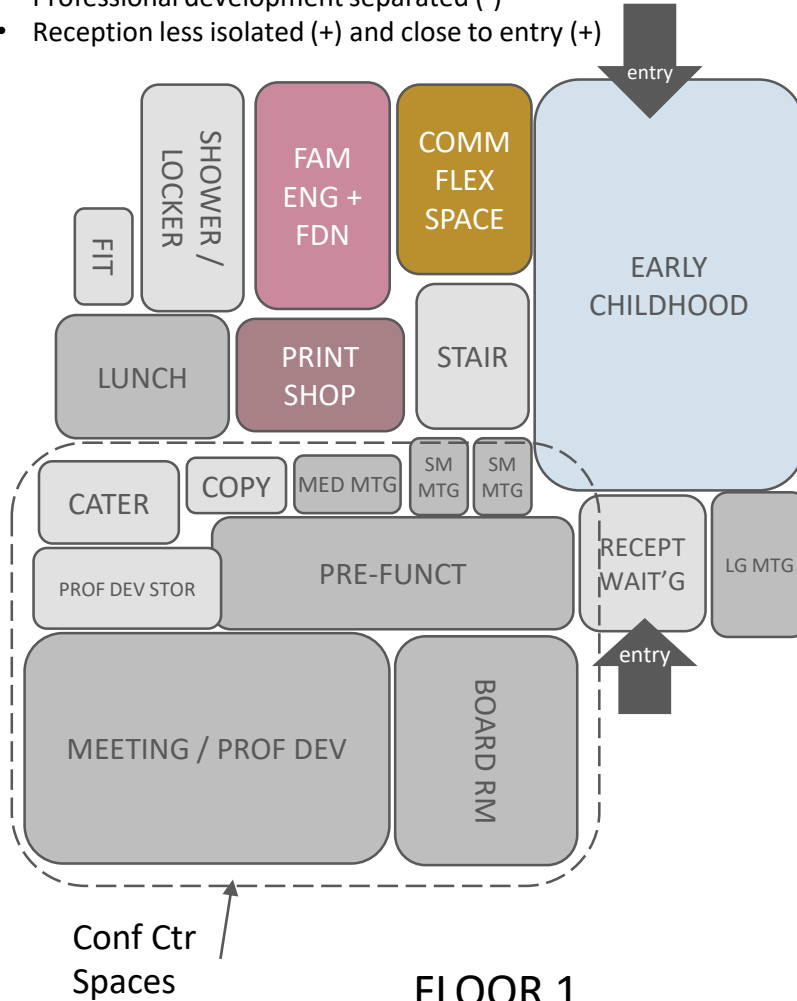
ROOFTOP
~700 USF

- Ed Tech server, storage & repair shop only



LOWER LEVEL
~6,500 USF

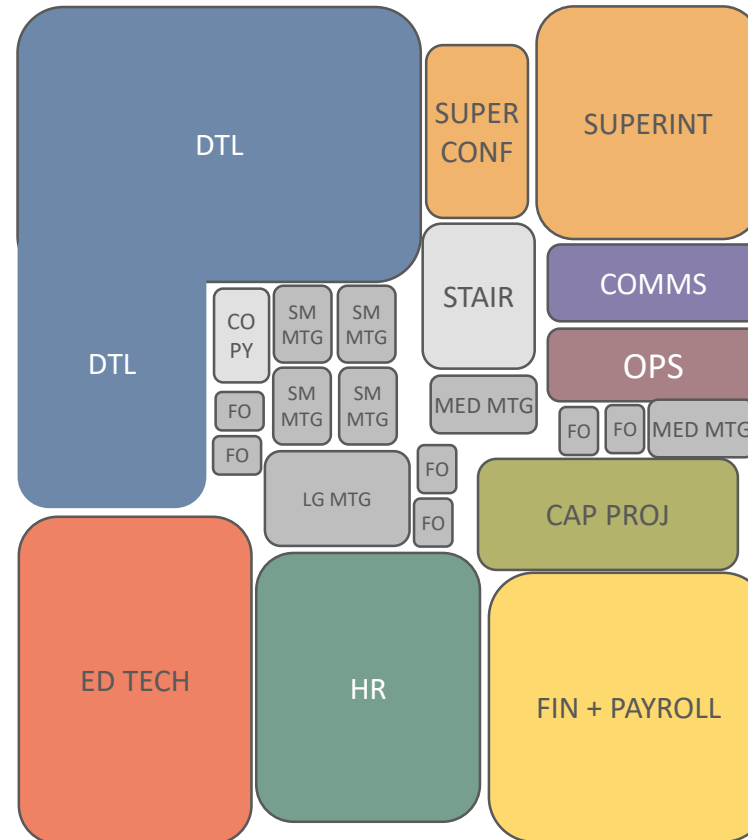
- Only 1 district department on this floor (-) or (+)?
- Employee amenities – lunch, fitness, showers & lockers all on one floor with potential access to outdoors (+)
- Catering also near lunch for potential synergies
- Early childhood center more integrated and visible (+)
- Board room part of conf center (+)
- Professional development separated (-)
- Reception less isolated (+) and close to entry (+)



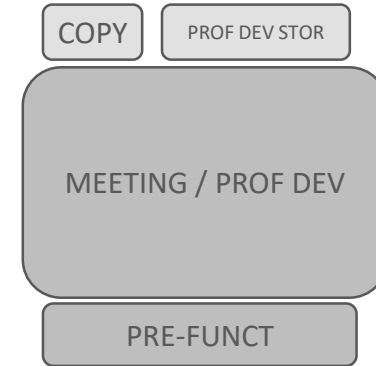
FLOOR 1
~17,150 USF

Adjacency Study C

- Help desk and most Ed Tech staff together (+)
- All department on 1 floor except Fam Engage (+)
- HR & Fin/Payroll separated from Reception (-)



FLOOR 2
~16,100 USF



- Awesome meeting space with lots of potential daylight (+)
- Infrastructure (RR, stairs, elevator required for this function on the roof) (-)
- More challenges & high cost for this on roof (-)
- Less flexibility separating conf center (-)

ROOFTOP
~4,800 USF