



**Sandy Hook School
Town of Newtown
DESIGN TEAM / PROJECT PROGRESS OUTLINE**

September – December 2013

- 1) Meetings with Town Officials
 - Meet & Greet with Pat Llodra and John Reed 9/18/13
 - Meet & Greet with Town staff 9/24/13
 - Meet w/ Pat Llodra 9/30/13
 - Meet with Newtown Recovery: Dave & Melissa 10/4/13
 - Meet w/ George Benson 10/11/13

- 2) Meetings with Department of Education/Board of Education
 - Meet w/ John Reed, Kathy Gombos, Joni Capocitti 9/30/13
 - Board of Education 11/6/13

- 3) Meetings with Public Building & Site Committee
 - Meet & Greet 9/22/13
 - Update 11/26/13

- 4) Meetings with Town groups and organizations
 - Met with Town Historian – Dan Crusson 10/15/13
 - Meet & Greet with Newtown Sustainability Group 10/17/13
 - Meet & Greet with Newtown Architects Collaborative 10/21/13
 - Meet & Greet with Sandy Hook PTA 10/23/13
 - Meet & Greet with SHOP 11/5/13

- 5) Coordination with the State of CT Office of School Facilities (OSF)
 - Meeting with OSF 9/13/13

- 6) Establish Project Schedule with DVS and Consigli 9/11/13

- 7) Incident Families
 - Meeting with families 11/12/13

- 8) Site Investigations
- Site Walk with Team 10/1/13
 - Survey of site
 - Geotechnical investigations: borings
 - Geothermal test
 - Water pump test
 - Traffic Study
- 9) Abatement Documents
- Team prepares documents for OSF submission
 - OSF PCT Review 9/27/13
- 10) Demolition Documents
- Team prepare documents for OSF submission & Bidding
 - OSF PCT Review 10/8/13
- 11) Project Website (for Community)
- Interview/hire website designer 10/9/13
 - Design and launch holding page 11/10/13
 - Design /write full site
 - Launch full site 1/21/14
- 12) School Based Building Advisory Committee
- Identify and form members of the SBBAC
 - Organize and Facilitate Workshop series:
 - Workshop 1 10/17
 - Workshop 2 10/22/13
 - Workshop 3 11/7/13
 - Workshop 4 11/13/13
- 13) Sandy Hook School Programming Research
- Conduct Teacher & staff Interviews 10/16/13, 10/23/13
 - District Staff Interview 11/1/13
 - Technology review with DOE and Town IT 11/15/13
 - Pre-K review with Julie Haggard 11/26/13
- 14) School Tours
- SBBAC and SHS staff tour local schools with the Design Team:
- Beecher School, New Haven / Columbus School, New Haven 11/7/13
 - Columbus School, New Haven / Spring Glen Elementary School, Hamden 11/22/13
 - Wilbert Snow School, Middletown 11/27/13
- 15) Homeland Security / SSIC
- Attend Workshops & meetings in Washington DC 11/14 - 11/15
- 16) Kids Build!
- Speak at HS Career Day 10/24/13

17) Educational Specifications

- Review existing Ed Spec
- Develop updated area program
- Illustrate spaces with diagrams
- Prepare draft
- Submit Final Ed Spec to BOE for approval 12/23/13

18) Site Planning

- Develop site studies
- Evaluate site configurations
- Evaluate entry drive options: 12 Riverside, Dickinson, west Riverside
- Construct site model with 12 Riverside Road entry drive
- Prepare Site Plans for entry drive options
- Prepare 3-D animations of entry drive options

19) Design Team Coordination and Research

- Site research Oct-Nov, 2013
- Biophilic Workshop 12/4/13
- MEP & Sustainable Systems Workshop 12/18/13
- Construction Typology/Methods Review 12/18/13
- Security Forced Entry Review 12/18/13

20) Design

- Develop building organization concepts
- Develop building massing studies
- Develop façade ideas