School Board Charge to Career Center Building Level Planning Committee

Building Level Planning Committee and Charge
The Arlington School Board has developed this charge for, and has appointed a chair and members to the Building Level Planning Committee (BLPC) for the Arlington Career Center Expansion Project to facilitate effective stakeholder participation in the project in accordance with Arlington Public Schools (APS) Policy F-5.7 Construction and Maintenance. The BLPC operates in accordance with APS Policy Implementation Procedure F-5.7 PIP-2 Building Level Planning Committees.

The Career Center BLPC is charged with providing input and feedback on the Arlington Career Center Expansion Project, which will increase capacity of the Career Center by 800+ seats by 2025 as provided in the FY 2019-28 Capital Improvement Plan, and increase capacity of Arlington Tech to 600 seats as soon as possible as provided in the FY 2017-26 CIP and the FY 2019-28 CIP.

Career Center Expansion Project
The project will provide the following:

- 800+ additional seats for Career Center option programs
- Expansion of Arlington Tech to 600 seats as soon as possible
- High school sized gym/assembly space
- Performing arts center, comprising theater, black box theater and music classrooms
- Cafeteria/multi-use space
- Multi-use outdoor synthetic turf field with bleachers
- 450 to 500 space parking garage below grade, or other parking scenarios to be developed in collaboration with Arlington County staff
- Columbia Pike Library to remain in place, unless or until a suitable new location is found
- Replacement, enhancement and/or expansion of all special facilities for existing Career Technical Education (CTE) programs that are demolished or altered as part of the project
- Future phases of expansion to allow as many different options as possible for phasing, instructional programs and outdoor athletic facilities, including possible neighborhood high school seats as and when needed in the future

Instructional Programs
The instructional program for the 800+ option seat expansion will be addressed no later than two years before the seats are completed, in alignment with the PreK-12 Instructional Program Pathways Process (IPP). IPP provides some direction regarding the future of instructional programs currently located at the Career Center including accommodating potential growth of Arlington Tech.
Educational Specifications
The Architecture/Engineering (A/E) team will collaborate with the Departments of Teaching and Learning and Facilities and Operations to develop Educational Specifications for the Career Center Expansion Project as described above for approval by the School Board in October 2019. The Educational Specifications will be developed not only to adapt to changes in instructional programs with minimum disruption and cost, but also to accommodate future increases in student capacity that would require phased expansion beyond the 800-seat expansion.

Total Project Cost
In accordance with the FY2019-2028 CIP, the budget for the total project cost for the Career Center Expansion Project is approximately $185M plus approximately $13M remaining for the expansion of Arlington Tech to 600 seats. The BLPC is, however, encouraged to recommend alternative concept designs that would reduce the total cost of the project.

Building Level Planning Committee Members

Community Stakeholder Groups
The School Board appoints BLPC members to represent and vote on behalf of the following stakeholder groups:

- Parent Teacher Associations (PTAs), one or more parents representing each of the following groups or programs: Arlington Tech Advisory Committee (ATAC), Career Center Advisory Group, students dual enrolled at neighborhood high school and in Career and Technical Education (CTE) classes at the Career Center, Special Education Parent Teacher Association (SEPTA), and Gunston, Dorothy Hamm, Thomas Jefferson, Kenmore, Swanson and Williamsburg Middle Schools PTAs, Parent of an Elementary School student and Montessori Public School of Arlington PTA

- Civic Associations: one representative from each of the following civic associations: Alcova Heights, Arlington Heights, Ashton Heights, Columbia Heights, Douglas Park, Lyon Park and Penrose Civic Associations, who will be jointly appointed to the Public Facilities Review Committee by the Arlington County Board

- School Board Advisory Councils and Committees: one member each from the following councils and committees: Advisory Committee on Transportation Choices (ACTC), Advisory Council on Instruction (ACI), Advisory Council on School Facilities & Capital Programs (FAC), Budget Advisory Council (BAC), County Council of Parent Teacher Association (CCPTA), Arlington Special Education Advisory Committee (ASEAC), Aquatics Committee

School-Based Staff
The principals of the Career Center, Public Montessori School of Arlington and Arlington Community High School appoint staff as voting members of the BLPC.
Students
School principals appoint students as voting members of the BLPC to represent the following student stakeholder groups:

- **Student Advisory Board (SAB)**
- **Students enrolled at neighborhood high schools and attending Career Technical Education (CTE) classes at the Career Center**
- **Academic Academy, Alternatives for Parenting Teens Program, Arlington Tech, HILT Institute, Program for Employment Preparedness (PEP)**

APS Staff Members
The Assistant Superintendents, Teaching and Learning, and Facilities and Operations, as the Superintendent’s designees, appoint non-voting staff members to the BLPC to support its work and to provide direction to the BLPC and the A/E team on specific requirements to meet APS’s instructional, design, functional, operations, maintenance, cost and schedule standards and requirements.

Arlington County Public Library
The Director of Libraries, Arlington County appoints a non-voting staff member to support the work of the BLPC.

Architecture/Engineering Team
The School Board has awarded a contract for design of the Career Center Expansion Project to Stantec, which leads a multidisciplinary A/E team. Stantec has been engaged at the Career Center for several years, and has been responsible for recent renovation projects there. Stantec assigns members of its staff to support the BLPC process by developing the Educational Specifications and by planning and designing the project.

Construction Manager at Risk
The School Board awards a contract for pre-construction Construction Management at Risk (CMR) services. The CMR assigns members of its staff to support the work of the BLPC.

Role of Building Level Planning Committee

The BLPC meets regularly with the A/E team during the initial Concept and Schematic Design phases of the Career Center Expansion Project, and occasionally as the project proceeds through subsequent design and construction phases, to provide input and feedback, and to make recommendations to the team and to Arlington Public Schools staff.

- BLPC members facilitate communications with the stakeholder groups they represent as the A/E team develops the design through the Concept and Schematic Design phases; BLPC members keep stakeholder groups informed and updated on progress by soliciting feedback from them and by sharing their feedback with the BLPC.
Arlington Career Center Expansion Project
Building Level Planning Committee
Charge
September 5, 2019

• The BLPC communicates and collaborates closely with the Arlington County Public Facilities Review Committee (PFRC) throughout the process; BLPC and PFRC members recognize that the design of the project will be influenced by and benefit from their joint communication and collaboration.
• Members of the BLPC understand that, while all APS facilities are community assets and are shared with Arlington County programs and community members to the greatest extent possible, the prime purpose of the Career Center Expansion Project is to provide student learning environments that comply with the Educational Specifications, student capacity, instructional program, project schedule and funding approved by the School Board.
• Members of the BLPC help to manage expectations among stakeholder groups regarding additional amenities and features that may be desired by community members, but are not included in the Educational Specifications, and that, if added, such amenities and features would cause the cost of the project to exceed the funding approved by the School Board, and would reduce funding available for other much needed capital projects.
• BLPC members understand that the design of the Career Center Expansion Project is greatly influenced by the funding approved for it by the School Board, and that changes may be necessary to reconcile the design with the funding approved based on total project cost estimates prepared by the A/E team, the CMR and APS staff prior to completion of the Concept Design, Schematic Design, Design Development and Construction Document phases, at final bidding for construction, and during construction.
• BLPC members understand that some aspects of the Schematic Design approved by the School Board may change as design documents are prepared by the A/E team to comply with County and other statutory requirements prior to submission of the project for approval of a Use Permit by the County Board, and prior to approval of required permits for construction.
• The BLPC chair writes letters to the School Board chair at the conclusion of the Concept and Schematic Design phases summarizing the recommendations of the BLPC on the Concept and Schematic Designs developed during the BLPC process.
• BLPC members may assist APS staff at community meetings prior to presentation of the Concept and Schematic Designs to the School Board for information and action.

Public Facilities Review Committee

The Arlington County Board has adopted a charge for, and appointed members of County Commissions to the PFRC to advise it on County and APS capital projects. Members of the BLPC representing civic association affected by the Career Center Expansion Project will be jointly appointed by the County Board to the PFRC for the project. Members of the BLPC and PFRC will hold joint meetings, communicate and collaborate with one another throughout the Concept and Schematic Design phases of the project. The County Manager will appoint members of his staff to support the work of the PFRC, and advise the BLPC and APS staff on County requirements for the project as it develops.
Existing Career Center Site, Buildings and Programs

Career Center Site
The 12.65-acre site is bounded to the south by 9th Street South, to the east by South Walter Reed Drive, to the north by 7th Street South, and to the west by South Highland Street. The site comprises three buildings: the Career Center Building itself, the Fenwick Building and Patrick Henry Elementary School, which is to become the Montessori Public School of Arlington in September 2019. Site development includes a 245-space surface parking lot located between the three buildings, a parking lot/service yard between the Career Center Building and 9th Street South, and play fields and grounds to the north, east and west of the Montessori Public School of Arlington.

Arlington Career Center Building
The building was opened in 1974. It comprises 155,000 square feet on two floors, not including the Arlington County Columbia Pike Branch Library, which adds another 19,500 square feet total on two floors. The Arlington Career Center comprises the following programs and facilities:

- **Arlington Tech**, which had approximately 200 students in SY 2018-19, and is projected to grow to 600 students as soon as possible
- **Career and Technical Education Programs (CTE)**, which currently serve approximately 700 part-time students each year, who are bused to and from the other APS high schools to the Career Center each day for two-period blocks, and must be planned to accommodate increased enrollment
- **Program for Employment Preparedness (PEP)**, which had approximately 55 students in SY 2018-19 and is expected to grow to 70 students in SY 2019-20
- **Academic Academy**, which has approximately 50 students each year
- **High Intensity Language Training Institute (HILT)**, which has approximately 65 students in SY 2018-19 and is expected to grow to 80 students in SY 2019-20
- **Alternatives for Parenting Teens Program**, whose students are counted among other APS schools and programs; up to 40 infants and pre-school age children attend the program at the Career Center each year.

Fenwick Building
The Fenwick Building was completed in 1974 and comprises 24,000 square feet on two floors. It accommodates Arlington Community High School, which holds morning and evening classes, and enrolls about 300 mostly adult students each year, of whom no more than about 200 are in school simultaneously.

Montessori Public School of Arlington
The Patrick Henry Elementary School building was completed in 1974 and expanded in 1993, comprises 61,500 square feet on one floor. The building has a capacity of 463 students, not including any relocatable classrooms. Two four-classroom relocatable complexes and two single
relocatable classrooms located on the play field through SY 2018-19 were removed in summer 2019. It is anticipated that a four-classroom relocatable complex may be required by the Montessori Public School of Arlington in future years.

Ownership
APS owns the entire Career Center/Montessori Public School of Arlington site and the three buildings listed above. Arlington Community High School moved into the Fenwick Building after it was vacated by Arlington County Department of Health and Human Services in 2016. The Columbia Pike Branch Library has occupied the northeast corner of the Career Center Building since it opened in 1974. For some years after it opened the Library was shared with Career Center students.

School Board Action on Career Center

Capital Improvement Plan
Every two years the School Board approves a Capital Improvement Plan (CIP) to address changes in student enrollment and renovation or renewal of existing schools to current standards in accordance with Policy F-1 Finance and Management - Capital Improvement Plan. The Career Center Expansion project comprises two separate capital projects:

- Increasing capacity for the Arlington Tech Program to 600 students
- Increasing capacity at the Career Center by 800 students

These two capital projects are included in the last two CIPs adopted by the School Board:

Fiscal Year 2017-26 CIP
Adopted June 16, 2016

- Arlington Tech Program: up to $12.75 M planning, design and construction funds to expand capacity to 600 students in time for the start of SY 2018-19

Fiscal Year 2019-28 CIP
Adopted June 21, 2019

- Arlington Tech Program: up to $6.0 M design and construction funds to expand capacity to 600 students, providing a total of $18.75 M for Arlington Tech, of which approximately $5.75 M was spent on interior renovation projects in the summer of 2017, 2018 and 2019, leaving approximately $13.0 M available to complete the expansion
- Career Center: up to $5.9 M planning and design funds to complete an athletic field and parking garage in time for the SY 2023-24 School Year, increase student capacity by 800 seats and construct a performing arts facility in time for SY 2025-26; the CIP also proposed additional funding of up to $178.8 M to be included in future CIPs to complete design and construction of the project.
Fiscal Year 2021-30 CIP
To be adopted June 2020

Changes in enrollment projections, new information and opportunities, and design proposals developed during the BLPC process often cause the funding, timing and phasing of CIP projects that have not proceeded beyond the Concept or Schematic Design phases to change in the next CIP adopted by the School Board. Given continued changes in enrollment growth, and the complexities, opportunities and demands at the Career Center site, the BLPC, PFRC and staff may recommend some changes to the funding, timing and phasing of the Arlington Tech and Career Center capital projects in the FY 2021-30 CIP to the School Board.

Career Center Working Group

Joint School and County Board Planning for Career Center Expansion
On June 29, 2017 the School Board approved renovation of the Education Center Building to create a capacity of between 500 and 600 students, and renovations and additions to the Career Center to create capacity of between 700 and 800 students. This is in addition to the capacity of 600 students that the School Board had already approved for the Arlington Tech Program, and the student capacity already existing for other instructional programs at the Career Center. The School and County Boards then adopted a charge and appointed members to the Career Center Working Group (CCWG) to develop a plan that would define how APS could increase capacity at the Career Center by 700 to 800 additional seats in time for the start of SY 2021-22 (before the opening date was extended to the start of SY 2025-26 in the FY 2019-28 CIP), within funding already approved by the School Board, while also providing options for optimizing future development of public facilities at and close to the Career Center through a phased development plan. CCWG presented its findings to the two boards in October 2018, and completed its Final Report in September 2018. The Final Report lays out CCWG’s overall vision for the Career Center site:

“In all its deliberations, the CCWG expressed that the Career Center site should be considered the “Jewel of the Pike,” a site that will improve upon available community amenities, contribute prominently to place-making on the Pike, and whose exterior architecture will equal the unique and excellent education offered within its buildings.

“In the near-term, defined as the current 10-year Capital Improvement Plan (CIP) for FY 2019-2028, most of the CCWG agrees the site can accommodate 800 new high school seats while retaining all existing Career Center programs; the planned expansion of Arlington Tech; the Arlington Community High School; the Montessori program (which will be relocated to the Patrick Henry facility in 2019); and the Columbia Pike Public Library.

“For the long-term, defined as beyond the current 10-year CIP horizon, this 12.5-acre site should become a campus serving high school students only and should include those students served by existing programs and those attending the Arlington Community High School. As part of this vision,
the CCWG recommends a new location be identified where the Montessori program could be relocated. Similarly, while the consensus is to move the Columbia Pike Public Library off-site as described in the subcommittee report, the Career Center site could still be considered a high school campus while the Public Library remains on its premises. The majority of working group members agreed that until most facilities found on other high school campuses are delivered on the Career Center site, the additional high school seats should be designated as option seats.”

Career Center Expansion Project

Components
Given that APS enrollment projections show continued high rates of growth for at least ten years, that land in Arlington is scarce and, when available very expensive, the Career Center Site is in a highly strategic location in a densely populated area of the County with many public transit options, and the School Board continues to consider the site for a fourth comprehensive high school, CCWG concluded that planning for further expansion beyond the 800-seat expansion included in the FY 2019-28 CIP was both acceptable and desirable. Consequently, the Career Center Expansion Project comprises three major components:

- The capital project to expand Arlington Tech included in the FY 2017-26 and 2019-28 CIPs
- The capital project to add an athletic field and parking garage, increase student capacity by 800 seats and construct a performing arts facility included in the FY 2019-28 CIP
- Future phases of expansion to be developed during the BLPC and PFRC process to allow as many different options as possible for phasing, instructional programs and outdoor athletic facilities when needed in the future

Potential Future Relocations of Instructional Programs and Library
Future phases of expansion should also consider the following potential relocations of instructional programs and the Columbia Pike Library currently located on the Career Center site:

- The Montessori Public School of Arlington may eventually be relocated off the Career Center site to allow demolition of the former Patrick Henry Elementary School to increase field space.
- Arlington Community High School may be relocated off site, preferably to a facility built or fit out specifically for it, nearby on or close to Columbia Pike, to allow the existing Fenwick Building to be renovated, or possibly demolished and replaced with a larger building, so that Career Center capacity may be further expanded.
- CCWG agreed that the Columbia Pike Library could move off site if a suitable location on or close to Columbia Pike became available.
Planning for a Possible Future Neighborhood High School

Neighborhood schools are defined in APS Policy J-5.3.31 Options and Transfers as having “attendance areas established by the School Board. Every student is guaranteed admission to the elementary, middle, and high school serving the attendance area in which the student resides.” A countywide or option program or programs, for example the International Baccalaureate program at Washington-Liberty, may also be located at a neighborhood high school. All students in grades 9 through 12 residing within a neighborhood school’s attendance zone boundary may attend the school.

The 800+ seat expansion must be designed to accommodate a countywide option program, either expanded capacity for Arlington Tech to 1,400 students or another program or programs, when it opens. Given that APS enrollment continues to grow, available land in Arlington remains scarce and expensive, and capacities of the other three high schools will range from 2,200 students at Wakefield and Yorktown to 2,800 at Washington-Liberty High School when the capital project at the Education Center is completed in 2021, planning should allow for future additions beyond the 800+ seat expansion to create capacity even beyond the 2,800-student maximum discussed by CCWG, including possible neighborhood high school seats. While there is no funding available in the current CIP for an indoor swimming pool, planning for future additions should not preclude construction of a pool in the future, should funding become available in a future CIP or from another source.

Instructional Program for 800 Seat Expansion

The PreK-12 Instructional Program Pathways Process (IPP), develops a framework under which the instructional program for the 800-seat expansion may be determined. IPP provides some direction regarding the future of instructional programs currently located at the Career Center:

- **CTE Programs:** discussion of how CTE programs may in future be distributed between the Career Center and the other high schools, and confirmation that CTE programs at the Career Center will be retained, enhanced and/or expanded so that course offerings throughout APS may be broadened, made more accessible to all students, and enrollment in them may be increased.
- **Program for Employment Preparedness (PEP):** confirmation that this program will remain at the Career Center
- **Academic Academy:** confirmation that this program will remain at the Career Center
- **High Intensity Language Training Institute (HILT):** confirmation that this program will remain at the Career Center
- **Alternatives for Parenting Teens Program:** confirmation that this program will remain at the Career Center site

Educational Specifications

Educational Specifications for APS facilities are developed so that the facilities that are designed to accommodate them may adapt to future changes of instructional program with the least disruption and cost. The A/E team will collaborate with the Departments of Teaching and Learning and
Facilities and Operations to develop Educational Specifications for the Career Center Expansion Project for approval by the School Board in October 2019. The Educational Specifications will be developed not only to adapt to changes in instructional program, but also to accommodate future increases in student capacity that would require phased expansion beyond the 800-seat expansion. It is expected that the educational specifications themselves will suggest approximate student capacities preferred for future phased expansion.

The Educational Specifications for the 800-seat expansion will comprise all current program spaces, including replacement, enhancement and/or expansion of all special facilities for existing CTE programs that will be demolished or altered as part of the project. The Educational Specifications will require all program spaces to be designed to be as adaptable as possible to future changes in enrollment and instructional program. They will also include the following common facilities outlined in the FY 2019-28 CIP, which will be shared with Arlington citizens outside the normal school day and year.

- High school sized gymnasium/assembly space
- Performing arts center comprising: theater, black box theater and music classrooms
- Cafeteria/multi-use space
- Multi-use outdoor synthetic turf field
- Parking garage

**Career Center Building**

For the following reasons the CCWG report assumes that the two-story section of the existing Career Center Building facing the parking lot will remain in place and be renovated, while the single-story studio/shop section of the building facing 9th Street South will be demolished and replaced in phases:

- Because there is no other space available for temporary relocation, existing Career Center programs must continue in place with minimal disruption through construction.
- Replacement of the existing two-story section of the building would add considerably to the estimated construction costs included in the FY 2021-30 CIP.
- The poured concrete structure of the existing building, which has few bearing walls and regularly spaced columns, has proved to be highly adaptable to frequent changes in instructional programs since the building opened in 1974, and will continue to do so through the current Career Center Expansion Project and beyond.
- The Heating, Ventilating and Air Conditioning (HVAC) system was replaced in 2013, and was designed to accommodate future interior renovations.
- Recent structural investigations have determined that the structure and foundations of the two-story section of the building will support one additional floor, and that the roof above the additional floor might be used for outdoor recreational purposes.
The structural investigations also determined that the structure and foundations of the single-story studio/shop section of the building cannot support an additional floor without considerable, costly upgrades.

Preliminary studies prepared by the Architecture/Engineering team to support the CCWG process demonstrate that insufficient building footprint would be available for the current and future expansion projects without demolition of the single-story studio/shop section of the building and replacement, enhancement and/or expansion of all special facilities for existing CTE programs that section of the building contains in the new addition or additions.

The CCWG report recommends that new construction along 9th Street South be two to seven or more stories to leave as much space as possible available for outdoor athletic facilities at grade to the north of the existing two-story section of the building.

Parking, Transportation, and Transportation Demand Management

CCWG Recommendation
Prior to the commencement of the BLPC/PFRC process, conduct a comprehensive parking and transportation analysis based on the design capacity of all on-site facilities as well as any near- and long-term improvements. The analysis must:

- Provide an assessment of parking needs for a neighborhood and an option school
- Study how a robust Transportation Demand Management program could reduce overall parking needs
- Inform a parking program that includes a balanced mix of on-site and off-site parking and considers costs, site constraints and neighborhood consideration
- Determine availability of off-site parking that could reduce the number of spaces needed on the Career Center site.

Transportation Analysis
The Architecture/Engineering retained Gorove/Slade, transportation planners and engineers to support CCWG. Gorove/Slade submitted a preliminary report on parking, transportation and Transportation Demand Management (TDM) for the Career Center Expansion project. APS has followed CCWG’s recommendation to conduct a comprehensive parking and transportation analysis based on the design capacity of all on-site facilities as well as any near- and long-term improvement prior to commencement of the BLPC/PFRC process. Consequently, Gorove/Slade is completing this analysis so that it will be complete and available to members when the BLPC/PFRC process starts in September 2019. Gorove/Slade will continue to support the BLPC/PFRC process with additional studies and analysis as appropriate, and will complete a detailed Traffic Impact Analysis (TIA) to be included in the Use Permit application for the project.
Parking
It was calculated during the CCWG process that, based on a reasonable reduction in the number of spaces required for full compliance with the Zoning Ordinance, between 450 and 500 parking spaces would be required to meet the needs of existing Career Center programs, expansion of Arlington Tech up to 600 seats, the 800 seat Career Center expansion, Arlington Community High School, the Montessori Public School of Arlington and the Columbia Pike Library, before any additional TDM or other efforts to further reduce the number of spaces required. To ensure that adequate funding would be available to meet parking needs, even if TDM efforts were not successful and no offsite parking was available, the FY 2019-28 CIP proposed funding of approximately $45 million in future CIPs to construct a two level, 450 to 500 space underground parking garage including a multi-use synthetic turf field on grade above in place of the existing surface parking lot. Given the potential savings from reducing the number of parking spaces in the structure, or perhaps avoiding constructing it altogether, APS is highly motivated to pursue TDM and off-site parking. A satisfactory conclusion on the number of parking spaces to be provided on site, and how they are to be provided, must be reached by the time the BLPC and PFRC chairs make recommendations to the School and County Boards on the Concept Design in February 2020, so that appropriate funding for the capital project may be included in the FY 2021-30 CIP to be approved by the School Board in June 2020. The BLPC/PFRC, the A/E team, County and APS staff will collaborate through the Concept Design phase to explore options for on and offsite parking and reductions in parking that may be achieved through TDM. The BLPC and PFRC will recommend the preferred option or options to the School Board. APS will direct the A/E team to develop options and estimated costs for various options for on-site parking during the concept design phase, including:

- The two-level 450 to 500-space, below grade parking structure and synthetic turf field at grade level included in the FY 2019-28 CIP
- A one-level 225 to 250-space, below grade parking structure and synthetic turf field at grade level
- A synthetic turf field with no structured parking and accessible parking spaces only provided on site

Other parking solutions may emerge and be developed during Concept Design. The School Board will approve a parking solution when it approves the Concept Design in March 2020, and include it in the FY 2021-30 CIP, to be adopted in June 2020.

Camp Casey
During the CCWG process it was suggested that Camp Casey, a Civil War African American camp ground, might have been located on the current Career Center site. The Architecture/Engineering team commissioned EHT/Traceries, historic preservation consultants, to investigate the location of Camp Casey. In its report, EHT Traceries found no evidence that Camp Casey was in this location, and concluded that it was unlikely to have been in this location.
Arlington Career Center Expansion Project
Building Level Planning Committee
Charge
September 5, 2019

Process and Timeline for Completion of Career Center Expansion Project

Process and Timeline
The School Board’s decision that the Career Center would be expanded by 800 seats, and that the CCWG would develop its plan for this and further expansion of the Career Center, set in motion the following process and timeline for future additions to the Career Center:

• The CCWG started to meet in January 2018 and submitted its final report in November 2018.
• The School Board will adopt this charge for the Career Center Expansion Project, and appoint members to the BLPC in time for the BLPC and PFRC to commence work in September 2019.
• The BLPC and PFRC will meet and work through the Concept Design phase of the Career Center Expansion, and recommend that the School Board approve the Concept Design in March 2020.
• The School Board will approve the Concept Design in March 2020.
• The schedule, phasing and funding for the Career Center Expansion Project will be confirmed or revised during the process leading up to the School Board’s adoption of the FY 2021-30 CIP in June 2020.
• The BLPC and PFRC will continue to work through the Schematic Design Phase of the Career Center Expansion and recommend that the School Board approve the Schematic Design in Fall 2020.
• The School Board will adopt the FY 2021-30 CIP in June 2020.
• The A/E team and APS submit the use permit application to the County Board in early winter 2021.
• The County Board will hear the Use Permit application in spring 2021.
• Design and construction will proceed in accordance with completion dates provided in the FY 2021-30 CIP, which may differ from the dates provided in the FY 2019-28 CIP.

Increasing Capacity for Arlington Tech

Impact of Process on Increasing Capacity for Arlington Tech
After the above process was set in motion it was not possible to increase capacity for Arlington Tech through an addition or additions to the existing Career Center Building until the County Board had approved the Use Permit for both capital projects, because they had to be considered as a single comprehensive capital project through both the BLPC and the Use Permit processes. Likewise, it is not fiscally prudent to plan an addition, additions or major interior renovations to increase capacity for Arlington Tech until the concept design for the Career Center Expansion Project has been approved by the School Board, and they could be planned in accordance with the overall design.
Strategies for Increasing Arlington Tech Capacity to 600 Students
Additions to the Career Center may not be completed under the single Use Permit process outlined above before enrollment at Arlington Tech reaches 600 students in SY 2022-23. To help provide additional space for Arlington Tech, the School Board has asked the County Board to allow renovation of the second floor of the Columbia Pike Library so that it may be used by Career Center programs during the school day, and for library and community activities at other times. APS staff is also proceeding with several other options for providing the space needed for Arlington Tech to grow as projected, including:

- Installation of eight relocatable classrooms in the main parking lot in summer 2019, and leasing off-site parking spaces to replace the spaces lost
- Installation of additional relocatable classrooms in summer 2020, some of which may be used as swing space, to allow moderate and larger interior renovation projects to continue into the school year if necessary
- Collaboration with the County to renovate the second floor of the Columbia Pike Library so that it can be used by Arlington Tech during the school day and the Library at other times
- Moderate interior renovations in summer, and possibly fall, 2020, coordinated with the overall concept design for the Career Center Expansion Project to be approved by the School Board in March 2020
- Larger interior renovations in summer, likely extending into fall, 2021 coordinated with the overall concept design for the Career Center Expansion to be approved by the School Board in March 2020
- Collaboration with the Arlington County Board and the BLPC/PFRC to proceed with addition of a third floor over the two-story section of the Career Center as soon as possible, and before receiving the Use Permit for the overall Career Center Expansion project in 2021, using remaining funding already approved in the FY 2017-26 and FY 2019-28 CIPs, and possibly additional funding approved in the FY 2021-30 CIP; the earliest likely delivery date for this addition would likely be September 2023
### BLPC/PFRC Process Through Concept Design and Adoption of FY 2021-30 CIP

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<td>Amendment to Policy stating School Board will appoint chair to and adopt charge for BLPC</td>
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<td>May 30</td>
<td>• School Board Action on Policy F-5.7 Construction and Maintenance</td>
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<td>June 3</td>
<td>• APS staff commence process of selecting members for appointment to Career Center Expansion BLPC</td>
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<td>July 1</td>
<td>• Revised Policy Implementation Procedure F-5.7 PIP-2 Building Level Planning Committees posted</td>
<td>Complete revision of existing PIP</td>
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<td>Aug. 22</td>
<td>• School Board Consent on Appointment of Members to Career Center Expansion BLPC</td>
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<td>Sep. 5</td>
<td>• School Board Action on Charge for Career Center Expansion</td>
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<tr>
<td>Sep. 17</td>
<td>BLPC/PFRC Meeting #1</td>
<td>Welcome and Introductions¹</td>
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<tr>
<td>Sep 19</td>
<td>• School Board Information on Construction Manager at Risk Contract for Pre-Construction Services</td>
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<tr>
<td>Oct. 2</td>
<td>BLPC/PFRC Meeting #2</td>
<td>Background and Context¹</td>
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<tr>
<td>Oct. 3</td>
<td>• School Board Information on Career Center Expansion Educational Specifications</td>
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<tr>
<td>Oct. 15</td>
<td>BLPC/PFRC Meeting #3</td>
<td>General to Specific¹</td>
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<tr>
<td>Oct. 17</td>
<td>• School Board Action on Career Center Expansion Educational Specifications</td>
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<td>Oct. 29</td>
<td>BLPC/PFRC Meeting #4</td>
<td>Preliminary Design Strategies¹</td>
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<td>Nov. 20</td>
<td>BLPC/PFRC Meeting #5</td>
<td>Progress Check¹</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<td>Dec. 3</td>
<td>BLPC/PFRC Meeting #6</td>
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<td>BLPC/PFRC Meeting #7</td>
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<td>Jan. 22</td>
<td>Community Meeting</td>
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<td>Feb. 19</td>
<td>BLPC/PFRC Meeting #9</td>
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<td>BLPC/PFRC Meeting #10</td>
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<td>Mar. 12</td>
<td>School Board Information on Career Center Expansion</td>
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<td>Mar. 26</td>
<td>School Board Action on Career Center Expansion</td>
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<tr>
<td>Apr. 9(^2)</td>
<td>BLPC/PFRC Meeting #11</td>
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<td>May 27(^2)</td>
<td>BLPC/PFRC Meeting #12</td>
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<td>June 4</td>
<td>School Board Information on FY 2021-30 CIP</td>
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<tr>
<td>June 25</td>
<td>School Board Action on FY 2021-30 CIP</td>
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\(^1\) Meeting content subject to change

\(^2\) Meeting dates to be confirmed