



TCU REMOVAL/PLAYGROUND REDEVELOPMENT SCOPING GUIDELINES

1.0 GENERAL GUIDELINES

2.0 TCU (TRANSPORTABLE CLASSROOM UNIT) REMOVAL/PLAYGROUND REDEVELOPMENT

2.1. Introduction

The following 'Scoping Guidelines' are provided to clarify the intended scope of assigned Capital Improvement Program (CIP) projects for 'TCU Removal and Playground Redevelopment' and provide direction on how to approach the investigation and scoping of the work for the 'DOE Referred Items' as well as 'SCA Additional Recommended Items' in Scope Reports. These guidelines are intended to supplement the General Scoping Guidelines and the requirements of the Scoping Process as defined in the CIP Project Manual.

CIP TCU Removal/Playground Redevelopment Projects are generally intended to remove TCU's (Transportable Classroom Units) and bring pavement and related site components into good repair to revert the former TCU site for use as paved play areas. Depending upon the location and number of existing TCU's and the area covered, the reclaimed paved play area may serve as a new playground or expansion of an existing playground. The focus of the project shall be to determine the minimum amount of work to remove the existing TCU's and restore existing pavement for use as paved play areas. Existing pavement shall be repaired or resurfaced, rather than replaced where feasible. The condition of surrounding existing components to remain, such as fencing, curbs, walls, etc. shall be documented and recommendations made to bring these elements into good repair. The AEOR shall propose new uses of the added paved play areas with pavement markings, courts, etc. *Such proposals shall be discussed with DPM/DM prior to discussions with the school.*

If the existing TCU's are located on Parks Department property or on a Jointly Operated Playground (JOP), the Parks Department shall be consulted and included in all meetings from the onset of the project. See Section 2.2 for guidance in determining if Parks Department involvement is needed.

2.2. TCU Sites on Park Department Property or Jointly Operated Playground (JOP)

Check Tax Records to identify if TCU's are on a Parks Department owned property. JOPs may exist on Park Department or Department of Education properties where a joint agreement for development and operation may have been made in the past. A list of JOPs can be found at the following links:

On the SCA website:

<http://nycsca.org/Business/WorkingWithTheSCA/Design/ReferenceMaterial/JOPMasterList.pdf>

On SCAN:

scan/Departments/ArchitectureEngineering/DesignStandards/ReferenceMaterial/JOPMasterList

If the site being worked on is not included on the referenced list, contact the School Principal and Custodian to determine if there is any known history of joint operation with Parks Department.

If there are questions on the status of a specific site or if the site is established to be on Parks Department property or a JOP, request the DPM or DM to contact the Director of Parklands, Colleen Alderson at Colleen.Alderson@parks.nyc.gov or 212-360-3441; or Jose Lopez at Jose.Lopez@parks.nyc.gov or 212-360-3491 for coordination of project requirements.



2.3. Project Definition

A “TCU Removal/Playground Redevelopment” Project in the CIP system is identified by LLW number and description for TCU Removal Projects. *Typically no specific components are identified as “nodes”; however, Capital Plan Management may add nodes to identify specific needs.*

The Capital Plan intent is to limit the work necessary to remove existing TCU’s and to bring existing pavement and playground components into good repair, not to replace all playground components or provide enhancement for them. Unlike ‘Resolution A’ projects, where the school has the latitude to choose what components should be scoped to enhance the space, CIP projects are typically limited to necessary repairs or replacement of existing components only.

The Designer should carefully examine the latest BCAS and identify the system components related to existing site components to be addressed within the ‘DOE – Referred’ work. In case of assigned nodes, only related components, which are needed to accomplish the repair or replacement should be included within the scope of the “DOE Referred” work. Work on unrelated site components beyond the assigned nodes, if required, shall be scoped as “SCA Additional Recommended Items”. If nodes have not been assigned, the scope shall be limited to the repairs of the areas directly under the TCUs and only necessary repairs to other components of the playground. The intention of such projects is not renovating the entire playground.

As with all designated or undesignated components, it is important for the designer to determine the appropriate amount of work to be performed, not just to replace all playground components. The goal is, in a cost effective manner, to bring the designated components into good condition to serve the school premises for 7 to 10 years as a minimum.

If the site is determined to be a JOP or on Parks Department property and thus the work must be coordinated with the Parks Department, notify Capital Plan Management immediately if the Parks Department requests exceed the expectations described above.

2.4. Design Requirements and Standard Details

Refer to the SCA Design Requirements Manual for Planning Guidelines for new and existing Playgrounds. SCA Standard Details should be referred to as a guide for court and athletic field layouts and site details. For projects on Parks Department properties or those that are JOPs, follow Parks Department standards or verify if the SCA details are acceptable for the design.

2.5. Environmental Review Process (E-Designation)

As part of the site investigation, identify if the playground site is within an E-Designation Zone established by Zoning Resolution. An E-designation provides notice of the presence of an environmental requirement pertaining to potential hazardous material contamination, high ambient noise levels or air emission concerns on a particular tax lot. This can be checked by visiting the following link: http://www.nyc.gov/html/dcp/html/env_review/e_designation_faqs.shtml. Search the block and lot number for the site to determine if there are any known environmental issues.

2.6. Investigation & Documentation of Findings

Perform investigations, including, but not limited to, site visits to perform visual inspections as appropriate to the scope of work. Perform testing and probes if necessary to confirm hidden conditions. Obtain Site Surveys and historical documents of the site and related site work through research of Alchemy and other sources. Check Tax Maps to determine site ownership by Parks



Department or the Department of Education. Request an updated site topographic survey where adequate information does not exist. The AEOR shall notify the SCA DPM/DM as soon as possible if they have reason to believe that the site is located on Parks Department property or is a JOP.

Study the BCAS report at the onset of the project to identify reported component deficiencies, which are to be confirmed by AEOR in their further investigation. In the Appendix of the Scope Report, provide an annotated copy of the applicable pages of the BCAS Report to identify applicable components which are being repaired or replaced as DOE-Referred and SCA Additional Items.

Document findings using photography and annotated drawings. Record the locations and extent of deficiencies on copies of plans, elevations and details to include as Scope Drawings in the Appendix of the Scope Report.

2.7. Meetings with School Personnel

2.7.1 Multiple School Organizations in the Building

It is important when meeting with the school staff to be clear that the intent of the project is to address the repair or replacement of items listed in the Capital Plan as deficient and to bring the area occupied by TCU's into good repair and replace what was there prior to installation of the TCU's (if known), not necessarily to enhance it by adding items that are not currently in the playground or were not there prior to the TCU's installation. If the school desires other upgrades, the suggestion for them to apply for 'Reso A' funding may be made. Any questions in this regard should be directed to the SCA Design Project Manager.

Prior to the meeting, the DM or DPM will verify with Capital Plan Management Department (if not clearly indicated in the initial assignment) as to whether the playground is for one specific organization within the building or is to be shared by the entire school. If Capital Plan Management has given the direction that the playground is to be shared by all schools in the building, the DM or DPM is to advise the principal(s) accordingly. No promise should be made to the school of any repairs/upgrades prior to approval of such requests by DM/DPM.

2.7.2 Meetings with School Staff

Generally, a minimum of two on-site meetings will be needed during the scope phase. All persons listed in the Master Contact List for this project shall be invited to the meetings. At a minimum, the following people should attend:

- Principal(s) of the school organizations impacted/involved or their designated representative(s)
- School Building Custodian
- SCA A&E Staff (Design Project Manager or Design Manager)
- SCA A&E Design Team
- SCA Construction Management PO

Attendance by the relevant principal(s) in the building is required for the first meeting and for any other discussions by which the scope of the project may be significantly changed (e.g. cost, changing location, and scope growth).

Under no circumstances should the A&E consultants have the scope and design kick-off meetings with principal(s) without SCA A&E staff.



At the meetings, the A/EOR shall provide technical input on what may be required. They will take minutes of the meeting for distribution per Procedural Guideline PG 3.1.2. The AEOR should explain that the scope is only the TCU removal and the redevelopment of the area under and around them. They should also mention that all requests made by the school will be discussed with SCA, and if approved, will be included in the scope of work. However, reiterate that it is recommended they try and obtain Reso A funding for improvements beyond the base work of restoring the play yard.

2.7.3 Preparation of Field Report and Proposed Layout

Within two (2) weeks following the Initial Kick-Off, the AEOR shall submit a Field Report identifying the proposed scope of work of DOE-Referred and SCA Additional Recommended Items to the DPM/DM for review and approval of items to be scoped. Preliminary sketches of "Existing Condition/Damage Mapping Drawings and Proposed Playground Layout(s) shall also be included in the Field Report. Any requested probes, tests, surveys, etc. should also be identified at this time. The Field Report and sketches shall be reviewed by SCA DPM and DM to verify compliance with Scoping Guidelines and the appropriateness of the scope of work and layout prior to any distribution to School Representatives.

2.7.4 Second Meeting at the School

A second meeting is to be convened with the school team after the Draft Scope has been reviewed to present sketches showing the preliminary layout and scope of work proposed.

3.0 TCU REMOVAL/PLAYGROUND REDEVELOPMENT CATEGORIES AND COMPONENTS:

The TCU Removal/Playground Redevelopment Capital Category may include some or all of the following components:

Architectural/Site/General

- *TCU Removal (including utilities)*
- *Pavement (Asphalt or Concrete)*
- *Unpaved Areas (Landscaped Areas)*
- *DOT Sidewalks (In Public R.O.W.; Refer deficiencies to DOT unless directly affected by the proposed work)*
- *Site Sidewalks & Walkways (not in Public R.O.W.)*
- *Fencing*

Architectural/Site/Playgrounds

- *Play Equipment*
- *Safety Surfacing*
- *Pavement Markings/Games*
- *Benches/Tables*

Architectural/Athletic Fields & Courts

- *Playing Surface/Synthetic Turf*
- *Running Track*
- *Fixed Equipment (Basketball, Volleyball, Tennis, Football Goal Posts)*
- *Seating (Benches, Bleachers)*
- *Scoreboard (if existing)*



Site Drainage

- Catch Basins
- Culverts/Drainage Piping

Retaining Walls/Site Walls/Curbs/Site Stairs & Ramps

- Retaining Walls
- Site Walls (other than Retaining Walls)
- Curbs
- Site Stairs/Ramps (including cheek walls and railings, where required)

Miscellaneous

- Drinking Fountains & Hose Bibbs (if existing)
- Site Lighting

Possible Related Components

- Vehicular/Non-Student Use Pavement

Design Requirements: Refer to SCA Design Requirements Manual Section 2.0 Site Construction and other relevant sections for further design and technical requirements. Refer to Section 1.0 for General Planning and Design Criteria related to Outdoor Play Spaces and related interior spaces. SCA Standard Details should be consulted for layouts for various games and standard details of site components. Any components not directly related to TCU Removal and creation of paved play areas should be included as “SCA Additional Recommended Items”.

3.1. General

Record existing conditions showing the location(s) of existing TCU's and surrounding pavement, fencing and other site elements along with sketches of proposed improvements on site plans and elevations (if appropriate) attached to the scope report. As a minimum, include annotated copies of site plans and site details from Alchemy or other sources showing deficiencies to be addressed. For projects where fixed equipment or pavement markings are impacted, provide “existing” and “proposed” layouts.

3.2. Architectural Site/General

3.2.1 General

Include an introductory paragraph with a general description of the existing site area where existing TCU's are located, including, but not necessarily limited to the following:

- Location, number and configuration of existing TCU's and utilities
- Based upon review of Tax Maps, identify site ownership (by Department of Education or Parks Department)
- Identify if the site is on Parks Department Property or a designated JOP
- Grade levels and School Organization(s) served by the proposed playground areas
- Brief description of design and general conformance with Planning Guidelines and Standard Details
- Describe programmatic requirements being incorporated into the proposed playground redevelopment in areas vacated by TCU's



3.2.2 TCU Removal (including Utilities)

Investigate conditions in the area(s) occupied by existing TCU's (Transportable Classroom Units) and utilities serving the TCU's. At a minimum, existing utilities will be removed and capped below the existing pavement.

Scope report should include:

- Number and size of existing TCU's (including existing conditions drawing)
- Description of existing utilities, locations and routing
- Type and condition of pavement adjacent and below the existing TCU's

3.2.3 Pavement (Asphalt or Concrete)

Investigate the condition of existing pavement adjacent and below the existing TCU's and within the limits of the existing and proposed playground areas. Pavement should be repaired or resurfaced where feasible, rather than replaced.

Scope report should include:

- Photos of descriptions of deficiencies
- Areas requiring replacement
- Areas to be only repaired
- Areas to be resurfaced
- In case both repair and replacement of pavement happens in a single playground, propose a coating system for uniformity of the surface. Refer to SCA Standard Specifications for acceptable coating systems products. If additional products and systems are proposed, submit for review and approval by TSS.

3.2.4 Unpaved Areas (Landscaped Areas, if affected by the TCU removal)

Investigate the condition of the affected existing unpaved/landscaped areas. Include recommendations for grading, landscaping, or paving per the proposed layout.

Scope report should include:

- Condition of existing landscape and description of any proposed work

3.2.5 DOT Sidewalks (in public R.O.W.)

Investigate the condition of DOT sidewalks surrounding the new/expanded playground areas. Typically, deficiencies in DOE Sidewalks shall be referred to DOT unless any of the proposed work dictates work in the public right-of-way.

Scope report should include:

- The area and number of flags that will be affected and the length of curb replacement if affected.

3.2.6 Site Sidewalks & Walkways (not in public R.O.W.)

Investigate the condition of existing site sidewalks and walkways adjacent to the new/expanded playground areas. Include recommendations for repair or replacement in the immediate area of the proposed playground under DOE-Referred Items. For areas not directly adjacent to the new/expanded playground, include as "SCA Additional Recommended Items".



Scope report should include:

- Area of sidewalk and walkways in need of replacement

3.2.7 Fencing

Investigate the condition of existing fencing adjacent to the new/expanded playground areas. Include recommendations for repair or replacement under DOE-Referred Items. For areas not directly adjacent to the new/expanded playground, include as “SCA Additional Recommended Items”.

Scope report should include:

- Amount of location of fence the needs full replacement
- Amount and location of fence that only needs repairs

3.3. Architectural/Site/Playgrounds

3.3.1 Play Equipment

Investigate the condition of any existing play equipment in the vicinity of the new/expanded playground area. If the school is a PS and there is no existing playground equipment, include new play equipment within the new/expanded playground area if the School Principal(s) concur.

3.3.2 Safety Surfacing

Investigate the condition of existing safety surfacing in the vicinity of the new/expanded playground area. Include new safety surfacing within the new/expanded playground area if new play equipment is provided.

3.3.3 Pavement Markings/Games

Investigate the condition of existing pavement marking and games within the existing adjacent playground areas. Include new pavement markings/games within the new/expanded playground area if necessary.

3.4. Architectural/Site/Athletic Fields & Courts

3.4.1 Playing Surface/Synthetic Turf

Investigate the condition of existing playing surfaces or synthetic turf. Refer to Design Requirements and Standard Specifications for locations and types of playing surfaces utilized over asphalt or concrete pavement in playgrounds. No new Athletic Fields or turf (either natural or synthetic) shall be proposed as part of DOE-Referred Work with TCU Removal projects. Only include as a “SCA Additional Item” where specifically approved in advance by Capital Plan Management.

3.4.2 Running Track

Investigate the condition of existing running track, if any, and propose repairs if needed. No regulation running tracks shall be provided unless identified as a selected node or otherwise approved in advance by Capital Plan Management.



3.4.3 Fixed Equipment

Investigate the condition of existing fixed equipment. Fixed Equipment for basketball, volleyball, or tennis may be incorporated into the new/expanded playground, if authorized in advance by Capital Plan Management and the School Principal(s) are in concurrence. Existing equipment shall be replaced /repaired only if necessary.

3.4.4 Seating (Benches, Bleachers)

Investigate the condition of existing benches and bleachers where applicable. Propose repairs/replacement only if necessary and needed.

3.4.5 Scoreboard

Scoreboards would not typically be encountered in a TCU Removal/Playground Redevelopment project. No new Athletic Fields or Scoreboards should be included in TCU Removal projects unless otherwise approved in advance by Capital Plan Management.

3.5. Site Drainage

3.5.1 Catch Basins

Investigate the condition of existing catch basins and pavement drainage systems. Obtain accurate topographic information and confirm pavement slopes to meet or exceed code and SCA Design Requirements for pavement slope and drainage. If a full pavement replacement is necessary, full replacement of existing aging catch basins and drainage piping may be appropriate, rather than retaining and protecting existing systems in place. If heavy equipment is required for pavement removals, it is often difficult to protect existing catch basins in place.

3.5.2 Culverts/Drainage Piping

Investigate the condition of existing piping. If pavement and drainage systems are in good condition, consider requesting video-scoping of existing drainage system to confirm they are intact and functioning properly. If a full pavement replacement is necessary, full replacement of existing aging catch basins and drainage piping may be appropriate, rather than retaining and protecting existing systems in place. If heavy equipment is required for pavement removals, it is often difficult to protect existing piping in place.

3.6. Retaining Walls/Site Walls/Curbs/Site Stairs & Ramps

3.6.1 Retaining Walls

Investigate the condition of existing retaining walls adjacent to the new/expanded playground area. Recommend repairs, rather than replacement where feasible.

3.6.2 Site Walls

Investigate the condition of existing site walls (other than retaining walls) adjacent to the new/expanded playground area. Recommend repairs, rather than replacement where feasible.



3.6.3 Curbs

Investigate the condition of existing curbs adjacent to the new/expanded playground area. Recommend repairs, rather than replacement where feasible.

3.6.4 Site Stairs & Ramps

Investigate the condition of existing site stairs and ramps adjacent to the new/expanded playground area, including cheek walls and railings. Recommend repairs, rather than replacement where feasible.

3.7. Miscellaneous

3.7.1 Drinking Fountains and Hose Bibbs

Investigate the condition of existing drinking fountains and hose bibbs. If they are existing, keep them and recommend repair/replacement if needed. Typically, drinking fountains are not provided on DOE playgrounds, but may be required on playgrounds jointly operated with Parks Department. In previous PLANYC playground projects, drinking fountains were typically mounted on existing building walls.

3.7.2 Site Lighting

Investigate the condition of existing site lighting. Recommend repair if necessary. No new lighting shall be included in TCU Removal and Playground Redevelopment projects unless there are serious security concerns by the school. Unless otherwise approved in advance by Capital Plan Management, Site Lighting improvements shall be listed as a SCA Additional Item.

3.8. Potential Related Components

3.8.1 Vehicular/Non-Student Use Pavement

Investigate the condition of vehicular/non-student use pavement adjacent to the proposed new/expanded playground. Recommended repair/replacement shall be included as an "SCA Additional Recommended Item".

Scope report should include:

- Photos and descriptions of pavement deficiencies
- Areas requiring replacement
- Areas to be only repaired
- Areas to be resurfaced
- In case both repair and replacement happens in a single area, propose a coating system for uniformity of the surface.

End of TCU Removal/Playground Redevelopment Scoping Guidelines