

## **BUSD PROJECT DESIGN – MEETING NOTIFICATION – BACKGROUND**

Based on observations at recent community meetings related to BUSD construction projects and concerns voiced at CBOC meetings by members of school communities regarding project process, the CBOC puts forth the following recommendations for construction project notification and project schematic design process for BUSD Board consideration.

CBOC also recommends documentation and distribution of a project's history as part of the notification so that participants who enter the process at the schematic design phase are informed of when, why and how a project came about. Years can lapse between the time a project is identified as a bond project (and agreed to by the School Board) and the time it is designed and constructed. Many who were involved in the early stages of project identification and budgeting are no longer engaged and those new to a project are often unaware of how a project came about and what the project's parameters are.

The intent of these recommendations is to:

1. Establish a consistent notification process for design and construction projects that merit community input;
2. Document and distribute project background and history (including BUSD Board decisions); and
3. Establish a consistent framework and process for community input.

## **MEETING NOTIFICATION DISTRIBUTION & TIMING**

### **1. DISTRIBUTION**

- a. School community via school's e-tree, BUSD e-tree, information bulletin boards inside school sites, A+ News, Berkeley Public School Report
- b. Surrounding neighbors via:
  - Mailed (USPS) notices with community meeting schedule to a 300' radius from school site.
  - Posted notifications at school site exterior (See more information below.)
- c. Newspapers – Berkeley Voice, Berkeley Times, Berkeleyside, others

**2. POSTING AT SCHOOL SITE** – Notices posted on a colored background (similar to the city's posted notifications on yellow backgrounds at proposed project sites – see attached photo) near school entrances and/or entry gates. Number of posting depends on size of site. (CBOC recommends at least at one location on each public street frontage and maximum 300' apart.)

**3. TIMING of notification distribution and posting at school site** – Two to four weeks before the first community meeting.

## **INFORMATION TO INCLUDE IN PROJECT NOTIFICATION**

**1. NAME OF PROJECT**, project site and address

**2. PROJECT DESCRIPTION**

**3. PROJECT HISTORY** - Purpose, building/site improvement program, process to date (identification as a project, board approval of project) and other relevant project information.

**4. PROJECT DESIGN MEETINGS AND OPPORTUNITIES FOR INPUT**

**a. Community Meeting # 1 – Informational meeting – [DATE & TIME]**

PURPOSE – Review project history, purpose, program (established by project team) and project parameters. Interested participants will be invited to submit names for consideration on site committee. School principal to establish site committee.

LOCATION – [SITE NAME, PHYSICAL ADDRESS, ROOM]

**b. Site Committee Formation**

Principal of school will form a project site committee by [DATE].

THE ROLE of the site committee is to assist the school principal in the design of the project. The site committee will meet with the school principal and project designers three times during the schematic design phase and members are encouraged to attend community meetings.

Those interested in being on the site committee should submit name, telephone and email to [NAME OF PROJECT MANAGER OR PRINCIPAL OR ASSISTANT] at [CONTACT INFORMATION] by [DATE].

Selected Site Committee members will be notified by [DATE].

**c. Project Design Meetings:**

**Site Committee Meeting # 1 – [DATE & TIME]**

PURPOSE – Project overview and information gathering

**Site Committee Meeting # 2 – [DATE & TIME]**

PURPOSE – Alternative review, select preferred alternative

**Community Meeting # 2 – [DATE & TIME]**

PURPOSE – The purpose of the community meeting(s) is/are to provide project information to interested members of the public and school community and to solicit input on design. Comments will be directed to Site Committee for consideration. The meeting will include overview of project history and purpose, and presentation and discussion of preferred plan alternative developed with Site Committee input.

LOCATION – [SITE NAME, PHYSICAL ADDRESS, ROOM]

**Site Committee Meeting # 3 – [DATE & TIME]**

PURPOSE – Review of revised plan and Schematic Design following Community Meeting and to prepare recommendation for Board's consideration.

**d. BUSD Board Review - [TENTATIVE DATE]**

Schematic design is tentatively scheduled to be submitted to the Board as a video presentation on [DATE] for review at board meeting on [DATE].

LOCATION [SITE NAME, PHYSICAL ADDRESS, ROOM]

The video presentation, project description and staff report will be posted on BUSD's Current Construction Projects website:

<http://www.berkeleyschools.net/departments/facilities/current-construction-projects/>

**5. OVERALL PROJECT SCHEDULE**

- a. Schematic Design – [DATES, tentative]
- b. BUSD Board review and approval – [DATES, tentative]
- c. Construction Document completion and Department of State Architect review – [DATES, tentative]
- d. Public Bid and Construction – [DATES, tentative]

**6. PROJECT CONTACT**

Please contact [NAME], Project Manager, [NAME OF MANAGEMENT FIRM] with any questions or comments.

Telephone number: [TEL No.]

Email: [EMAIL ADDRESS]

BUSD Facilities Department telephone number: (510) 644-6066

**For updates on the project and other BUSD construction projects, please go to:**

<http://www.berkeleyschools.net/departments/facilities/current-construction-projects/>