

## MEMORANDUM

**TO:** Governing Board

**FROM:** Randall Booker, Superintendent

**DATE:** December 14, 2016

**SUBJECT: H1 FACILITIES BOND – NEXT STEPS**

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I. **SUPPORT INFORMATION**

On November 8, 2016, the voters approved Measure H1, authorizing the District to sell up to \$66 million in school construction bonds. The District will use bond funds to modernize and improve school facilities to better support our education programs. We are extremely grateful for community support for these vital improvements, and we're looking forward to getting started.

What follows is information regarding the District's next steps in planning and organization – December 2016 – June 2017 (Phase 1).

**January - March 2017**

- **H1 Facilities Bond Program website.** The District will develop a website to centralize and archive all important information about the bond program.
- **Identification of Qualified Architects.** The District will issue a Request for Qualifications or Request for Proposals to identify qualified architectural firms. The Board of Education will approve a contract for architectural services over the next few months.
- **Identification of Qualified Program Planning Services.** The District will issue a Request for Qualifications or Request for Proposals to identify qualified program planning firms, whose consultation services will be required for initial strategic planning and peer review, including conceptual scope options, option costs, and option/program phasing. The Board of Education will approve a contract for limited program planning services (time and materials only) for work scheduled over the next several months.
- **Identification of State School Facilities Consultant.** The District will hire a consulting firm to assist with determining the District's State Facility Matching Fund eligibility, and with processing applications for new construction, modernization, and career technical education funding. The consultant will also provide technical assistance in working with the Office of Public School Construction (OPSC), State Allocation Board (SAB), and Division of the State Architect (DSA).

- **Community Engagement.** The District will conduct outreach, host a series of community meetings to solicit input on conceptual designs for new or renovated facilities, and publicize other opportunities to get involved in the bond program.
  - The District will produce an **initial Public Service Announcement** to thank the community for approval of Measure H1, present an overview of the phases of the bond program, and describe the various opportunities over the next several months to learn about and provide input into the project planning process. This initial Public Service Announcement will also include information about opportunities to serve on the Facilities Steering Committee and Citizens' Oversight Committee.
  - Similar information will be distributed to the school community through school bulletins and the District's Spotlight, and to the broader Piedmont community through social media.
  - The District will host a series of **community meetings** to discuss and solicit input on conceptual designs for new or renovated facilities. The meetings will be held on various days and at various times to maximize the number of people who may be able to attend and participate in person. The schedule of meetings will be promoted through the initial Public Service Announcement, school bulletins, the District's Spotlight, and social media.
  - The District will produce a second **Public Service Announcement about conceptual designs** and the various opportunities to provide input, either in person or by submitting written comments, concerning these designs.
  - The District will use its **electronic newsletters, website, the Piedmont Portal and social media** to present the conceptual designs and the various opportunities to provide input concerning these designs.
  - The District will create and publicize a **dedicated web link** to solicit and record community questions, comments, and suggestions about the conceptual designs.
  
- **Expansion of Facilities Steering Committee.** Piedmont Unified's Facilities Steering Committee is an advisory group made up of community members with professional experience and expertise relevant to the District's capital projects. The Committee provides advice and guidance to the Superintendent in the planning, management, and oversight of these projects.

The District relied on the Committee to oversee both the Seismic Safety Bond Program and the Modernization Program. Members of the Committee helped guide these programs to successful completion -- both programs were completed on time and on budget, with high levels of community satisfaction in the completed projects.

During the Spring of 2016, the Committee studied Piedmont Unified's Facilities Master Plan, discussed how to accomplish the most pressing

educational goals identified in the Plan, and considered how to get the most value for the investment. The Committee helped identify conceptual designs, scrutinized cost estimates, and its recommendations are reflected in what ultimately became the H1 bond measure.

Members of the Facilities Steering Committee are selected by the Superintendent and Director of Facilities based on their professional background and experience. There are currently 12 members (including 2 Board Members, 4 staff members, and 6 community members). The District is looking for 4-8 additional community members with a background in construction, architecture, design, real-estate and/or construction law, and/or experience in the STEAM fields. Members serve as volunteers under the direction of the Superintendent.

In general, the Committee meets bi-monthly during planning and construction of projects, and otherwise as needed. Applicants are asked to commit to a two-year term to ensure continuity.

#### **Application Process:**

A Facilities Steering Committee application may be submitted for consideration using the following link:

<https://goo.gl/forms/dyiUHPQAu3cdm6Zu2>

- **Selection of Citizens' Oversight Committee.** The Piedmont Unified School District is soliciting applications for the H1 Facilities Bond Citizens' Oversight Committee (COC).

Measure H1 was passed under the rules of Proposition 39, which directs that the Board of Trustees appoint an independent Citizens Oversight Committee (COC) to monitor bond expenditures. As provided in Education Code Section 15278, the role for the COC is to provide oversight of the District's use of Measure H1 Bond proceeds and report to the Board and public on their findings. Specifically, the COC will ensure that all funds are used in support of the projects included in the bond measure and not for unspecified projects or general operating expenses.

The COC is comprised of individuals from local businesses, senior citizen organizations, organizations involved with schools, a tax payers' organization, legal, technical, and financial advisors, as well as involved parents of children residing in the Piedmont Unified School District. The COC will meet quarterly at a maximum; members must be able to serve up to a two-year term. Some members will be asked to serve longer than two years to ensure some level of COC institutional memory and to avoid having to make wholesale changes to the committee every other year.

The COC will also review the annual independent audits that are required of general obligation bond funds, make annual physical inspections of

bond program projects during construction, review related District documents to gather information for the preparation of reports to the community, and report to the Board of Education annually on the activities of the committee.

**Application Process:**

A Citizen's Oversight Committee (COC) application may be submitted for consideration using the following link:

<https://goo.gl/forms/9uTQnDWST465THCE2>

The President and Vice President of the PUSD Board of Education will select participants from the pool of applicants. Applications are due by January 18, 2017. In the past, the Board chose to accept all applicants if the number of applications did not greatly exceed the number of available spaces. There is no limit to the number of individuals who can serve on the COC. However, all participants must be Piedmont residents.

The application process and selection timeline will be announced at the December 8<sup>th</sup> Budget Advisory Committee Meeting, the December 14<sup>th</sup> and January 11<sup>th</sup> Board of Education meetings, and the school bulletins. It will also be posted on the District Website.

The first COC meeting will occur in early February of 2017.

**March - April 2017**

- **Development of Conceptual Plans.** Working closely with the architect and the Facilities Steering Committee, District staff will: synthesize community input; review conceptual designs; scrutinize cost estimates and cash flow projections; prioritize and phase the work to most efficiently and effectively implement the Facilities Master Plan; and develop recommendations to the Board of Education concerning conceptual designs and sequence of projects.
- **Sale of the first series of Measure H1 Bonds.** Staff will be working with KNN Public Finance, a Division of Zions Public Finance, Inc., the District financial advisor, to structure and prepare to sell the first series of Measure H1 bonds. It will be a competitive sale and the District will not entertain capital appreciation bonds (CABs).

**May - June 2017**

- **Consideration and Determination of Conceptual Plans.** The District's Program Coordinator and Construction Manager will present recommendations to the Board of Education concerning conceptual designs. The Board will consider and determine the conceptual plans and related budgets, and authorize the architect to develop construction drawings.

## **Phase 2**

### **June 2017 - June 2018**

- **Development and DSA Review of Construction Drawings.** The architect will develop construction drawings and submit these to the Division of the State Architect (DSA) for approval. (Please note that DSA review can take up to six months and the pace of review is largely out of the District's control.)

### **April - July 2018**

- **Identification of Qualified Contractors.** In advance of DSA approval of construction drawings, the District will issue a Request for Qualifications or Request for Proposals to identify qualified contractors.
- **Selection of Contractor.** Upon approval of construction drawings by DSA, the Board of Education will select a contractor and approve a contract for construction services.
- **Application for State Matching Funds.** Upon approval of construction drawings by DSA, the District will apply for State matching funds. At last report, the District is likely eligible to receive between \$4.8 and \$6.4 million in combined state matching funds for Piedmont High School, Piedmont Middle School, and Millennium High School.

## **II. RECOMMENDATION: REVIEW AND DISCUSSION** Review and discuss H1 Facilities Bond -- Next Steps.