

PIEDMONT UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Randall Booker, Superintendent
Song Chin-Bendib, Assistant Superintendent, Business Services

SUBJECT: H1 FACILITIES BOND ORGANIZATIONAL STRUCTURE AND TIMELINE

I. SUPPORT INFORMATION

A. Selection of Citizens' Oversight Committee Members

State law requires the creation of a Citizens' Oversight Committee (COC) to review, and report to the public, about the management and expenditure of bond funds. (California Education Code Section 15278.) The H1 Facilities Bond Program COC will inspect the bond program projects during construction, review quarterly budget reports prepared by the program management team and annual financial reports prepared by independent auditors, and issue an annual report to the community. The COC should include: individuals from local businesses, senior citizen organizations, organizations involved with schools, and a taxpayers' organization; legal, technical, and financial advisors; and parents of children in the District.

The District solicited applications for the COC through press releases and school and community bulletins, and through outreach to community organizations, and received seven applications. The District will announce the new members during the open session of the January 24, 2017 Board of Education Meeting.

B. Expansion of Facilities Steering Committee

The Facilities Steering Committee (FSC) is an advisory group made up of community members with professional experience and expertise relevant to the District's capital projects. The Committee assists the Superintendent and the program management team in the planning, review, and oversight of these projects.

The District relied on the FSC (which changed in composition over time) to oversee both the Seismic Safety Bond Program and the Modernization Program. 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 and scrutinized cost estimates, and its recommendations are reflected in what ultimately became the H1 bond measure.

The Committee consists of: Grier Graff; Brad Hebert; Robert Hendrickson; John Gibbs; Sally Aldridge; Angel Fierro; and Bernard Pech. District staff who serve on the

Committee include: Superintendent Randall Booker; Assistant Superintendent Song Chin-Bendib; Director of Facilities & H1 Construction Manager Pete Palmer; Director of Adult/Alternative Education and H1 Program Coordinator Michael Brady; H1 Communications and Program Implementation Julie Moll; and Board of Education Members Andrea Swenson and Doug Ireland.

The District solicited applications for the FSC through press releases and school and community bulletins, and through outreach to community organizations, and received fourteen applications. The District will announce the new additional members during the open session of the January 24, 2017 Board of Education Meeting. Members of the Committee will be selected based on their professional background and experience, particularly as it relates to the design of educational facilities for STEAM (Science, Technology, Engineering, Art, and Mathematics).

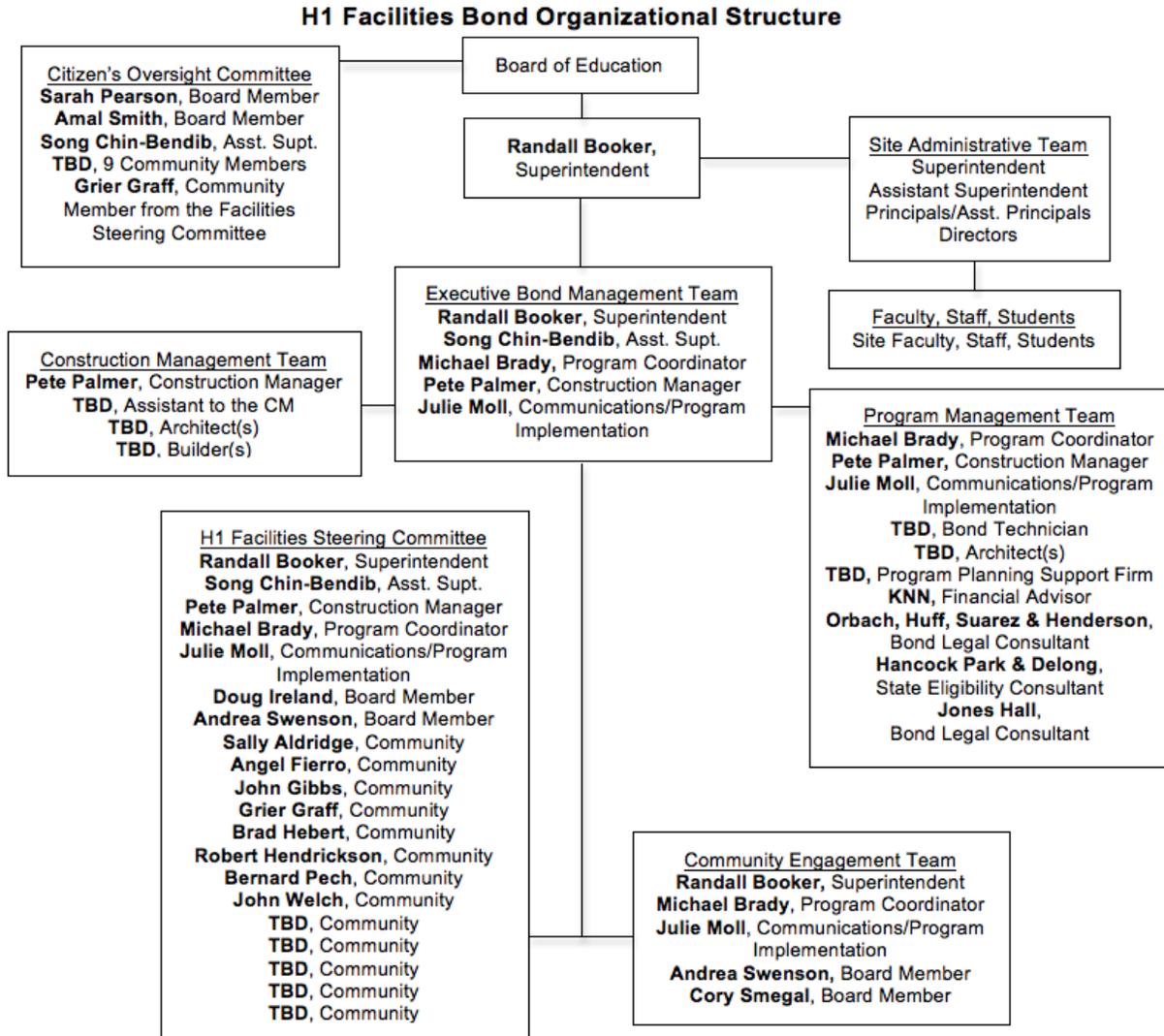
C. H1 Facilities Bond Program Organizational Chart

Program Management -- a vital component of any bond program -- is a team effort that typically includes managing, facilitating, and reporting of pre-project planning, budgets, schedules, procurement of consultants, administration of contracts, design, construction management, financial planning, and legal and other specialized services.

PUSD is re-assembling some of the Program Management team members from the Seismic Safety Bond Program (SSBP), which was completed on time and on budget, to take advantage of their proven experience and expertise. These team members include H1 Construction Manager Pete Palmer and H1 Project Coordinator Michael Brady, H1 Communications and Program Implementation Julie Moll, bond legal counsel William Kady, school facility funding eligibility specialists Hancock, Park, and de Long (www.hpdschools.com), and community engagement specialist Gina Bartlett (<http://www.cbuilding.org>). Ms. Bartlett, formerly with the Center for Collaborative Policy, successfully managed a series of community meetings during the SSBP, and orchestrated successful presentations of the "Becker Plan" for a new Havens Elementary School. Chris de Long and Bruce Hancock were instrumental in securing \$16 million in State funding for the SSBP (nearly \$3 million more than initial projections).

Assistant Superintendent Song Chin-Bendib, who joined the District after completion of the SSBP, will also play a significant role in the H1 Facilities Bond Program. Ms. Chin-Bendib has broad experience managing the administrative, financial and regulatory aspects of bond programs for the San Leandro Unified School District. She will oversee the issuance and rating of bonds and bond program revenue and expenditures, coordinate with legal and finance consultants, and work with auditors and regulators to ensure compliance.

The following is an overview of the H1 Facilities Bond Program organization:



D. Process and Timeline for Selection of Architects

The process for selecting architects is now underway. The Architect will provide a range of services including preparing concept designs, construction drawings, and shepherding the plans through the California Division of State Architect, the State agency that must review and approve all public school construction.

On January 6, H1 Construction Manager Pete Palmer and H1 Program Manager Michael Brady held a meeting and tour for interested firms. Approximately thirty-five (35) individuals representing twenty-seven (27) architectural firms and four (4) consulting groups attended. The meeting and tour lasted over two and one-half hours and the tour included all of PHS/MHS/PMS, as well as a brief stop at Wildwood and Havens.

A summary of the selection process and timeline follows:

Date	Description
12/23/16	Issue Request for Qualifications/Request for Proposals for Architects

2/07/17	Deadline for Proposals
2/08/17	Selection of Candidates for Interviews
2/13/17	Interviews
2/28/17	SPECIAL BOARD MEETING: Superintendent recommends a primary architect for the Magnolia Campus and a pool of other qualified architects for additional projects. Board of Education takes action on the recommendation.

E. Overview of Communications Timeline

Plans for bond program communications are also underway, and a summary and timeline follows:

Date	Description
1/30/17	Develop H1 Facilities Bond Program website to centralize and archive all important information about the bond program
2/15/17	Produce and distribute a short video 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. 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.
3/15/17	Produce and distribute a second video about the conceptual designs and the various opportunities to provide input, either in person or by submitting written comments, concerning these designs. 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.
3/15/17	Create and publicize an electronic feedback tool to solicit and record community questions, comments, and suggestions about the conceptual designs.
4/1/17	Community Town Hall meeting to discuss and receive input about the conceptual designs. The meeting will be promoted through the school and community bulletins, press releases, and social media.
	The District will compile the comments and suggestions gathered at the community meeting and through the Google doc. Working closely with its architect and the Facilities Steering Committee, District staff will: analyze the community input; evaluate the conceptual design options based on community support, practicality, and efficiency; scrutinize cost estimates and cash flow projections; and develop recommendations to the Board of Education concerning conceptual designs and sequence of projects.
4/26/17	Superintendent presents recommendations to the Board of Education

	concerning conceptual designs and sequence of projects. Public comment invited.
5/10/17	Board of Education discusses the conceptual designs and sequence of projects. Public comment invited.
5/24/17	Board of Education takes action on the conceptual designs and sequence of projects. Public comment invited.

II. **RECOMMENDATION: REVIEW AND ACTION**

Approve the H1 Facilities Bond Organizational Structure and Timeline