

AUSTIN INDEPENDENT SCHOOL DISTRICT



COMMUNITY BOND OVERSIGHT COMMITTEE

Training Materials

Date: July 16, 2019





Community Bond Oversight Committee

July 16, 2019, 6:30 PM - 8:30 PM

Carruth Administration Building, Board Auditorium

1111 W. 6th Street Austin, TX 78703

The Board of Trustees appoints volunteer citizens to the Community Bond Oversight Committee (CBOC) to ensure that the projects remain faithful to the voter-approved bond program scope of work and to monitor and ensure the bond projects are completed on time, with quality and within budget. More information can be found at the [2017 Bond Program Website](#).

TRAINING AGENDA

	AGENDA ITEM	TIME	STRATEGIC PLAN COMMITMENTS
1.	Call to Order	6:30 pm	
2.	Introductions <ul style="list-style-type: none"> • Operations Division Org Chart • CMD Org Chart and Staff Roster • CBOC Member Roster 	5 min.	8, 9, 10
3.	Overview of CBOC Charge	5 min.	8, 9, 10
4.	Reporting Materials Subcommittee <ul style="list-style-type: none"> • Rational for Subcommittee • Discussion of Process and Membership 	5 min.	8, 9, 10
5.	Project Life Cycle <ul style="list-style-type: none"> • Overview • Delivery Methods Used 	15 min.	8, 9, 10
6.	Anatomy of a Bond Budget <ul style="list-style-type: none"> • Overview • Contingency and Risk 	40 min.	8, 9, 10
7.	HUB Program <ul style="list-style-type: none"> • Board Policy • HUB Goal Determination • Vendor Engagement Process 	30 min.	8, 9, 10
8.	Procurement Process	15 min.	8, 9, 10
9.	Discussion of Next Meeting Agenda	5 min.	9, 10
10.	Adjourn	8:30 pm	

The training will focus on committee operations, construction procurement and reporting. The committee will not take any action. The public is encouraged to attend; however, no public comments will be taken.

Community Bond Oversight Committee Membership

NAME	TERM	DISTRICT#
Rocio Villalobos	2018-2020	1
Cheryl Bradley ***	2018-2020	1
Darrell Crayton	2017-2019	2
Lori Moya ***	2018-2020	2
Mark Grayson	2018-2020	3
Anna Valdez	2017-2019	3
Jennifer Carson	2015-2017	4
Alex Winslow	2017-2019	4
Lawrence Huang	2016- 2018	5
Christy Merritt	2019-2021	5
Dr. T. Jaime Chahin	2018-2020	6
Dr. Teresa Granillo	2018-2020	6
Vacant		7
Peck Young	2016-2018	7
Vacant		8
Hatem Natsheh	2018-2020	8
Julian Rivera ***	2015-2017	9
Andrei Lubomudrov	2019-2021	9

*** Tri-chair

Note: Multiple terms are allowed. If a new trustee hasn't replaced or re-appointed a member, the member will continue to serve and is designated on this chart only as being appointed by the trustee that appointed the individual



Matias Segura, PE
Operations Officer

Matias oversees and coordinates the actions of AISD's Construction Management Department, Contracts and Procurement Department, Historically Underutilized Business Department, and the Facilities Department. He is also responsible for the district's real estate portfolio and intergovernmental partnerships related to construction and real estate management. Matias, an alumnus of Bowie High School, earned his Bachelor of Science in civil engineering from Texas Tech University and his Master of Business Administration from the University of Texas at Austin.



Bob Cervi
Executive Director, Construction Management Department

Bob works with staff to oversee the daily operations of the Construction Management Department. This includes completion of the 2013 Bond and implementation of the 2017 Bond. His team is overseeing the construction of 17 new or modernized campus facilities as well as making improvements to address overcrowding and critical needs. Bob also oversees the district's Service Center and the implementation of improvement projects using maintenance and operations funds. Bob has worked in public education for over 30 years.



Drew Johnson, PE
Director of Bond Planning and Project Controls

Drew is responsible for working with the Board of Trustees, academic leadership, the FABPAC to lead the development of future bond programs, and the CBOC on bond oversight. He also oversees the project controls, including accounting, for construction management, and provides oversight of the ongoing modernization projects. Drew is a 5th generation Austinite, and his father, grandparents, and great-grandparents are Austin ISD alumni.



Zack Pearce
Director of Project Management

Zack leads the Construction Management Team of project managers, consultants, construction inspectors, and quality control staff to ensure bond construction projects are delivered in accordance with the Bond Execution Plan. Zack also leads the AISD Campus Support Team, which executes all other non-bond funded construction projects across the district.



Deanna C. Mercer, Ph.D.

Administrative Assistant

Deanna has been working in Construction Management since October 2016 as an administrative assistant. She performs many tasks related to the daily operations of the department. She helps prepare CBOC meeting materials and documentation. Deanna serves on both the district's Boundary Advisory Committee (BAC) and District Advisory Committee (DAC). She is a former educator and college professor who began working in education at the age of 19. Deanna's three children and ten grandchildren are AISD alumni.



Debra Dibble Boone

HUB Program Director

Debra is responsible for ensuring that all aspects of the HUB Program are administered as outlined in board policies and regulations. Debra manages a staff of five; 3 HUB Coordinators, 1 Contact Specialist and 1 administrative position.



Carlos Mederes, CCM

Program Manager for AECOM

Carlos oversees the AECOM team and is responsible for 18 modernization projects. After serving in the U.S. Navy as a sonar technician, Carlos earned his Bachelor of Science in architecture from the University of Texas at San Antonio. He started working in construction management in 2006 with San Antonio International Airport. He moved on to work in higher education with colleges in San Antonio. Carlos began working on K – 12 projects ten years ago. This bond initiative is his third school bond program in Texas.



Carlos Canedo, PE

Program Manager for McKissack & McKissack

Carlos works with the AISD Construction Management Department as a program manager. He oversees the Norman and Sanchez elementary school modernizations. Both modernization projects are part of the 2017 Bond Program. Carlos immigrated to the United States from Bolivia at the age of twelve, has lived in Austin since the year 2000 and has two children who are first generation Austinites. He has an undergraduate degree and a master's degree from the University of Southern California.





Chelsea Burkett, PE
AECOM Design Manager

Chelsea, as part of the AECOM Bond Program Team, is responsible for working with CMD staff, architects/engineers, general contractors, and district leadership to ensure all 2017 Bond Program school designs follow the AISD vision. Chelsea has lived in Austin for 10 years and during this time earned a civil engineering degree from the University of Texas at Austin.



Sarah O'Brien
Buie & Co. Accounts Executive

Sarah works with Buie & Co., the lead communication consultants on the 2017 Bond. She is responsible ensuring that each school's community and the community-at-large understands the bond program. This includes overseeing www.AISDFuture.com, monitoring the bond hotline and email account, working with project teams on a daily basis and to get in address any issues that may arise.



CBOC CHARGE

Article II: Charge

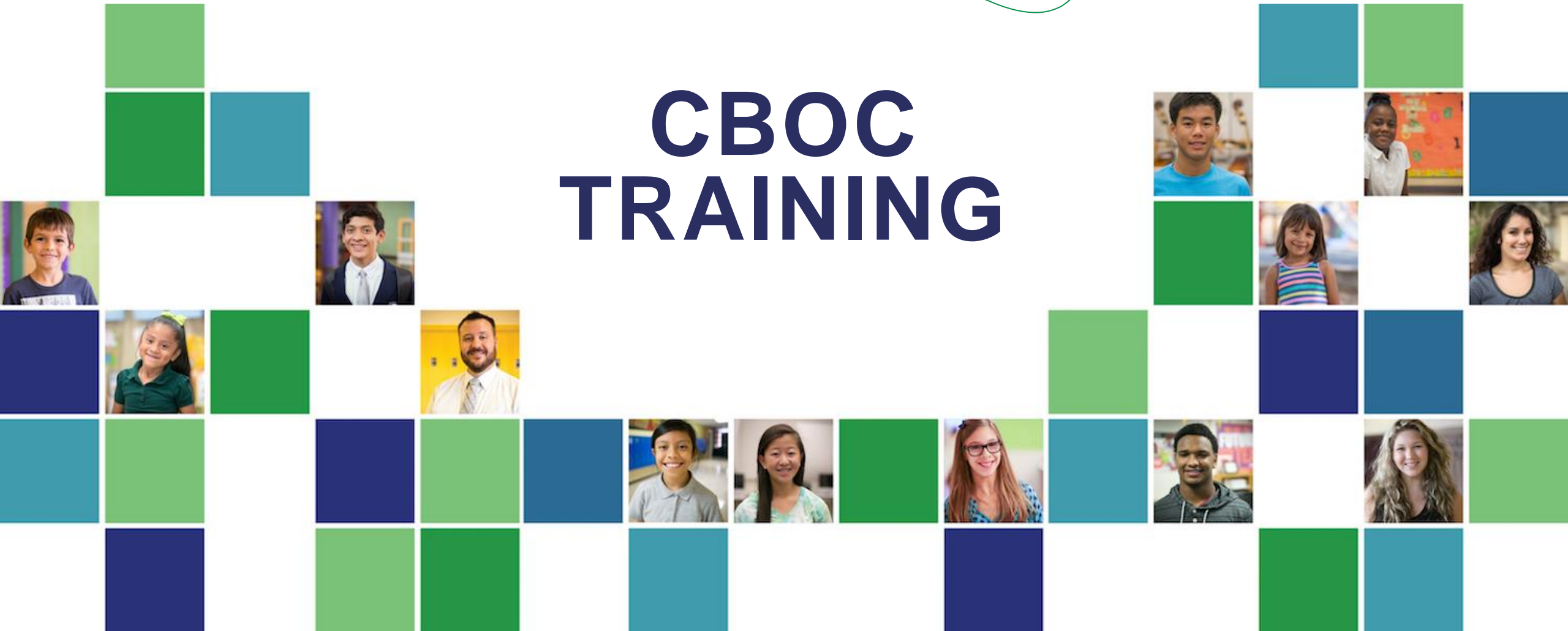
Section One. Purpose. The Board of Trustees appoints individuals to the CBOC to ensure that bond projects remain faithful to the scope of work approved by Austin voters. All bond projects will be overseen by the CBOC.

Section Two. Responsibilities. To accomplish its purpose, the CBOC shall have the following responsibilities:

1. Providing a written report and any recommendations for corrective actions to the Board on the overall implementation of bond programs. The report is presented orally and/or in writing twice each year, and provides feedback and issues related to staff's presentation to the CBOC on the following topics:
 - a. Overall budget status
 - b. Oversight of quality and schedule
 - c. Contingency
 - d. Stakeholder satisfaction
 - e. HUB utilization
 - f. Any proposed substantive changes
 - g. Issues and risks
 - h. Communication strategies and methods
2. Utilizing the report to provide perspective on key decisions and actions that have been taken by staff and the Board since the last report submitted to the Board.
3. Maintaining a record of work and findings to inform the Board should another bond election be undertaken.
4. Reviewing information from staff on expenditures of bond funds, and on the timelines and progress of the bond programs.
5. Working with staff in assessing the levels of satisfaction of key campus stakeholders with the quality of work and rating of customer service
6. Reviewing and evaluating the survey results provided by staff.
7. Evaluating any proposed changes to the individual scope of work to the voter-approved bond programs and communicating any noted concerns to the Board.



CBOC TRAINING



Matias Segura, PE, MBA

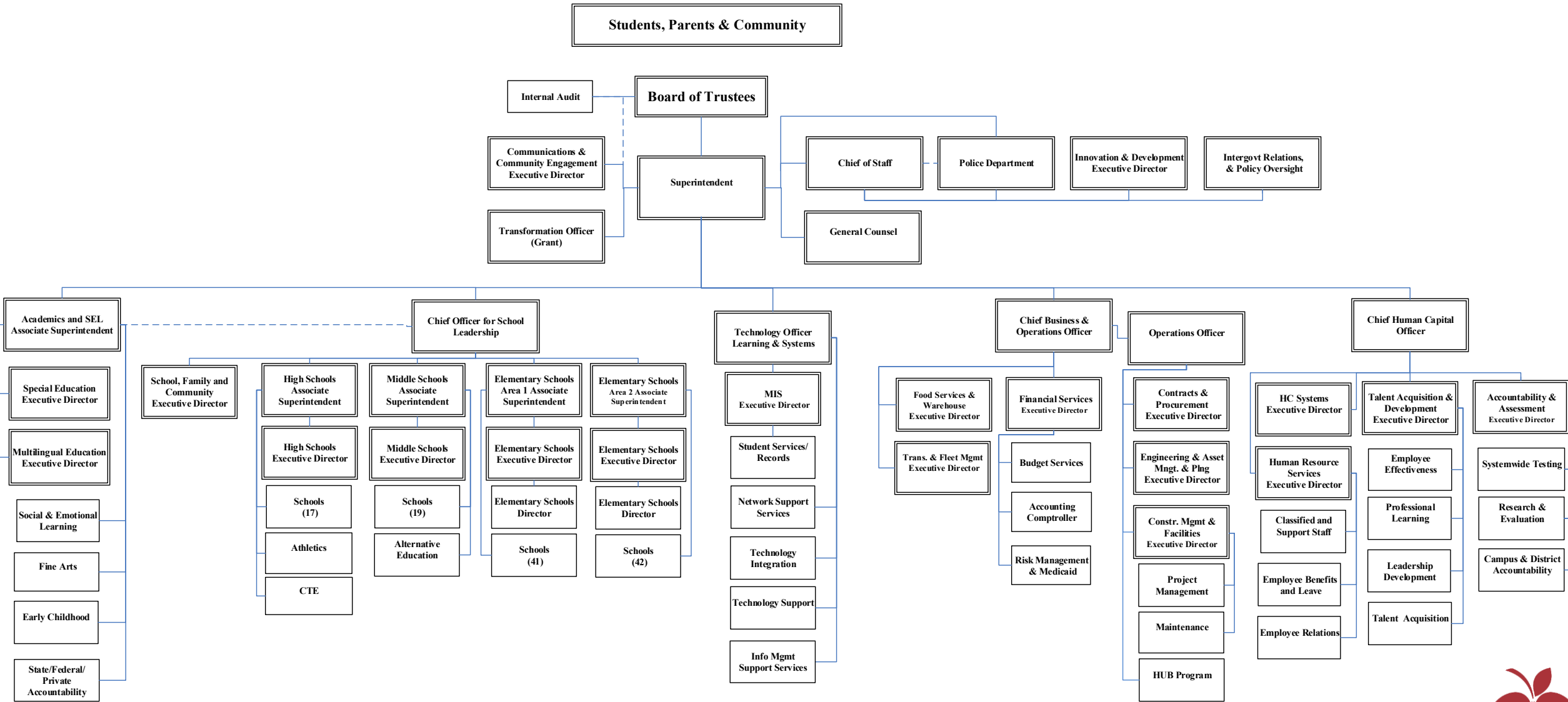
OPERATIONS OFFICER



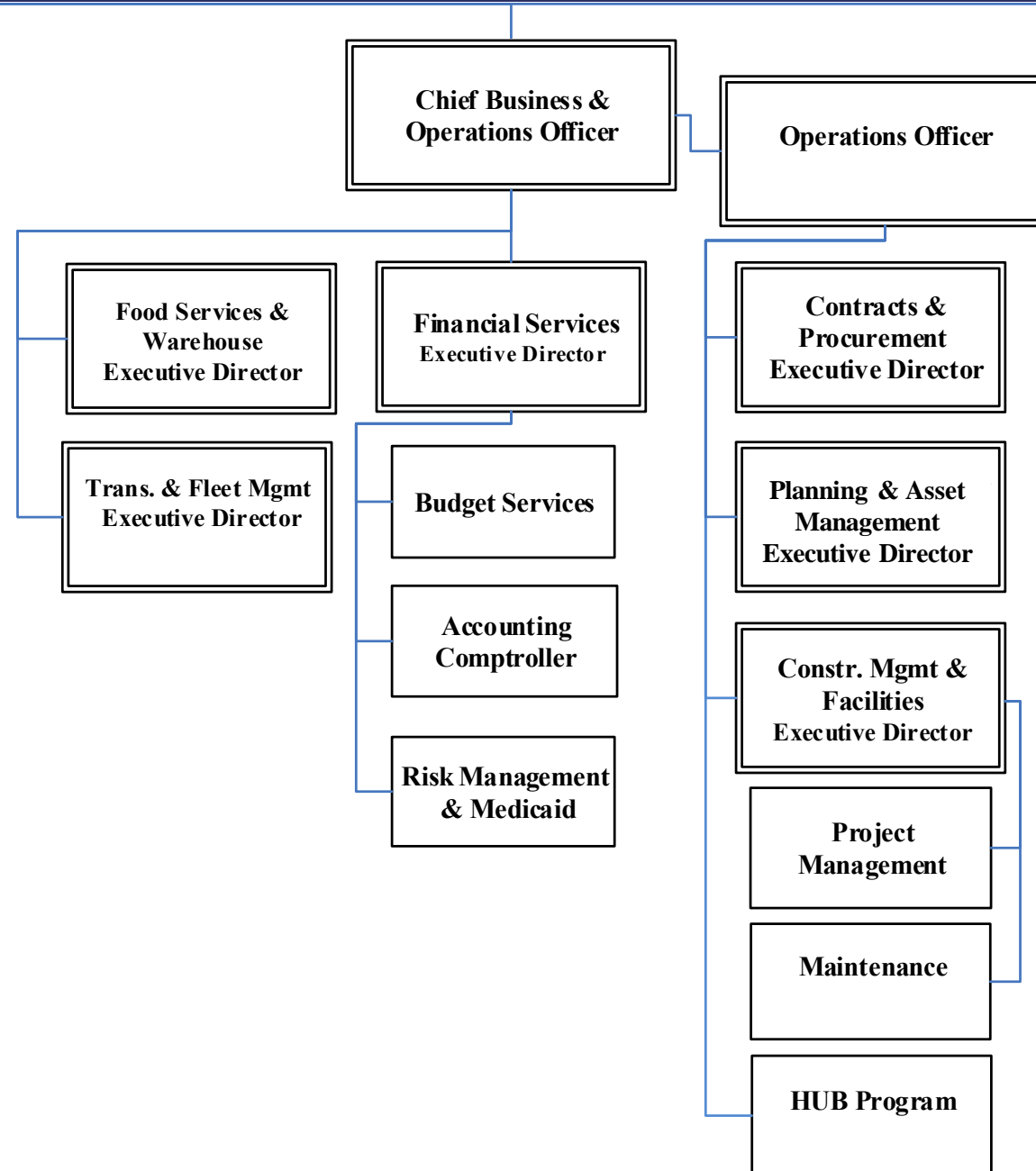
AGENDA

1. **Call to Order**
2. **Introductions**
 - Operations Division Org Chart
 - CMD Org Chart and Staff Roster
 - CBOC Member Roster
3. **Overview of CBOC Charge**
4. **Reporting Materials Subcommittee**
 - Rational for Subcommittee
 - Discussion of Process and Membership
5. **Project Life Cycle**
 - Overview
 - Delivery Methods Used
6. **Anatomy of a Bond Budget**
 - Overview
 - Contingency and Risk
7. **HUB Program**
 - Board Policy
 - HUB Goal Determination
 - Vendor Engagement Process
8. **Procurement Process**
9. **Discussion of Next Meeting Agenda**
10. **Adjourn**

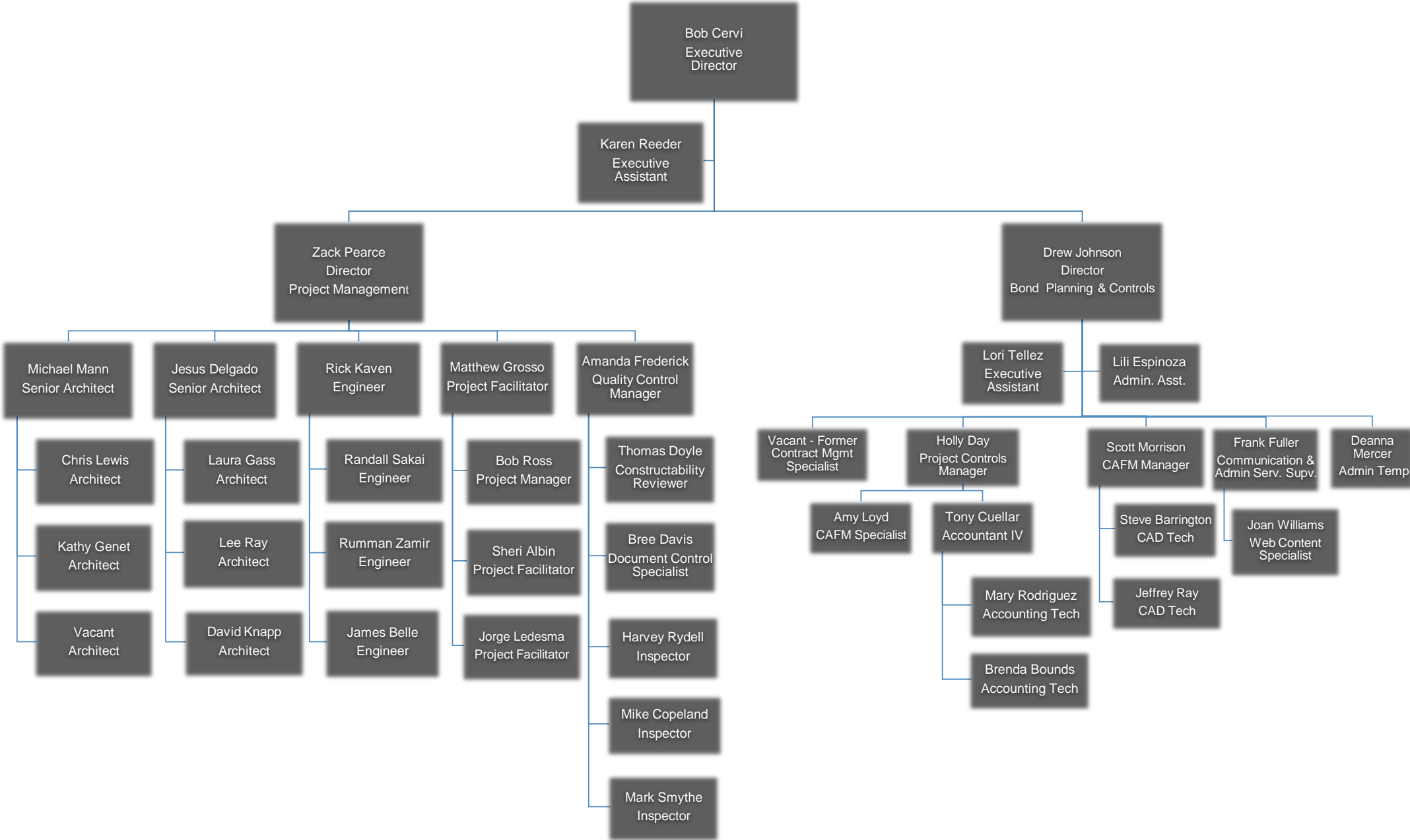
OPERATIONS ORGANIZATION CHART



OPERATIONS ORGANIZATION CHART



CMD ORGANIZATION CHART



CMD ORGANIZATION CHART

Matias Segura
Operations Officer
Debra Boone
HUB Director

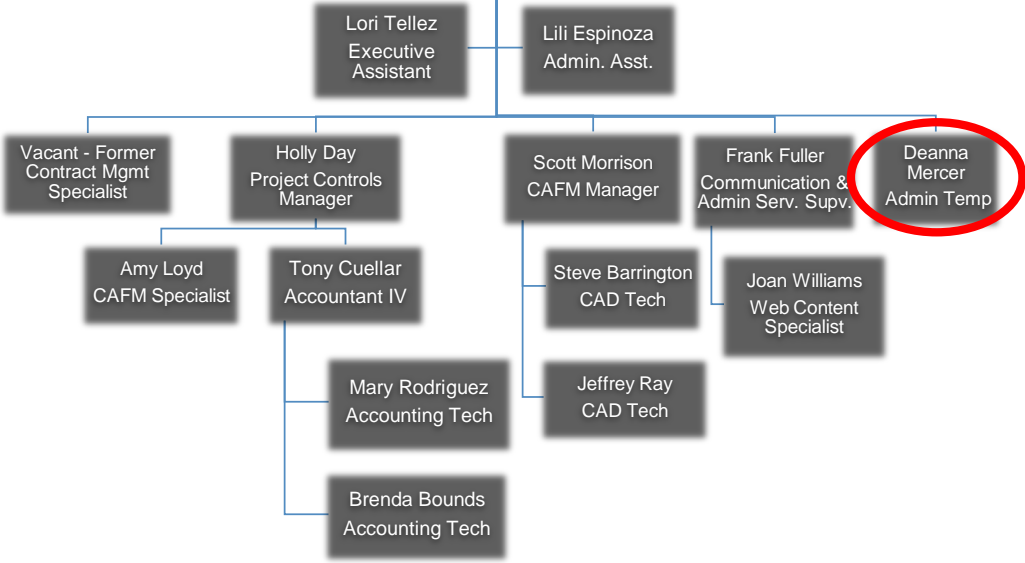
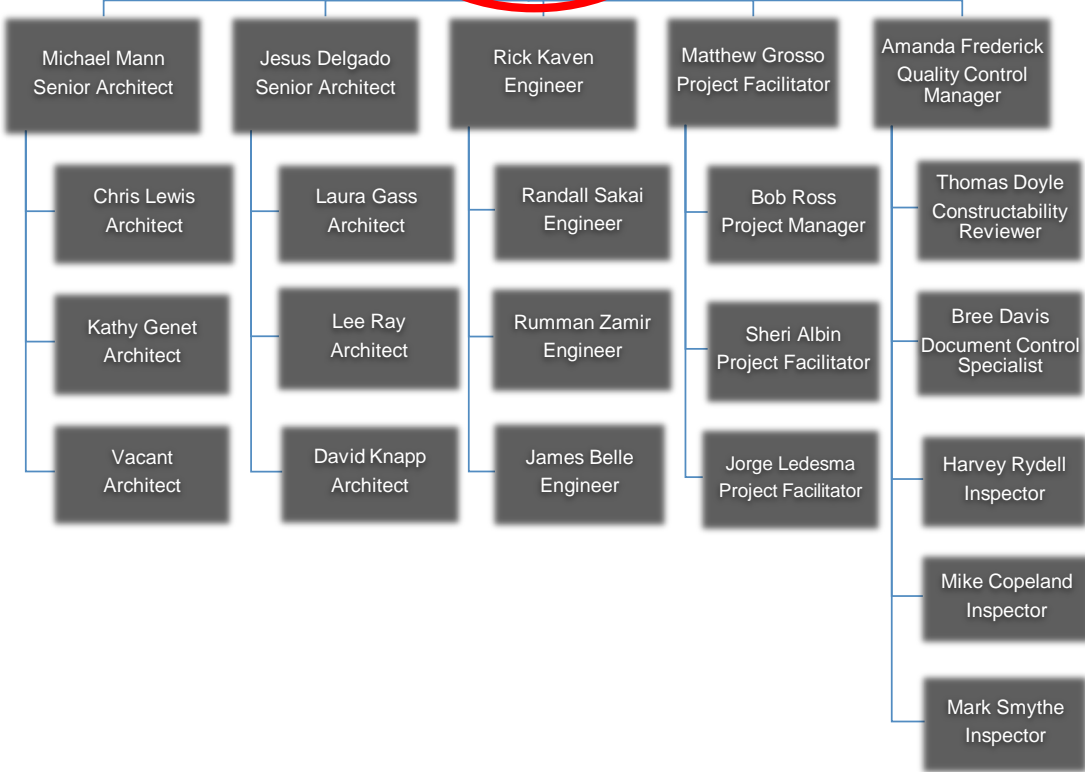
Bob Cervi
Executive Director

CONSULTANTS:
Carlos Canedo, Program Manager, McKissack & McKissack
Carlos Mederes, Program Manager, AECOM
Chelsea Burkett, AECOM Design Manager
Sarah O'Brien, Buie & Co.

Karen Reeder
Executive Assistant

Zack Pearce
Director
Project Management

Drew Johnson
Director
Bond Planning & Controls



CBOC CHARGE (CONDENSED)

Purpose

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 - Utilizing the report to provide perspective on key decisions and actions that have been taken by staff and the Board since the last report submitted to the Board.
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 - Reviewing information from staff on expenditures of bond funds, and on the timelines and progress of the bond programs.
 - Working with staff in assessing the levels of satisfaction of key campus stakeholders with the quality of work and rating of customer service.
 - Reviewing and evaluating the survey results provided by staff.
 - Evaluating any proposed changes to the individual scope of work to the voter-approved bond programs and communicating any noted concerns to the Board.



CBOC REPORT SUBCOMMITTEE DISCUSSION



REPORTING MATERIALS SUBCOMMITTEE

Goals

- Meet with staff to review processes and data in depth
- Establish consistent format for reporting schedule, budget, and updates across project type and bond programs
- Recommend a reporting format to CBOC

Commitment

- Meet biweekly for 2 – 3 months



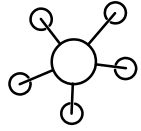
PROJECT LIFE CYCLE



PROJECT LIFE CYCLE



PROJECT LIFE CYCLE



PLANNING

- Assessment
 - Facility Condition Assessment (FCA)
 - Educational Suitability Assessment (ESA)
- Facility Master Plan (FMP)
- Campus vs. Master Plans
- FABPAC
- Project Scope & Budget Development
- Standards Update
 - Interlocal Agreements (ILA)
 - Ed Specs
 - Project Development Manual (PDM)



PROJECT LIFE CYCLE



APPROVAL

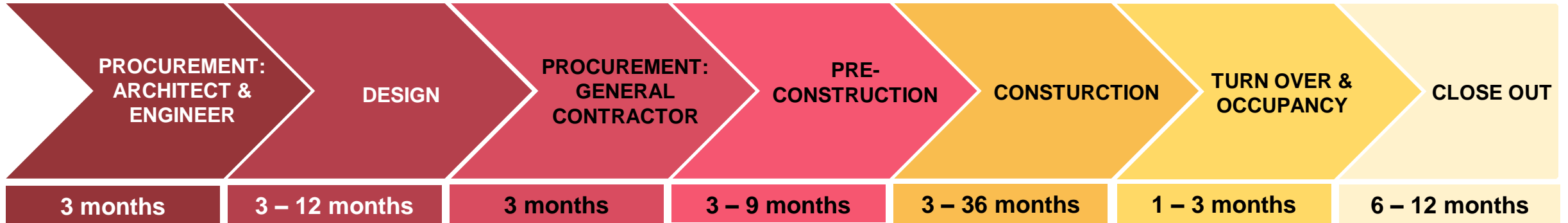
- Board Call
 - Board Referendum
- Bond Passes

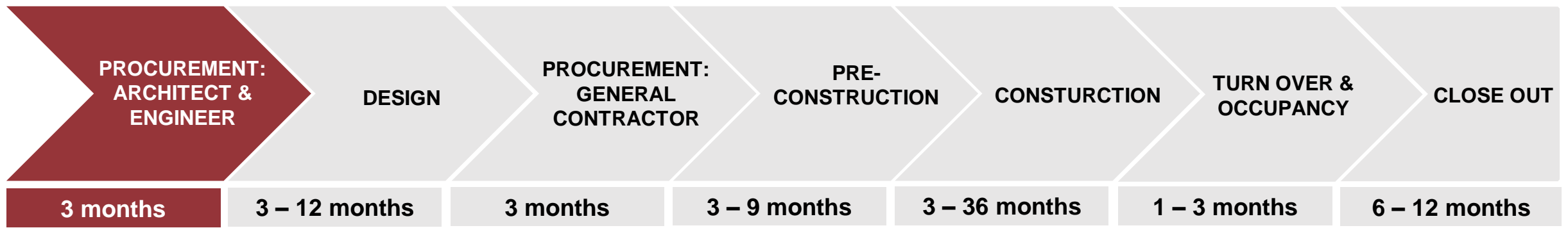


PROJECT LIFE CYCLE



EXECUTION

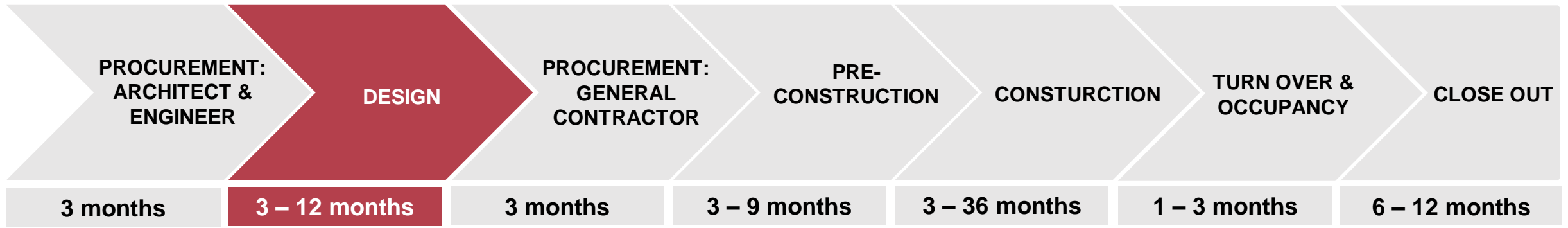




PROCUREMENT: ARCHITECT & ENGINEER

- Advertisement
- Pre-Submission
- Proposal Evaluation
- Board Approval
- Negotiations
- Contract & Notice to Proceed (NTP)

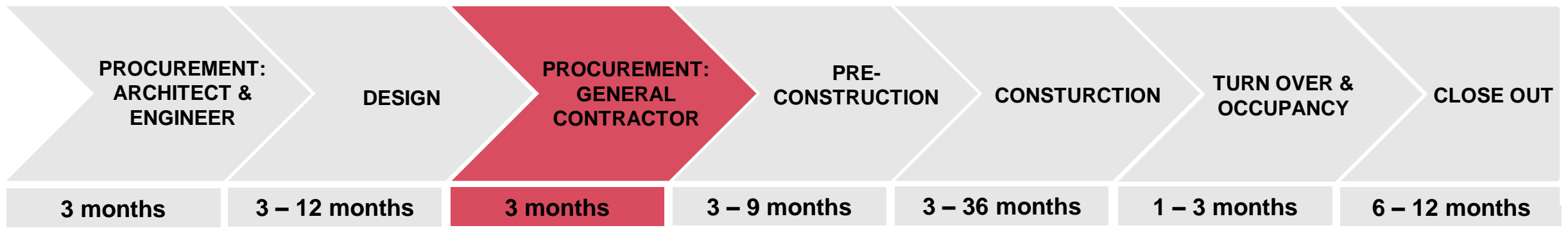




DESIGN:

- Pre-Design, Programming, Master Planning
- Schematic Design
- Design Development
- Construction Drawings

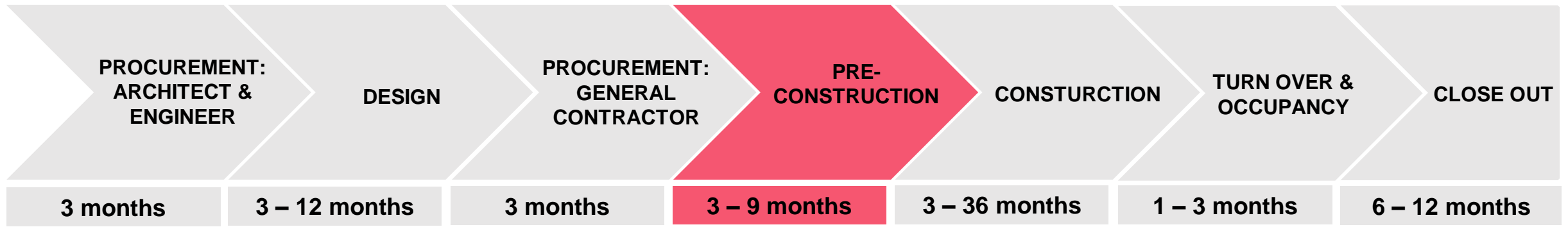




PROCUREMENT: GENERAL CONTRACTOR

- Advertisement
- Pre-Submission
- Proposal Evaluation
- Board Approval
- Negotiations
- Contract & Notice to Proceed (NTP)

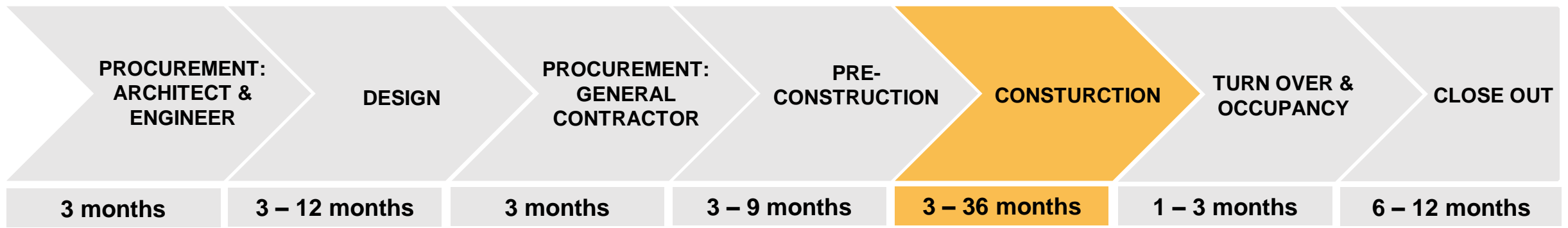




PRE-CONSTRUCTION:

- Survey/Geotech
- Cost Estimate
- Permitting
- Value Engineering
- Long Lead Items

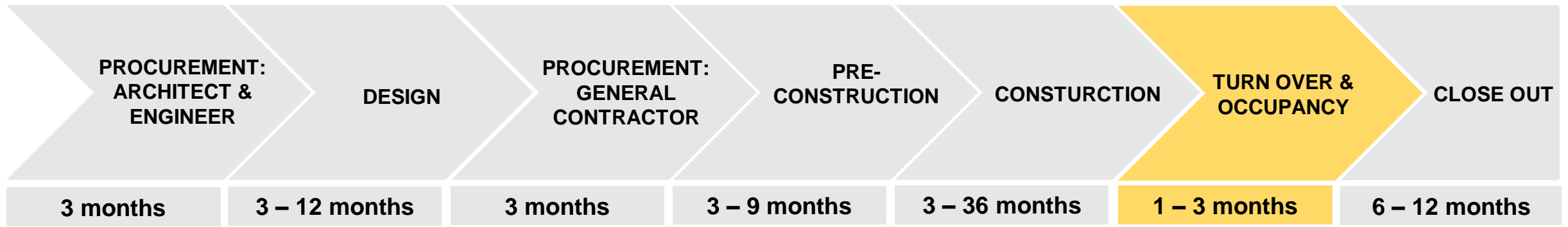




CONSTRUCTION:

- Abatement & Demo
- Site Prep
- Foundation/Structural
- Mechanical, Electrical and Plumbing (MEP)
- Envelope & Dry In
- Finishes
- Punch List

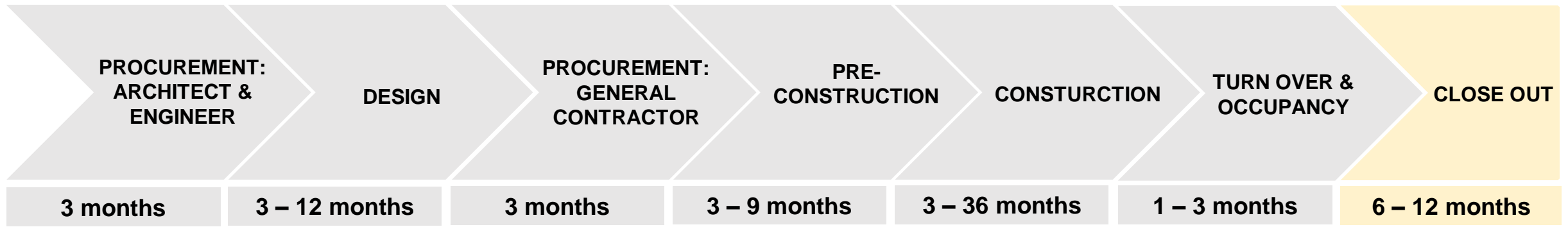




TURN OVER & OCCUPANCY:

- Furniture, Fixtures & Equipment (FFE)
- Testing & Balancing
- Move In
- Asset Tagging & Tracking



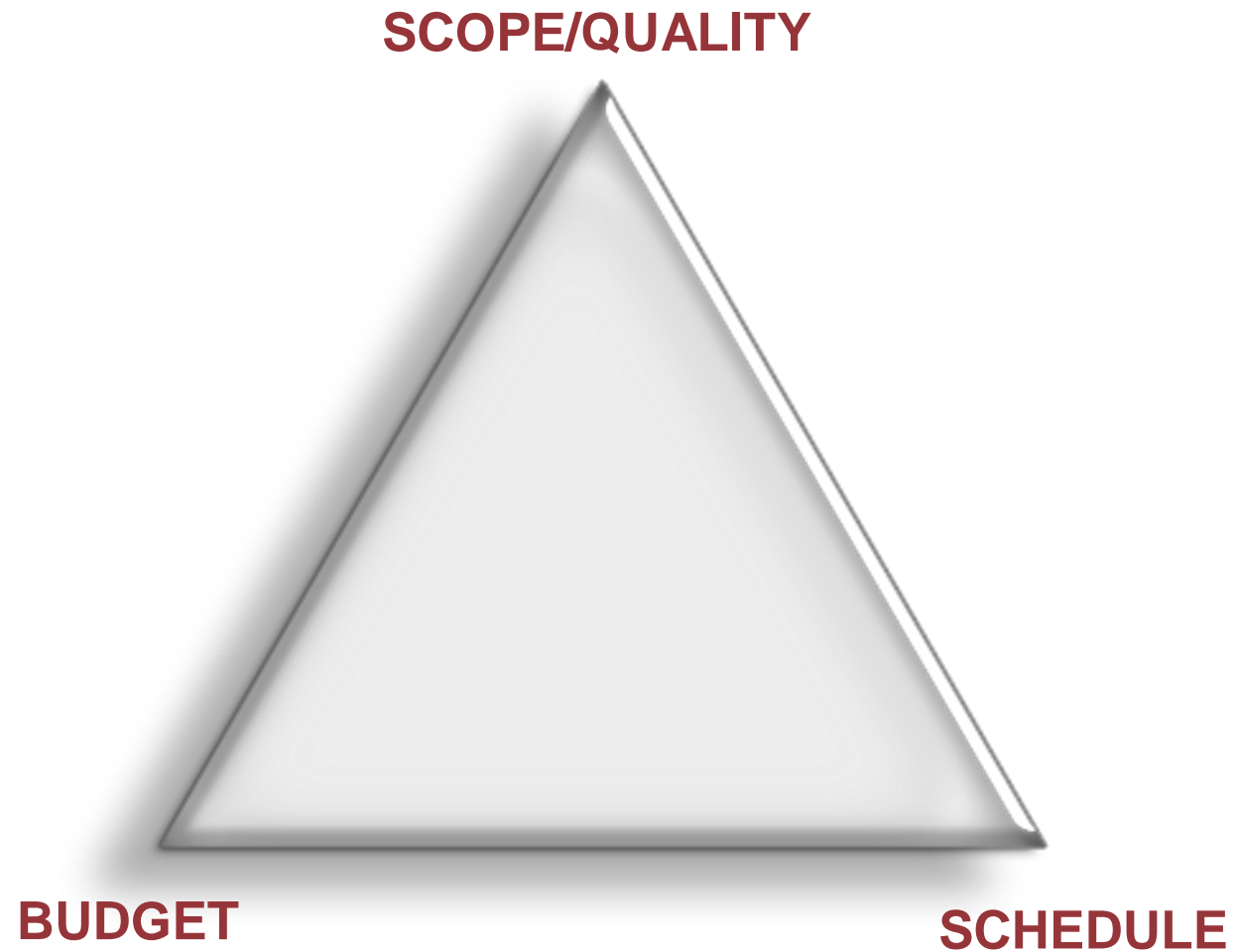


CLOSE OUT:

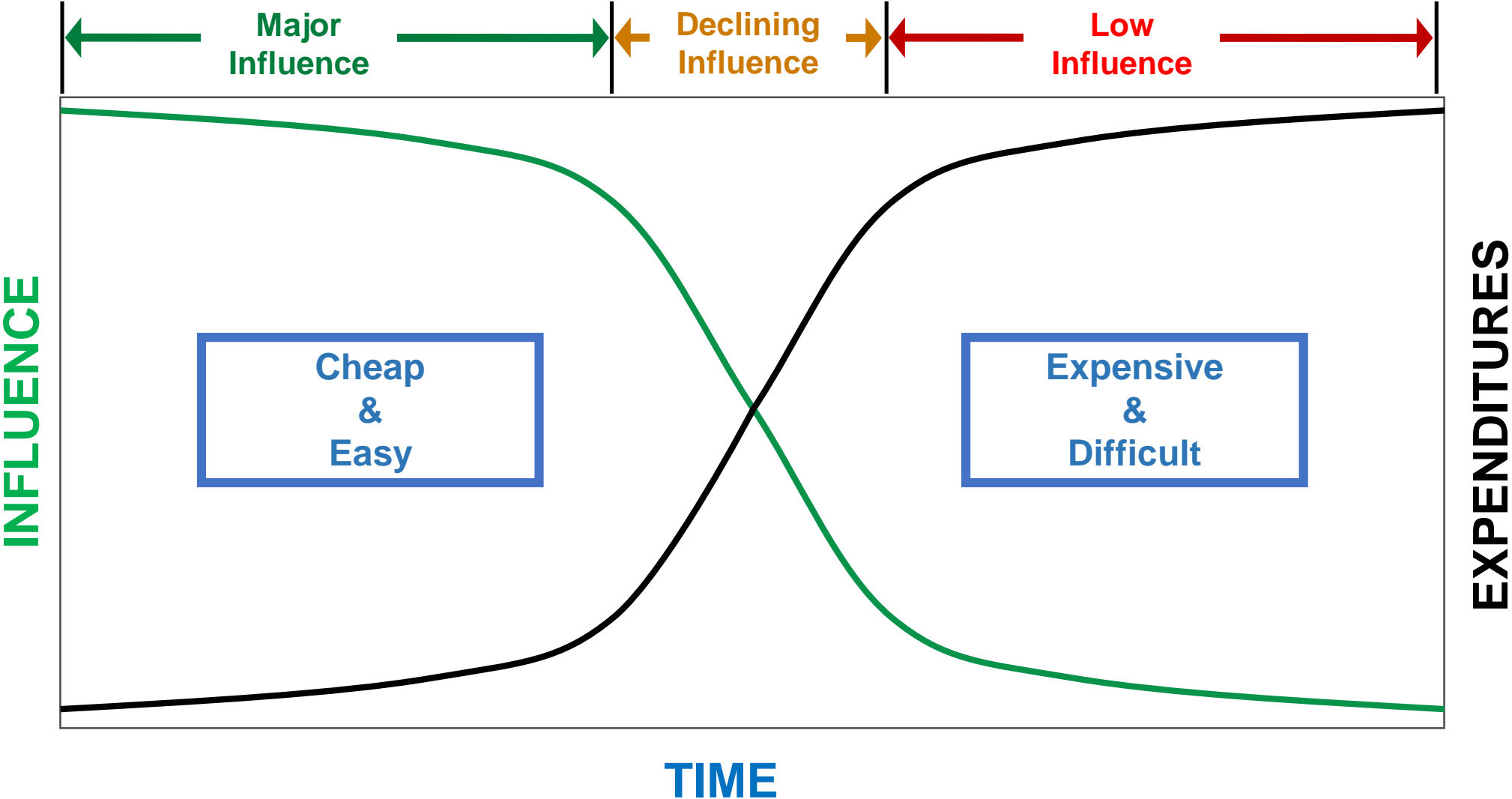
- Commissioning
- Certificates (LEED, etc.)
- Document Retention
- Audit & Financial Closure
- Facility Management System



GIVE AND TAKE



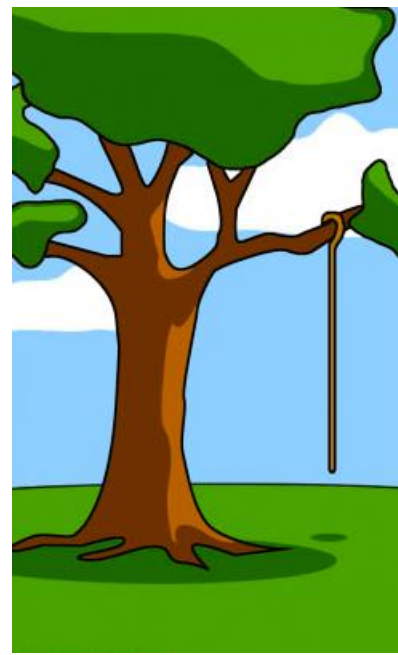
EARLY ALIGNMENT IS CRITICAL



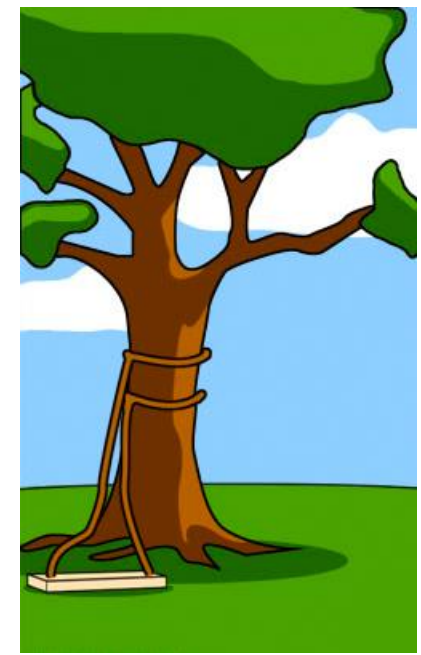
**SIMPLE...
BUT NOT
EASY**



AS REQUESTED



AS INTERPRETED



AS DESIGNED



AS BUILT



AS MODIFIED



AS WANTED



DELIVERY METHODS

Construction Manager at Risk (CMR)

The CMR delivery method combines the traditional design team relationship with expedited involvement by the construction team prior to the completion of contract documents.

Competitive Sealed Proposal (CSP)

In the CSP delivery method, the design and construction contracts are separate. This method is known as the “Traditional Method.” In a CSP, construction documents are completed prior to award of construction to a contractor. The CSP selection is based on criteria including price, quality of work, financial statements, and customer service.

Design-Build (DB)

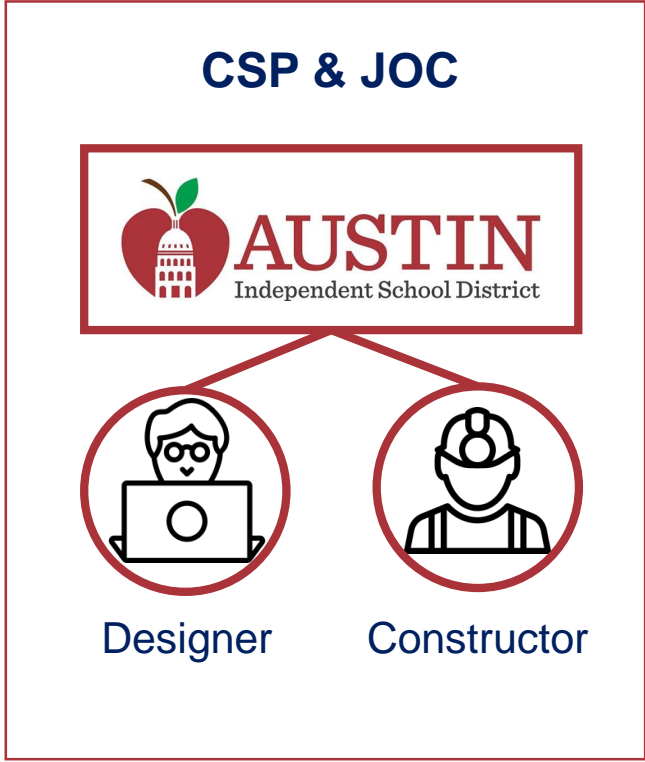
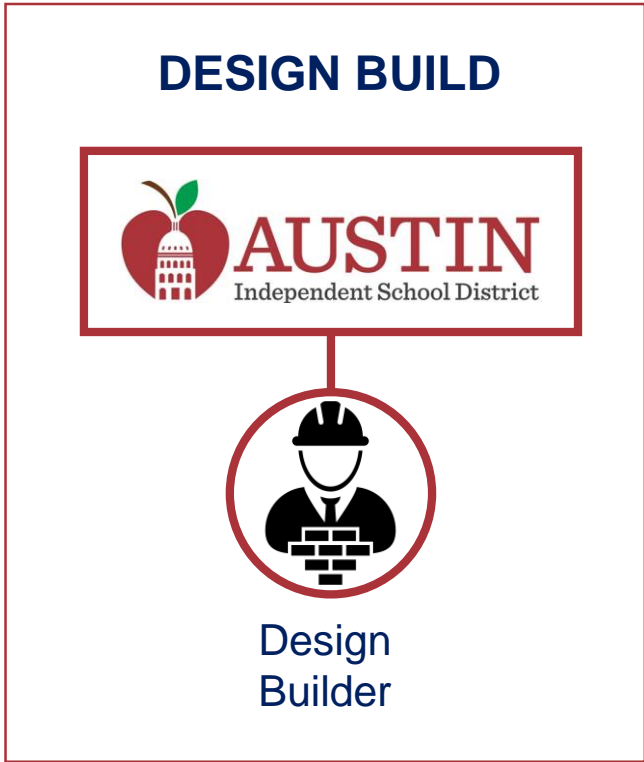
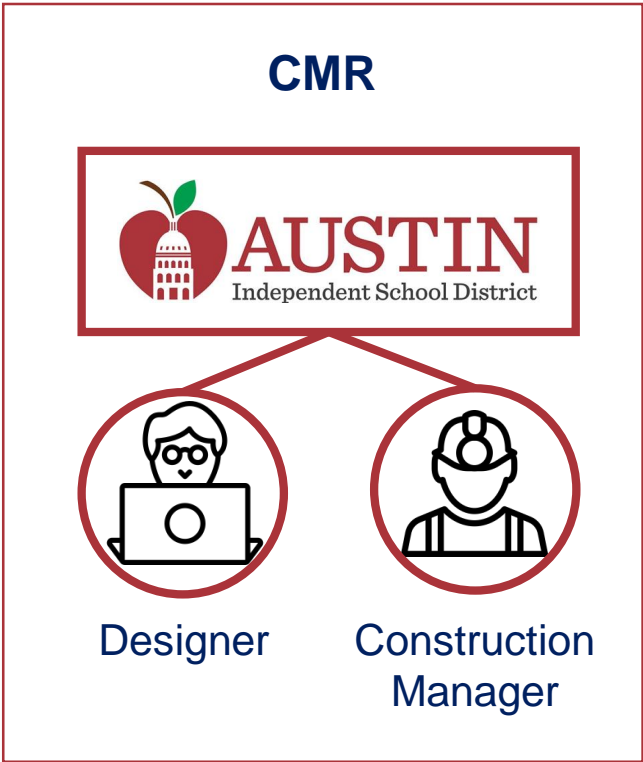
The DB delivery method creates a unique singular contract agreement between the Owner and a singular entity (most often a limited joint venture of construction and design firms) for both the design and construction of a project.

Job Order Contractor (JOC)

JOC is a construction project delivery method that enables the District to accomplish a number of projects, usually repairs, minor construction, and small renovations in a fast track delivery time frame. JOC contractors are selected on qualifications and performance at a best value procurement, lowest responsive and responsible bidder. JOC enables the district to complete projects within tight budget and time constraints.



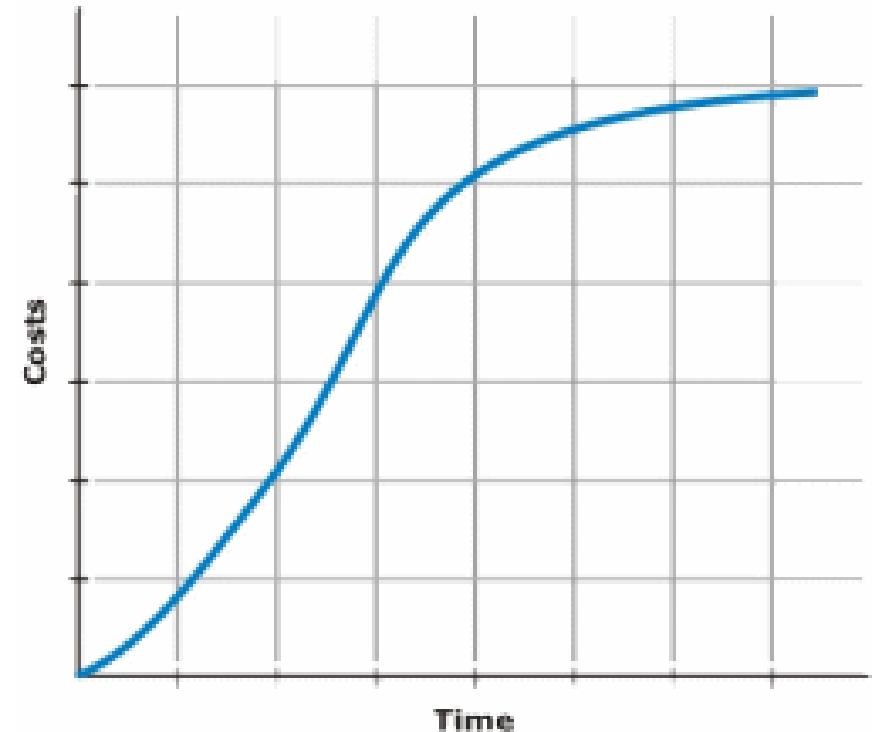
DELIVERY METHOD COMPARISON



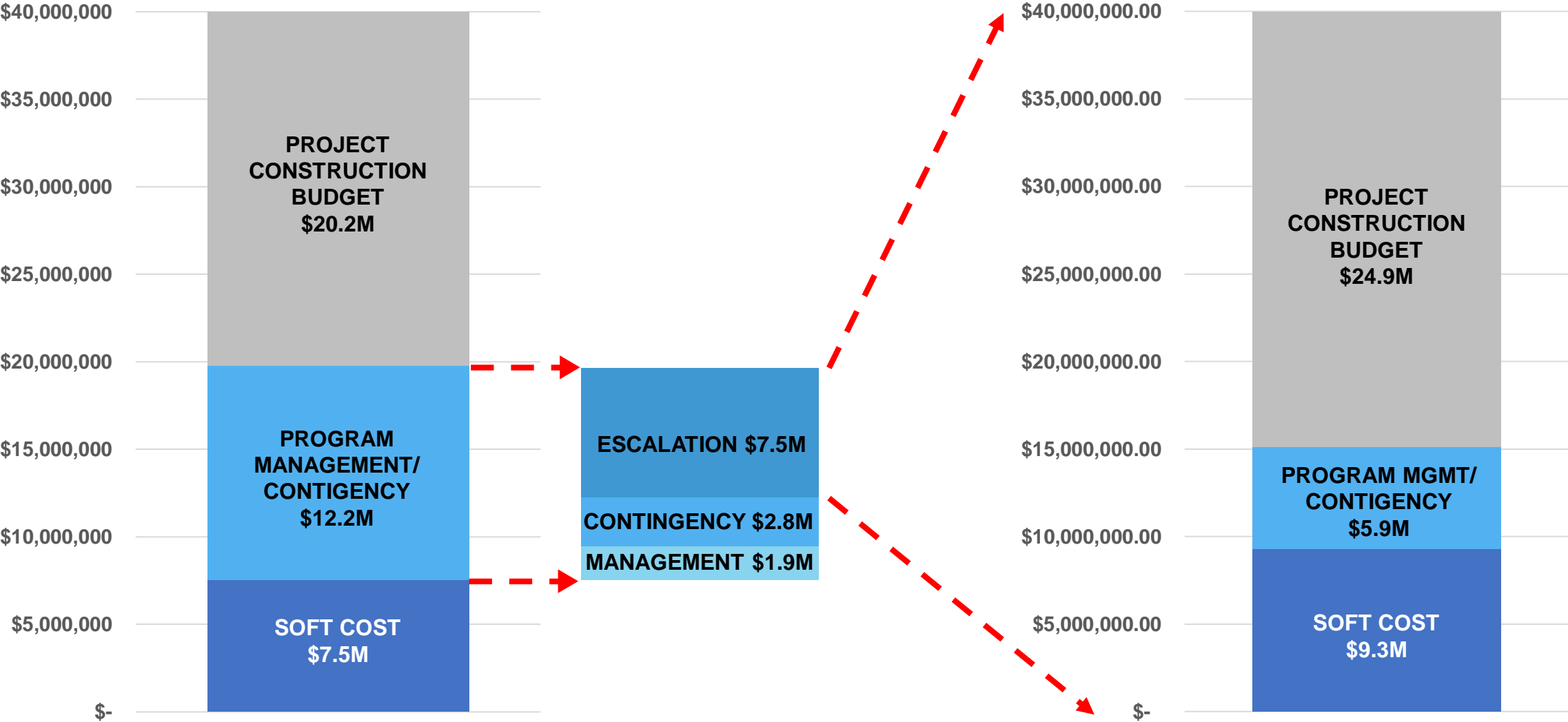
ESCALATION

Escalation is the change in the cost or price of specific goods or services in a given economy over a period

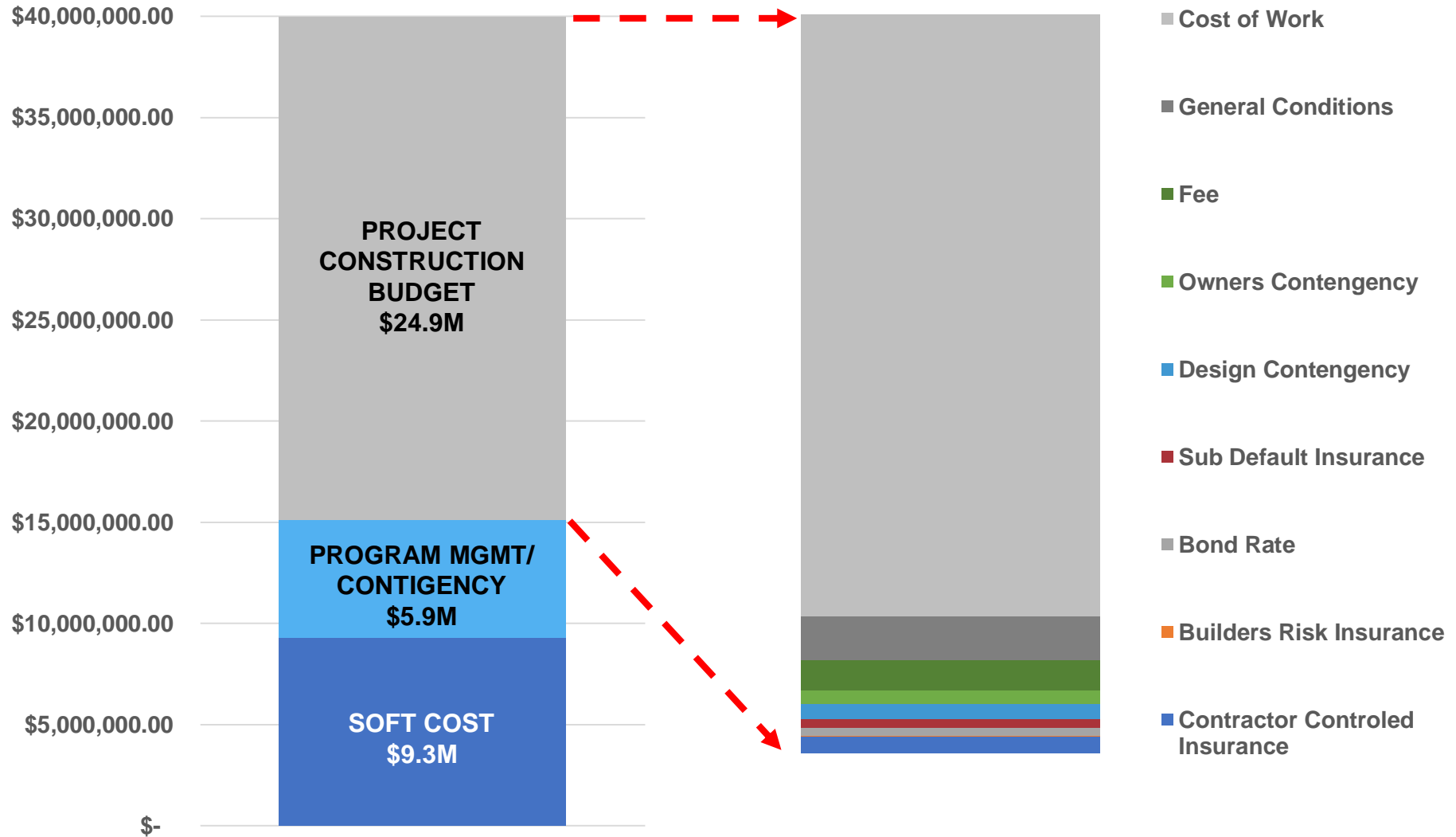
- Budgeted in 2017 bond program as 5% per year, compounded annually, to the mid-point of construction
- 2017 Bond estimates were generally in Q3, 2016
- Example – Rosedale Modernization
 - Mid-point of construction is Q3 2020
 - Basis of estimate was Q1 2017
 - 3.5 years at 5% is 18.6%
 - Escalation is \$7.45M of \$40M budget



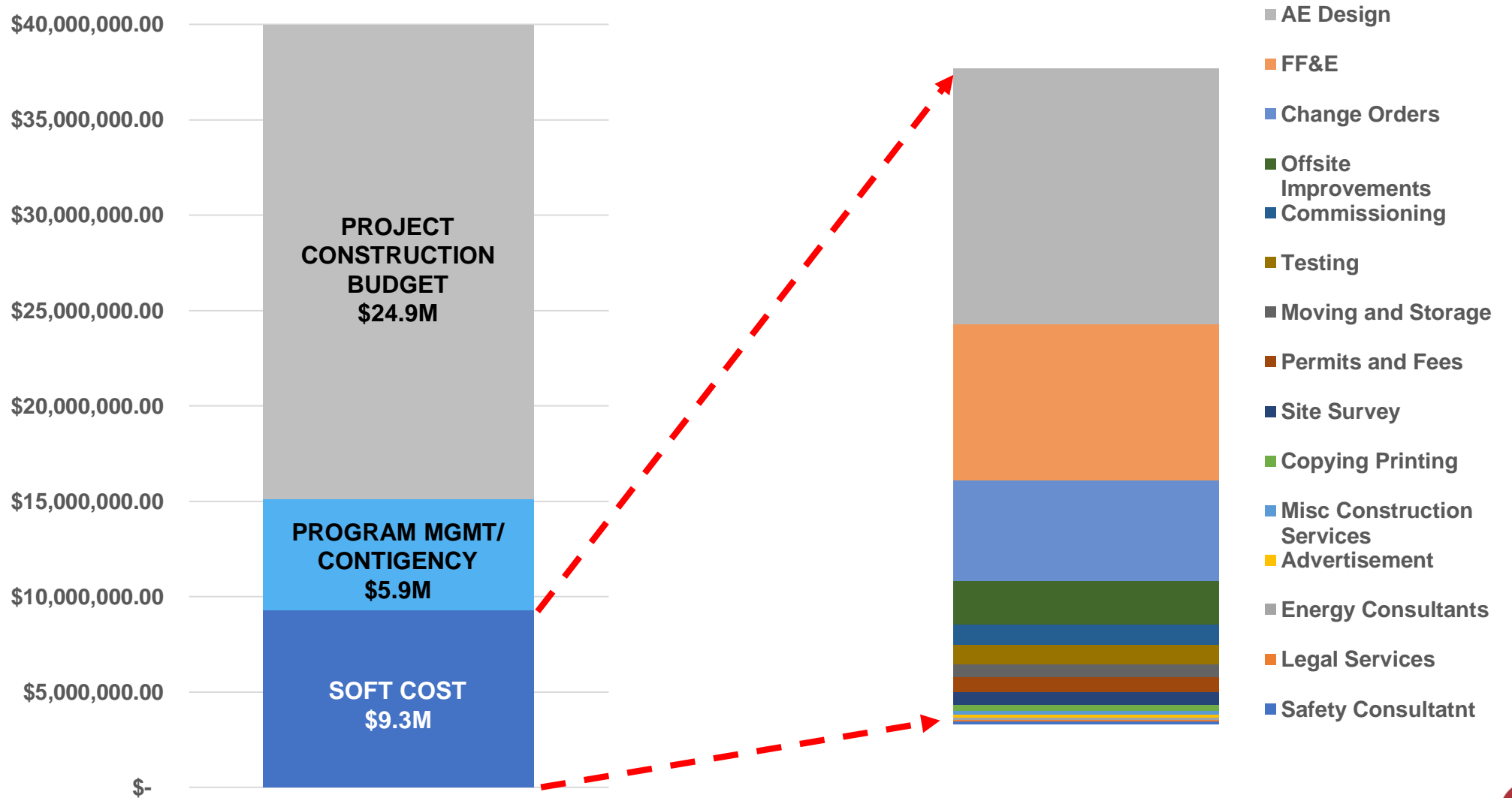
BUDGETS & DISTRIBUTING ESCALATIONS



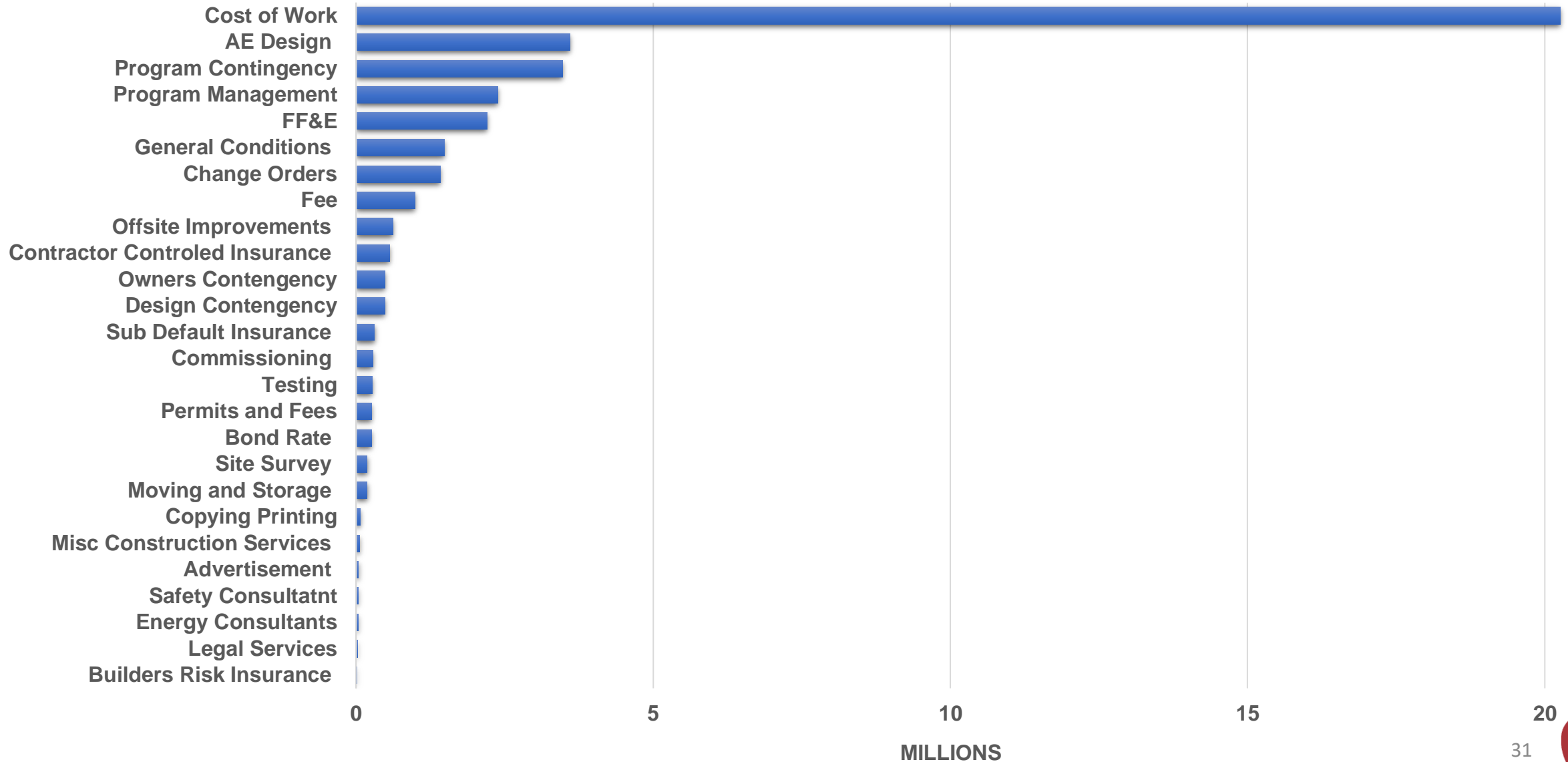
SUB-BUDGET: PROJECT CONSTRUCTION



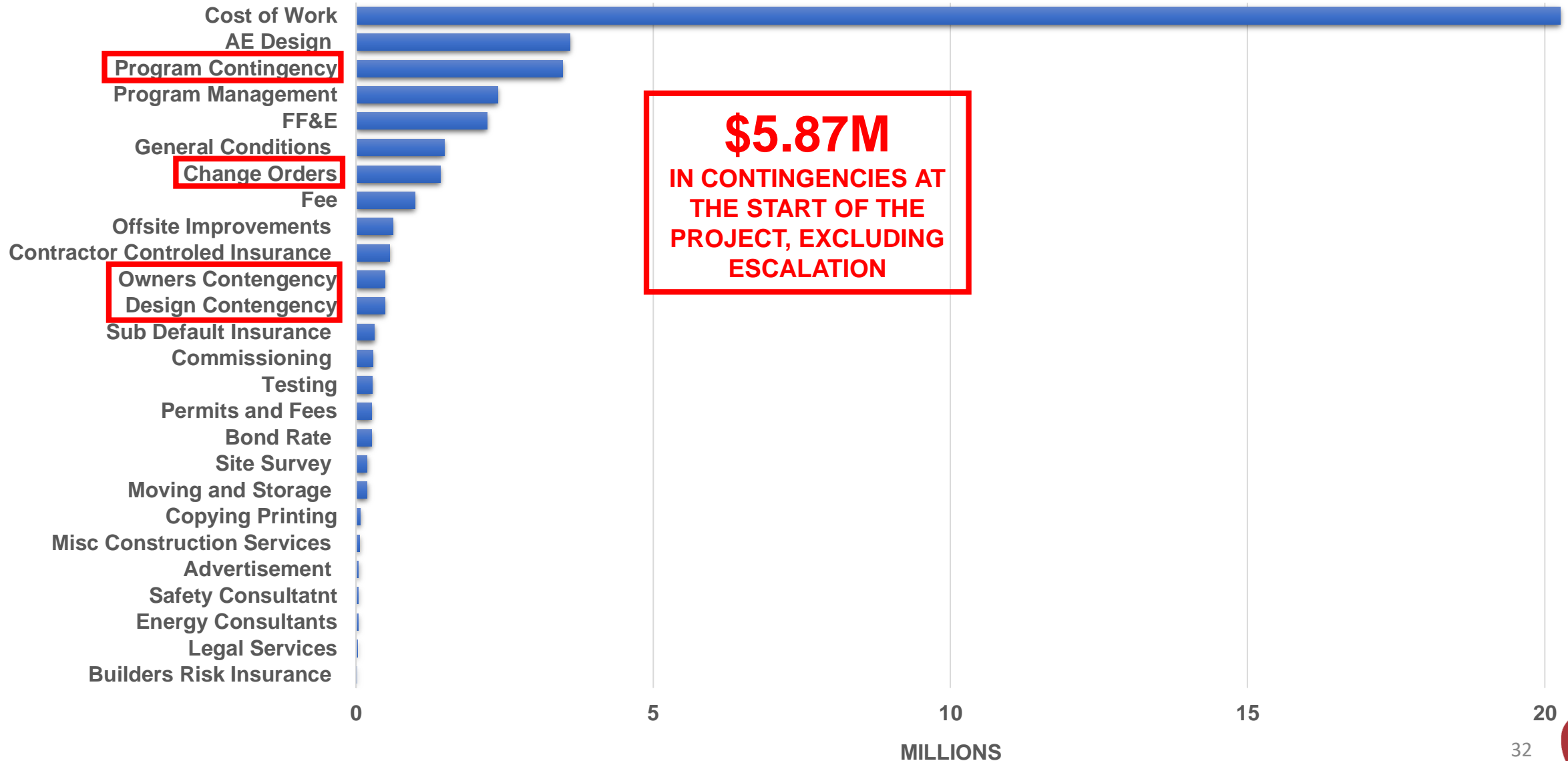
SUB-BUDGET: SOFT COSTS



ANATOMY OF A BOND BUDGET



ANATOMY OF A BOND BUDGET



THE HUB PROGRAM: HISTORICALLY UNDERUTILIZED BUSINESSES



HUB PROGRAM MISSION

To provide fair and full opportunities for Historically Underutilized Businesses (HUBs) that will broaden and enhance their capacities to participate on District procurement contracts which will stimulate economic growth in the community.



FORMAL HUB PROGRAM TIMELINE

October 14, 2015 First District's disparity study completed.

February 29, 2016 Board of Trustees accepted the study and authorized the development and implementation of a formal HUB Program.

August 29, 2016 Board of Trustees approved formal HUB Program policy (CV local) and accepted program guidelines.

November 15, 2016 Phase I - HUB Program implemented for bond funded construction related projects only.

June 18, 2018 Board of Trustees adopted revised CH(Local) & CV(Local) policies.

September 01, 2018 Phase II - HUB Program implemented for District-wide procurements.

April 22, 2019 Phase II –Board of Trustees voted to suspend Phase II of the HUB Program.



HUB GOAL SETTING

Thorough reviews are conducted to ensure established solicitation goals are achievable.

Currently solicitations \geq \$50,000 are reviewed for goals based on:

- Scopes of Work or Services (must have 2 or more scopes to establish goals)
- HUB/MBE/WBE availability is reviewed to determine type goals that will be assigned:
 - Ethnic – AA (African American), A/NA (Asian/Native American), H (Hispanic) and WBE (Female)
 - Combined - MBE (Minority Business Enterprise) & WBE (Woman Business Enterprise)
 - One – MBE or WBE (Can be met with all MBE or WBE or combination of both)
 - Estimated Budget for a solicitation

EXAMPLES:

Solicitation for \$100K with 2 scopes and limited availability may be assigned “One” goal.

Solicitation for \$2.2 M with 8 scopes and significant availability may be assigned “Ethnic” goals.



GOALS FOR BOND PROJECTS

Historically Underutilized Business	Construction	Professional Services
African American (AA)	1.7%	1.9%
Asian/Native American (A/NA)	1.9%	7.4%
Hispanic (H)	8.1%	9.4%
Minority (MBE)	11.7%	18.7%
Female (WBE)	10.2%	9.8%
Total (MBE & WBE)	21.9%	28.5%

NOTE: MBE total is cumulative of all ethnicities (AA,A/NA and H); WBE is not included in this total. Goals are derived from the 2016 Disparity Study data.



HUB GOAL SETTING (cont.)

The following goal setting parameters is outlined below for reference when making a recommendation for solicitation goals:

Scenario	Type Goal	Solicitation \$ Amount	# Scopes/Trades
1.	No Goal	Any	1
2.	One Goal (MBE or WBE)	Any	2
3.	MBE & WBE	Up to \$800,000	3 or more
4.	Program Ethnic Goals (AA, A/NA, H & WBE)	\$801,000 or more	4 or more



HOW TO MEET/EXCEED GOALS

- **Utilize certified firms to complete scopes specified in the project (provide an Availability List – HUBATT 2).**
- **Only the following agencies certifications count towards meeting goals:**
 - City of Austin (MBE/WBE firms)
 - State of Texas (HUB firms)
- **NOTE: Disadvantage Business Enterprise(DBE) firms are only accepted on federally funded procurements.**



HOW PARTICIPATION IS COUNTED

- The actual value of the work performed by and paid to a HUB firm is counted toward participation.
- If a Prime firm is a HUB, the participation is counted towards achieving the goal.
- Expenditures with HUB firms for materials or supplies are counted towards the goal.
- If a HUB firm ceases to be certified, the work performed after decertification is not counted towards the goal.
- A dually certified firm can only be counted once for the scope of service performed.

EXAMPLE: If a female Hispanic firm is dually certified as a MBE (H) and female (WBE) firm, they must choose one category to count participation for the scope performed. Participation cannot be counted twice for both (H) & (WBE). A different scope can be counted using the other designation (H/WBE) category.



PROGRAM COMPLIANCE REQUIREMENTS

In order to be compliant with the HUB Program on a solicitation where Goals have been established, the Bidders/Proposers must:

1. Meet the stated Goals in the solicitation

OR

2. Submit documented Good Faith Effort (GFE) performed to meet the stated Goals, a minimum of 5 program steps required. GFE is **ONLY** required when each assigned solicitation goal is not met.



HUB COMPLIANT/NON-COMPLIANT

Following the bid/proposal evaluation period, the HUB Program will receive notification from procurement staff of the top 3-5 responsive firms. Those firms are reviewed, within 3 business days, for HUB compliance determination.

HUB Compliance reviews are performed on **ALL** solicitations, with or without goals to ensure the HUB Program policies and regulations are adhered to.



HUB COMPLIANT/NON-COMPLIANT (Cont.)

A proposal is deemed non-compliant if it:

- Does not meet the stated solicitation goals;
- Utilizes a non-certified firm on a “No Goal” solicitation; and
- Fails to provide demonstrated good faith efforts (GFE) documentation for either of the two above circumstances.

A HUB non-compliant memo is sent to the firm.

A non-compliant firm may be recommended for award if it provides the best value to the District.

Example: Three firms are responsive. Firm with the highest evaluation score is HUB non-compliant, however the second firm is HUB compliant but the bid cost is 10% higher than the HUB non-compliant firm on a \$1M project. Other best value factors are also reviewed prior to recommending for award (e.g. evaluation score which includes past experience.





AUSTIN
Independent School District

**Historically Underutilized
Business Program Department**

OUTREACH

- Outreach is designed to create and maintain relationships with the HUB business community to share information regarding contracting opportunities with the District.
- HUB Department plans a District sponsored event approximately every quarter, and co-sponsor/participate in city-wide events
- HUB Department notifies firms, that are certified in listed areas, when solicitations are advertised with upcoming opportunities to consider submitting a bid/proposal.



AUSTIN
Independent School District

**Historically Underutilized
Business Program Department**

Contacts:

1111 W. 6th St., Bldg B Suite B-300

Austin, TX 78703

HUB Main: 512-414-3120

Email: HUBProgram@austinisd.org

Twitter: @HUBProudAISD

Debra Dibble Boone, HUB Program Director: 512-414-3151

debra.boone@austinisd.org

CONSTRUCTION PROCUREMENT



90-DAY LIFECYCLE OVERVIEW

Day 0 - Construction Management Project Manager (PM) sends Construction Procurement (ProCon) a **solicitation request** which includes:

- Proposed project schedule
- Scope of work and construction ready documents (Drawings, specs, unique requirements, etc.)
- Trade Summary

Day 1 - ProCon Team provides info to HUB for review.

Day 5 – HUB provides package with HUB Goals for project for inclusion in the published solicitation.

Day 6 – ProCon Team drafts solicitation. ProCon Team works with PM to ensure accuracy and completeness of the scope, solicitation and accompanying documents.

Day 10 - ProCon advertises for 2 consecutive weeks and publishes the solicitation on AISDWeb and MillerIDS.

Day 11-25 -ProCon monitors requests for information. Confers with PM and contractor/partners on responses for **addenda**. Creates **Placeholder** for Board Agenda.



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Day 22 – ProCon Procurement Specialist hosts a **Pre-Submission Conference** for interested bidders to tour job site, review solicitation requirements, ask questions, get overviews from HUB Coordinator, Project Manager, Project Engineer/Architect, Safety Consultant and school staff.

Day 25 – ProCon posts addendum of responses to requests for info/clarifications.

Day 43 – **Open and reads the Formal Bid** and provides proposal documents to Evaluation team for review/Provides document management through-out procurement lifecycle.

Day 44 - Provides team with **Evaluation Score Matrix** (varies by procurement type):

- Cost
- Relevant Overall Experience/Relevant School Experience
- Past Performance
- Personnel/Resources
- Financial Condition
- Safety



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Day 52 - ProCon team tabulates evaluations, determining highest ranking firms and notifies HUB coordinator of top 3 firms for HUB review. Receives HUB compliance report. Confers with CMD on evaluation outcome.

Day 60 - Prepared **Agenda Item** draft

Day 62 - HUB provides **HUB Summary** for Board Agenda.

Day 63 – **Final Agenda** routes internally for approval via Board Docs. Annex a copy of the final score matrix and the proposed agreement. Amend as needed.

Day 90 - Board Meeting requesting approval of contract or list of qualified vendors for pool.

The Board Approval Process starts the Contract Process from request using Contract Request Form to drafting/routing to vendor and internally. ProCon forwards fully executed agreement to Construction Management.



NEXT MEETING AGENDA



Q&A