

**Santa Monica-Malibu Unified School District  
Board of Education Meeting  
WORKSHOP**

**April 27, 2010**

A workshop of the Santa Monica-Malibu Unified School District Board of Education will be held on Tuesday, April 27, 2010, in the Board Room of the District Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education called the workshop to order at 6:25 p.m.

**I CALL TO ORDER**

A. Roll Call – Board of Education

Barry Snell

Kelly Pye

Ben Allen

Oscar de la Torre – *arrived at 6:49pm*

Jose Escarce

Maria Leon-Vazquez

Ralph Mechur

B. Pledge of Allegiance

*Led by Ms. Leon-Vazquez*

**II PUBLIC COMMENTS**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "III. Public Comments," except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to twenty (20) minutes.

**III WORKSHOP – Measure "BB"**

The purpose of this workshop will be to provide the Board of Education with an update regarding the Measure "BB" projects. The presentation will review the management of the program in four areas: governance and communications, budget, schedule, and overall program management.

The District's Measure BB Advisory Committee and the Measure BB Citizens' Bond Oversight Committee met jointly on Monday, April 19 to preview and comment on the presentation. The presentation will incorporate the comments made by committee members.

Representatives from district staff and Parsons/CCM will be present to make the presentation to the Board.

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*Ms. Maez introduced Measure BB staff, Parsons staff, CCM staff, and representatives from the Measure BB Advisory Committee. A copy of the presentation is attached.*

*Mr. Allen asked what kind of project would warrant using a general contractor versus multi prime. Mr. Sam answered that projects that are occurring at once, would be assigned to general contractor. He also indicated that a modernization project where flexibility of scheduling and adjusting to changes on a campus was essential might be more appropriate in a multi prime environment. Mr. Allen asked about having an in-house communication person. Ms. Maez said that recommendation was brought forward for board consideration about nine months ago, but the board felt it was not appropriate as a general fund expense at this time. Hill & Knowlton, a communication firm, has been included in the district's contract with Parsons and will be providing part-time communications consulting for the BB program.*

Ms. Pye asked about communicating construction timelines with the sites and parents. Ms. Maez said a meeting has been scheduled with Hill & Knowlton for next week to discuss rolling out communication regarding upcoming projects and timelines. The goal is to provide the sites with BB progress reports before summer break. Ms. Pye then asked about the construction budgets for John Adams and Lincoln. Ms. Maez said that all project budgets had increased proportionally due to an escalation in cost adjustment. Ms. Maez said staff would provide the board with a chart comparing original budgets with current budgets for each project.

Mr. Craig Hamilton, Co-Chair of the Measure BB Advisory Committee, explained the process behind the decision for the construction management and program management model.

Dr. Escarce asked if the dollars in the budget represent 2010 dollars or future dollars. Mr. Gaines indicated that the budgets were all in present dollars. Dr. Escarce requested a regular update of the site program budgets, as well as a more in-depth workshop like tonight's once per year. Mr. Snell agreed, requesting quarterly updates on each project budget progress and how contract amendments that appear on board agendas fit into and impact those budgets. Ms. Maez answered that such analysis could also accompany large contract amendments or awards of contract. Dr. Escarce added that the board would like to know if or how a contract amendment might affect the allocation amount for that project.

Mr. Mechur wondered if DSA allows applicants to pay an additional fee to expedite approval time. Ms. Maez said a more effective approach is to submit complete, thorough, and accurate documents to DSA, which SMMUSD is doing. Further, Parsons has a positive relationship with DSA. Mr. Sam, Director of the BB office, added that SMMUSD informs DSA that documents we are sending are critical for close-outs on previous projects.

Mr. de la Torre wanted to make sure that the district keeps the community and local businesses informed of these construction opportunities and suggested holding technical assistance training to help vendors apply for bids. He asked if a master plan for green space and community gardens at various sites would be developed. He said such a plan would help to make schools community centers, which was a goal of the 2002 Strategic Plan. He expressed his concern about freeway air particulate matter at Samohi and Edison. Ms. Maez said design elements for those sites that address such concerns could be provided to the board.

#### IV ADJOURNMENT

It was moved by Dr. Escarce, seconded by Ms. Pye, and voted 7/0 to adjourn the meeting at 8:53 p.m. The next regular meeting will be held on **Thursday, May 6, 2010, at 5:30 p.m.** in the **Malibu City Council Chambers:** 23815 Stuart Ranch Road, Malibu, CA.

Approved: 5-26-10

  
President

  
Superintendent



# Board of Education

## Santa Monica Malibu Unified School District

### Measure BB Bond Program Workshop

4/27/10

Meeting: 6:00pm to 9:00pm

District Board Room

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## Agenda

- I. Introductions
- II. Program Goals
- III. Governance and Communications Management
  - a. Overview of Governance and Communications Flow
  - b. Measure BB Citizen Bond Oversight Committee
  - c. Measure BB Advisory Committee
  - d. Site Building Committees
  - e. Communications/Outreach
- IV. Budget Management
  - a. Program Budget & Funding Status
  - b. Project Budgets – Distribution of Soft Costs to Projects
  - c. Efficiencies – Response to Economic Conditions
  - d. Financial Controls – Process & Procedures
- V. Schedule Management
  - a. Overall Program and Project Schedules
  - b. Preconstruction Status
  - c. Construction Status
- VI. Program Management
  - a. District Management of the Program
  - b. Staffing Plan & Forecast - Management Budget
  - c. Advantages to current PM/CM Structure
- VII. Summing Up – Next Steps

➤ **Workshop Goal – to inform the Board Of Education on:**

- ✓ **Program Status**
- ✓ **Who does what & How it gets done**
- ✓ **How much it costs**
- ✓ **Decisions Needed**

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## I. Introductions

### District Staff

Tim Cuneo, Superintendent  
 Janece Maez, Asst. Supt., CFO  
 Mike Matthews, Asst. Supt.  
 Dr. Sally Chou, Chief Academic Officer  
 Stuart Sam, Director Facilities Improvement Proj.  
 Rodrigo Donoso, Coordinator  
 Ashraf Khimani, Accountant  
 Kathy Staib, Administrative Assistant

### Measure BB Citizen

#### Bond Oversight Committee

Jeff Jarow, Chair  
 Neil Carrey, Vice Chair  
 Jerry Nicklesburg  
 Laurie Charchut  
 Ralph Ericson  
 Robert Tompkins  
 Steve Rodman

### Measure BB Advisory Committee:

Craig Hamilton, Co-Chair  
 Dennis Crane, Co-Chair  
 David Reznick  
 Barbara Stinchfield, City of Santa Monica  
 Don Girard, SMC  
 Laura Rosenthal  
 Ted Bardacke  
 Elaine Rene-Weissman  
 Judith Meister  
 William Jepson  
 David Kaplan  
 Michael Sidley  
 Rebecca Kennerly  
 Ben Garbuio  
 Bob Stallings, City of Malibu

#### **Principal Liaison:**

Mark Kelly, Malibu HS

#### **Student Liaisons:**

Samohi: Ross Gordon  
 Malibu HS: Hap Henry  
 Olympic HS: Antonio Martinez-Garcia

#### **Faculty Liaisons:**

Harry Keiley, SMMCTA  
 Sarah Braff, SMMCTA



### PARSONS/CCM TEAM

## I. Introductions

Pat Lappin, Program Executive,	John McGrew, Program Executive
Mitra Tome, Senior Project Manager	Julia Hawkinson, Deputy Program Manager
Hunter Gaines, Senior Project Manager	Lar Bjorum, Senior Project Manager
Dan Beauchamp, Program Controls Manager	Rashmi Menon, Project Manager
Dan Barr, Project Manager/Senior CM	Dan Nickerson, Project Manager/Senior CM
Steve Easterling, Construction Manager	Vince Johnson, Construction Manager
Joy Lopez, Senior Administrative Assistant	Sheere Casanova, Construction Manager
Stephany Stamatis, Administrative Aid	Carlos Valdez, Construction Manager
Martha Moya, Administrative Assistant	Steve Toriz, Construction Manager
Ethel Walker, Program Controls Assistant	Lee Saylor, Senior Estimator
Axel Hartquist,	Senior Scheduler

#### CONSULTANTING FIRMS THAT HAVE PARTICIPATED IN THE BOND PROGRAM TO DATE:

3QC (formerly WCS/CA)	FIRST AMERICAN TITLE INSURANCE	MUSCO LIGHTING
AECOM	GATEWAY SCIENCE & ENGINEERING INC	NETWORLD SOLUTIONS
AHSIRT	GEOCONCEPTS	OCEAN BLUE
APSI	GLENN LUKOS ASSOCIATES	ORBACH, HUFF, SUAREZ (OHS)
ATC ASSOCIATES	GOODWIN PROCTER LLP	OSBORN ARCHITECTS
AT&T	HARLEY ELLIS DEVEREAUX ARCHITECTURE (HED)	PARAGON
BLAIR GRAPHICS	HMC ARCHITECTS	PBS&J
BREEN ENGINEERING	IBI/BLURLOCK	PCR
CAA PLANNING	INTEGRATED PERFORMANCE CONSULTANTS (IPC)	PSOMAS
CAJA	JUBANY NAC ARCHITECTURE	POWER SYSTEMS SERVICES
CANNON	KILLEFER FLAMMANG ARCHITECTS	RGA CONSULTING
CARTIER TECHNOLOGIES	KONING EIZENBERG ARCHITECTS (KEA)	R. L. BINDER, FAIA ARCHITECTURE & PLANNING
CONVERSE CONSULTANTS	KORADE & ASSOCIATE BUILDERS INC	SCOTIA CONSTRUCTION SERVICES INC
CTL ENVIRONMENTAL SERVICES	KRONER ENVIRONMENTAL SERVICES	SIMPLEX GRINNELL
CULBERTSON & ASSOCIATES CALIFORNIA LLC	L.A. AIR BALANCE CO	SPARKY DATA TELECOM
CY CARLBERG	LEIGHTON CONSULTING INC	THINK ENERGY
DALY AMERICA	LELAND SAYLOR ASSOCIATES	TOPANGA UNDERGROUND
DREYFUSS CONSTRUCTION	LFR	TYR, INC
DREW/LEWIS COMPANY	MACTEC	WWCOT ARCHITECTS
EXTREME FIRE PROTECTION	MOBILE MODULAR	

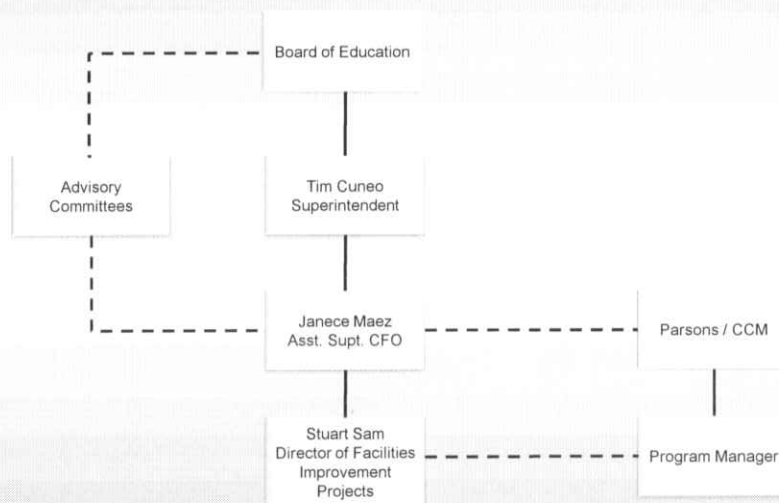


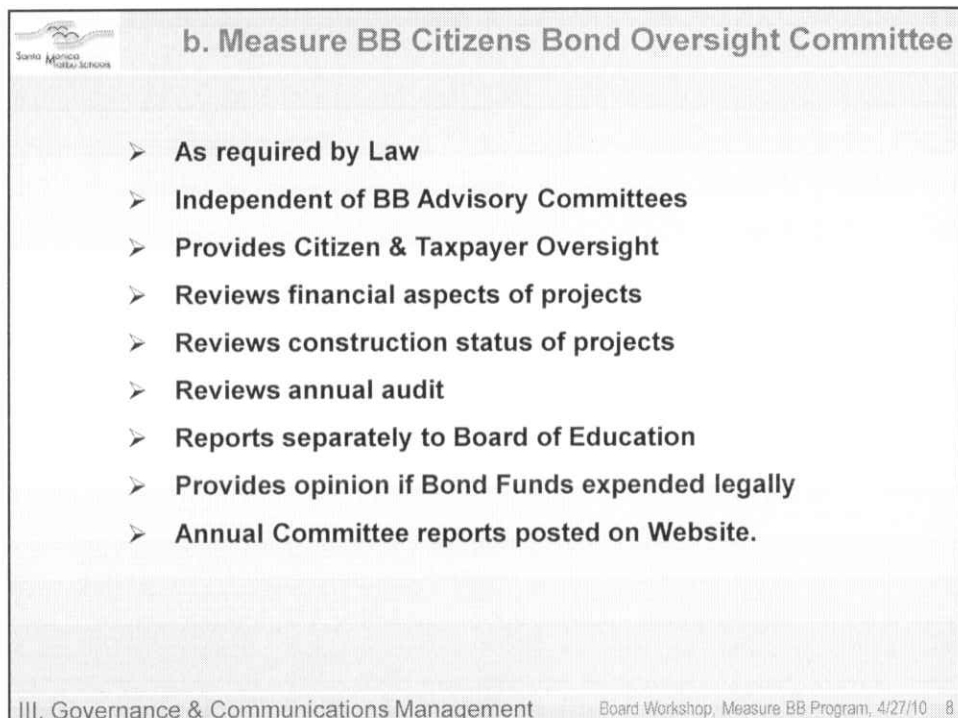
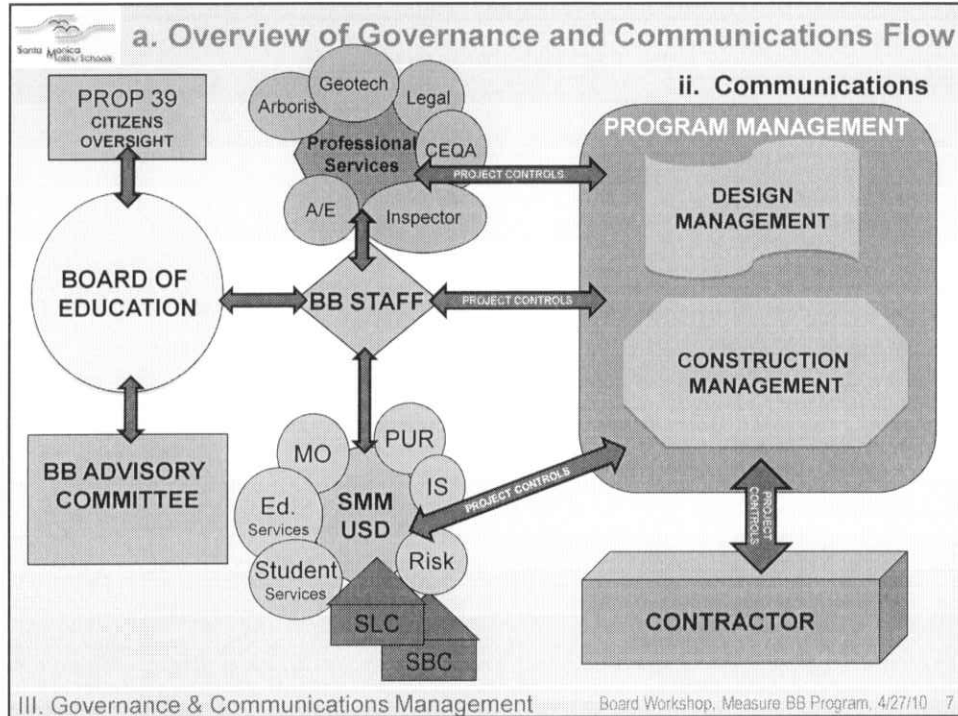
### III. Governance & Communications Management

- a. Overview of Governance and Communications
- b. Measure BB Citizen Bond Oversight Committee
- c. BB Advisory Committee Meetings
- d. Site Building Committees
- e. Communications/Outreach



#### a. Overview of Governance and Communications Flow







### c. Measure BB Advisory Committee

- Meets regularly on the Monday before each Board meeting to deliberate and advise on topics related to the scope, budget and implementation of the Measure BB program
- Sub-committees and members participate in special purpose subjects and initiatives
- Committee members also participate as advisors to each Site Building Committee
- Co-chairs are available to participate in reports and agenda item presentations at Board meetings



### c. BB Advisory Committee

*Serve on an as-needed basis to advise the District*

#### Subcommittees & Advisors

##### Sustainability

- Ted Bardacke
- David Kaplan
- David Reznick
- Craig Hamilton

##### Budget & Schedule

- David Reznick
- Craig Hamilton
- Judith Meister
- Dennis Crane

##### Membership

- Laura Rosenthal
- Dennis Crane
- Don Girard
- Ted Bardacke

##### Parking

- Judith Meister

##### Project Add Alternates

- Ted Bardacke
- Judith Meister
- David Reznick
- Michael Sidley
- Dennis Crane

##### Design Review Team

- Craig Hamilton
- Elaine Rene-Weissman
- David Kaplan

##### Joint – Use

- Don Girard
- Laura Rosenthal
- David Reznick
- Barbara Stinchfield

##### Safety & Security

- Dennis Crane

##### Technology

- Bill Jepson

##### Communications

- Rebecca Kennerly
- Laura Rosenthal

##### Wastewater Advisor

- David Reznick

#### Site Building Committee Liaisons

##### SAMOHJ

- Judith Meister
- David Kaplan
- Don Girard

##### Malibu MS/HS

- Elaine Rene-Weissman
- Laura Rosenthal

##### Lincoln MS

- Dennis Crane

##### John Adams MS

- Bill Jepson
- David Kaplan

##### Edison LA

- Craig Hamilton
- Ted Bardacke

##### Olympic HS

- David Kaplan

##### Washington CDS

- Ben Garbuio

##### Safety & Security Projects

- Elaine Rene-Weissman
- Judith Meister
- Craig Hamilton
- Laura Rosenthal
- Bill Jepson



#### d. Site Building Committees

- Includes Site Leadership, parents and students for the high school projects
- Advisors from the Measure BB Committee provide guidance and integration with the Measure BB Committee
- Recent and upcoming meetings include:
  - ✓ Edison Language Academy: March 10
  - ✓ Rogers ES: April 14
  - ✓ Santa Monica HS: April 14
  - ✓ John Adams MS: Staff - April 23; Stakeholder - April 28
  - ✓ Lincoln MS: Staff – April 14; Stakeholder - May 4
  - ✓ Grant ES: tbd



#### d. Site Building Committees

- **Edison Language Academy (March 10)**
  - ✓ Post Design Meeting, opened to a wide audience
  - ✓ 30 Attendees
  - ✓ Parents, Students, Teachers, Neighbors
  - ✓ BBAC Liaison, Ted Bardacke

Meeting agenda & goals	
<ul style="list-style-type: none"><li>• District management</li><li>• Construction management</li><li>• Update on project milestones</li><li>• Staging &amp; phasing plans<ul style="list-style-type: none"><li>• Construction fence</li><li>• Construction noise and dust control</li><li>• Safety plan modifications during construction</li><li>• Recess play area during construction</li><li>• PE during construction</li><li>• CREST during construction</li><li>• Drop off/pick up during construction</li><li>• Parking during construction</li></ul></li><li>• Proposed plan for Edison pre-school</li><li>• New Edison Language Academy design recap</li></ul>	

#### d. Site Building Committees



Design Phase  
SBC Meeting

#### f. Communications/Outreach

##### ➤ Primary Objectives

- ✓ Provide information to stakeholders
- ✓ How we insure health and safety during construction
- ✓ How we mitigate impact to school and neighbors during construction
- ✓ Targeted communication to local, small business enterprises
- ✓ Educational opportunities

##### ➤ Communications Methodology

- ✓ Site meetings
- ✓ Existing communication networks:  
PTA, ELAC, Neighborhood Councils
- ✓ Direct Mailers, Flyers, Newsletters
- ✓ Web Site

## f. Communications/Outreach

### Hill and Knowlton, Communication Consultant to Support Outreach

#### Hill and Knowlton services:

- Development of communication materials
- Business outreach program:
  - ✓ Local
  - ✓ Small
  - ✓ Minority
  - ✓ Women-owned
  - ✓ Disabled veteran owned
- Community outreach including:
  - ✓ Develop database of constituents
  - ✓ Organize & coordinate volunteer Ambassador Program
  - ✓ Support groundbreaking events and community meetings

## f. Communications/Outreach

### Sample Newsletter, One Sheet



### Measure BB Progress Report

Lirio Middle School

April 2010



#### Modernization Underway

The library will be temporarily moved into a relocatable building on the backfield court. The former library and rooms 218, 220 and 222 will be fully renovated into four new classrooms, two science labs and a shared prep area. The renovated classrooms will be outfitted with the current classroom technology standard (LCD projectors, ceiling, DVD players, student and teacher computers, laptop cart, sound system with teacher and student microphones, document camera). In addition, new speakers will be installed throughout the Main Building (Building 1).

#### New Construction Planned

Following the completion of the modernization project, the existing West Wing (Building 1) will be demolished and replaced with a new two-story library and classroom building. The new library has been designed to current district standards, doubling in size and includes book stacks, quiet reading area, a multimedia room, and research storage. The first floor will also include a new shared prep area, storage, and restrooms. The second floor includes six standard classrooms and two new science labs with a shared prep area. First floor classrooms are also shared a bathroom room for small group projects. In addition, the second floor will house new restrooms, lockers and a connection to the second floor of the Main Building (Building 1). At completion, the school will have an increase of two science labs and one regular classroom.

#### Estimated Project Timeline



#### Outdoor Spaces

Landscaping improvements, including new trees, planting and site furnishings, are planned for the main entry courtyard and front area. An outdoor classroom with shared seating is planned for the area between the new West Wing (Building 1) and the existing Music and Art Building (Building 4). The design focuses on outdoor spaces that build community, are into environmental education and highlight environmental values. A new parking area for cars is planned for the area between the Main Building (Building 1) and the back field, increasing the number of parking spaces to 12. Currently, the new track and synthetic turf field are planned to be an alternate project.


#### Going Green

The Lirio MS Project has been designed to meet CDP's (California Department of Public Resources) School's Climate and Sustainability design best practices have been incorporated throughout. Some of the sustainability design features include improved daylighting, improved indoor air quality and natural ventilation, consistent energy efficiency, reduced water use, renewable energy (photovoltaics), secondary air filtration, and green water conservation/treatment.

**How will this affect you?**  
The Lirio MS Project will close one lane of Lirio Blvd from 7 a.m. to 5 p.m. every day from April 27, 2010 to September 30, 2010. Street users affected by Lirio will be restricted to vehicles of that street only.  
For Further Update Visit <http://www.smmusd.org>

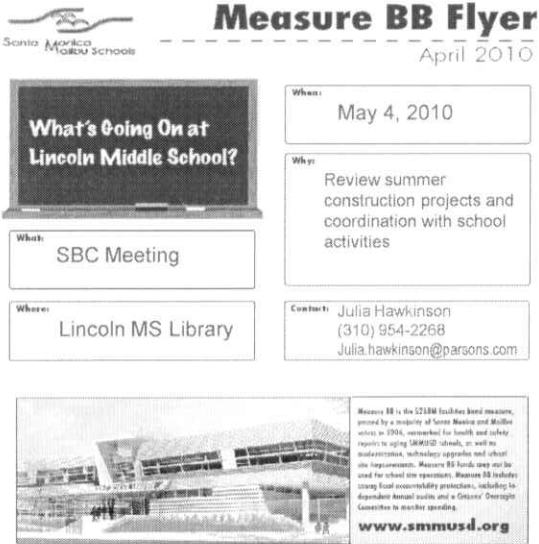
Measure BB is the SMMUSD Facilities bond measure, passed by a majority of Santa Monica and Malibu voters in 2008, earmarked for health and safety repairs to aging SMMUSD schools, as well as modernization, technology upgrades and other site improvements. Measure BB funds may not be used for school site operations. Measure BB includes many bond transparency provisions, including bi-annual financial audits and a Citizens Oversight Committee to monitor spending.

[www.smmusd.org](http://www.smmusd.org)  
[measurebb@smmusd.org](mailto:measurebb@smmusd.org)



**Sample  
Event  
Flyer**

**f. Communications/Outreach**



**Measure BB Flyer**  
April 2010

**What's Going On at Lincoln Middle School?**

**When:** May 4, 2010

**Why:** Review summer construction projects and coordination with school activities

**What:** SBC Meeting

**Where:** Lincoln MS Library


**Contact:** Julia Hawkinson  
(310) 954-2268  
Julia.hawkinson@parsons.com

Measure BB is a 1218B facilities bond measure, passed by a majority of Santa Monica and Malibu voters in 2004, earmarked for health and safety repairs to aging SMMUSD schools, as well as modernization, technology upgrades and school site improvement. Measure BB funds may not be used for school site operations. Measure BB includes strong fiscal accountability provisions, including bi-dependent annual audits and a Citizens' Oversight Committee to monitor spending.

[www.smmusd.org](http://www.smmusd.org)

III. Governance & Communications Management

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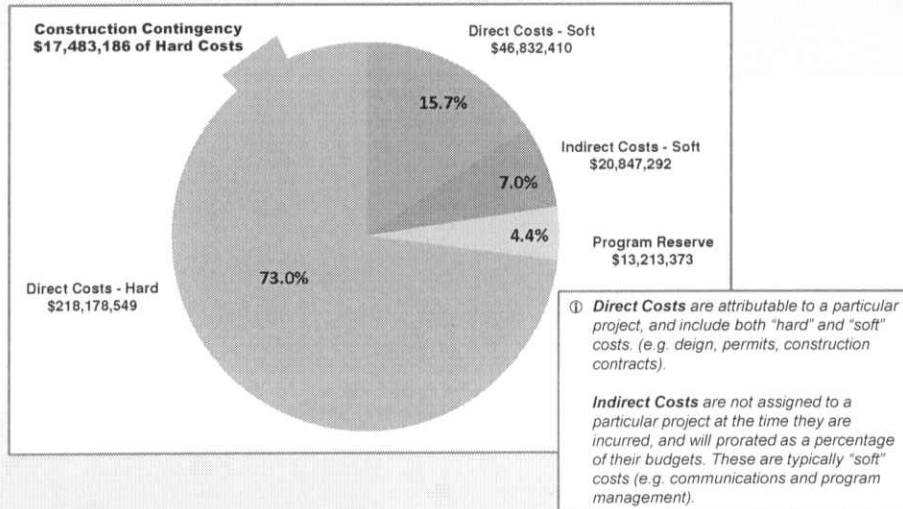
**IV. Budget Management**

- a. Program Budget & Funding Status
- b. Project Budgets – Distribution of Soft Costs to Projects
- c. Efficiencies – Response to Economic Conditions
- d. Financial Controls – Process & Procedures

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## a. Program Budget & Funding Status

### ➤ Program is within budget



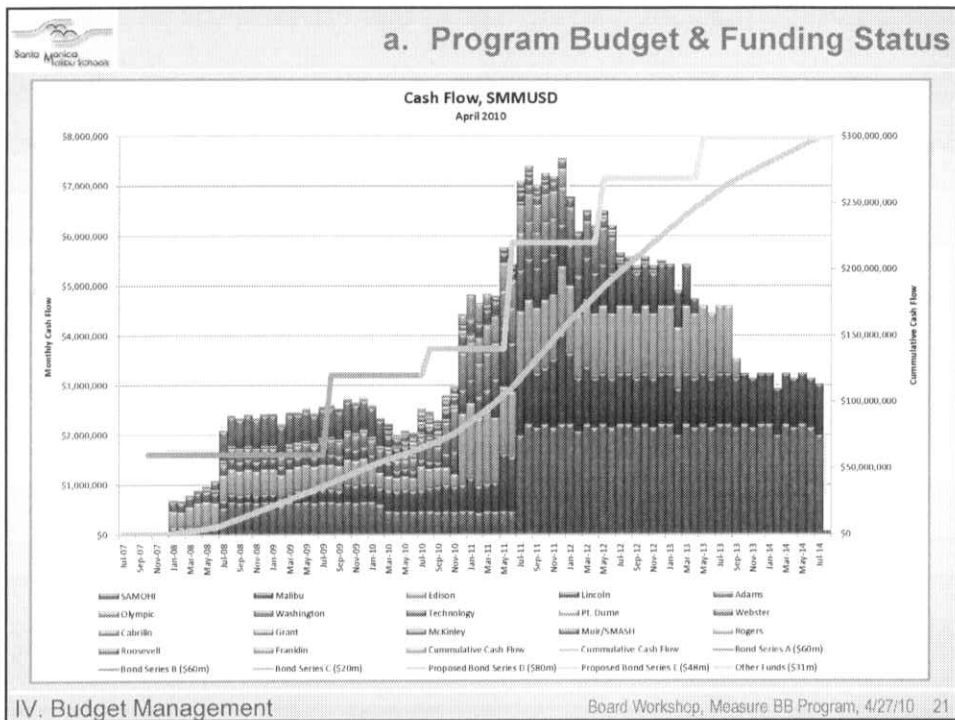
## a. Program Budget & Funding Status

- The overall budget is unchanged
- Board approved construction budgets are unchanged
- Budget presentation has been revised to allocate soft costs to projects
- Percentages are within typical ranges for similar programs.

PROGRAM BUDGET	BUDGET ALLOCATION	% BUDGET	EXPENDED (Payments)	COMMITTED (Bal. to Compl.)	% Committed & Expended
TOTAL BUDGET	\$299,071,624	100.00%	\$41,408,288	\$12,857,497	18%
1.0 DIRECT COSTS	\$265,010,959	88.61%	\$32,257,962	\$11,423,800	16%
1.1 Hard Costs	\$218,178,549	72.96%	\$10,404,208	\$1,263,052	5%
A. Construction	\$182,081,235	60.88%	\$6,982,008	\$1,351,052	5%
B. Construction Contingency	\$17,483,186	5.85%	\$0	\$0	0%
C. Management (Construction & Commissioning)	\$12,027,728	4.02%	\$55,800	\$12,000	1%
D. Land Acquisition, Off-site Parking & Other Support	\$6,586,400	2.20%	\$3,366,500	\$0	51%
1.2 Soft Costs	\$46,832,410	15.66%	\$21,853,653	\$10,060,748	68%
A. Design	\$26,700,000	8.93%	\$16,524,724	\$8,455,198	94%
B. Entitlements	\$5,000,000	1.67%	\$2,483,817	\$1,267,549	75%
C. Environmental Tests	\$750,000	0.25%	\$413,983	\$53,198	62%
D. Permits & Agency Fees	\$1,869,354	0.58%	\$488,769	\$2,460	29%
E. Test & Inspection	\$8,595,947	2.87%	\$43,943	\$1,617	1%
F. Surveys & Investigation	\$4,097,108	1.37%	\$1,898,417	\$280,726	53%
2.0 INDIRECT COSTS (prorated)	\$20,847,292	6.97%	\$9,150,327	\$1,433,697	51%
2.1 Soft Costs	\$20,847,292	6.97%	\$9,150,327	\$1,433,697	51%
A. Management (Program & District)	\$18,200,000	6.09%	\$8,291,593	\$1,249,696	52%
B. Consultants	\$2,087,292	0.70%	\$693,631	\$168,264	41%
C. Communication	\$135,000	0.05%	\$40,378	\$7,498	35%
D. Printing	\$425,000	0.14%	\$124,725	\$8,240	31%
E. Multiyear Funding Transfer	\$0	0.00%	\$0	\$0	0%
3.0 PROGRAM RESERVE	\$13,213,373	4.42%	\$0	\$0	0%

① **Direct Costs** are attributable to a particular project, and include both "hard" and "soft" costs. (e.g. design, permits, construction contracts).

**Indirect Costs** are not assigned to a particular project at the time they are incurred, and will be prorated as a percentage of their budgets. These are typically "soft" costs (e.g. communications and program management).



**b. Project Budgets – Distribution of Soft Costs**

➤ The soft costs have been allocated across the projects

➤ The detailed project budgets are provided in the workshop binder

	SAMOHI			
	Science & Tech Bldg.	Science & Tech Bldg.	Science & Tech Bldg.	Science & Tech Bldg.
<b>PROJECT BUDGET</b>	<b>BUDGET ALLOCATION</b>	<b>EXPENDED (Payments)</b>	<b>COMMITTED (Bal. to Compl.)</b>	<b>% Committed &amp; Expended</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$97,374,556</b>	<b>\$9,485,488</b>	<b>\$3,126,408</b>	<b>13%</b>
<b>1.0 PROJECT DIRECT COSTS</b>	<b>\$86,653,731</b>	<b>\$6,250,341</b>	<b>\$2,708,082</b>	<b>10%</b>
1.1 Hard Costs	\$74,060,406	\$0	\$0	0%
A. Construction	\$62,350,000	\$0	\$0	0%
B. Construction Contingency	\$6,110,719	\$0	\$0	0%
C. Management (Construction & Commissioning)	\$4,089,687	\$0	\$0	0%
D. Land Acquisition, Off-site Parking & Other Support	\$1,500,000	\$0	\$0	0%
1.2 Soft Costs	\$12,593,326	\$6,250,341	\$2,708,082	71%
A. Design	\$7,288,000	\$4,990,574	\$2,121,261	98%
B. Entitlements	\$1,550,298	\$758,622	\$516,502	82%
C. Environmental Tests	\$226,403	\$87,470	\$0	39%
D. Permits & Agency Fees	\$467,448	\$4,615	\$0	1%
E. Test & Inspection	\$2,414,091	\$0	\$0	0%
F. Surveys & Investigation	\$847,085	\$409,060	\$70,300	74%
<b>2.0 PROJECT INDIRECT COSTS (prorated)</b>	<b>\$6,831,384</b>	<b>\$3,235,148</b>	<b>\$417,328</b>	<b>53%</b>
2.1 Soft Costs	\$6,831,384	\$3,235,148	\$417,328	53%
A. Management (Program & District)	\$6,083,403	\$2,998,540	\$412,258	56%
B. Consultants	\$566,434	\$177,331	\$605	31%
C. Communication	\$44,340	\$12,208	\$2,495	33%
D. Printing	\$137,207	\$47,068	\$1,979	36%
E. Multiyear Funding Transfer	\$0	\$0	\$0	0%

IV. Budget Management

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### c. Efficiencies – Response to Economic Conditions

- **Relocation of Parsons/CCM Office adjacent to District**
  - ✓ Communication
  - ✓ Collaboration
  - ✓ Accessibility
  - ✓ Eliminate meeting travel & parking costs
  - ✓ Centralized support staff
  - ✓ Centralized document storage



### c. Efficiencies – Response to Economic Conditions

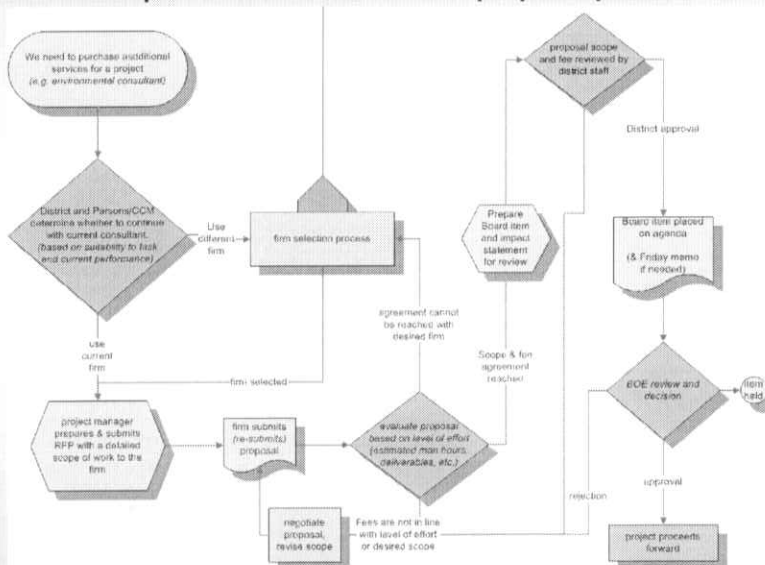
- **Strategic Construction Procurement**
  - ✓ **Project Bundling** (Malibu HS Fire Alarm)
  - ✓ **Selection of project delivery method**
- **Savings by Design – Sustainability program goal**
  - ✓ **\$250,000 to date**
- **Reduced Inspection & Testing Fees**
  - ✓ **Use smaller firms**
- **Parsons/CCM Fees**
  - ✓ **Renegotiation of Fees**
  - ✓ **Savings – over \$500,000**

## d. Financial Controls – Process & Procedures

- **Program Management Software used to manage Financial information**
  - ✓ Features are tailored to capital improvement programs
- **District maintains independent control software**
- **Other procedures in place :**
  - ✓ Consultant firm selection
  - ✓ Change order and consultant proposal review and approval
  - ✓ Invoice review, processing and payment
  - ✓ Site visits and notifications
  - ✓ Bid document review and site walks

## d. Financial Controls – Process & Procedures

### ➤ Example: Professional services proposal process



**d. Financial Controls – Process & Procedures**

➤ **Example: Professional services proposal process**

**Personnel/Level of Effort Analysis**

Position	DD Hours	CD Hours
Project Principal	4	4
Design Director	0	50
Senior Project Manager	40	40
Project Manager	0	40
Professional Intern	28	28
Admin Support	8	8
Technical Services (QA Plan Review/typ)	12	16
Structural Engineering	0	0
Principal/Project Manager	0	0
Project Engineer	0	0
CADD Operator	0	0
MEP Engineering	0	0
Principal Engineer	0	0
Senior Project Engineer	0	0
Plumbing Designer	0	0
Electrical Designer	0	0
MEP Drafter	0	0
Clerical Support	0	0
Civil Engineering	0	0
Principal	0	0
Civil Engineer	0	0
Civil Drafter	0	0
Wastewater Engineer	0	0
Principal	0	0
Engineering Services	0	0
Cost Estimating	12	12
Administrative Mark-ups	0	0
Allowance for Reimbursables	0	0
<b>TOTAL</b>	<b>132</b>	<b>148</b>

**IMPACT STATEMENT**

TO: BOARD OF EDUCATION  
FROM: TIM CLUNE / JAMIE L. MAEZ / STUART SAM  
RE: CONTRACT AMENDMENT #21 FOR INCREASED ARCHITECTURAL SERVICES FOR MALIBU HIGH SCHOOL, CAMPUS IMPROVEMENT PROJECT – HMC ARCHITECTS - MEASURE BB

**Reason for change:** To separate standalone project with a separate...

**Background:** Separation of the teams of the 90% Design Development phase could be realized by the Campus Improvement project as due to simplified phasing and a during the construction of the m the District may realize a reduction in the time and cost of the project.

**Options:** The team reviewed the impact on the district's part of the project.

**Impact on Budget and Schedule**

**Budget:** Design fee: \$6,217,282  
Construction cost: \$6,217,282  
Schedule: Design: No  
Construction: No

**Original Contract:** \$961,327  
**Amendments to date:** \$5,292,015  
**Amendment to date for specific:** Contract Amendment No. 25: \$5,292,015  
**Total contract with anticipated:** \$6,217,282

**Funding Information**

Budgeted: Yes  
Fund: 21  
Source: Building Fund  
Account Number: 21-00000-0-00000-5600-010-2900  
Description: Consultant Services

**COMMENTS:** On 4/2/09 the Board approved Contract Amendment #12, for \$62,037, for architectural and engineering services for preliminary design of improvements to the wastewater treatment system at Malibu High School. The intent was that at the end of that work, the full scope of work would be determined and a more accurate proposal could be prepared and negotiated for the rest of the design services required to complete the work. This amendment, number 21, includes the balance of the design and construction administration services needed to complete the work. In addition, the value of Contract Amendments #19 and #20 are revised to reflect the actual value of the executed contract amendments with HMC. The revised contract total will be \$6,217,282.

Contract Amendment	Amount
ORIGINAL CONTRACT AMOUNT (preliminary design)	\$961,327
CONTRACT AMENDMENT #1 (Landscape Architecture)	\$57,505
CONTRACT AMENDMENT #2 (Architectural Services)	\$82,400
CONTRACT AMENDMENT #3 (MEP/Plumbing/Electrical)	\$3,562,884
CONTRACT AMENDMENT #4 (Civil Engineering)	\$157,588
CONTRACT AMENDMENT #5 (Structural Engineering)	\$25,144
CONTRACT AMENDMENT #6 (Wastewater Engineering)	\$10,304
CONTRACT AMENDMENT #7 (Grading/Earth Retention)	\$62,344
CONTRACT AMENDMENT #8 (Landscape Architecture)	\$21,647
CONTRACT AMENDMENT #9 (Landscape Architecture)	\$68,256
CONTRACT AMENDMENT #10 (Landscape Architecture)	\$25,991

**d. Financial Controls – Process & Procedures**

➤ **Example: Bid document preparation, bidding, and award processes**

**Bid Preparation Phase**

Design/Drawings Complete → Update Bid Web Page → Contractor Outreach → Compile Key Documents → Site, RMD Coordination and Notification → Prepare Bid Forms → Prepare Pre-qualification Forms → QC Review → Bid Review Mtg → Submit Bid Advertisement

**Bidding Phase**

Update to Bid → Open Bids → Evaluate Bids → Protest Process → Address Bids → Determine Lowest Responsible Bidder

**Award Phase**

Recommendation to Award → STA Review Mtg → Notice of Intent to Award (NOIA) → Board Approval → Execute Contract → Preconstruction Meeting → Bid & Award Complete

**d. Financial Controls – Process & Procedures**

Example: Bid document preparation, bidding, & award processes

**IV. Budget Management** Board Workshop, Measure BB Program, 4/27/10 29

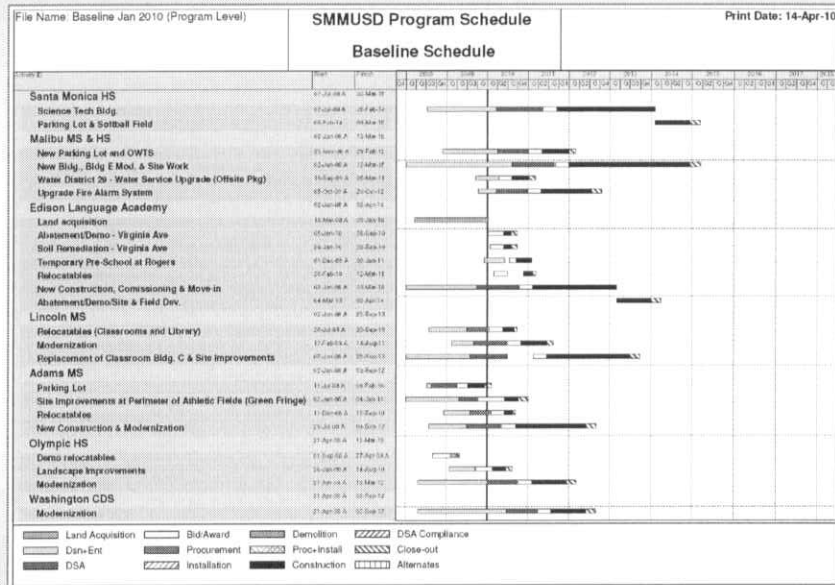
**V. Schedule Management**

- a. Overall Program and Project Schedules
- b. Preconstruction Status
  - i. Design Status
  - ii. Environmental Approval
  - iii. Agency Approvals (DSA)
  - iv. Bidding & Award
- c. Construction Status
  - i. Projects in Construction
  - ii. Completed Work

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## a. Overall Program and Project Schedules

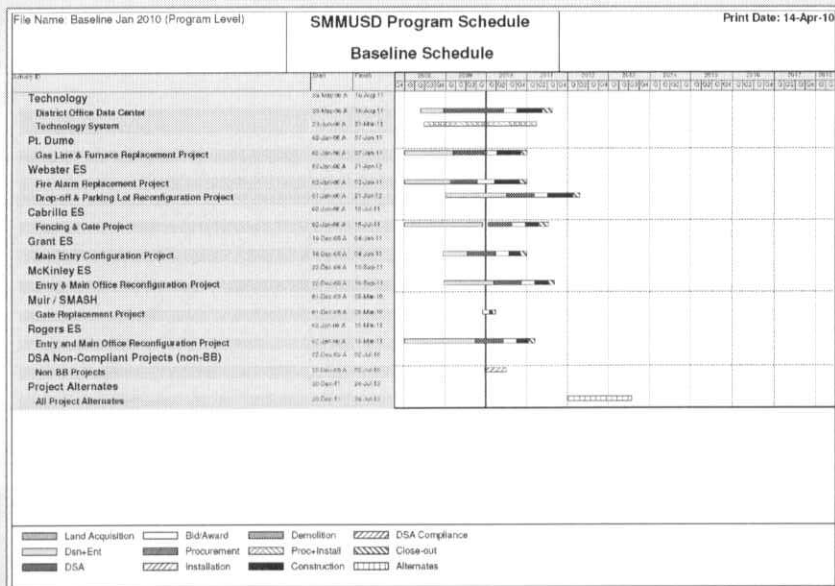


### III. Schedule Management

Board Workshop, Measure BB Program, 4/27/10 31



## a. Overall Program and Project Schedules



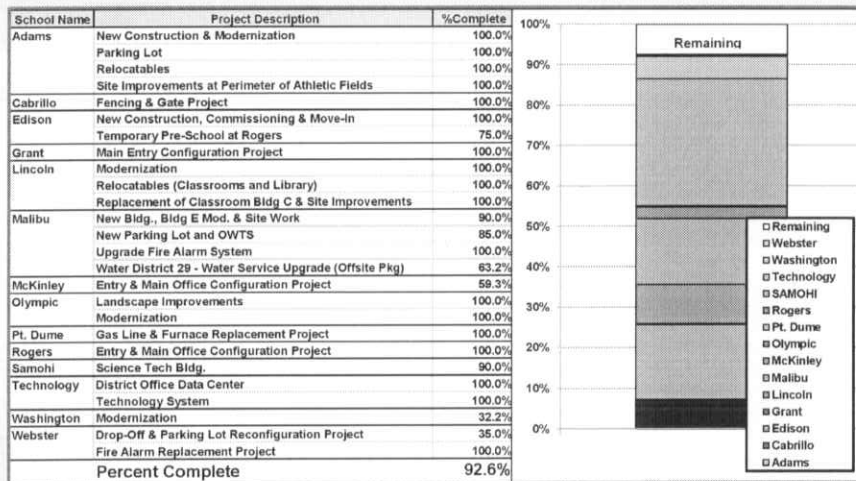
### III. Schedule Management

Board Workshop, Measure BB Program, 4/27/10 32



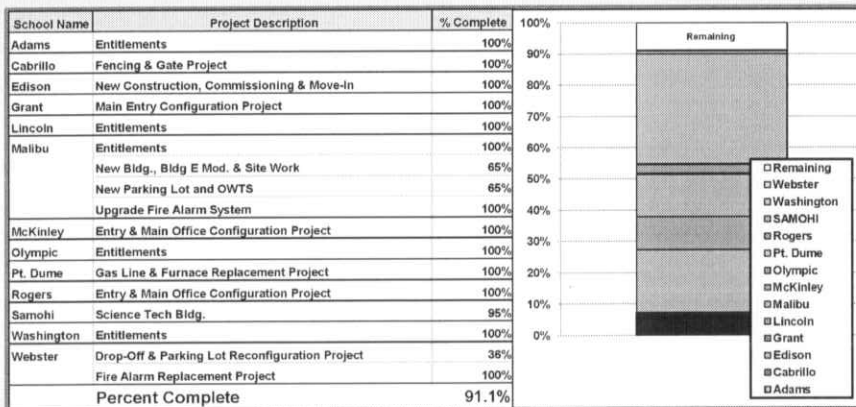
## b. Preconstruction Status

### i. Design Status, through DSA submittal



## b. Preconstruction Status

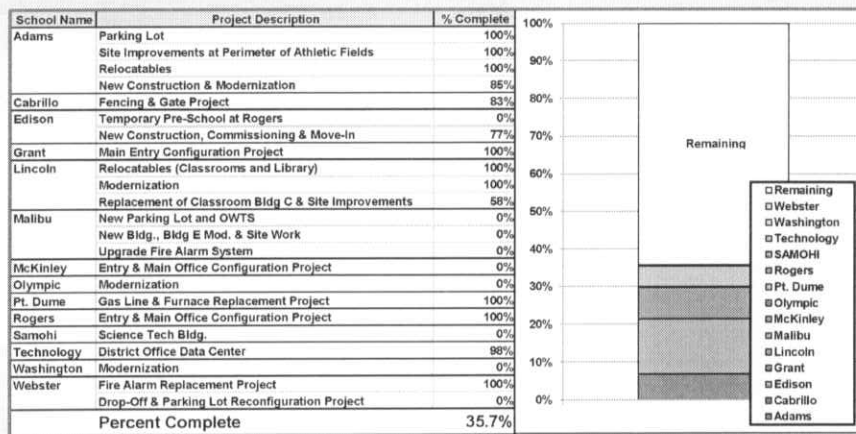
### ii. Environmental Approval





## b. Preconstruction Status

### iii. Agency Approvals (DSA)



## b. Preconstruction Status

### iv. Bidding & Award

Bid No.	School	Project	Construction Estimate	Current/Actual		ACTUAL	Apparent Low Bidder (Bid Amt.)	Current Construction Start (Award)	Project Manager	Construction Manager
				DSA Finish Date	Bid Prep Start Date	Bid/Award Start Date	Bids Due (2:00PM)			
10.06.08	Olympic HS	Pkg 2 - Landscape Improvements	\$100,000	Not a DSA Project	N/A	01/15/10	02/18/10	04/15/10	Julia Hawkinson	Vince Johnson
10.07.08-03-112522	Webster ES	Pkg 1 - Fire Alarm Replacement Project	\$446,000	10/14/09	10/15/09	01/26/10	03/03/10	04/15/10	Hunter Gaines	Vince Johnson
	Adams MS	Pkg 3A - Relocatables	\$307,033	12/03/09	02/01/10	03/29/10	05/05/10	06/21/10	Julia Hawkinson	Dan Nickerson
	Adams MS	Pkg 2 - Site Improvements at Perimeter of Athletic Fields (Green Fringe)	\$669,448	10/08/09	10/09/09	01/29/10	05/05/10	06/21/10	Julia Hawkinson	Dan Nickerson
	Lincoln MS	Pkg 3A - Relocatables (Classrooms and Library)	\$710,844	02/16/10	02/02/10	03/13/10	05/11/10	06/21/10	Julia Hawkinson	Steven Lasterling
	Grant ES	Pkg 1 - Main Entry Configuration Project	\$213,972	12/23/09	01/13/10	03/28/10	05/11/10	06/22/10	Rashmi Menon	Dan Nickerson
	Rogers ES	Pkg 1 - Entry and Main Office Reconfiguration Project	\$82,000	03/31/10	03/22/10	04/05/10		06/22/10	Rashmi Menon	Dan Nickerson
	Technology	Phase II, Classroom Technology	\$1,600,000	Not a DSA Project	Not in Schedule	04/05/10		02/27/10	Hunter Gaines	Carlos Valdez
	Malibu MHS	Wastewater Equipment	\$150,000	N/A	N/A	04/12/10		N/A	Hunter Gaines	N/A
	Pt. Dume	Pkg 1 - Gas Line & Furnace Replacement Project	\$460,000	02/24/10	02/05/10	04/23/10		05/30/10	Hunter Gaines	Vince Johnson
	Edison ES	Solar Chimney	\$2,738,000	Not in Schedule	02/12/10	04/25/10		N/A	Rashmi Menon	Dan Barr
	Muir / SMASH	Pkg 1 - Gate Replacement Project	\$17,000	Not a DSA Project	Not in Schedule	05/01/10		03/18/10	Rashmi Menon	Steve Toris
	Edison ES	Abatement/Demo - Virginia Ave	\$106,065	Not a DSA Project	01/26/10	05/02/10		06/20/10	Rashmi Menon	Dan Barr

## b. Preconstruction Status

### iv. Bidding & Award

Bid No.	School	Project	Construction Estimate	Current/Actual			Apparent Low Bidder (Bid Amt.)	Current Construction Start (Award)	Project Manager	Construction Manager
				DSA Finish Date	Bid Prep Start Date	Bid/Award Start Date				
	Edison ES	Soil Remediation - Virginia Ave	\$184,000	Not a DSA Project	01/26/10	05/02/10		08/20/10	Rashmi Menon	Dan Nickerson
	Edison ES	Plg. 2A - Reducetables	\$50,000	Pre-approved	04/05/10	05/05/10		07/05/10	Rashmi Menon	Dan Barr
	Califino ES	Plg. 1 - Fencing & Gate Project	\$108,000		03/30/10	04/28/10		08/26/10	Hunter Gaines	Vince Johnson
	Adams MS	Plg. 1B - New Construction & Modernization	\$10,648,769		04/30/10	05/03/10		09/08/10	Julia Hankinson	Dan Barr
	Lincoln MS	Plg. 1B - Modernization	\$1,586,083		07/02/10	07/01/10		10/13/10	Julia	Steven Eastorling
	Edison ES	Plg. 1D - Temporary Pre-School at Rogers	\$100,000		05/05/10	Not in Schedule		08/24/10	Rashmi Menon	Dan Barr
	Malibu MHS	Water Main Upgrade	\$550,000		05/28/10	05/29/10		09/02/10	Hunter Gaines	Vince Johnson
	Edison ES	Plg. 2B Pl. 1 - New Construction, Commissioning & Move-In	\$32,778,806		05/26/10	05/27/10		09/24/10	Rashmi Menon	TBD
	Lincoln MS	Modernization	\$15,003,708		06/30/10	07/01/10		10/31/10	Julia Hankinson	Steven Eastorling
	Technology	Plg. 1 - District Office Data Center	\$171,549		05/07/10	05/08/10		10/31/10	Rashmi Menon	Carla Valdez
	Malibu MHS	Plg. 1A - Upgrade Fire Alarm System	\$1,550,000		08/31/10	09/01/10		12/30/10	Hunter Gaines	Vince Johnson
	McKinley ES	Plg. 1 - Entry & Main Office Reconfiguration Project	\$522,000		09/07/10	09/08/10		01/10/11	Rashmi Menon	Dan Nickerson
	Olympic HS	Plg. 1 - Modernization	\$4,826,000		09/01/10	09/17/10		01/15/10	Vince Johnson	Vince Johnson
		<b>Total</b>	<b>\$75,065,957</b>							

III. Schedule Management

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## c. Construction Status

### iv. Projects In Construction

- **Webster Elementary School – Fire Alarm**
  - ✓ **Contract awarded at the April 22 Board Meeting**
  - ✓ **Existing fire alarm system is obsolete**
  - ✓ **New system will meet all current code requirements**



III. Schedule Management

Board Workshop, Measure BB Program, 4/27/10 38

## c. Construction Status

### iv. Projects In Construction

#### ➤ Olympic High School – Upper turf field

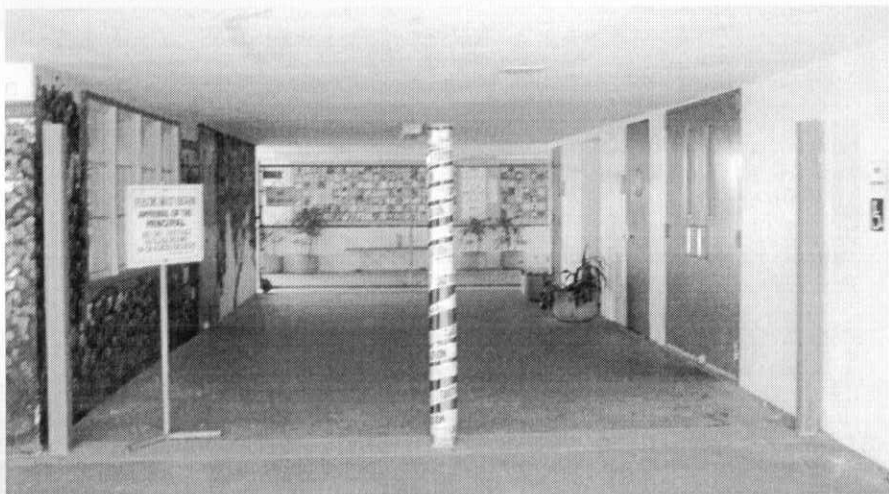
- ✓ Contract awarded at the March 18 Board Meeting
- ✓ Contractor mobilized
- ✓ Scope includes preparing a grass area suitable for sports activities
- ✓ Modernization scope will follow in 2011




## c. Construction Status

### iv. Projects In Construction

#### ➤ Rogers ES – Entry Gate



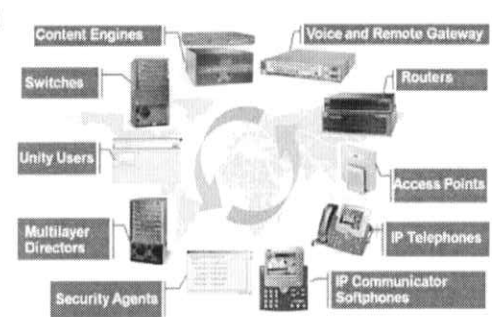


**iv. Projects In Construction**

- **Technology**
- ✓ **Technology Infrastructure**
- ✓ **Wireless Network**
- ✓ **IP Telephony**

**c. Construction Status**

**\* IP Phones**  
**Communicate with all Network Devices**



III. Schedule Management

Board Workshop, Measure BB Program, 4/27/10 | 41



**iv. Completed Projects**

**c. Construction Status**

**Cirque may return to SM**

BY KEVIN HERRERA  
JOURNALIST

CITY HALL looking to celebrate 25 years of performing in the Santa Monica Pier with a new production, CIRQUE, a blend of circus and contemporary... (text continues)

**Bringing technology into the classroom**

BY MELODY HANATANI  
JOURNALIST

OLYMPIC HIGH SCHOOL... (text continues)



III. Schedule Management

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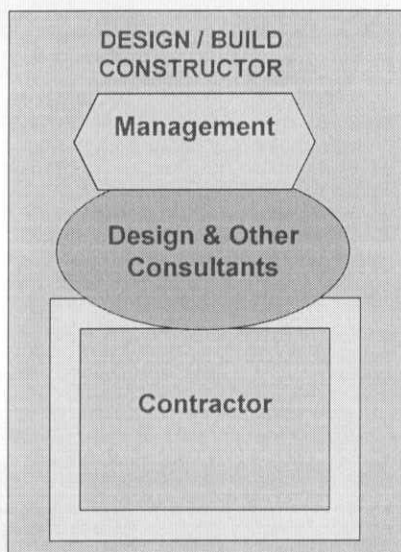
## VI. Program Management

- a. District Management of the Program
- b. Staffing Plan & Forecast - Management Budget
- c. Advantages to current PM/CM Structure

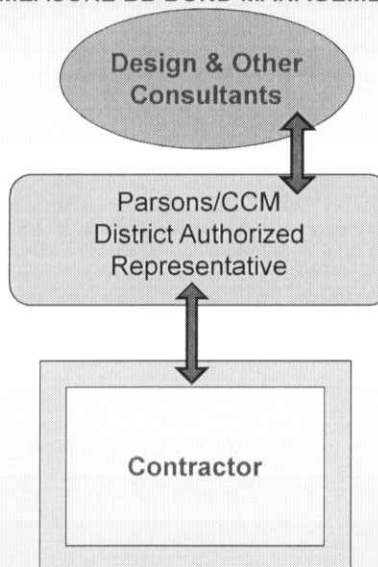


### a. District Management of the Program

#### PROP X BOND MANAGEMENT



#### MEASURE BB BOND MANAGEMENT



## b. Staffing Plan & Forecast - Management Budget

### ➤ Fees Forecasted through end of Program

- ✓ Program Management Forecast
- ✓ Project Level Construction Management Forecast
- ✓ Includes Reimbursable Expenses

Program Management Fees (includes Design Project Management)		299,071,083 Program	Industry Standard Fee Range	
Labor Costs Through 3/31/10	6,982,867			
Forecast Labor	6,850,842			
Reimbursable Expenses (Forecast + Billed)	304,925			
<b>Total</b>	<b>14,118,635</b>	<b>4.72% Program</b>	<b>5%</b>	<b>6%</b>
<b>GC Construction Management Fees</b>		<b>128,636,200 Constr.</b>		
Labor Costs (Through 3/31/10)	486,000			
Forecast Labor Costs	6,448,788			
Reimbursable Expenses (Forecast + Billed)	170,145			
<b>Total</b>	<b>7,083,933</b>	<b>5.51% Constr.</b>	<b>3%</b>	<b>5%</b>
<b>MP Construction management Fees</b>		<b>70,999,400 Constr.</b>		
Forecast Labor	6,378,043			
Forecast Reimbursable Costs	159,451			
<b>Total</b>	<b>6,537,494</b>	<b>9.22% Constr.</b>	<b>9%</b>	<b>12%</b>
<b>MANAGEMENT FEE SUMMARY</b>		<b>299,071,083 Program</b>		
Labor Costs to Date	7,427,867			
Forecast Labor	19,877,674			
Reimbursable Expenses (Forecast + Billed)	634,522			
<b>TOTAL</b>	<b>27,740,063</b>	<b>9.28% Program</b>	<b>8.5%</b>	<b>11%</b>

## d. Advantages to current PM/CM Structure

### PARSONS/CCM PROGRAM MANAGEMENT

*Accountability Through Integrated Management Services*

Program Process • Program Requirements • Budget  
Communications • Program Controls

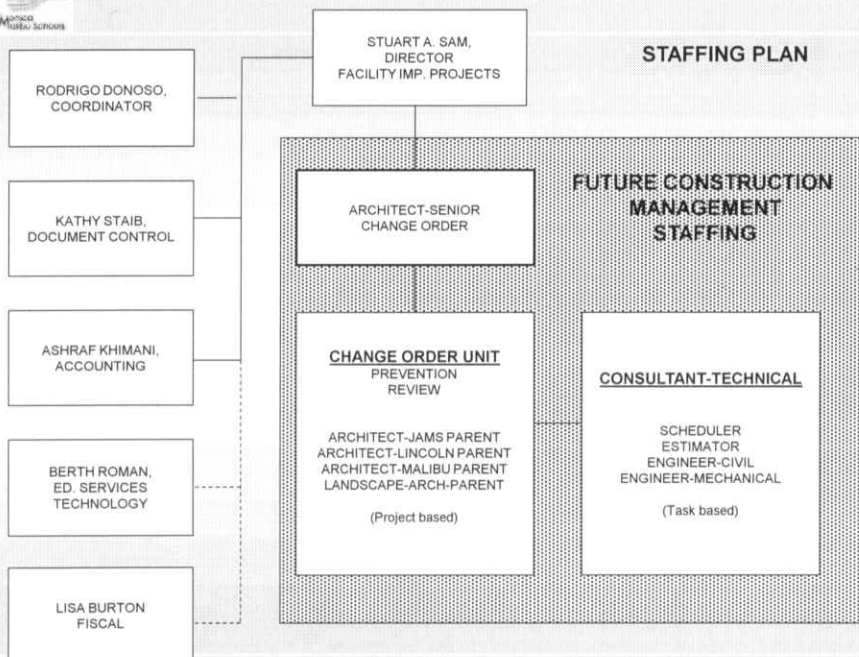
**DESIGN  
MANAGEMENT**  
Site/User Needs  
Design Quality  
Site Coordination  
Entitlements  
Communications  
Management of  
Professional Services  
(A/E, Geotech, CEQA)  
Project Controls  
• Contract Admin  
• Scheduling  
• Cost/Value  
• Payment  
• Document

Phasing/Staging  
Bid Preparation  
Bid/Award

**CONSTRUCTION  
MANAGEMENT**  
Site Coordination  
Construction Quality  
Communications  
Management of  
Professional Services  
(A/E, Geotech, Laboratory)  
Project Controls  
• Contract Admin  
• Scheduling  
• Cost/Value  
• Payment  
• Document

#### d. Advantages to current PM/CM Structure

- **ADVANTAGES of Combined PM CM management structure**
  - ✓ **Complete Accountability**  
(no "finger pointing" between PM and CM consultants)
  - ✓ **Continuity between design, construction and close-out phases**
  - ✓ **Retention of institutional knowledge of the program history, goals and objectives**
  - ✓ **Less District resources needed to manage one consultant**
  - ✓ **Simpler structure has reduced risk of miscommunications and errors**
  - ✓ **No duplication of services**



## VII. Summing Up – Next Steps

- **Workshop Goal – To inform the Board Of Education on:**
  - ✓ *Program Status*
  - ✓ *Who does what & How it gets done*
  - ✓ *How much it costs*
  - ✓ *Decisions Needed*