

# CBOC Meeting

November 12, 2019





## AGENDA

---

1. Call to Order
2. Public Comment
3. Approval of Minutes (October 8, 2019)
4. Presentations and Discussions
  - A. HUB Program SOPs and Update
  - B. School Changes Update
  - C. 2013 & 2017 Bond Program
    - Issues and Risk
    - Substantial Changes
  - D. Presentation: Financial Controls
  - E. Presentation: Bond Program Communications
5. Committee Operations
  - A. Update by Reporting Materials Subcommittee and Report to Board of Trustees
  - B. List of Possible CBOC Topics for Future Meetings; Draft CBOC Annual Calendar; and Tour of Menchaca Elementary School
6. Adjourn

## Public Comments (10 mins)



All regular and plenary meetings of AISD advisory bodies are open to the public.

If you would like to speak before a district advisory body during a regular meeting please consult the [Communications and Visitor Guidelines](#), which can be found on the AISD website under [Advisory Bodies](#).

Public comment is limited to 10 minutes.



# Approval of Minutes (5 mins)



Approval of Minutes  
from October 8, 2019  
CBOC Meeting



# Upcoming Section: Presentation and Discussions



## Section Includes:

- HUB Program Standard Operating Procedures (SOPs) & Update
- School Changes Update
- 2013 & 2017 Bond Program Update
- Presentation: Financial Controls
- Presentation: Bond Program Communications





**AUSTIN**  
Independent School District

**Historically Underutilized  
Business Program Department**

15 Mins

# Standard Operating Procedures Manual

## Program Overview

The purpose of the Historically Underutilized Business (HUB) Procedures Manual is to provide each employee with accessible procedures to support the HUB Policies (CH & CV - LOCAL) and Program Regulations (CH & CV - REGULATION) that govern compliance with the Austin Independent School District's HUB Program.

This manual sets forth standard operating procedures and general expectations for managing operations of HUB Program Compliance.

### **The formal program was designed and implemented to:**

1. Ensure that the District is not a passive participant in a discriminatory marketplace.
2. Ensure that the HUB program is narrowly tailored.
3. Provide opportunities for HUB firms to broaden and enhance their capabilities to do business with the District.
4. Administer the HUB Program in a manner consistent with applicable federal and state laws.



**AUSTIN**  
Independent School District

**Historically Underutilized  
Business Program Department**

# Standard Operating Procedures Manual

## Table of Contents

Program Overview

### **Section I. Program Administration**

A. Support & Request Processing

B. Outreach/Engagement/Resources

### **Section II. Pre-Award Compliance**

A. Setting HUB/M/WBE Goals

B. Preparing Solicitation Documentation

C. Preparing for Pre-Bid/Pre-Proposal Meetings

D. Compliance Review

E. Preparing for Board Approval and Award

# Table of Contents

## **Section III: Post-Award Compliance**

- A. Pre-Construction/Kick-Off Meetings
- B. Contract Compliance Oversight & Related Meetings
- C. Request for Change to Compliance Plan
- D. Violations & Sanctions

## **Section IV. Contract Closeout**

### **Appendix (A-J)**

HUB Program Definitions  
Abbreviations & Acronyms  
HUB Program Aspirational Goals  
Trade Summary  
Bid Brief Email Example  
Bid Brief Example  
Non-Compliant Analysis  
Compliance Letter  
HUB Compliance Checklist  
Board Summary



**AUSTIN**  
Independent School District

**Historically Underutilized  
Business Program Department**

# Standard Operating Procedures Manual

## HUB Team Timeline

January 2019 - Initial draft language and assignments. Monthly meetings with Snap Management.

July 16, 2019 - Draft completed and submitted to Matias Segura.

## Consulting Firm

**SNAP Management Group, Inc.**

**Darrell W. Pierce, CEO**

Link to [Procedures Manual](#)



# School Changes Update





## 2013 & 2017 Bond Program Update

- Issues and Risk
- Significant Program Changes



## **Govalle ES - Potential Schedule Delay**

The latest schedule submitted by the contractor notes potential delays in substantial completion that may impact school opening. CMD is holding meetings onsite twice a week focused on progress and schedule revisions to recover from delays. Additionally, CMD and Academic Leadership, in conjunction with the school administration are contingency planning for a late move, if one becomes necessary.

## **Brown ES - Tight Schedule to Finish**

The schedule remains challenging. Multiple weekly meetings are being held focused on remaining tasks. The project remains on schedule and the team continues to work with COA on the various required inspections to open school.

## **FFE - Install For Spring Openings**

Furniture has been ordered and equipment is being ordered for the first three modernized campuses, which will open in January. Construction Management is working closely with procurement to ensure that all items are ordered, delivered, and installed on time.

## **New Blazier Relief - Access Issues and Schedule Impact**

Access to the school is pending construction of adjacent Baythorne Dr. by neighborhood developer Austin Goodnight Ranch. AISD must vacate existing access easement for COA to permit Baythorne Dr. The board will consider the legal agreements currently under negotiation at its November 18 board meeting.



## **Eastside Memorial ECHS - Budget Issues**

Due to high market conditions, we received an unfavorable bid on the Eastside Memorial Early College High School & International High School at the Original L.C. Anderson campus modernization, which came in 10% above the project construction budget (PCB).

The team – which includes the architect, general contractor and AISD staff – looked at several options, which resulted in a 5% reduction without affecting the promises made to voters. The GMP Contract is being processed finalizing the agreement with the contractor.

## **Bowie HS - Budget Issues**

Unforeseen conditions on site including COA requirements and underground utilities have led to budget concerns the team is working through this issue. The design team is looking at more efficient programmatic spacing and how to best address unforeseen conditions.

## **Murchison MS - Noise Issues and Potential Change in Schedule**

Work site noise generated from utility excavation and rock chipping has abated. Most of the excavation close to the classrooms has concluded. Contractor and PM will continue to coordinate with administrative staff prior to future operations that generate significant noise.

There may be a potential schedule delay regarding the completion of the 6th grade addition primarily due to delays in site and building permit issuance. Contractor is working to expedite fabrication and delivery of structural steel so progress can continue. PM and Contractor are working with administrative staff to re-sequence demolition of existing library and renovation of new admin areas, to deliver that space by June 2020. Overall project completion of December 2020 remains as scheduled.



# 2017 Bond Program – Significant Changes

## **Norman ES - Status Update on New Contractor**

AISD solicited for a new contractor in September to complete the remainder of the project. After shortlisting and interviewing two firms, CMD's recommendation went to the board and was approved on October 28th. Since board approval, Joeris has been issued a contract, bid the remainder of the work, and is expected to begin construction in December. CMD is projecting approximately \$2 million in savings due to their change in contractor.

## **Baranoff ES – Schedule Delay**

Contract was awarded to Alpha Building Corporation but last month they experienced a delay getting fingerprint and background check badges. They finally received their badges on 11/5/2019 and plan to begin staging materials on 11/8/2019. It will take approximately 35 days to complete the site improvements. Project will incur a small delay of approximately 15 days from planned start date. This will not affect campus operations as the work is mostly site work outside the building.

## **Brentwood ES - Swing Space**

The Brentwood ES Modernization project was initially planned to take place in phases while the campus is occupied, similar to Casis ES or Govalle ES.

However, due to the size of the Brentwood student population, the limited size of the school site, and permitting/site constraint issues identified during design and construction planning, it became clear that it is in the best interest of the campus community to utilize an off-site swing space.

This is expected to shorten the overall construction duration from 28 months to 14 months and save costs due to price escalation and extended general conditions.

A community meeting is scheduled for November 19, 2019 to publicly share the strategy and detailed plan that is in the final stages of completion.

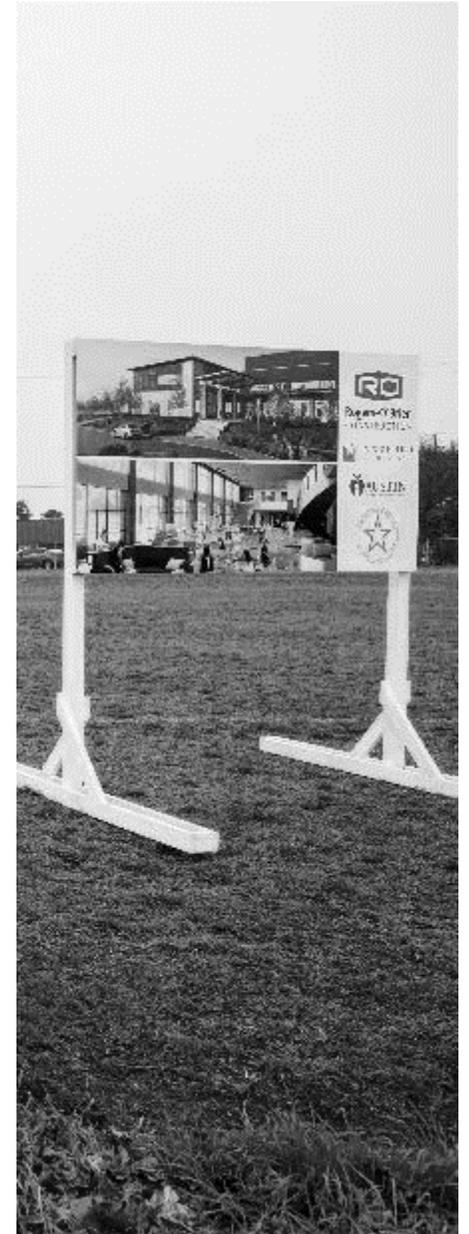
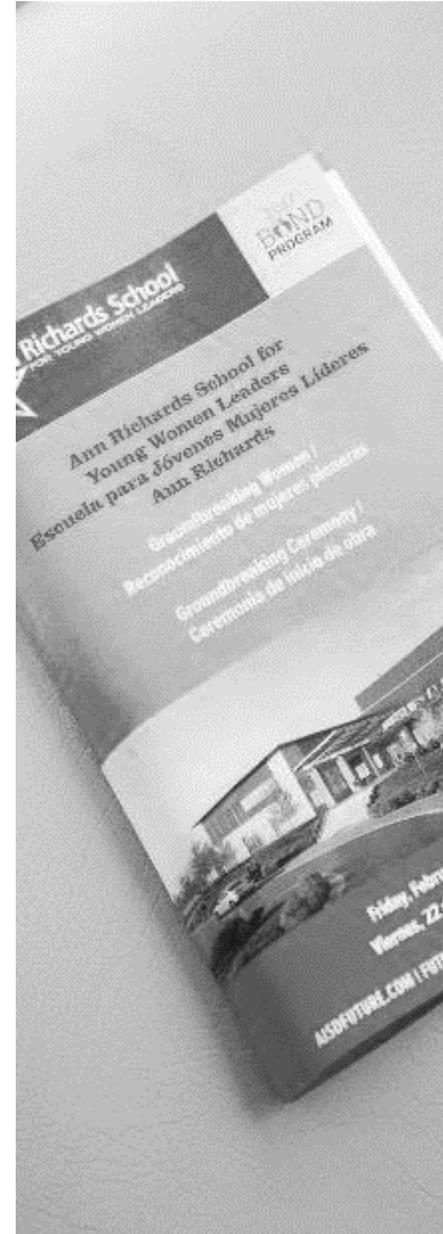


20 mins

Introduction to  
**Cost Controls**

AISD | AECOM | Spire

November 12, 2019





# Agenda

Process for Reviews at Deliverable Stages	01
How to Review Cost Estimates	02
Process for Reviews at GMP Stage	03
Questions	04



Process for Reviews

At Deliverable  
Stages

1

Cost Control

# Life Cycle



Cost controls for Pre-Construction starts with concept of the project and ends the General Contractors Final GMP proposal. There are check points at each phase of the design process

- + Programming
- + Schematic Design
- + Design Documents
- + 50% Construction Documents
- + 100% Construction Documents
- + Guaranteed Maximum Price

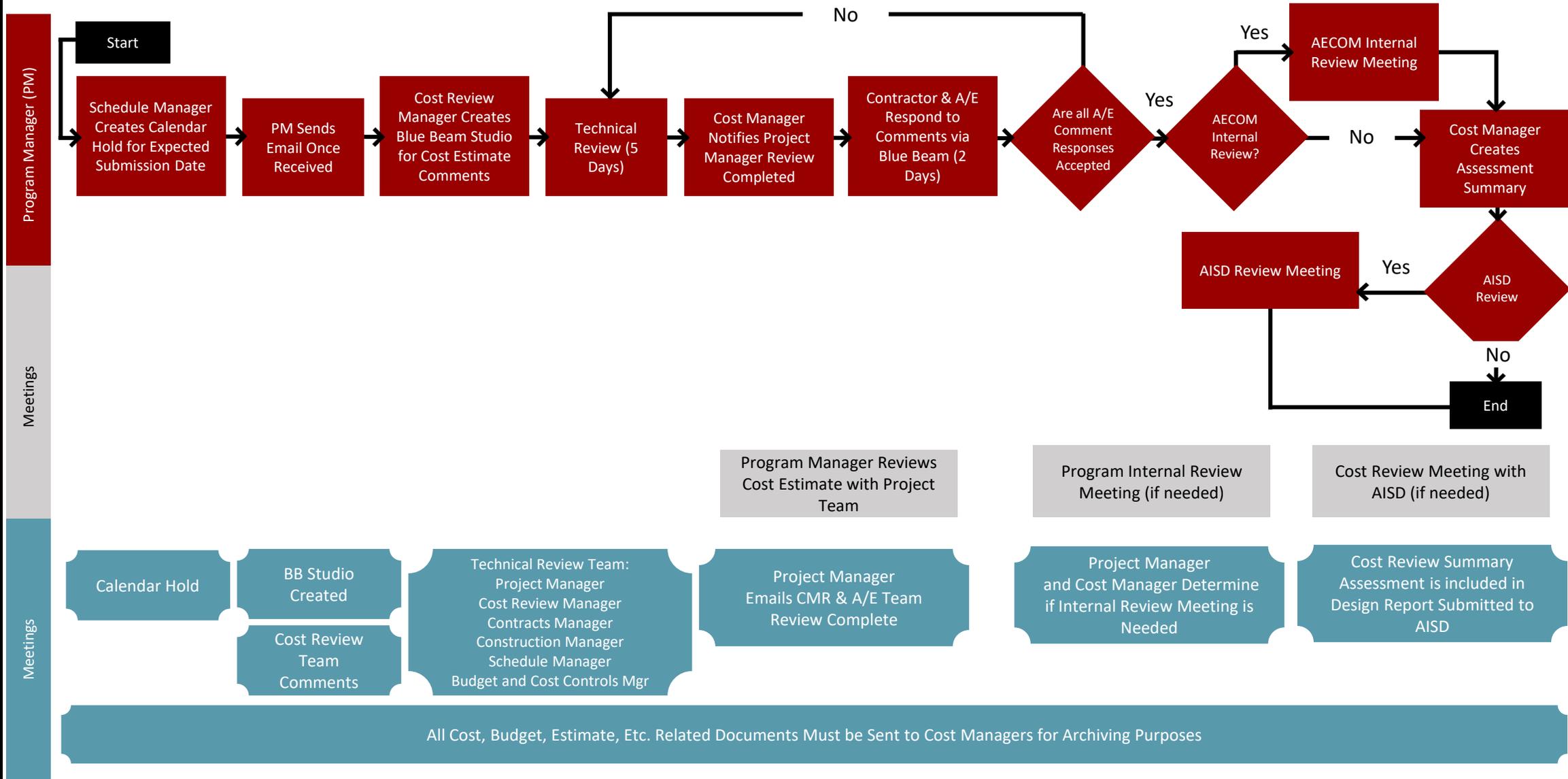


How to Review  
Cost Estimates

2

Cost

# Review Process







Commodity

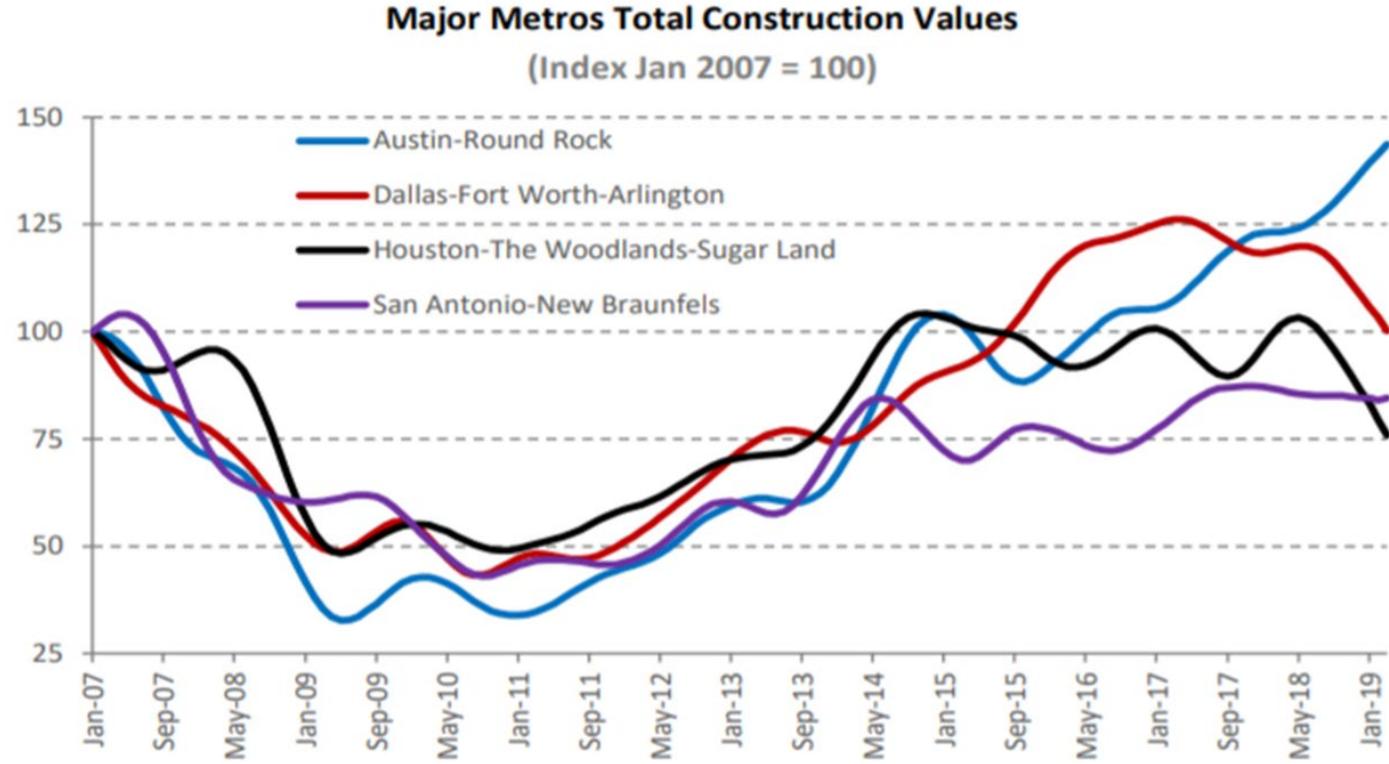
# Factors

Commodity Indicators				
Commodity	2017	2019	Delta	%
Concrete	158.4	168.9	10.5	6.63%
Steel	101.63	131.7	30.07	29.59%
Aluminum	116.4	134.2	17.8	15.29%
Copper	210.6	232.7	22.1	10.49%
Masonry	217.4	252.5	35.1	16.15%
Drywall	156.4	177.6	21.2	13.55%
Asphalt	128.4	210	81.6	63.55%

+ Average Increase of 22% in two years with sample commodities

Market

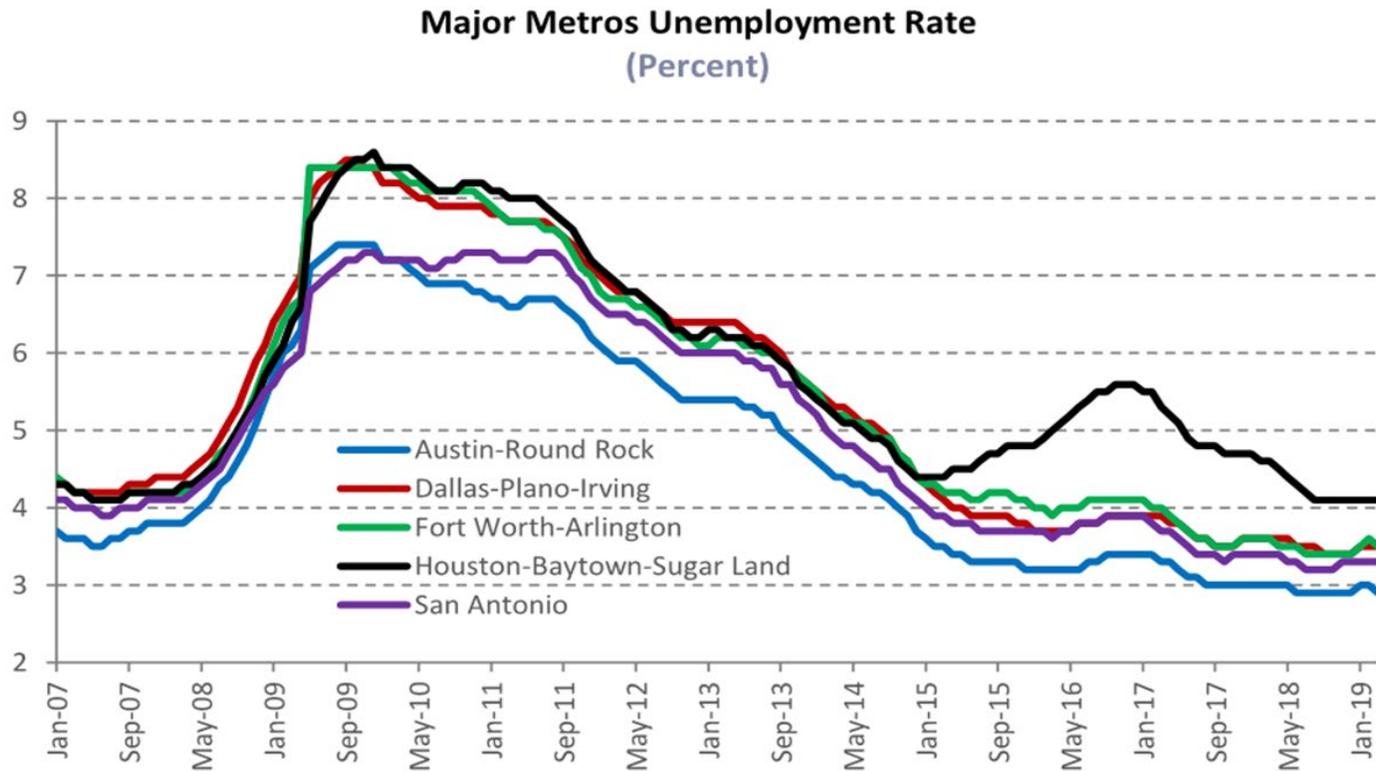
# Influences



Note: Inflation adjusted trend-cycle component.  
Source: Dodge Analytics

# Unemployment

# Influences Cost



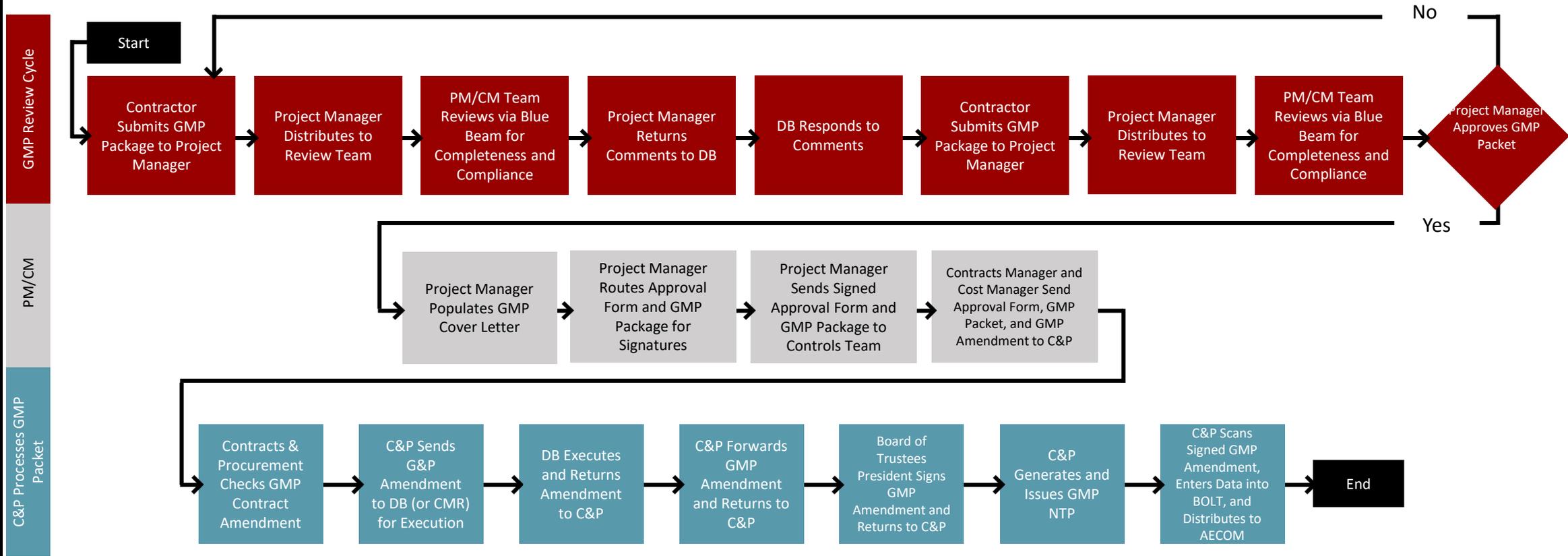
Note: Seasonally adjusted. March 2019 is preliminary. For more information, see [Unemployment Rate](#).  
Source: Bureau of Labor Statistics



Process for Reviews  
At GMP Stage



# Guaranteed Maximum Price Review



Review Team:  
 Construction Manager  
 Design Manager  
 Estimate Reviewer  
 Contract Language Scheduler  
 Budget & Cost Controls Manager



Any  
Questions?

4



2017



**BOND**  
**PROGRAM**



**BOND PROGRAM COMMUNICATIONS**

20 mins

**MEET THE TEAM**

# Department of Communications and Community Engagement



## **Scott Thomas**

Assistant Director of Public Affairs and Operations

### **Previous**

- Manor ISD
- Community Impact Newspaper

### **Education**

- Northwestern University
- Texas State University

### **My why:**

Helping public schools tell our story so that all community stakeholders are invested in and proud of their district.



# Buie & Co.



Buie & Co. is a full-service public relations and marketing firm contracted by AECOM to guide overall communications for the 2017 Bond Program, as well as to support project-specific communications around the modernizations managed by AECOM.

After the bond passed in 2017, Buie & Co. was hired by the district for a three-month term to develop communication protocols for the entire 2017 Bond Program. Those may be found in the [Communications Blueprint](#).

## **THE TEAM:**

Jed Buie - *Partner*

Patti Hixon - *Vice President*

Sarah O'Brien - *Senior Account Executive*

Brooke Reynolds - *Account Executive*

Elmer Guardado - *Account Coordinator*

Kate Stevenson - *Designer*

Susan Harkey - *Web Developer*



# Adisa Communications



Adisa Communications is a 25-year-old communications consulting firm. The firm seeks to create clarity and deliver comprehensive and culturally relevant communication campaigns and programs.

Adisa Communications was contracted by McKissack & McKissack to oversee the community outreach and communications for specific projects such as Norman-Sims and Metz, Sanchez, and Zavala. Also, Adisa supports Buie & Co with the Eastside Memorial Early College High School & International High School at Original L.C. Anderson project.

## **THE TEAM:**

Shuronda Robinson – *CEO, President*

Zairah Luke – *Project Manager*

Erica Macioge – *Writer and Content Developer*

Troy Nalls – *Videographer and Digital Media Strategist*

Heather De La Paz – *Meetings and Events Manager*

Sheenika Medard – *Sr. Project Assistant*

Ryane Byrd – *Project Assistant*



# TYPES OF COMMUNICATION

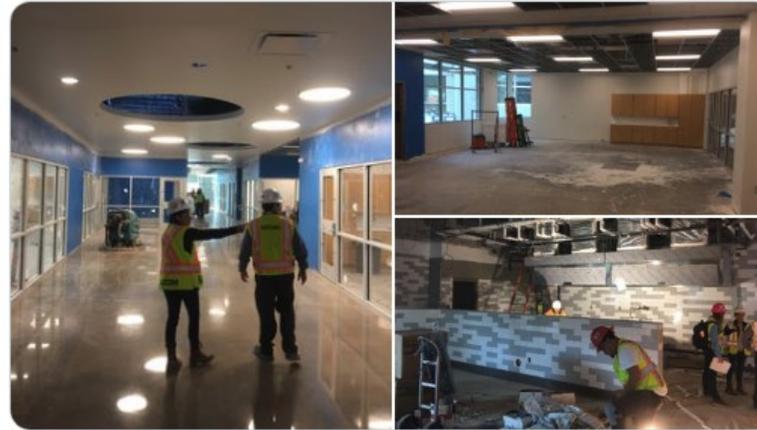
# District-Wide Communication



- Annual Reports
  - [2018 Report](#)
- Quarterly Newsletters
  - [Volume 2, issue no. 3](#)
- CBOC Reporting
  - Report to Board (twice per year per charge)
  - Quarterly Financial Reports (working with subcommittee to refine)
  - Monthly Summaries (for every meeting)
- Board Updates
- Board Notifications
- CMD Twitter
- City Council Fact Sheets
  - [District 3](#)



AustinISD\_CMD @AustinISD\_CMD · Nov 6  
Sneak Peak inside the new @TABROWNES Exciting Times @AustinISD TA Brown ES. #AISDProud



Dr. Paul Cruz and 7 others

1 21



On Nov. 7, 2017, a majority, 72 percent of Austin voters passed Austin Independent School District's bond proposal for \$1,050,984,000 to create 21st-century learning spaces for all students. More than two years of intensive analysis, planning and work went into the bond, which is designed to replace, improve, renovate and equip facilities for our approximately 83,000 students and 12,000 employees. Every school benefits.

In the first year of implementation, we have made significant progress toward completing 17 new or modernized campus facilities, making improvements to address overcrowding and critical needs and rolling out improved transportation and technology for teachers and students across the district. The following report highlights the work that has been done since the bond passed.

12 MODERNIZATION PROJECTS ON SCHEDULE

4 MODERNIZATION PROJECTS AHEAD OF SCHEDULE

1 DELAYED MODERNIZATION PROJECTS

MODERNIZATION PROJECTS UNDERWAY

- 13 total underway
- 3 projects in Design Development
- 4 projects in Schematic Design
- 3 projects in Design
- 3 projects in Construction Document

MODERNIZATION TEAM INVESTMENT BY STUDENT

• \$11,575,000	• Burnside Memorial \$43,004	• Reagan \$15,506
• Addison \$13,881	• Lujan \$3,917	• Tran \$4,433
• Austin \$8,211	• LBJ \$12,067	• Special Campus \$56,175
• Bovee \$13,407	• McCulloch \$9,125	
• Clarkston \$4,253		

2017 BOND FUNDING SPENT TO DATE:

ACTUALS \$22,767,367

COMMITMENTS \$20,122,534

BALANCE \$1,038,045,299

49 TARGETED PROJECTS COMPLETED OR UNDERWAY

18 CBOC MEMBERS

135+ CAT MEMBERS

100+ CAT MEETINGS HELD

30+ COMMUNITY MEETINGS HELD

6 MILESTONE CEREMONIES HELD

65+ PROJECT TEAMS / VENDORS CONTRACTED

3 CAMPUSES THRIVING AT THEIR TEMPORARY LOCATIONS

### 2017 BOND PROGRAM Austin ISD State of the Bond Report

NOVEMBER 2018

AISDFUTURE.COM | FUTURE@AUSTINISD.ORG | 512-414-9595 | #AISDFUTURE



# District-Wide Communication



## Events

- Back-to-School BASH
  - Staff bond tables
  - Develop materials

- ACPTA Back the Future
  - Staff bond tables
  - Develop materials



# Project-Specific



- **Community Meetings**
  - Project teams are required to host at least four community meetings
    - Fliers sent out
    - Meeting materials
- **Milestone Ceremonies**
  - Save-the-date, invitations
    - [TA Brown](#)
  - Programs
    - [Ann Richards](#)
- **Direct Mailers**
  - [Blazier Relief School](#)
- **Project Specific Email Updates**
  - [New Northeast MS](#)
  - [New Southwest ES](#)



Join Austin ISD and Brentwood Elementary School for an **IMPORTANT COMMUNITY MEETING** to discuss the next steps in the Brentwood modernization process as the project moves into construction.

2017  
**BOND PROGRAM**

Tuesday, November 19  
6:00 PM - 7:30 PM

Brentwood Elementary School Cafeteria  
6700 Arroyo Seco  
Austin, TX 78757

Brentwood Elementary School | COMMUNITY MEETING



# Project-Specific



- **Disruption Notices**
  - Govalle Utility Work
  - [Bowie HS Parking update](#)
  - [Park Closures](#)
- **Block Walking**
  - [Allandale Neighborhood](#)
  - Govalle Neighborhood
- **CAT Updates**
  - Meeting materials sent out to CAT
- **Events**
  - ESVT Harvest Fest
  - Govalle Grandparents Day
  - Dia de los Muertos



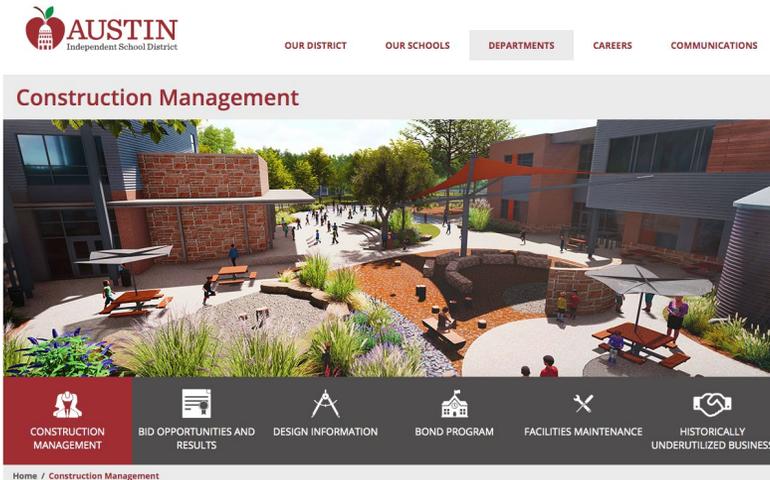
# Ongoing



- [Austinisd.org](#)
  - CMD Webpage
  - CBOC Webpage
  - FMP
  - FABPAC

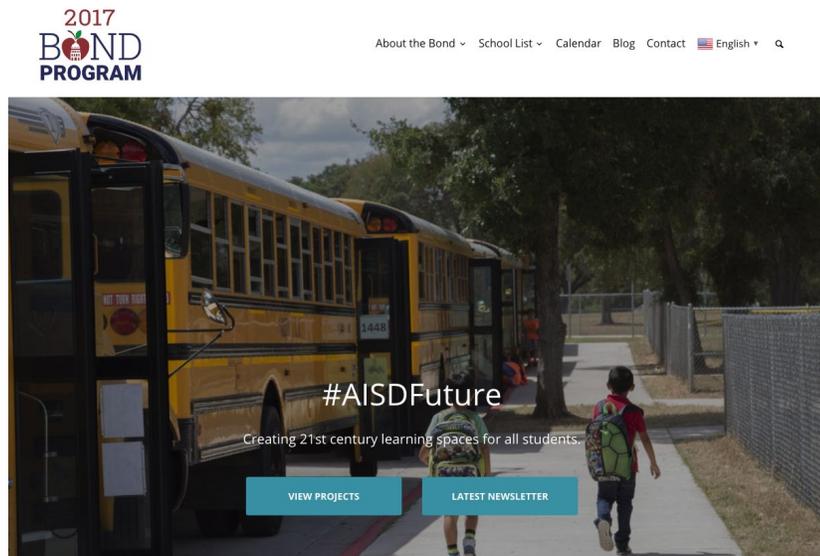
- [AISD Future](#)
  - Events Calendar
  - Drone Footage
  - Meeting Materials

- **Bond Email**
- **Bond Hotline**



## Mission

The Construction Management Department's mission is to successfully plan, design, construct and complete educational and support facilities that promote the district's **Strategic Plan** and **Facility Master Plan** in the most cost effective and innovative manner.



**QUESTIONS?**

# Upcoming Section: Committee Operations



## Section Includes:

- Update by Reporting Materials Subcommittee and Report to Board of Trustees
- List of Possible CBOC Topics for Future Meetings
- Draft CBOC Annual Committee Calendar
- Tour of Menchaca Elementary School





## Update on Reporting Materials Subcommittee and Report to Board of Trustees



AUSTIN INDEPENDENT SCHOOL DISTRICT

COMMUNITY BOND OVERSIGHT COMMITTEE  
**QUARTERLY REPORTING MATERIALS**



MOCK-UP/DRAFT

Quarter #1 2019-2020 School Year





- List of Possible CBOC Topics
- Draft CBOC Annual Committee Calendar
- Tour of Menchaca Elementary School



# List of Possible CBOC Topics for Future Meetings

## POTENTIAL TOPICS FOR FUTURE CBOC MEETINGS

### Potential CBOC Meeting Topics

#### Suggested for Future Meetings

- Risk and Controls
  - Auditors
    - Construction Audit
    - Internal Audit
  - Procurement Risk and Controls
  - Design Risk and Controls
  - Construction Risk and Controls
  - Design and Construction
    - The Design Process
    - The Construction Process
    - Furniture and Equipment
    - Guiding Documents: Educational Specification and the Project Development Manual
- HUB Deep Dive (not recommended until new HUB Director selected)
- Procurement Deep Dive
- FMP/FABPAC Update Deep Dive
- Stakeholder Satisfaction
- Transportation Update
- Technology Update
- Board Reporting (not recommended until committee materials and systems are finalized)
- School Security
- Construction Safety
- Community Engagement and Milestone Ceremony Deep Dive
- DATA Management
- Sustainability
- New Member Orientation
- Annual review of committee charge/What other districts do?
- Building Commissioning
- Furniture

Please send staff or the tri-chairs issues that you would like to be considered in the future meetings

*Note: This is a running list of potential discussion and presentation topics.*



# Draft CBOC Annual Committee Calendar

## CBOC PLANNING AND EVENTS SCHEDULE

November 2019		<b>November 12 CBOC Meeting</b> <ul style="list-style-type: none"> <li>REPORT Mock-up</li> <li>Bond Communications</li> <li>HUB SOPs</li> <li>Financial Controls</li> </ul>			<b>November 18 Regular Board Meeting</b>	<b>November 25 - 29 Thanksgiving Break</b>				
December 2019		<b>December 10 CBOC Meeting</b> <ul style="list-style-type: none"> <li>Typically the CBOC forgoes a meeting in December and instead tours a facility(ies)</li> </ul>	<b>DEC 12 FABPAC/CBOC Tour Menchaca ES</b>	<b>CBOC Report to the Board</b>	<b>December 16 Regular Board Meeting</b>	<b>Dec. 23, 2019 – Jan. 2, 2020 Winter Break</b>				
January 2020	<b>Jan 8 9 am to 10 am- Brown ES Grand Opening</b>	<b>Jan 10 9 am to 10 am Menchaca Grand Opening</b>	<b>January 14 CBOC Meeting</b> Subjects TBD	<b>January 20 MLK Holiday</b>				<b>January 27 Regular Board Meeting</b>		
February 2020		<b>February 11 CBOC Meeting</b> <ul style="list-style-type: none"> <li>REPORT</li> <li>Subjects TBD</li> </ul>			<b>February 24 Regular Board Meeting</b>					
March 2020		<b>March 10 CBOC Meeting</b> <ul style="list-style-type: none"> <li>Subjects TBD</li> </ul>		<b>March 16 - 20 Spring Break</b>	<b>March 30 Regular Board Meeting</b>					
April 2020		<b>April 14 CBOC Meeting</b> <ul style="list-style-type: none"> <li>Subjects TBD</li> </ul>			<b>April 27 Regular Board Meeting</b>					
May 2020		<b>May 12 CBOC Meeting</b> <ul style="list-style-type: none"> <li>REPORT</li> <li>Subjects to TBD</li> </ul>			<b>May 18 Regular Board Meeting</b>			<b>May 28 Last Day of School</b>		
June 2020		<b>June 9 CBOC Meeting</b> <ul style="list-style-type: none"> <li>Subjects to TBD</li> </ul>			<b>June 15 Regular Board Meeting</b>	<b>June 29 - July 3 July 4th Week Break</b>				
July 2020		<ul style="list-style-type: none"> <li>Typically the CBOC forgoes a meeting in July and instead tours a facility(ies)</li> </ul>			<b>No Regular Board Meeting</b>					
August 2020		<b>TBD</b> <ul style="list-style-type: none"> <li>REPORT</li> <li>Subjects TBD</li> </ul>		<b>TBD New Southwest ES Grand Opening</b>	<b>TBD Bowie HS Milestone Ceremony</b>	<b>TBD Doss ES Grand Opening</b>	<b>TBD New Blazier Relief Grand Opening</b>			
September 2020		<b>TBD</b> <ul style="list-style-type: none"> <li>Subjects to TBD</li> </ul>								

1. Dates and meeting content are subject to change.



December 12

6:30 p.m. – 8:00 p.m.

- Tour Modernized Facility with Principal Loyola and the Design Team
- See Modernized Features
- See Modernized Furniture
- Dinner will be provided
- Placeholder have been sent. RSVPs Forthcoming





THANK YOU

