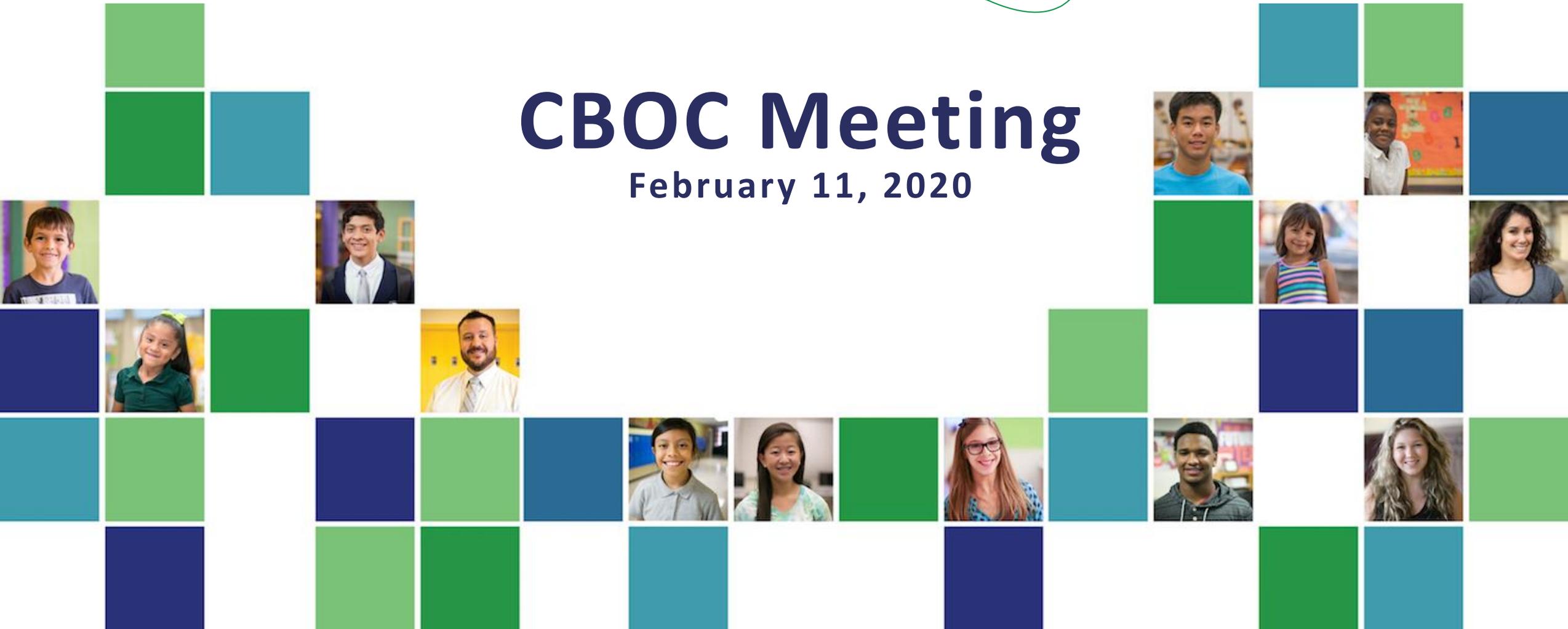


# CBOC Meeting

February 11, 2020



## AGENDA

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1. **Call to Order**
2. **Public Comment**
3. **Approval of the Minutes**
4. **Routine Items**
  - 2017 & 2013 Bond Program
    - Issues and Risks
    - Substantial Changes
  - Monthly Bond Financial Report
    - Program Contingency Allocation Explanations/Variance Report
    - Budget Overages
    - Discussion of Definition of “Substantial Scope Change”
  - HUB Report and Update
5. **New Discussion Items**
  - Review of Report to Board of Trustees
  - Update on Standard Operating Procedures for Construction Management, Historically Underutilized Business, Construction Procurement, Planning and Asset Management
  - Update on Brentwood Swing Space
  - Update on School Closures and Related Bond Allocations
  - Potential Future Items for Discussion
    - Draft Annual Calendar and Proposed Meeting Topics
    - Ceremonial Close Out of Previous Bond Program
    - Action Items Requested by the Committee
6. **Adjourn**

# Public Comment



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



Approval of Minutes from  
January 21, 2020 CBOC  
Meeting



# Routine Items



## Section Includes:

- 2017 & 2013 Bond Program
  - Issues and Risks
  - Substantial Changes
- Monthly Bond Financial Report
  - Program Contingency Allocation
  - Explanations/Variance Report
  - Budget Overages
  - Discussion of Definition of “Substantial Scope Change”
- HUB Report and Update



# Issues and Risks; Substantial Changes

## **Program Wide Market Escalation**

- Austin is experiencing inflation in construction costs beyond projections at a rate up to 6% yearly. This includes increases in the cost of steel and concrete as well as other essential materials. In addition, Austin's continuous growth and influx of large construction projects, including 24 mid to high-rise projects in the downtown area alone, have increased the demand for labor and in turn, its cost. This, along with project specific enhancements, has directly impacted the projects included in this bond program.

## **LBJ Medical – Community Questions and Concerns**

- AISD recently began receiving questions and concerns regarding the LBJ Medical project, some related to the change in Principal at LBJ ECHS. Interim Principal Shelia Henry assisted in progressing the design, before Principal Jon Bailey was announced. The project is on schedule and nearing the end of design development.

## **Murchison MS – Construction Disruption and Potential Change in Schedule**

- When staff returned from the winter break, we received a few reports of disruptive odor, dust, and noise from construction. CMD inspected the site, conducted air quality testing, and has been meeting with staff on site regularly to address changes. Air scrubbers have been installed in areas of concern, and construction activities rescheduled to limit the disruptions.
- There will be a delay to the completion of the 6th grade addition primarily due to delays in site and building permit issuance. Work will continue on the re-sequencing of the library and renovation of the new admin areas to deliver by this summer. Overall project completion (all scope) remains as scheduled for December 2020.



# Issues and Risks; Substantial Changes

## **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, and AISD must vacate existing access easement for COA to permit Baythorne Dr.
- AGR anticipates to receive COA permit in the next few weeks followed by construction of Baythorne Dr. It was determined that AISD will fund the sidewalk at a cost not-to-exceed of \$25,000 as this sidewalk will be primarily used by the school.

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

- Previously, we informed the CBOC of an unfavorable bid, which came in 10% above the project construction budget (PCB).
- Reductions agreed to by the architect of record, general contractor and AISD staff which resulted in 5% cost reduction from the initial bid, included items such as decreasing the number of operable classroom partitions, replacing concrete for alternate engineered block at some retaining walls, changing HVAC equipment screening material, changing screen wall materials at the Central Utility Plant, changes storefront glass systems, replacing aluminum column covers with intumescent paint with corner guards and modifications to lighting plans.



# Issues and Risks; Substantial Changes

## **18-0021-REAGN (Northeast Early College HS)**

- Cost of Technology requirements are higher than expected. Academic Program is evolving. We are re-evaluating the scope of construction so that the total project comes within budget.
- Schedule could be impacted by 2-3 months, depending on the adjustments.
- This will not impact the function of the school or existing academic programs.

## **17-6014- AKINS**

- Completion has been delayed due to issues with moving the water line easement, as well construction issues with leaks in the new water line. In addition, waterproofing issues were discovered during construction and a correction had to be made. We do not foresee any further delays.
- Final Completion moved from December 1, 2019 to February 28, 2020.

## **20-0029-BEDCK**

- Part of the 2017 Bond Scope was to evaluate and make structural repairs in the crawlspace. While investigating, it was discovered that the structural problems were due to lack of proper ventilation. This also caused damage to hydronic piping and insulation.
- To correctly address the problems, mechanical ventilation is needed. Hydronic piping and insulation will then need to be replaced. The ventilation problem must be corrected before making repairs, and the hydronic repairs must be made to prevent failure of the HVAC system.
- To properly address these items, we estimate needing an additional \$600,000. Contingency money will be used for additional costs. The project is bidding in mid February and we will have a clear idea of the exact cost at that time. No schedule impact is anticipated at this time.



# Monthly Bond Financial Report



- Program Contingency Allocation Explanations/Variance Report
- Budget Overages
- Discussion of Definition of “Substantial Scope Change”



# Discussion of Definition of “Substantial Scope Change”

## Substantial Scope Change Requiring CBOC Recommendation and Board Approval – Working Draft

A **substantial scope change, where CBOC recommendation and Board action is required**, is defined as a change in project scope, resulting in one or multiple of the following:

- Change in location that is different from stated purpose when the bond was ratified by voters
- Change in project type that is different from stated purpose that was presented when the bond was ratified by voters, i.e., from “build new school” to build and “performing arts center” to “buy land” or “replace turfs”

## Definitions from January 2020 CBOC Meeting

- **Project Contingency** - Project contingency is a budget of money, held at the project level, that exists to mitigate against risk and uncertainty, and is used to ensure the delivery of each individual project. It is either planned and funded at inception, or built through contribution from within that individual project budget.
- **Program Contingency** - Program contingency is an account of money, held at the program level, that exists to mitigate against risk and uncertainty for the entire bond program, and is used to ensure the delivery of all projects within the program as scoped. It is either planned and funded at inception, or built through contributions from individual projects.
- **Bond Authorization Surplus** - Bond authorization surplus is an account of money or unused bonding authority, which begins at a zero balance at the start of the program, and receives contributions of surplus bond authorization as projects are completed under budget. Represents uncommitted funds, which can be used to fund new projects and/or scopes of work.



# HUB Report and Update

## January 2020 CBOC Update

The HUB Program is committed to advancing equity in contracting on which Historically Underutilized Businesses (HUB) can compete fairly and participate in construction related bond-funded projects.

The HUB team has been actively engaged in many areas of operations. The following is a summary of operational activities.

### **2017 Bond Program**

HUB participation in the district's 2017 Bond Program is expected to meet and exceed HUB aspirational goals. The program is still in the beginning stages of implementing the 2017 Bond Program, with 40 projects underway. So far, the Architect/Engineering Design category has a total HUB participation rate of 59.3 percent (the goal for this category is 28.5 percent). In the Construction category, HUB total participation rate is 43.2 percent (the goal is 21.9 percent).

### **2013 Bond Program**

The board of trustees adopted the formal HUB program in August 2016 and current goals applied to projects initiated thereafter. Even still, the 2013 Bond program exceeded district goals. The Architect/Engineering Design HUB category has a total participation rate of 47.2 percent (the goal for this category is 28.5 percent). In the Construction category, HUB total participation rate is 25.8 percent (the goal for this category is 21.9 percent).

### **HUB Outreach Efforts**

One (1) outreach event was attended since our last CBOC meeting (see attached Outreach Report). Additionally, the HUB Program is in process of planning a spring outreach event to provide MBE/WBE/HUB firms upcoming construction and networking opportunities.



# HUB Report and Update

## District-wide HUB Program Recommended Aspirational Goals January 2020

Historically Underutilized Business	Construction	Professional Services	Non-Professional Services	Commodities
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%	10.3%	12.9%
Female (WBE)	10.2%	9.8%	10.2%	8.6%
Total (MBE & WBE)	21.9%	28.5%	20.5%	21.5%

**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 Report and Update

## HUB Participation Report - 2013 Bond Program

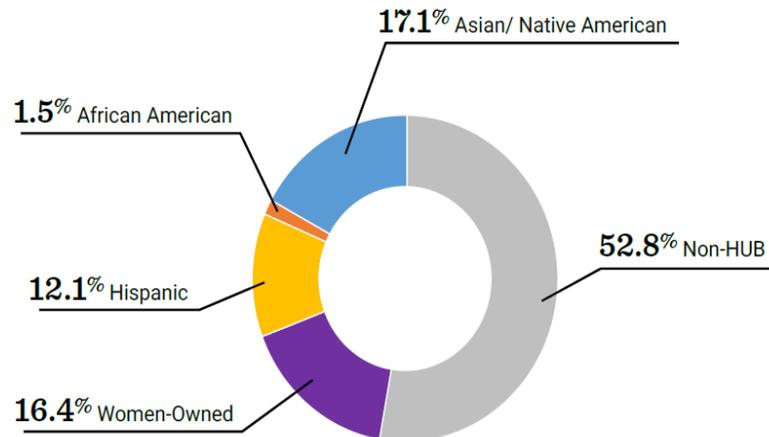
Beginning of current bond through the end of December 2019

### Professional Services

Category	Contracted Amount	Paid Amount	Paid Participation	Goal	Variance
African American	\$392,458	\$378,793	1.5%	1.9%	-0.4%
Asian/Native American	\$4,454,702	\$4,273,153	17.1%	7.4%	9.7%
Hispanic	\$3,289,411	\$3,019,607	12.1%	9.4%	2.7%
Women-Owned	\$4,506,114	\$4,091,856	16.4%	9.8%	6.6%
<b>HUB Total</b>	<b>\$12,642,684</b>	<b>\$11,763,410</b>	<b>47.2%</b>	<b>28.5%</b>	<b>18.7%</b>
<b>Non-HUB</b>	<b>\$14,030,523</b>	<b>\$13,171,726</b>	<b>52.8%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$26,673,207</b>	<b>\$24,935,136</b>			

Note: Numbers may not add due to rounding

Goals: Approximately 90% of projects paid participation took place prior to the formal HUB Program implementation 11/15/2016; goals were set only on 10% of A/E projects.



# HUB Report and Update

## HUB Participation Report - 2013 Bond Program

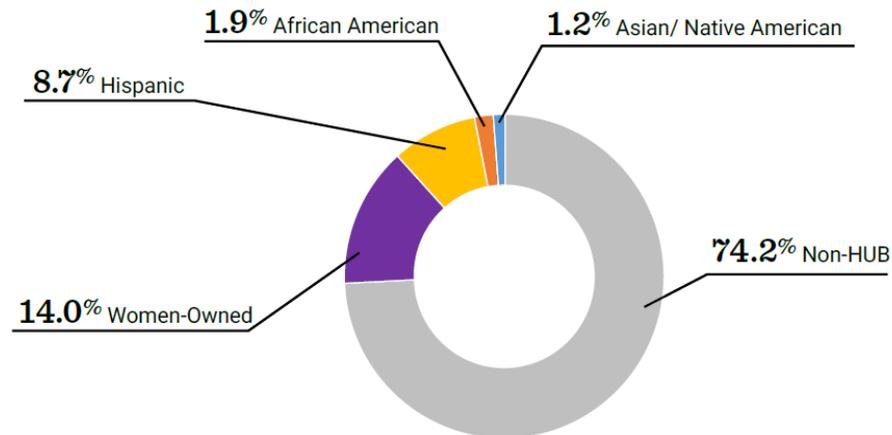
Beginning of current bond through the end of December 2019

### Construction

Category	Contracted Amount	Paid Amount	Paid Participation	Goal	Variance
African American	\$4,736,979	\$4,736,979	1.9%	1.7%	0.2%
Asian/Native American	\$3,167,975	\$2,933,309	1.2%	1.9%	-0.7%
Hispanic	\$22,150,956	\$21,171,633	8.7%	8.1%	0.6%
Women-Owned	\$35,521,471	\$34,208,848	14.0%	10.2%	3.8%
HUB Total	\$65,577,381	\$63,050,768	25.8%	21.9%	3.9%
Non-HUB	\$203,994,362	\$181,076,164	74.2%	-	-
Total	\$269,571,743	\$244,126,933			

Note: Numbers may not add due to rounding

Goals: Approximately 75% of projects paid participation took place prior to the formal HUB Program implementation 11/15/2016; goals were set only on 25% of construction projects.



# HUB Report and Update

## HUB Participation Report - 2017 Bond Program

*Beginning of current bond through the end of December 2019*

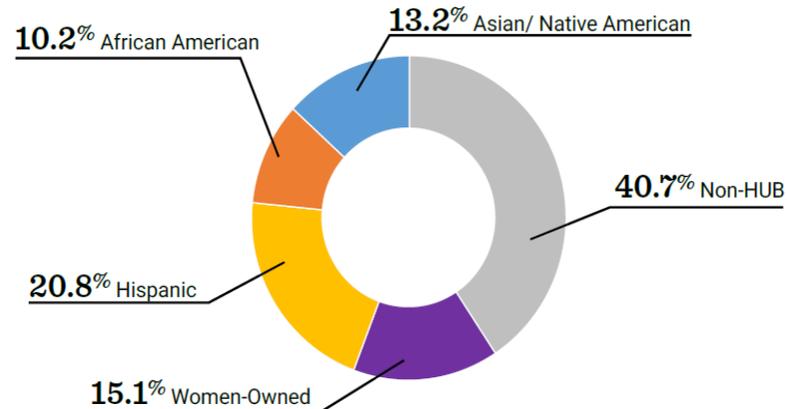
### Professional Services

Category	Contracted Amount	Paid Amount	Paid Participation	Goal	Variance
African American	\$3,312,668	\$2,464,975	10.2%	1.9%	8.3%
Asian/Native American	\$4,268,450	\$3,204,420	13.2%	7.4%	5.8%
Hispanic	\$6,910,083	\$5,041,269	20.8%	9.4%	11.4%
Women-Owned	\$5,820,207	\$3,655,483	15.1%	9.8%	5.3%
<b>HUB Total</b>	<b>\$20,311,409</b>	<b>\$14,366,147</b>	<b>59.3%</b>	<b>28.5%</b>	<b>30.8%</b>
Non-HUB	\$26,471,674	\$9,864,227	40.7%	-	-
<b>Total</b>	<b>\$46,783,083</b>	<b>\$24,230,374</b>			

*Note: Numbers may not add due to rounding*

Forecasted Budget	Contracted	% Contracted	% Paid
\$62,434,000	\$46,783,083	74.9%	38.8%

*Goals: Less than 39% of the forecasted budget has been paid. Goals are expected to be exceeded for all ethnic categories.*



# HUB Report and Update

## HUB Participation Report - 2017 Bond Program

*Beginning of current bond through the end of December 2019*

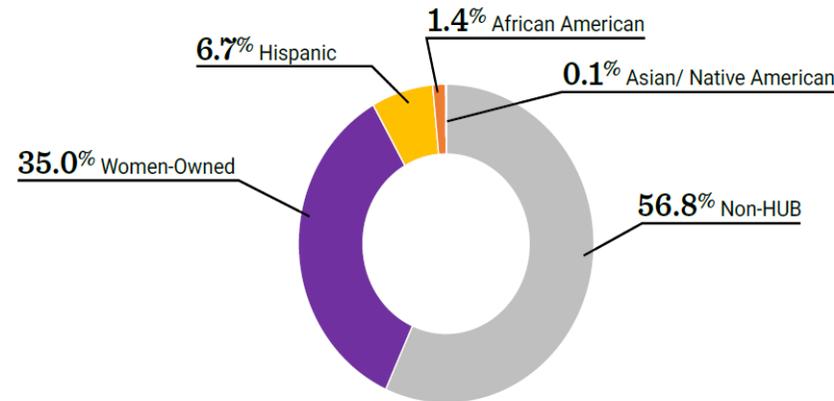
### Construction

Category	Contracted Amount	Paid Amount	Paid Participation	Goal	Variance
African American	\$604,852	\$599,647	1.4%	1.7%	-0.3%
Asian/Native American	\$38,340	\$35,656	0.1%	1.9%	-1.8%
Hispanic	\$4,811,926	\$2,937,150	6.7%	8.1%	-1.4%
Women-Owned	\$35,537,356	\$15,243,495	35.0%	10.2%	24.8%
<b>HUB Total</b>	<b>\$40,992,474</b>	<b>\$18,815,947</b>	<b>43.2%</b>	<b>21.9%</b>	<b>21.3%</b>
<b>Non-HUB</b>	<b>\$152,260,336</b>	<b>\$24,724,130</b>	<b>56.8%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$193,252,811</b>	<b>\$43,540,077</b>			

*Note: Numbers may not add due to rounding*

Forecasted Budget	Contracted	% Contracted	% Paid
\$880,078,000	\$193,252,811	22.0%	4.9%

*Goals: Less than 5% of the forecasted budget has been paid. A/E Designs should be substantially completed prior to consultation commencing. Most construction is estimated to begin in early 2019.*



# HUB Report and Update

## 2019/2020 HUB Outreach Events Attended

1. Regional Hispanic Contractor Association (RHCA) LUNA Awards Planning Meeting – **July 26<sup>th</sup>**
2. Women’s Business Council of Southwest (WBCS) – Business Exchange – **July 26<sup>th</sup>**
3. State of Texas Expo, “Legacy in the Making” – **August 6<sup>th</sup>**
4. Greater Asian American Chamber of Commerce (GAACC) – **August 12<sup>th</sup>**
5. Greater Austin Black Chamber (GABC) – **August 14<sup>th</sup>**
6. Greater Austin Hispanic Chamber of Commerce (GAHCC) – **August 21<sup>st</sup>**
7. Regional Hispanic Contractor Association (RHCA) 2019 LUNA Awards – **September 5<sup>th</sup>**
8. Texas Association of African American Chambers of Commerce – **September 19<sup>th</sup>**
9. Connect Forum – Greater Austin Asian Chamber of Commerce – **October 16<sup>th</sup>**
10. Regional Hispanic Contractor Association (RHCA) 2019 Luna Awards Luncheon and Conference - Dallas – **October 31<sup>st</sup>**
11. JE Dunn Minority Contractor Development (MCD) Austin Program Kick-Off and Stakeholder Luncheon – **November 8<sup>th</sup>**
12. Hispanic Austin Leadership Civic Engagement Session – Greater Austin Hispanic Chamber of Commerce – **November 12<sup>th</sup>**
13. Texas Comptroller of Pubic Accounts HUB Expo – **November 20<sup>th</sup>**
14. AISD State and Federal Fall Vendor Fair – **November 21<sup>st</sup>**
15. Travis County Bond Projects Forum – **December 4<sup>th</sup>**
16. Greater Austin Hispanic Chamber of Commerce (GAHCC) Annual Board Installation Luncheon – **January 7<sup>th</sup>**



# New Discussion Items



## Section Includes:

- Review of Report to Board of Trustees
- Update on Standard Operating Procedures for Construction Management, Historically Underutilized Business, Construction Procurement, Planning and Asset Management
- Update on Brentwood Swing Space
- Update on School Closures and Related Bond Allocations
- Potential Future Items for Discussion
  - Draft Annual Calendar & Proposed Meeting Topics
  - Ceremonial Close Out of Previous Bond Programs
  - Action Items Requested by the Committee



AUSTIN INDEPENDENT SCHOOL DISTRICT

COMMUNITY BOND OVERSIGHT COMMITTEE

# REPORT TO THE BOARD OF TRUSTEES

Please provide comments by  
February 21<sup>st</sup>



MM/DD/YYYY



# Update on Standard Operating Procedures – SOPs

	Construction Management Department	Historically Underutilized Business	ProCon	Planning and Assets Management
Complete and In Use	<ul style="list-style-type: none"> <li>• Design Processes</li> <li>• Construction Processes</li> <li>• Closeout Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Completed as of July 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitation Training</li> <li>• Contract Training</li> </ul>	<ul style="list-style-type: none"> <li>• Boundary Change Process</li> <li>• Utilization</li> </ul>
In Progress	<ul style="list-style-type: none"> <li>• Project Management Information Systems (PMIS)</li> <li>• Project Communications</li> <li>• Contractor Badging</li> <li>• FF&amp;E Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Under review for identifying opportunities for program efficiencies against best management practices</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Item Training</li> <li>• PO Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Easements                             <ul style="list-style-type: none"> <li>• Vacation and Creation</li> </ul> </li> </ul>
Progress Needed	<ul style="list-style-type: none"> <li>• Contractor Key and Alarm Code Request</li> <li>• Contractor MDF Access</li> </ul>	<ul style="list-style-type: none"> <li>• Complete above review</li> </ul>	<ul style="list-style-type: none"> <li>• Documents Updated As Needed</li> </ul>	<ul style="list-style-type: none"> <li>• Leases/Facility Use</li> </ul>



# Update on Brentwood Swing Space



## Brentwood Elementary School Swing Space Update

February 7, 2020

Dear Brentwood Elementary School Families and Community,

Thank you to everyone who has shared their thoughts with us as we have worked to find the best swing space for the Brentwood school family.

We have looked carefully at each of the options, listened to your feedback and considered the cost, as well as the effects on students, staff and the surrounding community at each location. This is not a decision we take lightly.

At Tuesday night's meeting, district staff shared their findings with you and recommended using space at the Webb Middle School campus to house Brentwood students beginning next year.

**Our superintendent, Paul Cruz, has carefully reviewed the possible implications of each move, and has decided that relocating to the Webb Middle School site is best suited to the needs of the Brentwood students and staff.**

The campus is only about 2 miles from Brentwood, and the layout of the space will ensure that Brentwood and Webb students have their own sections of the campus to call home.

A Brentwood transition committee will now determine the details of the transition and the specifics about the swing space. We will also work to answer questions about transportation, after-school programs, transfers, enrollment, safety and more.

Thank you for your time and commitment to ensuring the best for your students and for all the students at Brentwood Elementary.



# Update on School Closures and Related Bond Allocations

## Austin Independent School District School Expenditures By Bond Program

### Schools Affected by School Changes- Board action taken on Nov. 16, 2019:

1. Combine the enrollment boundary for Metz and Sanchez elementary, rezone students to Sanchez Elementary on completion of a modernized Sanchez. Transfer students currently enrolled at Metz or Sanchez will be provided a continuation transfer if requested.
2. Combine the enrollment boundary for Sims and Norman elementary, rezone students to Norman Elementary on completion of a modernized Norman. Transfer students currently enrolled at Sims or Norman will be provided a continuation transfer if requested.
3. Approve a boundary change for Brooke Elementary of students living south of Lady Bird Lake to Linder.
4. Combine the remaining enrollment boundary for Brooke and Govalle elementary. Students currently enrolled at Brooke will be provided a continuation transfer to Govalle if requested.

As of: January 21, 2020

Org	School Name	2004 Bond	2008 Bond	2013 Bond	2017 Bond		Totals By School
					to Date		
124	Metz	896,905	29,687	1,729,608	76,852		2,733,052
127	Sanchez	1,562,664	49,469	2,010,280	1,473,920		5,096,333
150	Norman	4,237,224	565,220	848,801	6,028,431		11,679,676
139	Sims	959,900	37,669	1,995,249	64,178		3,056,996
108	Brooke	1,195,811	559,047	122,016	8,146		1,885,020
160	Linder	1,837,185	24,769	1,245,741	109,144		3,216,839
116	Govalle	991,187	901,307	779,814	20,833,789		23,506,097
128	Pease	377,988	32,997	2,230,277	34,176		2,675,438
145	Zavala	729,778	170,706	1,533,733	7,763		2,441,981
109	TA Brown	1,853,956	14,782,841 *	2,117,401	9,114,504		27,868,702

The 2004, 2008 and 2013 Bond amounts were based on reports from Tririga.

The 2017 Bond amounts are from BOLT.

\* TA Brown - 2008 Bond monies are being used to support 2017 Comprehensive project.



# Potential Future Items for Discussion



- Draft Annual Calendar and Proposed Meeting Topics
- Ceremonial Close Out of Previous Bond Program
- Action Items Requested by the Committee



# Draft CBOC Annual Calendar

## CBOC PLANNING AND EVENTS SCHEDULE – Working Draft

	Meeting/Tour Date	Meeting Subjects	Reporting	Milestone Ceremonies	Board Date	Other Key Dates
February 2020	February 11 CBOC Meeting	1. Agenda pending	Semi-Annual Board Report, including quarterly materials	<ul style="list-style-type: none"> <li>TBD, Govalle ES Opening Event</li> </ul>	February 24 Regular Board Meeting	
March 2020	March 10 CBOC Meeting	<ol style="list-style-type: none"> <li>Technology Update</li> <li>HUB Deep-dive</li> <li>Overview of Stakeholder Satisfaction</li> <li>Other Subject TBD</li> </ol>	Issues and Risks Substantial Changes Financial Reports	<ul style="list-style-type: none"> <li>FEB 20, Sanchez Elementary School Groundbreaking</li> </ul>	March 30 Regular Board Meeting	March 16 - 20 Spring Break
April 2020	April 14 CBOC Meeting	<ol style="list-style-type: none"> <li>EWaS Update</li> <li>Ceremonial Closure of 2004 Bond Program</li> <li>Other Subject TBD</li> </ol>	Issues and Risks Substantial Changes Financial Reports		April 27 Regular Board Meeting	
May 2020	May 12 CBOC Meeting	<ol style="list-style-type: none"> <li>Life Safety Update</li> <li>Bond Communication</li> <li>Stakeholder Satisfaction Results</li> <li>Other Subject TBD</li> </ol>	Quarterly Report		May 18 Regular Board Meeting	May 28 Last Day of School
June 2020	June 9 CBOC Meeting	<ol style="list-style-type: none"> <li>Transportation Update</li> <li>Auditor Update</li> <li>Other Subject to TBD</li> </ol>	Issues and Risks Substantial Changes Financial Reports		June 15 Regular Board Meeting	

- What is missing that is needed to satisfy the CBOC charge?
- What modifications, adjustments, or changes should be made?
- Is the frequency (rotation) of topics appropriate?
- Please provide comments by February 21<sup>st</sup>





THANK YOU

