



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



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.

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

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



2017 Bond Program – Issues and Risks

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.

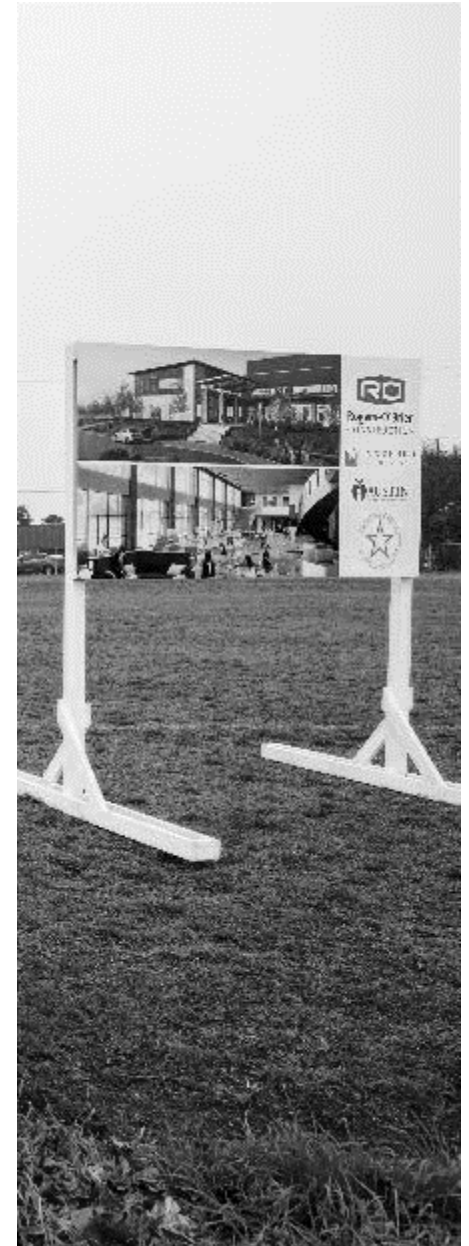
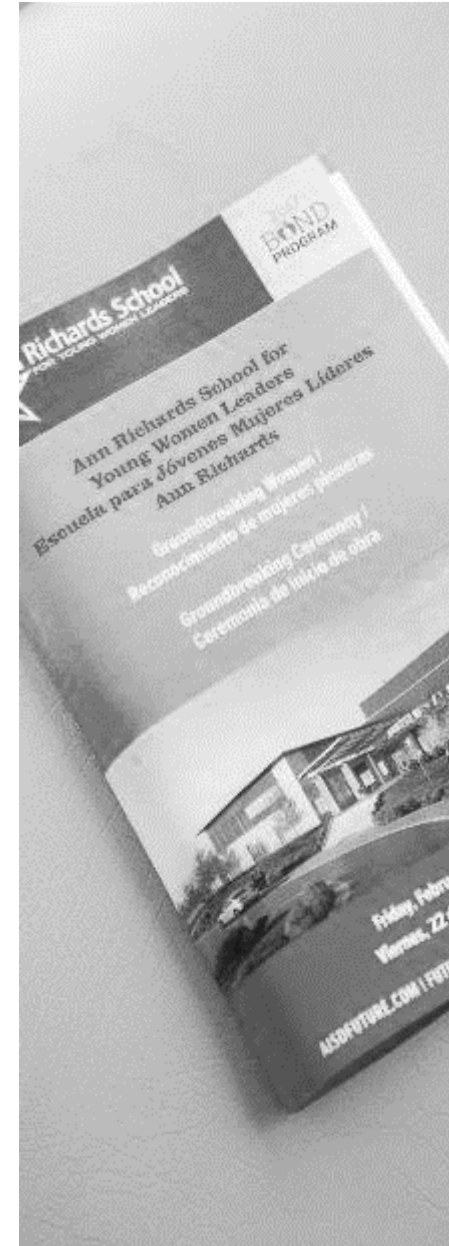


20 mins

Introduction to
Cost Controls

AISSD | 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

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

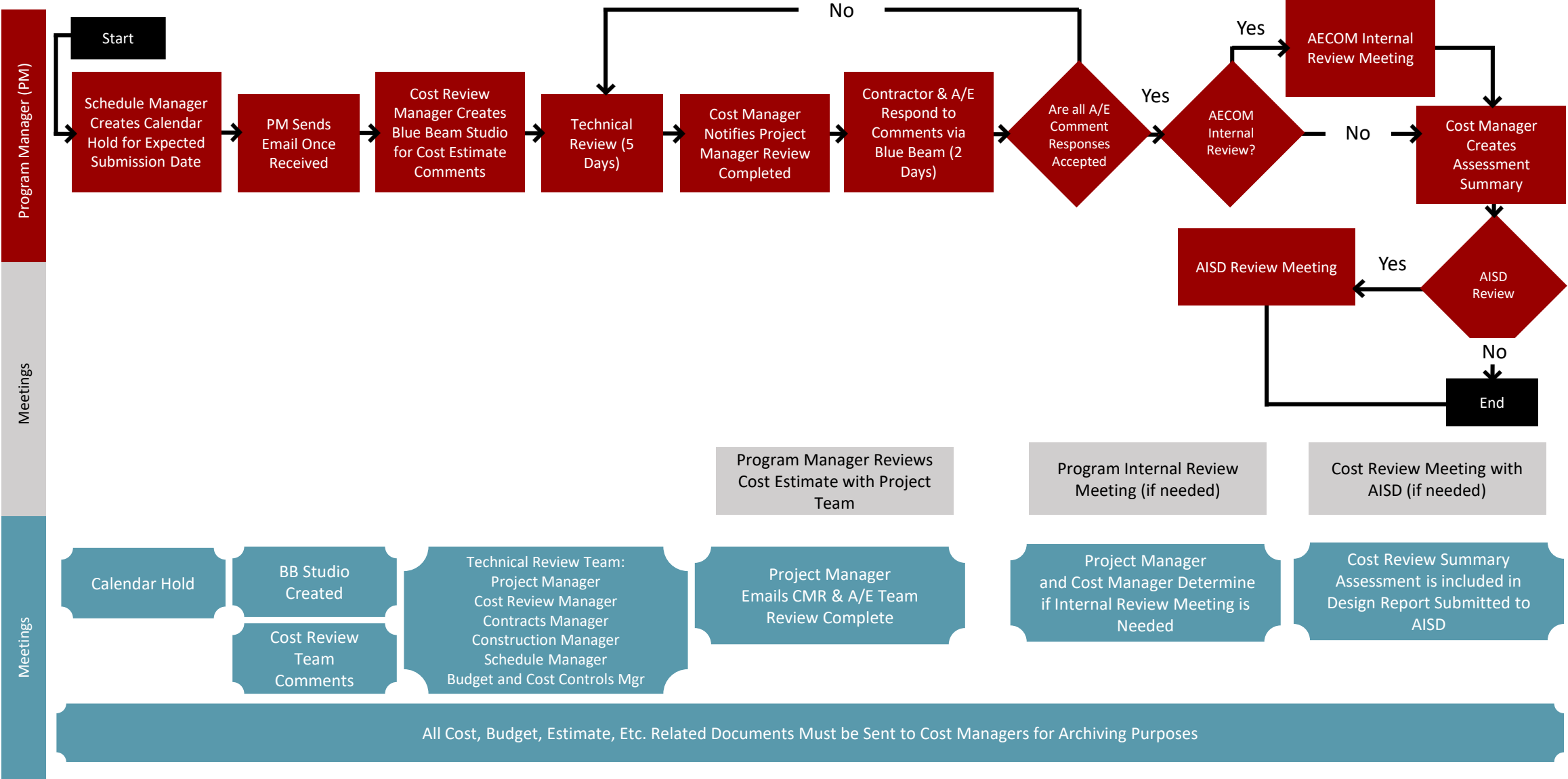


How to Review
Cost Estimates

2

Cost

Review Process



Current

Cost Comparisons

		Menchaca	Brown	Govalle	Doss	New Southwest	New Blazier	Norman
Menchaca ES		Construction Document	Construction Document	Construction Document	Construction Document	Construction Document	Construction Document	Construction Document
Div	Description	Total	Total	Total	Total	Total	Total	Total
0	General Conditions							
1	General Requirements							
2	Existing Conditions							
3	Concrete							
4	Masonry							
5	Metals							
6	Woods, Plastics, Composites							
7	Thermal Moisture Protection							
8	Openings							
9	Finishes (interior finishes)							
10	Specialties (Signs, Toilet accessories)							
11	Equipment (Kitchen equipment)							
12	Furnishings							
13	Special Construction (Green House)							
14	Conveying Equipment (elevators)							
21	Fire Surpression							
22	Plumbing							
23	Mechanical - HVAC							
26	Electrical							
27	Communications							
28	Electrical Safety and Security							
31	Earthwork							
32	Exterior Improvements							
33	Utilities							
	LEED							
	Bond, Insurance, Etc...							
	Fee							
	Contingency & Allowance							
	Total							

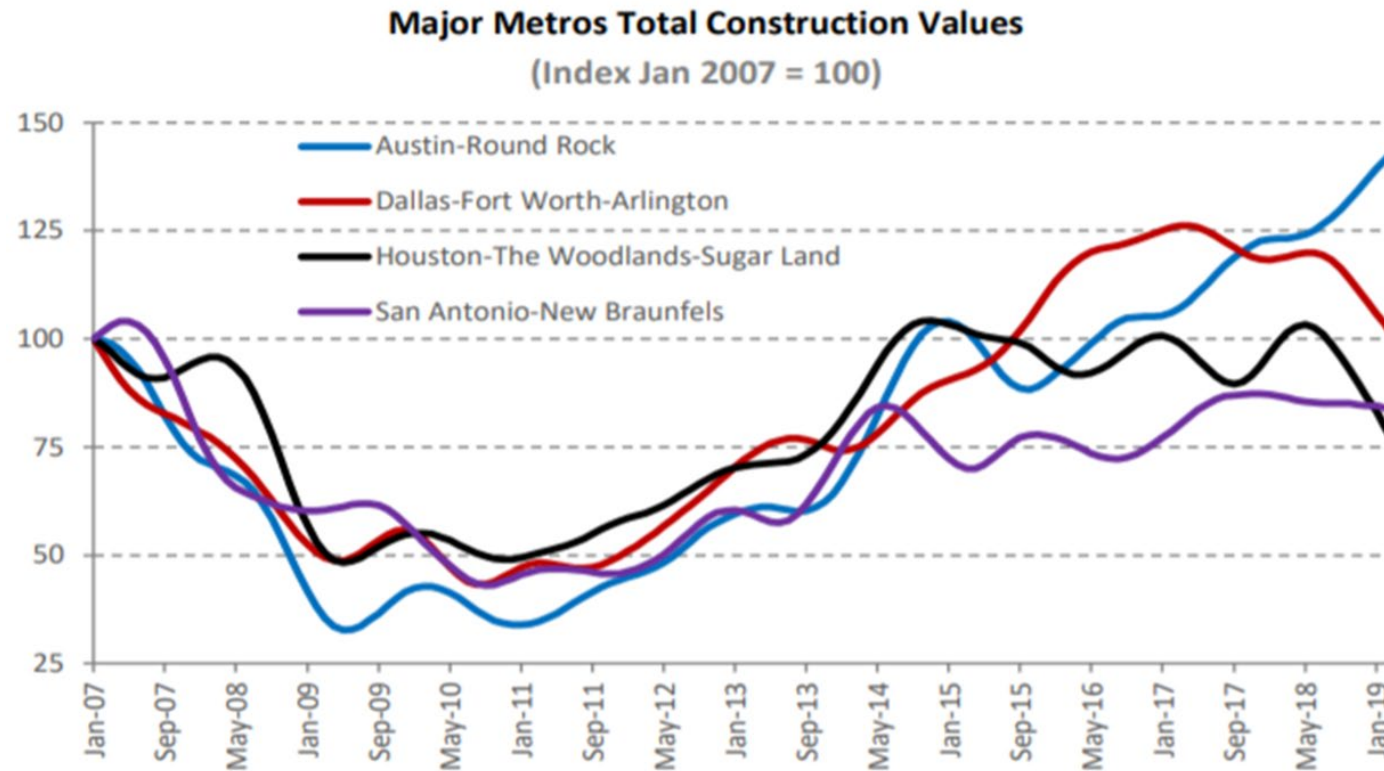
Commodity Factors

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

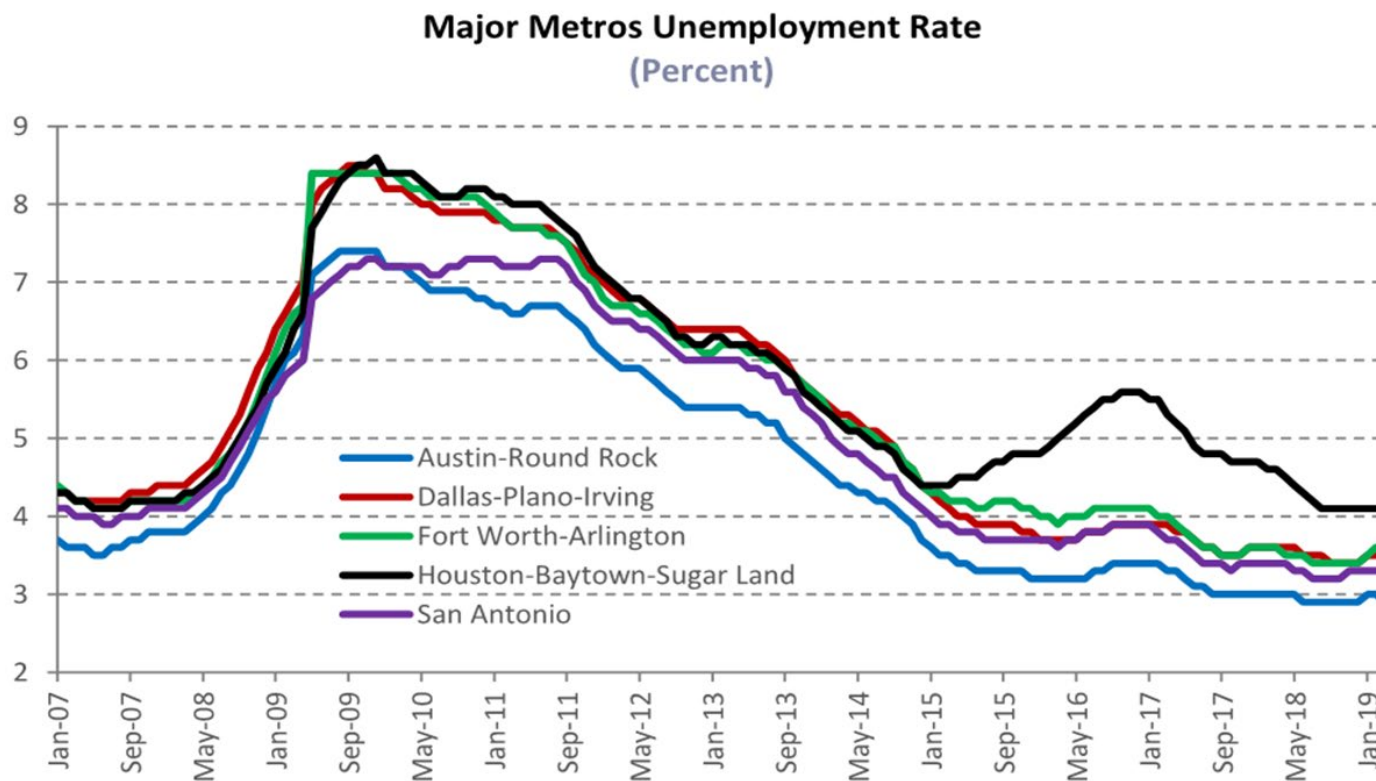


Note: Inflation adjusted trend-cycle component.

Source: Dodge Analytics

Unemployment

Influences Cost



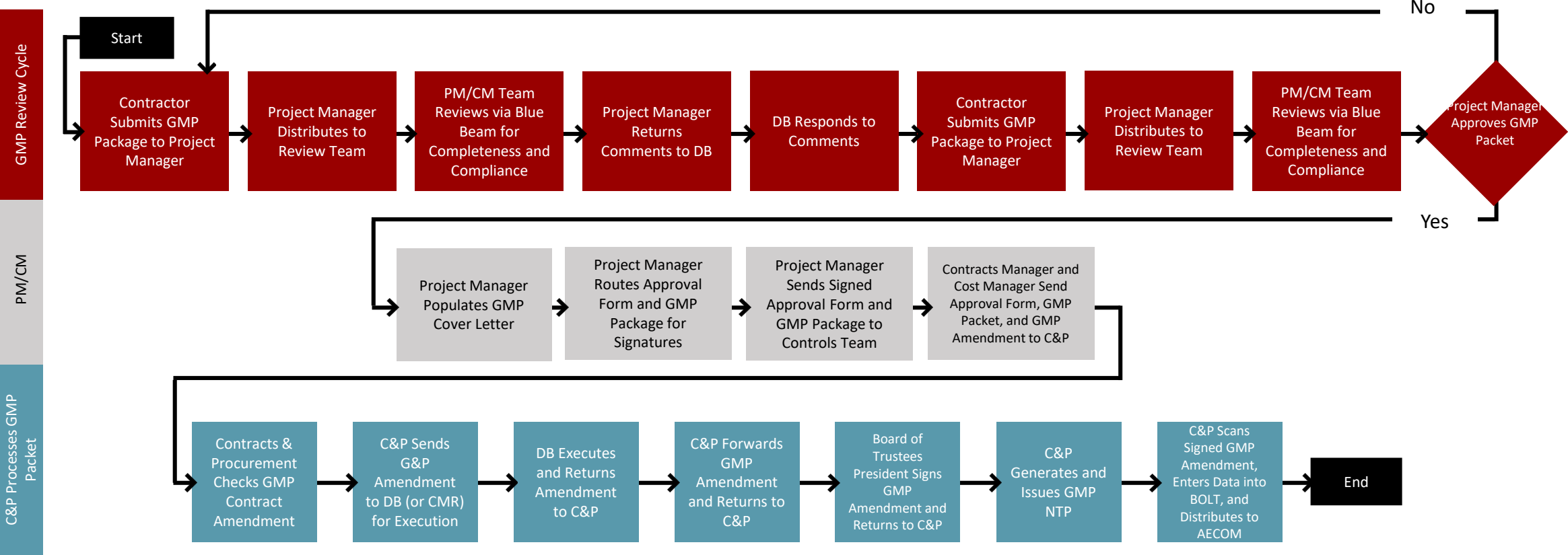
Note: Seasonally adjusted. March 2019 is preliminary. For more information, see [Unemployment Rate](#).

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

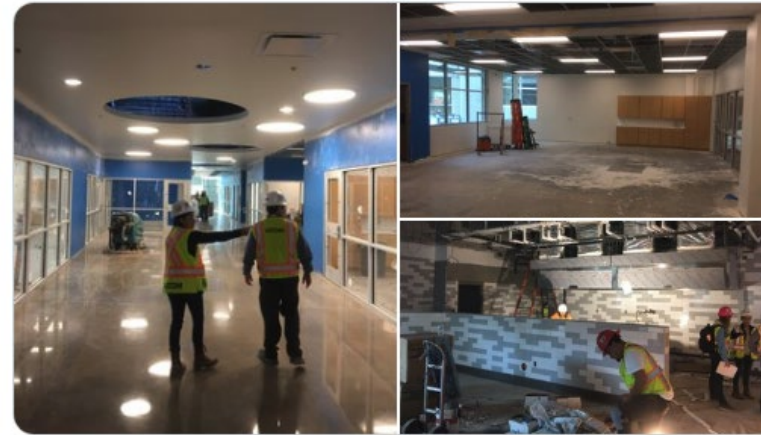


- **Annual Reports**
 - [2018 Report](#)
- **Quarterly Newsletters**
 - [Volume 2, issue no. 3](#)
- **CBOC Reporting**
 - Report to Board (twice per year per charge)
 - Quarterly Financial Reports (working with subcommittee to refine)
 - Monthly Summaries (for every meeting)
- **Board Updates**
- **Board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

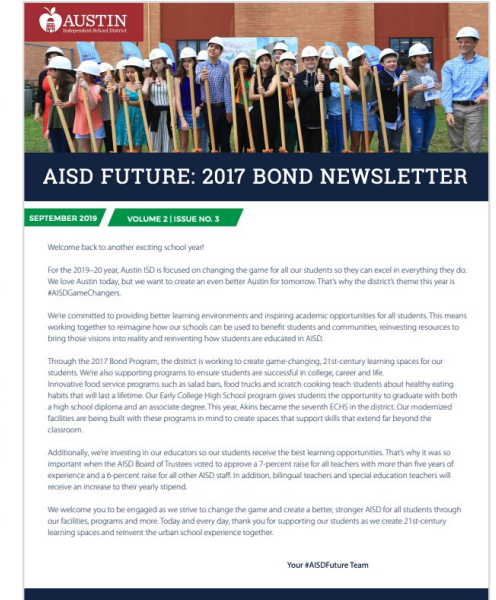


Dr. Paul Cruz and 7 others



1

21



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



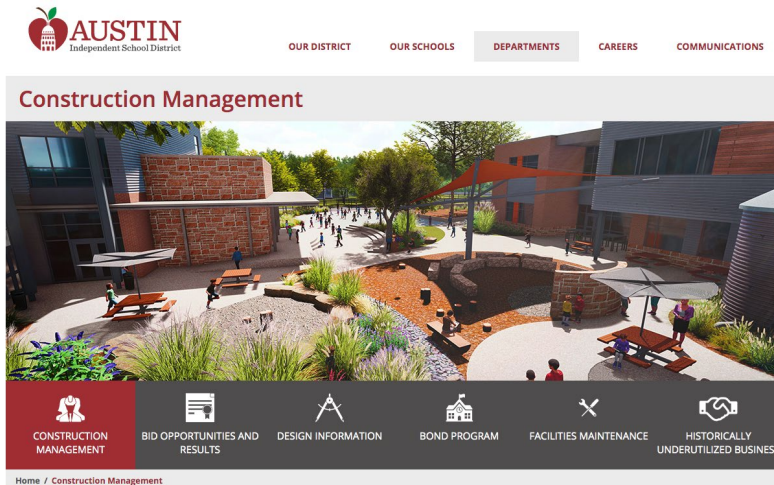
- **Disruption Notices**
 - Govalle Utility Work
 - [Bowie HS Parking update](#)
 - [Park Closures](#)
- **Block Walking**
 - [Allandale Neighborhood](#)
 - Govalle Neighborhood
- **CAT Updates**
 - Meeting materials sent out to CAT
- **Events**
 - ESVT Harvest Fest
 - Govalle Grandparents Day
 - Dia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



Ongoing



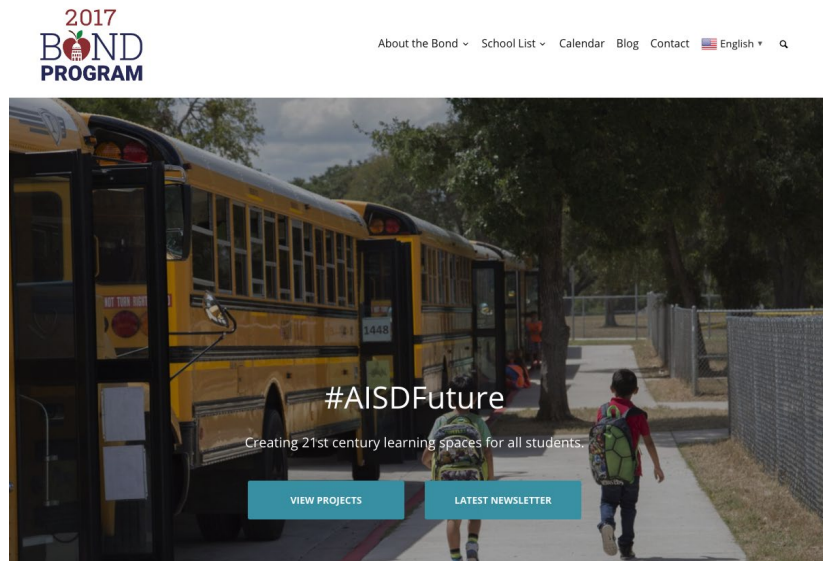
- [Austinisd.org](https://www.austinsisd.org)
 - CMD Webpage
 - CBOC Webpage
 - FMP
 - FABPAC



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.

- [AISD Future](https://www.austinsisd.org/bond)
 - Events Calendar
 - Drone Footage
 - Meeting Materials



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



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

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



ADJOURN



THANK YOU

