

MENLO PARK CITY SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE - REGULAR MEETING

AGENDA

Tuesday October 27 2015
4:00-5.00 p.m.
Laurel School Upper Campus Construction Site
275 Elliot Drive, Menlo Park, CA 94025

Regular Bond Oversight Committee meetings are open to the public. Prior to any final action being taken on any item, or prior to moving on to a new item, members of the public in attendance are invited to address the Committee regarding items under consideration.

I. CALL TO ORDER AND ROLL CALL

II. REVIEW AND AMEND THE AGENDA

Amendments to the agenda may be made at this time.

III. COMMENTS FROM THE AUDIENCE

Under Comments from the Audience, the public may address the Committee on any subject not listed on the agenda. An individual may only address the Committee once under this item. Three (3) minutes may be allotted to each speaker but can be extended by a Committee member, if so desired. The Committee cannot act on non-agenda items and cannot respond to issues other than to provide general information. The individual shall state his/her name and address before addressing the Committee.

IV. CONSENT AGENDA

Information concerning the consent items listed below has been forwarded to each Board Member prior to the meeting for study. All items on the consent agenda are routine in nature and will be acted upon in one single motion. If any member of the Board, the Superintendent, or the public so requests, an item shall be removed from the consent agenda and will be placed on the regular order of business following the approval of the consent agenda for separate discussion and action.

Approval of Items on the Consent Agenda

A. Approval of Bond Oversight Committee Meeting Minutes – July 15, 2015

V. REPORTS/DISCUSSION ITEMS

- A. Construction Update
 - 1. Site Visit
- B. Review Expenditures Report to Date
- C. Recruitment

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VI. ACTION ITEMS

- A. Schedule next meeting

VII. ADJOURNMENT

Copies of materials for the Committee meeting are available at the District Office prior to the Committee meeting. The District Office is located at 181 Encinal Avenue, Atherton, California.

Bond Oversight Committee meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Superintendent at least seven working days before the meeting by telephone at 321-7140 or by fax at 321-7184. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

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Draft Minutes

Wednesday July 15, 2015
4:00-5.00 p.m.
District Office
181 Encinal Ave, Atherton, CA

I. CALL TO ORDER AND ROLL CALL

The Citizen's Bond Oversight Committee was called to order at 4:05pm by Committee Chair Rutsky. Committee members Brahma & Craig, Chief Business and Operations Officer Sheikholeslami and Director of Finance Frederiksen were also present.

II. REVIEW AND AMEND THE AGENDA

There were no amendments made to the agenda.

III. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

IV. CONSENT AGENDA

A. Approval of Bond Oversight Committee Meeting Minutes – March 4, 2015.

The Minutes were approved under the Consent agenda. It was moved/seconded (Brahama/Rutsy) and the Committee unanimously approved (3/0) the March 4, 2015 Consent Agenda.

V. REPORTS/DISCUSSION ITEMS

A. Bond Planning & Construction Update

1. Laurel School Upper Campus

- The Contractor and the District have finalized the Contract with budget augmentations and the changes have been reviewed with the Board. There is a site layout, the old school has been demolished and they are in the process of site clearing. They are about to build the building pad and are removing asphalt today. The asphalt will be reused. The oak tree by the track has the potential to fall and cause damage, and its removal now, cost wise is advantageous since there are crews on site. The District is in the process of getting a third opinion. Plenty of trees will be planted to replace the trees that are being removed. The next steps are the pad foundation, utilities install, install rebar concrete, and then the structural steel. Depending when the steel arrives will dictate the project schedule.
- Budget Augmentation: The total budget will be augmented by 3.1M. With DSA approval set, the total construction cost will be 25.19M. There are a few minor issues to resolve that may increase costs slightly. The District went through the bids received line by line with the Contractor. That is typically not general practice for hard bid contracts. The lease-lease back format provides greater flexibility and scrutiny. The District wanted to make sure we have value engineering. Due to the fact that the bid market is very active with lots of work

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going on and hence not many bids were received in some trades, and it also being peak season timing wise, it seemed to be a good idea to do so. DSA had lots of changes to the structural steel design and also we were caught in code changes. Due to project increases, there were fee increases for DTSC fees, for the Construction Management team and the Architect.

- Contingency money was in the District Wide account but will be pulled into this Project. Fund 40 has 1.8M and there is also deferred maintenance, one time state funds, and technology funds. There are also Development fees and interest from that. The project will have about 1M in change order funds. Deferred Maintenance will have to be built up again and the District's 25 year plan will be updated.
- The Contractor is meeting with their fabricator and the steel erection team to develop a realistic schedule. Steel erection will begin in the Fall. There is the option to spend money to accelerate things, but then there could be weather related impediments like rain, or we could pay to finish a little late. The District is working on a game plan, and since 5th grade might not fully be in the school at the beginning, everything should all work out fine. The Contractor is currently sitting down and working with subs as well.

2. Other projects/updates

- Roofing work this summer is in good shape. The Stanford Greenheart project and Measure M is beginning, so developer fees will increase. There have been construction cost comparisons between schools, and the data shows that we are in a satisfactory range. There was some talk about Fresno LLB having issues, but our Attorney advised to keep our agreement and that we are legally well grounded.

B. Review Expenditures Report to Date

- Interim housing includes funds for moving charges. The budget seen in the expenditures report is up to last week's date. There are varied costs for moving into the new school as well as DTSC oversight and documents closeout and regulatory requirements. The Colbi Accountability budget is updated annually. The Inspections are all lined up. Furniture and technology purchases will be made in late spring.
- The Project GPC (guaranteed project cost) has been set on and locked in, and all work is bid out. There are situations where the Contractor gets more money if there are change orders and unforeseen conditions. The biggest area of risk is document error and omissions. 3-4% is usually the amount of those possible costs. If there are situations where the funds are not available, then the difference is the responsibility of the Contractor. But this is unlikely, and we would go back to the deferred maintenance fund which has about \$600,000. We have transferred as much risk to the Contractor as possible.

C. Recruitment

The District can send something in the PTO bulletin and post on the website.

VI. ACTION ITEMS

A. Schedule next meeting

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VII. ADJOURNMENT

The meeting adjourned at 4:42 p.m.

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Menlo Park City School District
Consolidated Expenditure Detail
 Budgets by Fund, and Expenditures by Object Code

Code		Category - Item		O'Connor - O'Connor			
Funding Sources							
Fund Code	Description		Budget				
Total Funding Sources			31,207,527				
State	State						
		-					
Local	Local						
		31,207,527					
01	General Fund		300,000				
21	General Obligation Bonds		26,893,163				
25	Developer Fees		1,150,000				
40	Special Reserve for Facilities		2,864,364				
Expenditures							
Object Code	Description		Budget	Committed	Expended	Remaining	Variance
Total Expenditures			31,207,527	28,993,861	6,545,596	22,448,265	2,213,666
A	Site Costs		209,456	179,267	179,267	-	30,190
6140	Surveying Costs		35,456	35,456	35,456	-	-
6150	Site Support Costs		24,000	19,702	19,702	-	4,298
6173	Hazard Waste Removal		150,000	124,108	124,108	-	25,892
B	Planning Costs		2,047,134	2,006,141	1,672,743	333,398	40,994
6210	Architect / Engineering Fees		1,695,500	1,732,626	1,399,228	333,398	(37,126)
6230	DSA Fees		190,000	120,250	120,250	-	69,750
6240	CDE Fees		13,000	-	-	-	13,000
6255	Geotechnical Engineering Svcs		24,134	23,868	23,868	-	266
6260	Other Costs - Planning		124,500	129,396	129,396	-	(4,896)
C	Construction Costs		26,836,301	26,339,204	4,599,990	21,739,213	497,097
6270	Main Construction Contractor		25,670,601	25,669,033	4,229,820	21,439,213	1,568
6272	Construction Management Fees		915,400	670,171	370,171	300,000	245,229
6275	Other Costs - Construction		230,300	-	-	-	230,300
6276	Interim Housing		20,000	-	-	-	20,000
D	Construction Testing Costs		175,000	62,027	22,323	39,704	112,973
6280	Construction Tests		175,000	62,027	22,323	39,704	112,973
E	Construction Inspection Costs		405,000	401,160	65,210	335,950	3,840
6285	Inspections		405,000	401,160	65,210	335,950	3,840
F	Furniture & Equipment Costs		524,635	6,063	6,063	-	518,572
6410	Furniture & Equipment		220,635	6,063	6,063	-	214,572
6415	Technology Equipment		304,000	-	-	-	304,000
G	Project Contingency		1,010,000	-	-	-	1,010,000
6999	Project Contingency		1,010,000	-	-	-	1,010,000
Balance Remaining							
Balance Remaining			0				