

Meeting date: November 14, 2018

Item 10. C. Facilities Master Plan (FMP) Post Election Update

Presented by: Superintendent Eric Hartwig

Classification: Business of the Organization

Materials attached: Yes

INFORMATION

Now that Measure Z has been approved by the voters, the district may move forward with planning for the actual design and construction of the projects described in Phase 1 of the Facilities Master Plan. On the immediate horizon is assembling a team that can provide the technical and managerial expertise to carry out the Bond Program efficiently and expeditiously.

The District has contracted with Eric Holm, Bond Project Manager in Las Lomitas Elementary School District, to assist with defining roles and creating a process for evaluating and selecting candidates. The District has also consulted with attorneys who specialize on bond projects and with Superintendents and CBOs who have supervised Bond Projects. We are seeking candidates in three categories:

1. Architect and/or Architectural firm
2. Director of Bond Program
3. Construction and Program Management Firm

At this point, the we are unsure whether it will be hiring an individual who will be a District employee with the title of Director of Bond Program or an outside firm that would provide a variety of technical services related to the development and implementation of a construction program. There are advantages for each model of service delivery, and the District will determine whether to adopt the 2nd or 3rd option after screening and interviewing.

After the decision on what model to pursue and a hire is made, the we will proceed with Architect interviews; this process will yield a pool of 4-6 architects which will

be submitted to the Board for approval. We will then negotiate with members of the pool and select Architect(s) to develop the projects in Phase 1 of the FMP.

To facilitate the process, the District will seek volunteers from the district staff, the parent community, and the professional community to assist with screening, interviewing, and evaluating the various candidates. Below is a projected timeline for the development of a Bond Projects Team.

	Architect	Director of Bond	C/PM - Firm
RFQ to Eric Holm for review	Oct 19		Oct 19
RFQ to Attorney for review	Oct 26		Oct 26
Launch RFQs / Job posting	Nov 8	Nov 8	Nov 8
Pre-submittal/walk/conference	Nov 19		
Response to Pre-submittal questions	Nov 27		
RFQ due back to District	Dec 12	Nov 30	Nov 30
Paper Screening, Panel, Set Interviews	Dec 19	Dec 3-4	Dec 3-4
Interviews	January 8	Dec 12	Dec 10
Reference Checks	January 9-11	Dec 12-13	Dec 12 - 13
Recommend Hire	January 14	Dec 19	Dec 19
Board Approval	January 16	January 16	January 16