

**C.A.S.H.**  
**Our Foundation, Our Future**

C.A.S.H. 31<sup>st</sup> Annual Conference on School  
Facilities

How to Build a School in 90 Minutes!

Monday, February 22, 2010

4:30 p.m. – 6:00 p.m.

**How to Build a School in...  
90 Minutes**

**Presenters:**

Art Hand, Lodi Unified School District

Kevin Sullivan, School Facility

Consultants

Heather Von Aesch, Western Placer

Unified School District

Site, Architect, Team,  
Delivery Method:  
The Selection and Process

Art Hand, Jr.  
Lodi Unified School District

## Site Selection

- Find a site that's right for your project
- Location, Location, Location
  - New Development
    - Placement within subdivision master plan
    - Previous land uses
  - In-fill Project
    - Location relative to student population to be served
    - Previous land uses
    - Surrounding land uses

# Site Selection

- Negotiations, Negotiations, Negotiations
  - Site Access for DTSC Testing
    - As soon as possible after site location identified
  - Appraisals: Yours and Theirs
    - Local firm – or not
    - Input from Seller on firm selection
    - Don't panic when the Seller gets their own appraisal
  - Negotiated price or eminent domain
    - Sales price adjustment factors – theirs and yours
    - The E-word and its implications

# Site Selection

- California Department of Education (CDE) Approval
  - Initial Contact
    - A site tour with the personal CDE touch
    - CDE preliminary approval letter
  - Codes and Regs
    - California Code of Regulations - Title 5
    - Ed Code
    - Public Resource Code
  - Forms and Documents
    - Forms 4.01, 4.02 and 4.03
    - More info available at <http://www.cde.ca.gov>

# Site Selection

- CDE Title 5 Requirements (mini tour)
  - Standards for School Site Selection
    - Acreage
    - Geographic barriers; flood plains
    - Proximities to high voltage power lines, airports, railroad tracks, high pressure gas lines, major arterials, etc.
    - Earthquake fault locations
    - Hazardous materials review (w/DTSC)
    - CQEA Review
    - Availability of public services

# Site Selection

- Environmental Reviews and Approvals
  - Department of Toxic Substance Control (DTSC)
    - 3- step Process
      - Phase 1 Environmental Assessment
      - Preliminary Environmental Assessment
      - Response Action
  - California Environmental Quality Act (CEQA)
    - Identify the significant environmental impacts and the plans to avoid or mitigate those impacts, if feasible.
  - **Certifications in both areas required before final CDE site selection approval can be granted and might best be completed prior to final property purchase.**

# Site Selection

- CEQA (mini tour)
  - Required review can take different forms
    - Negative Declaration
      - Available only if significant impact findings are not present
    - Mitigated Negative Declaration
      - Used if impacts are found, but deemed mitigatable
    - Full Environmental Impact Report
      - Required if impact issues not reasonably mitigatable or so complex that they require additional study
  - Best to bring in consulting assistance to help navigate what can be seriously litigious waters.

# Architect/Design Team Selection

- Function
  - Ed Spec Participation
    - CDE Ed Spec vs. Plan Layout Review
  - Design Team Leader
- Request for Qualification (RFQ) Process
  - Responses focused on project overview
  - Consultant Review
  - Pre-qualification information
  - Scoring matrix

# Architect/Design Team Selection

- Who to Include on Selection Team
  - Possible Participants
    - Administration/Support Staff
    - Community/Developers
    - Board of Education
  
- Interview Process
  - One or two interviews?
  - Time limits on length of presentations
  - Interview focus
    - General firm qualifications vs project goal specific presentation

# Architect/Design Team Selection

- Fee agreements
  - No set amounts or structures
    - AIA standard agreement is industry norm
  - Don't be afraid to negotiate
  - Release of final payment to architect contingent on successful project closeout through DSA
  - Reimbursables
    - Build into agreement as set amount
    - Pay-as-you-go

## How To Get It Drawn

- Ed Spec Implementation
  - Making them work in real life
    - Utopian ideas versus practical implementation
    - Fidelity to the District's core educational goals
  - New CDE regs related to Ed Spec Review versus Plan implementation
    - Effective July 1, 2010

## How To Get It Drawn

- Putting your ideas on paper
  - Adherence to District standard specifications
  - Spatial relationships
  - Building orientation in relation to site layout
- Meetings, Meetings, Meetings
  - Meet as often as needed
  - Include a variety of players in the design process

# How To Get It Drawn

- Deciding on a delivery method
  - Delivery method effects the creation of plans in terms of time and money
  - Variety of methods available
    - Each has its pros and cons
    - Best to chose delivery method during initial plan development stages
  - Delivery method will affect the time needed to go from plan creation to bidding/construction

# How To Get It Drawn

- Bidding Methodologies (mini tour)
  - Formal Bid
    - Participation by District staff and Design Team only
    - No control on bid pricing
    - Limited contractor choices
    - Traditional timeframes for DSA plan approvals and bidding
  - Lease/Leaseback
    - Interactive participation between District, Design Team and Project Contractor
    - Price modeling available through upfront contractor participation
      - Value engineering availability
      - Expedited construction starts
        - DSA plan review with contractor participation

## How To Get It Drawn

- Last Step - State Plan Approvals
  - CDE
    - Submission concurrent with DSA review
    - Additional Title 5 Requirements
      - Ed Spec review
      - Site layout
      - Play area analysis
      - Delivery/Utility areas
      - Building placement/expansion
      - Classrooms/labs/libraries/Sp Ed
      - Auxiliary areas (admin offices, restrooms, etc.)
  - DSA
    - Bin time can vary depending on workload
    - Face-to-face meeting with DSA prior to plan submission
      - Title 19 and 24 compliance

## How To Get It Drawn

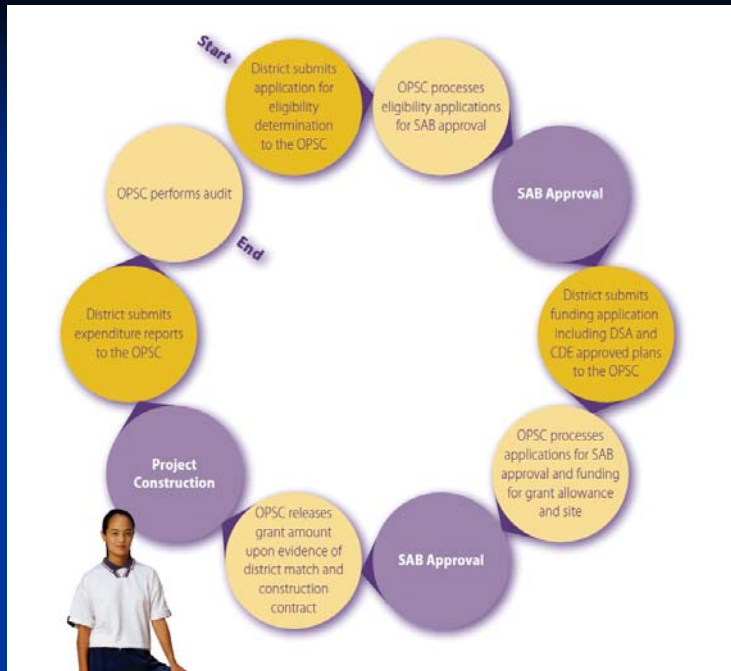
- Now you've acquired your site, assembled your design team, completed your prelim drawings, gotten your plan approvals, decided on a bidding strategy -

**It's time to build a school and  
have some fun!!**

# Show Us The Money: And the Paperwork

Kevin Sullivan  
School Facility Consultants

## The Process



## The Story So Far:

### Completed

- Planning & Design
- Site Identification & Characterization (DTSC)
- Division of the State Architect Approval
- California Department of Education Approval

### Next Step

- State Funding

## State Funding (Basic Process):

- Determine if eligible for funding
- Apply to Office of Public School Construction (OPSC)
- Request is reviewed by OPSC staff
- Project is presented to the State Allocation Board (SAB) for funding

Currently all applications are receiving un-funded approvals due to State Fiscal Crisis.

## But What Program?

- New Construction
- Overcrowding Relief Grant
  - Removes Portable Classrooms
  - Separate Eligibility Calculation
  - Does Not Require New Construction Eligibility
- Career Technical Education Facility Program
- Charter School Facility Program
- Joint Use Program

## New Construction Eligibility:

- Existing capacity is insufficient to house current and anticipated enrollment (based on)
  - Enrollment Projection (including)
    - Birth Rates
    - Alternative Weighting
  - Approved & Tentative Tract Maps
- Must be re-justified annually
  - Valid from November 1<sup>st</sup> to October 31<sup>st</sup>

## New Construction Eligibility:

- If initial determination, file forms:
  - SAB 50-01, *Enrollment Certification/Projection*
  - SAB 50-02, *Existing School Building Capacity*
  - SAB 50-03, *Eligibility Determination*
  - School Site Maps & Classroom Inventory
  - Other backup as necessary (dwelling units, etc.)
  
- If updating eligibility:
  - SAB 50-01, with any necessary backup

## Enrollment Certification/ Projection (Form SAB 50-01)

- 5-year projections
  - Standard Weighting (1-2-3)
  - Modified Weighting (1-1-1, 3-2-1)
  - Alternate Weighting (meets best fit test)
  - Birth Rate Augmentation (Zip Code or County)
  - Approved & Valid Tentative Tract Maps
  
- 10 Year Projection (1-2-3)



# Form SAB 50-02

STATE OF CALIFORNIA  
**EXISTING SCHOOL BUILDING CAPACITY**  
 SCHOOL FACILITY PROGRAM  
(SAB 5002, Rev. 09/03)

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
Page 4 of 4

SCHOOL DISTRICT: \_\_\_\_\_ FIVE DIGIT DISTRICT CODE NUMBER (see California Atlas, State of California): \_\_\_\_\_  
 COUNTY: \_\_\_\_\_ HIGH SCHOOL ATTENDANCE AREA (HSA) OR SUPERVISORIAL AREA (SVA): \_\_\_\_\_

NEW  ADJUSTED

	K-6	7-8	9-12	Non-Severe	Severe	Total
Line 1. Leased State Relocatable Classrooms						
Line 2. Portable Classrooms leased less than 5 years						
Line 3. Interim Housing Portables leased less than 5 years						
Line 4. Interim Housing Portables leased at least 5 years						
Line 5. Portable Classrooms leased at least 5 years						
Line 6. Portable Classrooms owned by district						
Line 7. Permanent Classrooms						
Line 8. Total (Lines 1 through 7)						

**PART II - Available Classrooms**

Option A.

	K-6	7-8	9-12	Non-Severe	Severe	Total
a. Part I, line 4						
b. Part I, line 5						
c. Part I, line 6						
d. Part I, line 7						
e. Total (a, b, c, & d)						

Option B.

	K-6	7-8	9-12	Non-Severe	Severe	Total
a. Part I, line 8						
b. Part I, lines 1, 2, 5 and 6 (total only)						
c. 25 percent of Part I, line 7 (total only)						
d. Subtract c from b (enter # if negative)						
e. Total (a minus d)						

**PART III - Determination of Existing School Building Capacity**

	K-6	7-8	9-12	Non-Severe	Severe
Line 1. Classroom capacity					
Line 2. SERF adjustment					
Line 3. Operational Counts					
Line 4. Greater of line 2 or 3					
Line 5. Total of lines 1 and 4					

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction (OPSC). In the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 # \_\_\_\_\_

## Eligibility Determination (Form SAB 50-03)

- Compares the information from the SAB 50-01 and 50-02 (first two forms) to determine if the district is eligible for new construction grants

# Form SAB 50-03

STATE OF CALIFORNIA  
**ELIGIBILITY DETERMINATION**  
 SCHOOL FACILITY PROGRAM  
 SAB 50-03 (REV 06/08) STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
 Page 4 of 4

1. DISTRICT NAME: \_\_\_\_\_ DISTRICT REPRESENTATIVE: \_\_\_\_\_ (NAME AND TITLE)  
 2. DISTRICT ADDRESS: \_\_\_\_\_ (MAILING ADDRESS ONLY - SEE INSTRUCTIONS)  
 3. CITY/STATE: \_\_\_\_\_

**Part I - District Representative Information**  
 The following individuals have been designated as district representative(s) by school board minutes or the designee of the Superintendent of Public Instruction:

1. DISTRICT REPRESENTATIVE: \_\_\_\_\_ (NAME) TITLE: \_\_\_\_\_  
 2. DISTRICT REPRESENTATIVE: \_\_\_\_\_ (NAME) TITLE: \_\_\_\_\_

**Part II - New Construction Eligibility Determination**  NEW  ADJUSTED

	K-6	7-8	9-12	Non-Severe	Severe
1. Proposed Enrollment (Part I, Lines 1&2-10)					
2. Existing School Building Capacity (Part II, Line 3 of Form SAB 50-03)					
3. New Construction Baseline Eligibility (Line 1 minus Line 2)					

**Part III - Modernization Eligibility Determination**  NEW  ADJUSTED

1. School Name: \_\_\_\_\_

**Option A**

	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent classroom of least 25 years old					
3. Portable classroom of least 20 years old					
4. Total (Lines 2 and 3)					
5. Multiple Line 4 (e.g., 20 for K-6, 17 for 7-8 and 9-12, 11 for Non-Severe and 9 for Severe)					
6. CREDS enrollment at school					
7. Modernization Eligibility (Sum of each column of Lines 1 or 6)					

**Option B**

	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent space of least 25 years old (report by classroom or square footage)					
3. Portable space of least 20 years old					
4. Total (Lines 2 and 3)					
5. Remaining permanent and portable space (report by classroom or square footage)					
6. Total (Lines 4 and 5)					
7. Percentage (8 each Line 4)(Line 6)					
8. CREDS enrollment at school					
9. Modernization Eligibility (multiply Line 7 by the % grade group reported on line 8)					

I certify, as the District Representative, that the information reported on this form is true and correct and that:  
 - I am designated as an authorized district representative by the governing board of the district or the designee of the Superintendent of Public Instruction; and  
 - A resolution or other appropriate documentation supporting this application under Chapter 15.2, Part 10, Division 1, commencing with Section 52000, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on \_\_\_\_\_, 20\_\_\_\_.

This form is an exact duplicate (including) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPCS form will prevail.

1. SIGNATURE OF DISTRICT REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 2. DATE: \_\_\_\_\_

## Funding Application (Components):

- SAB 50-04, *Application for Funding*
- CDE Approval Letters (Plans & Site)
- Site Development Cost Estimate & Backup
- Site Appraisal & Actual Cost Backup
- Career Technical Education Certification Letter
- DTSC Cleanup Cost Backup (if applicable)
- DSA Approvals (Plans, Specs and Letters)



Form SAB 50-04 (3/4)

STATE OF CALIFORNIA  
APPLICATION FOR FUNDING  
SCHOOL FACILITY PROGRAM  
SAB 50-04 (REV 04/08)

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

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20. **Overcrowding Relief Grant Narrative**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. **Architect of Record or Licensed Architect Certification**

I certify as the architect of record for the project or as a licensed architect that:

- The P&I for this project was submitted to the OPSC by electronic medium (i.e., CD-ROM, by disk or otherwise) or as an alternative, if the request is for a remediation Grant, the P&I was submitted in hard copy to the OPSC.
- Any portion of the P&I requiring review and approval by the Division of the State Architect (DSA) was approved by the DSA on \_\_\_\_\_ (enter DSA approval date).
- Any portion of the P&I not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 14, including any hand-capped access and fire code requirements.
- If the request is for a Modernization or Charter School Facility Program Rehabilitation Grant, the P&I includes the description of room classrooms that those to be constructed in the project, the difference is \_\_\_\_\_ classroom(s). (Indicate N/A if there are none.)
- If the request is for a Modernization or Charter School Facility Program Rehabilitation Grant, the P&I includes the construction of more classrooms than those to be demolished in the project, the difference is \_\_\_\_\_ classroom(s). (Indicate N/A if there are none.)

APPROVED BY ARCHITECT/ARCHITECTURAL FIRM NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

22. **Architect of Record or Design Professional Certification**

I certify as the architect of record for the project or the appropriate design professional that:

- If the request is for a New Construction Grant, not including the DSG, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&I including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district matching share, less site acquisition costs. This cost estimate does not include site acquisition, planning, fees, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facility Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&I, including deferred items, and includes funding (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share. This cost estimate does not include planning, fees, inspection or furniture and equipment and is available at the district for review by the OPSC.

APPROVED BY ARCHITECT/DESIGN PROFESSIONAL FIRM NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

23. **Certification**

I certify, as the District Representative, that the information reported on this form, with the exception of items 20 and 21, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and
- A resolution or other appropriate documentation supporting this application under Chapter 16, Part 10, Division 1, commencing with Section 19901.10, et. seq. of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction, on \_\_\_\_\_, and:
  - The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 19917.2 and 19917.7 (refer to Section 19917.7 to ensure that funding flows through 19917.10); and
  - Pursuant to Education Code Section 19917.7(b), the district has made a priority of the funds in the restricted maintenance account, established pursuant to Education Code Section 19917.2, to ensure that facilities are functional and meet local hygiene standards; and
  - The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to maximize school facility needs; and
  - If this funding request is for the modernization of portable classrooms eligible for an additional appropriation pursuant to Education Code Section 19913.15, the district certifies that it uses the applicable factors below:
    - 1. The state modernization funds will be used to replace the portable classrooms and permanently remove the displaced portables from the classroom use within six months of the filing of the Notice of Completion for the project; or
    - 2. It has provided documentation to the Office of Public School Construction which indicates that modernizing the portable classrooms eligible for an additional appropriation is better use of public resources than the replacement of these facilities.
- Facilities to be modernized have not been previously modernized with Lease-Purchase Programs, Preparation Funds or School Facility Program state funds; and
- Facilities to be rehabilitated under the Charter School Facility Program previously funded with School Facility Program State funds meet the requirements of Section 19914.1; and
- All contracts entered on or after November 4, 1998 for the service of any architect, structural engineer or other design professional for any work under the program have been obtained pursuant to a competitive process that is consistent with the requirements of Chapter 16, commencing with Section 45027 of Division 1, of Title 1, of the Government Code; and
- If the request is for new construction funding, the district has completed approval of the site and the plans from the CDE. Plan approval is not required if request is for separate design, appropriation; and
- If the request is for modernization or Charter School Facility Program Rehabilitation funding, the district has received approval of the plans for the project from the CDE. Plan approval is not required if request is for separate design, appropriation; and
- The district has or will comply with the Public Contract Code regarding all laws governing the use of those accounts listed; and
- This district has or will comply with Education Code Section 19918.1 regarding at least a 2 percent expenditure goal for disabled veteran business enterprises; and

Form SAB 50-04 (4/4)

STATE OF CALIFORNIA  
APPLICATION FOR FUNDING  
SCHOOL FACILITY PROGRAM  
SAB 50-04 (REV 04/08)

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

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- The district matching funds required pursuant to Sections 19913.10 and 19913.11 has either been expended by the district, deposited in the County School Facility Fund or will be expended by the district prior to the notice of completion for the project; and
- The district has received the necessary approval of the project and authorizations from the Division of the State Architect unless the request is for a separate site and/or design appropriation; and
- If the district is requesting the acquisition funds as part of this application, the district has complied with Sections 19913.10 through 19913.11 as appropriate; and
- With the exception of an appropriation made pursuant to Section 19913.15, the district understands that the lack of substantial progress toward increasing the pupil capacity or renovation of its facilities within six months of receipt of any funding shall be cause for the rescission of the unexpended funds (refer to Section 19913.10); and
- If the appropriation for this project was made pursuant to Section 19913.15, the district understands that the lack of substantial progress toward increasing the pupil capacity or renovation of its facilities within six months of receipt of any funding shall be cause for the rescission of the unexpended funds (refer to Section 19913.15); and
- The district understands that funds not released within six months of appropriation shall be rescinded and the application shall be denied (refer to Section 19913.10); and
- The statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief; and
- All school facilities purchased or newly constructed under the project for use by pupils who are individuals with exceptional needs, as defined in Education Code Section 35400, shall be designed and located on the school site or to maximize interaction between those individuals with exceptional needs and other pupils as appropriate to the needs of both; and
- This form is an exact duplicate in content of the one provided by the OPSC. In the event a conflict should exist, the language in the OPSC form will prevail; and
- The district understands that some or all of the State funding for the project must be provided to the State as a result of a audit pursuant to Sections 19914.10, 19914.11, 19914.12, and 19914.13; and
- The district has complied with the provisions of Sections 19914.10 and 19914.13 and that the portion of the project funded by the State does not contain work specifically prohibited in those Sections; and
- If the SFP grant will be used for the construction or modernization of school facilities on leased land, the district has entered into a lease agreement for the leased property that meets the requirements of Section 19914.12; and
- If the application contains a "New Construction Grant" request, the district has adopted a school board resolution and holding plan at a public hearing at a regularly scheduled meeting of the governing board on \_\_\_\_\_ as specified in Sections 19917.7, 19917.8, or 19917.9, as appropriate. The district's approved holding plan is as indicated (check all that apply):
  - 1. The district will construct or acquire facilities for housing the pupils with funding not otherwise available to the SFP as a district which within five years of project approval by the SAB and the district must identify the source of the funds. (Applicable for Sections 19917.7(a) and (b) and 19917.7(b) and (c).)
  - 2. The district will utilize higher district building standards providing the building standards are within the approved district teacher contract and does not exceed 20 per classroom. (Applicable for Sections 19917.7(a) and (b) and 19917.7(b) and (c).)

APPROVED BY DISTRICT REPRESENTATIVE: \_\_\_\_\_  
DATE: \_\_\_\_\_

- The pupils requested from a different grade level will be housed in classrooms at an existing school in the district which will have its grade level changed; to the grade level requested; at the completion of the proposed SFP project. (Applicable for Sections 19913.10 and 19913.11); and
- If the district requested additional funding for fire code requirements pursuant to Sections 19913.10 or 19913.11, the district will include the amount in the district's state and/or automatic apportionment system in the project prior to completion of the project; and
- The district has consulted with the career technical advisory committee established pursuant to Education Code Section 8800 and/or used for vocational and career technical facilities is being adequately met in accordance with Education Code Sections 19914.10, 19914.11, and 19914.12; and
- If the district is requesting an Additional Grant for Energy Efficiency pursuant to Sections 19913.10 or 19913.11, the increased costs for the energy efficiency components in the project exceed the amount of funding otherwise available to the district; and
- If this application is submitted after January 1, 2004 for modernization funding, the district has considered the potential for the presence of lead-containing materials in the modernization project and will follow all relevant federal, state, and local standards for the management of any identified lead; and
- The district has or will initiate and enforce a Labor Compliance Program that has been approved by the Department of Industrial Relations, pursuant to Labor Code Section 19912.1, the project funded from Proposition 40 or 50 and the notice to proceed for the construction phase of the project is issued on or after April 1, 2003; and
- Beginning with the 2003/2004 fiscal year, the district has complied with Education Code Section 19913.10(a) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair; and
- If this application is submitted pursuant to Section 19913.10, the district certifies that it has an academic reform strategy scored by the CDE, and is available to the district office for OPSC verification; and
- If this application is submitted pursuant to Section 19913.10, the district certifies the enrollment of the Small High School will not exceed 200 pupils for a minimum of two complete school years after the Occupancy of the Small High School; and
- If this application is submitted pursuant to Section 19913.10, the district certifies the enrollment at the resulting Small High Schools will not exceed 200 pupils for a minimum of two complete school years after the Occupancy of the Small High School; and
- If the application is submitted pursuant to Section 19913.10 or Section 19913.15, the district certifies that it will meet all reporting requirements as specified in Section 19913.10(d) and (e); and
- If this application is submitted pursuant to Section 19913.10, the district certifies that within six months of occupancy of the permanent classrooms, it will remove the displaced portables from the eligible school and K-12-grade classroom use with the exception of schools described in Education Code Section 19913.10(e); and
- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics consistent with teaching and learning, and the other characteristics of high performance schools.

APPROVED BY DISTRICT REPRESENTATIVE: \_\_\_\_\_  
DATE: \_\_\_\_\_

## **SAB 50-04 - *Application for Funding***

- Review Certifications CAREFULLY!
  - Keep backup documents demonstrating compliance with all certifications (e.g.):
    - Governing Board Approval
    - Architect Selection Process
      - through →
    - Contractors Retention Payment

## **California Department Of Education Final Plan & Final Site Approvals**

- Revised forms Effective June 2009
  - Requires Additional narrative describing new construction and addition projects
- New Requirements as of July 1, 2010
  - Governing Board Adopted Educational Specifications for ALL Projects

## Site Development Estimate

- Based on current year Saylor unit prices
- Work MUST be included in Submitted Plans and be DSA approved (if required)
- Off Site Drawings MUST have Local Agency concurrence (i.e., City/County)
- Provide Plan Sheet References on Estimate
- OPSC Publications
  - Architect Submittal Guidelines (October 2009)

## Site Acquisition Documents

- Site Appraisal conducted within six months of submittal to the OPSC.
- Escrow Documents Showing Purchase Price.
- State Funds LOWER of Appraised Value or Purchase Price.

## CTE Certification Letter

- Certifies that the District has a Career Technical Education Facility Committee (CTEFC)
- AND that the CTEFC has reviewed the proposed project
- AND determined that the District is meeting the CTE needs of students.
- Must Be Addressed to the District Superintendent.

## DTSC Cleanup Cost Backup

- Provide copy of Cleanup Agreement
- Provide copies of Warrants
- Provide Estimates of Remaining Costs
- OPSC may only provide funding for current costs. Program allows for additional eligible clean up expenses to be paid at Audit.

(One of the few exceptions to a “Full and Final Apportionment”)

## DSA Approved Documents

Application should include:

- DSA Stamped Project Plans
- DSA Stamped Project Specifications
- DSA Approval Letter

## Supplemental Grants

- Requested on SAB 50-04 based on Qualifications
  - Geographic Location
  - Urban, Security, Impacted Site
  - Site Acquisition
  - Fire Code Requirements
  - High Performance
  - Special Education Therapy
  - Multi-level construction
  - Project Assistance
  - Replacement w/multi-story construction
  - New School Project
  - Small Size Project

## *New Construction Funding*

- \$8,738 Elementary (January 2010)
- \$9,241 Middle (January 2010)
- \$11,757 High (January 2010)
- \$16,418 SDC Non-severe (January 2010)
- \$24,550 SDC Severe (January 2010)

## **OPSC Review Process**

- 24-Hour Letter
- 15-Day Letter
- 4-Day Letter
- SAB Funding

## *Fiscal Crisis & Unfunded Approvals*

- State Bond Sales?

Bid, Construction, Close Out, Audit:

Do I Really Need  
This Many Binders?

Heather Von Aesch  
Western Placer Unified  
School District

## Do I Need a Construction Manager?

- Depends.....
  - Project Scale
  - Resources
  - Schedule
  - Political reasons
  
- California Government Code 4525(e), 4526

## Epic Timelines Vol. I

- From application to OPSC you have 18 months to award a bid

## Bidding the Job

- What's my bid climate?
- Pre-Qualifying bidders (PCC 20118.4)
  - Know your Public Contract Code!
- Bid Requirements
  - Advertise
  - Required Documents
  - Bid Rating
  - Bid Award
- Make sure you include the right to waive bid irregularities within submittals

## Gearing Up to Build It Up

- Signing Contracts
- Notice to Proceed
- Storm Water
  - Must be done for the construction; work with Architect and Contractor to establish B.M.P.'s
  - Design must include Post Construction Run-Off B.M.P.'s

## Drafting the Rest of the Team

- Request for Qualifications for non-construction services
  - *Inspector of Record*
    - Checking that your project is getting built the right way
  - *Labs/Testing*
    - Checking that your project is ready to get built the right way or is meeting standards
  - *Labor Compliance Program (LCP)*
    - Checking that your people are getting paid right to build your project

## Epic Timelines Vol. II

- You cannot sign contracts until after you have your approval letter from DSA.
- You cannot submit your 50-05 for Fund Release until after you have at least 50% of construction under contract
- After filing 50-05 you have 18 months to show substantial completion.
  - 50% of all Construction
  - 75% of Site Development complete
  - 90% of Building Construction under contract

## Team Huddle

- Never do without site meetings!
  - Have an agenda
  - Architect generally will keep meeting minutes
  - Make sure for each item someone is assigned responsibility and a time line!
  - Bring food, it motivates

## Never Too Early to Prepare

- Keep records of project, meetings, etc
- Start compiling documents for DSA Closeout
  - DSA-5 IOR
  - DSA-102 Contract
- Start getting an audit file in order

## Giving the State the 411

- Annual Expenditure Reports
  - 50-06, Expenditure Reporting Worksheet
  
- DSA to approve change orders
  - Work will begin prior to DSA approval
  
- Keep that P.I.W up to date!
  - Sent in with each submission to OPSC

## Making a House a Home

- Low Voltage
  - Bells
  - Intercoms/Clocks
  - Phones
  - Data
  
- Furniture and Equipment
  - District Standard F&E, not Materials and Supplies

## Wrapping It Up

- Fire alarm tests
- Punch list walks
- Final approval and acceptance of buildings
- Notice of Completions Recorded
- Occupancy
  - There will be costs associated with this!
- Retention Released after 35 calendar days from NOC filing

## Epic Timelines Vol. III

- ALL CHANGE ORDERS MUST BE DSA APPROVED BEFORE THE DSA FORM 6'S ARE SIGNED BY ALL PARTIES!!

## Close Out

- DSA Close Out required for all projects
  - Resolve DSA Trip Note Issues, Lab deficiencies
  - IOR's semi-monthly reports should be in
  - DSA-6's for IOR, A/E, Engineer and Contractor
  - Lab Final Reports
  - All approved Change Orders
  - Notice of Completion
  
- Note: DSA has the ability to begin your closeout process even before they have approved all pending CO's on project

## Epic Timelines, Final Chapter

- Be sure that all your Change Orders are approved by DSA before you submit a final expenditure report noting project is 100% complete!
  - Remember your 100% won't be achieved for some time; equipment and items may need to be purchased well after the occupancy

## OPSC Audit

- OPSC has two years to let you know that they will audit you at some point. They can hang onto that promise a long time!
- Maintain consistent file for audit project to project.
- Have copies of all contracts, change orders and have all back up for expenditures on hand.

## Finally!

- Be sure your approval letters, DSA Close Out letter and OPSC audit acceptance letters are all organized in case you need them later.
- Don't throw anything away!

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