



909 South 76th Street, Omaha, NE 68114
www.westside66.org



PROJECT ADVOCATES

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120 South 31st Avenue, Suite 5101, Omaha, NE 68131
www.project-advocates.com

MEETING: WCS Bond Oversight Committee

MEETING DATE: January 6, 2016

DATE PREPARED: January 25, 2016

The Bond Oversight Committee Meeting of Westside Community Schools convened in open and public session on January 6, 2016 at 6:00 p.m. at the Westside ABC Building, 909 South 76th Street, Omaha, Nebraska.

Advance notice of the meeting occurred:

- On the front page of Westside Community School's District website (no less than 48 hours in advance of the scheduled meeting date as authorized by Board Policy 1220) beginning on January 4, 2016 until the start of this Oversight Committee meeting.
- Simultaneously with the availability of the agenda to all members of the Bond Oversight Committee and staff of the Board of Education office.

All proceedings hereafter were taken while the convened meeting was open to the public.

Committee members present: John Hughes (Chairperson), David Cota, Mike Williams, Kris Karnes, Adam Yale

District Administrators and Staff Members in attendance: Bob Zagozda, Dr. Blane McCann, Julie Anderson

Others in Attendance: Todd Moeller, Laura Alley, Doug Krenzer, Lorin Moseman, Robert Zimmerman, Joel McWilliams, Beth Molloy

*Members of the public in attendance are not required to identify themselves.

Chairperson John Hughes called the meeting to order at 6:03 p.m. He confirmed that the meeting had been publicly announced, that the agenda was available to any interested parties, and that the public is welcome to attend and speak, in accordance with the current statutes of the Nebraska Open Meeting Act as posted in the foyer of the District Administrative Offices (ABC Building).

Mr. Hughes presented minutes from the meeting held on December 1, 2015. David Cota moved to approve the minutes and Ms. Karnes seconded the motion. All voting members present voted and approved the minutes.

Program Update

Mr. Zimmerman presented program progress updates, referencing the Facilities Master Plan Phase I Implementation Monthly Report for January 2016 ("Monthly Report" hereafter; see attached copy):



- **Overall Program Update**

- The Monthly Report was reformatted to include more data and graphs. Adam Yale commented favorably on the breakout of cost data, as well as the transparency provided by the new format. Kris Karnes requested a clarification of the committed construction budgets shown on the pie charts found on pages 2 and 3.
- For the \$79.9m overall Phase 1 budget, Rob Zimmerman provided an overview of budget figures, per project phase, describing the breakdown of 13 projects currently in process (see page 2 of Monthly Report):
 - Design Phase: Eight projects are currently in the design phase, with an overall design budget of \$36.5 million. About 10%, or \$3.8 m, of the design budget is committed budget.
 - Land Acquisition Phase: Strong progress has been made. The District recently acquired and closed on two properties. Because of this, \$675,000 of the project's \$1m budget is now committed budget.
 - Construction: One project is under construction: the CCC Swing School. Of its \$3.8m budget, \$0.5m is committed.
 - Three projects, constituting \$38.5 of the overall Phase 1 budget, have not yet started. These three projects are Sunset Hills, Swanson, and Prairie Lane Elementary.
 - The start-up pace of the project is going well. RFQs for design services for Sunset Hills will be sent out next week. In the upcoming months, budget data for Sunset Hills, Swanson and Prairie Lane will be added to the Monthly Report.
- Mr. Zimmerman presented the composition of the \$6.5m committed vs. the \$79.9m overall bond issue budget, for the following categories (page 3 of Monthly Report):
 - Construction: \$32,265 of the \$62.3m budget is committed.
 - Soft Cost/FFE: \$5.8m of the \$11.0m budget is committed.
 - Land Acquisition: \$675,743 of the \$1.0m budget is committed.
 - Contingency: \$99,100 of the \$5.6m budget is committed for asbestos abatement at the CCC/Swing School. The asbestos reports identified some, but not all abatement areas. In particular, asbestos ceiling tiles were not identified, in addition to some asbestos flooring tiles and mastic. Mr. Zimmerman noted that for scope and magnitude, the variance between expected and actual findings were within reason. He suspects there will be additional abatement requirements identified at Rockbrook Elementary & Westbrook Elementary, such as office area floor tiles, but that the scope should be much less for these and other High Priority projects compared to the \$99,100 committed for abatement at the CCC/Swing School. Mr. Zimmerman noted that for other projects, where buildings are being demolished, the asbestos abatement process is different and should be less expensive.
- Mr. Zimmerman reviewed the Monthly Report's matrix that details the figures, by vendor and project, for the following: Budget Cost, Committed Cost, Projected Cost, and Budget



Variations. The matrix delineates both the overall Bond program totals, and the totals broken down per project (see Monthly report pages 4-7). Mr. Zimmerman explained how specific vendor agreements were posted on this matrix:

- Vendor agreements that were made for the bond program as a whole, such as the Submittal Exchange agreement, were allocated across all projects.
 - The Project Advocates agreement was also allocated as a percentage basis across all projects.
 - Other soft costs (design, traffic, and security) were allocated specifically to each project, as these vendors had stand-alone agreements for each project.
 - Ms. Karnes asked Mr. Zimmerman to go over the Loveland Elementary budget details. Loveland has a net budget loss for Soft Cost/FFE of \$3,000 because more design was required for the area of refuge than was originally anticipated. Ms. Karnes asked whether that loss included the construction budget for the area of refuge. Mr. Zimmerman replied no.
 - Currently, Project Advocates' methodology is to leave budget numbers where they were initially designated until all of the soft costs are procured. Once all of the budget is committed, the cost table will be updated to show budget shifts, from overages to shortfalls. Shifts may be intra-project, such as transferring Loveland Contingency budget to Soft Cost/FFE, or inter-project, where committed cost budgets are shifted from under- to over-budget projects.
 - All budget shifts will be transparent and documented, as well as brought to the BOC's attention at the monthly BOC meetings.
 - Ms. Karnes asked why Westside Middle School and Oakdale Elementary projections are lower than what was budgeted. Mr. Zimmerman replied that the soft cost numbers, in response to RFQs, came in lower than anticipated.
 - In regards to the Westside Middle School project, Dr. McCann noted that it would be preferable to retain any Soft Cost/FFE committed budget savings to use for furniture purchases, as opposed to reallocating the savings to the Middle School's construction budget.
 - Adam Yale asked for a clarification on the summary pie charts because page two shows construction committed budget as \$491,100, and page three shows the construction committed budget as \$32,265. Joel McWilliams explained that the page two figure is specific to the CCC/School, which is in its construction phase, and page three shows the allocation of the overall bond's construction line item budget. Mr. McWilliams will revise the report to make that distinction more clear.
- **Project-Specific Updates:**
 - **CCC/Swing School Project Update**
 - Mr. McWilliams reviewed recent and upcoming key activities at the CCC/Swing School (see Monthly report page 7).



- The subcontractor bid prices for Bid Package #1, for fire sprinklers and demolition, will be available on January 9, 2016.
 - DLR is completing Construction Documents and will have a package ready for permitting on January 12, 2016.
 - DLR will issue Bid Package #2 on January 12, 2016. Subcontractors will have 14 days to prepare and submit bids.
 - On-site contractors are heavily vetted to allay any security concerns.
 - Coffee service equipment was purchased and will be installed on the lower level. CCC students will run a coffee shop business.
- **High Priority Project Updates**
 - Mr. Zimmerman summarized the progress and key activities for the High Priority projects (see Monthly report, project-specific pages).
 - Project Advocates is still validating the construction budget for the initial design package. Energy audit reports help define more scope of work, but Mr. Zimmerman feels that the construction budgets will remain within the overall budget.
 - 100% of construction design documents will be available by the end of January, 2016.
 - On December 14, 2015, the Westside BOE approved contracts for MCL as CMR for Rockbrook, Paddock, and Westgate Elementary schools, and Ronco as CMR for Hillside, Westbrook, and Loveland Elementary schools
 - **Loveland Elementary:**
 - The District acquired the most critical two of five adjacent properties.
 - The District is reassessing design plans to determine whether the additional three properties still must be acquired as well.
 - **Oakdale Elementary:**
 - DLR will present their final concept design options to the Design Advisory Committee on Friday, January 8, 2016.
 - Dr. McCann invited all BOC members to attend the meeting. Project Advocates will include BOC members on the invitee lists for all pertinent meetings.
 - There was a public meeting early in December to discuss traffic issues. Concerns about the 99th & West Center Road intersection and the access road were discussed. Also discussed was the need for improved queueing space, as well as the possibility of changing traffic patterns to two-way and installing a cul-de-sac at 99th Street.
 - The District intends to take this opportunity to voice parental concerns to the City about the need for improved flow, safety, stop light reprogramming, & visibility.





- Mr. Zimmerman noted that the City was open to design ideas. DLR will present two or three options to the city for review. Cost will influence the design recommendations, but safety is a priority, and traffic flow will have a great impact on the success of the school's design.
 - Negotiations are in process and near agreement for Douglas County Emergency Management to relocate their tower used for an emergency siren to the corner by the church. This plan would allow Sprint's cellular array equipment to be placed onto Douglas County Emergency Management's relocated tower.
 - DLR continues to analyze what historical aspects of the existing school can be incorporated into the new school's design or located on the site.
 - Mr. McWilliams stated that Project Advocates has looked at the feasibility of using a large structure moving company and are getting pricing data.
 - Mr. McWilliams also noted that due to the tight pervious and impervious ratios, along with pricing issues, the feasibility of incorporating large structural portions of the old Oakdale Elementary School may be affected.
- **Westside Middle School:**
- A meeting with the Design Advisory Group to work on concept design budgets is scheduled for January 7, 2016. The pricing and layout options for single-story vs stacked structures are being analyzed. The design concept plus drawings and budgets will soon be available.
 - The design concept is being evaluated for the following adjustments:
 - To move the library to the middle
 - To add a security vestibule, a learning team passageway, and a potential Boys & Girls Club teen center
 - Mr. Zimmerman cautioned that many of these design elements are "wants and not needs." Budget constraints may limit the feasibility of "wants."
 - RFPs for CMRs were issued on December 15, 2015. Eight firms came to the meeting which shows a strong response to the project.
 - Mr. Zimmerman anticipates that the design concept will be presented to the Westside Board of Education at the February 15, 2016 Board meeting.
 - Dr. McCann noted that a lunch meeting is scheduled with Board members on February 5, 2016. This will give the Board time to review the schematics and get answers to any questions prior to the official Board Meeting. Dr. McCann asked that Project Advocates include all Board Oversight Committee members on the email distribution lists for the lunch meeting on February 12, 2016, as well as all future informational meetings.
 - Mr. Zimmerman is pleased with how the design process was executed. Inputs from community forums and Design Advisory Group charrettes were synthesized into the design, driving the design concept to go down a different path from its original conception.



- **Sunset Hills Elementary:**
 - RFQs for design services will soon be issued. Project Advocates hopes to have a designer on board by the March 7, 2016 Board meeting.
 - The goal is for construction to commence in spring of 2017.
 - Informational letters will be sent out to the neighborhood before the construction process starts. The CMR will perform a door-to-door letter drop to all neighborhood homes.
- **Update on Schedule:**
 - Mr. Zimmerman noted that the overall program schedule is presented at the end of the Monthly Report.
 - Ms. Karnes found the major timeline milestones (formerly listed as Major Project Activities on the previous Monthly Report format) to be more helpful than the detailed overall schedule. Project Advocates will re-format project sheet templates to include key milestone activities, such as what is going to bid and what is being presented to the Board.
 - Dr. McCann requested that major milestones also be posted on the Imagine-A-District website.
- **Update on District Wide Programs:**
 - Project Advocates has been meeting with IP Design (AV/Technology consultants) to identify requirements for smart boards, teaching walls, amplification, wiring, and IT.
 - Lamp Rynearson's traffic studies are on-going. Sunset Hills is scheduled next.
 - The security consultant's assessment is complete in regards to structure.
 - In the second week of January 2017, MEI (Security consultant) is scheduled to meet with the Security Committee and Officer Erin Payne to walkthrough MEI's structural security recommendations for vestibules, door monitoring, camera imaging, lockdown features, etc.
 - More work needs to be done on establishing security procedures, particularly in regards to doors that are propped open for HVAC reasons.
 - Bob Zagozda is helping define the security procedures that will address systemic issues.
 - The kitchen consultant has combed through education specifications and will modify the program requirements for what is needed for the kitchen and serving square footage.

Bond Status

Mr. Zagozda stated that there was no new information on the bond status.

Closing Comments





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Mr. Cota adjourned the meeting at 6:59 p.m.

