



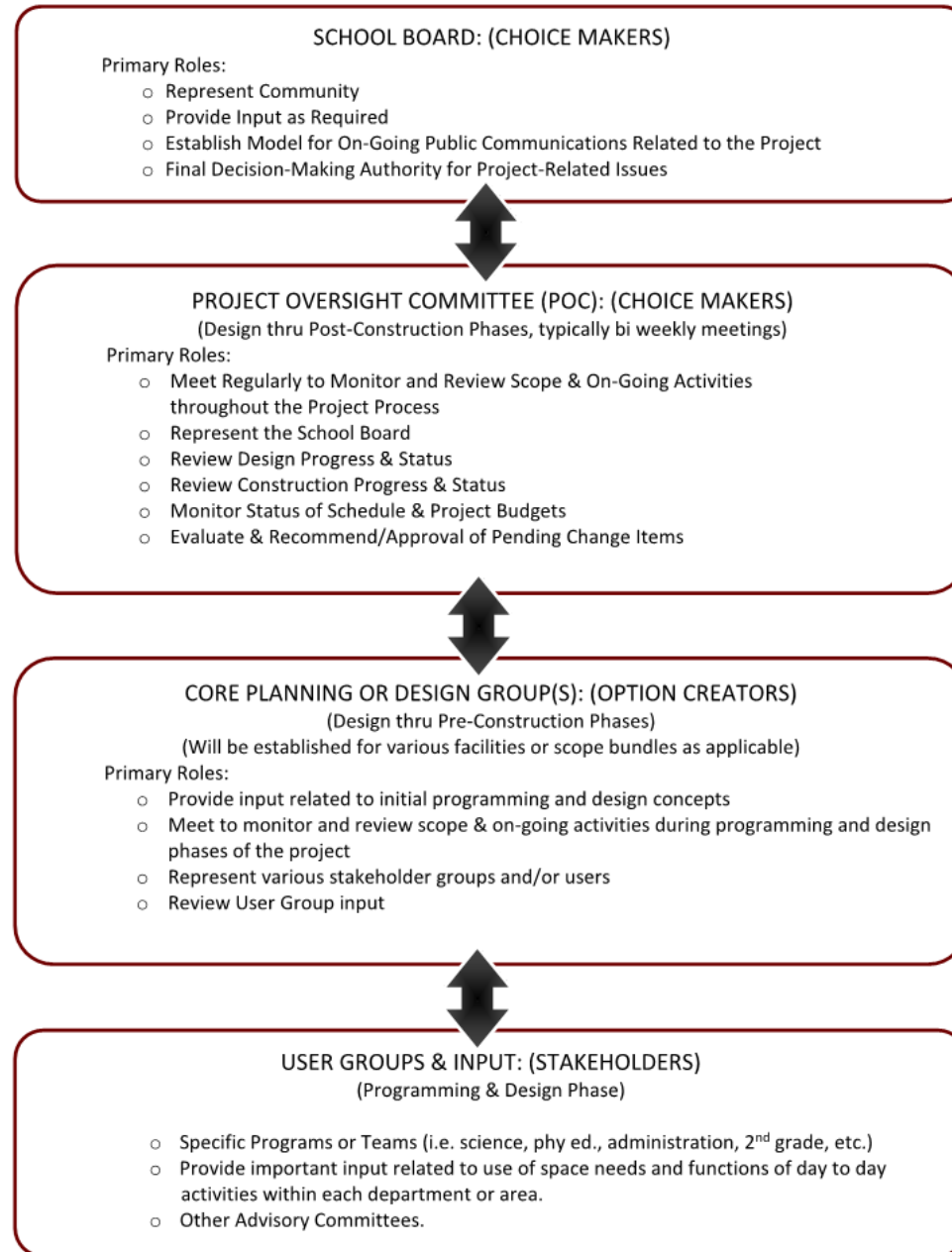
2017 Bond & LTFM Projects Next Steps

Project Decision-Making and Committee Structure

- ▶ Formation of POC (Project Oversight Committee)
- ▶ Design Committee Structure - For all Project Bundles
- ▶ User Group Process and Stakeholder Input



COMMUNICATION & DECISION MAKING PROCESS



COMMUNICATION & DECISION MAKING PROCESS

SCHOOL BOARD: (CHOICE MAKERS)

Primary Roles:

- Represent Community
- Provide Input as Required
- Establish Model for On-Going Public Communications Related to the Project
- Final Decision-Making Authority for Project-Related Issues



PROJECT OVERSIGHT COMMITTEE (POC): (CHOICE MAKERS) (Design thru Post-Construction Phases, typically bi weekly meetings)

Primary Roles:

- Meet Regularly to Monitor and Review Scope & On-Going Activities throughout the Project Process
- Represent the School Board
- Review Design Progress & Status
- Review Construction Progress & Status
- Monitor Status of Schedule & Project Budgets
- Evaluate & Recommend/Approval of Pending Change Items





CORE PLANNING OR DESIGN GROUP(S): (OPTION CREATORS)

(Design thru Pre-Construction Phases)

(Will be established for various facilities or scope bundles as applicable)

Primary Roles:

- Provide input related to initial programming and design concepts
- Meet to monitor and review scope & on-going activities during programming and design phases of the project
- Represent various stakeholder groups and/or users
- Review User Group input



USER GROUPS & INPUT: (STAKEHOLDERS)

(Programming & Design Phase)

- Specific Programs or Teams (i.e. science, phy ed., administration, 2nd grade, etc.)
- Provide important input related to use of space needs and functions of day to day activities within each department or area.
- Other Advisory Committees.



Project Communications Plan

- ▶ **Internal - Communications and Reporting**
 - Project Oversight Committee Meetings
 - Monthly Status Reports
 - Weekly Status Updates

- ▶ **External - Community Communications and PR**
 - Develop and Maintain Project Webpage on District Website
 - Progress Design Presentations at Board Meetings/Work Sessions
 - Progress Design "Open House" Event(s)



Timeline Development & Approvals

▶ Approvals & School Board Activities

- Canvassing Election Results & Resolutions
- Fiscal Advisory Committee
- LTFM - Prepare Public Notice / Publish Notice
- Levy Certification
- Authorization of Bond Sale
- Professional Services Agreements

▶ Design Phase Activities

▶ Develop Preliminary Cashflow Disbursement/Draw Down Projection



ID	Task Name	Start	Finish	November 1		December 1		January 1		February 1		March 1		April 1	
				10/22	11/5	11/19	12/3	12/17	12/31	1/14	1/28	2/11	2/25	3/11	3/25
1															
2	Establish Project Decision-Making and Committee Structure														
3	Formation of POC (Project Oversight Committee)	Wed 11/15/17	Mon 12/4/17												
4	Design Committee Structure - For all Project Bundles	Wed 11/15/17	Mon 12/4/17												
5	User Group Process and Stakeholder Input (District Establishment)	Wed 11/15/17	Mon 12/4/17												
6															
7	Establish Project Communications Plan														
8	Internal - Communications and Reporting	Wed 11/15/17	Mon 4/2/18												
9	Project Oversight Committee	Mon 11/20/17	Mon 4/2/18												
32	Monthly Status Reports	Fri 12/1/17	Sun 4/1/18												
38	Weekly Updates	Fri 12/1/17	Fri 3/30/18												
57	Compile Existing Facility-Related Documentation	Wed 11/15/17	Fri 12/29/17												
58	External - Community Communications and PR	Wed 11/15/17	Mon 4/2/18												
59	Develop and Maintain Project Webpage on District Website	Mon 1/1/18	Mon 4/2/18												
60	Interested Vendor Log	Mon 11/6/17	Mon 4/2/18												
61	Identification of Preferred/Local Contractors, Suppliers, etc.	Mon 11/6/17	Mon 4/2/18												
62	Progress Design Presentations at Board Meetings/Work Sessions	Mon 1/8/18	Mon 4/2/18												
63	Schematic Design / Design Development / Construction Documents														
64	Progress Design "Open House" Event(s)														
65															
66	Timeline Development														
67	Design Phase Activities	Mon 12/4/17	Mon 12/18/17												
68	Approvals & School Board Activities														
69	Canvassing Election Results & Resolutions	Mon 11/13/17	Mon 11/13/17												
70	Fiscal Advisory Committee	Tue 11/14/17	Tue 11/14/17												
71	LTFM - Prepare Public Notice	Thu 11/9/17	Thu 11/9/17												
72	LTFM - Publish Notice	Thu 11/16/17	Thu 11/16/17												
73	Truth in Taxation	Mon 12/4/17	Mon 12/4/17												
74	Levy Certification	Mon 12/18/17	Mon 12/18/17												
75	Authorization of Bond Sale	Mon 12/18/17	Mon 12/18/17												
76	Professional Services Agreements	Mon 12/18/17	Mon 12/18/17												
77															
78	Develop Preliminary Cashflow Disbursement/Draw Down Projection	Mon 1/8/18	Mon 1/8/18												
79															
80	Construction Bundling and Phasing Plan Development														
81	Referendum Scopes - Phasing	Mon 1/8/18	Mon 4/2/18												
82	LTFM Scopes - Phasing	Mon 1/8/18	Mon 4/2/18												
83															
84	Integration of On-Going District Activities & Programs														
85	Summer Programs														
86	Cleaning / Operations														
87	Activities & Athletics														
88	Move-in / Move-out														
89	Technology / Other														
90	Abatement Sequencing & Coordination of Any Preparatory Work														
91	Identification of Urgent / Time-Sensitive Projects														



ID	Task Name	Start	Finish	November 1			December 1		January 1		February 1		March 1		April 1	
				10/22	11/5	11/19	12/3	12/17	12/31	1/14	1/28	2/11	2/25	3/11	3/25	4/8
92																
93	Develop Project Tracking Tools															
94	Overall Budget Summary and Back-up	Mon 12/4/17	Mon 2/5/18													
95	ProCore - Web-Based Platform	Mon 3/26/18	Mon 4/2/18													
96	RFP Log, RFI Log, SI Log, Submittal Log, etc.															
97																
98	High School															
99	Scope Review															
100	Schematic Design															
101	Schematic Estimate / Review															
102	Design Development															
103	DD Estimate / Review															
104	Construction Documents															
105	CD Estimate / Review															
106	Plan Issue															
107	Bid Date															
108	Middle School															
109	Scope Review															
110	Schematic Design															
111	Schematic Estimate / Review															
112	Design Development															
113	DD Estimate / Review															
114	Construction Documents															
115	CD Estimate / Review															
116	Plan Issue															
117	Bid Date															
118	STEM School															
119	Scope Review															
120	Schematic Design															
121	Schematic Estimate / Review															
122	Design Development															
123	DD Estimate / Review															
124	Construction Documents															
125	CD Estimate / Review															
126	Plan Issue															
127	Bid Date															
128	Dual Language Elementary School															
129	Scope Review															
130	Schematic Design															
131	Schematic Estimate / Review															
132	Design Development															
133	DD Estimate / Review															
134	Construction Documents															
135	CD Estimate / Review															
136	Plan Issue															
137	Bid Date															



ID	Task Name	Start	Finish	November 1			December 1		January 1		February 1		March 1		April 1	
				10/22	11/5	11/19	12/3	12/17	12/31	1/14	1/28	2/11	2/25	3/11	3/25	4/8
138	Centennial Elementary School															
139	Scope Review															
140	Schematic Design															
141	Schematic Estimate / Review															
142	Design Development															
143	DD Estimate / Review															
144	Construction Documents															
145	CD Estimate / Review															
146	Plan Issue															
147	Bid Date															
148	Sheridan Hills Elementary School															
149	Scope Review															
150	Schematic Design															
151	Schematic Estimate / Review															
152	Design Development															
153	DD Estimate / Review															
154	Construction Documents															
155	CD Estimate / Review															
156	Plan Issue															
157	Bid Date															
158	Central Education Center															
159	Scope Review															
160	Schematic Design															
161	Schematic Estimate / Review															
162	Design Development															
163	DD Estimate / Review															
164	Construction Documents															
165	CD Estimate / Review															
166	Plan Issue															
167	Bid Date															



Construction Bundling & Phasing Planning

- ▶ Referendum Scopes - Phasing
- ▶ LTFM Scopes - Phasing
- ▶ Compile all Existing Facility Documentation
- ▶ Identification of Urgent / Time-Sensitive Projects
- ▶ Abatement Sequencing & Coordination of Any Preparatory Work
- ▶ Integration of On-Going District Activities & Programs
 - Summer Programs
 - Cleaning / Operations
 - Activities & Athletics
 - Move-in / Move-out
 - Technology / Other



Development of Project Tracking Tools

- ▶ Overall Budget Summary and Back-up
- ▶ ProCore - Web-Based Platform
- ▶ RFP Log, RFI Log, SI Log, Submittal Log, etc.
- ▶ Interested Vendor Log
- ▶ Identification of Preferred/Local Contractors, Suppliers, etc.



Timing for the Sale of Bonds

- ▶ Determine if Bonds will be Issued all at Once or in Multiple Issues
 - ▶ Impact on Interest Cost
 - ▶ Impact on Investment Earnings
 - ▶ Interest Rate Risk
 - ▶ Timing of Projects
- ▶ Board Meeting Dates
 - ▶ December 4
 - ▶ Possible Discussion of Options for Bond Sale
 - ▶ December 18
 - ▶ Certify Final Levy - Including levies for LTFM and Voter Approved Bond Issues
 - ▶ Possible Pre-Sale Report Presentation
 - ▶ February 5
 - ▶ Possible Date to Award Sale of Bonds

Questions

?

