

**General Meeting Minutes****June 2, 2016**Plantation High School Media Center • [6901 NW 16th St, Plantation, FL 33313](http://6901NW16thSt.com)

1. Call to order 7:16 p.m.
2. Introductions were made
3. Approve Minutes – May 2016 - approved
4. **Old business**
  - a. Nominating Committee chair Matt Decker asked for any volunteers from the floor for chair. No one stepped forward. Motion was made and Linda Ferrara was nominated Vice Chair and Recording Secretary. Elected unanimously.
  - b. Maintenance (PPO) see [CAFR](#) for budget to actual (p. 10 and 11) – 6/16 audit committee Comparison of Motion to have district provide PPO's discussion of variances between original budgeted amount, revised budgeted amount and actual expenditures. Clarification is needed **Motion to have PPO provide the historical expenditures from 2010 to 2015. Made by Matt Decker, seconded.**
  - c. **CM at Risk Contract-**
    - i. Audit Committee update – McGladrey Review vs Miami-Dade/ special meeting TBA  
Heery continues to work with legal revue for the revisions associated with the CM@R agreement. Still need to address the quality control comments received from legal and McGladrey. As soon as the comments are addressed, it then goes to the Audit Committee for review. It will then go to the school board for review and approval. Timeframe is to take it back in the month of June; otherwise it would be in July.
    - ii. Upcoming use of CM at Risk Contract – Blanche Ely, Northeast, Stranahan  
A brief history was given starting with being a Design/Build project, reviewed by QSED, ranking was posted. Proposals received by Morganti were qualified proposals, which were not responsive to the intent of the procurement; all proposals were not deemed responsive. Heery met with the proposers. District received a bid protest on the Blanche Ely project. District made a decision to reject all projects and then put them out as CM@Risk. This time the district will not select CM@Risk as a price point, but as a bench mark off of qualifications. The scope would have better prepared if more time had been allowed which would have aided the design/build team a better understanding the scope of work. During a workshop, representatives of the construction community came in and stated that there was a misconception of price increases, their experience these projects can be delivered without a premium price increase. There will come a point where a budgetary number will go to a locked in guaranteed price, which usually occurs around the 60% of the design documents. Thereby, allowing an appropriate lead time for ordering items. Contingency is in the range of 10 – 15% due to the nature of the projects. The initial GMP would also be the maximum GMP. Workshop is being held June 21<sup>st</sup>. We want to see the Contractor has been budgeted hours for the sub consultants to make site visits, to attend weekly job site meetings, inspections on a spreadsheet to see when the sub-consultant how many hours they engaged in the project. Preparing board materials, then we can see the PSA agreement, Architects proposal, level of effort spreadsheet tied to calendar days (actual Authorization to Proceed work).  
  
The District did receive additional information from Jacobs to help understand some of the differences that were spoken about in the past. If not exceeding 50% of the value of the structure, you don't have to bring the whole building up to code. New equipment on the roof would have to meet hurricane requirements. Suggestion was made to notify cities when roofing projects are being done to address citizen's calls. There are ways to mitigate the odor of roofing.

- d. **Request** to district: A comparison between program manager costs and staff--did the district save time and money by outsourcing Facilities? Part of any decision making process is evaluating the outcome of the decision and incorporating feedback into future plans. Isn't this part of the budgetary process?
- e. Plantation HS portable issue (wiring)—no update
- f. \$100K School Choice Enhancement – process, procedures – *files added to FTF website – District?* Heery is working with district to provide updates and revision of documents to better align with the year 2 info packages that were issued in January to year 2 schools are in progress.

Atkins and the website that went live this week. On the facilities website go to Smart Program, then to Smart Program Facility Reports, then click on the Hard Hat then you can click on your schools info tying back to the ADEFP or put in the school name.

There was a concern that the information that was disseminated to schools was misleading. When looking at the DEFP the money represented for the project is when it will be funded not when the project will be started. The first year 14/15 (carry over year) and 15/16 (year 1) goal is to get the first two years into design before the end of third quarter of the calendar year. A large steady stream of projects has gone before the board. Last month the district was successful in bringing in the continuing contracts, 5 architectural and 4 MEP firms were awarded projects that have construction costs less than \$2 million. A large amount of these projects will be started a lot faster.

FTF Concerns – June 2014; Goals 2015-16 – Compile to Chief Facilities Officer – see *OneNote*

#### 5. Indoor Air Quality (IAQ) Mold and lead paint issues - Bob Krickovich

Due to budget cuts and people no longer with the district has ended the IAQ program as we knew it. Now an IAQ assessment will be done based on the form that is filled out. Corrections are made through the IAQ budget. Deerfield Bch Elementary was turned over to Facilities in 2012, URS had contact him to try to do something with it 2 years ago, but there was no funding available. 90% construction documents were received, Atkins comparing cost estimates, going back to board to request to advertise in July for bids. Right now building 1 is the one spoken of, no one is in there right now. Need to address the wood windows and the lead paint on the frames. This was a project pre Bond. Paint is on the exterior and interior wood frames. They will be scraping off what needs to be and new hurricane windows. This is an historic preservation building.

The department completed 384 IAQ assessments at facilities. The Tools for Schools projects were completed in 2011. Assessment is done by classroom. A School wide assessment can be done.

District uses a direct digital control system. Energy management controls the schools. Deerfield Beach HS unit has lived its useful life and is included in the scope. A form or phone call needs to be contacted if there is a need to change the temperature to deal with the mold and mildew. Roofing repairs are done on a case by case basis.

If there was a summary it would be address the building envelopes to address moisture concerns, mechanical systems to create a comfortable environment and humidity concerns.

The last training done was done in around 2011 in the torch down type product. Department has lost 28% of staff. District needs to look at a roofing department being able to have firms available to go and do roofing projects that exceed the state threshold.

#### 6. Bond Oversight Committee Update ([see BOC website](#) for agendas and minutes)

A threshold was determined by the BOC as to Tax Watch's reconciliation of specific projects to quantify where those dollars came from.

#### 7. QSEC Dates – Designees needed (See *OneNote* for Dates)

- a. June and July dates from Heery - John Perez is confirmed for Northeast, Matt Decker is doing Stranahan for design services. Nathalie to do Ely. Nathalie to send out July dates as to who can cover the QSEC meeting.

Recommendation would be to have 2 to 3 proposers for architectural services make a presentation in a large room, on one day, and have the appropriate individuals assembled for QSEC, score them accordingly.

Staff has been requested to not take any action on procedures until the policy passes.

- b. Need prequalification meeting designees

#### **8. 2016-17 Proposed Organizational Chart**

- a. Executive Director, Facilities and PPO (Exhibit 2, pg. 9) position has been eliminated.
- b. Procurement positions (Exhibit 2, pg. 17) All positions have been accepted. The position of Construction Sourcing Manager was approved 6/1. Other positions cannot be posted until July.
- c. Just hired a Manager of Contracts in Facilities. The position is being defined as it is new to the organization. The person will be working with Facilities first.

#### **9. Capital Budget/Needs Assessment/Cost Controls**

- a. 2014-15 pre-bond DEFP project update it looks like projects in from the back are missing. The small projects the life safety, building envelopes seem to be missing. Heery and Facilities will take a look at.
- b. Request for \$15.9 million additional funding for Cypress Bay, Falcon Cove, and Flanagan portable replacements (57% increase). The explanation given is that Atkins was asked to do a high level program overview, to look at the needs assessment along with current market conditions, inflation and other areas that would impact the program. Atkins and staff, came up with a recommendation, of a reserve of \$75 million. This was based on looking at all the factors one of the major ones being inflation. In the needs assessment a 3% included for inflation for the 5 year period. Actuals have been 5% so far. Competition for materials and labor contribute to the factor. There was a reserve of about \$59 million. The addition of the \$15.9 would bring it up to the \$75 million. Included in the risk assessment were the Cypress Bay, Falcon Cove, and Flanagan looking at the unit prices, there is a risk with the unit price being lower or higher. This, with a multitude of risks, it constituted \$75 million. Facilities would like to look the reserve as to how it came up with the \$59 million plus the projects that are increasing the reserve. The slide presented to the Board only showed the three classroom additions. Asked the state whether Capital dollars listed in the DEFP can be used for classroom additions.
- c. Question was raised as to if this reserve was a specific one set aside for Facilities projects, an allocation from the Bond fund or the district's overall reserve.
- d. Validation of project prioritization (how did schools with roof priorities of 1 fall behind schools with lower priority roofs—ex Plantation HS vs. Piper and Cypress Bay—see handout and email to School Board) Andre, Osgood's assistant, said that an update will be coming shortly as of May 23<sup>rd</sup>. A review of the three schools showed Plantation has a priority 1 (bonding year 4), Piper priority 2 (bonding year 1), Cypress Bay priority 2 (bonding year 2). Other schools showed a priority 1 also made it into bonding year 4.  
Motion to extend 5 minutes.  
Facilities Dept. has not been directed to review a priority roofing list.

#### **10. Other Discussions**

- a. Put into record the Facilities Task Force member's resignation letter.
- b. Board Item B-1 from 5/17/16: Board Member's Request to Draft a Policy Regarding a Mechanism to Provide Inspector General Services whether internal or external, counsel has been directed to bring back research as to what other districts are doing.
- c. Discuss at the next meeting the DEFP from 2014/2015 as to projects that were started, but have been included in Bond fund allocation from the 2015/2016 DEFP.
- d. Next meeting dates are June 13, June 20 and June 27<sup>th</sup>.
- e. Tabled to next meeting: Tentative meeting dates for 2016/2017 July 21, 2016, Aug 4, Sep 1, Oct 6, Nov 3, Dec 1, Jan 12, 2017, Feb 2, Mar 2, Apr 6, May 4, Jun 1.

Attendance:  
C. Germano

Guests:  
D. Connelley

Staff:  
S. Melloni

M. O’Laughlin  
M. Decker  
D. Rosenof  
S. Kurian  
L. Barber  
B. Blackwood  
D. Scullo  
R. Howard  
N. Lynch-Walsh  
E. Garner  
R. Cunningham  
L. Ferrara

J. Connelly

G. Boardman  
R. Krickovich  
R. Corbin  
J. McDonald

Out of Compliance  
Board Appointees

Vince Bocard – Ms. Freedman  
No appointees – Ms. Levinson  
J. Piechura (Resigned) – Ms. Brinkworth  
E. Haynes – Dr. Osgood  
:

DRAFT