

## FWISD CITIZENS' OVERSIGHT COMMITTEE MEETING

## Notes

<b>Date:</b>	July 14, 2008	<b>Location:</b>	FWISD Board Conference Room
<b>Prepared by:</b>	Tina Deal	<b>Project Name:</b>	FWISD Capital Improvement Program
<b>Purpose:</b>	Quarterly Meeting of the Capital Improvement Program Citizens' Oversight Committee	<b>Meeting Start:</b>	6:03 PM
		<b>Meeting End:</b>	7:25 PM
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Victor M. Garcia - Chair</li> <li>• Isaac H. Manning - Co-Chair</li> <li>• Paula Batts</li> <li>• Harold Hebson</li> <li>• MaryEllen Whitlock Hicks</li> <li>• Jack E. Larson</li> <li>• Larry Shaw</li> <li>• Dr. Dan Short</li> <li>• Willett R. Stallworth</li> <li>• Daniel C. Villegas</li> <li>• James DeMoss</li> <li>• Lisa Savage (absent)</li> <li>• Dionne Bagsby (absent)</li> <li>• Dr. Melody Johnson - FWISD</li> <li>• Walter Dansby - FWISD</li> <li>• Ron Wilson - FWISD</li> <li>• Jim Kram - FWISD</li> <li>• Ben Cruz - FWISD</li> <li>• Robert Palmer - FWISD</li> <li>• Barb von der Heydt - FWISD</li> <li>• Kristabel Lopez - DMJM</li> <li>• Danilo Lopez - DMJM</li> <li>• Gary Shuman - DMJM</li> <li>• Ray Castillo - DMJM</li> <li>• Tina Deal - DMJM</li> </ul>		

The following items were discussed:

- **Committee Chair Victor Garcia called the meeting to order at 6:03 pm.**
- **Dr. Johnson expressed her appreciation to the members of the Committee for their outstanding work.**
- **Dr. Johnson acknowledged the Fort Worth ISD Board members in attendance:**
  - Ray Dickerson
  - Judy Needham
  - Carlos Vasquez
  - Norman Robbins
- **Speaker – Pat Parker (parent) gave a brief presentation to Committee regarding the Paschal HS Wrestling Team's practice facility. Presently they are using the Orchestra Room. She stated that this space is not practical for this use. She proposed that this space be torn down and a new metal building put up in its place. The Committee informed Ms. Parker that this was not the forum for her request. Her information will be forwarded to the proper department.**
- **CIP Staff additions were introduced to the Committee:**
  - Kaylynn Loftis – CIP Office Manager
  - Phyllis McDonald-James – Procurement Coordinator
  - Brenda Adams – HUB Specialist
  - A Safety Coordinator will be hired soon.

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- **Approval of the meeting minutes for the April 14, 2008 CIP Citizens Oversight Committee (COC).**
  - Motion by Dr. Short to approve minutes, second by Ms. Whitlock-Hicks. Motion carried.
- **Discussion of Committee Members Questions.**

Three questions were submitted by the Committee members to the Deputy Superintendent and DMJM Program Executive regarding the CIP process and progress. A handout was distributed with the answers to each question (attached). The Deputy Superintendent and DMJM Program Executive further addressed each question.

**Question 1 – Will the site-based committees see the plans for their respective schools?**

- Site based committees are very involved in the process, and they know at all times what is going on with the projects. There is a concern that this process not interrupt the school instruction cycle. There was an inequity with the site based concept in the last Bond program, but in this program the Principals have been very involved, a CIP Website is being developed and the plans for new schools and additions will be made available to the public.
- Mr. Hebson - What method of approval is being utilized for the submittals?
  - Scope to Budget sign-off and verification meetings are held for each school. Add and delete alternates are also discussed. The website and Board meeting presentations serve as a means of communicating this information.
- Dr. Short - Is there a process in place to revise add and delete alternates?
  - Yes, this process is done through the Architects.
- Ms. Whitlock-Hicks – Should Paschal HS parents approach the architects regarding the wrestling team needs presented earlier?
  - No, the Magellan report is the basis of the Capital Improvement Program needs. The building that was referred to by the Paschal HS parent was deemed minimum use, therefore was not included in the report.
- Mr. Stallworth – Should this committee hear presentations like the Paschal HS presentation?
  - It is up to the Committee whether they want to hear these presentations.
- Mr. Manning – Should our policy be if these items are not funded in Magellan, we have no latitude with these types of projects?
- Dr. Johnson - Going into this Bond program, we knew that there would be a need for another one. Additional projects would be addressed then.
- Dr. Short – Should this committee close the door on these types of presentations?
- Ms. Whitlock-Hicks – Citizens should have an open forum to make these presentations.
- Mr. Shaw – We should never shut the door on the public, but should we even enter into discussions regarding items not on our agenda?
- Mr. DeMoss – We should let our citizens know our charter and the parameters of that charter.
- Mr. Hebson – Legitimate concerns should go through a qualifying process. We need to determine whether the concern is appropriate for our review.
- Mr. Villegas – Yes, we welcome public feedback, but we must limit that feedback to our charter.
- Mr. Manning - Is it understood in the community's mind that there is no room for additional projects? How do we address this?
  - This is being addressed by continual communication to the community.
- Mr. Shaw – What are the plans to communicate with the students and teachers during construction?

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- Meetings will be held to communicate with the students and teachers before and during the construction phase including safety presentations. The team will hold phasing meetings with the teachers to discuss logistics, etc.
- Mr. Shaw – Will moving assistance be provided to the teachers?
  - Yes, moving assistance will be provided.
- Mr. Shaw - What provisions are being made for paint fumes?
  - Precautions will be taken regarding paint fumes. Each case will be unique; therefore different teams will develop need assessments and determine how they will be addressed.

**Question 2 – What efforts are being made to attract Fort Worth based businesses, both minority and non-minority?**

- Solicitations are sent out to local businesses via the District's Electronic Notification System (ENS). Most local businesses are registered with the District, and everyone registered receives these notifications.
- All solicitations are advertised at least two weeks in the Commercial Recorder.
- Local organizations and industry groups are invited to quarterly CIP update meetings.
- District personnel and DMJM staff continue to build a shared database of potential contractors and subcontractors.
- The District is meeting and building professional relationships with minority chambers, organizations, governmental and certification agencies.
- CIP updates are presented at networking events to inform attendees of upcoming opportunities.

**Question 3 – How are minority participation percentages being made public? Is it done in a way that is easily discernable between the bond funds and regular budget?**

- Capital Improvement Program HUB participation percentages are tracked and reported in the CIP Monthly Report and are specific to the bond funds.
- The District Purchasing Department is developing a system for monitoring, tracking and reporting HUB participation percentages specific to the regular budget.
- Ms. Whitlock-Hicks – Can companies of color bond with other companies?
  - Yes. This is a topic in one of the training sessions provided by FWISD/QUOIN. Mentoring for companies interested in this option will be offered during training.
  - HUB participation percentages reported include second and third tier participation. The Capital Improvement Program is pushing for the participation goals to be met in the first tier.

**Progress Update - Kristabel Lopez.**

**Ms. Lopez presented information from the CIP Monthly Report for June 2008. This included the following issues:**

- Improve School Safety & Security
- Renovate Critical Building Systems
- Emphasis on Classroom Technology
- Equity in Classrooms – comparable classrooms and schools district wide.
- Modernize Athletic Facilities
- Build Sustainable and Cost Effective Schools.

**Scope and Execution of Program**

- **General Timelines and Phasing**
  - Phase 1 and Phase 1A\*

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- Phase 2 and Phase 2A\* - This phase is ahead of schedule
  - Phase 3
- \*(A) Denotes new school construction

➤ **Scope**

- Renovations to all existing schools and athletic facilities.
- 342 new classrooms.
- Other bond considerations.

➤ **Budget**

- \$593.6 M
- Phase 1 schools make up 41% of the total bond budget.

➤ **Progress**

- Twenty-two (22) Bid Packages moving forward in the design stage.
- 35 A/E firms on board.
- Professional Services Contractors have been selected and recommended to the Board.
- Competitive Sealed Proposals will be used for Construction Contracts. This Best Value Procurement method takes into consideration pricing, qualifications, safety record and practices and HUB participation.
- Sustainable Design Initiatives utilizing "green" building concepts in building system.
  - ✓ Fort Worth is the first Texas school district to implement this program.
- Running track construction is underway.
- Phase 1 includes 54 projects, 49 are in the Design phase.
- Phase 2 includes 55 projects
- Over 100 projects in progress at this time.
- Met with City of Fort Worth to discuss permitting process.

➤ **Look Ahead – Phase 1 Construction Procurement**

- Procurement of contractors will begin in the 4<sup>th</sup> quarter of 2008.
- 20 Renovation bid packages will occur 4<sup>th</sup> quarter 2008 through 1<sup>st</sup> quarter 2009.
- First new elementary school (Phase 1A) and one school addition in the first quarter of 2009.
- Digital Classroom technology implementation will begin in the 3<sup>rd</sup> quarter of 2008.

**CIP Controls Status**

- Background Checks – All vendors will undergo safety screening. Fingerprinting will not apply to any contractors that do not have direct contact with the children.
- Prompt payment is occurring on average 10 working days after receipt of correct invoices.
- Mr. Villegas asked if any discrepancies in budget have occurred from any funds that have been paid. Are there any reports available that would inform the committee?
  - No discrepancies have been found. They would be reflected in the reconciliation reports in ePM and MUNIS.
- Mr. Shaw inquired about security checks and if they are statewide. What about fingerprinting?
  - The security checks are the same as the background checks. They are statewide, and every vendor working on any school site must undergo the background check in order to be badged. Fingerprinting is not required as long as the contractors are not in direct contact with the children. The District safety program will ensure that there is no direct contact with the children.

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**➤ CIP HUB Status**

- HUB participation is low with the tracks projects, limited by the specialized work.
- General Contractor is working with FWISD HUB Department to increase participation.

The Capital Improvement Program One Page Summary was a great recommendation. Ms. Lopez thanked the Board Audit Committee for this idea.

Extra packets of this report and supporting information will be made available for Board members.

**Athletic Tracks – Bob Palmer**

- Presentation of the tracks project from pre-construction to present was given.
- 30 days into the project and 50% of the work is complete.
- 16 tracks are presently under construction. 3 new tracks will be constructed in the next phase.
- Safety - No accidents or injuries have occurred.
- Mr. Villegas asked how many contractors are working on these projects.
  - One General Contractor and their subcontractors.

**Insurance & Bonding – Jim Kram**

- Meetings are being held with DISD to collaborate on insurance and bonding requirements and issues including standards, methodology for tracking insurance certificates and maintaining and monitoring interests.
- Dr. Short asked how financial stability of companies will be monitored.
  - An account has been set-up with Dun & Bradstreet in order for the District to analyze and evaluate the financial stability of a firm.
- Mr. DeMoss inquired if there will be an Owner Controlled Insurance Program (OCIP)?
  - No. There was some discussion as to the reasons an OCIP would not be used on this Bond Program.

Ms. Lopez introduced Tom Johns, the DMJM CIP Project Director and other members of the DMJM team.

**Future Meetings**

- Monday, October 13, 2008 at 6 pm.

**Comments**

- Questions and Requests for Information should be submitted in writing prior to the next scheduled meeting.

**Mr. Shaw made a motion to adjourn the meeting.**

**Meeting adjourned at 7:25 pm.**

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APPROVED

Victor M. Garcia October 13, 2008

Victor Garcia, Chair

Date

Cc: All attendees  
DMJM Document Control

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