

## 2017 Citizens' Oversight Committee Meeting Minutes

<b>Date:</b>	May 21, 2018	<b>Location:</b>	FWISD Board Complex Conference Room
<b>Prepared by:</b>	Ana Perez	<b>Project Name:</b>	2017 FWISD Capital Improvement Program
<b>Purpose:</b>	2017 Capital Improvement Program Citizens' Oversight Committee – Quarterly Update	<b>Meeting Start:</b>	6:00 P.M.
		<b>Meeting End:</b>	7:08 P.M.
<b>Attendees:</b>	<b>COC MEMBERS</b> Benda, Robert (Bob) – Chair Cardenas, Josue Gentry, Emily Harvey, Stephanie Hry, Molly Johnson, Paul Miles, Jr, Roderick Phillips, Quinton Poole, Steven Price, Scott Saucedo, Lisa Silverberg, Kal Suarez, Mary Alice West Strawser, Laura Bert Williams – Vice-Chair Willis, Libby  <b>ABSENT</b> Spangler, Anthony	<b>FWISD</b> Aery, Danielle Burris, Vicki Griffith, Gary Perez, Ana Schiro, Elsie Scribner, Kent  <b>PROCEDEO</b> Aanenson, Gary Brock, Barry Grenier, Tara Johnson, Brian  <b>BOARD MEMBERS</b> Moss, Christene Robbins, Norman	

The following items were discussed:

1. **CALL TO ORDER**

Robert (Bob) Benda, Chair, called the meeting to order at 6:00 p.m.

2. **DISCUSSION OF COMMITTEE APPROVALS AND ACKNOWLEDGEMENTS**

Approval of the COC Meeting Minutes

Minutes of the March 19, 2018 COC Meeting are unanimously approved

Approval of COC Guidelines

In the previous meeting a sub-committee was established to revise the original COC Guiding Principles. Molly Hyry suggested to make a minor revision referencing information on specific page. Motion by Bob Benda to recommend the Guiding Principles to the Board of Education for adoption, motion moved by Kal Silverberg; unanimously approved by the committee.

Conflict of Interest Acknowledgement

All committee members received a Conflict of Interest form to acknowledge the policy.

Verify question from committee member Scott Price with FWISD Legal counsel, in regards to potential interest in bidding FWISD work and conflict of interest.

2018 COC Meeting Dates

The following dates have been confirmed:

August 27, 2018

November 26, 2018

3. **2017 CAPITAL IMPROVEMENT PROGRAM UPDATES**

Barry Brock, Program Director with PROCEDEO, presented an overall update thus far of the 2017 CIP. See attached presentation for detailed information. Below are highlights of the presentation.

PROCEDEO is gearing up to staff up on their team to serve this bond program. Introduction of PROCEDEO team.

Tara Grenier, Design Manager

Robbie Thompson, Community Liaison

Brian Johnson, Project Manager

Gary Aanenson, Construction Manager

Noie Dethoudom, HUB Program Manager

Krystal James, HUB Outreach Coordinator

### Mobilization

- Consultant and Vendors are in procurement status, advertisement for Test and Balance and Materials Testing.
- Architect Assignments – All 19 architects have been assigned to 33 projects.
- Phasing has been condensed to one, there are no quick starts or additional phases
- Meetings with Principals to identify the scope of work for each campus have occurred/scheduled
- PBK was the architectural firm that conducted the needs assessment and found \$1.6 Billion in problems, the District is addressing \$750 Million in the 2017 bond from the \$1.6 Billion in need

### COC Member Request:

- List of architects that have been assigned to projects
- Schedule Workshop for general overview of the process

### Design

Tara Grenier, selection of nineteen architects have been announced. Architects were selected based on prior performance, ability to perform on the type of projects that we currently have. Local architects were a priority.

- The 2017 CIP has adopted the 2017 AIA Agreement to begin contracts
- Contracts completed and issued
- A/E Orientation process completed
- 21<sup>st</sup> Century classroom design Educational Specifications
- Working with Maintenance to understand the infrastructure and life cycle items that need to be addressed, system assessments to be completed

### Construction

- AIA renews their contract every ten years, 2017 CIP is adopting the 2017 AIA Agreement for this program
- City of Fort Worth Orientation - Working with the city to inform them of the schedule, plans, and be informed of any new requirements
- First project for 2017 CIP is active for Paschal Field House, Northridge Construction is the contractor for this project
- PROCEDEO has established outreach with contractors to begin a relationship to gain interest in upcoming projects.
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### Procurement Methods

The 2017 CIP will follow the 2013 CIP procurement process. Below are the three types of procurement processes.

Contractor Manager at Risk (CMAR) is a project delivery method that allows the owner to hire a contractor early in the design process and assist with value engineering, cost estimating and constructability reviews.

Job Order Contract (JOC) is a project delivery method commonly encountered to get projects done quickly for a wide variety of renovation, replacement and minor construction projects. This procurement method has a dollar amount that is capped by the State of Texas. Any JOC project that is over the amount of \$500K has to be approved by your BOE.

Competitive Sealed Proposal (CSP) is a project delivery method that offer the opportunity to select a contractor for projects based on best value instead of simply the lowest price. Contractors may be selected on reputation, relevant project experience, schedule and other criteria, including overall price. This delivery method happens when the drawings are 100% complete and we send out an advertisement to bid.

## Communications

### Website

Will be updated periodically depending on activity.

### Historically Underutilized Business (HUB) Outreach

Krystal James has been in contact with contractors to inform them of upcoming projects in the 2017 CIP, gathering interest to bid projects.

The goal for the District is 25% which PROCEDEO has exceeded that goal up to date. Working with all local groups to get them to engage in our projects. Robbie Thompson is the HUB Director that has been involved in this process.

### Student Engagement - College and Career Readiness

Robbie Thompson and staff coordinated a field trip on April 18<sup>th</sup>-20<sup>th</sup> to different architect and construction firms, to engage students and inform them of the field. Over 300 students attended from ten different high schools to this event. An opportunity to attend this event will be available next school year.

### Program Scope

Tara Grenier, Design Manager with PROCEDEO, discussed the current process of the program scope for the 2017 CIP. See attached presentation for detailed information. Below are highlights of the discussion.

Renovations:

Restrooms

Common areas

Career Technical Educational Spaces

Meeting with Athletic Administrators

Website Address

Program Schedule – Athletics current

Construction Status – Paschal HS

## Commitments

- Finding out what GC's would like in working with FWISD
- New routing process to expedite internal process
- streamline
- Seven athletics projects \$3.3  
Request: breakout of financial information project
- Quick Start Projects (QSP) were chosen by their size, smaller projects

4. GENERAL DISCUSSION / ANNOUNCEMENTS

5. FUTURE MEETING CONFIRMATION

The next meeting will be held on August 27, 2018.

\*Meetings are audio recorded

6. ADJOURNMENT

The meeting adjourned at 7:08 p.m.

Approval

  
Robert Benda, Chairman

  
Date

Cc: All attendees  
PROCEDEO Document Control