

Local Funded Initiatives Template

Ohio Facilities Construction Commission Forms and Documents

Contents:

	<u>Page</u>
A. Policy and Procedure Memorandum	2
B. Form Agreement	4
C. Funding Plan	6
D. Signature Page	7

Policy and Procedure Memorandum – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

Applicable to: CFAP, ENP, ELPP, and Accelerated Urban Programs

A School District may choose to add to the scope of a classroom facilities project and separately fund a scope of work ("Local Initiative"). A Local Initiative will fall into one of four categories:

1. Additional square footage in a new facility or addition, such as board offices or additional classrooms.
2. Improvements associated with a renovation project beyond the scope of work funded by the Commission.
3. Material or scope upgrade, such as adding additional casework to a classroom, seating in a gym, or a special feature of the facility or need for the site.
4. The Commission may designate a material, system or design feature as a Locally Funded Initiative when the estimated cost of a project at the completion of a design phase exceeds the approved budget for the project, in situations where an alternative design manual compliant material, system or design feature would reduce the amount of the budget overrun.

Whenever a Local Initiative will be purchased through contracts that are subject to the Commission's approval, a Memorandum of Understanding (MOU) will be executed by the School District and the Commission, setting forth specific terms and conditions. A separate MOU should be executed for each building. A preliminary MOU should be signed early in the design stage of a project, and revised before bidding in situations where contracts are subject to a percentage formula (base bid work versus alternate bid work). In no case shall construction contracts be approved unless a MOU is executed by the School District and the Commission.

In managing costs for Local Initiatives, the following principles shall be followed. Whenever the Local Initiative involves the construction of additional square footage in a new facility or addition, the square footage cost of a Local Initiative portion of a building will be the average square footage cost of the new construction and include a contingency reserve consistent with the contingency reserve percentage for the OSFC project.

If the additional square footage is for space that is not similar to spaces provided in the Design Manual (i.e., auditorium or natatorium), a special cost estimate will be required by the Commission to determine the cost per square foot, as it will exceed the average cost per square foot of the remainder of the facility. This type of space shall be bid as integral with the classroom facilities project, with the assignment of costs being higher than the average cost per square foot.

Whenever the Local Initiative involves improvements associated with a renovation project beyond the scope of work funded by the Commission, a special cost estimate will be required by the Commission to determine the cost per square foot. The cost estimate is to be a comprehensive estimate for all costs, and not an estimate of the marginal cost of the additional labor and material for the work. This type of Local Initiative work will be included in the base bid work, with the estimate determining the fixed percentage of construction contracts that will be assigned as the Local Initiative cost.

The MOU shall list all of the Local Initiatives in each of the following categories:

1. Additional Square Footage Local Initiatives and Renovation Project Improvements shall be defined as a fixed percentage of construction contracts. The fixed percentage will apply to all costs, including bid savings and overruns, and specify that the cost of change orders shall be split according to the listed percentage.
2. Material or Scope Upgrade Local Initiatives shall be defined as a specific dollar amount. These should be bid as an add alternate to the OSFC base bid contracts when possible. The project team shall review all change orders and assign to the School District all costs related to the material or scope upgrade local initiative.

The School District will assume all of the financial responsibility for the Local Initiative and establish a Local Initiative Fund or special cost center in a fund other than fund 010 to account for the local resources supporting the Local Initiative. The School District will transfer the required money prior to certification of availability of funds.

Policy and Procedure Memorandum – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

For districts in the Expedited Local Partnership Program, the District's contracts for Architects and other professional services should specify the portion of the contract to be paid as a Local Initiative. The Commission may reduce the amount of the Architect and other professional services fees in the project credit to account for that portion of the fees that are due to the Local Initiative.

For school districts in CFAP, ENP and Accelerated Urban Program, agreements for Architects, Consultants, Owner's Agents, Construction Managers and Design Builders should specify the portion of the contract to be paid as a Local Initiative. These agreements shall not be less than the co-funded project fee percentages in comparison to the construction budgets, unless approved by the Commission. The services provided under such Amendments are to be paid directly by the School District from the Local Initiative fund.

The contracts for the Architects and other professional services should be executed as soon as possible after the identification of the Local Initiative scope, but no later than the approval of construction contracts.

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

Project Stage: Schematic Design		
School District:	Elida LSD	
County Name:	Allen	
Building Name:	Elida New Elementary	
OSFC Scope of Work:	Build one new elementary sized roughly 121,000 sf, with 10,000 sf integral LFI.	
Local Initiative Scope of Work and Project Name:	9,700 sf of integral square footage, standing seam metal roof, terrazzo, outside facilities.	
Local Initiative Budget:	Construction Costs: \$\$4,574,276.70 Contingency: \$\$538,150.20 Non-construction Costs: \$\$269,075.10 Total LFI Estimate: \$\$5,381,502.00	
Additional Square Footage or Renovation Project Improvement LFI's (Fixed Percentage of Costs)	Additional classrooms, gymnasium oversize square footage. Additional SqFt Total Amount: \$\$2,257,927.00	
Material or Scope Upgrade LFI's (Add Alternate Bid)	Terrazzo, standing seam metal roof, outside facility upgrades, music space upgrades, playground equipment Material or Scope Upgrade Total Amount: \$\$3,123,575.00	
LFI Fund(s) and Cost Center(s):	004	
Proportional Sharing Percentage of Additional Square Footage LFI's, Renovation Project Improvements and integral scope of work:	% Project Construction Fund	% Local Initiative Fund
	84.76	15.24

The School District Funding Plan is indicated below. A Local Initiative should not be included in design if there is any uncertainty of funding for the Local Initiative. By exception, the Commission may approve continuing to the next design phase with only a portion of the required funding in the Local Initiative Fund, up to the CD phase, if the Commission determines that the School District's plan for depositing the remaining funds in a timely manner does not present significant risk. In any case, all funding must be in the Local Initiative Fund prior to bidding the work or executing a GMP amendment.

The Local Initiatives portion of shared contracts should be paid in accordance with the pay request. Generally, payments should be spread over the time span of the contract, or approximate the completion of the Local Initiative. In no case shall the School District Treasurer pay all the invoices of a contract with project funds, and then only pay the final invoices with local initiative funds.

If a cost overrun occurs or change orders are approved by the Commission and School District to Fixed Percentage Contracts, the costs will be proportionally shared by the Project Construction Fund and the Local Initiative Fund according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding. In the event of a cost under-run or deduct change order to Fixed Percentage Contracts, the contributions of the Project Construction Fund and Local Initiative Fund will be

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

reduced according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding. The calculation of cost overruns or under-runs include all shared hard and soft costs of the project. For Fixed Percentage contracts, change orders may be designated as fully project-funded or fully local initiative-funded only in extraordinary circumstances, by agreement from both owners, when the change order involves a substantial change of scope that unarguably is connected to only project-funded work or local initiative-funded work.

Material or Scope Upgrade Local Initiatives shall be defined as a specific dollar amount. The project team shall review all change orders and assign to the School District all costs related to the material or scope upgrade local initiative.

Form Agreement – Local Funded Initiatives
Ohio Facilities Construction Commission Forms and Documents

The Board of Education proposes that the School District will provide funding for the proposed locally funded initiative of Integral square footage and material upgrades in the amount of **\$\$5,381,502.00 Dollars** prior to bidding the work or executing a GMP amendment.

The School District further states that the funding for the proposed locally funded initiative identified above will be provided by the following revenue resources, in the following amounts:

<i>FUNDING SOURCE</i>	AMOUNT
Bond Issue	\$\$5,381,502.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00

A FINDET report showing the deposit of the Local Initiative Funds must be submitted with any MOU executed during the CD or GMP phase.

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

The School District and Commission agree to the terms and conditions provided in this Memorandum of Understanding for the Local Funded Initiative.

Elida LSD
SCHOOL DISTRICT

OHIO FACILITIES CONSTRUCTION
COMMISSION

Allen
COUNTY

By: _____
Superintendent

Date: _____

By: _____
Treasurer

Date: _____

By: _____
Project Manager

Date: _____

By: _____
OFCC Financial Representative

Date: _____

Local Funded Initiatives Template

Ohio Facilities Construction Commission Forms and Documents

Contents:

	<u>Page</u>
A. Policy and Procedure Memorandum	2
B. Form Agreement	4
C. Funding Plan	6
D. Signature Page	7

Policy and Procedure Memorandum – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

Applicable to: CFAP, ENP, ELPP, and Accelerated Urban Programs

A School District may choose to add to the scope of a classroom facilities project and separately fund a scope of work ("Local Initiative"). A Local Initiative will fall into one of four categories:

1. Additional square footage in a new facility or addition, such as board offices or additional classrooms.
2. Improvements associated with a renovation project beyond the scope of work funded by the Commission.
3. Material or scope upgrade, such as adding additional casework to a classroom, seating in a gym, or a special feature of the facility or need for the site.
4. The Commission may designate a material, system or design feature as a Locally Funded Initiative when the estimated cost of a project at the completion of a design phase exceeds the approved budget for the project, in situations where an alternative design manual compliant material, system or design feature would reduce the amount of the budget overrun.

Whenever a Local Initiative will be purchased through contracts that are subject to the Commission's approval, a Memorandum of Understanding (MOU) will be executed by the School District and the Commission, setting forth specific terms and conditions. A separate MOU should be executed for each building. A preliminary MOU should be signed early in the design stage of a project, and revised before bidding in situations where contracts are subject to a percentage formula (base bid work versus alternate bid work). In no case shall construction contracts be approved unless a MOU is executed by the School District and the Commission.

In managing costs for Local Initiatives, the following principles shall be followed. Whenever the Local Initiative involves the construction of additional square footage in a new facility or addition, the square footage cost of a Local Initiative portion of a building will be the average square footage cost of the new construction and include a contingency reserve consistent with the contingency reserve percentage for the OSFC project.

If the additional square footage is for space that is not similar to spaces provided in the Design Manual (i.e., auditorium or natatorium), a special cost estimate will be required by the Commission to determine the cost per square foot, as it will exceed the average cost per square foot of the remainder of the facility. This type of space shall be bid as integral with the classroom facilities project, with the assignment of costs being higher than the average cost per square foot.

Whenever the Local Initiative involves improvements associated with a renovation project beyond the scope of work funded by the Commission, a special cost estimate will be required by the Commission to determine the cost per square foot. The cost estimate is to be a comprehensive estimate for all costs, and not an estimate of the marginal cost of the additional labor and material for the work. This type of Local Initiative work will be included in the base bid work, with the estimate determining the fixed percentage of construction contracts that will be assigned as the Local Initiative cost.

The MOU shall list all of the Local Initiatives in each of the following categories:

1. Additional Square Footage Local Initiatives and Renovation Project Improvements shall be defined as a fixed percentage of construction contracts. The fixed percentage will apply to all costs, including bid savings and overruns, and specify that the cost of change orders shall be split according to the listed percentage.
2. Material or Scope Upgrade Local Initiatives shall be defined as a specific dollar amount. These should be bid as an add alternate to the OSFC base bid contracts when possible. The project team shall review all change orders and assign to the School District all costs related to the material or scope upgrade local initiative.

The School District will assume all of the financial responsibility for the Local Initiative and establish a Local Initiative Fund or special cost center in a fund other than fund 010 to account for the local resources supporting the Local Initiative. The School District will transfer the required money prior to certification of availability of funds.

Policy and Procedure Memorandum – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

For districts in the Expedited Local Partnership Program, the District's contracts for Architects and other professional services should specify the portion of the contract to be paid as a Local Initiative. The Commission may reduce the amount of the Architect and other professional services fees in the project credit to account for that portion of the fees that are due to the Local Initiative.

For school districts in CFAP, ENP and Accelerated Urban Program, agreements for Architects, Consultants, Owner's Agents, Construction Managers and Design Builders should specify the portion of the contract to be paid as a Local Initiative. These agreements shall not be less than the co-funded project fee percentages in comparison to the construction budgets, unless approved by the Commission. The services provided under such Amendments are to be paid directly by the School District from the Local Initiative fund.

The contracts for the Architects and other professional services should be executed as soon as possible after the identification of the Local Initiative scope, but no later than the approval of construction contracts.

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

Project Stage: Design Development

School District:	Elida LSD	
County Name:	Allen	
Building Name:	Elida New Elementary	
OSFC Scope of Work:	Build one new elementary totaling 130,799 sf, of which 9,704 sf is LFI. The below percentage distribution has changed to reflect removal of material upgrades from the split.	
Local Initiative Scope of Work and Project Name:	9,704 sf of integral square footage, standing seam metal roof, terrazzo, outside facilities.	
Local Initiative Budget:	Construction Costs: \$\$4,574,276.70 Contingency: \$\$538,150.20 Non-construction Costs: \$\$269,075.10 Total LFI Estimate: \$\$5,381,502.00	
Additional Square Footage or Renovation Project Improvement LFI's (Fixed Percentage of Costs)	Additional classrooms, gymnasium oversize square footage. Additional SqFt Total Amount: \$\$2,257,927.00	
Material or Scope Upgrade LFI's (Add Alternate Bid)	Terrazzo, standing seam metal roof, outside facility upgrades, music space upgrades, playground equipment Material or Scope Upgrade Total Amount: \$\$3,123,575.00	
LFI Fund(s) and Cost Center(s):	004	
Proportional Sharing Percentage of Additional Square Footage LFI's, Renovation Project Improvements and integral scope of work:	% Project Construction Fund	% Local Initiative Fund
	92.98	7.02

The School District Funding Plan is indicated below. A Local Initiative should not be included in design if there is any uncertainty of funding for the Local Initiative. By exception, the Commission may approve continuing to the next design phase with only a portion of the required funding in the Local Initiative Fund, up to the CD phase, if the Commission determines that the School District's plan for depositing the remaining funds in a timely manner does not present significant risk. In any case, all funding must be in the Local Initiative Fund prior to bidding the work or executing a GMP amendment.

The Local Initiatives portion of shared contracts should be paid in accordance with the pay request. Generally, payments should be spread over the time span of the contract, or approximate the completion of the Local Initiative. In no case shall the School District Treasurer pay all the invoices of a contract with project funds, and then only pay the final invoices with local initiative funds.

If a cost overrun occurs or change orders are approved by the Commission and School District to Fixed Percentage Contracts, the costs will be proportionally shared by the Project Construction Fund and the Local Initiative Fund according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding. In the event of a cost under-run or deduct change order to Fixed

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

Percentage Contracts, the contributions of the Project Construction Fund and Local Initiative Fund will be reduced according to the same percentage shares as listed for those contracts, shown above in this Memorandum of Understanding. The calculation of cost overruns or under-runs include all shared hard and soft costs of the project. For Fixed Percentage contracts, change orders may be designated as fully project-funded or fully local initiative-funded only in extraordinary circumstances, by agreement from both owners, when the change order involves a substantial change of scope that unarguably is connected to only project-funded work or local initiative-funded work.

Material or Scope Upgrade Local Initiatives shall be defined as a specific dollar amount. The project team shall review all change orders and assign to the School District all costs related to the material or scope upgrade local initiative.

Form Agreement – Local Funded Initiatives
Ohio Facilities Construction Commission Forms and Documents

The Board of Education proposes that the School District will provide funding for the proposed locally funded initiative of Integral square footage and material upgrades in the amount of **\$\$5,381,502.00 Dollars** prior to bidding the work or executing a GMP amendment.

The School District further states that the funding for the proposed locally funded initiative identified above will be provided by the following revenue resources, in the following amounts:

<i>FUNDING SOURCE</i>	AMOUNT
Bond Issue	\$\$5,381,502.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00
	\$\$0.00

A FINDET report showing the deposit of the Local Initiative Funds must be submitted with any MOU executed during the CD or GMP phase.

Form Agreement – Local Funded Initiatives

Ohio Facilities Construction Commission Forms and Documents

The School District and Commission agree to the terms and conditions provided in this Memorandum of Understanding for the Local Funded Initiative.

Elida LSD
SCHOOL DISTRICT

OHIO FACILITIES CONSTRUCTION
COMMISSION

Allen
COUNTY

By: _____
Superintendent

Date: _____

By: _____
Treasurer

Date: _____

By: _____
Project Manager

Date: _____

By: _____
OFCC Financial Representative

Date: _____

Phase Submission Form

Ohio Facilities Construction Commission Standard Forms and Documents

TO: Jordan Zamy, Project Contact
 FROM: Peterson Construction Company, CM at Risk
 RE: Elida, School District
New Elementary, Building Name
 DATE: December 2, 2019

PHASE

Program of Requirements	Schematic Design	Design Development	Construction Documents
☒ Phase Submission Requirements Checklist	☒ Phase Submission Requirements Checklist	☐ Phase Submission Requirements Checklist	☐ Phase Submission Requirements Checklist
☐ 01 Board Resolution	☐ 01 Board Resolution	☐ Board Resolution	☐ Board Resolution
☐ 02 Master Plan Summary (OFCC Spreadsheet)	☐ 04 Project Budget/Cost Estimate Building & District wide	☐ Project Budget/Cost Estimate a) Building & District wide	☐ Project Budget/Cost Estimate a) Building & District wide
☐ 03 Bracketing Forms and Summary of Renovations	☐ 11 Plans & Specifications	☐ Plans & Specifications	☐ Plans & Specifications
☐ 04 CM Eval. Of Project Budget	☐ 05 LEED LEED Point Checklist EPA Target Finder Parametric Modeling Evid. Monthly Energy Consumpt. Annual Energy Consumpt. Monthly Peak Demand Annual peak Demand Narrative of Use of LEED \$	☐ LEED LEED Point Checklist EPA Target Finder Parametric Modeling Evid. Monthly Energy Consumpt. Annual Energy Consumpt. Monthly Peak Demand Annual peak Demand Narrative of Use of LEED \$	☐ LEED LEED Point Checklist EPA Target Finder Parametric Modeling Evid. Monthly Energy Consumpt. Annual Energy Consumpt. Monthly Peak Demand Annual peak Demand Narrative of Use of LEED \$ USGBC Design Review Com.
☐ 05 LEED USGBC registration LEED Point Checklist Eco-Charette Minutes Initial Parametric Modeling EPA Target Finder Narrative of Use of LEED \$	☐ 06 Schedule	☐ Schedule	☐ Schedule
☐ 06 Schedules Design Project	☐ 06 All comments on previous phase incorporated	☐ All comments on previous phase incorporated	☐ All comments on previous phase incorporated
☐ 07 CM's Design Manual Compliance Comments	☐ 07 CM's Design Manual Compliance Comments	☐ CM's Design Manual Compliance Comments	☐ CM's Design Manual Compliance Comments
☐ 08-na Variance Requests	☐ 8-na Variance Requests	☐ Variance Requests	☐ Variance Requests
	☐ 12 Executed Project Agreement	☐ Constructability Review	☐ Constructability Review
	☐ 13 Technology Phase Sub. Form	☐ CM's Bid Packaging Plan	☐ CM's Bid Packaging Plan
☐ 09 Site Evaluation Checklist	☐ 09 Transmittal Letter of School District Site Drawings to ODOT	☐ A/E Justification Letter for Limited Product Manufacturer / Material	☐ A/E Justification Letter for Limited Product Manufacturer / Material
☐ 10 LFI MOU w/ Completed Form A102 or A103	☐ 10 LFI MOU w/ Completed Form A102 or A103	☐ LFI MOU w/ Completed Form A102 or A103	☐ LFI MOU w/ Completed Form A102 or A103
☐ Other:	☐ 14 Mid SD design review meeting	☐ Technology Phase Sub. Form	☐ Technology Phase Sub. Form
	☐ Other:	☐ Other:	☐ Other:

PHASE SUBMISSION FORM-con't**School District:**Elida LSD**Building Name:**New Elementary**Phase:**☒ POR☒ SD☐ DD☐ CD

The undersigned has reviewed the documents listed above, incorporated all previous review comments, and certifies them to be sufficient and adequate for the referenced stage of design and in conformance with the Design Manual and policies with the exception of any approved variance. The undersigned certifies that the specifications contain a minimum of three manufacturers for products and building systems, except where an Architect Justification Letter explains the basis for a more restrictive specification.

Architect (Garmann Miller)Date

The undersigned has reviewed the documents listed above, incorporated all previous review comments, and certifies them to be in conformance with the Design Manual and policies with the exception of any approved variance.

Construction Manager at Risk (Peterson CC)Date

The undersigned has received the documents listed above and, based upon the certification of the Architect and Construction Manager, and appropriate resolution of the Board of Education, approves them for submission to the Commission.

School District (Elida)Date

In reliance upon the certifications of the Architect and Construction Manager/Owner Agent, and based upon reasonable inquiry and review, the undersigned indicates as marked below:

☐ Approves phase submittals to be in conformance with the phase submission requirements.☐ Approved as noted, based upon the incorporation of the attached review comments dated☐ RejectsOhio Facilities Construction CommissionDate**Distribution of Signed Document to:**

Design Architect

Construction Manager at Risk

Career Compact Director

Project File