

# Measure T Bond Program Implementation Update

South San Francisco Unified School District

Board of Trustees Meeting

September 7, 2023



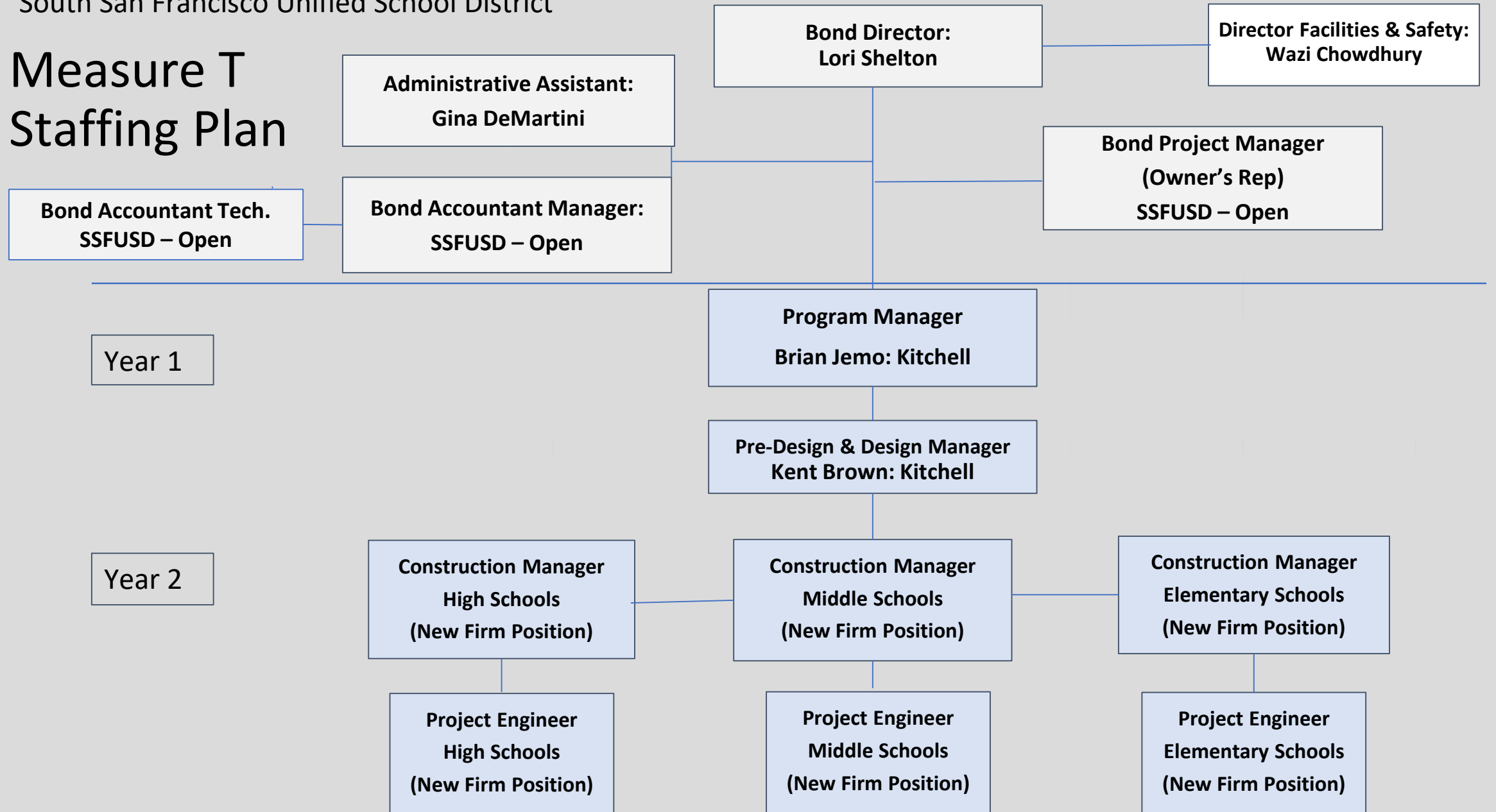
# Agenda

- Building the Team
  - New District Director & Administrative support
  - Program Managers
- Transparency & Accountability
  - Citizens Bond Oversight Committee formed & next steps
- Project Development
  - Qualified Architect Pool selections
  - Additional Engineering and Pre-Design teams, selection processes underway
- Bond Program Procedures, Processes, Guidelines
  - Developing Program Management Procedures
  - Ed Specs, District Facilities Standards
- Engaging Stakeholders
  - Site Facilities Committees
  - Board Facilities Sub-Committee
- Confirming Project Priorities
  - Process & Timing
  - Project Development Phases
- Program Master Plan Budget
  - Budget refinement
- Program Schedule
  - Outline
- Initial Bond Funded Projects
  - Priority HVAC upgrades

# Building the Team

- District Staff hiring underway
  - Bond Director: Lori Shelton
  - Bond Administrative Assistant: Gina DeMartini
  - Bond Construction Project Manager - advertised
  - Bond Accounting Manager Position—advertised
  - Bond Accounting Technician Position – advertised
- Consultant Program Management firm fully engaged
  - Kitchell-CEM: Brian Jemo, Program Manager
  - Kent Brown, Pre-Design and Design Manager

# Measure T Staffing Plan



# Bond Oversight Committee

## **Measure T requires the District to form a Citizen's Bond Oversight Committee**

### Purpose

- To actively monitor all projects and expenditures approved by the voters
- To provide proper oversight and accountability to ensure that Measure T funds are used as they were intended
- To report to members of the community on the progress of Measure T Projects

### Meetings

- Quarterly or as needed
- Complies with Brown Act
- Held at District Office in the evenings

### Committee Members

- Seven members approved by the Board of Trustees

# Bond Oversight Committee

- Staff went through a recruitment process for CBOC members
- Board of Trustees appointed the CBOC Members on August 10, 2023
- First meeting scheduled for September 2023
  - Training provided to CBOC members on Brown Act and Roles & Responsibilities
  - Determine meeting dates for the remainder of the year
  - Select Chair and Vice Chair
  - Determine Terms of Office for the members
  - Review CBOC Bylaws approved by the Board on May 11, 2023

# Bond Oversight Committee

## SSFUSD Citizens' Bond Oversight Committee Members

<b>Name</b>	<b>Committee Position</b>
Daniela Jonguitud	Senior Citizen Representative/Business Owner
Miguel A. Nava	Business Member/SSFUSD Parent
Laura Parmer-Lohan	Business Member
John R. Pena	Senior Citizen Representative/Business Owner
John Sanna	Taxpayer Organization Member
Avin Sharma	Parent of District Students
Soy Wong	Active SSFUSD Parent/PTA Member

# Project Development Process

## **Architectural Pool selection**

- Request for Qualifications process is on going.
- 30 Firms submitted Statements of Qualifications
- Evaluations are continuing with recommendations to the Board to approve a pool of qualified firms at the 9/21/23 Board meeting
- The recommended pool will include large, medium, small firms
- All very experienced on modernization of existing school sites
- Firms with theater renovation experience
- A specialty firm for fields and athletic facilities

# Project Development Process

## **Additional Engineering and Pre-Design Consultants**

- Requests for Qualifications
  - Topographic and Boundary Survey—currently being circulated
  - Geotechnical Engineers—currently being circulated
  - Hazardous Materials Consultants—in preparation
  - Specialty consultants—CEQA, other pre-design--Traffic Engineering
- Future Pre-Construction/Construction Phase Teams
  - Commissioning Agents
  - DSA Project Inspectors
  - Construction Project Managers
  - Construction Testing & Inspection

# Bond Program Procedures & Processes

## **Setting up structures & systems for efficient program functioning**

- Creating Bond Drive, Establishing File Structure, Planning for Archive/Historical Data Storage and Retrieval
- Confirming Internal Procedures and Processing for Procurement and Payments (Coordination with Business Services)
- Selecting Cost Accounting Software & Tracking Program Services to Manage Bond Expenditures
- Utilizing Legal Counsel Supplied Documents to request Consultant Services, Prepare Contracts and Agreements

# Bond Program Guidelines

- Educational Specifications
  - Building design requirements to support the District's Educational Programs
    - Classroom design standards at all levels
    - Special Programs requirements—Theaters, Gyms, Career Tech Education
- District Standards
  - Facilities Standards for building systems, building components, exterior/interior finishes, requirements for installation, warranty, maintainability
- Project Development Guidelines
  - Initial Project Assessments for sites to confirm Master Plan assumptions
  - Juggling priorities at the sites and District
  - Project review and approval guidelines

# Stakeholder Engagement

## **Site Facilities Committees**

- Need to begin formation of Site Committees this Fall
- Site Principals are key to identifying and bringing in stakeholders
  - Teachers, administrative and site staff
  - Parents
  - Community Members
- Role to provide site input into project definition process
  - Give voice to educators and staff
  - Encourages buy-in, promotes good communication

# Facilities Subcommittee of Board of Trustees

## Purpose

- Serve as a forum for discussion and recommendations to the Board on facilities planning and future construction projects
- Pathway for communication back to the full Board
- Key step in project review and approval process
- Review Bond program items prior to Board consideration
- Provides clear direction to staff and consultant teams

## Meetings

- Quarterly or as needed
- Complies with Brown Act
- Held at District Office in the evenings

# Facilities Subcommittee of Board of Trustees

## Committee Makeup

- Two members of Board of Trustees
- Superintendent
- Assistant Superintendent, Business Services
- Facility Staff Members

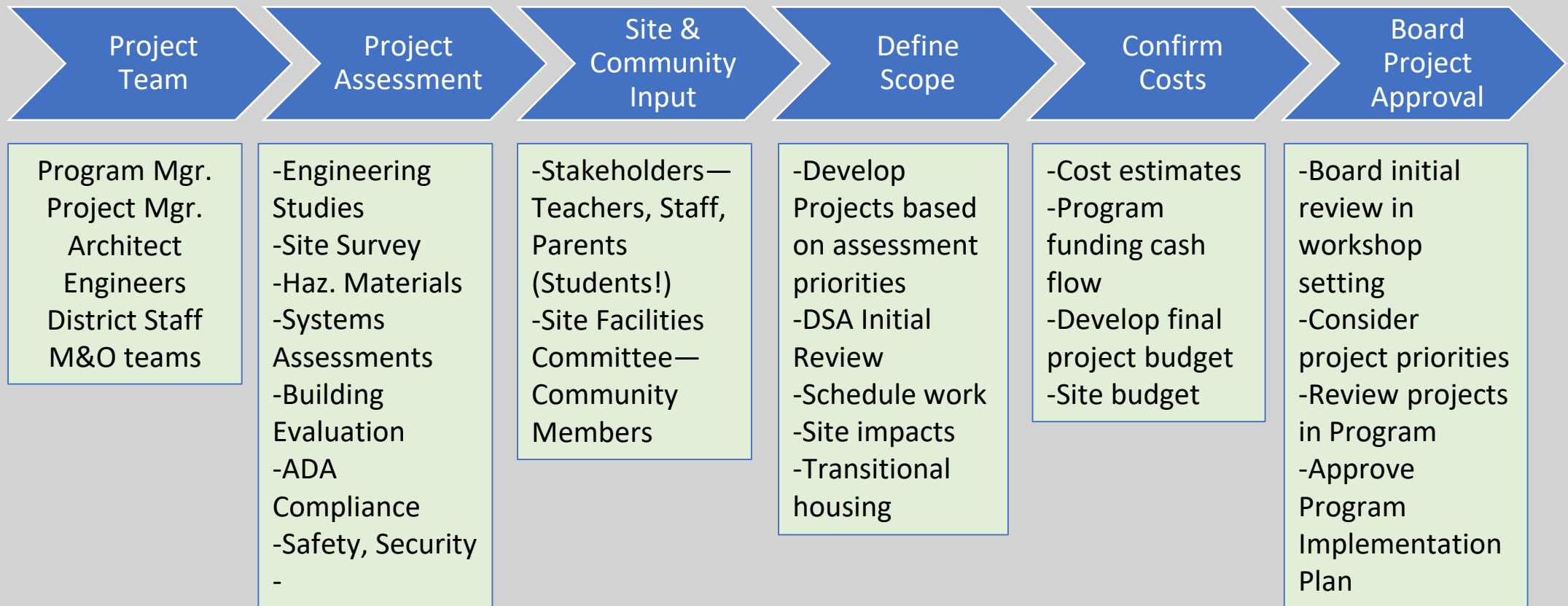
# Confirming Project Priorities

## **Project Definition**

- Step #1 – The core Program Team and core Consultants are currently being on-boarded and expected to be substantially complete by end of year.
- Step #2 – Initial site teams and assessments to move forward by early 2024.
- Step #3 – Scope definition along with site/community input and cost estimating to be developed in 2024.
- Step #4 – Initial Board Workshop review and project approval

# Project Development Phase

Each proposed project at our sites goes through a focused development process



# Program Budget

- Initial Program Budget developed from Bond Master Plan
  - Remember this overall amount is less than ½ of estimated facilities need in the District
- Budget amounts are “Total Project” including “Soft Costs”
- Construction or “Hard Costs” are net at 70%-75% of project costs
- Refining individual Project Budgets is a key step
- These budgets are our starting point as the program moves forward

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT		
EXECUTIVE SUMMARY - BOND PRIORITY PROJECT BUDGETS		
	BOND PROJECTS PRIORITY LIST	NOTES/COMMENTS (On Bond Projects Priority List)
Buri Buri	\$720,585	Security Systems, Covered Walkways
Junipero Serra	\$9,383,096	Modernization, Infrastructure Upgrades
Los Cerritos	\$20,308,833	New Exploratorium & Library, Modernization, TK
Martin	\$2,350,000	A Building Modernization, Site Security
Monte Verde	\$10,493,434	Site Infrastructure, Modernization
Ponderosa	\$10,592,661	Site Infrastructure, Field, Modernization
Skyline	\$10,800,571	Site Infrastructure, Playground,s Modernization
Spruce	\$18,693,995	Site Infrastructure, Playground, Modernization
Sunshine Gardens	\$25,520,011	New Exploratorium & Library (Reflected in Priority), Fields
<b>Total Elementary</b>	<b>\$108,863,185</b>	<b>ELEMENTARY PROJECTS TOTAL BUDGET</b>
Alta Loma	\$20,650,375	Site Infrastructure, Field, Modernization
Parkway Heights	\$21,621,899	Site Infrastructure, Hardcourts, Modernization, New Gym
Westborough	\$29,459,340	Site Infrastructure, Field, Modernization, Parking/Drop Off
<b>Total Middle</b>	<b>\$71,731,615</b>	<b>MIDDLE SCHOOL PROJECTS TOTAL BUDGET</b>
Baden	\$7,993,966	Site Infrastructure, Modernization, Baden & Adult Ed.
El Camino	\$49,906,411	Site Infrastructure, Modernization, Seismic, Theater, Café
South SF	\$83,351,213	Site Infrastructure, Modernization, New PE Athletic Facilities
<b>Total High</b>	<b>\$141,251,590</b>	<b>HIGH SCHOOL PROJECTS TOTAL BUDGET</b>
District Offices	\$5,854,517	Portables replaced
Children's Center	\$2,127,000	Rehabilitate Portable Classrooms & Offices
Adult Education	\$0	Adult Ed Classrooms in Baden Modernization work
<b>Total Other</b>	<b>\$7,981,517</b>	<b>OTHER DISTRICT SITES TOTAL BUDGET</b>
Foxridge	\$0	Future District Workforce Housing site--no modernization
Hillside	\$5,172,094	Modernize District wing & Office Portables
Serra Vista	\$1,000,000	Limited renovations to leased site.
<b>Total Other Sites</b>	<b>\$6,172,094</b>	<b>CLOSED/LEASED SITES TOTAL BUDGET</b>
Central Kitchen	\$10,000,000	Renovate, upgrade District wide Food Service Kitchen
Workforce Housing	\$70,000,000	Workforce Housing Construction Costs
Districtwide Technology	\$4,000,000	Next generation technology with projects
Districtwide FF&E	\$3,000,000	Updated site furniture for renovated classes
Program Management	\$8,000,000	Program-wide management costs
Program Contingency	\$5,000,000	Risk reserve
<b>Grand Total</b>	<b>\$436,000,000</b>	<b>TOTAL PROPOSED BOND BUDGETS</b>
<b>2022 Proposed Bond Amount</b>		

# Program Schedule

## **An 8+ year program**

- Cash Flow restrictions due to Bond sales over time
  - Recognize that we can't build everything at once
  - Messaging to sites and the community
- Schedule of projects is dependent on Priority Project development
- Key metric—ensuring priority projects at all levels can begin and have clearly identified time frames for completion
- Key metric—ensuring funds are available to complete identified priority projects in sequence

# Initial Bond-Funded Projects

## **Heating, Ventilating & Air Conditioning**

- District wide Assessment of HVAC systems complete
- Identified buildings at multiple sites with significant deficiencies
- Priority Projects developed at 9 Sites
  - Oldest units replaced, buildings/spaces without adequate (or any) ventilation, non-functional units
- HVAC Projects "Package A" is recommended to be bond-funded
  - Contract award recommendation is on Board's agenda

HVAC upgrades and replacements are an identified priority for the Measure T Bond Program.

# Initial Bond-Funded Projects

## **El Camino Cafeteria and Kitchen**

### **Phase I Serving Lines and Cafe**

- Serving lines inefficient, create bottlenecks for students
- New design for better flow, more stations, better staff ability to restock
- New serving lines and renovations to the Cafeteria/Commons
- More welcoming, up-to-date look—including new student seating, gathering areas, audio/visual system

### **Phase II Central Kitchen**

- Central Kitchen full renovations including electrical, plumbing upgrades
- Complete redesign for efficiency, safety, health
- New equipment, reuse of existing underutilized spaces
- Reconfigured walk-in refrigerator/freezer, storage areas
- Backup generator for food service resiliency in event of power outages

Central Kitchen is an identified priority for the Measure T Bond Program.

Questions?

THANK YOU  
SOUTH SAN FRANCISCO  
COMMUNITY FOR  
SUPPORTING  
MEASURE T!