



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700 www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Facilities Sub-Committee

Meeting Date: Thursday, November 7, 2024, 5:00 PM

Location: South San Francisco Unified School District Office Board Room
398 B Street
South San Francisco, CA 94080

Sub-Committee Members: Board Vice President Amanda Anthony, Board Member Patricia Murray, Dr. Shawnterra Moore (Superintendent), Ted O (Assistant Superintendent, Business Services), Lori Shelton (Director of Bond Program), and Wazi Chowdhury (Director of Facilities and Safety)

ORDER OF BUSINESS

1) Call to Order- 5:02 PM

2) Roll Call-

Amanda Anthony - Board Vice President	Present
Patricia Murray - Board Member	Present
Dr. Shawnterra Moore – Superintendent	Present
Ted O - Assistant Superintendent, Business Services	Present
Lori Shelton- Director of Bond Program	Present
Wazi Chowdhury- Director of Facilities and Safety	Absent

3) Approval of August 22, 2024, Meeting Minutes-

Pat Murray motions to approve meeting minutes for the August 22, 2024, meeting.

Amanda Anthony seconds the motion.

Motion carried unanimously.

4) Facilities/Bond Project updates-

Lori Shelton provides BOND update –

Program update:

Drafts of the Education Specifications for Middle School and High School have been received and distributed

to the Executive Committee members and key stakeholders for comments. Final Education specifications to include Elementary school, Middle School and High School will be sent to the board for approval. Date is TBD.

District standards are under development and will be an ongoing effort. We are working with the maintenance and operations team to identify products to be used, and that information will go to the design teams working on our projects.

I.T. Standards are under development.

Past, uncertified DSA Projects: There are 23 total DSA projects from the past that are uncertified. We are working with PSS to close them. To date, 3 have been closed as certified, 11 are pending certification at DSA, 9 projects will require more intensive research and will need to go to another level of assessment.

Workforce Housing: SSFUSD has been selected to participate in the 2025 Cohort of Education Workforce Housing 101-level workshop series with CSBA, Chan Zuckerberg Initiative, UCL and UC Berkley. The workshops will provide staff with information about this type of facilities project.

Project update:

Group 1-

Sunshine Gardens ES Modernization- Working with the bond team to finalize request for Fee proposal for the Part 2- design, construction, and close-out phases.

Los Cerritos ES- Has completed the project assessment phase.

El Camino HS Cafeteria and Central Kitchen - DSA requires the submission of the replacement value cost report to understand the full replacement cost of the Cafeteria/Kitchen building to ensure the construction work done does not exceed 50% of the value of the building. If the work exceeds the 50% threshold, then mandatory upgrades would be required.

DSA requires the submission of the Replacement Value Cost Report to understand the full replacement cost of the Cafeteria/Kitchen building to ensure the construction work does not exceed 50% of the value of the building. If the work exceeds the 50% threshold, then mandatory upgrades would be required.

The Central Kitchen design package is currently under review with DSA. Bond team and Nutrition Services are working on obtaining a third-party vendor to provide meal service during construction. Bond team will need to engage design services to add temporary refrigeration and an assembly area at the district office warehouse during the construction period to allow staff to sort the meals for delivery to schools.

Westborough MS Field and Pavement Improvement - We had a meeting with the site to present the design and they are very excited. The design package is scheduled to go to DSA for review and approval on December 10th. The bond team will evaluate project cost tomorrow in light of the pavement conditions assessment received. The condition assessment made recommendations on the type and level of repair and/or replacement needed. Project is scheduled to go out to bid in the spring and construction will begin next summer. The construction will go past the summer but will be in phases. Pavement is to be done first.

Group 2-

South San Francisco HS Modernization: CAW and subconsultants are underway assessing the site and will begin meeting with the various key stakeholders.

El Camino HS modernization: Bond team is working to finalize the fee proposal with the design team. The 1st one did not want to accept a contract under our terms. An agreement is anticipated to go to the December

12th board meeting for approval. Then the project assessment will be underway.

Spruce ES and Monte Verde ES: Interviews with design firms are underway this week. I hope to get these to the December board meeting.

Ted O provides update on Bill Savidge projects-

Per Mr. Savidge, after our last update, staff made the decision to change from the original temporary portable dance floor system that they had anticipated using. The original product was a plastic wood system, and we realized this would not give us the desired qualities (and longevity) for the dance program. So, we researched products and found an excellent solid wood system with cushion base and very low profile. We confirmed the material with Mr. Cruz and placed the order for the new wood system. This change extended the time frame for completion of this project.

So far, the work completed by multiple contractors include:

- Replacing the ceiling tiles
- Removal of unneeded electrical items from walls and ceiling
- Removal of the air system components from ceiling
- Removal of the plumbing components from the room
- Installation of over 100 student lockers in designated changing rooms
 - We were able to reuse lockers from the district supply to save some money.
 - This also frees up some storage space.

These are the items under work in progress:

- For Painting: Contractor starting Thursday 11/7. Floor epoxy paint and walls & trim painted. Work is expected to be completed by week of Nov. 11th
- For the wood dance floor installation: Wood floor components have been delivered. The contractor has been approved with the installer.
 - Installation will begin after the floor paint has cured. Anticipated during the week of Nov. 18.
- Mirrors for the room have been ordered. The staff is working closely with Mr. Cruz. We ordered rolling glassless dance studio mirrors for the space. These will arrive in the first week in December.
- Additional lockers and changing space. We have identified additional rooms that can be converted to changing spaces with lockers.
- Classroom and office preparation for use. Cleaning, painting, new whiteboard.

Per Mr. Savidge, he has coordinated with the program instructor, Mr. Cruz, and he anticipates moving into the dance studio for the start of school in January 2025.

5) Lease-Leaseback RFQ for pool of developers (contractors)-

Lease-Leaseback Project Delivery presentation to Facilities Subcommittee was held on February 22, 2024 by Brian Jemo of Kitchell. Information was provided on two construction project delivery methods: Design-Bid-Build (default method) and Lease-Leaseback. Project delivery methods define how a project is designed, procured, and the roles and responsibilities of the parties involved (i.e. owner, designer, construction manager, contractor) and how each party interfaces with each other. The meeting minutes can be found on our website.

The Process for Pool Selection:

- a. Issue a Request for Qualifications (RFQ) to create a pool of Lease-Leaseback Developers (i.e. General Contractors); target beginning of December 2024.
- b. Estimated board approval request: February 2025
- c. The RFQ will ask the developers to submit information that will help us determine their experiences with K-12 construction, experience with the lease-leaseback procurement method, demonstrated ability to meet schedules and budgets, provide and maintain skilled labor, provide preconstruction services, and value engineering, and other key requirements.
- d. The district will evaluate and rate the submission based on questions and scoring matrix in the RFQ selecting the developers with the highest scores to determine the best qualified developers.
- e. The intent is to create a pool of approximately five to nine highly qualified developers. The final pool quantity will be assessed based on the quality of submissions received and the final determination of the quantity the team believes it can manage.

The Process for Project Selection:

- a. Once the BMT is prepared to move forward with a project, the BMT will prepare a Request for Proposal (RFP) with an outlined scope of work.
- b. The RFP will be submitted to the Board-approved developer pool.
- c. Once the responses to the RFP are received, the BMT will evaluate the responses, and score based on the scoring matrix in the RFP.
- d. Approximately three teams with the highest scores will be invited to interviews.
- e. The interview process will include a standardized list of questions to provide the respondent the ability to demonstrate their project experience, team members' qualifications, subconsultants' experiences and demonstrate how they can provide benefits and services to our specific project needs.
- f. The combined RFP and interview scores will determine the best value for the project.
- g. The developer deemed to provide the best value for the project will be submitted for board approval.

6) Bond Financial Information—

No questions

7) Public Comment on Non-Agendized Items—

No public comments

Meeting adjourned: 5:25 PM

Next meeting date: Thursday, February 20, 2025