

**Citizens Oversight Committee (COC)
Fern Ridge School District**

COC Meeting #1

Date / Time: Tuesday, July 29, 2014, 6:30 pm – 8:00 pm

Location: Elmira High School – LCC Community Room

NEXT MEETING: Tuesday, August 26th, 6:30 – 8:00, EHS (same room)

MEETING SUMMARY

Discussion Topics

- Introductions
 - Attendees included:
 - Jim Dietrich (member)
 - Jim Eagle Eye (member)
 - Linda Boothe (member)
 - Nan Muir (member)
 - Ric Ingham (member)
 - Gary Carpenter (District representative)
 - Sterling Pew (Board representative - regular)
 - Andrea Larson (board representative - alternating)
 - Scott Rose (DLR Group)
 - ABSENT: Jeff Sweet (member)
 - Between the members, over 100 years in the community
- Intended Roles & Responsibilities (with discussion)
 - See attached for initial roles and responsibilities narrative that was issued as part of the application process. No changes were requested.
- Goals of the COC
 - We first discussed issues and concerns expressed within the community:
 - The COC wants to tour the construction sites periodically
 - Yes, they can look outside of a formal tour, but must check in at Superintendent's trailer each time and wear appropriate clothing and safety gear
 - The process for checking quality needs to be communicated to the public – perception and reality that quality was lacking in some instances in last bond.
 - Standards are being pursued through discussions with Maintenance and Technology staff.
 - Veneta mechanical system never worked right with rooms cold and hot at the same time and stagnant air in older classrooms
 - Veneta phone system is in bad shape – perhaps wrong system to begin with
 - Concerns raised need to be ran to resolution and be clearly communicated
 - GOALS outlined include:
 1. The community perception of what was promised must be met
 2. There must be good messaging out to the community about what is being done

3. There must be a reliable feedback loop to respond to questions and concerns regarding the work
 4. There must be a celebration of the work through ground breaking, ribbon cutting, and progress tours.
- Setting Future Meetings
 - Set on last Tuesdays (not the 4th) of each month, same time and location.
 - Work accomplished to date
 - DLR Group provided the award recommendations for the geotechnical, land surveying, and hazardous materials testing company's and went over the process.
 - OTHER
 - It was decided for the time being that no chair or vice chair will be selected in order to keep the meetings less formal. DLR Group will continue to provide an agenda and information. Requests for information desired by the committee shall get to DLR Group one week in advance to give time for response.
 - The Board received a request to land swap the NW corner of the Veneta site for a slightly larger parcel of land toward the rear of the site. The pro's and con's of this proposal will be reviewed by DLR Group and the District over the next couple months.
 - The District, Board, and DLR Group will be meeting on August 18th to discuss District goals, schedules, and the intended project delivery method.

Contact Information:

Scott Rose, DLR Group, 503-312-5404, srose@dlrgroup.com

END OF AGENDA

Attachments provided and briefly discussed at meeting:

- Budget summary
- Proposed project schedule (not yet vetted by District)
- COC Roles & Responsibilities
- Letters of Award for three consultants

Project Location: Fern Ridge School District
 Updated: 7/29/2014

Project Site: Bond Summary
 District Account Struc:

#	ACCT CODE	DESCRIPTION	BUDGET	CONTRACT(S)	PAID OUT	REMAINING CONTRACT	PROJECTED COSTS	SURPLUS / SHORTFALL
Consultants								
1		Archit / Engr Design	\$2,110,000	\$0	\$0	\$0	\$2,110,000	\$0
2		District Personnel	\$250,000	\$0	\$0	\$0	\$250,000	\$0
3		Legal	\$50,000	\$0	\$0	\$0	\$50,000	\$0
4		Asbestos Survey	\$115,000	\$0	\$0	\$0	\$115,000	\$0
5		Reimbursables	\$60,000	\$0	\$0	\$0	\$60,000	\$0
6		Sub-Total	\$2,585,000	\$0	\$0	\$0	\$2,585,000	\$0
Inspection, Testing & Removal								
7		Geotechnical	\$110,000	\$0	\$0	\$0	\$110,000	\$0
8		Abatement	\$325,000	\$0	\$0	\$0	\$325,000	\$0
9		Surveying	\$90,000	\$0	\$0	\$0	\$90,000	\$0
10		Construction	\$160,000	\$0	\$0	\$0	\$160,000	\$0
11		Commissioning	\$215,000	\$0	\$0	\$0	\$215,000	\$0
12		Sub-Total	\$900,000	\$0	\$0	\$0	\$900,000	\$0
Incidentals								
13		Printing	\$80,000	\$0	\$0	\$0	\$80,000	\$0
14		Permits & Fees	\$360,000	\$0	\$0	\$0	\$360,000	\$0
15		Advertisement	\$30,000	\$0	\$0	\$0	\$30,000	\$0
16		Temporary Facilities	\$250,000	\$0	\$0	\$0	\$250,000	\$0
17		Bond Administration	\$330,000	\$0	\$0	\$0	\$330,000	\$0
18		Utilities Fees	\$90,000	\$0	\$0	\$0	\$90,000	\$0
19		Sub-Total	\$1,140,000	\$0	\$0	\$0	\$1,140,000	\$0
Construction								
20		Elmira ES	\$8,680,000	\$0	\$0	\$0	\$8,680,000	\$0
21		Veneta ES	\$2,950,000	\$0	\$0	\$0	\$2,950,000	\$0
22		Fern Ridge MS	\$1,370,000	\$0	\$0	\$0	\$1,370,000	\$0
23		Elmira HS	\$4,220,000	\$0	\$0	\$0	\$4,220,000	\$0
24		District Office	\$685,000	\$0	\$0	\$0	\$685,000	\$0
25		District-Wide	\$0	\$0	\$0	\$0	\$0	\$0
26		Sub-Total	\$17,905,000	\$0	\$0	\$0	\$17,905,000	\$0
Furnishings & Equipment								
27		Furniture & Equipment	\$1,480,000	\$0	\$0	\$0	\$1,480,000	\$0
28		Sub-Total	\$1,480,000	\$0	\$0	\$0	\$1,480,000	\$0
Contingency								
29		Owner's Contingency	\$2,660,000	\$0	\$0	\$0	\$2,660,000	\$0
30		Bond Interest	\$0	\$0	\$0	\$0	\$0	\$0
31		Sub-Total	\$2,660,000	\$0	\$0	\$0	\$2,660,000	\$0
32		GRAND TOTAL	\$26,670,000	\$0	\$0	\$0	\$26,670,000	\$0

Foot Notes:

1. Grand Total Budget is assumed till Bond Sales are Final
2. This budget does not reflect any grants or bond interest at this time. As these are realized, they will be added to the total under their own line items

BOTTOM LINE

Facility Bond Citizens Oversight Committee

Citizens Oversight Committee (COC) members will be engaged during the design and construction phases of multiple aspects of the bond projects and make reports and recommendations to the Board of Directors.

The Board of Directors recommended a joint meeting of representatives from the Board of Directors (two) and the COC be held the Tuesday of the week preceding the week of the regularly scheduled Board meeting of each month, commencing on or around August, 2014 and anticipated to run through December 2016. All meetings will be held at the District Office Board Room unless otherwise noticed.

The primary roles and responsibilities of the Citizens Oversight Committee:

- *Assure that all bond promises are delivered;*
- *Build community relationships and provide uniform consistent messages regarding the bond projects to the community;*
- *Build on the success of the current bond to put the District in a position to pass a future bond for continued capital projects;*
- *Develop and prioritize recommended projects/expenditures of any unspent funds for current and/or future projects near the close of the bond project work;*
- *Attend the COC monthly meetings to receive information from the district representative, architect, and contractor(s), and engage in discussion regarding bond project updates and related budget updates each month;*
- *Present a brief status report at the regular monthly Board meeting (two representatives from the COC).*

project memorandum

July 2, 2014

To: Olivia Meyers Buch, Business Manager
Fern Ridge School District

From: Scott Rose, Principal,
DLR Group Architecture & Engineering

Re: 2014 Bond Measure Activities
Recommendation for Geotechnical Services Award

Dear Olivia,

As you are aware, DLR Group solicited quotes on the District's behalf for geotechnical services for the three sites receiving new buildings / additions under the current Bond Measure: Elmira Elementary, Veneta Elementary, and Elmira High School. Quotes were solicited on 6/11/14 from four (4) local (Lane County) firms as follows:

- Geomax, Inc.
- PBS Engineering & Environmental
- K & A Engineering, Inc.
- Geoscience Inc. (solicited on 6/11, but received confirming e-mail address on 6/13)

The process followed was in compliance with ORS279B.070 for Intermediate Procurement.

The results were as follows:

- Geomax, Inc.: Corresponded on 6/26 that they just landed a large project and would not have staff available for Fern Ridge. On 6/24, they were still planning to put together a proposal.
- PBS Engineering & Environmental: Provided a proposal for \$32,250 (\$10,750 for each site)
- K & A Engineering, Inc.: Provided a proposal for \$21,600 (\$7,200 for each site)
- Geoscience Inc.: On 6/24 declined to propose. They lack the necessary equipment for quantifying and proving out liquefaction and consolidation hazards.

Based on the above results and my investigation of K & A Engineering, I would recommend award to them for the above referenced amount. Your current standing budget for geotechnical services within the bond is \$110,000. This budget is assigned to cover not only this award but also future anticipated costs for septic investigation at the District Administration site, potential well investigation, and construction period services for compaction testing and excavation observations.

project memorandum

July 2, 2014

To: Olivia Meyers Buch, Business Manager
Fern Ridge School District

From: Scott Rose, Principal,
DLR Group Architecture & Engineering

Re: 2014 Bond Measure Activities
Recommendation for Land Surveying Services Award

Dear Olivia,

As you are aware, DLR Group solicited quotes on the District's behalf for land surveying services for the three sites receiving new buildings / additions under the current Bond Measure: Elmira Elementary, Veneta Elementary, and Elmira High School. Quotes were solicited on 6/11/14 from four (4) local (Lane County) firms as follows:

- EGR & Associates, Inc.
- Goebel Engineering & Surveying, Inc.
- OBEC Consulting Engineers
- D Wellman Surveying

The process followed was in compliance with ORS279B.070 for Intermediate Procurement.

The results were as follows:

- EGR & Associates: Proposed \$29,500 (EHS - \$6,500, EES - \$10,500, VES - \$12,500)
- Goebel Engineering & Surveying: Proposed \$18,305 (EHS - \$3,560, EES - \$6,495, VES - \$8,250)
- OBEC Consulting Engineers: Declined to quote – too busy right now.
- D Wellman Surveying: Declined to quote - prefers a qualifications based process (not typical for that industry).

Based on the above results and my investigation of Goebel Engineering & Surveying (in Veneta), I would recommend award to them for the above referenced amount. Your current standing budget for geotechnical services within the bond is \$90,000. This budget is assigned to cover not only this award but also future anticipated costs for septic investigation at the District Administration site and potential well investigation and utility routing between the high school and elementary sites.

project memorandum

July 2, 2014

To: Olivia Meyers Buch, Business Manager
Fern Ridge School District

From: Scott Rose, Principal,
DLR Group Architecture & Engineering

Re: 2014 Bond Measure Activities
Recommendation for Hazardous Materials Testing Services Award

Dear Olivia,

As you are aware, DLR Group solicited quotes on the District's behalf for hazardous materials testing services for all five (5) district buildings (the four open schools and the district office). Quotes were solicited on 6/11/14 from three (3) local (Lane County) firms as follows (limited local providers):

- PBS Engineering & Environmental
- Pacific Environmental Group, Inc.
- Lodge Environmental

The process followed was in compliance with ORS 279B.070 for Intermediate Procurement.

The results were as follows:

- PBS Engineering & Environmental: Proposed \$46,685 for all 5 sites
- Pacific Environmental Group, Inc.: Responded and would prefer to do the actual abatement, so declined to make an offer to avoid conflict of interest
- Lodge Environmental: Made repeated attempts with no response

While we only received a single quote response from three solicitations, the quote does fall within our expected value for these services. Based on the above results and my investigation of PBS Engineering & Environmental, I would recommend award to them for the above referenced amount. Your current standing budget for geotechnical services within the bond is \$325,000. This budget is assigned to cover not only this award but also future abatement of materials at all sites.