



Next Steps Forward

Phase Six: Comprehensive Construction Management

Monday, April 16, 2018
(*Draft: Subject to Change*)

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Comprehensive Long-Range Facility Goal: **Facilities that Promote Opportunity, Innovation and Success for All Learners**

Eight Guiding Objectives:

1. Safe and secure facilities
2. Mechanical and educational adequacy updates
3. Space that fosters best practice instruction and 21st Century learning opportunities
4. Spaces that promote robust opportunities in academics, arts, activities, & athletics
5. Increased community collaboration, career & technical education opportunities, and workforce development initiatives
6. Visionary technology integration
7. Transparency, engagement, and community trust-building
8. Highest quality educational opportunities for our taxpayers' generous investment

Six Phase Planning Process Review:

1. Comprehensive District Communications Planning
2. Stakeholder Engagement: Internal & Community Listening Sessions
3. Potential Surveys and Assessments
4. Develop Project Scope Options and Alternatives
5. Bond Referendum Election Process
6. Comprehensive Construction Management Services – Next Steps: Moving Forward

Brainerd Public School District looks forward to continued school and community engagement, comprehensive communications and genuine partnerships throughout this entire project.

- Internal

- School Board
- Administration
- Staff
- Students

- External

- Parents
- Business Partners
- Community
- Local Contractors / Labor Unions



Implementation Phase Organizational Chart:

<u>Approvals:</u>	<div>ISD 181 Board of Education</div>		
<u>Decisions:</u> And Limited Approvals	<div>Project Oversight Team</div> <ul style="list-style-type: none"> Superintendent Assistant Superintendent School Board Member(s) Business Services Buildings & Grounds Communications Project Consultants 		
<u>Direction:</u>	<div>District Design Standards Team</div> <ul style="list-style-type: none"> Administration Principals Building & Grounds Food Service Teachers Technology & Infrastructure Curriculum Finance Transportation Community Members Others as Needed <div>Elementary Schools</div> <div>Secondary Schools</div>		
<u>Details:</u>	<div>Building Site User Teams</div> <div> <div> <div>USER GROUPS AT EACH SITE</div> <ul style="list-style-type: none"> Administration Principals Teaching Staff Food Service Building & Grounds Special Ed teachers STEM Finance Others as Needed </div> <div> <div>SPECIALTY USER GROUPS</div> <ul style="list-style-type: none"> Safety & Security Career & Tech Ed. Auditorium Transportation Technology Finance Preserve Lincoln Others as Needed </div> <div> <div>NEW BAXTER ELEMENTARY</div> <ul style="list-style-type: none"> Administration Principals Teaching Staff Kitchen Building & Grounds Transportation STEM Community Others as Needed </div> </div>		

District - Internal Organizational Structure

Project Oversight Team:

This team will include Board of Education members and district administration/cabinet to broadly oversee the design and implementation of the district improvement project. This team to meet with the program manager, architects, engineers and other designers to review progress, budget and schedules. Decisions and limited approvals will take place within project oversight.

This team will establish required communication, safety and security, circulation, site concepts, and interaction of building users, including students, staff and the community

- Oversee bond funding process
- Ensure construction project is transparent and follows all rules & regulations
- Oversee construction contracts, bid openings etc.
- Ongoing review of budget

District - Internal Organizational Structure cont.

Design Standards Teams:

The intent of the Elementary and Secondary Design Standards team is to work with the program manager, architects and design teams to establish and communicate consistent educational and facility standards across the district.

Design Standards Team - Elementary Level: This team includes District Administration, Principals, Food Service, Buildings and Grounds and teaching staff representation including Kindergarten/Elementary, STEM, Physical Education, Special Education, Early Childhood Education and Technology.

Design Standards Team - Secondary Level: This team includes District Administration, Principals, Food Service, Buildings and Grounds, Athletic Director, Career and Technical Education, Students, Curriculum, Music, Arts, Science, Technology, Engineering, Math and Special Education.

District - Internal Organizational Structure cont.

Building-Level Site User Teams:

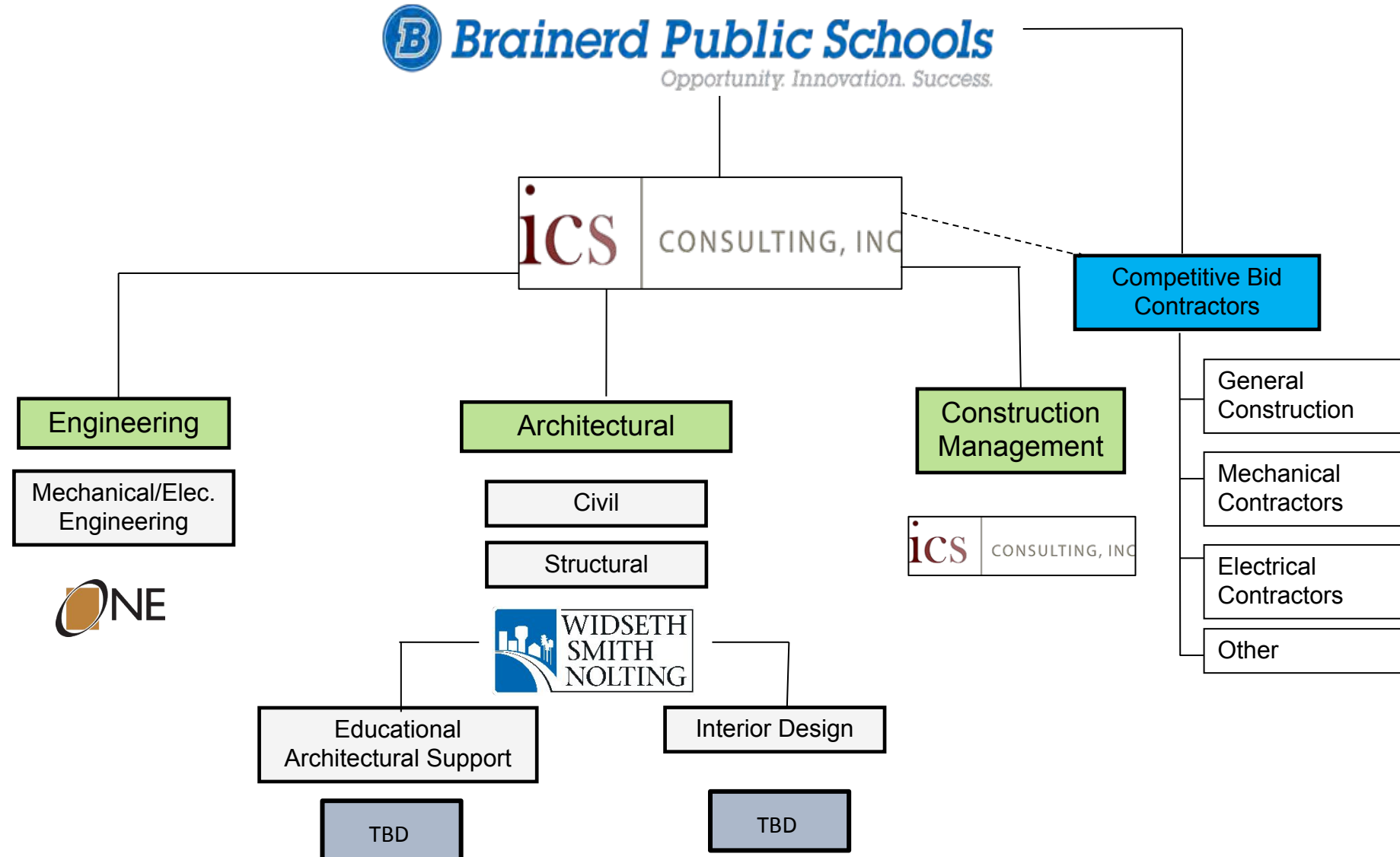
Building Site User Teams: Include District Administration, principals, teachers, students and community members. The Building Site User Groups will discuss electrical and data requirements, types of storage, furniture and finishes, room layout and orientation, switches and other controls. This group will advise of all key details that effect their individual building site.

Initial Building Site User Teams include: (All other building user teams will begin in phase two of the construction phase.)

- New Baxter Elementary School
- Forestview Middle School
- Harrison Elementary School
- Nisswa Elementary School
- High School North Campus



Implementation Team

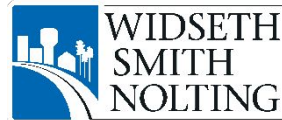


Integrated Program Management:

Independent & fully integrated design, construction & budget oversight and management

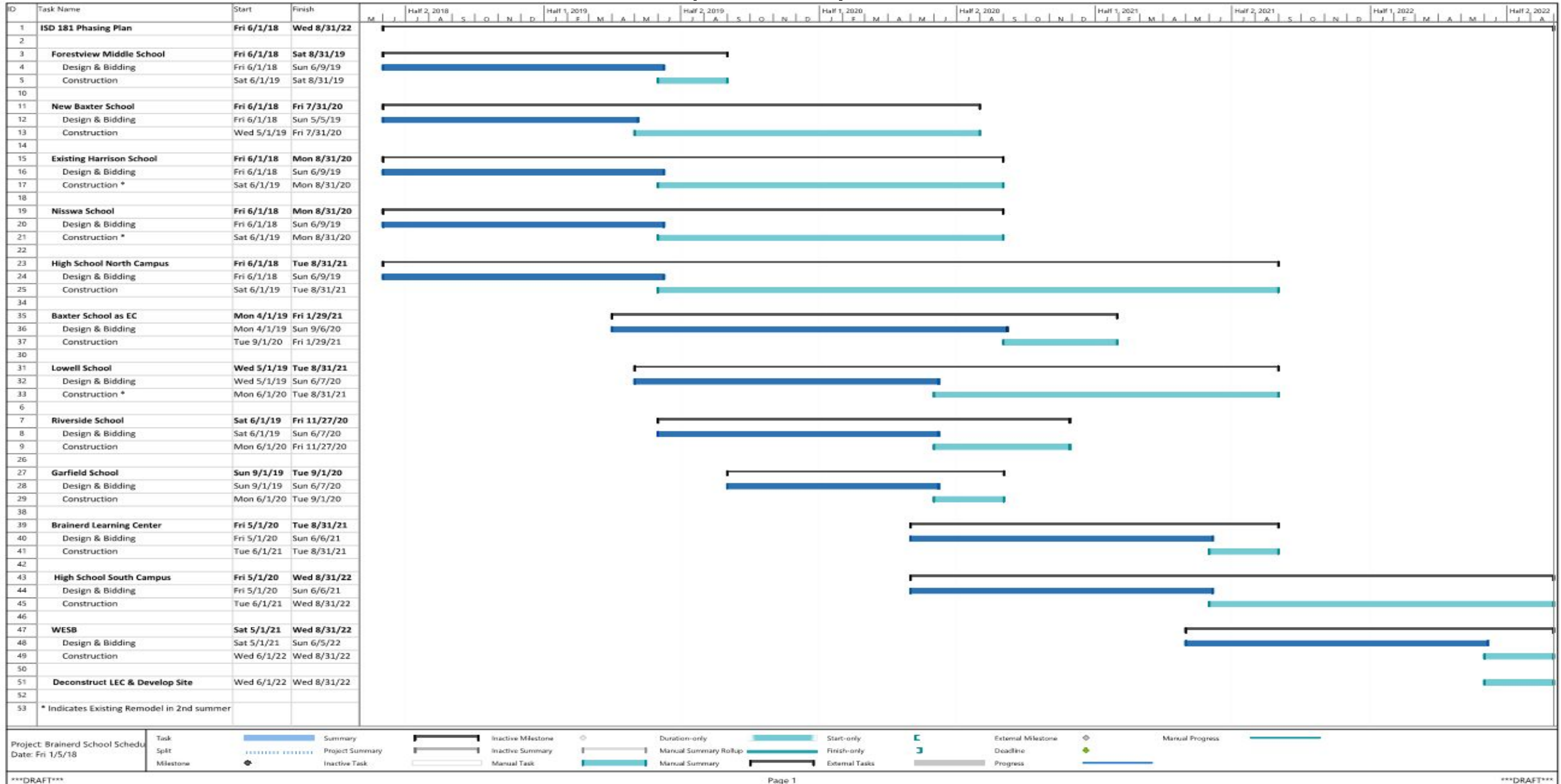


- ✓ Provide support to district team
- ✓ Ensure original plan implementation
- ✓ Manage design creep
- ✓ Look out for best interest of customer
- ✓ Write and manage all construction contracts & front end bidding documents
- ✓ Ensure tight budget management



- ✓ Life-cycle cost focus
- ✓ Full time site superintendents, financial manager/admin
- ✓ Use of Pro-core management tool
- ✓ Full transparency on cost
- ✓ One team to assess, plan and execute (not multiple contracts/responsibilities)
 - Minimize over design
 - Minimize contingency/change orders
 - Avoid multiple contracts/coordination/responsibilities

“DRAFT” Project Implementation Schedules



INDEPENDENT SCHOOL DISTRICT NO 181

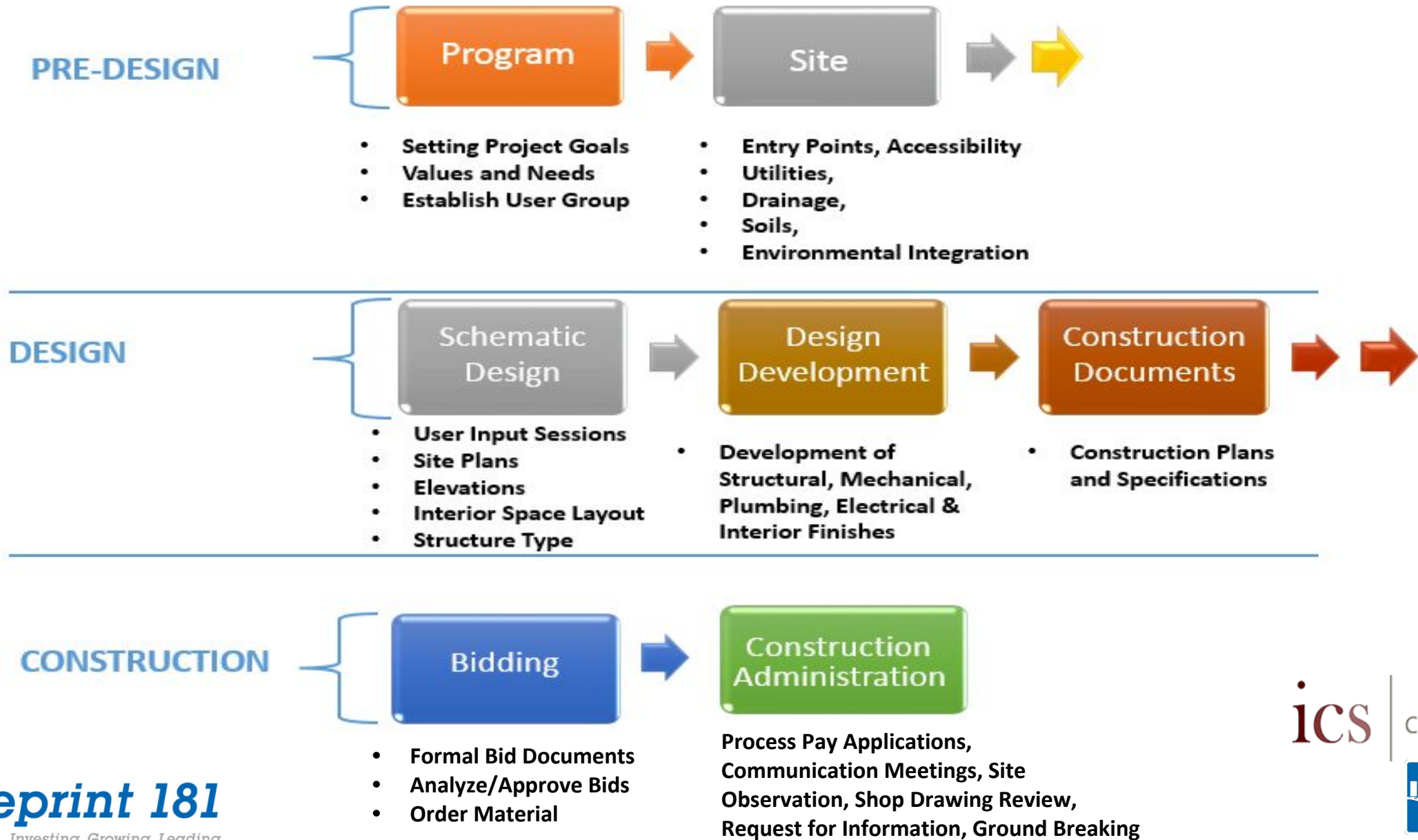
Approved 2018-19 Calendar

Totals: In Session = 173 Paid Legal Holidays = 4 Workshops = 7

	S	M	T	W	TH	F	S		In Session	Paid Legal Holidays	Workshop
Aug	26	27	28	29	30	31					3.5
Sep							1				
	2	3	4	5	6	7	8	Labor Day 9/3	4	1	
	9	10	11	12	13	14	15		5		
	16	17	18	19	20	21	22		5		
	23	24	25	26	27	28	29		5		
	30								19		
Oct									5		
	7	8	9	10	11	12	13		5		
	14	15	16	17	18	19	20	EM Conference 10/18-19	3		1
	21	22	23	24	25	26	27		5		
	28	29	30	31					3		
									21		
Nov									2		
	4	5	6	7	8	9	10		5		
	11	12	13	14	15	16	17		5		
	18	19	20	21	22	23	24	Thanksgiving 11/22-23	3	2	
	25	26	27	28	29	30		Inservice 11/26	4		1
									19		
Dec									5		
	2	3	4	5	6	7	8		5		
	9	10	11	12	13	14	15		5		
	16	17	18	19	20	21	22		5		
	23	24	25	26	27	28	29	Christmas Break 12/24 - 1/1	0		
	30	31							0		
									15		
Jan									3		
	6	7	8	9	10	11	12		5		
	13	14	15	16	17	18	19	End of 1st Semester 1/18 (87 days)	5		
	20	21	22	23	24	25	26	Inservice 1/21	4		1
	27	28	29	30	31				4		
									21		

	S	M	T	W	TH	F	S		In Session	Paid Legal Holidays	Workshop
Feb							1	2	1		
	3	4	5	6	7	8	9		5		
	10	11	12	13	14	15	16		5		
	17	18	19	20	21	22	23		5		
	24	25	26	27	28				4		
									20		
Mar							1	2	1		
	3	4	5	6	7	8	9		5		
	10	11	12	13	14	15	16	Spring Break 3/11-15	0		
	17	18	19	20	21	22	23		5		
	24	25	26	27	28	29	30		5		
	31								16		
Apr									5		
	7	8	9	10	11	12	13		5		
	14	15	16	17	18	19	20	Good Friday 4/19	4		
	21	22	23	24	25	26	27		5		
	28	29	30						2		
									21		
May									3		
	5	6	7	8	9	10	11	End of 2nd Semester 5/30 (86 days)	5		
	12	13	14	15	16	17	18	Last Student Day Gr 1-11 5/30	5		
	19	20	21	22	23	24	25	BHS Graduation 5/31	5		
	26	27	28	29	30	31		Teacher Workshop 5/31	3		
								Kinderfriend Day 5/29		1	
									21		
Jun											
	2	3	4	5	6	7	8	Memorial Day 5/27			
								Snow Makeup Day 6/3 - 6/4			0.5

DESIGN PROCESS



Priorities: “Go Forward Plan”

- Comprehensive communication of the “Go Forward Plan” with the Board of Education and Administrative leadership
- Comprehensive communication of the “Go Forward Plan” with Internal & Community Stakeholders
- District Administrative Review and Discussion of Project Job Orders
- Finalize and Introduce Key Implementation Team Members

Priorities Moving Forward – Begin Immediately

1. Comprehensive District Communications – Blueprint181.org

2. Review Elementary Standardization

3. Determine Standardized Safety and Security Systems

4. NEW Baxter Elementary and Forestview Middle Schools:

- Engage Traffic Study For New Baxter Elementary, Forestview and Existing Baxter Elementary Sites
- Progress Towards Property Purchase Agreement with City of Baxter
- Site Tours of Elementary Schools
- Begin Site Survey / Testing / Permitting
- New Baxter Elementary and Site Design Phase
- Bid Package Development
- Safety & Security Entrance @ FMS

5. Brainerd High School – North Campus:

- Begin Property Acquisition Process
- Begin Site Survey / Testing / Permitting
- Site and Building Design Phase
- Bid Package Development



6. Harrison Elementary:

- Begin Property Acquisition Process and Design Coordination
- Begin Street Vacation Process
- Begin Site Survey / Testing / Permitting
- Site and Building Design Phase
- Bid Package Development

7. Nisswa Elementary

- Finalize Permitting Requirements
- Site and Building Design Phase
- Bid Package Development



Financial Planning Strategy:

- Short Term Project Cash Flow
- Short Term Borrowing Options
- Borrowing / Investing Strategy – Project Duration (Bond Sales)
- Refunding Bonds for Forestview Middle School (Oct./Nov.)

Project Funding Strategy:

- Approved funding strategy
 - Voter-Approved
 - Facility Maintenance – Long Term Facility Maintenance
 - Facility Maintenance - Alternative Facility / Health and Safety
 - Abatement
 - Lease Revenue
 - Capital Facilities
- Implementing the funding strategy
 - Timing of bond sales
 - Bond sale process
 - Funding the project

Typical Process for Issuance of School District Bonds

Step	Description	Typical Timing
1	Ehlers and district agree on bond amount and preliminary payment structure to be included in Official Statement	6 weeks before sale day
2	Ehlers sends district "general certificate" to complete, providing information needed for bond sale documents	6 weeks before sale day
3	Ehlers sends district "Pre-Sale Report," summarizing details of proposed issue, estimated payment schedule, and other details	5 weeks before sale day
4	Pre-Sale Day <ul style="list-style-type: none"> Ehlers presents Pre-Sale Report to Board Board approves resolution authorizing sale of bonds 	4 weeks before sale day
5	Ehlers provides district with draft of Preliminary Official Statement (offering statement for bonds) for review	12- 17 days before sale day
6	Preliminary Official Statement is published on Ehlers website and sent to board members	10 – 14 days before sale day
7	Sale Day <ul style="list-style-type: none"> Ehlers receives and evaluates bids Ehlers contacts district to report on preliminary results of bids Ehlers prepares Sale Day Report summarizing results Ehlers presents Sale Day Report to Board Board approves resolution awarding sale of bonds 	
8	Ehlers prepares and sends Closing and Post-Sale Report, summarizing flow of funds, payment and levy schedules, and other details	18-25 days after sale day
9	Closing day – district receives bond proceeds	21-28 days after sale day
10	District invests bond proceeds	On or shortly after closing day

Week of April 30, 2018

Week of June 11, 2018

Week of June 25, 2018

Steps requiring board action

Additional steps for other types of bonds

Abatement Bonds

1. Board approve Resolution Calling for Public Hearing approximately 4 weeks before Pre-Sale Day.
2. Publish Notice of Public Hearing.
3. Hold public hearing on Pre-Sale Day.
4. Adopt abatement resolution on Pre-Sale Day.

Capital Facilities Bonds

1. Submit required information on projects and bonds to MDE, and request a letter from commissioner authorizing sale of bonds.
2. Resolution adopted on Pre-Sale day is a Resolution of Intent to issue bonds.
3. Publish Notice of Intent to issue bonds.

Facilities Maintenance Bonds

1. Board must approve changes in 10 year LTFM plan.
2. Submit required information on projects and bonds to MDE, and request a letter from commissioner authorizing sale of bonds.
3. Resolution adopted on Pre-Sale day is a Resolution of Intent to issue bonds.
4. Publish Notice of Intent to issue bonds.

Thank you!!

Brainerd Public Schools extend a sincere thank you to the thousands of community members, staff, parents, students, consultants, and Board of Education members who participated in the process to put together the Blueprint 181 plan for the future of our district. Thank you to everyone who joined this important community conversation by voting for the referendum. We look forward to continued school and community engagement and partnerships throughout this entire exciting four-year process.

Together, we are Warrior Strong! Thank you!