REPORT OF THE EXECUTIVE OFFICER
State Allocation Board Meeting, September 26, 2007

ASSEMBLY BILL 127 GRANT INCREASE
PROJECT INFORMATION WORKSHEET

PURPOSE OF REPORT

To present the proposed Project Information Worksheet (Worksheet) that will be used to gather data for the purpose of determining the annual increase or decrease to the New Construction Base Grant pursuant to Education Code (EC) Section 17072.11, for bond accountability, and the status of the bid climate.

BACKGROUND

In September 2006, the Board approved regulations to implement the grant increases for Assembly Bill (AB) 127, Chapter 35, Statutes of 2006 (Perata/Nunez), and the regulations were filed with the Office of Administrative Law (OAL). However, the proposed regulations were later withdrawn from the OAL and cannot be resubmitted until a method to capture the current costs to build schools is approved by the State Allocation Board (SAB). As a result, the Worksheet was presented at the July and August 2007 SAB meetings. At the August meeting, the Board did not take action on the Worksheet and requested that Staff pilot the Worksheet with the stakeholders prior to the September meeting.

AUTHORITY

EC Section 17072.11(a)(3) states "the board shall conduct an analysis of the relationship between the per-unhoused-pupil grant eligibility….and the per-pupil cost of new school construction…"

EC Section 17072.11(b) states, "On or after January 1, 2008, the board shall increase or decrease the per-unhoused-pupil grant eligibility by amounts it deems necessary to cause the grants to correspond to costs of new school construction …."

STAFF COMMENTS

Pursuant to the Board's direction, Staff conducted a pilot of the Worksheet. The Worksheet along with its instructions and a comment sheet were mailed overnight on September 13, 2007. To conduct the pilot, Staff randomly selected projects from its database that were new school projects (no additions to existing sites) that had received an Adjusted Grant fund release in either 2006 or 2007. Within these parameters, Staff selected elementary, middle, and high school projects. Staff also selected projects in rural, suburban, and urban locations from all over of the State. Staff requested that the completed Worksheets be returned via fax to the Office of Public School Construction by close of business on September 19, 2007.

As a result, Staff received a 30 percent response rate (nine responses). One of the concerns previously mentioned was that it would take school districts a lot of time to complete the Worksheet. Based on the results, the average time to compete the Worksheet was three to four hours. The most frequent comment was requesting improved clarity in the instructions, specifically on the component types and the subsequent bid information. Overall, few comments were received. Staff has reviewed all comments and has revised the instructions and the Worksheet, as necessary to improve clarity.

RECOMMENDATIONS

1. Approve the Project Information Worksheet as presented in the Attachment.
2. Authorize the Office of Public School Construction to re-file the Grant Increase regulations with the OAL.

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BOARD ACTION

In considering this item, the Board approved a motion to move forward and use the form until the end of the calendar year, monitor the results, and revisit it in January 2008 if necessary.

STATE OF CALIFORNIA

STATE ALLOCATION BOARD

PROJECT INFORMATION WORKSHEET

OFFICE OF PUBLIC SCHOOL CONSTRUCTION

NEW CONSTRUCTION PROJECTS ONLY

(NEW 09/07)

INFORMATION

The information collected using this form is necessary in order to conduct an analysis of the relationship between the per-unhoused-pupil grant eligibility and the per-pupil cost of new school construction for grades K-12 pursuant to Education Code Section 17072.11, to meet the requirements for bond accountability, and the status of the bid climate.

INSTRUCTIONS

This worksheet is to be completed and submitted with the *Fund Release Authorization* (Form SAB 50-05) for all new construction projects that are completing Part IV of the Form 50-05.

This worksheet is to be completed and submitted with the *Expenditure Report* (Form SAB 50-06) for all new construction projects that have received a fund release pursuant to Part IV of the *Fund Release Authorization*.

Attach to this form the accepted bid documents including additive/deductive alternates.

Completed By: Enter the name and title of the person completing this worksheet.
Phone Number: Enter the contact phone number for the person completing this worksheet.
Date Completed: Enter the date that the form was completed.
Application Number(s): Insert the application number provided by the Office of Public School Construction (OPSC). Include the project number(s) of any other associated State funded projects. (e.g. joint-use)
School District: Insert the name of the school district where the project is located.
County: Insert the name of the county where the project is located.
Project Tracking Number: Insert the project tracking number provided by the OPSC, the California Department of Education (CDE), and the Division of the State Architect (DSA).
Project Name: Insert the name of the project (ex. – ABC Elementary School).

Indicate the time period that this form was filled out by checking the appropriate box. Enter the estimated percentage of the project completed. The percentage completed shall be the same as that which is reported on the *Expenditure Report*.

Project Funding

Please provide actual amounts when available and estimates as necessary. Indicate whether the amount reported is the actual or an estimate by checking the appropriate box.

1. Check yes or no to indicate if this is a financial hardship project.

2. Funds available (include site acquisition). If the project includes square footage from other State funded projects (e.g. joint-use), report the funds available from that project.
   a. Enter the total actual amount of the State Apportionment(s) for this project (sum of 1 and 2).
      1. Enter the amount of the State Apportionment for this project
      2. Enter the amount of the State Apportionment for the joint-use project (if applicable).
   b. Enter the estimated or actual amount of interest earned on State funds for this project.
   c. Enter the total actual amount of the District Match for this project (sum of 1 and 2).
      1. Enter the amount of the District Match for this project.
      2. Enter the amount of the District Match for any joint-use project (if applicable).
   d. Enter the estimated or actual amount of any additional local (district) funds that were necessary to complete this State funded project.

Project Costs

Please provide actual contract amounts when available and estimates as necessary. Indicate whether the amount reported is the actual contract amount or an estimate by checking the appropriate box.

1. Site Acquisition Costs
   Enter the total cost for site acquisition, including State share, district share, and any additional local funds. Include any costs for environmental studies and fees.

2. Bid/Construction Contract(s) Data. If the bid(s) includes square footage for other State funded projects (e.g. joint-use), include all associated costs.
   a. Enter the accepted base bid amount prior to any accepted additive/deductive alternates for all contracts. If there is more than one contract signed (e.g. multiple-prime, etc.) please enter the total of all base bids.
   b. Enter the amount of all accepted additive/deductive alternates for all contracts.
   c. Enter the amount of the total construction contract(s). Include the amount of any change orders or addendums, if applicable.
      1. Enter the amount of the building cost in the contract(s).
      2. Enter the estimated amount of the site development work, including service site, offsite, utilities, and general site, included in the contract(s).
      3. Enter the amount of any other construction costs included in the contract(s) (e.g. demolition, interim housing, Labor Compliance Program, General Condition fees, as applicable). If using construction management, enter any general condition fees in 5 below. *Do not include any costs listed in 5 below.*
3. Enter the amount of actual and estimated (not yet contracted, invoiced or obligated) soft costs for the project (e.g. tests and inspections, architect fees, etc.) *Do not include any costs reported in 4 below.*
4. Enter the amount of the estimated remaining hard costs not yet contracted, invoiced or obligated (e.g. portions of work not yet bid, etc.) that are necessary for the completion of this project. *Do not include any costs reported in 3 above.*
5 Enter the amount of Construction Management Fees. If the project is being bid as multiple-prime, include costs for general conditions, etc. *Do not include any costs listed in 2(c)(3) above.*
6. Enter the actual or estimated amount for project contingencies.
7. Enter the actual or estimated amount for furniture and equipment.
8. Enter the amount of the Total Project Cost (do not include site acquisition costs). This amount should be equal to the sum of 2c, 3, 4, 5, 6 and 7 above.

Joint-Use Information

1. Check yes or no to indicate whether the project includes a joint-use partner, even if the joint-use project does not include State funding. Enter the OPSC application number if applicable.
2. Check the appropriate box to indicate which type of joint-use partner is included in the joint-use project.
3. Check yes or no to indicate whether the joint-use partner is contributing capital funding towards this project. If applicable, enter the dollar amount the joint-use partner is contributing.
4. Check which facility(ies) are part of the joint-use project. If other is chosen, please explain the type of joint-use project.

Project Information

- Choose from the drop down menu the type of project that is being built (e.g. new school, addition, etc.)
- Choose from the drop down menu the type of school that best describes this project (e.g. elementary, middle, etc.)
- Select what outdoor facilities you have and how many of each are in the project. If the facility is considered multiple use, check the box that best represents what the facility will be used for the majority of the time. If the project consists of any other playfields not listed, check “other” and explain.
- Check the boxes of the grade levels in the project. Based upon the District’s loading standard, enter the number of pupils that can be served at each grade level.

- Enter the master plan site capacity of the project based on single-track use and local district loading standards. Based on teacher contracts and/or local loading standards this number **may be** different from the number of pupils requested on the *Application for Funding*.
- Enter the square footage of the parking structure (if applicable).
- Enter the total net useable site acreage of the project.

Component Types:

- Choose all components that are included in the project. Include the number of each type of facility. Indicate the number of each type of classroom building(s) (e.g. 8 permanent, 4 portable). Indicate if there are any stand-alone restroom buildings. If indicating "other" facilities, a detailed listing of those facilities is not required unless the facility being constructed is atypical or a non-standard facility. If so, then please explain.
- From the pull down menu, choose the main type of construction for each of the buildings in the project (e.g. permanent, modular, portable).
- Enter the square footage of each component that was in the DSA approved plans at the time the project was apportioned by the State Allocation Board. If more than one component is contained in the same building, in order to prevent duplication, report the square footage by each component. (e.g. library in administrative building, report the square footage under the library and administration under administration). If a building is a classroom building report the square footage of the entire building (e.g. hallways, mechanical area, teacher workrooms, etc.).
- Enter the square footage of each component that is in the plans (including any adjustments for addendums or change orders) when the district submitted its *Fund Release Authorization*. Indicate the square footage of any stand-alone restroom buildings.
- Enter the square footage for each component in the plans (including any adjustments for addendums or change orders) at the time of the first annual expenditure report and at the time of the final expenditure report, as applicable.

Total Square Feet All Facilities

- Enter the total building square footage for all facilities in the project. When calculating the square footage, include the total square footage identified on the DSA approved plans for all facilities. Be sure to use the same methodology when calculating square footage for each reporting period.
  - From the total square footage entered above, enter the amount of square footage that is considered stick-built.
  - From the total square footage entered above, enter the amount of square footage that is considered permanent modular.
  - From the total square footage entered above, enter the amount of square footage that is considered portable pursuant to Education Code Section 17070.15(j).

Total Building Cost (Per Square Foot)

- When completing the Worksheet for the first time, enter the original estimated building cost per square foot. For subsequent reports, enter the current estimated or actual cost per square foot. To determine the cost per square foot, divide the total building cost, excluding site acquisition and site development costs (service site, off-site, utilities, parking structures, and general site) by the total building square footage as reported.

Additional Information: This information is being collected to evaluate the bid climate.

1. Enter the number of bidders on this project. If more than one contract was signed for this project (e.g. Multiple-Prime), enter the average number of bidders per trade.
2. Enter the date(s) the bid(s) opened. If more than one bid date, enter the opening bid date of the first bid package.
3. Enter the number of times the project was re-bid, if applicable.
4. Describe the accepted additive/deductive alternates that were included in the project costs. Indicate whether they included facilities or building elements. If the additive/deductive alternate included buildings, please indicate the square footage.

5. Check yes or no to indicate if the contract(s) includes any facilities or other construction that have not yet been identified elsewhere on this form. If yes, explain what those facilities or construction include.
6. Check yes or no to indicate whether the SAB approved project was modified due to cost.
   a. If, yes explain briefly what measures were taken (e.g. from permanent classrooms to portable etc.)
7. Indicate what facilities or elements, if any, that were included in the State Allocation Board approved project and were eliminated to meet the project budget. Indicate if any facilities were added to the project. Provide a brief explanation as to why they were eliminated.
   a. If the project received an Adjusted Grant fund release on or after November 1, 2007, check yes or no to indicate whether any facilities and/or square footage that was added or deleted was approved by the CDE, and/or the DSA, and/or the SAB. Please attach the appropriate documentation.
   b. Check yes or no to indicate if the facilities are intended to be deferred to a later phase. If yes, please explain.
8. Check yes or no to indicate whether there were any local requirements or ordinances the district had to meet that were not covered within the State program(s) provisions (e.g. road or street improvements, utilities, or fees demanded by another local agency, etc.)
   a. Check yes or no to indicate whether or not these costs were included in the construction contract.
   b. If yes, describe the local requirement and the associated costs.
9. Check yes or no to indicate whether or not you utilized existing architectural plans from another project.
   a. If yes, indicate how many times the plans have been re-used within the district. Indicate the name(s) of the project(s).
   b. Indicate the name any other school districts that have used these plans, if known. Indicate the name of the architect who designed the plans.

<u>Comments/Additional Information</u>

Please provide any additional information about this project that you think will be helpful in completing the analysis.