

Capital Facilities Program Timeline

11/19/2014

	Activity	Primary Responsibility	Target Completion Date	Completion Date
	Preliminary Investigation and Preparation Work			
	Begin Preliminary Bond Conversations with Select Strategic Stakeholders	Superintendent	March - June 2012	Ongoing
	Review Currently Identified Projects/Needs	Business Services/M&O	March 1, 2012	9/15/2012
	Issue RFQ for District Legal Services	Business Services/BOT	March 13, 2012	3/21/2012
	Approve Legal Services Contracts	Board of Trustees	June 1, 2012	7/10/2012
	Issue RFQs for Architectural Services	Business Services/BOT	June 12, 2012	11/19/2012
	Bond Feasibility Study and Community Survey	Business Services/Sites/M&O		8/6/2013
	Identify Critical Systems/Needs to Address Regardless of Bond	Business Services/Sites/M&O	May 1, 2012	1/22/2013
	Identify Funding Options for Contingency Repair Plans	Business Services/M&O	June 1, 2012	8/14/2012
	Identify and Outline Major Needs by Site	Business Services/Sites/M&O	June 1, 2012	1/22/2013
	Refine Critical Systems List for Presentation/Discussion with Architects	Business Services	July 1, 2012	10/1/2013
	Refine Major Needs List for Presentation/Discussions with Architects	Business Services	July 1, 2012	10/1/2013
	Commence Design Work on Critical Systems (SHHS Pool)	Architect(s)	October 1, 2012	8/6/2013
	Develop Draft Capital Projects List for Inclusion in Bond	Business Services Staff	September 1, 2013	9/1/2013
	Draft Project List to Board of Trustees for Preliminary Review/Discussion	Business Services/BOT	October 1, 2013	10/22/2013
	Authorization to Proceed with Preliminary Bond Investigation			
	Authorization to Initiate Capital Facilities/Bond Program	Board of Trustees		10/22/2013
	Authorization to Proceed with Needs Assessment - Facility Master Plan	Board of Trustees		11/5/2013
	Authorize Execution of Contract with Bond Planning Consultant - TBWB	Board of Trustees		11/5/2013
	Finalize Architect Proposals for Needs Assessment - Facility Master Plan	Business Services	August 1, 2012	11/14/2013
	Architect Proposals to Board for Needs Assessment - Facility Master Plan	Board of Trustees	September 11, 2012	11/18/2013
	Ratify Architect Contract(s) for Needs Assessment - Facility Master Plan	Board of Trustees	September 11, 2012	12/10/2013
	Commence Work on Facility Master Plan	Business Services/Architects	October 1, 2012	11/19/2013
	Complete and Finalize Facilities Master Plan	Business Services/Architects	April 1, 2014	04/15/14
	Present Needs Assessment/Facility Master Plan to Board of Trustees	Business Services/Consultant(s)	May 8, 2014	5/8/14

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Assemble Capital Facilities Program Administration and Management Team				
	Issue RFQs for Capital Projects Design/Development Team Members			
	Program Manager (To assist with Capital Facilities program design)	Business Services/BOT	May 1, 2014	In Process
	CEQA	Business Services/BOT	May 1, 2014	In Process
	Environmental	Business Services/BOT	May 1, 2014	In Process
	Geological and Soils Engineer - Preliminary Site Investigations	Business Services/BOT	May 1, 2014	In Process
	Kitchen Consultant (Targeted RFP - Fall 2014)	Business Services/BOT	September 1, 2014	
	State Facility Program Consultant (Targeted RFP - Fall 2014)	Business Services/BOT	September 1, 2014	
	Constructability Review Firm (Targeted RFP - Fall 2014)	Business Services/BOT	September 1, 2014	
	Issues RFQs for Construction Delivery Team	Business Services/BOT		
	Inspector of Record (Targeted RFP - Late Fall 2014)	Business Services/BOT	January 1, 2015	
	Testing Lab(s) (Targeted RFP - Late Fall 2014)	Business Services/BOT	January 1, 2015	
	Construction Manager (Targeted RFP - Spring 2015)	Business Services/BOT	March 1, 2015	
	Attend CDIAC Workshop	Business Services Staff	Spring 2015	
	Attend CASH Conference	Business Services Staff	Feb. 2015	
Update State Facility Program Eligibility	Facility Program Consultant	April 1, 2015		
Identify and Converse with Potential Core Campaign Supporters	Superintendent	January 1, 2014	7/1/14	
Assemble Core Campaign Support Team	Superintendent	March 1, 2014	8/1/14	
Assemble Capital Finance Team (Issues RFQs as needed)	Business Services/BOT	June 1, 2014		
Financial Advisor	Business Services/BOT	June 1, 2014	7/14/14	
Underwriter(s)	Business Services/BOT	June 1, 2014	TBD	
Pricing Consultant	Business Services/BOT	June 1, 2014	N/A	
Bond Counsel	Business Services/BOT	June 1, 2014	6/24/14	
Election Day				
	Certification of Election Results	Registrar of Voters	TBD	
	Adopt Resolution Certifying Election Results	Board of Trustees	December 9, 2014	

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Capital Facilities Program Implementation (November 2014 - March 2015)			
Engage Services of Program Manager - Develop Capital Program	Business Services Staff	November 5, 2014	
Establish Capital Facilities Program Structure and Frame Work	Business Services/Program Mgr.	April 1, 2015	
Recruit/Hire In-house Program Staff	Business Services Staff		
Contracts Administrator	Business Services Staff	January 1, 2015	
Combine/Collapse M&O Supervisor Positions	Business Services Staff		
Internal Construction Project Manager (Pool + Deferred Maintenance)	Business Services Staff	February 1, 2015	
Maintenance & Operations Supervisor Reorganization	Business Services Staff	February 1, 2015	
Director of Facilities and Construction (Winter 2015)	Business Services Staff	February 1, 2015	
Form Citizen's Bond Oversight Committee	Business Services/BOT	February 1, 2015	
Prepare Official Statement, Obtain Bond Ratings	Business Services Staff	February 1, 2015	
Sell First Issue of Bonds	Business Services Staff	April 1, 2015	
Capital Facilities Program Improvements and Construction			
Select Architects, Commence Design work on:	Business Services Staff	<u>Tentative Dates</u>	
Energy Efficiency (Prop 39)	Business Services Staff	March 1, 2015	
Computer Technology Infrastructure	Business Services Staff	March 1, 2015	
Facilities Infrastructure and Support Systems (Deferred Maintenance)	Business Services Staff	March 1, 2015	
Campus Improvements/Landscaping	Business Services Staff	March 1, 2015	
Food Service Facilities	Business Services Staff	April 1, 2015	
Visual/Performing Arts Facilities	Business Services Staff	April 1, 2015	
Athletic Facility Upgrades	Business Services Staff	September 1, 2015	
Education and Support Facilities	Business Services Staff	September 1, 2015	
Security and Safety Systems	Business Services Staff	September 1, 2015	
Library Upgrades/Improvements	Business Services Staff	December 1, 2015	
Career Technical Education (CTE) Facilities	Business Services Staff	December 1, 2015	
Science Labs	Business Services Staff	December 1, 2015	
Begin Construction on First Capital Facilities Projects	Business Services Staff	June 1, 2015	
SHHS Aquatics Facility - Begin Construction	Business Services Staff	June 1, 2015	
Facilities Infrastructure and Support Systems (Deferred Maintenance)	Business Services Staff	June 1, 2015	
Computer Technology Infrastructure	Business Services Staff	June 1, 2015	
Campus Improvements/Landscaping	Business Services Staff	June 1, 2015	
Energy Efficiency (Prop 39)	Business Services Staff	June 1, 2015	