

West Contra Costa Unified School District

Bond Policies & Procedures

“Program Management Plan” Update

June 23, 2020

presented to Facilities Committee

<https://www.wccusd.net/Page/13520>

Background

- The Moss Adams Program Effectiveness Audit recommends that: “the District consolidate all policies, procedures, and resolutions into one document to ensure effective controls and communication of the policies and procedures.”
- On May 8th, 2019, the Board of Education approved a contract with Swinerton Management & Consulting (“SMC”) to assist the District to develop and publish a Bond Program Management Plan (“PMP”)
- The Program Management Plan is anticipated to be completed by June 2020
- Regular updates and draft sections are available at <https://www.wccusd.net/Page/13520>

Program Management Plan: Anticipated Schedule to Release Working Drafts

- ✓ **Program and Operations** – December 2019
- ✓ **Administrative** – January 2020
- ✓ **Project Management** – June 2020
- ✓ **Fiscal** – February 2020
- **Program Management Plan** – **June 2020**
- **Present at Board Facilities Workshop** –
Summer 2020

After publishing each section, the District will open a 30-day public comment window for suggestions.

Written suggestions for improvement are encouraged and may be submitted online using a google form.

<https://www.wccusd.net/Page/13520>

Program Management Plan: Project Management Section

II. Project Management

This section generally describes the project life-cycle from initiation through closeout and certification. Each project is unique and differs in scope and size. The amount of resources assigned to a project is customized based on the size, scope and complexity of the project. Our intention is to identify significant differences between project types and sizes appropriately, so the overall level of Project Management described sets a minimum set of criteria for all bond-funded projects. We also use the term Project Manager, Design Manager or Construction Manager generally. Project Manager typically identifies the District employee or consultant assigned to oversee the entire project from initiation through closeout. The Design Manager or Construction Manager identifies the consultant hired and assigned to manage the project in coordination with the District's assigned Project Manager.

The Board approved 2016 Long-Range Facilities Master Plan (FMP) is the road map for the project scope, sequence, schedule and budget. Therefore, this document, including the latest yearly update, should establish which projects will be moving forward to design and construction. The District is beginning the process to update the 2016 FMP to reflect the current needs of the District including the recent passage Measure R. The 2016 FMP including historical and future updates, as well as, the Board approved Education Specifications, Material and Product Standards, and Sole Source Resolutions that guide our Project Management Process are available on the District website <https://www.wccusd.net/Page/6945>.

There are two primary Project Delivery Methods in use at WCCUSD:

- Design-Bid-Build (D-B-B), sometimes called Traditional Project Delivery, and
- Design-Build (D-B)

i. Design-Bid-Build

This method is the most commonly used delivery method, which is easily understood by stakeholders and has a deep body of case law governing its use.

D-B-B Features Include:

- Three linear phases: Design, Bid and Build
- Three prime players: District, Design Team, Contractor
- Two separate contracts: District to Design Team, District to Contractor

Responsibilities:

- District: Program, finance, management
- Design Team: Architectural/ Engineering services
- Contractor: Prime and Subcontractor Construction

Reasons for selecting Design-Bid-Build

- District has control over the entire process
- Multiple and alternative designs can be developed and reviewed
- A/E works directly for District
- Contractor works directly for District

Characteristics of Design-Build include:

- Project value at least one million dollars
- Integrated process; overlapped design and construction
- Often fast-tracked
- Two prime players: District and Design-Build Entity
- One primary contract - District to Design-Build Entity
 - A Bridging Architect may be contracted to create the bridging documents, which include programming and conceptual design. The Bridging documents can be used as the basis of design for the Design-Build Entity.
- Involvement of the builder in the design phase

Responsibilities:

- District: Program, performance requirements, and finance
- Design-Build Entity: Design and construction

Reasons for selecting Design-Build:

- Single point of responsibility for District
- Professional relationship with Contractor and Design Team
- A/E and Contractor on the same team providing unified recommendations to District
- Early Contractor involvement
- Transfer of Risk from District to DBE
- Faster project delivery

Next Steps

- ❑ Release **Program Management Plan** final draft online and the summary of feedback and associated revisions
 - ❑ CBOC members will be notified when the compiled PMP final draft is available
- ❑ Continue to provide monthly updates to the Facilities Committee and Citizens' Bond Oversight Committee
 - ❑ Historical presentations are available online <https://www.wccusd.net/Page/13520>
- ❑ Publish the Program Management Plan online in June 2020
 - ❑ Anticipated presentation of the full PMP at the Summer 2020 Facilities Board Workshop