

**OAK PARK UNIFIED SCHOOL DISTRICT  
5801 E. CONIFER STREET  
OAK PARK, CALIFORNIA 91377  
(818) 735-3206**

**ADDENDUM BOARD MEETING – AGENDA #909**

DATE: Tuesday, May 19, 2015  
TIME: **6:00 p.m. Open Session**  
PLACE: Oak Park High School  
Presentation Room-G9  
899 Kanan Road  
Oak Park, CA 91377

**ACTION**

**B.2.k. Approve Award of Bid 15-03R Roof Repairs and Replacement, Building C, Medea Creek Middle School**

*Board Policy 3312 requires Board approval for contracts for services*

**B.2.l. Approve Consultant Agreement for Oak Park Needs Assessment Plan Development**

*Board Policy 3312 requires Board approval for contracts for services*

**B.2.m. Board Review of Draft 2015-16 Oak Park Unified School District Local Control and Accountability Plan**

*Board will review draft of LCAP*

Date: May 15, 2015

Anthony W. Knight, Ed.D.  
Superintendent and Secretary to the  
Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.k. APPROVE AWARD OF BID 15-03R ROOF REPAIRS AND REPLACEMENT, BUILDING C, MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board award a contract for Bid 15-03R Roof Repairs and Replacement, Building C, Medea Creek Middle School?

**BACKGROUND:** In its approval of the District’s Facility Master Plan on January 20, 2015, the Board authorized roof repairs and replacement on Building C at Medea Creek Middle School. Identified as Project 15-03R, the budget established for this project was \$220,000 for direct construction and a 20% contingency of \$44,000, for a total budget of \$264,000. On April 15, 2015, the District received three responses to its call for bids for this project. The following is a recap of the bids received:

Contractor	Total Base Bid
Pacific Single-Ply Roofing Inc.	\$ 144,284.00
Letner Roofing Company Inc.	\$ 202,833.00
Tecta America Southern California Inc.	\$ 238,000.00

The bid for this work has been reviewed and analyzed by construction manager Balfour Beatty, the Facility Planning Subcommittee, and District staff, who recommend the award of bid to Pacific Single-Ply Roofing Inc., in the amount of \$144,284.00. Balfour Beatty’s letter recommending the award of contract for this project is attached.

- ALTERNATIVES:**
1. Award Bid 15-03R Roof Repairs and Replacement, Building C, Medea Creek Middle School to Pacific Single-Ply Roofing Inc., in the amount of \$144,284.00, as lowest responsive and responsible bidder.
  2. Reject all bids received and direct staff to re-bid the project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn; Martin Klauss, Assistant Superintendent Business Services

May 14, 2015

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project 15-03R, Roof Replacement, Building C at Medea Creek Middle School -  
Recommendation to Award Bid to the Lowest Responsive Bidder

Dear Mr. Klauss,

The District received bids for Project 15-03R, Roof Replacement, Building C at Medea Creek Middle School on April 15, 2015. The following companies submitted a bid. This Project is indicated to occur in the current year in the recent Measure "R" Master Plan update approved by the Board on January 20, 2015. The work is scheduled to occur during the 2015 Summer Break.

<u>Contractor</u>	<u>Total Base Bid</u>
Pacific Single-Ply Roofing Inc.	\$ 144,284.00
Letner Roofing Company Inc.	\$ 202,833.00
Tecta America Southern California Inc.	\$ 238,000.00

The 2015 Master Plan Update allocates \$220,000 plus a contingency of 20% for a total construction budget of \$264,000 to complete the scope of work related to this project. Should the Board authorize Notice of Award to low bidder, Pacific Single-Ply Roofing Inc., a savings of \$119,716 will be realized and placed into contingency. This contingency will be available should any unforeseen issues be encountered during the course of construction.

Options to the Board;

- A. Accept the bids and authorize Staff to enter into an Agreement with Best Contracting
- B. Reject the bids and authorize Staff to re-bid the project

Balfour Beatty Construction has reviewed the bid package and confirmed the submitted proposal is responsive and we would recommend the Board of Trustees authorize Staff to proceed with issuance of a Notice of Award and Agreement to Best Contracting.

Should you have any questions or require any additional information, please contact me at anytime

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction, File

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.I. APPROVE CONSULTANT AGREEMENT FOR OAK PARK NEEDS ASSESSMENT PLAN DEVELOPMENT**

ACTION

**ISSUE:** Shall the Board of Education approve a consultant agreement with Balfour Beatty Construction for needs assessment and implementation plan development services?

**BACKGROUND:** At its meeting on January 20, 2015, the Board authorized the formation of a broad-based district committee for the purpose of generating a comprehensive District needs assessment and recommendation in the areas of facilities, technology, student safety, and energy conservation and environmental concerns. The Oak Park Needs Assessment Committee has met three times and at its two most recent meetings received a presentation and proposal from Balfour Beatty Construction for needs assessment and implementation plan development services. The proposal, in an amount not-to-exceed \$27,000, is attached for the Board's information and review. At its May 11, 2015, meeting the Committee voted unanimously to recommend the Board's acceptance of the proposal. District staff concurs with the Committee's recommendation and requests the Board's authorization to enter into a consultant agreement with Balfour Beatty Construction for these services.

**ALTERNATIVES:**

1. Approve a consultant agreement with Balfour Beatty Construction for needs assessment and implementation plan development services, in an amount not-to-exceed \$27,000.
2. Do not approve an agreement for financial advisor services.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn; Martin Klauss, Assistant Superintendent Business Services

May 12, 2015

Subject: Oak Park Unified School District  
Proposal to Assist District Needs Assessment Study and Report

Dear Mr. Klauss,

It is with pleasure we submit a proposal to assist the District with a next step facility needs assessment and preliminary master plan report for Board review and action in developing a possible 2016 bond campaign and in support of the District's Goals and Moral Imperatives.

We offer our services to include the following;

**1. Facilities Assessment**

- a. School by school assessment of facilities
  - i. Site Administration/Committee survey of needs; operational priorities, educational priorities, class use priorities
  - ii. Conduct various site meetings (min. of 2) to receive input, discuss and fully understand priorities and needs
  - iii. **GOAL/TIMING; receive initial input prior to 2015 summer break, prepare preliminary report for follow up in September/October 2015**
- b. Preservation of Properties
  - i. Detailed analysis of existing conditions to determine priority repairs and upgrades conducted with the District Facilities team.
  - ii. Analysis of Measure R completed repairs and upgrades
  - iii. Work closely with District Facilities
  - iv. **GOAL/TIMING; Conduct site studies during 2015 summer break and include list of priorities/needs in the preliminary report**
- c. Code and DSA Compliance
  - i. Detailed analysis of existing code compliance conditions
  - ii. Analysis of Measure R completed repairs and upgrades
  - iii. **GOAL/TIMING; Conduct site studies during 2015 summer break and include list of priorities/needs in the preliminary report**
- d. Continuance of Measure R efforts
  - i. Comparison of work completed to date to work remaining and added during present analysis
  - ii. **GOAL/TIMING; include analysis in preliminary report**
- e. Preliminary Estimates/Budgeting
  - i. Gather all study information and develop preliminary needs assessment report outline
  - ii. Develop preliminary detailed construction and project budgets for each campus
  - iii. Develop preliminary project timing based on priorities, site logistics and constraints and potential additional funding opportunities
  - iv. **GOAL/TIMING; Include preliminary budget information and potential project timing in preliminary report**

## 2. Technology Assessment

- a. Work with District IT team to identify necessary infrastructure to support the "3" pillars of District technology and educational goals
- b. Overlay the technology plan into the preliminary report and assist with preliminary prioritization and pricing
- c. **GOAL/TIMING; include analysis in preliminary report**

## 3. Energy Efficiency and Renewable opportunities

- a. Review energy expenditure/savings plan currently being developed by District Consultant Kw Engineering
- b. Implement recommendations of the energy expenditure/savings plan
- c. Implement opportunities for application of Proposition 39 funding
- d. Assist with life cycle cost analysis
- e. Prioritize recommendations and develop preliminary budget information
- f. **GOAL/TIMING; include analysis in preliminary report**

## 4. Additional funding opportunities

- a. Research various matching funding opportunities, potential grants and funding enhancements
  - i. State Matching funds
  - ii. Overcrowded Relief Grants
  - iii. Technology grants
  - iv. Career grants
- b. **GOAL/TIMING; include research in preliminary report**

## 5. Committee Input

- a. Involving stakeholders in the planning process
- b. Needs Assessment Committee
  - i. Sub-committees – **Set sub-committees prior to 2015 summer break**
- c. District Administration
  - i. Superintendent, Business Services, Facilities, Educational Services, IT Services
- d. School Leadership – **Set committees prior to 2015 break**
  - i. Campus Staff committee(s)
  - ii. School Associations
- e. Public stakeholders

## 6. New Construction

- a. Study need for campus facility expansions to facilitate District educational goals
- b. Study options for re-use/re-purposing existing facilities
- c. **GOAL/TIMING; include analysis in preliminary report**

## 7. District Enrollment Data

- a. Prepared by District. Section added to preliminary report

## 8. Other – as determined thru course of needs assessment development

We estimate a not to exceed cost of \$27,000.00 to perform the proposed services to include all project management, data entry, estimating and planning costs.

Thank you again for the opportunity to continue our services to Oak Park USD. Should you have any questions, please contact me at any time.

Respectfully,



Dennis Kuykendall  
Senior Project Manager, Balfour Beatty Construction



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.m. BOARD REVIEW OF DRAFT 2015-16 OAK PARK UNIFIED SCHOOL DISTRICT LOCAL CONTROL AND ACCOUNTABILITY PLAN**  
DISCUSSION

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**ISSUE:** Shall the Board review and discuss the draft 2015-16 Oak Park Unified School District Local Control and Accountability Plan?

**BACKGROUND:** Effective in 2013-14, the existing K-12 finance system was replaced with the new Local Control Funding Formula (LCFF). As part of shift to LCFF, school districts and County Offices of Education are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP), using a form adopted by the California State Board of Education (SBE). The LCAP identifies how districts and County Offices of Education address the State's priorities and metrics, and how expenditures are made in accordance with statutes. Following the process, requirements, and proposed schedule outlined for the Board at its January 2015 meeting, the draft 2015-16 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders.

The current draft of the 2015-16 LCAP will be posted on the District website after final editing. At this evening's meeting the Board will review and discuss the draft, and provide direction to staff in its preparation of a final draft for public comment. Education Code 52062 requires a public hearing to solicit the recommendations and comments of the public regarding the proposed LCAP. The public hearing has been scheduled for June 2, 2015. After receiving input from the public, the District's 2015-16 LCAP will be formally adopted at the Board's June 16, 2015 meeting.

**RECOMMENDATION:** None – information and discussion only.

Prepared by: Dr. Leslie Heilbron, Assistant Superintendent, Human Resources and Curriculum  
Barbara Dickerson, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent