

Additional Bond Projects Evaluation Procedures

3/14/18

Background

As described in the Cost Management and Control Plan, any projects added to the 2014 Bond Program must be approved by the School Board. The School Board has requested that candidate projects be screened and forwarded by the Bond Accountability Committee (BAC) with their recommendation to the Board. The BAC's recommendation will be based on project value towards achieving the Bond goals and the wise, best use of the Program Reserve.

It should be noted that the Board and BAC have both recommended not utilizing the Program Reserve for new projects at this point in the program. Submission of projects under this procedure is not anticipated until 2019 at the earliest.

The BAC requested BSD staff develop a procedure that can be used to screen the candidate projects. Staff recommends the following process:

1. SUBMISSION

- a. Candidate project applications will be submitted online, via Google forms.
- b. Applications must be submitted by Administrator responsible for the facility or function requested.
- c. Stakeholders must coordinate desired projects for approval and submission by the appropriate Administrator.

2. SCORING

- a. Submitted projects will be reviewed and scored by the Evaluation Committee.
- b. The Evaluation Committee will be comprised of District Staff led by Facilities.
- c. The evaluation criteria is based on the School Board goals for the Bond program. Each criterion is weighted.
- d. The Evaluation Committee will grade each project on the criteria. Scores shall be given from 0 (Does not apply) to 3 (Strongly applies).
- e. The total project score is a representation of how strongly a project aligns with the Bond program goals.
- f. The Evaluation Committee will convene approximately 30 days prior to each BAC meeting to review and score any applications received.
- g. Facilities Development will maintain the list and ranking of candidate projects on behalf of the BAC.
- h. Project budgets at this point will be based on "rough order of magnitude" estimates. Fundable estimates will be performed only when the BAC selects a project for further consideration.

3. RECOMMENDATION

- a. The Bond Accountability Committee will recommend project(s) to the Board based on:
 - i. The staff recommendation and scoring
 - ii. Availability of Program Reserve and risk
 - iii. Overall project value to the students of the District
- b. Once a project is selected by the BAC, the Facilities staff will prepare or validate the project budget. This validated budget will be provided to the BAC for inclusion in their recommendation to the Board.
- c. The BAC recommendation to the Board can be by individual project or can be a list.

4. APPROVAL

- a. School Board will determine if a candidate project will be added to the Bond.
- b. The School Board will be presented with both staff and BAC recommendations for each project (see Bethany as example).