



## **KELLER INDEPENDENT SCHOOL DISTRICT**

*The community of KISD will educate our students to achieve their highest standards of performance engaging them in exceptional opportunities.*

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**The KISD Education Center Board Room  
350 Keller Parkway, Keller, Texas  
Citizens Bond Oversight Committee Meeting  
Tuesday, December 10, 2019 – 6:30 pm**

Present: Hudson Huff, Billy Kidd, Rachel Epperson, Mark Youngs, Nicole Cobb, Paul Sikes, Jennifer Upton, Felix Mira, Armin Mizani, Sandi Williamson, Julie Nors, Heather Washington, Jenn Clower, Nate Richards, Colleen Demel, Amanda Burruel, Gary Mantz, Karina Davis, Joe Griffin, Richard Chance, Aaron Rister, Vaughan Hamblen, Nicole Lyons, Donna Zoch, Scott Goodwin, Matthew Mucker

Mr. Billy Kidd welcomed everyone and expressed his appreciation for the number of attendees that were at the meeting.

Mr. Kidd passed out to committee members a sample packet of what was required to be turned in by interested professional service firms that were proposing to perform engineering type services. He explained the Request for Qualifications (RFQ) was advertised on November 8<sup>th</sup> by the District and required all interested firms to submit packets no later than by 2:00 PM on November 26, 2019. He also shared with the committee that there were 44 total responses to the advertisement and request. Mr. Kidd then passed out a one-page document that identified the companies that responded, and their packet's evaluation scores.

Mr. Kidd explained the evaluation scores were based on stated criteria that were in the packets that were provided to each of the interested professional service firms. He explained that one criteria that cannot be considered in this evaluation is competitive bidding or price per state law. There was an inquiry as to why the law exists, and Mr. Kidd explained that the selection of such services is to be based on the quality of services provided to meet technical standards and comply with all associated codes that relate to the work being considered. Committee members asked how the number of responses the District received this time compared to requests and submissions in past years. Mr. Kidd deferred to Mr. Huff because of his experience with several bond programs over the years. Mr. Huff said the District staff was pleased with the number of responses that were received. He also explained that this was the first time the District had requested submissions through an online format and had requested it for multiple services all at one time. He explained that although the process was different than what was done in past years the overall number of responses was greater in specific service areas this time.

Sloan Harris, with VLK Architects, provided a report on the design development process for the Heritage and Florence Elementary campus projects. He presented a video that highlighted the meeting activities and the participation of teachers, parents, and students in the planning process. Mr. Harris explained how both campus planning groups had several options to each choose from for their campus designs, but at the end of the planning meeting had determined that they both liked the same general floor plan. He explained to the committee VLK Architects would be continuing to meet with the staff to make sure the design meets the program needs at each of the campuses, incorporates the education specifications, and will be a reflection of what the community wants the schools to look like. Mr. Harris explained final designs would be ready to present to the committee and school board in the January-February timeframe. Committee members asked if going with the same design for both schools would save expenses. Mr. Harris replied that there may need to be small differences between the two campuses based on site conditions, enrollment, and programs, but ultimately there will be efficiencies with having similar floor plan designs. There was also an inquiry about the spaces that would be designed for the counselors and diagnostician staff positions as to if intentional space was going to be incorporated into the design to allow for their work. Mr. Harris responded that it would be designed into the space as the design is finalized. Committee members also asked if maintenance and operations were being given the opportunity to provide input into the design of the building. Mr. Harris stated that several members from the facility services staff have been involved in the process. Mr. Huff also explained that the technical design guidelines were updated as part of the facility assessment and long range planning process and that those standards would be incorporated into the new building designs. Mr. Harris also discussed the current proposed location within the design that will serve as the storm shelter for the school. He explained that the area must have a stand-alone water supply, air conditioning system, and all basic utilities separate from the main building. There was also an inquiry about the current requirement for implementing full day Pre-K programs. Mr. Harris responded that the District is currently analyzing which campuses will accommodate those programs. The committee also discussed the surfacing requirements for new playground areas. Mr. Huff stated that they would be turfing those new playground areas at the new campuses. There was an outline referencing future expansion on the floor plan provided and a question was asked as to what that future expansion would be for. Mr. Harris explained that the intent is to provide space for any future considerations that may need to be made to allow the District not to be boxed into a corner with a design that doesn't allow for any changes in the future.

A brief overview of the overall bond program schedule was presented by Mr. Harris. He shared with the committee that the first two major projects would be Heritage Elementary and Florence Elementary and that those projects would be bid and taken to the School Board in April in hopes of mobilizing for construction activities to begin as early as May. He explained that there were two months allotted for each major project for bids and review. There was also discussion that there would be mechanical and electrical equipment projects taking place this first summer as well. It was discussed that the projects at Whitley Road Elementary and Parkview Elementary would be extremely complicated based on the constraints of the school properties. There was a question submitted as to if it was going to be that complicated to coordinate why wouldn't the District just build the necessary additions and renovate the existing buildings. Mr. Harris explained that it would still be more costly over time to do that than what is being proposed. Mr. Huff explained there will be great effort and planning that will go into making sure there is separation between student occupied areas and construction activity areas. Committee members also asked about what safety measures would be taken while the campuses are under construction. It was explained that everyone on the school site will have background checks and that these type of questions will be asked of the construction management companies in the interview portion of the selection process to see what systems and procedures they will be proposing to implement.

Questions were also submitted as to what the process was or who was ultimately responsible for making sure the projects were completed in the timelines referenced in the schedule. Ms. Davis said that District believes we can meet these deadlines, however, there are always special circumstances such as weather that are out of our control. There was a follow-up question as to who would pay for missed dates, late completions, etc. Mr. Huff explained that those type costs can be incorporated into the contracts, however it doesn't offset the issues it causes for lost instructional days. It was explained that companies that are in the school building business know that their reputations are critical for the consideration of any future work for any of the area school districts and failing to open a campus really hurts that reputation. Mr. Huff explained that the plan for the Heritage Elementary and Florence Elementary campus projects is that the existing buildings won't be torn down until we have the necessary Certificate of Occupancy paperwork to allow us to move into the new school buildings. He also explained that ultimately it is the administration and facility services team's responsibility to complete the projects referenced within the timelines that have been discussed and that they have always had those responsibilities over the years. Mr. Kidd also stressed that is why the District hires companies that know the business, that specialize in doing work for school districts, and have a high frequency of success.

Representatives from the Technology department reported on upcoming projects and equipment purchases that will be made with funds in the Bond Program. Mr. Griffin introduced his staff and also shared that they have been working closely with the Safety and Security department on the Security type projects and systems that are proposed to be done in the Bond program. Mr. Hamblen shared information with the committee pertaining to the network cabling that will be done in the campuses this summer and talked briefly about the Wi-Fi systems that will also be installed at each of the campuses and shared that there would also be new phone system upgrades provided as well. Mr. Rister then explained that the District is in the process of surveying our campus teachers and students to determine the type of devices that will be best suited for the needs that exist. Mr. Chance then shared that pilot programs are also being conducted at several campuses to help assess which devices should be purchased for the various programs and areas. He also explained that sound system equipment and wireless projectors were also equipment purchase items that were being evaluated and would be purchased in the months and year ahead. Ms. Zoch then presented how the various different technology and security system projects would be managed. She explained that the District uses the Texas DIR purchasing program that allows the District to purchase the quantities of devices and equipment at a less expensive price because of the economies of scale. Committee members asked what the payoff timeframe was for the technology type items that are in the Bond. Mr. Youngs stated they are paid off within the 5 to 7 year useful life timeframe. Mr. Griffin stated they would be bringing back the list of devices and proposed costs at a future committee meeting before they move forward with the purchasing of the equipment.

Ms. Nicole Lyons, with the Communications department, presented information on how the District is planning on communicating out on the progress that is being made on Bond projects. She explained that the intent will be to provide as much information as possible on the District website using the link to the Citizen's Bond Oversight Committee page. She also shared that the Communications department uses Twitter, Facebook, and Instagram social media platforms. She encouraged committee members to help in sharing the information that is posted by the District retweeting posts to get the word out as much as possible. She also presented on the Instagram Story feature and explained it would be a continuing story in the moment with short clips, pictures of sites and associated progress that was being made.

She also explained that every employee and parent in the District who has not opted out of the notifications receives KISD eNews every Friday morning. Bond updates will also be provided in those District news pieces. A question was asked related to the cost of this work. Ms. Lyons explained that it is already incorporated into the current workload of our current staff in the department and no additional cost is anticipated.

It was discussed that the next committee meeting will be scheduled for January 16<sup>th</sup> at 6:30 PM. Mr. Kidd explained the location has yet to be determined but location information would be forthcoming.

The meeting adjourned at 8:40 PM.