

Date: September 5, 2013

For ACTION X

For INFORMATION X

Board Agenda: Yes X
No

FROM: William E. Finn, Director, Educational Facilities Office
Monika Szczepaniec, Director, Planning, Design and Construction

THROUGH: Margee Walsh, Ed.D., Acting Superintendent of Schools

TO: The Honorable Karen Graf, Chairman, and
Members of the Alexandria City School Board

COPY: Executive Staff

TOPIC: **FY13 CIP Projects: Budget Transfer request**

BACKGROUND:

The purpose of this memorandum is to provide the ACPS School Board with a budget transfer proposal. This proposal is a reflection of staff's detailed project progress analysis, project scope verification and validation including the information reflected in the CIP FY13 4th Quarter update. During this process, a number of projects were identified that are grouped into the following categories:

- Projects completed with leftover funding: Food Service Capacity Expansion, Transportation Facility Equipment Addition, Cora Kelly Playground Project, A/E Services: Polk Modular Classroom Addition Phase I
- Projects with projected savings (based on the identified scope of work completed to date): Floor Replacement at Francis C. Hammond, Floor Replacement at George Mason, Jefferson-Houston Required Maintenance and Repair Until Building Replacement
- Projects recommended for deletion (scopes reviewed with no current requirement): New Generator (System Wide), Transportation Facility Structural Damage Repair (work included in FY14/15 CIP facility upgrade project), Patrick Henry Storm Water Management, Green Roof at T.C. Williams Minnie Howard Campus

Additionally, staff is recommending consolidating FY12 and FY13 Roof Replacement accounts at George Washington Middle School since both roof replacements will be bid out as one project.

This budget transfer requests reallocating leftover funding to supplement projects that are at risk of being underfunded based on investigative/design work performed to date and the historical spending data. These accounts are associated with:

- Emergency Repairs
- Capacity Division A/E Study
- George Mason Elementary School Capacity Addition project
- Long Range Facility Planning

The following provides the overall summary of funding we are recouping through project savings/leftover funds, additional funding for projects that have projected shortfalls, and the net change to the FY13 CIP budget:

•	Projects completed – leftover funding	\$ 87,637
•	Projects' "savings" funding	\$ 445,084
•	"Deleted" projects	<u>\$ 718,800</u>
•	Total project funding "recouped"	\$ 1,251,521
•	George Washington MS Roof Replacement	
	Account consolidation (FY12 CIP funds)	<u>\$ 556,305</u>
•	Net total	\$ 1,807,826

The two major projects in the Deleted Project category are T.C. Williams Minnie Howard Green Roof projects and New Emergency Generator on the site To Be Determined. These deletions are being recommended after a detailed review of both of these projects was completed in June of this year to ensure we did not cancel them if there was a legitimate requirement and/or they could be supported. Specifics on these two projects are provided in Attachment 1.

In addition, the "recouped" amounts are being requested to augment the CIP line items for emergency repairs due to austere "non-capacity" funds in the FY14 CIP, A/E support due to the numerous unplanned technical support requirements to address critical building deficiencies, and additional costs for the George Mason Modular classrooms due to required sitework and stormwater management that was not included in the initial estimate. Finally, in order to support the four primary focus areas (enrollment forecasts/demographics, facility capacity needs analysis, educational specifications/school of the future, and student assignment) of the long-range planning effort, staff and the Work Group developed a scope of work for technical design assistance that is required for the next two years. The following represents a summary of how the additional funds will support the long-range planning required for Phase One (FY14):

- Update existing floor plans and provide in both Adobe and an electronic format that is compatible with the City's GIS system. The information will include data regarding square footage, current use and appropriateness of use for each space, configuration and adjacency of the spaces, classification of spaces and standards for each, general space quality (finishes, light/natural light levels, acoustics, IT/AV components).
- Update existing educational specifications and assist in defining the programmatic, functional, spatial, and environmental requirements of all our educational facilities, in a written and graphic form for elementary, middle and high school levels. This will include a thorough, in-depth explanation of curriculum goals and instructional activities that occur within the learning environment. This document will be of great significance during any new construction or addition projects. This document will ensure they are tailored to the current ACPS curriculum goals.

Upon completion of the first phase of the long-range planning effort, additional work is proposed during FY2015 to complete the joint long-range educational facilities plan; including, but not limited to, updating existing site plans, performing an educational adequacy assessment, and providing forecast guidance.

Over the last year, the Facilities office staffing has significantly improved (hiring of 4 vacant positions, addition of the Financial Analyst and two Registered Professional Engineers – Facilities Engineer and Construction Program Manager). In addition, close coordination with the Finance/Procurement offices has put in place the critical contracting tools (Architect/Engineer and Construction firms) required to properly manage and maintain the ACPS Facilities and sites. With these dramatic improvements as well as greater visibility and coordination with the Principals/Support Operations' Directors, we have had the

ability to better review the backlogged prior year CIP projects and validate their requirements, address capacity concerns due to increasing enrollment, and accomplish numerous high priority/visibility projects such as the Satellite campus at Landmark Mall; Cora Kelly playground; and several critical moisture intrusion projects at Patrick Henry, Douglas MacArthur, Matthew Maury, etc. The above budget transfer recommendations are a result of these improvements within the Facilities office.

The attached CIP FY13 financial summary provides the detailed project adjustments. These recommendations accurately reflect the financial priorities for these projected available FY13 CIP funds based on the current identified requirements.

RECOMMENDATION: To approve the proposed budget transfer request of FY12/13 projects.

CONTACT PERSON: Monika Szczepaniec 703/461-4168

ATTACHMENTS:

1. Details on two major projects proposed for deletion.
2. FY13 CIP Adjustment Analysis.

Project Details: Two Major Projects in the Deleted Project Category

T.C. Williams: Minnie Howard Green Roof

In 2008, ACPS hired a team to conduct a Sustainability Study for the Minnie Howard campus. This study outlined a number of improvements to increase the building's energy and water efficiency, indoor air quality as well as to summarize other innovative sustainable features among which was a proposal to install a green roof on a portion of the existing roof structure. Among the projects that were completed were a geo-solar system, stormwater collection system, additional landscaping, parking lot improvements, and recommissioning of the HVAC system.

The green roof project is not recommended by Facilities for a number of reasons. First, a critical structural investigation was never performed to determine that the portion of the existing roof that is to receive the vegetative roof is capable of withstanding the significant loading of a green roof installation. The Facilities team believes the roof structure would require structural modifications to meet the required design standards. Second, we are concerned about performing any modifications to the existing roof system due to the roof leak issues already being addressed across the District. A green roof application is more ideal for new construction when the design of the roofing structure takes into account the additional loading and there is no risk of encountering unforeseen conditions (as discovered by our current A/E design effort for existing CIP roofing replacement projects) when working on an existing, aged roof. Finally, the Facilities staff has discovered, based on a number of current green roof installations, that these roofs cannot be neglected and require long term maintenance that is outside of a typical roof maintenance contract.

System Wide New Emergency Generator

The Facilities staff has researched this project and found no requirements for a new emergency generator (replacement or new installation) in any of our facilities. There is currently a generator replacement project identified for the Minnie Howard campus that was funded in FY 2012 and is also the location of our ACPS Security/Emergency Operations Center. T.C. Williams High School King Street Campus and George Washington Middle Schools already have emergency generators. The new Jefferson-Houston school will also include an emergency generator. The current (and proposed) new Central Office locations (will) also have an emergency generator.

City of Alexandria, Virginia
BUDGET TRANSFER OF APPROPRIATIONS REQUEST
ACPS Re-racking of CIP Projects / August 2013

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200130	2106	Patrick Henry-Facility Maintenance-Storm Water Management	\$ 18,547.34	\$ -	C0130-7-P120100
200262	2120	T.C. Williams Minnie Howard-Eco City	\$ 179,186.00	\$ 300,000.00	C0262-5-P120109
To Account	Sub Object	Description	Amount Transferring	Balance	
				\$ 39,435.83	
200830	2121	System Wide-Asset Loss Prevention-Emergency Repairs	\$ 197,733.34	\$ 237,169.17	C0830-2-P130022
REASON FOR REQUEST: additional funding needed to address unforeseen emergency repairs					

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200834	2121	System Wide-Capacity-Renovations to Satellite School Locations	\$ 542.01	\$ -	C0834-4-P130053
200832	2110	System Wide-Capacity-Food Service Capacity Expansion	\$ 40,197.36	\$ -	C0832-4-P120030
200141	2121	Cora Kelly-Instructional Environment-Exterior Play or Sports Areas	\$ 7,049.85	\$ -	C0141-8-P130027
200154	2106	Douglas MacArthur-Facility Maintenance-Replace Flooring	\$ 0.28	\$ -	C0154-7-P130071
200240	2121	Francis C Hammond-Eco City-Sports Turf Field	\$ 3,383.12	\$ -	C0240-5-P120096
200201	2106	James K Polk-Equipment & Systems Replacement-Replace HVAC Systems	\$ 1,195.98	\$ -	C0201-6-P120073
200201	2123	James K Polk-Capacity-Capacity Addition A/E	\$ 21,118.00	\$ -	C0201-4-P120013
200160	2106	Jefferson-Houston-Asset Loss Prevention-Required Maintenance & Repair until Building Replacement	\$ 71,307.65	\$ 60,000.00	C0160-2-P130086
200130	2106	Patrick Henry-Facility Maintenance-Replace Flooring	\$ 1,536.42	\$ -	C0130-7-P120071
To Account	Sub Object	Description	Amount Transferring	Balance	
				\$ 113,288.00	
200834	2123	System Wide-Capacity-Division A/E study	\$ 146,330.67	\$ 259,618.67	C0834-4-P130020
REASON FOR REQUEST: additional funding needed to support design efforts for various projects					

City of Alexandria, Virginia
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ACPS Re-racking of CIP Projects / August 2013

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200262	2120	T.C. Williams Minnie Howard-Eco City	\$ 300,000.00	\$ -	C0262-5-P120109
To Account					
Sub Object	Description	Amount Transferring	Balance		
			\$ 45,000.00		
200834	2123	System Wide-Capacity-Long Term Facility Planning	\$ 300,000.00	\$ 345,000.00	C0834-4-P130033
REASON FOR REQUEST: additional funding needed to support design for the Long Range Planning efforts					

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200850	3602	Transportation Facility-Facility Maintenance-Equipment Addition	\$ 12,613.72	\$ -	C0850-7-P130025
200850	2106	Transportation Facility-Facility Maintenance-Structural Damage Repair	\$ 10,941.00	\$ -	C0850-7-P130101
To Account					
Sub Object	Description	Amount Transferring	Balance		
			\$ 10,000.00		
200850	2121	Transportation Facility-Asset Loss Prevention-Emergency repairs	\$ 23,554.72	\$ 33,554.72	C0850-2-P130022
REASON FOR REQUEST: additional funding is needed to address roof repair/replacement					

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200830	3602	System Wide-Shared Program Priority-Emergency Generator: New	\$ 210,126.00	\$ -	C0830-9-P130021
200243	2106	Francis C Hammond-Facility Maintenance-Replace Flooring	\$ 251,109.95	\$ 100,000.00	C0243-7-P130071
200170	2106	George Mason-Facility Maintenance-Replace Flooring	\$ 102,666.00	\$ 150,000.00	C0170-7-P130071
To Account					
Sub Object	Description	Amount Transferring	Balance		
			\$ 52,925.37		
200171	2121	George Mason-Capacity-Capacity Addition	\$ 563,901.95	\$ 616,827.32	C0171-4-P130089
REASON FOR REQUEST: additional funding is needed to complete the construction of the modular classroom addition					

City of Alexandria, Virginia
BUDGET TRANSFER OF APPROPRIATIONS REQUEST
ACPS Re-racking of CIP Projects / August 2013

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200251	2106	George Washington - Facility Maintenance-Roof Replacement	\$ 556,304.83	\$ -	C0251-7-P120087
To Account					
Index Code	Sub Object	Description	Amount Transferring	Balance	
				\$ 594,356.52	
200250	2106	George Washington - Facility Maintenance-Roof Replacement	\$ 556,304.83	\$ 1,150,661.35	C0250-7-P130087
REASON FOR REQUEST: roof replacement account consolidation					

From Account					ACPS PROJECT CODE
Index Code	Sub Object	Sub-Object Title	Amount Transferring	Balance	
200250	2121	George Washington - Facility Maintenance-Site Hardscapes	\$ 20,000.00	\$ 214,439.60	C0250-7-P130092
To Account					
Index Code	Sub Object	Description	Amount Transferring	Balance	
				\$ 11,307.00	
200250	2121	George Washington - Facility Maintenance-Exterior Play or Sports Areas	\$ 20,000.00	\$ 31,307.00	C0250-7-P130027
REASON FOR REQUEST: additional funding needed to patch tennis courts					

Total \$ 1,807,825.51