



AN EARLY COLLEGE DISTRICT

**BROWNSVILLE**

INDEPENDENT SCHOOL DISTRICT

# FACILITIES WORKSHOP

**July 30, 2024**

**6:00 PM**

**BISD Board Room**

# FACILITIES DEPARTMENT

## AGENDA

- GENERAL OVERVIEW OF DEPARTMENT AND STAFF ROLES
- GENERAL OVERVIEW OF DEPARTMENT CAPACITY (TOTAL AMOUNT THRESHOLD VS. TOTAL NUMBER OF PROJECTS)
- PROVIDE TIMELINE FOR PROJECT MANAGER VACANCY

# FACILITIES DEPARTMENT

## STAFF OVERVIEW

District Architect	Manuel Hinojosa
Administrative Assistant	Dora Ortiz
Project Manager	Martin Espinosa
Project Manager	<b>VACANT</b>
Construction Inspector	Jose Hernandez, Jr.
Construction Inspector	Jose R. Garcia

# FACILITIES DEPARTMENT

## DISTRICT ARCHITECT ROLE

<ul style="list-style-type: none"><li>• Administrative – 45%</li></ul>	<ul style="list-style-type: none"><li>• Administer the department's affairs. Observe and maintain inspection logs on job progress and close out documents.</li><li>• Provide school board agendas for pay applications, oversee easement requests, professional services recommendations, and MOU's with Political Subdivisions.</li><li>• Write AIA Owner-Contractor agreements, Engineering-Contractor agreements, Substantial Completion and Change Order Completion agreements for attorney's review.</li><li>• Develop masterplan, long range planning and needs assessment for school district.</li></ul>
<ul style="list-style-type: none"><li>• Design/Preparing Documents – 15%</li></ul>	<ul style="list-style-type: none"><li>• Develop program and conceptual designs, working drawings and specifications documents.</li></ul>
<ul style="list-style-type: none"><li>• Procurement/Bidding – 5%</li></ul>	<ul style="list-style-type: none"><li>• Work with Purchasing Department to submit bids and specifications for proper procurement.</li></ul>
<ul style="list-style-type: none"><li>• Site Observation – 10%</li></ul>	<ul style="list-style-type: none"><li>• Observe and report construction progress and project deficiencies to Superintendent and School Board.</li></ul>
<ul style="list-style-type: none"><li>• Construction Meetings – 5%</li></ul>	<ul style="list-style-type: none"><li>• Communicate and coordinate construction meetings with engineers, contractors, vendors, etc.</li></ul>
<ul style="list-style-type: none"><li>• Project Management – 20%</li></ul>	<ul style="list-style-type: none"><li>• Currently taking on Project Manager vacancy duties and responsibilities.</li></ul>

# FACILITIES DEPARTMENT

## PROJECT MANAGER ROLE

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Develop programs, establish cost estimates, and set timetables</li></ul>   | <ul style="list-style-type: none"><li>• Inspect and report construction progress and project deficiencies</li></ul>             |
| <ul style="list-style-type: none"><li>• Monitor job progress, maintain inspection checklists and close out documents</li></ul>                           | <ul style="list-style-type: none"><li>• Interpret documents for safety rules, code enforcement, and procedure manuals</li></ul> |
| <ul style="list-style-type: none"><li>• Facilitate, communicate and coordinate meetings with architects, engineers, contractors, vendors, etc.</li></ul> | <ul style="list-style-type: none"><li>• Submit pay applications to administration</li></ul>                                     |
| <ul style="list-style-type: none"><li>• Read and interpret blueprints</li></ul>  | <ul style="list-style-type: none"><li>• Prepare and/or compile close-out documents of construction projects</li></ul>           |

# FACILITIES DEPARTMENT

## PROJECTS OVERVIEW

Total Number of Projects (FY 2021-2024):	145
Total Amount of Projects:	\$109,366,169
Total Construction Management Savings (3.00%):	\$1,338,000
Total Architectural Sealed Drawings Savings:	\$774,621

# FACILITIES DEPARTMENT

## DEPARTMENT CAPACITY

FACILITIES DEPARTMENT	OUTSIDE CONTRACTORS
<ul style="list-style-type: none"><li>• Department can manage approximately \$35-45 million of projects per year</li></ul>	<ul style="list-style-type: none"><li>• Professional architect and engineer services will continue to be used for projects as needed</li></ul>
<ul style="list-style-type: none"><li>• Department can manage 30-50 projects, depending on dollar amount and/or overall project scope</li></ul>	<ul style="list-style-type: none"><li>• Professional services to conduct testing and balancing on HVAC equipment</li></ul>
<ul style="list-style-type: none"><li>• Only two (2) Project Manager to assist with oversight of all projects.</li></ul>	<ul style="list-style-type: none"><li>• Professional services for site testing (e.g. land surveying, geotechnical studies)</li></ul>

# FACILITIES DEPARTMENT

## AGENDA

- GENERAL OVERVIEW OF DISTRICT-WIDE FACILITY NEEDS
- LIFE EXPECTANCY OF HVAC, ROOFING, ELECTRICAL
- GENERAL OVERVIEW OF FACILITIES ASSESSMENT
- SETUP OF FACILITIES COMMITTEES FOR BOND OUTLOOK



# DISTRICT WIDE FACILITY NEEDS

- HVAC Needs – replace HVAC units and chillers DW
- Roofing Needs – replace roofing in older facilities
- Plumbing Needs
- Electrical Needs – upgrade lighting DW, parking lot lighting
- Renovation and repairs of older schools/facilities
- Possible new construction in growth areas

# LIFE EXPECTANCY

- Life expectancy for HVAC, roofing, electrical upgrades, etc.
- Deal with coastal HVAC corrosion - ocean salt and other pollutants can wear down the coils of a unit
  - Coil corrosion is a major problem in the HVAC industry and it can lead to decreased efficiency and eventual equipment failure.
- Chillers: 20-30 years for a water-cooled chiller; 15-20 years for an air-cooled chiller
- On average, most HVAC systems will last 15-20 years
  - Two of the most important factors for determining how long an HVAC system will last are:
    - Installation of HVAC done correctly/properly
    - How often HVAC is maintained

# LIFE EXPECTANCY

- Ocean proximity can significantly impact the lifespan of a roof due to several environmental factors:
  - Salt corrosion
  - High humidity
  - Strong winds
  - UV exposure
- Lack of effective planning, including predictive, and preventive maintenance of facilities can significantly increase the rate of decay, and increase the overall costs of maintaining buildings and equipment at the level that allows them to effectively serve students and staff and to achieve their designed life expectancy.

# FACILITIES ASSESSMENT

- Internal Facilities Assessment (SEP 2024 – OCT 2024)
  - Work with maintenance/facilities staff, campus staff, and administrators to evaluate condition of facilities
- Citizens Facilities Committee (OCT 2024 – DEC 2024)
  - Visit campuses with committee staff to evaluate facilities;
  - Meet 1-3 per month to discuss needs and input; and
  - Rank needs/priorities based on facilities assessment, pricing, and possible funding
- Board Facilities Assessment Review (DEC 2025 – JAN 2025)
  - Review committees' recommendations;
  - Determine final bond package (Propositions - general purpose vs. special purpose)

# CITIZENS FACILITIES COMMITTEE

Administration will create five (5) committees to review and evaluate facilities, collaborate and receive employee and community input, and compile recommendations for the school board to review.

1. Elementary Facilities Committee
2. Middle Schools Facilities Committee
3. High Schools Facilities Committee
4. District Facilities
5. Finance Committee

# CITIZENS FACILITIES COMMITTEE

Each committee will be composed of the following:

- Administrator
- Principal/Director
- Staff Members (e.g. teachers, fine arts, athletics, custodians)
- Community Members (e.g. parents, local business owners, BISD taxpayers)
- Specialized Trade Members (e.g. architects, engineers, general contractors)

**\*Anyone is welcomed to attend meetings and be part of any committee.**