

FACILITIES COMMITTEE
Tuesday, January 18, 2011 8:30 AM

Boardroom / Teleconference
1820 Xenium Ln N
Minneapolis, MN 55441-3790

Agenda

1. North Education Center (NEC) Facilities Committee Agenda for January 18, 2011

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

GROUP: Facilities Committee

DATE: January 18, 2010

TIME: 8:30 – 10:30 a.m

LOCATION: DSC Board Room

PROTOCOLS:

Decisions will be made via consensus on the agenda items.

CONVENER: Tom Shultz

FACILITATOR: Peyton Robb

ATTENDING:

LONG TERM PURPOSE

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. Best Value Process	<ul style="list-style-type: none">Committee members be provided an example of a Proposal, RAVA Plan and Interview Questions for familiarization purposes	20 minutes Tom S	
2. Best Value Conference 2/14-17/11	<ul style="list-style-type: none">Committee members will learn who might be attending.	10 minutes Group	
3. Best Value & Financing Timelines	<ul style="list-style-type: none">Committee members will be review an updated NEC Best Value & Financing Timeline document and understand the latest financing information on a new financing graph.Committee members will determine what information should be presented to the full Board on 1-27-11 so that a decision regarding 3rd floor can be done on 2-10-11.	40 minutes Janet & Tom	

4. Hosterman Demo Progress	• Committee members will be updated on demo progress	10 minutes Tom S	
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HANDOUTS:

1. **Best Value Proposal**
2. **Best Value RAVA**
3. **Best Value Interview Questions**
4. **Best Value & Financing Timelines**
5. **Finance Graph from 9-23-10**
6. **Finance Graph from 10-27-10**

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

GROUP: Facilities Committee

DATE: December 21, 2010

TIME: 8:30 – 10:50 a.m

LOCATION: DSC Board Room

PROTOCOLS:

Decisions will be made via consensus on the agenda items.

CONVENER: Tom Shultz

FACILITATOR: Peyton Robb

ATTENDING: Don Draayer, Peyton Robb, Steve Antolak, Michele Kunz, Linda Johnson, Sandy Lewandowski, Tom Shultz, Lea Dahl, Rick Wessling, Mark Thiede, Justine Pliska

LONG TERM PURPOSE

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. Best Value Process	<ul style="list-style-type: none"> Committee members will discuss the 12-15 meeting with potential bidders for NEC, the Best Value training session and understand the timeline for bidding. 	20 minutes Peyton R & Tom S	<p>Committee members viewed the Hostermann/NEC transition slideshow highlighting the groundbreaking and the demolition. Thank you Julie Bess.</p> <p>The project proposal and Best Value (BV) process and timelines was shared with potential general contractors last week. A handout listing all contractors, subs and more was distributed. Tom & Peyton shared that we had a good response and that our project is a very attractive one at this time in Minnesota.</p> <p>The top proposals (2 page submission maximum, deadline February 7) will be read and likely 2-6 interviews will be held on 2/18. BV conference attendees will be back in time for the interviews.</p> <p>Sandy requested that TSP give us a “mock up” of what a good proposal looks like for the committee to review and further understand the process.</p> <p>Tom offered that interviews will be conducted separately for the site superintendent and the general contractor for assurance to us of continuity of project understanding and implementation.</p>
2. Best Value Conference 2/14-17/11	<ul style="list-style-type: none"> Board member to attend this conference will be identified 	10 minutes Group	<p>BV conference attendees from 287: Janet Johnson, David Anderson and Gloria Wilder TSP: Mark Thiede Potential 287 Board attendees: Steve, Don and/or Linda have expressed some interest and will let Sandy know.</p>
3. Construction Summary Weekly Report and Risk Report	<ul style="list-style-type: none"> Committee members will discuss what a Board report on NEC should contain and sample reports 	30 minutes	<p>The committee reviewed sample Rochester weekly construction reports and found it to be useful information that could be replicated for our project and shared electronically.</p> <p>TSP would like to add a reporting column to the unforeseen risk spreadsheet. There was much discussion on being clear with our</p>

The mission of Intermediate District 287 Is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

	from the Rochester School District utilizing the Best Value approach will be shared.		<p>expectations for the general contractor and consequences for not meeting those expectations.</p> <p>Mark listed six risk categories: change of scope, unforeseen conditions, agency changes, our choice change, TSP oops, and general conditions.</p>
4. NEC Interior Materials / Colors	<ul style="list-style-type: none"> Committee members will understand colors and patterns directions 	<p>15 minutes</p> <p>Tom S</p>	<p>Mark and Justine reviewed the exterior and interior color and material choices and committee recommendations. There are three potential vendors who can provide comparable materials. There was some discussion on walkway and building materials, terrazzo etc. Color choices will be confirmed in March. Generally the first floor will be primary colors and more neutral on floors 2 & 3. The cafeteria will have more color than SEC. Michele asked about the wall covering at SEC and its potential at NEC. Justine said it won't be the same at NEC. Carpet colors/styles will designate office space and floor.</p>
5. Hosterman Demo Progress	<ul style="list-style-type: none"> Committee members will be updated on demo progress 	<p>10 minutes</p> <p>Tom S</p>	<p>Demolition is in progress. Peyton asked about timeline and Tom said we are on time.</p>
6. Latest Budget Estimate	<ul style="list-style-type: none"> Committee members will review and understand the latest budget figures from TSP 	<p>15 minutes</p> <p>Mark T</p>	<p>Mark reviewed the NEC project budget document which remains very similar to previous versions. He asked the Committee for approval of the 12-21-10 TSP estimated Project Budget document so that the bid materials can be issued on 1/17/11. Outcome: it was determined that we do not need the full Board approval ahead of time for distribution of the bid proposals because the project budget remains very close to \$38M as it was on 9-23-10. Consensus was reached by the Facilities Committee to approve the estimated project budget as brought forth by TSP today.</p> <p>For future facilities committee meetings, the finance threshold chart will be added to the 3-ring binder.</p> <p>Linda asked the committee to consider enhancing the sound system at NEC in the gymnasium if resources allow for greater district use.</p> <p>CUP is formally approved and in place.</p> <p>Committee members discussed the additional costs on the 12-21-10 budget for playground equipment. This was tabled until we see the bids come in on 2/7/10.</p> <p>Additional: Sandy wants to be very clear about the sequence of events needed after January 1st for all approvals. Specifically, getting the 3rd floor change submission to MDE for Review & Comment approval in early February and how that will fit in with the other due dates. 287 can't award the contract until the Review and Comment process is complete. Discussion at January board regarding a "not to exceed" total project cost including 3rd floor is possible. Bid proposals from contractors are due 2/7, Board meets 2/10. Peyton said that a discussion at the January Board meeting about the 3rd floor take place with a final decision on February 10th. 287 must award the bid to a general</p>

			<p>contractor by 3/24. Don stated that a special board meeting could be added if needed. Linda suggests addressing 3rd floor concerns with Board in January and asking them to consider approving with a “not to exceed” amount. Sandy wants to clarify to the board specifically how much financing will be needed and the impact of any new financing on the total budget & member districts lease costs.</p>
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Outcome: Sandy will check in with MDE to alert them that this request is coming and refamiliarize them with our plans to potentially add a 3rd floor. The Facility committee meeting will be moved (due to constrained timelines) from 2/15 to 2/8 and so that a recommendation can be brought to the Board for a decision on 2/10.

Final thoughts: Michelle mentioned that she hopes Steve will continue to serve on the 287 board.

Meeting adjourned 10:50 am

HANDOUTS:

1. [Tom Shultz Memo for 12/9/10 Board Meeting \(Best Value Dates\)](#)
2. [February 2011 Best Value Conference Information](#)
3. [Construction Summary Weekly Report](#)
4. [Risk Detail Report](#)
5. [North Education Story](#)
6. [Fact Sheet #3 - November](#)

ATTACHMENT A

RFP COVER PAGE & CHECKLIST

The Respondent must complete and submit this Attachment. This Attachment shall be the cover page for the Respondents Proposal. DO NOT MODIFY THE FORMAT OF ANY OF THE REQUIRED ATTACHMENTS. Please staple all Attachments together (do not bind in any other way).

Project Number:	10-30-09
Project Name:	John Adams Middle School Phase II Renovation project

Respondents Name:	Knutson Construction Services Rochester, Inc.
Point of Contact:	Michael J. Larson
Phone:	507-280-9788
Fax:	507-280-9797
Email:	mlarson@knutsonconstruction.com

The following documents are required for this proposal (and must be stapled together):

- Attachment A – Complete and staple as cover page in your proposal
- Attachment B – Fill in all required information on Proposal Form
- Attachment C – Complete and submit RAVA Plan checklist
- Attachment C – Complete and submit 2-page RAVA Plan
- Attachment D – Complete all required information
- Appendix 2 – Email a “Reference List” for each critical component
- Appendix 2 – Compile and submit surveys for each critical component

ATTACHMENT B PROPOSAL FORM (GENERAL)

Name of Firm: Knutson Construction Services Rochester, Inc.
Name of Project Manager: Derek O'Connor
Name of Site Superintendent: Sean Dols
Name of Mechanical Subcontractor: Not Applicable
Name of Electrical Subcontractor: Not Applicable

Project Duration (Substantial): 205 (Calendar Days)

Note: The NTP date is 1/20/10. The Project Duration Substantial includes the total time from the NTP, to substantial completion. This duration starts from the NTP date and must activities such as time to obtain permits and long lead items.

Project Duration (Total Time): 212 (Calendar Days)

Note: The Project Duration Total should include the total time from the NTP date to final project payment. This should include warranties, complete punch list items, commissioning, and final payment, etc.

Total Cost: \$ 649,900 (Lump Sum)

Addenda Acknowledgement: Respondent acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into the proposal
(List All Addenda Issued For This Project):

No. 1	Date 11/23/09
No.	Date

No.	Date
No.	Date

No.	Date
No.	Date

Knutson Construction Services Rochester, Inc.

Name of Company
Michael J. Larson

Printed Name of Firm Representative
mlarson@knutsonconstruction.com

Email

12/3/09

Date


Signature of Firm Representative

507-280-9788

507-280-9797

Phone

Fax

ATTACHMENT C RAVA PLAN CHECKLIST

The Respondent must complete and submit this checklist along with the RAVA Plan. The RAVA Plan Checklist is will not be counted in the 2-page RAVA Plan limit. Failing to answer, or answering "No" to any of the questions below will result in disqualification.

- Yes No Is your entire proposal stapled together (not bound in any other way)?

- Yes No Is your RAVA Plan 2 pages or less?

- Yes No Do you understand that your RAVA Plan can NOT contain any names, past projects, or information that may used to identify who your firm is?

- Yes No Do you understand that you have to use the RAVA Plan template provided in this solicitation?

- Yes No Do you understand that you are NOT allowed to re-create the RAVA Plan Template (cannot alter font size, add colors, add pictures, etc).

- Yes No Do you understand that your proposal will be disqualified if you fail to meet any of the formatting requirements of the RAVA Plan

- Yes No Do you understand that the contents of RAVA Plan will become part of the final contract (if you awarded the project)?

ATTACHMENT D

SAFETY QUALIFICATION QUESTIONNAIRE

No	Criteria	Response
1	2007 Calendar Year OSHA Recordable Incident Rate: Total number of recordable injuries or illnesses x 200,000 divided by the total number of hours worked by all employees	4.28
2	2007 Calendar Year OSHA Lost Work Day Incident Rate: Total number of recordable injuries or illnesses with days away from work x 200,000 divided by the total number of hours worked by all employees	0
3	2007 Calendar Year Severity Rate: Lost Work Days x 200,000 divided by the total number of hours worked by all employees	0
4	Identify your Experience Modification Rate (EMR) rating for the past three years:	2007 = .75 2008 = .73 2009 = .70
5	Identify the number of citations received in the past three years from any government agency, regardless of the nature of alleged violations and outcome:	2007 = 0 2008 = 0 2009 = 0
6	Does your company have a written "Safety and Health Program", including a mission statement, policies and procedures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Is your firm current disqualified, de-listed or barred from doing business with the Rochester Public Schools or any federal or state agency? (If you answer "Yes" your Proposal will be disqualified)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8	Has your firm been disqualified, de-listed or barred from doing business with the Rochester Public Schools or any federal, state, School District, or city agency, entity or institution, within the last ten (10) years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9	If the entity submitting this proposal is a joint venture, has any member of the joint venture been disqualified, de-listed or barred from doing business with the Rochester Public Schools or any federal, state, School District, or city agency, entity or institution within the last ten (10) years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Survey Questionnaire – Rochester Public Schools (Construction Services)

Survey ID 101

To: James Kelly
(Name of person completing survey)

Phone: 507-328-4506 Fax: 507-328-4506

Subject: Past Performance Survey of: Knutson Construction Services Rochester, Inc.
(Name of Company)

Dave Foley, Sr PM / Sean Dols, Supt
(Name of Individuals)

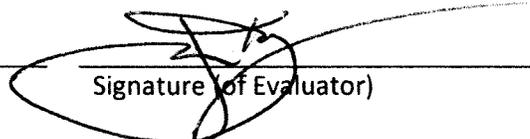
Rochester Public Schools is implementing a process that collects past performance information on vendors and their key personnel. The vendor/individual listed above has listed you as a client for which they have previously performed work on. The School District greatly appreciates your time in completing this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Name: Rochester Public Schools Date Completed 8/1/09

Project Name: George W. Gibbs Jr. Elementary School

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Ability to manage & professionalism (prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc)	(1-10)	10
6	Ability to communicate and document (risk management)	(1-10)	10
7	Ability to follow users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction	(1-10)	10

James Kelly
Printed Name (of Evaluator)


Signature (of Evaluator)

Thank you for your time and effort in assisting Rochester Public Schools in this important endeavor.
Please fax the completed survey to: Mike Larson (507-280-9797)

Survey Questionnaire – Rochester Public Schools (Construction Services)

Survey ID 102

To: James Kelly
(Name of person completing survey)

Phone: 507-328-4506 Fax: 507-328-4506

Subject: Past Performance Survey of: Knutson Construction Services Rochester, Inc.
(Name of Company)

Derek O'Connor, Sr PM / Marv Stafford, Supt
(Name of Individuals)

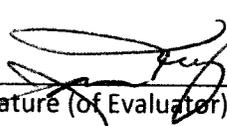
Rochester Public Schools is implementing a process that collects past performance information on vendors and their key personnel. The vendor/individual listed above has listed you as a client for which they have previously performed work on. The School District greatly appreciates your time in completing this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Name: Rochester Public Schools Date Completed 1/9/09

Project Name: Folwell Elementary School Elevator Addition

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Ability to manage & professionalism (prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc)	(1-10)	10
6	Ability to communicate and document (risk management)	(1-10)	10
7	Ability to follow users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction	(1-10)	10

James Kelly
Printed Name (of Evaluator)


Signature (of Evaluator)

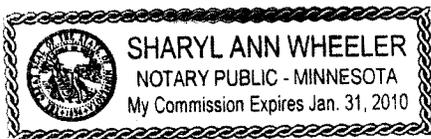
Thank you for your time and effort in assisting Rochester Public Schools in this important endeavor.
Please fax the completed survey to: Mike Larson (507-280-9797)

Corporate Acknowledgment

STATE OF Minnesota)
) SS
COUNTY OF Olmsted)

On this 3 day of December, 2009, before me personally appeared David S. Bastyr To me known, who being by me duly sworn, did say that he is the Vice President of the Knutson Construction Services, Inc.

corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal is affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his/her name thereto by like order.



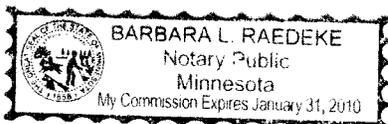
Sharyl Wheeler
Notary Public Signature
(Notary Seal)

Acknowledgment of Corporate Surety

STATE OF Minnesota)
) SS
COUNTY OF Hennepin)

On this 3 day of December, 2009, before me appeared Laurie Pflug, to be known, who being by me duly sworn did say that (s)he is the aforesaid Attorney-in-Fact of the Travelers Casualty and Surety Company of America

a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its Board of Directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.



Barbara L. Raedeke
Notary Public Signature
(Notary Seal)



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 220256

Certificate No. 003298551

KNOW ALL MEN BY THESE PRESENTS: That St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Maryland, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

B. L. Kellar, Dennis G. Loots, Jill N. Swanson, Laurie Pflug, Nina E. Werstein, Jennifer Miller, Brian D. Carpenter, Barbara L. Raedeke, Denise Wishcop, Nicole Tamble, and Teresa Hammers

of the City of Minneapolis, State of Minnesota, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 25th day of July, 2008.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
George W. Thompson, Senior Vice President

On this the 25th day of July, 2008, before me personally appeared George W. Thompson, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2011.



[Signature]
Marie C. Tetreault, Notary Public

RAVA PLAN TEMPLATE

This template must be used. Modifications to the format of this template will result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc). You may add/delete additional rows to identify additional risks, solutions, and value added options, but do not exceed the 2-page limit.

SECTION 1 – MAJOR RISKS

All cost and schedule impacts associated with these risks/solutions must be included in your base cost/schedule.

Risk 1:	Computer network and telephone system equipment in the mechanical rooms is not noted on the plans to be protected.
Solution:	We have included protecting these items in our bid.
Risk 2:	The amount of existing casework that has to be removed and replaced along the south wall of the admin area is more extensive than indicated on the plan.
Solution:	Additional man hours to properly remove and replace the casework is included.
Risk 3:	Modifications to the existing fence near the chiller area is not noted on the plans but will be required.
Solution:	We have included in our price to remove and replace the fence after the work associated with the new chillers is completed.
Risk 4:	The reflected ceiling plans seem to be incomplete and do not show all of the work required to accommodate the mechanical system upgrade.
Solution:	We have included in our bid all ceiling work required based on our review of the mechanical plans.
Risk 5:	Two lights near the exhaust hood are noted to be relocated on the architectural plans. No reference is made to these lights on the electrical plans.
Solution:	We have included in our bid the cost to have the electrician move the lights.
Risk 6:	There appears to be some discrepancies between the architectural drawings and mechanical drawings regarding the location and scope of cutting and patching required.
Solution:	We have reviewed the mechanical drawings and coordinated with some mechanical contractors so we are comfortable we have cutting and patching covered adequately.
Risk 7:	The extent of the painting requirements is vague on the drawings.
Solution:	We have included painting entire walls and ceilings where cutting and patching happens. Our bid includes making everything look uniform and not patched together.
Risk 8:	Asphalt patching at the new electrical trench may be covered by multiple contractors.
Solution:	We have included asphalt patching at the electrical trench.
Risk 9:	Dust contamination of existing facilities.
Solution:	We've included covering ductwork, poly partitions and entrance mats.

Risk 10: Cannot achieve 45 min rating at pairs of doors where the drawings call for replacing the doors only.

Solution: We have included removing the existing frames and installing new ones to achieve the 45 min rating.

SECTION 2 – VALUE ADDED OPTIONS

All cost and schedule impacts associated with these value added options must NOT be included in your base cost/schedule.

Item 1: General Contractor to provide plywood floor protection throughout construction area.
Impact: Cost (\$) ADD \$45,000 Schedule (Days) 0

Item 2: Utilize earth forms at grade beams under chiller pads.
Impact: Cost (\$) DEDUCT \$6,500 Schedule (Days) 0

Item 3:
Impact: Cost (\$) _____ Schedule (Days) _____

Item 4:
Impact: Cost (\$) _____ Schedule (Days) _____

Item 5:
Impact: Cost (\$) _____ Schedule (Days) _____

INTERVIEW GUIDE

Objective

The purpose of the interview period is to provide us with an opportunity to meet the individuals that will be assigned to the project being bid. In most cases, the interviews are more valuable than the Past Performance Information (that has been collected) and the Risk Assessment / Value Added Plan that was submitted. The interview period allows us to identify if the individuals assigned to the project have actually thought about the project.

The objective of the interview is to minimize work and effort of all parties. Therefore, the interviews should not last longer than 20 minutes per individual. The interviews should not be a technical review of the project, since all technical issues will be addressed during the next step in the process (the Pre-Award Phase). During that period, the one potential best value will be responsible for performing a complete technical review of the project. The interview should be used to identify the following characteristics in key personnel:

- ◆ *Insight*: to see the project before it is done, see it with very little information, and know what makes this project different.
- ◆ *Expertise*: quickly identify the risk and how risk should be minimized.
- ◆ *Understanding*: the problems and concerns of the unique client.
- ◆ *Value*: know how to add value to the project.
- ◆ *Accountability*: the responsibility to solve the problems before/when they occur.
- ◆ *Vision*: what they are going to do and how they will measure their performance.

Prior to the interviews, the evaluation committee may review the RAVA Plans for each of the shortlisted firms. During the interview, the committee is allowed to clarify anything stated in the RAVA plan (however, keep in mind that the questions should not be technically oriented).

Rating the Interviews

A standard set of questions will be asked to each firm. The rating committee reserves the right to ask for clarification on any question or response to a question. All individuals must be interviewed separately, and no other individuals (from the vendors group) can be present.

The committee is free to take notes, but the final objective is to assign a numerical score (1-10) for each individual. The scores must be done individually and should not be done on a group consensus. Once the scores are complete, they will be averaged together to get an overall team score.

The interviews should be rated comparatively to one another. If there is an individual that stands out from the rest, you should give them a higher score (10). If there is an individual that you do not want on this project, you should give them a low score (1). If the interviews are all about the same, then you should give them all the same ratings (5). Do not feel obligated to rank the teams if there is no difference.

Interview Questions

General Questions

1. Why were you selected for this project?
2. How many similar facilities have you personally completed and briefly describe one?
3. What will you do differently from other contractors on this project?
4. How many projects are you current working on (or will be working on) over the next year?

Scope of Work

5. How comfortable do you feel with your cost proposal?
6. Did you propose only what you saw in the design, or did you propose to meet our intent?
7. What major assumptions (if any) have been made in developing your proposal?
8. Do you have a plan in case your assumptions are incorrect?

Risk Questions

9. Who or what brings the biggest risk to you on this project? How will you minimize these risks?
10. What are the client's greatest concerns and how will you minimize them?
11. Quickly layout the project (identify the major milestones, critical decisions that need to be made, potential risk activities, etc).
12. Identify the expectations, major actions, or decisions that you have from the client in order to maximize success?
13. Explain in detail your added value options.

Interview Rating Sheet

OVERVIEW AND INSTRUCTIONS

The purpose of the interview period is to provide an opportunity to meet the individuals that will be assigned to the project being proposed. The interview period allows us to identify if the individuals assigned to the project have actually thought about the project. The interviews should not be a technical review of the project, since all technical issues will be addressed during the next step in the process (the Pre-Award Phase). During that period, the one potential best value will be responsible for performing a complete technical review of the project. The interview should be used to identify the following characteristics in key personnel:

- Insight: to see the project before it is done, see it with very little information, and know what makes this project different.
- Expertise: quickly identify the risk and how risk should be minimized.
- Understanding: the problems and concerns of the unique client.
- Value: know how to add value to the project.
- Accountability: the responsibility to solve the problems before/when they occur.
- Vision: what they are going to do and how they will measure their performance.

A standard set of questions will be asked to each firm. The rating committee reserves the right to ask for clarification on any question or response to a question. All individuals must be interviewed separately, and no other individuals (from the vendors group) can be present.

Because the ratings are based on a comparison between each proposer (relative to each other), interview ratings will not take place until all interviews have been completed. Therefore, the committee is encouraged to take notes. Also, because the ratings done comparatively, for a committee member's rating to be counted, the committee member must be in attendance of every interview. The final objective is to assign a numerical score/rating (1-10) to each individual. The scores/ratings must be done individually and should not be done on a group consensus. Once the scores/ratings are complete, they will be averaged together to get an overall team score.

If there is an individual that stands out from the rest, you should give them a higher score (10). If there is an individual that you do not want on this project, you should give them a low score (1). If the interviews are all about the same, then you should give them all the same ratings (5). Do not feel obligated to rank the teams if there is no difference.

No	CRITERIA	SCALE	FIRM A1	FIRM A2	FIRM A4	FIRM A5	FIRM A6	FIRM
1	Project Manager	1-10						

By signing your name below, you confirm that you have based your scores on the contents of the interview. You further agree that there is no collusion or conflict of interest between yourself and any other party involved.

Printed Name

Signature

Date

Interview Rating Sheet

OVERVIEW AND INSTRUCTIONS

The purpose of the interview period is to provide an opportunity to meet the individuals that will be assigned to the project being proposed. The interview period allows us to identify if the individuals assigned to the project have actually thought about the project. The interviews should not be a technical review of the project, since all technical issues will be addressed during the next step in the process (the Pre-Award Phase). During that period, the one potential best value will be responsible for performing a complete technical review of the project. The interview should be used to identify the following characteristics in key personnel:

- Insight: to see the project before it is done, see it with very little information, and know what makes this project different.
- Expertise: quickly identify the risk and how risk should be minimized.
- Understanding: the problems and concerns of the unique client.
- Value: know how to add value to the project.
- Accountability: the responsibility to solve the problems before/when they occur.
- Vision: what they are going to do and how they will measure their performance.

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No	CRITERIA	SCALE	FIRM B1	FIRM B2	FIRM	FIRM	FIRM	FIRM
1	Project Manager	1-10						

By signing your name below, you confirm that you have based your scores on the contents of the interview. You further agree that there is no collusion or conflict of interest between yourself and any other party involved.

Printed Name

Signature

Date

Interview Rating Sheet

OVERVIEW AND INSTRUCTIONS

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No	CRITERIA	SCALE	FIRM C1	FIRM C2	FIRM C4	FIRM	FIRM	FIRM
1	Project Manager	1-10						

By signing your name below, you confirm that you have based your scores on the contents of the interview. You further agree that there is no collusion or conflict of interest between yourself and any other party involved.

Printed Name

Signature

Date

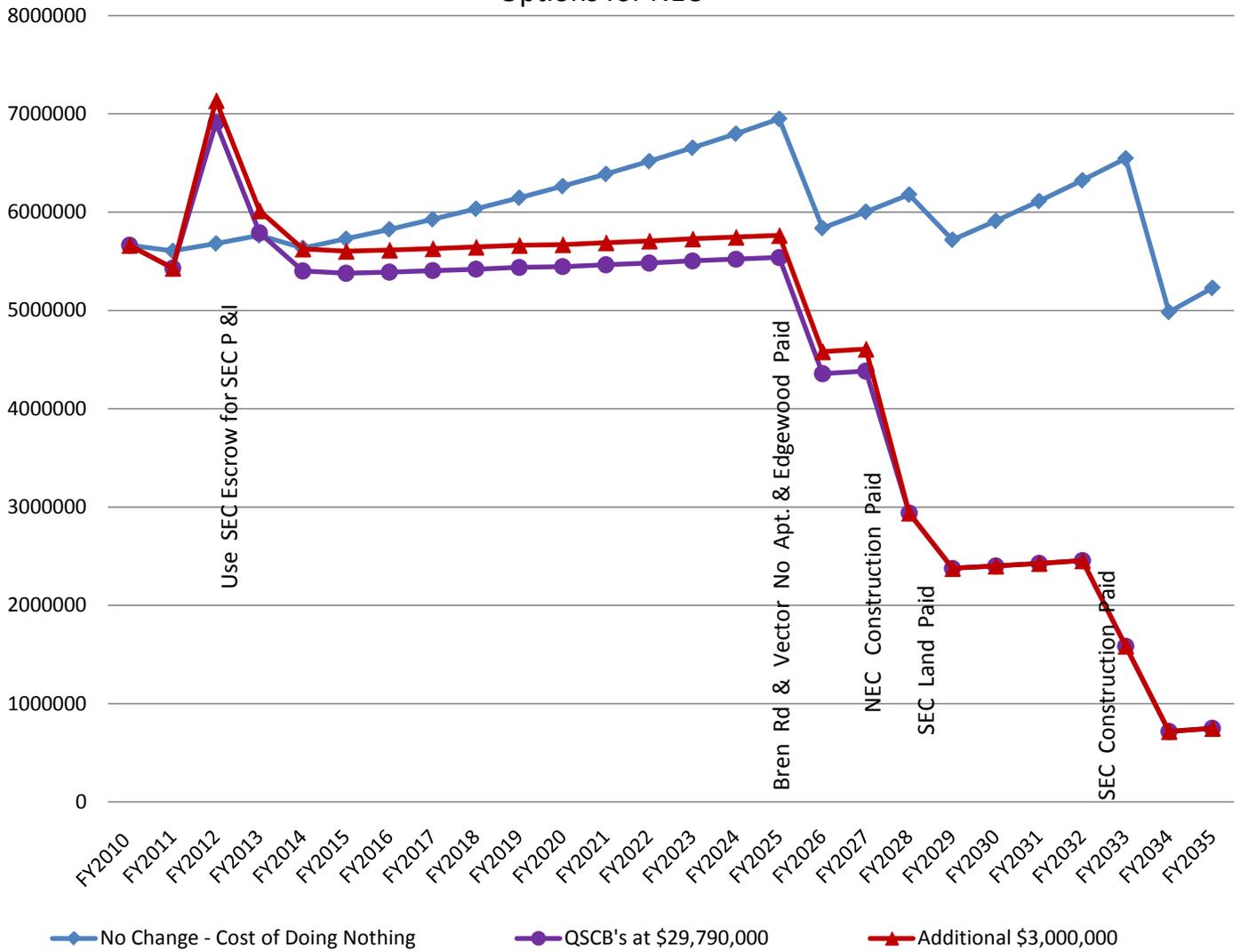
Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

NEC Best Value & Financing Timelines January 18, 2011

Date	Action Taken	Status
12-1-2010	RFP Released	Completed
12-15-2010	Education Meeting and Pre-Bid Meeting	Completed
12-21-10	Revised TSP Construction Budget	Approved
1-3-2011	Plans to 287 from TSP for final review	Completed
1-7-2011	287 meets with TSP to discuss any issues found in drawings and specifications	Completed
1-17-2011	Bid Documents for General Contractor & Demountable Walls Released	Completed
1-18-11	Board Facilities Committee Meeting	
1-24-2011	Last Day for Questions from General Contractors & Demountable Wall Suppliers	
1-27-2011	Board Meeting	
2-4-2011	Critical Subcontractors RAVA Plan Due (2:00 P.M.)	
2-7-2011	Bid Proposals Due (2:00 P.M.)	
2-8-2011	Review of Proposals by 287 (4 days)	
2-8-2011	Facilities Committee Meeting – 3 rd floor recommendation	
2-10-2011	Board Meeting – 3 rd floor, financing authorization, Review & Comment	
2-11-2011 – if needed	Addendum Review & Comment for 3 rd Floor to MDE	
2-(14-17)-2011	Best Value Conference	
2-18-2011	Interview of Shortlisted General Contractors	
2-18-2011	Identification of Potential Best Value Contractor	
3-21-2011	Pre Award Meeting(s) with General Contractor	
TBD – if needed	MDE Approves Addendum to Review & Comment	
3/24/2011	District 287 Board Approval of contract	
TBD –if needed	Board Approves Resolution for Sale of Bonds & Financing Parameters	
TBD – if needed	Board Approves Resolution for Sale of COPs	

Total Lease Cost Comparison Options for NEC



ASSUMPTIONS:

- * Finance amount based upon TSP's estimates for project costs with 3rd floor alternate with District payments from other resources as planned
- * \$29,790,000 of financing completed prior to 12/31/10 using QSCB allocation
- * Total NEC borrowing is paid off in 17 years (FY27).
- * Debt runs factor in first payment in FY12 with SEC P&I payments from SEC Escrow.

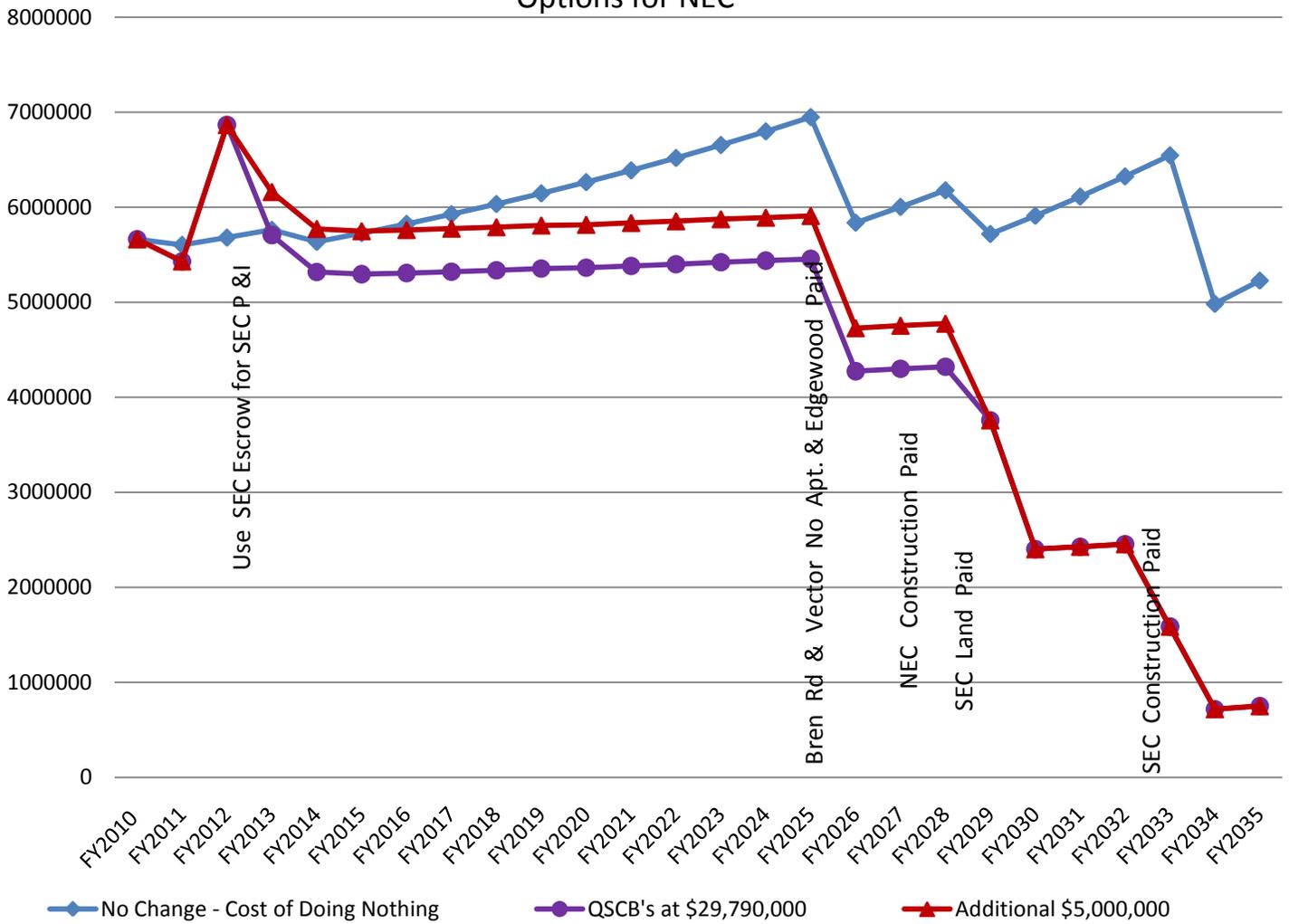
* **Financing:** \$29,790,000 QSCB's only
Subsidy to cover additional cost in first year:
\$1.5 million from SEC escrow FY12

* **Financing:** \$29,790,000 QSCB's plus \$3,000,000 additional
Subsidy to cover additional cost in first year:
\$1.5 million from SEC escrow FY12

FY34 and beyond shows all current capital leases (Principal & Interest) paid off and continued
 * operating leases on 2 sites.

Total Lease Cost Comparison

Options for NEC



ASSUMPTIONS:

- * Finance amount based upon TSP's estimates for project costs with 3rd floor alternate with District payments from other resources as planned
- * \$29,790,000 of financing completed 10/28/10 using QSCB allocation
- * Total NEC borrowing is paid off in 19 years (FY29).
- * Debt runs factor in first payment in FY12 with SEC P&I payments from SEC Escrow.
- * **Financing:** **\$29,790,000 QSCB's only**
Subsidy to cover additional cost in first year:
\$1.2 million from SEC escrow FY12
- * **Financing:** **\$29,790,000 QSCB's plus \$5,000,000 additional**
Subsidy to cover additional cost:
\$1.75 million from SEC escrow FY12-FY15
- * FY34 and beyond shows all current capital leases (Principal & Interest) paid off and continued operating leases on 2 sites.