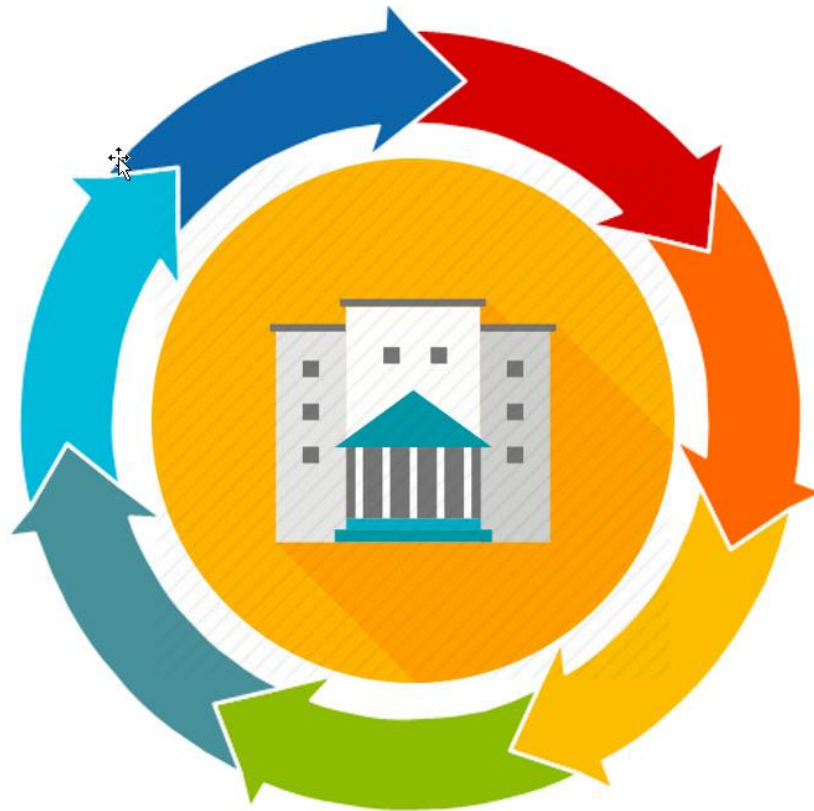




# **BEVERLY HILLS**

Unified School District

**DRAFT**



**Construction & Facilities  
Department  
Policies & Procedures  
Manual**

Adopted by Board of Education  
Xxxxxxxx, 2018

# CONSTRUCTION & FACILITIES DEPARTMENT POLICIES AND PROCEDURES MANUAL

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## Section 1

### Introduction

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## INTRODUCTION

The voters of the Beverly Hills Unified School District (the “District”) authorized Measure E General Obligation Bonds in the amount of \$334 Million on November 4, 2008. Funds received from the sale of bonds are to be used to provide safe and modernized school facilities; make structural seismic safety repairs; upgrade, repair and reconstruct aging classrooms, infrastructure, multi-use gyms, libraries, science and technology labs, roofing, plumbing, heating, ventilation and electrical systems; and protect students and staff from unauthorized entry, security risks and natural disasters.

As of the writing of this manual, June, 2018, Combined Revenue from Measure E, which includes interest, was \$341,931,931. Most of the major projects the Board of Education (BOE) has approved to be funded by Measure E have been designed and the plans have been approved by the Division of the State Architect (DSA) or are under review by DSA.

The Master Plan presented to the BOE on February 27, 2018, is included in Section IV, Program Definition/Project List. That master plan identifies projects funded by Measure E and projects that will require funds in addition to Measure E to complete. The voters approved another bond measure on ballot June 5, 2018, for \$385 Million, to continue to implement the Master Plan.

Because of the maturity of the bond program, this manual will emphasize the construction phase of the bond program to provide a guide that will ensure all projects comply with applicable laws, regulations and codes. This manual is a living document and will be reviewed annually and updated periodically, no less than once every three years, to reflect implementation of the current Master Plan and changes over time.<sup>1</sup>

The BOE has contracted with Team Concept Development Services, Inc., (TCDS) to act as owner’s representative (Bond Manager) for all aspects of the bond program, including, but not limited to, planning, design, engineering, and construction and program management. Implementation of the Master Plan requires assistance from District departments, particularly, Accounting, Purchasing, Maintenance and Operations, and Instructional Technology.

BOE policies that are the foundation for the capital facilities program are accessible through the District’s website, [www.bhusd.org](http://www.bhusd.org), Board Policies, Gamut online.

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<sup>1</sup> Performance Audit 2016-17, Observation 6, Improvement Recommendation



Beverly Hills  
Unified School District

## Section 2

### Statement of Ethical Values



## Statement of Ethical Values<sup>1</sup>

We are committed to:

Integrity. We will conduct ourselves with integrity in our dealings with and on behalf of the BHUSD.

Excellence. We will conscientiously strive for excellence in our work.

Accountability. We will be accountable as individuals and as members of this community for our ethical conduct and for compliance with applicable laws and BHUSD policies and directives.

This policy is to be distributed to District Facilities and Planning, M&O and IT staff, as well as Bond Management staff.

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<sup>1</sup> Performance Audit Observation 10 Improvement Recommendation



## Section 3

# Facilities Master Plan<sup>1</sup> Program Definition & Project List

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<sup>1</sup> Performance Audit 2016-17, Observation 8 Improvement Recommendation

# Beverly Hills Unified School District Facilities Master Plan February 27, 2018



Horace Mann



El Rodeo



Beverly Hills  
High School



Hawthorne



Beverly Vista



February 27, 2018

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## **Funding Summary**

- Projected Revenue
- Measure E and New Funding Summary

# Beverly Hills High School

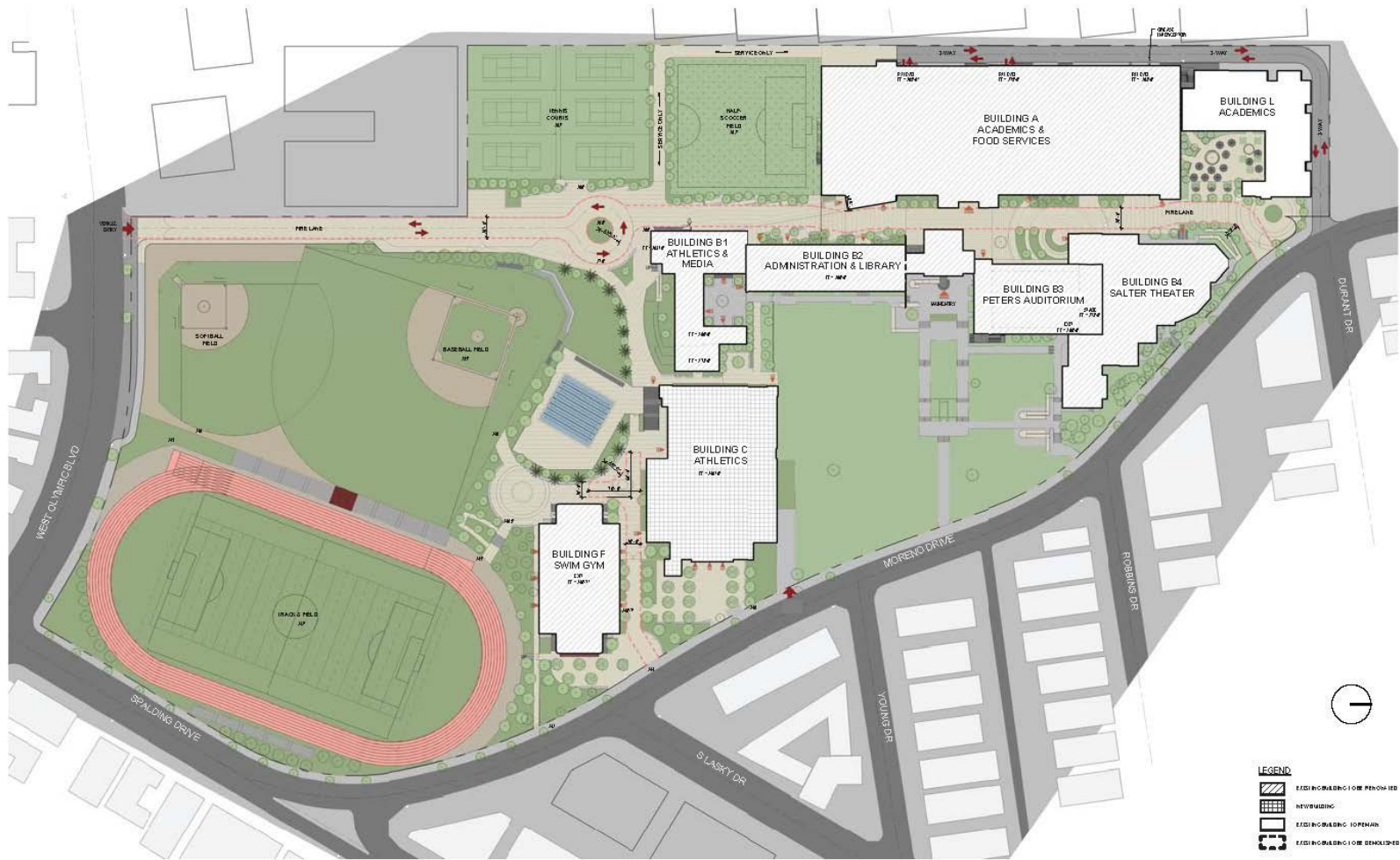
## Funded by Measure E

### ■ B1/B2 Modernization

- Approved by DSA
- Addendum 1 Floor Plan Revision
- Construction start April 2018
- Duration 30 months



# Beverly Hills High School





# Beverly Hills High School

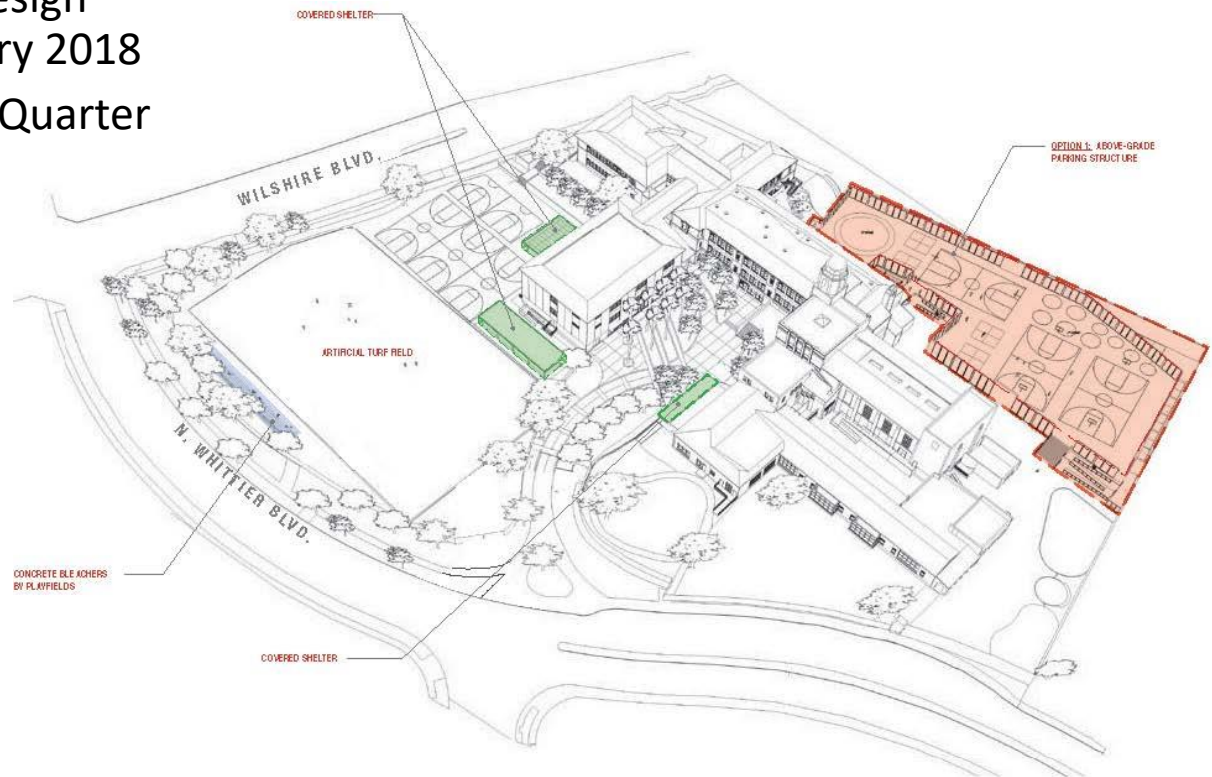
## Future Funding

- Buildings B3/B4
  - Submitted to DSA November 2017
  - Project Approval 4<sup>th</sup> Quarter 2018
- Building C/Aquatic Center
  - Submitted to DSA June 2015
  - Review on hold per DSA
- Site Improvements
  - North ½ of Campus
  - Approved by DSA December 2015
- Sports Fields
  - Conceptual Design in Development
- Parking Project Design
  - Conceptual Design in Development
- Building A
  - Design Revision on Hold

# El Rodeo School

## Funded by Measure E

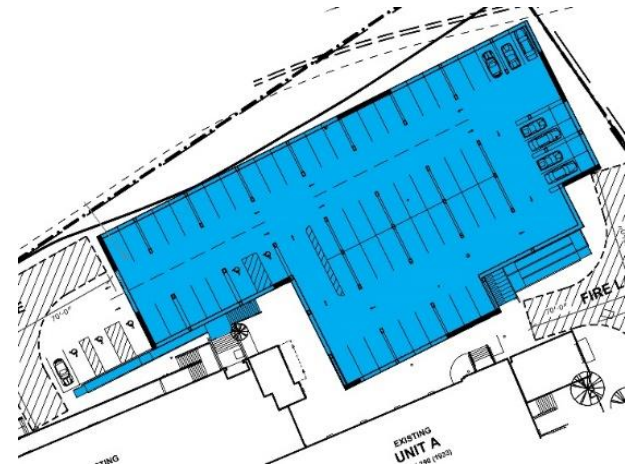
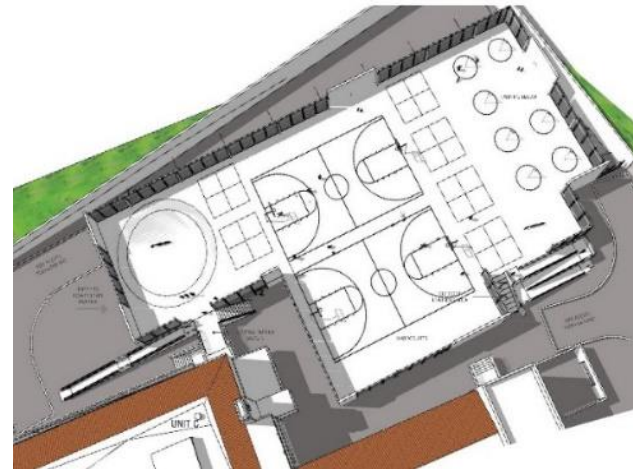
- Buildings A,B,C & D
  - Submitted to DSA March 2016
  - Voluntary Seismic Design Resubmitted February 2018
  - Project Approval 4<sup>th</sup> Quarter 2018



# El Rodeo School

## Future Funding

- Building E
  - Submitted to DSA March 2016
  - Project Approval 4<sup>th</sup> Quarter 2018
- Site Improvements
  - Submitted to DSA March 2016
  - Project Approval 4<sup>th</sup> Quarter 2018
- Elevated Playfield with Parking Below
  - Design Development Complete
  - Construction Documents Pending Authorization to Proceed



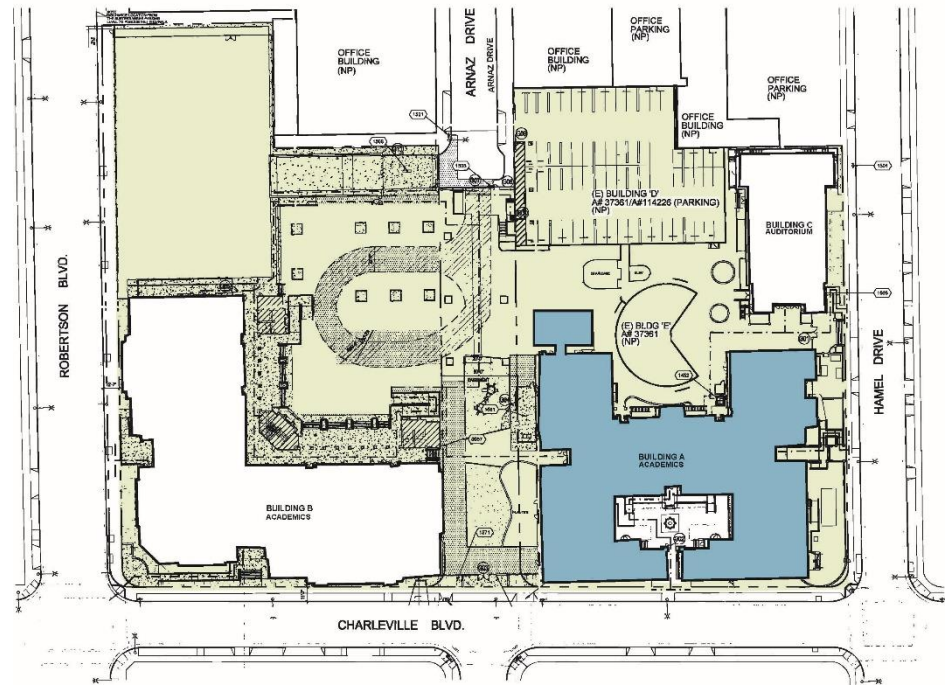


# Horace Mann School

## Funded by Measure E

- Building B – Construction Complete
  - Occupied
- Building A – Construction Complete
  - Partially Occupied
  - Scheduled for Full Occupancy August 2018
- Site Improvements
  - Drawings Approved by DSA
  - Final Construction Scope Under Review
  - Construction Start June 2018

- Building B Sports Floor
  - Summer 2018



# Horace Mann School

## Future Funding

- Additional Scopes Under Review
  - Chiller Replacement
  - Building A Roof



# Hawthorne School

## Future Funding

- Auditorium
  - DSA Back Check Comments Received
  - Back Check Resubmission on Hold
- Campus Modernization
  - Design on Hold



# Beverly Vista School

## Future Funding

- Beverly Vista School
  - ADA Drop-off
    - ✓ Approved by DSA June 2017
    - ✓ Project Schedule for Summer 2018
  - Miscellaneous Site Improvements
    - ✓ Approved by DSA June 2017
    - ✓ Construction Pending Budget Analysis



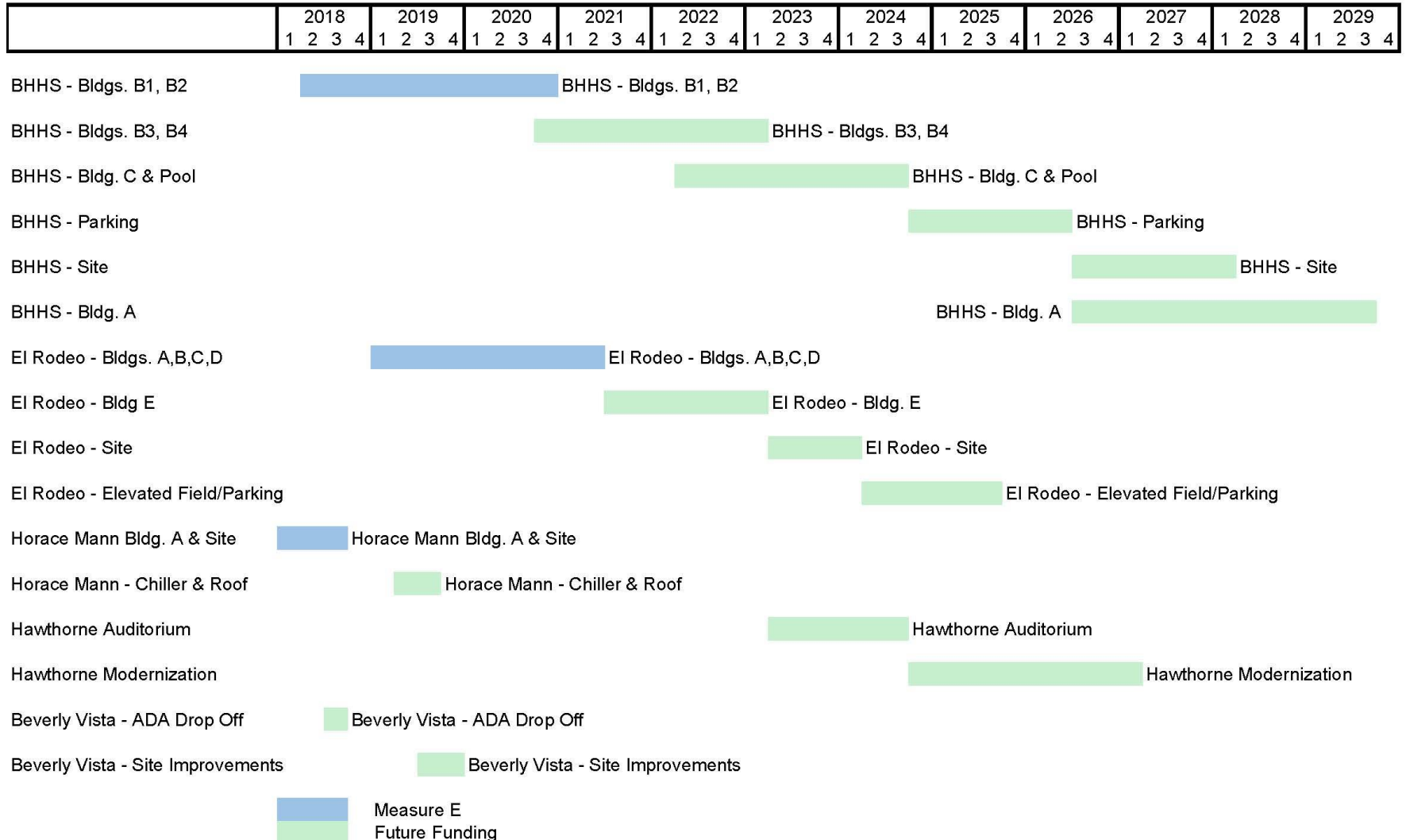
# Other Projects

## Future Funding

- Beverly Hills High School Oil Well
  - Compliance with City Ordinance
  - Decommission 19 Wells
  - Construction Commencement March 2018
  - Duration 270 Days
- M&O Facility Relocation
  - Site Location To Be Determined
- Beverly Hills High School Interim Housing
  - Projected Removal 2022 3<sup>rd</sup> Quarter
- El Rodeo Interim Housing
  - Projected Removal 2021 3<sup>rd</sup> Quarter



# Facilities Master Plan Schedule





# Beverly Hills High School – Cost Analysis

## Measure E

BHHS - Bldgs. B1, B2

Hard Cost*	\$	50,000,000
Soft Costs	\$	7,500,000
FF&E / I.T.	\$	4,350,000
		<hr/>
		\$ 61,850,000



*\* Hard Costs include inflation thru midpoint of proposed date of construction*

# Beverly Hills High School – Cost Analysis

## Future Funding

BHHS -Bldgs. B3, B4	Hard Cost*	\$	46,000,000	
	Soft Costs	\$	9,200,000	
	FF&E / I.T.	\$	4,002,000	
				\$ 59,202,000

BHHS - Interim Housing Lease	Hard Cost*	\$	749,394	
	Soft Costs	\$	44,964	
	FF&E / I.T.	\$	22,482	
				\$ 816,839

BHHS- Bldg. C & Pool	Hard Cost*	\$	60,480,000	
	Soft Costs	\$	9,100,000	
	FF&E / I.T.	\$	5,261,760	
				\$ 74,841,760

BHHS - Site	Hard Cost*	\$	52,000,000	
	Soft Costs	\$	6,240,000	
	FF&E / I.T.	\$	5,000,000	
				\$ 63,240,000

BHHS - Parking	Hard Cost*	\$	77,760,000	
	Soft Costs	\$	7,776,000	
	FF&E / I.T.			
				\$ 85,536,000

BHHS - Bldg A	Hard Cost*	\$	98,200,000	
	Soft Costs	\$	14,730,000	
	FF&E / I.T.	\$	8,543,400	
				\$ 121,473,400

M & O Facility Relocation	Hard Cost*	\$	3,500,000	
	Soft Costs	\$	525,000	
	FF&E / I.T.	\$	262,500	
				\$ 4,287,500

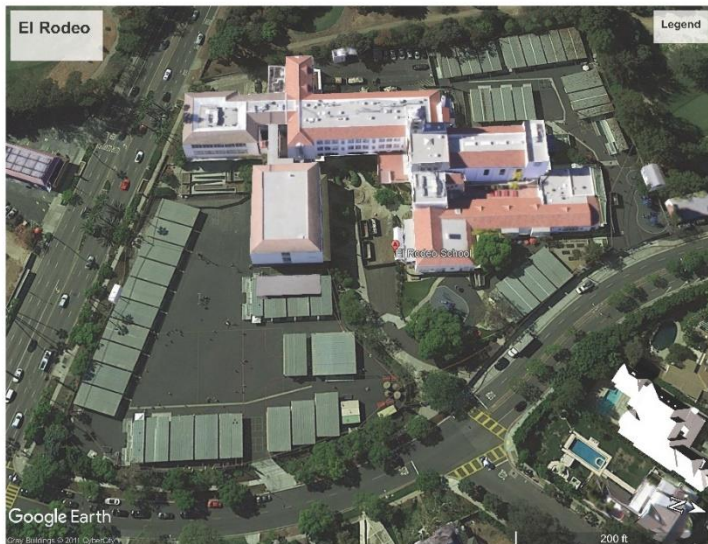
\* Hard Costs include inflation thru midpoint of proposed date of construction



# El Rodeo School – Cost Analysis

## Measure E

El Rodeo - Bldgs. A,B,C,D	Hard Cost*	\$ 65,000,000	
	Soft Costs	\$ 10,000,000	
	FF&E / I.T.	\$ 5,655,000	
			\$ 80,655,000



## Future Funding

El Rodeo- Bldg E	Hard Cost*	\$ 15,552,000	
	Soft Costs	\$ 2,333,000	
	FF&E / I.T.	\$ 1,353,024	
			\$ 19,238,024
El Rodeo- Site	Hard Cost*	\$ 10,368,000	
	Soft Costs	\$ 1,555,000	
	FF&E / I.T.	\$ 25,000	
			\$ 11,948,000
El Rodeo - Elevated Field & Parking	Hard Cost*	\$ 12,100,000	
	Soft Costs	\$ 1,800,000	
	FF&E / I.T.	N/A	
			\$ 13,900,000
El Rodeo - Interim Housing Lease	Hard Cost*	\$ 667,872	
	Soft Costs	\$ 33,394	
	FF&E / I.T.	\$ 16,697	
			\$ 717,962

*\* Hard Costs include inflation thru midpoint of proposed date of construction*

# Horace Mann School – Cost Analysis

## Measure E

Building A	I.T. / A.V.	\$ 1,500,000	
	Close Out	\$ 200,000	
			\$ 1,700,000
Phase 4 - Site Improvements	Hard Cost*	\$ 4,600,000	
	Soft Costs	\$ 690,000	
	FF&E / I.T.	\$ 25,000	\$ 5,315,000

## Future Funding

Building A - Roofing	Hard Cost*	\$ 1,000,000	
	Soft Costs	\$ 150,000	
	FF&E / I.T.	N/A	\$ 1,150,000
Chiller Replacement	Hard Cost*	\$ 450,000	
	Soft Costs	\$ 67,500	
	FF&E / I.T.	\$ 6,500	\$ 524,000



\* Hard Costs include inflation thru midpoint of proposed date of construction

# Hawthorne School – Cost Analysis

## Future Funding

Hawthorne Auditorium	Hard Cost*	\$	10,000,000	
	Soft Costs	\$	1,500,000	
	FF&E / I.T.	\$	870,000	
				\$ 12,370,000
Hawthorne Modernization	Hard Cost*	\$	95,000,000	
	Soft Costs	\$	14,250,000	
	FF&E / I.T.	\$	8,265,000	
				\$ 117,515,000



*\* Hard Costs include inflation thru midpoint of proposed date of construction*

# Beverly Vista – Cost Analysis

## Future Funding

Beverly Vista - ADA Drop Off

Hard Cost\*

\$ 85,000

Soft Costs

\$ 12,750

FF&E / I.T.

N/A

\$ 97,750

Beverly Vista Site Improvements

Hard Cost\*

\$ 1,500,000

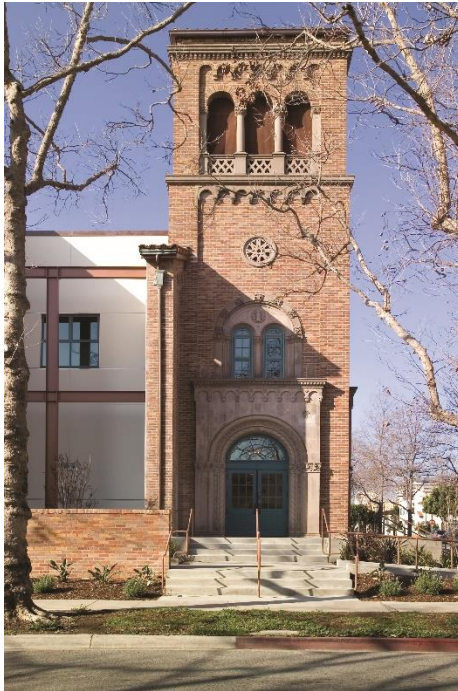
Soft Costs

\$ 225,000

FF&E / I.T.

N/A

\$ 1,725,000



*\* Hard Costs include inflation thru midpoint of proposed date of construction*

# Other Costs

## Measure E

District Project Support Costs	\$ 1,717,964
Classroom Technology	\$ 1,500,000

## Future Funding

District Project Support Costs		\$ 10,000,000
Classroom Technology		\$ 13,590,000
Oil Well Remediation and Site Repurposing	Hard Cost*	\$ 16,000,000
	Soft Costs	\$ 2,400,000
	FF&E / I.T.	N/A
		<hr/>
		\$ 18,400,000

*\* Hard Costs include inflation thru midpoint of proposed date of construction*



# Master Plan Revenue

	<u>Current</u>	<u>Projected</u>
Balance of Measure E as of 1/31/18	\$ 145,066,401	
SSMP Funding	\$ 6,547,668	\$ 18,825,000
Interest	\$ 6,172,863	TBD
Developer Fees	\$ -	\$ 6,800,000
	<hr/>	
Subtotal	\$ 157,786,932	\$ 25,625,000

# Future Project Summary

Beverly Hills High School	
Buildings B3 and B4 Modernization	\$ 59,202,000
Interim Housing	\$ 816,839
Building C and Aquatic Center	\$ 74,841,760
Site Improvements	\$ 63,240,000
Parking Project	\$ 85,536,000
Maintenance and Operations Building	\$ 4,287,500
Building A Modernization	N/A
El Rodeo School	
Buildings A,B,C and D	
Building E Modernization	\$ 19,238,024
Site Improvements	\$ 11,948,000
Elevated Play Courts and Parking	\$ 13,900,000
Interim Housing	\$ 717,962
Horace Mann School	
Building A Roofing	\$ 1,150,000
Central Chiller Replacement	\$ 524,000
Hawthorne School	
Hawthorne Auditorium Modernization	\$ 12,370,000
Hawthorne Modernization	N/A
Beverly Vista School	
ADA Drop Off	\$ 97,750
Site Improvements	\$ 1,725,000
District Project Support Costs	\$ 10,000,000
Classroom Technology	\$ 13,590,000
BHHS Oil Well Remediation / Site Repurposing	\$ 18,400,000
Future Project Total	
	\$ 391,584,835

# Future Funding Summary

Future Funding Projects	\$ 391,584,835
Contingency 5%	<u>\$ 19,579,242</u>
Subtotal	\$ 411,164,077
Less Projected Revenue	<u><u>\$ 25,625,000</u></u>
Future Funding Total	\$ 385,539,077