

Date: April 28, 2016

For ACTION       X      

For INFORMATION       X      

Board Agenda: Yes       X        
No                   

**FROM:** Clarence E. Stukes, Chief Operating Officer  
Elijah Gross, Director, Planning, Design and Construction

**THROUGH:** Alvin Crawley, Ed.D., Superintendent of Schools  
Stacey Johnson, Chief Financial Officer

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

**TOPIC:** **CIP Budget Transfer for Selected Projects**

**BACKGROUND:** In accordance with school board policy FEG and the associated regulations pertaining to the management of CIP funds, staff is requesting that funds be transferred from the accounts of selected projects to increase funding for the following previously approved projects: Maury playground, John Adams parking lot and Lyles-Crouch roof. Please note that these projects were part of the ten-year CIP. Requested funding increases are necessary to begin the work for these projects this summer.

This transfer reflects an appropriate use of CIP savings to address projects that are determined to be underfunded due to market condition changes, unanticipated project costs, or programmatic adjustments as approved by the School Board.

The table below provides project details and required funding amounts for each of the identified projects.

School	Project Description	Justification
JA	JA Parking Lot Expansion	This project is to provide additional on-site parking for the school, and alleviate the issue of parking on the grass field behind the school which has been an ongoing concern with the city. The project was designed to add parking, but during the permitting process it was determined that additional site lighting is required for the project per review comments from City permitting authorities. Because of these requirements, additional lighting design was completed and added to the project. To cover the construction cost for these requirements and so that the project can begin this summer, we are requesting additional funds before proceeding to bid. (\$106,516)
LC	LC Roof Replacement	This is a roof replacement project to prevent water penetration through the roof. In preparation for releasing an RFP for this project staff had a third party cost estimate performed. Based on that current cost estimate the project is currently underfunded. Therefore, we are requesting additional funds before proceeding to bid so that this project is sufficiently funded, and can begin this summer. (\$199,528)

**04/28/16 SB Memo: Budget Transfer Request**

MM	MM Playground Initiative Project (Partnership with MSI)	<p>The Matthew Maury School Yard Initiative project is a CIP project that began as a community funded effort spearheaded by the school PTA and the Matthew Maury School Yard Initiative (MSI). This community group did the initial work of hiring a landscape architect and an engineering firm to develop designs and aid in taking the project through the permitting process. In addition to these efforts and resources put into design, MSI also raised \$196,398 in construction funds for the project before handing it off to ACPS. In parallel with the development of an MOU between ACPS and MSI, a request of \$500,000 was included in the ACPS FY 2017-2026 CIP for the project. The City also provided \$250,000 towards this project. In preparation for bid, ACPS conducted a review of earlier cost estimates and concluded that the full project scope was above available funding for the project. At that time various items were removed from the scope of work while others were included as add alternates in an effort to reduce the cost of the base bid.</p> <p>After release of funds by the City Council, the project was bid for construction. Even after the project was scaled down, construction bids for the project that were received from responsive and responsible bidders came in above available funding (between \$1,125,000 and \$1,385,624); therefore, a contract for construction could not be awarded. As is typical of the process for CIP projects that come in over available funds, options for proceeding with this project have been considered. Based on a reduced scope of work derived from items identified through collaboration with community partners, staff is requesting additional funds in the amount of \$250,000 in order to re-bid this project.</p> <p>Staff believes that with this transfer the project can maintain much of its original intent and again be moved forward to bid and construction.</p>
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Attachment #1 summarizes the details for each transfer and Attachment #2 provides the detailed project account adjustments. Attachment # 3 provides a list of items recommended for removal from the Maury Playground scope of work in order to stay within the requested funding level.

**RECOMMENDATION:** The Superintendent recommends that the School Board approve the attached budget transfer request in the amount of \$556,044.00.

**CONTACT PERSON:** Clarence E. Stukes, (703) 619-8038

- ATTACHMENTS:**
1. Summary of Proposed Budget Transfers
  2. CIP Adjustment Analysis
  3. Matthew Maury Playground Scope Reduction

**04/28/16 SB Memo: Budget Transfer Request**

**Attachment 1: Narrative Summary of Proposed Budget Transfers**

1. Completed Projects: These projects have been completed and it is recommended that the remaining funds be used to support current needs.

Site	Project Description	Project Name	Funds to be Transferred
John Adams	JA Primary Switchgear Replacement	JA-Facility Maintenance-Replace Primary Switchgear	\$52,030 (to JA Parking Lot Expansion)
Lyles Crouch	LC Hot Water Heater Replacement	LC-EMG-Small Projects	\$11,528 (to LC Roof Replacement)
Total:			\$63,558

2. Projects needing further evaluation: Staff has evaluated the projects below and recommend that they be reprioritized in order to address more immediate needs within the respective schools.

Site	Project Description	Project Name	Funds to be Transferred
John Adams	JA Structural damage Repair	JA-Facility Maintenance-Structural damage repair	\$18,585 (to JA Parking Lot Expansion)
Lyle Crouch	LC Building Envelope Repair	LC-Facility Maintenance-Building Envelope Repair	\$188,000 (to LC Roof Replacement)
Total:			\$206,585

3. System Wide: These funds have not been designated for particular projects and are intended to support unanticipated needs.

System Wide	Asset Loss Prevention-Emergency repairs	SW-Asset Loss Prevention-Emergency repairs	\$35,901 (to JA Parking Lot Expansion)
System Wide	Asset Loss Prevention-Emergency repairs	SW-Asset Loss Prevention-Emergency repairs	\$250,000 (to MM Playground Initiative Project)
Total:			\$285,901

**04/28/16 SB Memo: Budget Transfer Request**

**Attachment 2: CIP Adjustment Analysis**

<b>Budget Transfer- John Adams Parking Lot Expansion</b>						
<b>From Account</b>						
<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>TITLE</b>	<b>Amount Transferring</b>	<b>ACPS Account #</b>	
41861531	52121	20137	JA-Facility Maintenance-Replace Primary Switchgear	\$ 52,030.25	41861531-7-P120077	
41861531	52121	20137	JA-Facility Maintenance-Structural damage repair	\$ 18,585.00	41861531-7-P130101	
41861586	52121	20139	SW-Asset Loss Prevention-Emergency repairs	\$ 35,901.00	41861550-7-P130101	
<b>To Account</b>						
41861533	52121	20137	JA-Capacity-Core Space Construction	\$ 106,516.25	41861533-4-P150018	

<b>Budget Transfer- Lyles Crouch Roof Replacement</b>						
<b>From Account</b>						
<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>TITLE</b>	<b>Amount Transferring</b>	<b>ACPS Account #</b>	
41861535	52121	20138	LC-Facility Maintenance-Building Envelope Repair	\$ 188,000.00	41861535-7-P150010	
41861535	52121	20138	LC-EMG-Small Projects	\$ 11,527.56	41861535-10-P130023	
<b>To Account</b>						
41861535	52121	20138	LC-Facility Maintenance-Roof replacement	\$ 199,527.56	41861535-7-P160087	

<b>Budget Transfer- Matthew Maury Playground Initiative</b>						
<b>From Account</b>						
<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>TITLE</b>	<b>Amount Transferring</b>	<b>ACPS Account #</b>	
41861586	52121	20139	SW-Asset Loss Prevention-Emergency repairs	\$ 250,000.00	41861586-2-P150022	
<b>To Account</b>						
41861543	52121	20140	MM-Facility Maintenance-Replace Playground Surfacing	\$ 250,000.00	41861543-7-P130076	

**Attachment 3: Matthew Maury Playground Initiative Project Scope Reduction**

The information below outlines the items recommended for removal from the Maury Playground scope of work in order to stay within the requested funding level.

<b>Description</b>
1. Install engineered wood fiber throughout the PLAY AREA instead of poured-in-place safety surface (this eliminates concrete curb edging around playground area).
2. Reduce the amount of concrete work throughout the site in the following ways: a) revise PLAZA area between building and soccer field to be paved in asphalt b) revise the north-south serpentine walkway within garden area to be paved with stone dust c) revise concrete pavement segment and specialty concrete pavement segment walkways around playground to be stone dust. This also requires that the brick pavers be deleted and that the 4" concrete pavement be deleted d) revise TRACK TRAIL around practice fields and court to be stone dust e) Investigate the revision of the concrete sidewalk detail 1/L 4.0 to eliminate subsurface gravel
3. Adjust Furnishings quantities a) Delete 3 playground benches b) Delete 1 (one) playground bench along the west edge of the soccer field
4. Reuse existing baseball backstop fence
5. Evaluate the type, cost, and manufacturer of the various prefabricated play equipment pieces and reduce equipment.
6. Delete an estimated 1/3 of plant material at rain garden along Russell Rd frontage.
7. Reduce plant quantities and sizes of Six Ornamental Trees