

ORANGE UNIFIED SCHOOL DISTRICT
Facilities Subcommittee Meeting of the Board of Education
May 21, 2015
5:00 P.M.

Subcommittee Board Members: Tim Surridge, Chair, Kathy Moffat and Rick Ledesma, Members

Agenda Documentation: If available, backup documentation for items on the agenda will be posted on the District's website.

Meeting Location: District Education Center, 1401 N. Handy St., Bldg. B, Orange CA 92867

MEETING MINUTES

A. OPENING PROCEDURES

Mr. Surridge called the meeting to order at 5:01 P.M.

A.1 Roll Call

Mr. Surridge, Mrs. Moffat present. Mr. Ledesma present at 5:19 PM.

A.2. Pledge of Allegiance

Mr. Surridge invited the audience to join in reciting the Pledge of Allegiance.

A.3 Approval of Agenda

Mr. Surridge motioned to approve the agenda, seconded by Ms. Moffat.

A.4 Approval of Minutes: None.

B. PUBLIC COMMENT

B.1 Public Comment

Members of the public are invited to speak on matters related to the District's facilities at this time. Members of the public may speak on individual items of interest in the agenda as the items are discussed. Speaking time is limited to three minutes per speaker.

C. ACTION ITEMS FOR RECOMMENDATION TO THE BOARD OF EDUCATION

None.

D. DISCUSSION ITEMS

D.1 Facilities Subcommittee of the Board of Education Organizational Meeting

The Facilities Subcommittee will establish an organizational process for interviewing Election, Polling, Bond Legal Counsel, and Fiscal Advisory consultants and make consultant selections for recommendation to the Board of Education. Discussion will also include dates for scheduling the consultant interviews.

Presenters: Joe Sorrera, Assistant Superintendent, Business Services; Matt Strother, Executive Director, Facilities

Presentation: Facilities Subcommittee Organizational Meeting presentation

Mr. Sorrera presented a PowerPoint presentation addressing formal solicitations for professional services in the categories of Election Consultant, Polling Consultant, Bond Legal Counsel, and Bond Fiscal Advisory services. Criteria presented were used to evaluate consultant services and establish selection results from the responding firms. The primary goals were to present information about the selection process to the Subcommittee and to

establish parameters regarding number of consultants to interview, question types, presentation time limits and interview dates.

Public Comment: None.

E. SUBCOMMITTEE COMMENTS

Discussion:

With an established consensus, it was agreed, the Subcommittee will provide an update to the Board of Education at the June 4, 2015 Board Meeting.

A Board Member (Moffat) requested copies of the Board by-laws and policies, adopted last fall, be given to the Subcommittee Committee Members.

Mr. Sorrera clarified the firms representing the professional services were evaluated on five predetermined set criteria and all qualifications and proposals received were in response to a May 4, 2015 Request for Qualifications and Proposals with responses due on May 12, 2015. Four staff members making up an Evaluation Team equally applied evaluation criteria to all submissions. The Evaluation Team was comprised of Joe Sorrera, Assistant Superintendent, Matt Strother, Executive Director, Facilities & Planning, Edgar Manalo, Director Purchasing, and Jana Mills. The Evaluating Team ranked each proposal based on pre-established criteria and weighted evaluation. All submittals received were paper evaluated by the Evaluation Team and the Facilities Subcommittee submitted shortlisted firms for interviews. Consultant recommendations by the Subcommittee will be presented to the Board of Education.

It was discussed the role of the Superintendent and staff is to support the Subcommittee throughout the selection and decision-making process, but ultimately, it is the responsibility of the Subcommittee to decide which consultants to recommend to the Board for final approval. To maintain unbiased viewpoints, the identity of the firms, will remain undisclosed to the Subcommittee members until it is determined the number of firms to interview.

After discussion, the Subcommittee members agreed to interview the following number of firms:

- Election Consultant Services – top four firms
- Polling Consultant Services – top four firms
- Bond Counsel Services – top four firms
- Fiscal Advisory Service – top five firms (two shortlisted firms tied ranking in top four)

In addition, it was decided to establish time limits for each consultant's presentation as follows:

- Election Consultant Services – 20-minute presentation, 20-minutes for questions and answers
- Polling Consultant Services – 20-minute presentation, 20-minutes for questions and answers
- Bond Legal Counsel Services – 15-minute presentation, 15-minutes for questions and answers
- Fiscal Advisory Service – 20-minute presentation, 20-minutes for questions and answers

It was approved a 6:00 P.M. start time for weekday meetings and 9:00 A.M. for Saturday meeting.

The Committee set up the following dates to reunite for interviewing Bond service consultants:

- Election Consultant Service interviews - June 6, 2015, Saturday*
- Polling Consultant Service interviews – June 15, 2015, Monday
- Bond Legal Counsel Service interviews – July 13, 2015, Monday
- Bond Fiscal Advisory Service interviews – July 14, 2015, Tuesday

Please note new date: June 13, 2015, Saturday

F. NEXT MEETING: June 13, 2015 at 9:00 A.M.

G. ADJOURNMENT: 5:55 P.M.