

**Citizens' Oversight Committee  
of the Cajon Valley Union School District**

**Wednesday, October 22, 2008  
4:00 p.m.**

**Cajon Valley Union School District  
Staff Development Room  
750 East Main Street  
El Cajon, CA 92020**

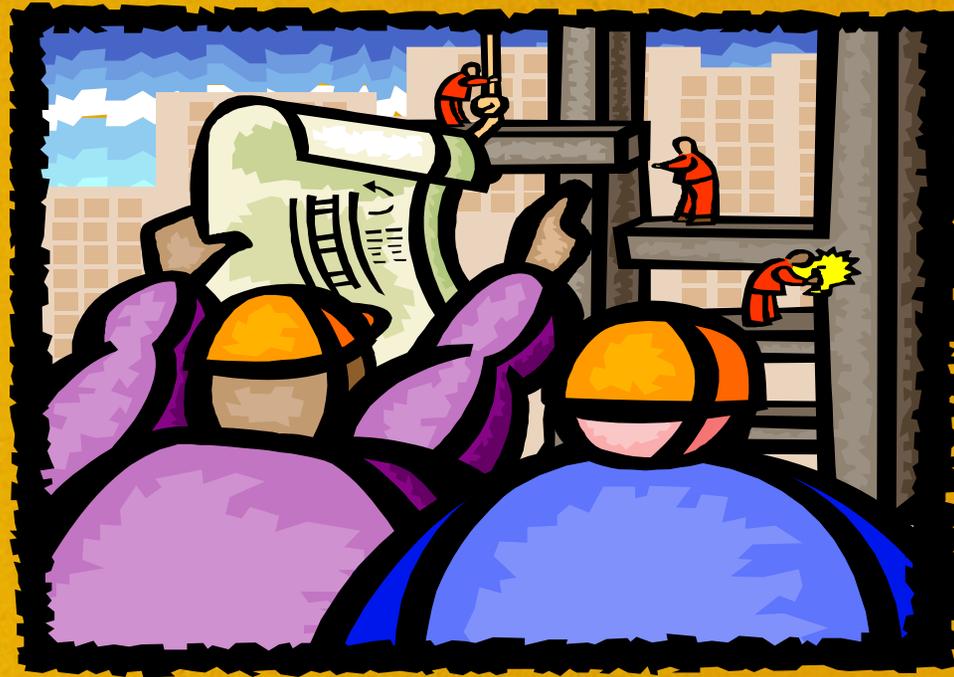
**MEETING AGENDA**

1. Call to Order (*Wayne Oetken*)
2. Welcome and Roll Call (*Wayne Oetken*)
3. Public Comments (*Wayne*)
4. Election of Officers / Chair & Secretary (*Wayne*) ACTION
5. Approval of Minutes ACTION
6. Project Information (*James Beard & Sharon Dobbins*) INFORMATION
  - a. Status of Phase I Projects
  - b. Next Steps
7. Budget Update (*Sharon*) INFORMATION
8. Proposition D Website (*Sharon*) INFORMATION
9. Next Meeting / Bus Tour (*Wayne*) INFORMATION
10. Questions/Answers (*Wayne*) DISCUSSION
11. Adjournment

Next Meeting: Wednesday, January 28, 2009  
Cajon Valley Union School District  
Staff Development Room  
*The Committee will meet at 3:00 p.m. and depart for a bus tour at 3:10 p.m.*

# PROPOSITION D

## General Obligation Bond Capital Facilities Program



Citizens' Oversight Committee  
of the Cajon Valley Union School District  
Quarterly Meeting: October 22, 2008

# Citizens' Oversight Committee

- Victor Garcia
- Kirk Gentry
- Ken Jensen
- John McTighe
- Tamara Otero
- Tom Varallo
- Linda Voight

## District Support Staff

|                |  |
|----------------|--|
| Wayne Oetken   | Assistant Superintendent, Business Services    |
| Sharon Dobbins | Director, Long-Range Planning                  |
| James Beard    | Director, Facilities, Maintenance & Operations |
| John Forrest   | Construction Projects Manager                  |
| Susan Olinger  | Director, Purchasing & Warehousing             |
| Charles Allen  | Director, Information Technology Services      |
| Sue Miller     | Planning Technician                            |
| Suzy Gavillan  | Accounting Technician                          |
| Beatriz Konzen | Administrative Secretary                       |

# Professional Services Selection

- *Architect*
- *Inspector*
- *Geotechnical Investigation*
- *Materials Testing*
- *Labor Compliance*
- *Financial & Performance Audit Services*



# Architectural Services Selection

- *The District issued a Request for Qualifications (RFQ) for architectural services on 8/26/08*
- *12 firms submitted Statements of Qualification (SOQ)*
- *The submittals were evaluated and ranked*



# Architectural Services Selection

Evaluation was based on the following criteria:

- *Firm's Philosophy*
- *Political Environment/Community Involvement*
- *Value Engineering, Life-Cycle Cost Analysis, and Bid Alternate Designation*
- *Project Budgets & Prioritizing Project Design*
- *Ability to meet design schedules & handle DSA delays*
- *Recent Experience*
- *Personnel*



# Architectural Services Selection

## TOP 5 RANKED ARCHITECTURAL FIRMS

1. *Sprotte Watson Architecture*
2. *LR Design*
3. *Davy Architecture*
4. *Matalon Architecture*
5. *Harley Ellis Devereaux*

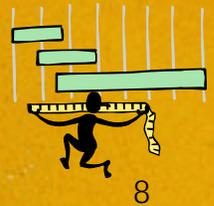


# Architectural Services Selection

## Next Steps:

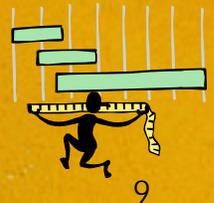
*The District will begin negotiations for Architectural services for the following Phase 1 projects:*

- *Cajon Valley MS Reconstruction*
- *Greenfield Gymnasium*
- *Flying Hills Multi-Purpose Room*
- *Electrical Upgrades*



# Financial & Performance Audit Services Selection

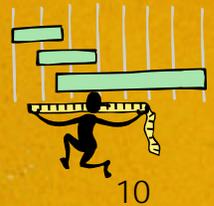
- *Request for Qualifications/Proposals has been created & posted to the web site*
- *A panel will be created to review the qualifications and make a recommendation to the Governing Board.*
- *COC participation is requested*



# Selection of Construction Delivery Methods

Various construction delivery methods will be carefully considered, in order to determine the optimal method for each major project. Options include:

- *Design-Bid-Build (Traditional Low Bid)*
- *Construction Management with Multiple Prime Contractors*
- *Construction Management "At-Risk"*
- *Lease, Lease-Back*
- *Design-Build*



## Phase 1(a) Projects to begin in the 2008/2009 school year

| Project # | Description              | Site(s)   | Status                                |
|-----------|--------------------------|---|---------------------------------------|
| 7501      | Water Line Replacement   | Meridian  | Complete                              |
| 7502      | Security Camera Upgrades | Cajon Valley,<br>Emerald,<br>Greenfield,<br>Hillsdale,<br>Montgomery, &<br>Avocado                                | Receiving<br>Proposals                |
| 7503      | Clock System Upgrades    | Anza, Chase,<br>Emerald, Fuerte,<br>Greenfield, Hall,<br>Johnson, Madison,<br>Magnolia,<br>Meridian, &<br>Naranca | Architect<br>Selection in<br>Progress |

## Phase 1(a) Projects to begin in the 2008/2009 school year (cont.)

| Project # | Description                    | Site(s)   | Status  |
|-----------|--------------------------------|---|---|
| 7504      | Playground Upgrades            | Anza, Blossom Valley, Hall, Meridian, & Naranca | Meridian is Complete. Others are Ready for DSA Plan Approval. |
| 7505      | New Gymnasium (Planning Phase) | Greenfield Middle School                        | Architect Selection in Progress                               |
| 7506      | Electrical Upgrades            | Chase, Emerald, & Madison                       | Architect Selection in Progress                               |

## Phase 1(a) Projects to begin in the 2008/2009 school year (cont.)

| Project # | Description                                    | Site(s)   | Status                                 |
|-----------|--|---|--|
| 7507      | Reconstruction<br>(Planning Phase)             | Cajon Valley Middle School  | Architect Selection in Progress        |
| 7508      | Heating, Ventilation, & Air Conditioning       | Chase, Flying Hills, Fuerte, Johnson, Madison, Magnolia, Meridian, Naranca & Rios | Analyzing Alternative Delivery Methods |
| 7509      | Remodel Multi-Purpose Room<br>(Planning Phase) | Flying Hills  | Architect Selection is Progress        |

# Financial Information

*Please refer to handouts:*

- *Project Schedule*
- *Consolidated Expenditure Report*



# Proposition D Capital Facilities Program Citizens' Oversight Committee



Questions

# CAJON VALLEY UNION SCHOOL DISTRICT

## REQUEST FOR PROPOSALS FOR FINANCIAL AND PERFORMANCE AUDIT SERVICES Proposition "D" Capital Improvement Program

The Cajon Valley Union School District requests proposals from qualified firms to perform all necessary and related services for the preparation of annual financial and performance audits of the District's Proposition "D" bond program.

If your firm is interested, please respond to this Request for Proposal by **4:00 p.m. on Friday, November 7, 2008.**

If you have any questions, please contact:

**Sharon Dobbins**  
**Director, Long-Range Planning**  
**Cajon Valley Union School District**  
**750 East Main Street**  
**El Cajon, California 92020**  
**(619) 588-3016**  
**dobbins@cajonvalley.net**

### **I. BACKGROUND**

On February 5, 2008 voters approved Proposition D, authorizing the Cajon Valley Union School District to issue and sell \$156.5 million in general obligation bonds for the purpose of upgrading and constructing school facilities. This bond initiative was passed under Proposition 39, which includes the requirement that the District conduct annual, independent financial and performance audits. The attached report shows an overview of the projects; estimated annual expenditures; and estimated revenue over the anticipated 10-year bond program.

### **II. SCOPE OF SERVICES TO BE PROVIDED**

The provided scope of services will encompass a wide array of tasks and shall be comprehensive in nature, including all necessary research, documentation, exhibit preparation, legislative analyses, and meeting attendance.

The CONSULTANT shall:

1. Audit Proposition D bond expenditures and financial records in accordance with the requirements of Proposition 39 using the Government Auditing Standards (GAS) published by the Comptroller General of the United States;
2. Investigate whether all projects funded by the bond measure are included in the ballot proposition;
3. Identify the projects listed in the ballot measure and bond program that have been performed;
4. Review the extent of project performance in relation to the expenditure of the bond proceeds;

5. Prepare and provide the District and its Governing Board annual reports of the results of the audits; and
6. Attend meetings of the Governing Board and the Citizens' Oversight Committee, if requested by the Governing Board.

### **III. PROPOSAL CONTENT**

In submitting your firm's response to this Request for Proposal, please include the following information:

#### **A. *Project Understanding/Executive Summary***

- ♦ Present a brief and non-technical narrative describing CONSULTANT'S understanding of the requirements and proposed approach.

#### **B. *Firm's Qualifications/Experience***

- ♦ Describe your firm's experience with respect to Proposition 39 financial and performance audits. Include discussion of unique qualifications that set your firm apart from others.
- ♦ Indicate the number of Proposition 39 financial and performance audits performed by your firm.

#### **C. *Personnel***

- ♦ Identify the CONSULTANT in charge of the project. Designate the individual(s) who will be working on day-to-day activities with District staff. Provide a brief description of their experience.

#### **D. *Scope of Services***

- ♦ Outline, in detail, the tasks your firm will perform to produce information and services requested under the "Scope of Services to be Provided" section. As necessary, indicate any additional or "optional" tasks.
- ♦ Provide an itemized list of client responsibilities; e.g., information the Cajon Valley Union School District is obligated to provide to CONSULTANT to initiate and complete the audit process.

#### **E. *Client References***

- ♦ Provide the name, title, agency name, phone number of the contact person(s) for which your firm has provided Proposition 39 financial and performance audit services.

#### **F. *Fee Proposal***

- ♦ Provide an estimate of the total annual cost for the required scope of services.
- ♦ Include your firm's itemized fee schedule. Please state "one-time" fees (if any) there would be to create the database necessary for each report.
- ♦ Provide an hourly rate schedule for any additional services the District may request that are not involved in the normal audit process outlined in the scope of services.

#### **G. *Sub-consultants***

- ♦ List any SUBCONSULTANT(s) anticipated on this project, along with their specific tasks and references.

### **IV. OTHER PERTINENT INFORMATION**

- A. DUE DATE** — Complete written proposals must be submitted to Sharon Dobbins at the Cajon

Valley Union School District and received by **4:00 p.m. (PST) on Friday, November 7, 2008.**

- B. COPIES** — Firms desiring to respond should submit **four copies** of their proposal.
- C. CONCISENESS** — The proposal shall be concise and to the point; however, it must be sufficiently detailed to allow for a thorough evaluation and comparative analysis.
- D. ORAL INTERVIEW** — After written proposals have been reviewed initially, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.
- E. CONDITIONS FOR PROPOSAL ACCEPTANCE** — This Request for Proposal does not commit the District to award a contract or to pay any costs incurred for any services. The District, at its sole discretion, reserves the right to accept or reject any or all proposals received in consequence of this request; to negotiate with any qualified source; or to cancel, in part or in its entirety, this Request for Proposal. All proposals will become the property of the Cajon Valley Union School District. **Any proprietary information contained in the proposal should be clearly identified.**

## **V. EVALUATION CRITERIA**

The committee evaluating the proposal will base the selection on criteria that includes, but is not limited to, the following un-prioritized attributes:

- ♦ Adherence to the specified format;
- ♦ Completeness of the proposal;
- ♦ Acceptable and verifiable references;
- ♦ Level of service and support;
- ♦ Experience, professional, and technical expertise of staff;
- ♦ Proposer's history (tenure, client references, etc); and
- ♦ Fee requirements.

## **VI. SELECTION CRITERIA**

The District will evaluate the responses to the RFP, and recommend award of contract to the Board.

Following the evaluation of submittals, interviews may be held for some or all firms to supplement the written material. If scheduled, we will contact you regarding a specific interview time. For scheduling purposes, **please include a contact person and phone number in your written response.**

**Cajon Valley Union School District  
Proposition D Project Schedule**

**Interactive Report**

*Account Ability*

A development tool for financial planning of capital programs.

**21-39 - Bond Fund**

|                            | FY 08-09          | FY 09-10          | FY 10-11          | FY 11-12          | FY 12-13          | FY 13-14           | FY 14-15           | FY 15-16           | FY 16-17           | FY 17-18           | Totals             |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Beginning Balance</b>   | -                 | 26,745,642        | 1,215,749         | 18,689,756        | 16,012,263        | 804,770            | 18,133,777         | 15,427,784         | 756,791            | 15,630,994         | -                  |
| <b>Funding</b>             |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |
| Annual Funding             | 35,000,000        |                   | 32,500,000        |                   |                   | 36,900,000         |                    |                    | 52,100,000         |                    | 156,500,000        |
| Interest                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    | -                  |
| Loans                      |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    | -                  |
| Other                      |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    | -                  |
| <b>Total Funding</b>       | <b>35,000,000</b> | <b>35,000,000</b> | <b>67,500,000</b> | <b>67,500,000</b> | <b>67,500,000</b> | <b>104,400,000</b> | <b>104,400,000</b> | <b>104,400,000</b> | <b>156,500,000</b> | <b>156,500,000</b> | <b>156,500,000</b> |
| <b>Project Needs</b>       |                   |                   |                   |                   |                   |                    |                    |                    |                    |                    |                    |
| Clock Systems              | \$ 275,000.00     | \$ -              |                   |                   |                   |                    |                    |                    |                    |                    | \$ 275,000.00      |
| Electrical Upgrades        | 705,000.00        | -                 | -                 | -                 | -                 | -                  | -                  | -                  | 1,144,000.00       |                    | 1,849,000.00       |
| Erosion Control            |                   |                   |                   |                   |                   |                    |                    |                    | 65,000.00          | -                  | 65,000.00          |
| Fencing                    |                   |                   |                   |                   |                   |                    |                    |                    | 1,610,000.00       | -                  | 1,610,000.00       |
| HVAC                       | 4,610,000.00      | -                 | 2,285,000.00      |                   |                   |                    |                    |                    |                    |                    | 6,895,000.00       |
| Library Improvments        |                   |                   |                   |                   |                   |                    |                    |                    | 900,000.00         | -                  | 900,000.00         |
| Mechanical Screens         |                   |                   |                   |                   |                   |                    |                    |                    | 460,000.00         | -                  | 460,000.00         |
| Minor Renovations          |                   |                   |                   |                   |                   |                    |                    |                    | 1,210,000.00       | -                  | 1,210,000.00       |
| Modernization - RSD        |                   |                   |                   | 666,500.00        | 666,500.00        |                    |                    |                    |                    |                    | 1,333,000.00       |
| Modernization - VG         |                   | 490,000.00        | 490,000.00        |                   |                   |                    |                    |                    |                    |                    | 980,000.00         |
| New Gym - EMS              |                   |                   |                   |                   |                   |                    | 450,000.00         | 6,300,000.00       | 2,250,000.00       |                    | 9,000,000.00       |
| New Gym - GMS              | 450,000.00        | 6,300,000.00      | 2,250,000.00      |                   |                   |                    |                    |                    |                    |                    | 9,000,000.00       |
| New Gym - MMS              |                   |                   |                   |                   |                   |                    | 450,000.00         | 6,300,000.00       | 2,250,000.00       |                    | 9,000,000.00       |
| New MPR-Flying Hills       | 59,000.00         | 531,000.00        |                   |                   |                   |                    |                    |                    |                    |                    | 590,000.00         |
| Parking Improvements       |                   |                   |                   |                   |                   |                    |                    |                    | 250,000.00         | -                  | 250,000.00         |
| Phone Systems              |                   |                   |                   |                   |                   |                    |                    |                    | 73,800.00          | -                  | 73,800.00          |
| Playground Upgrades        | 424,365.00        | -                 |                   |                   |                   |                    |                    |                    |                    |                    | 424,365.00         |
| Rebuild CVMS               | 1,000,000.00      | 10,000,000.00     | 9,000,000.00      |                   |                   |                    |                    |                    |                    |                    | 20,000,000.00      |
| Rebuild Cuyamaca           |                   |                   |                   |                   |                   |                    | 500,000.00         | 1,500,000.00       | 18,000,000.00      | 15,000,000.00      | 35,000,000.00      |
| Rebuild Lexington          |                   |                   | 500,000.00        | 1,500,000.00      | 14,000,000.00     | 19,000,000.00      |                    |                    |                    |                    | 35,000,000.00      |
| Restrooms                  |                   |                   |                   |                   |                   |                    | 750,000.00         | -                  |                    |                    | 750,000.00         |
| Security Cameras           | 200,000.00        | -                 | -                 | -                 | -                 | -                  | -                  | -                  | 150,000.00         |                    | 350,000.00         |
| Security Lighting          |                   |                   |                   |                   |                   |                    |                    |                    | 400,400.00         | -                  | 400,400.00         |
| Sidewalk Upgrades          |                   |                   |                   |                   |                   |                    |                    |                    | 500,000.00         | -                  | 500,000.00         |
| Technology                 |                   | 7,727,900.00      | -                 | -                 | -                 | -                  | -                  | -                  | 7,136,604.00       |                    | 14,864,504.00      |
| Water Line                 | 60,000.00         | -                 |                   |                   |                   |                    |                    |                    |                    |                    | 60,000.00          |
| Window Replacement         |                   |                   |                   |                   |                   |                    |                    |                    | 200,000.00         | -                  | 200,000.00         |
| Program Management         | 325,000.00        | 335,000.00        | 355,000.00        | 365,000.00        | 395,000.00        | 425,000.00         | 410,000.00         | 425,000.00         | 480,000.00         | 485,000.00         | 4,000,000.00       |
| Contingency                | 145,993.00        | 145,993.00        | 145,993.00        | 145,993.00        | 145,993.00        | 145,993.00         | 145,993.00         | 145,993.00         | 145,993.00         | 145,994.00         | 1,459,931.00       |
| <b>Total Project Needs</b> | <b>8,254,358</b>  | <b>25,529,893</b> | <b>15,025,993</b> | <b>2,677,493</b>  | <b>15,207,493</b> | <b>19,570,993</b>  | <b>2,705,993</b>   | <b>14,670,993</b>  | <b>37,225,797</b>  | <b>15,630,994</b>  | <b>156,500,000</b> |
| <b>Ending Balance</b>      | <b>26,745,642</b> | <b>1,215,749</b>  | <b>18,689,756</b> | <b>16,012,263</b> | <b>804,770</b>    | <b>18,133,777</b>  | <b>15,427,784</b>  | <b>756,791</b>     | <b>15,630,994</b>  | <b>-</b>           | <b>-</b>           |

# Consolidated Expenditure Report

| School Name - Project Name | Budget      | Committed | Expenditures & Retentions | Contract Balance | Percentage Expended | Budget Variance |
|----------------------------|-------------|-----------|---------------------------|------------------|---------------------|-----------------|
| Clock Systems              | 275,000     | -         | -                         | -                |                     | 275,000         |
| Electrical Upgrades        | 1,849,000   | -         | -                         | -                |                     | 1,849,000       |
| Erosion Control            | 65,000      | -         | -                         | -                |                     | 65,000          |
| Fencing                    | 1,610,000   | -         | -                         | -                |                     | 1,610,000       |
| HVAC                       | 6,895,000   | 9         | 9                         | -                | 100.00%             | 6,894,991       |
| Library Improvents         | 900,000     | -         | -                         | -                |                     | 900,000         |
| Mechanical Screens         | 460,000     | -         | -                         | -                |                     | 460,000         |
| Minor Renovations          | 1,210,000   | -         | -                         | -                |                     | 1,210,000       |
| Modernization - RSD        | 1,333,000   | -         | -                         | -                |                     | 1,333,000       |
| Modernization - VG         | 980,000     | -         | -                         | -                |                     | 980,000         |
| New Gym - EMS              | 9,000,000   | -         | -                         | -                |                     | 9,000,000       |
| New Gym - GMS              | 9,000,000   | -         | -                         | -                |                     | 9,000,000       |
| New Gym - MMS              | 9,000,000   | -         | -                         | -                |                     | 9,000,000       |
| New MPR-Flying Hills       | 590,000     | -         | -                         | -                |                     | 590,000         |
| Parking Improvements       | 250,000     | -         | -                         | -                |                     | 250,000         |
| Phone Systems              | 73,800      | -         | -                         | -                |                     | 73,800          |
| Playground Upgrades        | 424,365     | -         | -                         | -                |                     | 424,365         |
| Rebuild CVMS               | 20,000,000  | -         | -                         | -                |                     | 20,000,000      |
| Rebuild Cuyamaca           | 35,000,000  | -         | -                         | -                |                     | 35,000,000      |
| Rebuild Lexington          | 35,000,000  | -         | -                         | -                |                     | 35,000,000      |
| Restrooms                  | 750,000     | -         | -                         | -                |                     | 750,000         |
| Security Cameras           | 350,000     | -         | -                         | -                |                     | 350,000         |
| Security Lighting          | 400,400     | -         | -                         | -                |                     | 400,400         |
| Sidewalk Upgrades          | 500,000     | -         | -                         | -                |                     | 500,000         |
| Technology                 | 14,864,504  | -         | -                         | -                |                     | 14,864,504      |
| Water Line                 | 60,000      | 54,892    | 54,892                    | -                | 100.00%             | 5,108           |
| Window Replacement         | 200,000     | -         | -                         | -                |                     | 200,000         |
| Program Management         | 4,000,000   | 299,802   | -                         | 299,802          |                     | 3,700,198       |
| Contingency                | 1,459,931   | -         | -                         | -                |                     | 1,459,931       |
|                            | 156,500,000 | 354,703   | 54,901                    | 299,802          | 15.48%              | 156,145,297     |