

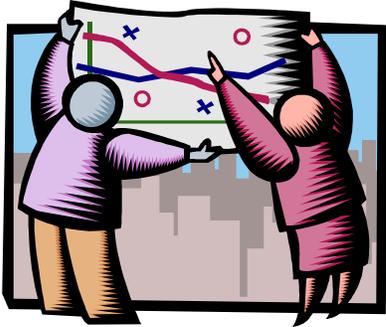


**Edmonds
SCHOOL
DISTRICT**

YOUR GUIDE TO THE CAPITAL PARTNERSHIP PROGRAM

Updated: October 2017

Background



The Edmonds School District provides opportunities to encourage community involvement in projects that improve or enhance the school environment. Funding for this program comes from voter-approved levies since 1998. We have provided matching funds for seventy projects, ranging from major field improvements to school reader-boards and play structures. The program is to provide cost sharing and management services for your

projects. The project needs to be capital in nature, that is to say a durable and permanent asset. These improvements increase the playability of athletic and playground facilities, or improve or create a feature of a school enhancing education.

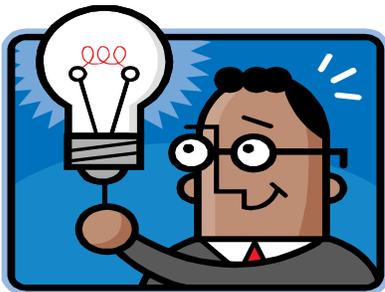
The Capital Partnership Committee are members from District schools and departments, and may have representatives from local municipal parks departments. They will be scoring your application. The Facility Operations Department provides coordination, consultation and overall management. Our Capital Projects Department takes care of construction. To begin with, all proposals need to follow these principles:

- Start by working with your Principal or Department Manager.
- The committee recognizes that school communities may not have equal resources. In seeking to provide equity, the percentage of the award is based on the Last October P223 report. The base line for an improved match is 20% free and reduced enrollment.

F/R %	We will Match						
20>29	55%	40>49	65%	60>69	75%	80>89	90%
30>39	60%	50>59	70%	70>79	80%	90 +	All -\$200

- Above 90% free and reduced count, you would only be responsible for \$200 and the partnership would pay the balance.
- A super match of 80% or more can be available by Board approval. These would structures whose life expectancy would be at least 30 years. These projects shall have budgets of \$100,000 or more and be considered by the Board to be of particular value. Examples of such projects have included, but are not limited to sports fields or play shed structures providing all-weather access.
- If your school has not been able to have community involvement, or successful fundraising, you may apply directly to the Board of Directors for an improvement in the matching percentage. The Director, Facilities Operations shall review and recommend a worthy project to Board. You will need to develop your plan and present it to the Board during a regular meeting.

- District staff shall assist in development of your proposal. The Capital Partnership Committee will review your application and submit it to the Board as required. All other rules of the submittal process apply as usual.
- Once the grant amount and percentage of the match is determined in the approval process, the grant amount does not usually change. Occasionally, in the process of construction, unknown conditions turn up that necessitate additional funding.
- Partner's matching funds must be committed or obligated with the District before the project may begin. Your funds are deposited into an identified account before the District commits to the project. District funds from any other source, cannot make up any of the partner share. The District must assume the liability of all installations and therefore, the acquisition process must follow the District guidelines.
- Improvements must be on District property and become the property of the Edmonds School District.
- **Only the District may enter into a contract or make purchases toward the project. This is critically important. The District MUST be provide any contracts or purchased items. Many enthusiastic and well-meaning partner groups have jumped the gun and made purchases directly. This is an accounting problem for the district and is not within mandated accounting guidelines. By the District making purchases and issuing contracts, it relieves the partner group from liability.**
- Each project will have a management team. This team will guide you through the process, handle accounting, public works process and construction of your project. Once your project is completed, the District accepts the new asset and any liability for it, so it is very important that District representatives make sure that the project meets standards and proceeds as smoothly as possible.



It All Begins With You

A capital partnership starts with an idea, a plan or dream about making students' school environment better. What is best for kids drives all our interests. In seeing the vision become reality, we have to take into account the complexities of many regulatory aspects of working in the public sector. Later, we will give you a thumbnail review of what these are. Information that is more detailed is included in the Appendix. Some projects can be simple, while others may involve professional consultants, designers and permits. The Facilities, Operations Department will work with you every step of the way. If you need assistance in preparing your

application, or have questions, please contact the Facility, Operations Department at 425-431-7332.

If there are similar projects at other places, you will want to visit those projects. Having photographs of these to share with your group can be useful in defining what you would like to accomplish. If you want a playground, it would be a good idea to take a group of children to other playgrounds and watch what they like to play on. They may be your best consultants!

Organizing Your Sponsoring Partners

Be sure to keep up communication with your school community. The more people that you engage, the more resources and ideas will become available. Fundraising will be the most important aspect of your work. Very often, there are grants available from service clubs, businesses and neighborhood associations. You may want to talk to local parks and recreation programs to see if a partnership is available. Fundraising is an important opportunity for your community to become involved with activities from walk-a-thons and auctions to corporate fundraising programs.



The Application

As of September 1, 2017, you may submit a partnership grant proposal at any time! The first step is to discuss your idea with the Principal. Please fill out the included application form and have your principal sign it. Include a narrative describing the idea and its benefit to the school. We recognize that determining the project impacts, requirements, and budgeting is necessary for you to begin your fundraising. Each project must be compliant with Public Works rules, as explained later in

this guide. Following the in-house review, a meeting with the sponsors, principal and department representatives may take place to determine the project scope and budget.

Partners, including: schools, foundations, parent groups, cities or county government and neighborhood associations, may contribute monetarily to the improvement/enhancement. (Note: The Capital Partnership management staff will work with principals to form partnerships with cities or Snohomish County as appropriate. Please do not contact cities or the County during the application phase.)

The improvement/enhancement must meet the criteria for expenditure of capital funds as defined in the Accounting Manual for School Districts. This criterion essentially requires the proposed project to add value to the existing property or structure. Regular routine maintenance required to preserve the life of the structure or grounds and partial renovations to building systems, structures, or grounds are not eligible for capital funding.

CAPITAL PARTNERSHIP APPLICATION

Initiating School/Department/Program: _____ Date: _____

Contact Person: _____

Phone: _____ Fax: _____

Principal/Administrator signature: _____

Type of Project: Please Check on of the Following:

- _____ Major Projects (e.g., new field construction)
- _____ Playground Project (e.g. purchase and assembly of climbing apparatus, resurfacing hard surface play areas, etc.)
- _____ Athletic Field/Play Field Projects (e.g. irrigation, turf renovation, etc.)
- _____ Improvements to the interior of school buildings (e.g. addition to facility)
- _____ Other

Partner Match:

Partner: _____ Currently Available: Yes _____ No _____

Date of Availability: _____ Amount: _____

Partner: _____ Currently Available: Yes _____ No _____

Date of Availability: _____ Amount: _____

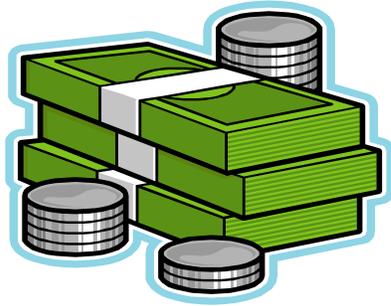
Proposed in-kind Contributions: (please describe)

Proposal Narrative (two-page limit)

1. Describe your proposed improvement/enhancement.
2. How will your proposal enhance (create new features) or improve existing conditions? (Examples of enhancements include adding play structures, adding or raising the height of fencing, adding backstops or goal posts. Examples of improvements to existing conditions include under-draining chronically soggy area, improved irrigation, and elimination of a steep slope or replacing baseball backstop/dugout fabric.)
3. Describe the current conditions found at the site where your proposal will be implemented.
4. How will the proposed project improve the manageability/maintenance of this site?
5. How will the proposed enhancement/improvement increase access and use by the public?
6. What is your desired time line for implementing the improvement?

Please attach a diagram outlining the area to be improved.

Send your application to Facilities Operations, attention Capital Partnership



Getting to the Bottom Line

Understanding costs from beginning to end is important. Beyond the expense of the item involved, there will be costs for managing the project, advertising, legal and professional services. The total cost of a project often exceeds the value of the improvement itself. Play structures, for instance require ground preparation, labor, supplies and engineered woodchips. A new play area can require as much as \$10,000 to \$15,000 in chips alone. More complex projects, like a walking path, new pavement, reader-board or a major constructed improvement, may need designers, engineers, permits, or surface water detention may be required. Anytime paving is involved, (except for very small areas), permits will be required. If a walking path requires more than 2,000 square feet of asphalt, then water detention is required. These are costs that the District cannot control and can add cost and time to a project. Reader-boards and signs have very strict codes and permits are always required. When a project requires that we cut into the soil or tear something open, we find surprises. For these the financial planning of a project we also includes extra funding for this contingency. The District manages all these details, but you need to be aware of them. These are explained in the Appendix. Below are some examples. These are not quotes, but suggested budgets.

New Playground, (small)		Reader-board, (unlighted)	
Play equipment	\$70,000	Equipment	\$20,000
Project management	\$5,000	Engineering	\$1,500
Maint. Site preparation	\$3,000	Permits	\$300
Permits, if required	\$350	Maint. Prep	\$500
Public works mgmt.	\$2,000	Project mgmt.	\$2,000
Concrete	\$500	Public works	\$500
Maintenance finishing	\$2,000	Maint. finishing	\$300
Play Chips	\$10,000	10% Contingency	\$2,460
Opening ceremony	\$250	Total	\$27,560
10% contingency	\$9,310		
Total	\$102,410		

Walking Path, 6 feet by 1,000 feet	
Paving	\$40,000
Water Detention	\$90,000
Engineering	\$15,000
Permits	\$5,000
Project management	\$11,000
Public works management	\$5,000
Opening ceremony	\$250
10% contingency	\$16,625
Total	\$182,875

IN-KIND CONTRIBUTIONS

Some of your organization's participants or donors are able to offer services to help your project. This is perfectly acceptable but all service providers must be insured and carry any applicable licenses to perform the task. Depending on the nature of the in-kind offer, the District may need to examine whether further assurances (e.g., indemnification provisions, surety bonds, etc.) are necessary. While volunteer labor may be a big part of your project, unlicensed volunteer work will not be counted towards the sponsor's financial share. If your volunteer is licensed for the task, then that value is considered as part of your group share.

Please note: Labor and safety rules require all volunteers to be at least 18 years old to be within the construction zone. You may well be able to find things for younger kids to do in the vicinity, but they must not be in the immediate area where the work is occurring. Volunteers will sign a liability waiver when first coming to the work site.

Submitting an application does not mean that all the planning and fund raising has to be completed. There should be a substantial understanding of the nature of the work required and how to proceed to completion. Projects with a total cost exceeding \$100,000 will require school board approval. Part of the evaluation addresses the cost of the project compared to its benefit to the District. The program seeks to provide benefits to the most people. Projects that are expensive and potentially used by only a few will not score well in this category. Evaluators have the ability to make comments as well. Once the final review is completed, all project sponsors will receive notification of the committee's decisions. Your score depends on the criteria listed on the scoring sheet on the next page. Please scan or copy the application form.

<u>Questions</u>	<u>Points possible</u>	<u>Points given</u>
1. Describe your proposed improvement/enhancement.	10	
Type of project is identified (2)		
Description of project is clear and well thought out (4)		
Evidence that project is a priority for school community (4)		
2. How will your proposal enhance or improve existing conditions?	5	
Evidence that this is a need (3)		
Description of deficiency/problem and the solution is provided (2)		
3. Describe the current conditions.	5	
Description of site (2)		
Current conditions support need for project (3)		
4. How will the proposed project improve the manageability/maintenance of this site?	20	
Enhancement will decrease specialized maintenance (5)		
Location of improvement increases use of facilities (5)		
Improvement solves a chronic maintenance/management issue (5)		
Increases the playability or usefulness of the facility (5)		
5. How will the proposed enhancement/improvement increase Access and use by the public?	20	
Improvement provides new/unique opportunity for community (5)		
Increases number of community members who will use facility (5)		
Fulfills an expressed community need (5)		
Enhancement visible to the community (5)		
6. What is your desired timeline for implementing the improvements?	10	
Timeline is realistic (5)		
Scope of project is well thought out (5)		
7. Partner Match	25	
Partner identified (10)		
Potential match (2)		
Match currently available and in hand (5)		
Match is between 25 to 50% of project cost (3)		
Match is 50% or greater of project cost (5)		
8. Cost Benefit	5	
Project provides good value for the price		
TOTAL	100	



Getting Underway

Once you get approval, a number of legal and procedural requirements have to be satisfied. Having work done in the public sector can be more complex than one might imagine. All work in the District is public works. There can be complex ramifications depending on the scale of the project. While District staff will handle these aspects, project sponsors and parent groups need to be aware of the rules. Once again, sponsoring groups do not need to worry about these aspects of the Capital Partnership Program. For more information, please see the Appendix.

AN IMPORTANT CONSIDERATION:

Sometimes fundraising can hold up your project. In order to allow equitable access to grant funding, your project will need to be finished within two years of the grant award. Following that, the grant portion of the project budget goes back to the partnership fund.



Construction Begins

As we move to the construction phase, the Capital Projects staff will become more involved. They will manage the actual construction. Once the contracts are signed, alterations or changes to the scope of work are not permitted. These are referred to as ‘change orders’ and allow the contractor to charge whatever they deem fair for the difference. This can have dramatic consequences not contemplated originally.

Occasionally, something may reveal itself when the work begins that will result in additional work. When preparing ground for a new play area, for instance, we could discover old concrete or a boulder that has to be removed. When installing a reader-board onto a building, it may be determined that the structural members intended to hold it might not be sufficient to support the new equipment. Things like this happen occasionally when you ‘open things up’ to do an installation. The project administrator will coordinate with others in the District to determine a course of action, which may involve other District personnel, or if necessary, a change order.

Once everything is a go, the District will announce a ‘notice to proceed.’ The process will pick up speed. If a contractor is involved, a start date will be set and they will ‘mobilize’ by bringing supplies and equipment on site. The project manager will take care of the coordination from this point forward. In some cases, the sponsoring group may be able to realize some savings by participating in construction. This is available most often in playground installations. This has been a very successful option in the past, and the hands-on help adds to the spirit of the community. A representative of the District or the

contractor will organize your work. The first focus is always safety, but it can be a lot of fun as well. Like most work parties, there is a desire to provide food and beverage for the workers. The project budget may not include meals.



Time to Celebrate!

Opening ceremonies are encouraged and can be budgeted as a part of the Partnership Grant. Expenses are usually limited to decorations and a grand opening ribbon. The District can provide oversized scissors for this occasion. Now you can look at what you have accomplished. If you have had good luck with receiving grants and generous donations, it is amazing what a concept and good planning can produce. Thank you again and congratulations!



full explanation. Once that happens, you are officially done!

Project Close Out

But wait there's still more! You may have money coming back to you! There is an extended period before we can return any surplus funds. All public works projects have a close-out process. This takes a while, as there are things the contractor, or provider must do to satisfy the District and departments at the state level. Please refer to the Appendix for a



Appendix

PUBLIC WORK DEFINED:

Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, general construction, building construction, and utilities construction. (RCW 39.04.010).

Public Building Service Maintenance Contracts: Prevailing wages are also required on all public building service contracts. (RCW 3912.020).

Offsite Prefabrication: The offsite fabrication of nonstandard items specifically for a public works project is also considered public work for which prevailing wages are required. Examples of this include, but are not limited to, fabrication of playground equipment, reader-boards or any other prefabricated portion of your project brought on site.

Public Works Project Requirements:

- 1) The district must determine whether or not the project is public works and requires prevailing wages prior to asking for bids or quotes.
- 2) If it is public works, the district must indicate that in the solicitation and provide a copy of the current prevailing wage rates at the time that we solicit a bid or a quote.
- 3) Before any work commences the vendor must provide the following:
 - a) Contractor's license
 - b) UBI number
 - c) Federal tax ID number
 - a) Any required permits
 - b) Performance/Payment bonds
 - f) Or, FOR PROJECTS LESS THAN \$35,000 In lieu of bond, the contractor may request in writing that the District retain 50% of the contract for a period of 30 days from date of acceptance or until all necessary releases and settlement from liens, if any, whichever is later. Letter must have signature and company name. Insurance certificate with an endorsement naming the district as additional insured.
- 4) Before payment can be sent, the contractor must provide an "Intent to Pay Prevailing Wage" form that has been filed with and signed by the Dept. of Labor and Industries. If the total project is less than \$2,500 there is a combined Intent and Affidavit form that the contractor may file directly with the District. There is no filing fee associated with this combined form and it does not go to the Dept. of L & I. This expedites the processing of small orders.

- 5) Before final payment, the contractor must provide the “Affidavit of Wages Paid”.
- 6) If the project is over \$35,000, the District must also receive clearance from the Department of Revenue, Dept. of L & I and the IRS that there are no outstanding liens, taxes due, etc., prior to releasing the retainage.

The Small Works Roster:

The small works roster is provided by the Municipal Research Service Center of Washington. It is a listing of qualified contractors allowed to perform public work in our area. All such projects estimated to be less than three hundred thousand dollars may be awarded to a contractor on the small works roster. The small works roster shall be comprised of all responsible contractors who have requested to be on the list. The Board of Directors has established procedures for securing telephone and/or written quotations from the contractors on the small works roster to assure establishment of a competitive price and for awarding contracts to the lowest responsible bidder. Such procedures shall require that a good faith effort be made to request quotations from all contractors on the small works roster who have indicated the capability of performing the kind of public works being contracted. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. Whenever the estimated cost of a public works project is three hundred thousand dollars or more, the public bidding process provided in subsection (1) of this section shall be followed.

- 1) District may use a small works roster for projects less than \$300,000. No advertising is required on these projects.
- 2) The small works roster shall be comprised of all responsible contractors who have requested to be on the list. The board of directors shall establish a procedure for securing telephone and/or written quotations from the contractors on the small works roster to assure establishment of a competitive price and for awarding contracts to the lowest responsible bidder.
- 3) Such procedure shall require that a good faith effort be made to request quotations from all contractors on the small works roster who have indicated the capability of performing the kind of public work being contracted. Immediately after an award is made the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. If there are too many contractors in the category to ask all of them to for a quotation, the District must ask at least five of them. Those five cannot be asked to quote again until all contractors in the category have been asked to make a quotation on subsequent projects.

The district must receive at least two responses on any quotation. If two responses are not received, then the project must be advertised and formally bid.

The Edmonds School Board:

All Capital Partnership projects anticipated to cost more than \$100,000 must receive Board approval. This means presenting the project itself for approval and a second presentation to the Board to approve the actual contract for the installation. At the end of the project, the Board must also accept the project as ‘completed’ in order to allow for the ‘close out’ process to be administered. Close out means that the District has verified that prevailing wages have been paid, that the performance bond and insurance requirements have been fulfilled, and that retainage can be released. Below is the matrix we use to guide the process. The following matrix demonstrates each requirement and threshold in the development and administration of a public works contract.

Category	Requirements
Professional & contracted Services	\$3,000 to \$100,000: Three telephone or written quotes More than \$100,000: Sealed bids or proposals or select from consultant’s roster
Goods and Supplies	\$40,000 to \$75,000 Three quotes More than \$75,000: Formal Public Bid including advertising and Board approval
Public Works General construction bidding OR	\$3,000 to \$100,000: Three telephone or written quotes More than \$100,000: formal public bid, including advertising, Board approval and formal award of contract
Small Works Roster	Less than \$2,500: Combined intent and affidavit form \$2,500 to \$35,000: At least three quotes from the small works roster \$35,000 to \$150,000: At least five quotes from the small works roster \$150,000 to \$300,000: At least six quotes from small works roster and Board notification More than \$300,000: Formal bid process including Board approval and contract award.
Work done by District	Limited to under \$40,000

CLOSING OUT A PUBLIC WORKS CONTRACT:

The District must receive all required documents:

1. Certificate of Substantial Completion
2. Contractor’s Affidavit of Payment of Debts and Claims
3. Subcontractor’s Affidavit of Payment for Labor and Materials & Final Release of Indemnity Agreement
4. Contractor's Affidavit of Release of Liens
5. Consent of Surety to Final Payment
6. All prevailing wages and Affidavits for Contractor and sub-contractors

After acceptance of your project, a Notice of Completion goes to all of the State Agencies. They must respond with Letters of Release. Any retainage held back from the contractor are released. Finally, any remaining dollars will go back to their source.