

## 1<sup>ST</sup> Meeting Agenda Kick Off / Preliminary Budget Meeting

**District:** \_\_\_\_\_

**SFB Project #:** \_\_\_\_\_

1. Review SFB Project Sheet. Discuss the construction budget (80% of formula funding).
  2. All correspondence, billings and documents must contain the SFB project number and District name.
  3. Terms and Conditions letter must be signed and returned to the SFB prior to 5% funding.
  4. Review any land issues.
    - Do we own the land?
    - Are there any electrical transmission lines that will affect the project?
    - Are there any washes or topographical issues?
    - Obtain a development drainage plan.
    - Are we taking water from city streets?
    - Utility plan from developer (Are the utilities in place? When will they arrive? Will there be sufficient quantity?). No funding for site type generators.
    - Is a traffic study required?
  5. Has the design team been assembled?
    - Procurement of the Architect, CM & PM (Review of procurement documents is required by the SFB).
    - Review and approval of all contract documents and negotiated fees by the SFB is required prior to execution.
    - PM's that are funded by the district are required to sign affidavits per ARS §15-2041 (k).
  6. Number of meetings and content (SD, DD & GMP/CD).
  7. Current design drawings must be brought to design meetings. All team members must be at the same stage of design when scheduling required meetings.
  8. The project must be designed to the minimum adequacy guidelines. Any design elements that cause the construction budget to exceed the formula budget will be at the District's expense and must be clearly shown on the drawings as alternates.
  9. The project must be designed to the current ASHRAE (2004) & IECC (2006) standards. Ref: ARS§34-451.
  10. The SFB will review roofing systems and building energy efficiency at DD and GMP/CD stages. ComCheck submittal is required.
  11. A single adjacent ways drawing is required.
  12. Is the District providing onsite adjacent ways funding? How much?
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13. A single small scale drawing of sufficient size to show the complete site (showing existing dashed topo with new construction overlay) is required.
  14. Plumbing and sinks are funded in K-3 classrooms only.

15. Locker rooms, lockers and locker bases are not funded in addition to formula funds.
16. Any HVAC units in MDF or IDF rooms will be cooling only.
17. Waterless urinals. (Districts are encouraged to use waterless urinals. The SFB will fund any difference in cost. That cost is normally the same as or less than conventional urinals.)
18. Energy savings criteria: The SFB will fund elements that have an 8-year payback per R7-6-261. (The intent of the eight year rule is to upgrade the system so it can pay back in eight years or less based on it's own upgraded efficiency or by impacting the efficiency of other systems.)
  - Premium T-8 light fixtures are currently funded. Review replacement of lamps using premium with the District.
19. IGA's, cell towers, APS incentives, trees from SRP, etc. Districts are encouraged to seek additional funding or elements from outside entities.
20. The Contractor is encouraged to use minority and women-owned businesses.
21. ADEQ SRL's – "Any import must meet current ADEQ SRL's (soil remediation levels) for schools". This statement must be inserted in the construction document specifications. The SFB will also require the import to be certified acceptable by a licensed consultant. This is a Contractor expense that needs to be part of the GMP and broken out in the General Conditions.
22. Sites with high SRL's that exceed the current ADEQ standards that are scheduled to be remediated by the Contractor as part of the construction project will be retested by the SFB (SFB funded) prior to substantial completion and installation of any landscaping to affirm acceptable ADEQ SRL limits. The Contractor and Architect will need to notify the SFB that the project is ready for substantial completion testing. Please allow four (4) weeks for testing. Any additional remediation and consultant fees will be charged to the Contractor.
23. At the DD stage meeting, the Architect is required to submit a hard copy of the design drawings, specifications and an electronic copy of the CAD files that include separate P-lines of the sidewalks, any service drives (fire lanes, etc.), curbs and gutters and building exterior perimeters.
24. Has the District submitted the letter stating the FTE count?
25. At the GMP/CD meeting, the Architect will be asked to certify that the construction documents have been designed to the building code the municipality is currently using.
26. Impact fees: Please provide a complete listing of impact fees along with the municipal fee schedule.
27. All change orders must be reviewed and approved by the SFB prior to funding.
28. All monthly Contractor draws will be funded based on the percentage of the SFB's funding. Example: If 80% of the funding is provided by the SFB, and 20% of the funding is provided by the District, the SFB will fund all of the monthly draws at 80% of the amount requested and the District will make up the other 20%.
29. The District will be required to fund all fees (Architect design fees, PM fees, permits, testing, etc.) associated with their additions to the project. This cost is based on the District percentage of the total project cost.

30. Prior to project funding for construction, the Architect must submit a permitted CD set and a half (½) sized set of prints with a copy of the complete specifications to the SFB.
31. If the district is employing the services of a project manager, the district must submit both the Affidavit for Project Manager (Form # SFB NC 340-07) and the Affidavit for Governing Boards (Form # SFB NC 350-07) signed by all members of the board as required by ARS§15-2041 (K). These forms are available on the SFB website.
32. At project substantial completion the SFB will require a copy of the Substantial Completion Certificate and a copy of the temporary Certificate of Occupancy.
33. Please download current required forms from the SFB website prior to any submittal.
34. All project documents must be submitted to the SFB four (4) weeks prior to the SFB Board meeting.
35. Review Safety Recommendations.
36. Review SFB Design Elements and possible adjustments in project funding.