

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

<b>District:</b>	<b>SFOB Project #</b>
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LAND ACQUISITION		
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#	Description	Status/Comments
1.	Has the District resolved all land issues? If so, please move onto the Preliminary Budget section (item #9 below). If not, please move onto item #2 below. Does the district own the land?	
2.	Has the SFOB form #SFOB-L-804 for application for Land purchase or lease been submitted to the SFOB? <a href="#">Land Applications</a>	
3.	Has the SFOB form #SFOB-L-803 form for application for Land/facility donation been submitted to the SFOB? <a href="#">Land Applications</a>	
4.	Are there any known site conditions such as electrical transmission lines that will affect the project, washes or topographical issues? Has funding been requested for unknown Site Conditions?	
5.	Has the district obtained soils testing, geotechnical testing (sulfates), environmental site assessment, site drainage plan, cultural resource survey, etc. and submitted to the SFOB?	
6.	Has the SFOB form #SFOB-L-801 for Affidavit for Pesticide Restrictive Covenants been submitted to the SFOB? <a href="#">Affidavit</a>	
7.	Is a traffic study required?	
8.	Have Land Acquisition Terms and Conditions been submitted to the SFOB? <a href="#">Terms and Conditions</a>	

PRELIMINARY BUDGET		
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#	Description	Status/Comments
9.	Review SFOB Project Sheet. Discuss the construction budget (80% of SFOB formula funding).	
10.	Is the District providing onsite adjacent ways funding? How much? Review <a href="#">Adjacent Ways Validation submittal policy</a> and process. <a href="#">Training Video</a>	
11.	Cost Estimate Sheet is available to assist the district with developing a budget for soft costs. <a href="#">Cost Estimate Sheet</a>	
12.	Locker rooms, lockers and locker bases are not funded in addition to formula funds.	
13.	IGA's, cell towers, APS incentives, trees from SRP, etc. Districts are encouraged to seek additional funding or elements from outside entities	
14.	Impact fees: Please provide a complete listing of impact fees along with the municipal fee schedule.	
15.	All monthly Contractor draws will be funded based on the percentage of the SFOB's funding. Example: If 80% of the total project funding is provided by the SFOB, and 20% is provided by the District, the SFOB will fund all of the monthly draws at 80% of the amount requested and the District will be responsible for the remaining 20%.	
16.	If the district is not adding square footage, the District is simply adding funds because the formula is insufficient, then 100% of the SFOB available appropriation will be used before applying payments to District Funds.	

17.	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.	
18.	Is the District contributing funds to the cost of the project? If yes, a District Governing Board Resolution indicating the District's and the SFOB's funding contributions along with the project's total cost. An executed copy of this Resolution shall be uploaded to the SFOB's PayAppinator by the District. <a href="#">Sample Resolution</a>	
19.	Has Site Conditions funding been allocated by the legislature for this project? These unforeseen Site Conditions are those that were not recognized by the architect or contractor as known at the time of their bid or contract issuance.	
20.	Needs for future Capital planning, including the demolition of an existing building shall be applied for in a future Capital plan submitted by the District.	

**DOCUMENTS**

#	Description	Status/Comments
21.	Please review the <a href="#">SFOB New Construction Policy</a> .	
22.	An executed copy of the Terms & Conditions for the project shall be uploaded into PayAppinator by the District prior to receiving funding by the SFOB.	
23.	Please download current required forms from the SFOB website prior to any submittal.	
24.	All correspondence, billings and documents including the project specifications cover sheet and all drawings must contain the SFOB project number and District name.	
25.	All SFOB forms and required documents shall be used by the District and uploaded into PayAppinator by the District.	
26.	See SFOB Required Documents for New School Facilities Project Review Schedule. <a href="#">Schedule</a>	
27.	All change orders must be reviewed and approved by the SFOB within 2 business days prior to funding using the current SFOB Change Order form. <a href="#">SFOB Change Order Form</a>	
28.	The District is required to submit a letter stating the FTE count of the total school space.	
29.	If the district is employing the services of a project manager, the district must submit a copy of the certificate signed by both the school board president and the project management firm as required by <a href="#">ARS §41-5741</a> . For guidance to the District, see SFOB's form #SFOB NC 340-7 for affidavit for Project Manager and #SFOB NC 350-07 for affidavit for Governing Boards. <a href="#">PM Affidavit</a> / <a href="#">Governing Board Affidavit</a>	
30.	The Architect shall use a SFOB Site plan to depict all MAG requirements on this document. <a href="#">Sample SFOB Site Plan</a>	
31.	When using CM@R, the form #SFOB NC 570-08 for CM@R Project-Design Team Certification shall be signed by the Architect, CM@R and the District's Superintendent and uploaded into PayAppinator prior to release of SFOB funding. <a href="#">Affidavit</a>	
32.	When not using CM@R, the form #SFOB NC 550-08 for District and Architect Certification shall be signed by the Architect and the District's Superintendent and uploaded into PayAppinator prior to release of SFOB funding. <a href="#">Affidavit</a>	
33.	When using CM@R, the SFOB form #SFOB NC 600-06 for Schedule of Values (GMP) shall be uploaded into PayAppinator prior to release of SFOB funding. <a href="#">Schedule of Values</a>	

34.	All value engineering performed on this project shall require submittal to the SFOB for review and written approval prior to funding.	
35.	At the CD meeting, the architect will be asked to certify that the construction documents have been designed to the building codes that the local Agency Having Jurisdiction (AHJ) is currently using. If the AHJ is not using the most current code edition, the District and the SFOB shall be notified in writing.	
DESIGN STATUS		
#	Description	Status/Comments
36.	The SFOB will participate as a member of the Architect Selection Committee.	
37.	Procurement of the Architect, CM & PM (Review of procurement documents is required by the SFOB).	
38.	Review and approval of all contract documents and negotiated fees by the SFOB is required prior to execution.	
39.	Number of meetings and content (SD, DD & GMP/CD).	
40.	The project must be designed to the current ASHRAE & IECC standards. Ref: ARS §34-451. Current design drawings must be brought to all design meetings. All design completions must be consistent with the design phase prior to scheduling the required SFOB meetings.	
41.	The SFOB will review roofing systems, fire alarm systems and building energy efficiency at DD and CD stages. ComCheck submittal is required. If the roofing structure is to be constructed with steel joists and metal deck, roofing insulation shall be applied above the roof deck in a manner acceptable to the material manufacturer. Use the SFOB roofing performance specification. <a href="#">SFOB Performance Specifications</a>	
42.	A single Adjacent Ways drawing is required for plan review.	
43.	Plumbing and sinks are funded in K-3 classrooms only.	
44.	Any HVAC units in MDF or IDF rooms will be cooling only.	
45.	Waterless urinals. ARS 45-313.01: Every effort shall be made to install water free urinals in all new state buildings constructed after the effective date of this section that constitute capital projects as defined in section 41-790 and to install water free urinals in existing state buildings.	
46.	Energy savings criteria: <a href="#">Statutes and Rules</a> The SFOB 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.) <a href="#">Energy Efficiency Checklist</a>	
47.	<a href="#">Executive Order 2005-05</a> for LEED	
48.	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 along with the geotechnical reports. The SFOB will also require the import to be certified acceptable by a licensed consultant. The Contractor expense shall be included in their bid and/or GMP. Any geotechnical and SRL related issues shall be resolved prior to pouring footings and foundations.	
49.	At project substantial completion the SFOB will require a copy of the Substantial Completion Certificate and a copy of the temporary Certificate of Occupancy.	
50.	Once Substantial Completion is reached, the SFOB will send a letter to the District confirming the one year time frame the District has to submit requests for payment on the project.	

51.	Review Safety Recommendations.	
52.	Are we taking rainwater runoff retention water from city streets?	
53.	Utility plan from developer (Are the utilities in place? When will they arrive? Will there be sufficient quantity?). No funding for site type generators.	
54.	<a href="#">Rilem tube testing procedure</a>	
MINIMUM ADEQUACY GUIDELINES (MAG)		
#	Description	Status/Comments
55.	Per A.R.S. <a href="#">41-5711</a> , paragraph E, Item #4, the Architect shall provide to the SFOB Staff Architect their AutoCAD P-Lines or equal depicting <b>gross</b> square footage (outside wall to outside wall). BOMA standards apply when drawing P-Lines to confirm gross square footage (i.e. elevator/utility shafts & stairwells for 2 story buildings).	
56.	The Architect’s Team shall request from the Contractor their As-built Drawings & Specifications for the Architect’s & SFOB’s final review. This requirement shall be part of the Architect’s General Conditions (Division 1). All project closeout documents (including As-built Drawings & Specifications) are required by the SFOB for final financial closeout.	Submit by the 4th required CD phase meeting
57.	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.	
58.	The District shall submit to the SFOB an exception request form or Exception Letters for items that may not meet MAG but meets the spirit and intent of the guideline. This letter shall also be used for SFOB recommendations. For guidance to the District, see the SFOB form for requesting a minimum guideline exception. <a href="#">Exception Request Form</a>	
59.	The <a href="#">SFOB Drawing Checklist</a> (summary of MAG items) shall be used by the Architect as their design template. This checklist will also be used by the SFOB for their MAG letters and Final Walk thru Checklist for project closeout.	
60.	The SFOB form #SFOB NC 800-19 for new construction closeout shall be used & approved by the District, SFOB PM and SFOB Staff Architect. The required documents found in this checklist, shall be uploaded in SFOB’s PayAppinator by the District prior to the District’s receipt of final payment. <a href="#">Closeout Form</a>	
61.	The AHJ’s are now enforcing the requirement for ERCES’s (Emergency Radio Communication Enhancement Systems) as found in <a href="#">IFC 2018 Section 510</a> . The District & Architect shall discuss this requirement before finalizing the bid documents on how to proceed.	The SFOB has recently found that the building permit process is requiring these ERCES’s.
62.	Per <a href="#">R7-6-212(1) or (2)</a> for classroom lighting, a standard light meter shall be used for fluorescent lights & a LED Light Meter shall be used for LED lights to confirm compliance.	The SFOB’s experience is that recent projects are using LED lights.
63.	Per <a href="#">R7-6-214</a> for classroom acoustics, sound levels shall be measured under normal conditions which is an occupied classroom with equipment running (HVAC, lighting, A.V. equipment). If measurements exceed 55dB, it is suggested that unoccupied classroom measurements be taken to establish a baseline to assist in correcting any deficiencies.	Are high exposed ceilings designed & acoustical panels deleted?