



School Building Authority of West Virginia



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“Investing in West Virginia’s Future”

School Building Authority Staff

David Sneed – Executive Director

Scott Raines – Director of Architectural Services

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Joyce VanGilder – Assistant Director of Architectural Services

Ben Ashley – Assistant Director of Architectural Services

Dana Womack – Assistant Director of Architectural Services

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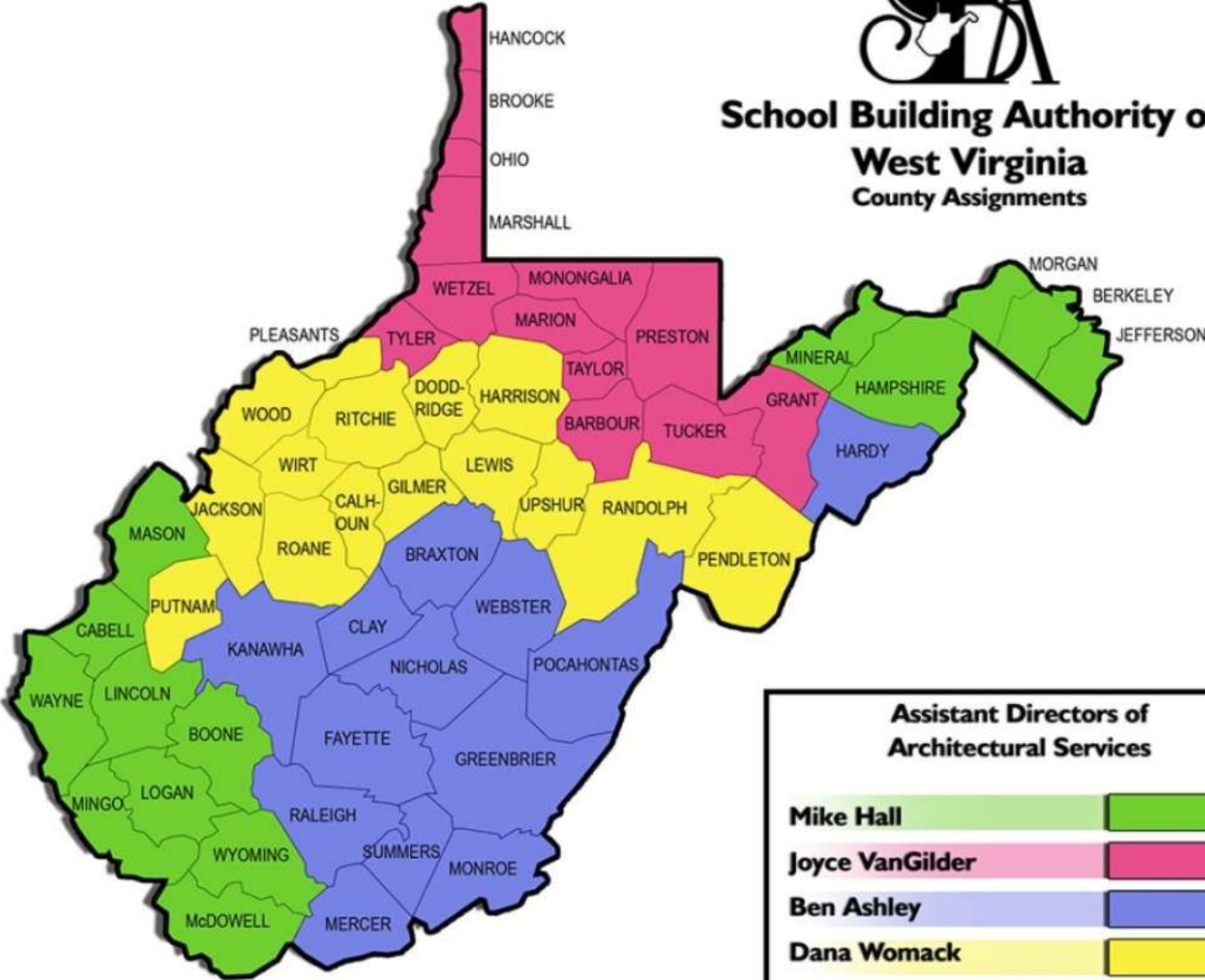
Garry Stewart – Director of Finance

<http://www.wvs.state.wv.us/wvsba/>

School Building Authority Staff



School Building Authority of West Virginia County Assignments



Assistant Directors of Architectural Services	
Mike Hall	
Joyce VanGilder	
Ben Ashley	
Dana Womack	

Discussion Items for Today

- ❖ SBA Overview
- ❖ SBA Funding Formula
- ❖ Project Development Process
- ❖ New Bidding Procedures
- ❖ Worker Verification Documentation
- ❖ Questions & Input from You



School Building Authority History

- ❖ West Virginia Code Article 9D was established in 1988 and created the SBA to fund and oversee school improvement projects in West Virginia.
- ❖ Since its inception, the SBA has partnered with counties to provide over \$3,000,000,000 (billion) worth of construction projects across the state of West Virginia.
- ❖ According to a WVU study, for every \$1 we spend, \$3 is generated in goods and ancillary services in our communities.

“The School Building Authority is empowered to facilitate and provide state funds for the construction and maintenance of school facilities to meet the educational needs of the people of the state in an efficient and economical manner.”

(WV State Code 18-9D)

SBA Funding Formula



SBA Funding Formula

❖ Based on a Mathematical Equation

- ❖ Assumes competitive market, reasonable site costs & required conformance to SBA Q&P
- ❖ Current or Projected Enrollment of School(s) (WVDE)
- ❖ Multiplied by: Square Feet per Student Allowance (SBA 166)
- ❖ Equals: Total Building Square Footage Allowance
- ❖ Multiplied by: SBA Square Footage Cost Allowance
- ❖ *Renovations Only*: Multiplied by eligible percentage of replacement cost (SBA P&P Rule 300)

SBA Funding Formula – New Construction

❖ For Example:

New Elementary School- 2014

330 Students

* 128 SqFt per Student

= 42,240 SqFt

@ \$256 per SqFt

=\$10,813,440

Projected Cost of New School: **\$10,813,440**

SBA Funding Formula – Renovations

- ❖ Renovation cost allowance is based on percentage of replacement cost and age of building.
 - ❖ 40 years or more 60%
 - ❖ 25-39 years 50%
 - ❖ 16-24 years 40%
 - ❖ 0-15 years 10%
- ❖ For Renovations *and* Addition:
 - ❖ Combined square footage cost allowance cannot exceed 65% of the cost of a replacement building.
- ❖ Emergency Funding

Project Evaluation Criteria



Project Evaluation Criteria

- ❖ The basic elements of a well-prepared project address:
 - ❖ Effective & Efficient Use of Funds
 - ❖ Health & Safety
 - ❖ Curriculum & Instruction
 - ❖ Adequate Space for Project Enrollment
 - ❖ Economies of Scale
 - ❖ Travel Time and Demographics
 - ❖ Multi-County/Regional Aspects
 - ❖ Educational Innovations
 - ❖ West Virginia Code §18-9D-16 also requires the SBA to consider the history of the county's effort to support their plan with local bonds or levies.

Project Evaluation Criteria – Explanation

Effective & Efficient Use of Funds

- ❖ How does the project aide in efficient operation of facilities at the local level?

Health and Safety

- ❖ Issues relating to resolving one or more building deficiencies that will directly improve the building envelope or indoor environment. In general, removing students and staff from unsafe or unhealthy conditions

Project Evaluation Criteria – Explanation

Curriculum and Instruction

- ❖ Does the submitted project have a positive affect on curriculum or delivery of curriculum?
- ❖ For example, will students have a greater number of course offerings if the project is awarded funding?

Adequate Space for Project Enrollment

- ❖ Does the existing facility have sufficient number and size spaces to deliver the desired curriculum?
- ❖ Will the submitted project improve upon the number of spaces and meet the SBA efficiency guidelines of 85% building utilization program?

Project Evaluation Criteria – Explanation

Economies of Scale

- ❖ Issues relating to how the project addresses the efficient use of funding given the limits of the state aid formula and local levies.
- ❖ This criterion also considers school size, utilization of schools involved in the project, and the most effective and efficient delivery of curriculum

Project Evaluation Criteria – Explanation

Travel Time and Demographics

- ❖ Consideration of travel time for students should the project move forward. Does overall student travel time increase, decrease, or is travel not affected by the project?

Multi-County/Regional Aspects

- ❖ Issues relating to providing regional schools. Could a regional school be constructed and decrease student travel, increase curricular offerings, and provide a more efficient school without regard to county boundaries?

Project Evaluation Criteria – Explanation

Educational Innovation

- ❖ Address unique opportunities to deliver curriculum in an innovative manner. An example might be the use of technology or collaborative teaching methods.

History of Local Contribution

- ❖ How well has the local board of education financially participated in capital improvement projects?

Project Evaluation Criteria

Project Selection at the Local Level

- ❖ Work with your SBA staff representative first and consider possible options early in the process
- ❖ Proposed project must be in your comprehensive plan. (Amendment will be required if the project is not in your CEFP)
- ❖ Projects should address as many of the evaluation criteria as possible.

Project Evaluation Criteria

Project Selection at the Local Level

- ❖ Work with a design professional. The SBA requires an engineering study on HVAC, electrical, or other significant building improvements.
- ❖ Select projects with a single focus.
- ❖ Consider projects that have united support from the local board.

Project Evaluation Criteria

Project Selection at the Local Level

- ❖ Consider the funding limits of the SBA and the maximum local funding available to achieve project completion.

CAUTION

Good projects may be scored low if sufficient information is not provided for the review team.

SBA Staff Review



SBA Staff Review

- ❖ SBA Staff performs on-site reviews with county staff to consider all aspects of the project.
 1. Consideration can be given to questions about the project.
 2. Be attentive to questions from the SBA Staff during the on-site visit. You will probably see them again.
 3. All criteria is again considered, and staff recommendation for funding is based on criteria.

SBA Staff Review

- ❖ SBA Staff provides project information and recommendation for funding to the Authority for the superintendent interviews and final funding consideration.



How Can I Improve My Chances for Funding?

- ❖ Be sure your comprehensive plan communicates a clear direction for the future of your school system.
- ❖ Select projects from your plan that support the goals and objectives established in your plan.
- ❖ Work closely with your SBA representative prior to selecting and presenting a project.

How Can I Improve My Chances for Funding?

- ❖ Get professional assistance, if necessary.
- ❖ Provide sufficient supportive data for your project.
- ❖ Address the evaluation criteria effectively.

Project Development Process



Project Development Process

Moving Forward from Concept to Reality

Project Planning Phase

- ❖ Written description of your school

Schematic Phase

- ❖ Diagrammatic description of your written plan

Design Development / Technology Planning

- ❖ Refined building design
- ❖ Technology integration

Bidding Documents

- ❖ Design has incorporated all elements and site, space furnishings, equipment are described in detail for contractor's pricing

Construction

- ❖ The contractor is constructing based on the design and stipulated time frame

Closeout

- ❖ Completing construction, providing owner training, turning the building over to it's principal and staff

Project Development Process

Project Delays & Delay Cost Responsibility

- ❖ It is extremely important that projects move forward through planning and design to lock in on a bid cost and avoid construction inflation and winter conditions. The Authority has directed staff to enforce the project schedule by placing specific timelines within your Grant Contract and assessing delay cost penalties if the timelines are not followed.
- ❖ The County Board agrees to establish and enforce the construction contract completion date established in the AIA “General Conditions of the Contract for Construction.”
- ❖ Failure to comply with these provisions during the design and construction phases of the project may result in penalties paid to the SBA by the County Board.

Project Development Process

Providing Architects a Copy of the SBA Grant Contract Requirements

- ❖ Once funded, your design firm will assist you through all phases of your project. However, they will need to be informed of the parameters surrounding the project. Once you receive your grant contract, please forward a copy of the contract to your Architect for their review and development of the project based on the schedule provided.
- ❖ If a construction manager is used, they will assist you by monitoring schedules, costs, and by providing oversight during construction.

Project Development Process

Incorporating SBA Supplemental Language into the Agreement between the Owner & Architect

- ❖ There are requirements in the SBA policy that need to be conveyed to your Architect. To assure compliance with SBA requirements, you have been provided this language to be inserted into the AIA contract between you and your Architect.
- ❖ If you signed a contract with your architect prior to the award of your SBA grant, you will need to amend the contract with the required information.

Project Development Process

SBA Policy Sections H, I, and J Owner/Architect Requirements and Project Manual Requirements

- ❖ The SBA revised the Policy and Procedures Manual in 2014. This policy is available online for you and your architect to download. Special attention should be given to Sections H & I of the policy as changes were made that will directly affect your recently funded project. Sections H & I address owner/architect directives.
- ❖ Section J of the policy addresses important items that must be included in the project manual and conveyed to the contractors bidding your project. Your project architect should be familiar with these requirements.
 - ❖ Part I – Instructions to Bidders
 - ❖ Part II – Supplemental General Conditions

<http://www.wvs.state.wv.us/wvsba/>

Project Development Process

Project Financing & Requisitioning

Funding has been set aside for your project by the Authority with assurances that these funds will be made available to you upon request for approved expenditures.

The following contains vital information to the successful completion of your project:

- ❖ Provide your Treasurer with a copy of your Grant Letter and Contract.
- ❖ Requisition information can be found in Exhibit A-1 of your Grant Contract
- ❖ Requisition Payment Process
 - ❖ Invoices are to be attached to the requisition form and must be submitted by MAIL to the SBA office by the 5th of each month and they will be paid on the 15th of each month.
- ❖ Adjustments to Requisitions
 - ❖ All requisitions are reviewed by the SBA Staff prior to payment.
 - ❖ Payments are made using project percentages breakdown.

Project Development Process

Project Financing & Requisitioning

Continued

- ❖ Budget Submission – Estimates of Probable Cost
 - ❖ Estimates of probable cost for your project are provided by your project Architect and the Construction Analyst at the completion of each phase of the design.
 - ❖ The project moves forward based on resolution of budget issues during every phase of the project.
 - ❖ Once bids are received, your project architect must provide the SBA with a balanced post-bid budget based on the actual bid.
- ❖ Project Change Orders
 - ❖ When Change Orders occur, SBA approval is required. Once approved, the Architect or construction manager must submit an updated budget to the SBA.
 - ❖ The county Treasurer should be involved in all project expenditures, project cost changes, or budget increases.
- ❖ Project Closeout

New Bidding Procedures



New Bidding Procedures

❖ Three Envelope System (SBA 183 – Bid Checklist)

❖ Envelope #1

- ✓ Bid Bond
- ✓ Certification Receipt of Addendum (SBA 184)
- ✓ Bid Certification Form (SBA 157)
- ✓ Contractor License
- ✓ Drug Free Workplace Affidavit
- ✓ State of WV Purchasing Affidavit (SBA 185)

❖ Envelope #2

- ✓ Bid Form

❖ Envelope #3

- ✓ Envelopes #1 & #2
- ✓ SBA Form 183
- ✓ Company Name on Outside of Envelope

Post-Bid Documentation – Worker Verification



Post-Bid Documentation – Worker Verification

❖ Before Contracts are Signed:

1. SBA 182- Subcontractor Certification of Worker Verification
 - *From Subcontractor to Prime Contractor*
2. SBA 181- Prime Contractors Certification of Worker Verification
 - *From Prime Contractor to County*
3. SBA 180- Certification of Receipt of Worker Verification
 - *From County to SBA*

Questions & Input from You

- ❖ We're with the government, and we're here to help!

