



School Building Authority of West Virginia



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"Investing in West Virginia's Future"

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 Staff

Dr. Mark A. Manchin – Executive Director

Stella Gill – Executive Secretary

Scott Raines – Director of Architectural Services

Mike Hall – Assistant Director of Architectural Services

Joyce VanGilder – Assistant Director of Architectural Services

Ben Ashley – Assistant Director of Architectural Services

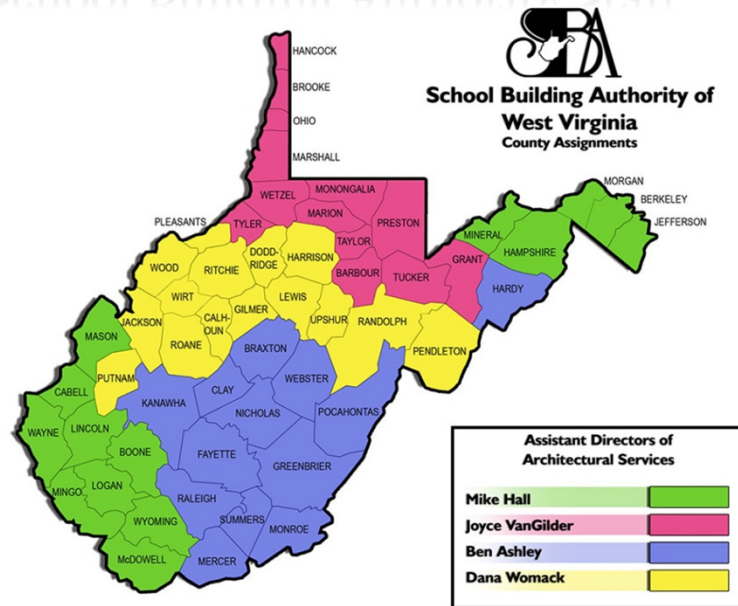
Dana Womack – Assistant Director of Architectural Services

Angie Bradley – Technical Assistant

Garry Stewart – Director of Finance

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

School Building Authority Staff



School Building Authority History

- ❖ The School Building Authority (SBA) was created in 1989 by the West Virginia Legislature under Governor Gaston Caperton.
- ❖ Since its inception, the SBA has partnered with counties to provide nearly \$3,000,000,000 (billion) worth of construction projects across the state of West Virginia.

"Currently we have over \$750 million marked for funding, in design or under construction. According to a WVU study, for every \$1 we spend, \$3 is generated in goods and ancillary services in our communities. If you do the math, that's over a \$2 Billion boost to the state's economy."

-Dr. Mark A. Manchin

"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

- ❖ SBA Square Footage Cost Allowance
- ❖ Assumes competitive market, reasonable site costs & required conformance to SBA Q&P
- ❖ Calculated by Using:
 - ❖ Breakdown of Cost by Division of Work
 - ❖ Take the Average, minus the Highs & Lows
 - ❖ Add Inflationary Cost

SBA Funding Formula

- ❖ Based on a Mathematical Equation
 - ❖ 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

- ❖ Current SBA Funding Formula Construction Cost Per Square Foot Allowance
- ❖ As of September 2013:
 - ❖ High Schools: \$250/SF
 - ❖ Middle Schools: \$252/SF
 - ❖ Elementary Schools: \$256/SF
- ❖ Updated Annually by SBA Staff based on historical data, projections & assumptions

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 – New Construction

❖ For Example:

Total Cost based on SBA formula:	\$10,813,440
Local Contribution:	<u>- \$ 2,500,000</u>
Total SBA Grant:	\$ 8,313,440

- ❖ Local Contribution for Duration of Project
- ❖ QZAB Considered Local Contribution

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.

SBA Funding Formula – Renovations

❖ For Example – Elementary School:

❖ 330 students with a \$10,813,440 replacement cost

Renovations

40 years or more = \$6,488,064

25-39 years = \$5,406,720

16-24 years = \$4,325,376

0-15 years = \$1,081,344

Addition & Renovations

65% Repl. Cost = \$7,028,736

Project Evaluation Criteria

- ❖ Project demonstrates an effective and efficient use of funding
- ❖ Demonstrates economies of scale
- ❖ Curricular Improvement
- ❖ Educational Innovations
- ❖ Severity of the existing health and/or safety conditions
- ❖ Severity of need for space to house projected student enrollment
- ❖ Impact on student travel
- ❖ Impact on the agency's preventative maintenance plan
- ❖ Further the overall goals and objectives of the SBA and the agency's major improvement plan

Project Development Process



Project Development Process

Congratulations!

Your county's project
has been approved and
you are ready to move
forward!!

Project Development Process

- ❖ You are currently progressing through the planning and design phases of your project.
- ❖ Your project has a large team assembled to help move you forward to completion.
- ❖ As Superintendents and Treasurers, your staff has grown significantly to include architects, school planners, engineers, construction managers, construction analysts, contractors, subcontractors, and material suppliers.
- ❖ Your project will not only affect your students and staff but also all the consultants and their families.
- ❖ This is West Virginia's Version of Job Creation!

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

Submission of Projects for SBA Review

❖ SBA Design Submission Checklist

- ❖ Each phase of the project planning and design requires specific information that must be submitted to the SBA for review. This information is also shared with the Construction Analyst or Construction Manager.
- ❖ Submit all requested information and a completed SBA form.
- ❖ The submission information is critical for our review and provides design and quality standards for the Construction Analyst or Construction Manager's constructability review and cost estimate.

❖ SBA Project Development Schedule

- ❖ Your project has been assigned a schedule for completion. Your grant contract provides specific dates for each phase of the project. (Exhibit A-2)

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

- ❖ 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.

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 Owner/Architect 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.

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

Project Development Process

SBA Policy Section J Project Manual Requirements

- ❖ 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

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 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!

