



TELACU Construction Management  
604 N. Eckhoff Street  
Orange, CA 92868  
Ph: 714.541.2390  
Fx: 714.541.9411  
www.TELACU.com

## SBUSD BOND PROGRAM MANAGEMENT

July 2, 2013

### TASK 2 SERVICES

#### 1. TCM MQ 2010 & MR 2010 Project Management & Implementation

- A. Execution of projects approved by BOE for authorized MQ & MR projects:
  - 1. TCM augments SBUSD staff
  - 2. Divide projects between TCM Staff, SBUSD Staff
  - 3. TCM projects to utilize TCM Program Management and Construction Management procedures, modified for SBUSD program
- B. Reporting and Planning:
  - Master Schedule, Planning, Cash Flow Forecasting, Regular Reporting
  - 1. Bond Fund Expenditure & Schedule
  - 2. Frequency: Monthly
  - 3. Format:
    - Organized by Phase 1 & 2 as presented to & approved by BOE 5/7/13
    - Tie to TCM Estimates and Board Approvals
    - Tracks budget, and expense encumbrances
    - Schedule summary

#### 2. Facilities Master Plan

- A. Utilize architectural firm, with TCM as lead and facilitator. Develop and Issue Request for Proposal, select architectural firm.
- B. Evaluate all District sites and Facilities. Meet with District and Site committees. Develop Educational Specifications and District Standards consistent with SBUSD Policy, Strategic Plan 2012-2015, and as necessary for creation of the Master Plan.
- C. Complete analysis and develop data into Master Plan. Submit initial draft, revisions, and final document for adoption by District by end of Fiscal year 2013-2014.

#### 3. Preventative and Deferred Maintenance Schedules

- A. Complete assessment of district owned sites and facilities.
- B. Tabulate into schedules, and provide budgetary estimates for preventative and deferred maintenance, and replacement of facilities and systems.