

LIGHTHOUSE FOR CHILDREN, INC. BOARD MEETING

Date: Wednesday, April 23, 2014

Time: 2:30 pm

Central Unified School District
5652 W. Gettysburg
Fresno, CA 93722

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	Chair Perea
2. Action Pg. 1	APPROVE MINUTES FROM MARCH 26, 2014, REGULAR BOARD MEETING Supporting Document	K. Rogers, E.D.
3. Informational Pg. 3	LIGHTHOUSE FOR CHILDREN PROJECT STATUS REPORT	K. Rogers, E.D.
4. Action Pg. 4	REVIEW BUDGET VS. ACTUAL REPORT AS OF MARCH 31, 2014 Supporting Document	K. Rogers, E.D. E. Reyes, Staff
5. Action Pg. 6	REVIEW AND APPROVE A NATURAL PLAYGROUND DESIGN AND CONSTRUCTION SERVICES AGREEMENT WITH NATURAL PLAYGROUNDS COMPANY, LLC, IN AN AMOUNT NOT TO EXCEED \$178,000. Supporting Document	K. Rogers, E.D. S. Rapada
6.	PUBLIC COMMENT	Chair Perea
7.	ADJOURNMENT	Chair Perea

NOTE: If you need disability modification(s) and/or other accommodation(s) in order to participate in this meeting, please contact the office at (559) 241-6515 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

LIGHTHOUSE FOR CHILDREN, INC.
BOARD MEETING

April 23, 2014 – 2:30 pm

**Central Unified School District Office
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AGENDA ITEM NO.2

AGENDA ITEM 2

RECOMMENDED ACTION:

Approve Board Minutes - March 26, 2014

**ACTION SUMMARY MINUTES
March 26, 2014 — 3:00 P.M.**

Present: Henry Perea (Chair), Hugo Morales, Lisa Nichols, Stacy Sablan

Absent: Shannon Koontz

Staff: Kendra Rogers, Emilia Reyes, Alix Hillis, Courtney Shapiro, Harim Martinez, Steve Rapada, Vianey Chairez, Ken Price (Legal Counsel)

1. CALL TO ORDER

2. APPROVE MINUTES FROM FEBRUARY 26, 2014, REGULAR BOARD MEETING

Public Comment: None heard.

Motion by: Morales

Second by: Perea

Ayes: Perea, Morales, Nichols, Sablan

Noes: None heard.

3. LIGHTHOUSE FOR CHILDREN PROJECT STATUS REPORT

KENDRA ROGERS, FIRST 5 FRENO COUNTY EXECUTIVE DIRECTOR, GAVE AN OVERVIEW OF THE STATUS OF THE LIGHTHOUSE FOR CHILDREN PROJECT. SHE STATED THE OUTDOOR PLAYGROUND RECOMMENDATIONS WILL BE PRESENTED AT NEXT MONTH'S BOARD MEETING.

4. REVIEW BUDGET VS. ACTUAL REPORT AS OF FEBRUARY 28, 2014

Public Comment: None Heard.

Motion by: Sablan

Second by: Nichols

Ayes: Perea, Morales, Nichols, Sablan

Noes: None heard.

5. REVIEW BUSINESS PLAN AND GUIDELINES FOR POTENTIAL TENANTS

STAFF PROVIDED UPDATE ON THE BUSINESS PLAN AND GUIDELINES FOR POTENTIAL TENANTS.

THE BOARD DIRECTED STAFF TO PROCEED WITH THE LIGHTHOUSE FOR CHILDREN FACILITY'S FIRST FLOOR DESIGN CHANGES.

CHAIR PEREA MENTIONED ANY POTENTIAL TENANT WILL NEED TO DEMONSTRATE THEIR ABILITY TO MEET FINANCIAL OBLIGATIONS.

Public Comment:

DIANE SHARP JOHNSON, FIRST 5 FRESNO COUNTY COMMISSIONER, ADVISED THE BOARD TO CONSIDER PROVIDING A DISHWASHER IN THE LIGHTHOUSE FOR CHILDREN FACILITY. SHE ALSO SUGGESTED TO INCLUDE A PERCENTAGE OF THE COST OF THE COMMON AREAS IN ALL TENANT'S RENT.

6. PLAYZEUM PRESENTATION TO COMMISSION

WENDY SHERIDAN, FOUNDING DIRECTOR OF PLAYZEUM, PRESENTED THE ORGANIZATION'S CONCEPTS AND PLANS FOR AN INTERACTIVE MUSEUM FOR CHILDREN, THAT COULD BE INCORPORATED INTO THE LIGHTHOUSE FOR CHILDREN FACILITY.

CHAIR PEREA DIRECTED STAFF TO ASSIST PLAYZEUM IN ANY WAY POSSIBLE ON DEVELOPMENT OF THEIR WORK.

7. PUBLIC COMMENT

Public Comment:

MEMBER MORALES REQUESTED A FUTURE AGENDA ITEM TO DISCUSS ADDING ANOTHER LIGHTHOUSE FOR CHILDREN BOARD MEMBER WHO WOULD REPRESENT THE RURAL AREAS OF FRESNO COUNTY.

8. ADJOURNMENT



Direct Contractors Schedule

Contractor	Activity Description	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015
Natural Playground Company	Pre-Design Meeting		5/22								
	Conceptual Layout Work		5/23	6/25							
	Conceptual Layout Meeting			6/26							
	Design 75% Development Work			6/27	7/23						
	Design 75% Development Meeting				7/24						
	Final Design, Construction Specifications, Documents and cost estimates work				7/25	8/27					
	Final Design, Construction Specifications and Documents final review meeting					8/28					
	Construction of the playground						9/8	10/17			
Playground Construction complete							10/17				
Parallel Tek	Low Voltage Cable/ IT Infrastructure installation					8/7-8/29					
	CCTV Infrastructure Installation					8/7-8/29					
	Phone Infrastructure Installation					8/7-8/29					
	IT Systems Installation								11/17-11/20		
	CCTV Systems Installation								11/17-11/20		
	Phone Systems Installation								11/17-11/20		
	Systems Training										1/12-1/14
Tangram	1st floor Modular Walls Installation									12/8-12/16	
	2nd floor Modular Walls Installation									12/17-12/23	
	Child Development FF&E Installation									12/8-12/16	
	2nd floor FF&E installation									12/17-12/23	
	F5FC Office FF&E Move										1/9-1/11

Notes: All Construction and Installation dates are estimated based on compatible work schedules of the General Contractor and Sub-Contractors

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AGENDA ITEM NO.4

TO: Lighthouse for Children, Board Members

FROM: Kendra Rogers, Executive Director

SUBJECT: Review and Approve Budget vs. Actual Report for Period Ending March 31, 2014

RECOMMENDED ACTION:

Review and approve Budget vs. Actual Report for period ending March 31, 2014

REASON FOR RECOMMENDED ACTION:

This item is intended to keep the board informed of the Lighthouse for Children facility budget and financial activity as of March 31, 2014.

KEY POINTS:

Overall Project Budget (19%) – Project costs are within budget limits.

- Construction is on schedule.

A request for advanced funds was submitted to the New Market Tax Credit Investor, JPMorgan Chase. The funds are to reimburse contractors for expenses incurred as of March 31, 2014. Lighthouse for Children received the funds on April 1, 2014. As a result, all contractors received payment by April 4, 2014 and these expenses will be reflected on the April 2014 budget vs. actual report to be presented in the next Board Meeting.

FISCAL IMPACT:

All expenses are within budget constraints.

LIGHTHOUSE FOR CHILDREN
BUDGET VS. ACTUAL
AS OF MARCH 31, 2014

Project Budget				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>% of Budget</u>
Land Costs				
Land	\$601,792	\$601,672	\$120	100%
Total Land Costs	\$601,792	\$601,672	\$120	100%
Hard Costs				
Shell Contract	\$9,493,697	\$376,200	\$9,117,497	4%
Sitework (Playground, Landscape)	\$310,000	\$0	\$310,000	0%
Furniture, Fixtures, and Equipment	\$910,000	\$202,448	\$707,552	22%
NMTC Additional Funds from Add Ons	\$717,000	\$0	\$717,000	0%
Hard Cost Contingency	\$524,453	\$0	\$524,453	0%
Total Hard Costs	\$11,955,150	\$578,648	\$11,376,502	5%
Soft Costs				
Architectural/Engineering	\$714,000	\$634,185	\$79,815	89%
Soft Costs	\$299,407	\$65,305	\$234,102	22%
Permits and Fees	\$157,277	\$157,277	\$0	100%
Move-in	\$87,140	\$0	\$87,140	0%
Project Management Consultants	\$219,580	\$81,201	\$138,379	37%
Title/Closing Inspections & Economic Study	\$63,760	\$38,724	\$25,037	61%
CDE Expense Reimbursements	\$26,600	\$13,300	\$13,300	50%
NMTC Transaction Cost	\$555,321	\$555,321	\$0	100%
Developer Fee @ Closing	\$326,989	\$326,989	\$0	100%
Anticipated Soft Cost (prior to construction)	\$100,000	\$0	\$100,000	0%
Soft Cost Contingency	\$211,551	\$0	\$211,551	0%
Total Soft Costs	\$2,761,625	\$1,872,302	\$889,323	68%
CDE Fees and Reserves				
CVN Fee Reserve Deposits	\$373,700	\$0	\$373,700	0%
Interest Earned	\$0	\$0	\$0	0%
LIIF Fee Reserve Deposits	\$367,500	\$23,670	\$343,830	6%
Interest Earned	\$0	\$0	\$0	0%
Total CDE Fees and Reserves	\$741,200	\$23,670	\$717,530	3%
Total Project Costs	\$16,059,767	\$3,076,292	\$12,983,475	19%

Contract Awards				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>% of Budget</u>
Durham Construction	\$9,483,000	\$380,600	\$9,102,400	4%
New Tangram LLC	\$675,000	\$202,448	\$472,552	30%
Taylor Group Architects	\$708,000	\$604,426	\$103,574	85%
Central Valley New Market Tax Credit - CDE Fees	\$373,700	\$0	\$373,700	0%
Low Income Investment Fund - CDE Fees	\$367,500	\$23,670	\$343,830	6%
Krazan & Associates	\$82,000	\$0	\$82,000	0%
Louis Torelli	\$50,000	\$44,100	\$5,900	88%
Laloo Weeks LLP	\$28,500	\$6,500	\$22,000	23%
County of Fresno Department of Public Works	\$27,500	\$14,338	\$13,162	52%
Pamela Shaw	\$7,000	\$5,870	\$1,130	84%
Comprehensive Planning Associates	\$6,000	\$2,150	\$3,850	36%
Total Contract Awards	\$11,808,200	1,284,101.80	\$10,524,098	11%

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AGENDA ITEM NO.5

TO: Lighthouse for Children Board Members

FROM: Kendra Rogers, Executive Director

SUBJECT: Review and Approve a Natural Playground Design and Construction Services Agreement with Natural Playgrounds Company, LLC, in an Amount Not to Exceed \$178,000.

RECOMMENDED ACTION:

Approve a natural playground design and construction services agreement with Natural Playgrounds Company, LLC, in an amount not to exceed \$178,000 (\$23,200 for design and \$154,800 for construction & equipment installation) and delegate execution authority to the Board Chair and Executive Director.

REASON FOR RECOMMENDED ACTION:

Background: Durham Construction was awarded the General Contractor contract to build the Lighthouse for Children (LFC) facility in November of 2013 and construction began in January 2014. Based on the General Contractor's timeline, the Information Technology Contractor was approved by the Board on February 26, 2014. The next component of the construction timeline is the construction of the outdoor natural playground (ONP) area of the facility. The construction and equipment installation of the playground must align with the General Contractor's timeline for the final construction of the perimeter block wall surrounding the ONP.

Staff released a Child Development Center Outdoor Natural Playground Request for Proposal (RFP) on January 10, 2014. The RFP requires the ONP contractor to work with the construction team and early childhood & education experts from the community on the design and construction of the playground. The playground area is approximately ten thousand (10,000) square feet. This includes 1,000 square feet for the required Safe Dispersal Area and 9,000 square feet of divided ONP for infant, toddler and preschool age children.

The California Department of Social Services Child Care Center General Licensing requires child care facilities to have at least 75 square feet per child of outdoor activity space based on the total licensed capacity. The LFC Child Development Center is designed to be licensed for 90 children. Additionally, the RFP required a comprehensive package to be submitted including:

1. Design Services
 - Compliance with the Americans and Disabilities Act (ADA)
 - Delineation between 3 play areas
 - 1) Infants (3 – 24months)
 - 2) Toddlers (24 – 36months)
 - 3) Preschool (3 to 5 years olds)
 - California safety and licensing standards

- Meet National Association for the Education of Young Children Early Childhood Program Standards and Accreditation Criteria
- Designed to be developmentally appropriate, cognitively challenging, physically demanding, and encouraging of a fully integrated curriculum
- Create a design that is aesthetically appealing, indigenous, sustainable, attractive to wildlife, green, and environmentally friendly with a very low carbon footprint
- Designed to promote: large motor experiences such as running, climbing, balancing, riding, jumping, crawling, scooting or swinging, dramatic play and art

2. Design and Construction Documents

- Milestone A – Pre-Design Meeting, Discussion of the scope, budget details, schedule and formulation of a preliminary concept
- Milestone B – Conceptual Layout, Prepare and display draft concept plan showing layout, equipment, and major aesthetic elements
- Milestone C – Final Design Progress Meeting at 75% Design Development, Submit the design developed to 75% to construction team for review
- Milestone D – Finalize Design, Submit the final design to construction team for review
- Milestone E – Construction Schedule, Submit a construction schedule to general contractor to coincide with the LFC Phase 1 construction schedule

3. Playground Construction Services

- Provide complete contractor playground construction services to develop the space as provided in the design plans and specifications

Procurement Procedure and Process: Two (2) proposals were received and both met the minimum standards to be forwarded to members of the RFP review committee. The committee consisted of the Assistant Director of the Joyce M. Huggins Early Education Center, located on the CSU Fresno campus, Head Start Director of the Fresno Economic Opportunities Commission, and First 5 Fresno County Program Officer.

The selected proposal was Natural Playgrounds Company, LLC. The company has designed over 150 natural play environments ranging in size from 3,000 square feet to 180 acres for children of all ages, including accessible natural play areas for children with disabilities. The company is also the only landscape contractor in the United States focusing solely on the construction of natural playgrounds, and is familiar with all the American Society for Testing and Materials (ASTM), Consumer Product Safety Commission (CPSC), Americans and Disabilities Act (ADA), age-appropriate specifications and guidelines required to construct a safe, accessible, natural play environment. Their experience and knowledge with age specific outdoor natural play areas enables them to meet the LFC board's requirements to create three developmentally appropriate playground areas.

FISCAL IMPACT:

If approved, the recommended amount, not to exceed \$178,000, will be allocated from the approved Lighthouse for Children Facility Budget – Hard Cost Site Work (Playground, Landscape) line item.

FUTURE IMPLICATIONS:

If approved, Natural Playgrounds Company, LLC will work with the LFC construction team to design and install the child development center outdoor natural playground infrastructure and equipment within the construction phase timeline.