Durham Unified School District
Special Meeting of the Board of Trustees
Tuesday, March 1, 2016
2 p.m.

District Boardroom

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ORDER OF AGENDA

D. ITEMS FROM THE PUBLIC

The law allows the public to address the governing board on any school district matter, whether or not it is on the agenda, but the law prohibits action or discussion by the Board on non-agenda items.

A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. ***Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes.*** *With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.* (BB 9323)

E. ITEMS FROM THE BOARD

F. CONSENT AGENDA

Page #

1. Field Trips

Field Trip Destination	Date	
DHS Spanish class overnight trip to Saratoga Walden West Outdoor Science Camp in Saratoga, CA	March 11-13, 2016	**1**

G. DISCUSSION/ACTION ITEMS:

1. **Approve contract between Elite Solar Company and Durham Unified School District for solar installation** **

2. **Approve consulting contract between ARC Alternatives and Durham Unified School District for the solar project** **2-7**

3. **Approve consulting contract between Ray Dalton Construction Consulting and Durham Unified School District for Division of the State Architect projects** **8-9**

H. MOVE TO CLOSED SESSION

I. CLOSED SESSION

1. Conference with Labor Negotiators Agency designated representatives: Board President Ed McLaughlin, Unrepresented Employee(s): Superintendent (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Len Foreman
   Employee Organizations: Administrative, CTA, CSEA, and Classified Confidential
   (Government Code 54957.6)
3. Public Employee Discipline / Dismissal / Release / Complaint (Government Code 54957)
4. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

J. RETURN TO OPEN SESSION

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

L. NEXT BOARD MEETING DATE: March 16, 2016

M. ADJOURNMENT

Notes:
**Agenda item documents are available for public inspection during regular business hours at the District Office.*
***Handout will be provided at the board meeting.*

If you require special accommodations to participate in the meeting, please advise Becky Gordon, District Secretary, 48 hours in advance at 895-4675 x227.

DURHAM UNIFIED SCHOOL DISTRICT

FIELD TRIP REQUEST

RECEIVED
FEB 1 2015
BY

Date Submitted: Feb. 11, 2016

School Site: D.H.S. Program: Spanish Seat Count: 3

Requesting Party: Suzanne Contreras Phone: 530.566.4763 Cell: 530.566.4763

Purpose of Trip: Spanish Immersion Camp

Date of Trip: March 11-13 Day of Week: Fri. - Sun.

Contact Name: Suzanne Contreras Cell: 530.566.4763

TYPE OF TRANSPORTATION REQUESTED

_____School Bus _____Charter _____ District Van X Teacher ~~Parent~~ Driver

Have DMV records been checked for parent driver yes X no _____

Destination: Saratoga, Walden West Outdoor Science Camp

Address: 15555 Sanborn Rd City: Saratoga State: CA

Scheduled Departure Time: 12:45 on Fri Scheduled Return Time: 4:30 on Sun

Mileage 208 mi. each way Board approval needed ☒ yes ☐ no

Payment Method: _____ ASB Funds _____ PTS _____ Budget Transfer

[Half Day Sub and mileage].

APPROVALS:

Principal: [signature] Superintendent: [signature]

Date: 2/11/16 Date: 2/11/16

February 11, 2016

Leonard Foreman
Superintendent
Durham Unified School District
9420 Putney Drive
Durham, CA 95938

Dear Mr. Foreman:

Thank you for the opportunity to submit this proposal for assistance with the implementation of the District's solar project. ARC Alternatives brings an unmatched combination of solar expertise, energy engineering experience, and program management capabilities to the Durham Unified School District.

We are committed to efficiently and effectively using our resources, as well those of our clients. Our goal is to help build robust energy solutions focused on reducing energy spend, replacing aging energy infrastructure, maintaining occupant comfort, sustaining building functionality, and improving learning conditions.

This proposal includes the following services:

- Management of the system design process of selected solar contractor, Elite Solar
- Provide engineering review of Elite Solar's design submittals
- Oversight technical issues during the construction period
- Review of system testing and acceptance
- Assistance with project close-out
- Verification of system performance and energy savings

Background

The DUSD Board of Trustees approved a contract with Elite Solar Energy Services to install approximately 516 kW of solar power on District property. The District is utilizing a design-build contract for the project that is modeled on successful solar projects at other school districts. The District needs assistance with the technical aspects of the project to ensure it is delivered in compliance with local, State, and Federal codes; industry best practices; and contract specifications. Key personnel from ARC Alternatives have direct experience supporting solar projects at other Districts, as well as earlier phases of this project, and are uniquely positioned to provide the technical and engineering expertise required to ensure the project's success.

Key Personnel

Mr. Russell Driver, Principal and Co-Founder of ARC Alternatives, will be the Principal-In-Charge and overall project manager for this engagement, and will have primary responsibility for leading

the project and maintaining continuity with District staff. Mr. Driver has over 20 years of experience managing large-scale technology programs in complex institutional settings. Mr. Driver specializes in the development and implementation of solar and energy programs in the public sector, with an emphasis on projects for K-12 school districts in California. He is currently leading several solar and Prop 39 efforts with K-12 schools. Mr. Driver led consulting efforts supporting solar programs at Chico Unified School District, Colton Joint Unified School District, Oroville Union High School District, Redlands Unified School District, Santa Clara Unified School District, and the Washington Unified School District. These programs represent over 20 MW of generating capacity at almost 100 school sites. Mr. Driver also provides solar consulting support to cities and counties, including several joint procurement efforts in California and Hawaii. Mr. Driver's expertise includes solar technology, utility rate analysis, energy economics, public sector procurement, design-build contracting, system design review, construction oversight, project management, and data management. Mr. Driver has a Bachelor of Arts from Stanford University and a Master's Degree from UCLA. He is an active volunteer in the community and is currently a member of the Contra Costa Transportation Authority's Citizens Advisory Committee. He previously chaired the Town of Moraga Planning Commission and Climate Action Plan Task Force.

Niko Kalinic, Program Manager, is an internationally experienced program and engineering manager with experience designing, implementing, and managing complex energy projects and programs in diverse environments. He excels in providing unique combination of technical and programmatic support for clients ranging from private companies to foreign governments with a proven ability to communicate effectively across multidisciplinary teams. His previous experience includes the design and implementation of a mobile data collection system in conjunction with a remote monitoring platform and custom backend database for the monitoring and verification of a household level ultrafiltration water treatment program in 10,000 households in Rwanda. Mr. Kalinic holds a Bachelor of Science and Master's Degree in Civil Engineering, Building Systems from the University of Colorado, Boulder.

Simon Olivieri, P.E., Engineer, specializes in data analysis and mathematical modeling. Using his background in energy engineering, he has developed whole building energy analysis and statistical modeling tools used by technical reviewers for the UC/CSU IOU and CCC/IOU MBCx programs. In addition to data analysis and energy engineering, Mr. Olivieri has worked with several California K-12 public school districts to develop and install solar systems and he has overseen the installation of over 16MW of generating capacity at over 25 school sites. Mr. Olivieri has a Bachelor of Science in Mechanical Engineering from the University of California San Diego and Master of Science in Civil Engineering-Building Systems from the University of Colorado Boulder. He is also a registered Professional Engineer (Mechanical) in California.

Kim Courtney, Senior Project Manager, will provide support with project management, analysis and report generation. Ms. Courtney currently provides support to the Measurement and Evaluation effort for the California Solar Initiative on behalf of the California Public Utilities Commission and provides solar and Proposition 39 project management support to K-12 school clients in California,

including the development of expenditure plans and other reports. Ms. Courtney previously worked as a project manager for EDAW/AECOM Inc., Kimley-Horn and Associates, and the Metropolitan Transportation Commission. She holds a Master's Degree from University of Illinois and a BA from University of Utah.

Additional technical resources will be assigned as necessary.

Approach

Task 1 – Design Review

The design phase is key to the ultimate success of a solar project. In this phase, final layouts will be determined, system sizing will be finalized, all elements of the proposed systems will be developed in detail, and documentation will be finalized for submission to permitting authorities, as required. The design process defined in the proposed Elite Solar contract identifies several phases of design submittal, review and approval. Elite Solar submittals will cover the full scope and functionality of the proposed systems, including module and inverter manufacturers, mounting and racking details, structural and foundation designs, electrical designs, proposed monitoring systems, operations and maintenance plans, and approaches to training District personnel.

ARC Alternatives will act as the owner's representative throughout the design process. We will implement proven processes and tools to track and store design submittals, comments, correspondence, and approvals. ARC Alternatives will leverage in-house resources, as well as subcontractors as required, to review the full scope of the project and ensure the District's interests are comprehensively represented throughout the project. ARC Alternatives will document all comments on Elite Solar submittals, track their status, and provide recommendations to the District on whether to approve them.

We anticipate regular project meetings during the design phase of the project and we will attend them in-person or remotely, as needs dictate. Based on prior experience with solar projects, we recommend that the District or ARC Alternatives facilitate these meetings. The project owner will benefit from having control of the meeting agenda, issues management lists, and project schedule (note that having control over the project management tools is separate from owning their creation, which can still be done by Elite Solar). ARC Alternatives proposes to facilitate the project meetings in collaboration with the District, to develop agendas, and to ensure all project documentation is timely and accurate.

Deliverables
Meeting agendas, issues logs, and other project documentation
Design review comments, tracking tools, and recommendations

Task 2 – Technical Oversight

While we are not proposing to provide comprehensive construction management services, there are several points during system construction at which specific solar engineering knowledge is necessary to ensure a quality build. ARC Alternatives will provide resources in the field at critical milestones to review Elite Solar's work. We propose a strategy developed through experience on

other solar projects whereby we review critical elements for a portion of the project prior to the entire system entering construction. This approach facilitates the identification of issues or problems before they are replicated at other sites.

Our efforts during the construction phase of the project will cover all elements of the project but focus on the electrical elements of the solar systems, including:

- DC wire management
- Conduit and trenching
- Grounding
- Proper fuse sizing
- DC connections, particularly in combiner boxes

We will also provide feedback to the District and Elite Solar on other technical elements of the project such as system production, shading impacts, fencing, and ancillary components (e.g., weather stations, meters). ARC Alternatives will document our observations and recommendations and submit these to the District after each site visit.

Deliverables
Field observation reports
Targeted technical reviews

Task 3 – System Testing and Performance Management

The system specifications and Elite Solar contract define a robust testing program to assure the system being installed is working properly and will continue to do so into the future. ARC Alternatives will provide oversight during system testing, beginning in the design phase when Elite Solar is required to submit their test plans. We will review and provide input to their test plans prior to District approval. These plans will serve as the set of detailed requirements for the multiple phases of testing and commissioning to be done in the lead up to system going into service and utility issuance of Permission to Operate (PTO). ARC Alternatives resources will be in the field to ensure Elite Solar staff execute the approved test plans and document all failed tests along with any other build quality issues uncovered in the process.

As defined in the system specifications, the testing program begins with individual components, such as modules, and builds up through strings and eventually integrated systems (defined at the meter level). ARC Alternative's approach to testing recognizes that time is as important a dimension to consider as system complexity in the testing program. In order to fully understand system performance, one needs to look at actual output compared to expected output over time. Most testing regimes rely on field measurements taken during the commissioning process to determine whether components and subsystems are performing as expected. We will also consider system performance over a 30-day "proving period" to capture intermittent failures as well as the effects of weather on system performance. In addition, ARC Alternatives will analyze system performance data collected over a longer period of time to assess whether systems are performing as expected - this will also help the District to manage their Performance Guarantee with Elite Solar.

Deliverables
Test Results Memorandum
Proving Period Assessment Report
System Production Assessment Report

Task 4 – Project Close Out and On Call Solar Engineering Services

We recognize that unanticipated issues may arise over the course of the solar project and we have included a modest budget for the District to use for additional support, as needed. In past projects, for example, clients needed additional bill analysis to determine cost sharing arrangements, building energy modeling to estimate additional loads and the impacts on solar system sizing created by a new air conditioning program, and development of strategies to receive compensation for overproduction when the load at site dropped after solar was installed.

Additionally, there are often items that need to be addressed during project closeout that require technical or engineering assistance and our proposed budget includes support of these activities as well.

Deliverables
Targeted analysis and reports as needed

Schedule and Cost

ARC Alternatives can begin the work upon receiving Notice to Proceed (NTP) from the District. Our activities will be driven by Elite Solar's schedule and we will work to ensure the District, its consultants, and representatives do not impact the Elite Solar schedule during the project.

Our cost estimate includes the entire scope described above and is built-up using our standard rates. The estimate assumes time-and-materials reimbursement with direct expenses passed through without markup. It also includes specialty engineering services, such as electrical engineering and structural engineering.

Proposed Scope and Cost Estimate

Task	Hours	Cost
1. Design Review	70	$ 11,725
2. Technical Oversight During Construction	50	$ 8,400
3. System Testing and Performance Management	47	$ 7,660
4. Project Close Out and On Call Engineering	22	$ 3,710
Total - Labor	**189**	**$ 31,495**
Direct Expenses (travel, 6 trips)*		$ 1,262
Grand Total	**189**	**$ 32,757**

* Client will be billed for Direct Expenses without markup

These estimates are based on similar work done previously for other school districts and can be modified based on District input. Please let us know if the scope needs adjustment to better meet your needs.

Please do not hesitate to reach out to me at 415-420-5727 or russell@arc-alternatives.com with any questions or clarifications regarding our proposal, and we look forward to the opportunity to support the Durham Unified School District!

Sincerely,

Russell Driver,
Principal, ARC Alternatives

www.RAY DALTON Construction Consulting .com

(1)

Contract Proposal

This agreement is made between Ray Dalton Construction Consulting, hereafter known as "Consultant" as approved by the Office of Regulation Services (DSA), Class 1 certification #799 and the Durham Unified School District, hereafter known as "Owner". It is therefore agreed to by Consultant and Owner as follows.

(A) Services;

Consultant will provide the following services for various CLOSE-OUT projects, including the:

1. Review DSA "Missing Document File" to determine level of work required for each project involved.
2. Review DSA "Project Certification Guide" to inform client what "Type" of close out (A-D) consultant feels would best suit Owner's close out needs.
3. Assist Client with DSA-311 document preparation for submission to DSA for approval.
4. Assist Owner in determining if additional construction is necessary for project completion and in the retention of a building contractor to complete work.
5. Provide Owner with monthly report on project status.

(B) Payment;

Consultant will bill Owner $75.00/Seventy Dollars per hour for his work and $25.00/Twenty Five Dollars per hour for assistant billed to Owner by the 3rd. of each month, with payments being made no later than thirty days after billing.

(C) IRS Reporting;

Ray Dalton Construction Consulting will be responsible for all taxes, state and federal. Said payment will be reported on Consultant's tax I.D. number.

(2)

(D) Termination;
The agreement may be terminated at any time by Owner with cause. Consultant may terminate with a 30/Thirty day prior notice.

(E) Attorney Fees;
Should a dispute arise requiring legal action brought by either party, the party found to be in default by a legal court of the State of California shall pay all associated costs incurred by the prevailing party.

(F) Whole Agreement and Assignment;
This agreement constitutes the whole agreement between Consultant and Owner and may be amended in part or in whole only by mutual consent, and a duly signed written agreement.

Ray Dalton Ray Dalton Date 2/8/16

Durham Unified School District

[signature] Date 2/16/16