

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

GOALS AND OBJECTIVES

A technical advisory committee comprised of members appointed by the Office of the Superintendent (OSPI) whose primary function is to provide technical assistance and advice to OSPI and which has the following responsibilities:

1. Facilitate communications between OSPI and professional organizations. School Facilities Technical Advisory Committee (TAC) Members shall maintain an active liaison with their respective organizations in order to provide continuing understanding and support of OSPI programs and to communicate concerns and suggestions of the groups they represent.
2. Advise OSPI on technical matters related to school facilities, including but not limited to, technical review of OSPI proposals and rules. The TAC may be asked for technical advice and/or recommendations on matters related to school facilities by OSPI.
3. Recommend changes in procedures and processes as necessary to improve service to school districts. OSPI may frequently seek the TAC's advice on proposed and/or alternative courses of action and other technical information related to the school construction assistance program.

Major goals include:

1. Promoting cost effective planning, design, and construction of public schools in order to achieve reduced maintenance and operation costs.
2. Improving the quality and safety of public schools.
3. Providing effective communications throughout the planning, design, construction, maintenance, and operations processes.
4. Providing communications with other groups on facility issues related to public schools.

Major objectives include:

1. Investigating and/or developing new concepts consistent with emerging planning/design/construction and maintenance/operations practices, and promoting the implementation of those which hold promise of achieving one or more of the program goals.
2. Supporting efforts to provide adequate and stable funding for school construction and the equitable and efficient distribution of moneys to school districts throughout the state.
3. Supporting the accumulation, distribution, and analysis of data as required for the furtherance of cost control activities related to the construction and modernization of public schools.
4. Providing continual review, revision, and updating of documents such as The School Facilities Manual.
5. Exploring ways of improving maintenance, operations, and energy efficiencies.
6. Reviewing and refining the use of value analysis and life cycle costing in school planning, design, and construction.

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

Ways to Meet the Goals and Objectives

1. The School Facilities Manual: Continue to review and update as required.
2. The Planned Facility Management Manual: Consider expanding energy management and investigate regional construction/maintenance representatives.
3. Data Bank: Continue to develop a data bank of needed information, monitor and work on an inventory system.
4. Project Management: Develop the appropriate processes, and obtain the funding required, for program/project management.
5. Distribution of Funds: Investigate alternative methods (other than square feet per student) to distribute funds to school districts for school construction.
6. V/E - LCCA: Track, validate, and suggest refinements to process including constructability review and building commissioning.
7. Contracts and Documents: Investigate and suggest model contracts to be used by school districts for consultant services and construction.
8. Other Related Issues: Investigate and make recommendations on other topics including but not limited to:
 - A. Prevailing Wages
 - B. Code Issues Including Consistent Enforcement
 - C. Required State Reports
 - D. Time Incentives
 - E. Master Planning
 - F. Agency Coordination
 - G. Standardization of Building Components
 - H. Networking with Other Governmental Agencies
 - I. Alternative Funding
 - J. Selection of Experienced Design Teams
 - K. Familiarization of New Construction Methods and Materials
 - L. Reducing Volume of Submittal Requests
 - M. Utilize Bid Exchange Procedures
 - N. Early Bid (Procurement) of Certain Items Including Subcontractors
 - O. Purchasing
 - P. Retainage Procedures
 - Q. Plan Set Costs
 - R. Change Order Approvals and Process
 - S. Multiple Prime Contractors
 - T. Bid Amount/Quality Point
 - U. Methods of Award of Contract /Project Delivery Methods
 - V. Sales Tax on School Construction
 - W. Supermajority Approval Requirement for Bonds/Levies

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

OPERATING PROCEDURES

A. Name of Committee

The official name shall be the School Facilities Technical Advisory Committee (TAC).

B. Selection of Members and Terms of Office

Members shall be recommended by their representative organizations for appointment by the OSPI. The term of each Member shall begin upon the receipt by OSPI of his or her written acceptance and shall run until relinquished or terminated.

C. TAC Composition

Membership of the TAC shall include representatives of educational, business, industry, labor, and professional groups and shall have statewide representation to the extent possible. The inclusion of women and members of ethnic minority groups is encouraged. Organizations shall be eligible to appoint two representatives. At the discretion of the member organizations, representatives may be from either Eastern or Western Washington in order to encourage statewide representation. State agencies may have ex-officio membership without voting rights.

The following organizations are represented and have Active Status as of July 2006:

- Associated General Contractors of America, Inc. (AGC)
- Building Commissioning Association NW (BCA NW)
- Building & Construction Trades Council – WA State Labor Council (AFL-CIO)
- Construction Management Association of America (CMAA)
- Council of Educational Facility Planners International (CEFPI)
- International Facility Management Association (IFMA)
- Society of American Value Engineers (SAVE)
- Washington American Society of Landscape Architects (ASLA)
- Washington Association of Building Officials (WABO)
- Washington Association of Maintenance & Operations Administrators (WAMOA)
- Washington Association of School Administrators (WASA)
- Washington Association of School Business Officials (WASBO)
- Washington State Council of American Institute of Architects (AIA)
- Washington State Association of Fire Chiefs (WSAFC)

The following membership positions are not directly affiliated with organizations, but instead broadly represent the listed areas of interests/expertise:

# of Positions	Representing
1	Legal Profession
1	Risk Managers
1	Vocational Skills Centers Directors
1	Education Service Districts

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

- 4 Business & Industry
- 4 School Districts
- 4 Unspecified

The following Washington State regulatory agencies are represented in an ex officio capacity:

# of Positions	Representing
1	Department of Ecology
1	Department of Health
1	General Administration – Division of Engineering & Architectural Services
1	Washington State Patrol – Fire Protection Bureau

D. Voting Procedures

In the event that voting is required to reach decisions, each member organization is entitled to one vote for each Member in attendance. Proxy voting and absentee ballots shall not be permitted. Only Members of active organizations may vote. An active organization is defined as one having a Member in attendance at each regular meeting.

E. Membership Status

Active membership status is maintained through attendance of the appointed Members for organizations listed in Section C at regularly scheduled TAC meetings. Failure on the part of a Member to attend any two consecutive meetings without notification to the OSPI Director of Facilities and Organization in advance shall result in having the member organization placed on inactive status. Inactive organizations may be restored to active status by resuming regular attendance by Members. The Director will provide written notification to the Chair and full TAC on a regular basis as to the status of member organizations.

F. Termination of Membership

Membership shall terminate if a Member transfers actual residence from the state of Washington, ceases to be an employee and/or member of the organization which he or she was selected to represent, or is considered by the Superintendent of Public Instruction to be in violation of conflict of interest limitations as specified in these Operating Procedures.

G. Chair

The Chair shall preside at all meetings of the TAC and shall sign all letters, reports, and other communications of the TAC. In addition, he or she shall perform all duties incident to the Office of Chair and such other duties as may be prescribed by the TAC from time to time. The Chair shall be selected for a one-year term by a majority vote of the TAC membership at the first regular meeting of each fiscal year. The Chair may be re-elected for successive terms.

H. Vice-Chair

The Vice-Chair shall represent the Chair in assigned duties and to substitute for the Chair during his or her absence and to perform other such duties as from time to time may be assigned by the Chair or the TAC. The Vice-Chair shall be elected by the TAC membership in the same manner and for the same term of office as the Chair.

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

I. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, and four Members. The Executive Committee shall be charged with the duty of acting for the entire TAC on an emergency basis. The Executive Committee may call on the other Members for assistance as they see fit. The Executive Committee members shall be elected by the full TAC membership in the same manner and for the same term of office as the Chair. The immediate past Chair shall serve as an ex-officio on the Executive Committee.

J. Special Committees

The Chair may call special committees into existence for specific purposes with the concurrence of OSPI. Additional individuals with technical expertise related to the issue of any special committees may be added with the approval of OSPI. These additional technical experts will serve in an advisory role only without the privileges of Members.

K. Executive Secretary

The Executive Secretary shall be a staff member of the Facilities and Organization unit of OSPI and shall keep meeting minutes that shall be promptly transmitted to each of the Members and other interested persons. The Executive Secretary shall see that all notices are duly given in accordance with the provisions of these operating procedures; be custodian of the TAC's attendance and other records; keep a current register of all the addresses and telephone numbers of the Members and their organizations; and, in general, perform all duties incident to the office of Executive Secretary.

L. Fiscal Year

The fiscal year of the TAC shall be from July 1st through June 30th.

M. Meetings of the TAC

The TAC shall meet as follows, or at the request of OSPI:

1. Regular Meetings

The TAC shall meet four (4) times per fiscal year at dates and times established by the Executive Committee. An agenda shall be sent to each regular member at least one week prior to the date of a regular meeting. Changes in the established meeting calendar shall be made only by a majority vote of the Executive Committee.

The TAC shall hold its meetings in a facility that is appropriate. Consideration shall be given to the location of the meeting in order to minimize travel time and expenses for regular members.

2. Executive Committee: The Executive Committee shall meet as required.

3. Special Committee Meetings: Special committees shall meet as required.

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)**N. Quorum**

The presence of a simple majority of the active Members shall be required in order to constitute a quorum necessary for the transaction of the business of the TAC only if such business requires that decisions be determined by a vote of the membership.

O. Conduct of Meetings

All regular, Executive Committee and special committee meetings of the TAC shall be conducted in accordance with an appropriate adaptation of Roberts Rules of Order.

P. Meetings Open to the Public

All meetings of the TAC shall be open to the public and all persons shall be permitted to attend any meeting in compliance with Chapter 42.30 RCW.

<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.30>

Q. Member Expenses

Travel expenses will be reimbursed by OSPI for Members attending regular, executive, and full TAC meetings and activities held on behalf of OSPI according to the rules and regulations of the office of Program Planning and Fiscal Management. Expenses are to reflect direct routes of travel. Overnight accommodations must be approved by OSPI in advance in order to be considered for reimbursement. Other expenditures required to conduct TAC business, such as meeting site rentals, shall be provided in accordance with fiscal authorization policies and procedures of OSPI.

R. Conflict of Interest

No person shall be eligible for appointment to the TAC nor shall any Member continue serving on the TAC if that person is or becomes involved in any activity that, in the opinion of OSPI, presents a conflict of interest.

S. Limits of Authority

The TAC shall have no power to enter into contracts of any nature or dispense public funds. No TAC member shall be required to provide any sum of money, property, or services other than the services described herein to the TAC without written authorization by OSPI. The TAC shall have no powers beyond those expressly set forth herein.