



## **FAUBION SCHOOL/CONCORDIA UNIVERSITY**

### **DESIGN ADVISORY GROUP CHARTER**

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## **2012 CAPITAL IMPROVEMENT BOND FAUBION SCHOOL/CONCORDIA UNIVERSITY DESIGN ADVISORY GROUP CHARTER**

### **Mission**

Portland Public Schools and Concordia University are committed to achieving quality work while completing construction projects on time and within budget. The use of this Design Advisory Group will be effective in ensuring that site-specific program needs are addressed and incorporated into each project.

### **Charge**

The Design Advisory Group (DAG) will help Portland Public Schools and Concordia University ensure that stakeholder representatives of both school communities have the opportunity to take part in the planning and design of school improvements and to stay current on the progress of construction.

The Chief Operating Officer for Portland Public Schools and the Executive Vice President, External Affairs for Concordia University, in response to the need for school community involvement in the master planning of Faubion School and Concordia University will appoint members to a Design Advisory Group.

DAG members will be briefed by the District's Project Manager on the budget, schedule and general scope of work set by the Board of Education. The DAG will review PPS's Long Range Facilities Plan, educational specifications, master plans, and schematic and design development drawings.

While the DAG members do not make decisions, speak on behalf of, nor do they represent the District or Concordia University, DAG members will work with PPS and Concordia University project management design team to provide input. DAG members will also help to organize and participate in community meetings during the preliminary master planning, schematic and design development processes, which may last up to 24 months. There will be a period of up to a year where the DAG is not active to allow Concordia University to do fundraising and partnership development.



DAG members will help to:

- Advise project management design team on characteristics unique to both school communities
- Help to synthesize community-wide input to design process
- Assist staff and community with tours, public design events, public conversations with the contractor, groundbreaking and ribbon cutting
- Work together to provide input into planning and design, and learn about new building construction projects.

### **Design Advisory Group Structure and Membership**

The Design Advisory Group (DAG) is chartered for the Faubion/Concordia University construction project and will be expected to potentially serve for 24 months.

The PPS Chief Operating Officer and the Concordia University Executive Vice President, External Affairs will appoint the DAG members.

The DAG will meet as scheduled through the Design Development Phase (approximately 24 months).

The DAG shall consist of 20 members to include representatives of/from:

- Faubion School principal (or designee) (1)
- Concordia University designees (2)
- Faubion Student (2)
- Concordia University student (2)
- Faubion teacher (2)
- Concordia University professor (2)
- Faubion Parents (2)
- Faubion Wrap around service providers (2)
- Faubion School community members (e.g. alumni associations, etc.) (2)
- Local business/neighborhood representatives (2)
- Board of Education liaison (1)

The meetings will be open to the public.



## **DAG Meetings**

1. The DAG shall meet as scheduled by the District's and Concordia University's project manager to review the individual school status and to perform other duties as provided herein. The project management design team may request additional meetings as may be needed.
2. DAG meetings shall be public meetings held in a public setting with the public allowed to attend.
3. The DAG shall report to the Project Manager for the Faubion/Concordia University Capital Improvement Project.

## **Ethics Policy**

An ethics policy provides general guidelines for DAG members to follow in carrying out their roles. Not all ethical issues that DAG members face are covered in this Policy. However, this Policy captures some of the critical areas that help define ethical and professional conduct for DAG members. DAG members are expected to strictly adhere to the provisions of this Ethics Policy.

- a. The DAG members are volunteers and receive no direct or indirect compensation from the District for their services as members of the DAG
- b. The DAG members may not have an active or pending contract with the District, nor enter into a contract during their term of service.
- c. The DAG may not include any vendor, contractor or consultant of the District.
- d. A DAG member serves at the direction of the Project Managers. If a DAG member resigns, violates the Ethics Policy contained herein (see attachment), fails to attend two consecutive DAG meetings without reasonable excuse, or otherwise becomes unable to serve on the DAG, the PPS Chief Operating Officer and Concordia University Executive Vice President, External Affairs may declare the position on the DAG to be vacant and appoint another qualified person to the DAG.



**CONFLICT OF INTEREST:** A DAG member shall not make or influence a District decision related to:

1. any contract funded by bond proceeds; or
2. any construction project which will benefit the DAG member's outside employment, business, or provide a financial benefit to a family member, such as a spouse, child, parent or sibling.

**OUTSIDE EMPLOYMENT:** A DAG member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to:

1. any contract funded by bond proceeds; or
2. any construction project. A DAG member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

For a period of one (1) year after leaving the DAG, a former DAG member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a DAG member, he or she participated in personally and substantially. Specifically, for a period of one (1) year after leaving the DAG, a former DAG member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to:

1. bidding or proposing to provide services on projects funded by the bond proceeds; and/or
2. any construction project funded by the District.

**COMMITMENT TO UPHOLD LAW:** A DAG member shall uphold the federal and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Portland Public School District.

**COMMITMENT TO THE PUBLIC:** A DAG member shall place the interests of the public above any personal or business interest of the member.