



# **SCHOOL BOARD ACTION REPORT**

**DATE:** June 1, 2017  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Dr. Lestor Herndon, Associate Superintendent, Facilities and Operations  
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**For Introduction:** June 7, 2017  
**For Action:** June 7, 2017

## **1. TITLE**

BTA IV: Award Contract K5093 for Relocation and Setup of Portable Classrooms at Multiple School Sites

## **2. PURPOSE**

This Board Action Report details the award of a contract to support one of the district's Annual Capacity Management actions to relocate existing-inventory portable classrooms to identified schools in order to support projected district homeroom and program capacity needs for the 2017-18 school year.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute contract No. K5093 with King County Directors' Association (KCDA) for Relocation and Setup of Portable Classrooms at Multiple School Sites, in the contract scheduled value amount of (\$391,931.64), plus Washington State sales tax, in the form of the draft agreement, attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract. Immediate action is in the best interest of the district.

## **4. BACKGROUND INFORMATION**

### **a. Background**

This motion supports school-to-school relocation of existing portable classrooms to address the annual requirement to provide classroom solutions for the district's enrollment growth and program needs. The Background provided in the Board Action Report titled, Approval of Capacity Management Actions for the 2017-18 School Year (approved for Action on February 15, 2017) as below:

*District enrollment has increased by 2-3% annually over the past several years. Projected district-wide growth between 2016-17 and 2017-18 is 2.1%; however, the stabilization of entry Kindergarten cohort sizes and the continued movement of larger cohorts into upper grades translates to different school types growing at different rates, as outlined below.*

- *K-5 & K-8 schools*                      *Projected to grow by 0.8%*
- *Middle schools*                         *Projected to grow by 2.8%*

- *High schools*                      *Projected to grow by 4.3%*

*This growth forecast translates into a projected need for twenty-one (21) new homerooms in portables across the district. Six (6) of the required portables are provided as new manufactured classrooms under the prior KCDA portables agreement. The remaining fifteen(15) portable classrooms will be provided under this contract for school-to-school moves.*

*Significant new elementary (Cascadia; Cedar Park; Decatur; Olympic Hills) and middle school (Meany; Robert Eagle Staff) capacity comes on-line in the fall of the 2017-18 school year, providing space to support increasing enrollment and program needs. Portables extant on the Boren, McGilvra Elementary, Schmitz Park Elementary, Hamilton Middle School, Washington Middle School and Whitman Middle School campuses will be available for deployment to support Capacity Management actions elsewhere in the district.*

*Because enrollment growth and program needs occur across the district Annual Capacity Management actions are needed, in concert with the 2017-18 school openings to support the district's projected 2017-18 space needs.*

The District publicly advertised Bid No. B04779, Relocate and Setup Portable Classrooms at Multiple Schools Bid project on May 9, 2017. On May 31, 2017, Contracting Services held a bid opening for this project; no bids were received. Therefore, the recommendation is to enter into an agreement with King County Directors' Association (KCDA), a purchasing cooperative owned by Washington's public school districts, to complete necessary portable classroom moves for the 2017-18 school year.

#### **b. Alternatives**

The alternatives identified in the Board Action Report titled, Approval of Capacity Management Actions for the 2017-18 School Year (approved for Action on February 15, 2017) were considered in order of preference/recommendation: Available vacant classroom space; conversion of Child Care classrooms; repurposed/reconfigured non-homeroom spaces; repurposed PCP spaces; school-to-school portable relocation; purchase of new portables. The scope recommended in this Board Action Report provides the necessary new homeroom and program support capacity at the least dollar cost of the options examined.

#### **c. Research**

The recommendations provided in the Board Action Report titled, Approval of Capacity Management Actions for the 2017-18 School Year (approved for Action on February 15, 2017) are based on a collaborative process involving staff from Capital Planning, Enrollment Planning, Special Education and Early Learning and subject matter research and analysis regarding projected enrollment growth, program needs, available space in existing permanent and portable facilities and site-specific potential to support additional building footprint.

### **5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be (\$391,931.64).

The revenue source for this motion is Buildings, Technology and Academics (BTA) IV.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The development of the Annual Capacity Management projects list for the 2017-18 school year includes both Tier 1 and Tier 2 Community Engagement. The recommendations included in the Board Action Report titled, Approval of Capacity Management Actions for the 2017-18 School Year (approved for Action on February 15, 2017) were based on a collaborative process involving district staff from multiple departments and were shared with the Public at a Tier 1 “Inform” level of community engagement. In the months following the approval of the Capacity Management Actions for the 2017-18 school year the district performed at a Tier 2 “Consult/Involve” level of community engagement through the monthly meetings of the Annual Capacity Management Task Force.

**7. EQUITY ANALYSIS**

This action and other Annual Capacity Management Actions for the 2017-18 school year were not put through the process of a full racial equity analysis.

**8. STUDENT BENEFIT**

The recommendations in this action item support the projected need for properly-outfitted homeroom and program spaces to the extent Capital solutions are available.

**9. WHY BOARD ACTION IS NECESSARY**

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item

Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Board Policy No. 6220, Procurement, All contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on May 18, 2017. The Committee moved the item forward to the full Board for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the Superintendent will execute an agreement and a Notice to Proceed will be issued to KCDA.

**13. ATTACHMENTS**

- Contract K5093
- Project Manager's Recommendation