



SCHOOL BOARD ACTION REPORT

DATE: December 11, 2019
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer
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For Introduction: January 22, 2020

For Action: January 22, 2020

1. TITLE

BEX IV: Final Acceptance of Contract P5068 with Pacific Mobile Structures, Inc. for the Provide, Move/Setup Portable Classroom Modules at Multiple School Sites project

2. PURPOSE

The purpose of this action is to approve final acceptance of Contract P5068 with Pacific Mobile Structures, Inc., for the Provide, Move & Setup Portable Classroom Modules at Multiple School Sites project. Board approval allows the district to submit required documents to the State of Washington Department of Labor & Industries, Department of Revenue and Employment Security Department and closeout the project, including authorizing the release of project retainage.

3. RECOMMENDED MOTION

I move that the School Board accept the work performed under Contract P5068 with Pacific Mobile Structures, Inc., for the Provide, Move & Setup Portable Classroom Modules at Multiple School Sites project as final. Immediate action is in the best interest of the district.

4. BACKGROUND INFORMATION

a. Background

The project was funded by BEX IV capital funds to support installation of portable classrooms that address the annual requirement of providing classroom solutions for the district's enrollment growth and program needs.

The district publicly advertised Bid No. B03562, Provide, Move & Setup Portable Classroom Modules at Multiple School Sites project, on May 1, 2015, with a total number of two (2) bids received. Pacific Mobile Structures, Inc. was deemed to be the low, responsive, responsible bid contractor and awarded the Total Bid amount, including unit prices and alternates.

At the June 3, 2015 School Board Meeting, the Board authorized the Superintendent to execute contract No. P5068 with Pacific Mobile Structures, Inc. The Board action approved \$833,456, plus Washington State sales tax, to provide, relocate, and setup twelve (12) Portable Classrooms at multiple school sites.

Pacific Mobile Structures, Inc., satisfactorily completed the base contract work, unit price work, alternates, and changes to provide, transport, and install a total of nineteen (19) classrooms/portables at eleven (11) school sites based on 1-classroom/portable at each of the following locations: Graham Hill, North Beach, Pathfinder, West Seattle Elementary, and Thurgood Marshall schools; 2-classrooms/portables at each of the following locations: Catherine Blaine, Maple, Nathan Hale, Sandpoint, and West Woodland schools, and 4-classrooms/portables at Mercer MS (a total of 11-single portables and 4-double portables). The overall contract increase of 91% is based on the additional quantities of classrooms/portables and school sites, design revisions due to site-specific grade elevations, and use of special equipment for site-specific requirements. There were seven (7) added classrooms/portables and seven (7) additional school sites in excess of the base contract awarded quantities. Six (6) school sites required layout revisions to ADA access ramps, landings, and stairs due to site-specific grade elevations and constraints. Three (3) school sites required the use of special equipment to set the portables.

b. Alternatives

Not accepting the project in a timely manner could put the district in a position subject to litigation. Therefore, this alternative is not recommended.

c. Research

The capacity management recommendations were based on a collaborative process involving staff from Capital Planning, Enrollment Planning, Special Education and Early Learning, plus subject matter research and analysis regarding projected enrollment growth, program needs, the available space in existing permanent and portable facilities, and site-specific potential to support an additional building footprint.

5. FISCAL IMPACT/REVENUE SOURCE

All payments have been made to the contract from the BEX IV Capital Levy funds. No outstanding invoices remain.

During the course of the project ten (10) Change Orders were issued comprised of twenty-four (24) Change Order Proposal Requests. Cumulative Change Orders totaled a Net Add of \$760,393 plus Washington State Sales Tax. Change order increases totaled an overall 91% of the awarded construction contract amount for changes associated with seven (7) additional classrooms/portables and installations at seven (7) additional school sites, use of special equipment to set portables at three (3) school sites, and ADA access ramp, landing, and stair layout revisions required for site specific grade elevations and layout constraints at six (6) school sites. Change order expenditures were reasonable for this type of capacity management portables project.

Contractor:	Pacific Mobile Structures, Inc.
Awarded Contract P5068 Amount	\$ 833,457
Change Orders No. 01 - 10	\$ 760,393
WSST	\$ 153,348
Total Revised Contract Amount	\$1,747,198 (including WSST)
Contract Retainage Held	\$ 16,305

Amy Fleming: _____ Date: _____
Director of Accounting

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

7. **EQUITY ANALYSIS**

The selection of projects in the BEX IV program was designed to provide required capacity to meet enrollment projection and to provide equitable access to safe school facilities across the city.

8. **STUDENT BENEFIT**

This project ensures a safe, secure learning environment for every student.

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

For purposes of avoiding disputes over the timing of the filing of liens, the School Board should accept the work on a construction project as finally complete prior to the release of retention.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on January 9, 2020. The Committee reviewed the item and moved the item forward with a recommendation for approval by the full Board.

12. TIMELINE FOR IMPLEMENTATION

Acceptance of Completed Project by School Board
Release of Retainage Bond
Contractor's One-Year Warranty period ends

February 5, 2020
Approx. April 2020
November 30, 2016

13. ATTACHMENTS

- None