



# **SCHOOL BOARD ACTION REPORT**

**DATE:** July 1, 2018  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Dr. Lester Herndon, Associate Superintendent, Facilities & Operations  
(206) 252-0644, [ltherndon@seattleschools.org](mailto:ltherndon@seattleschools.org)

**For Intro:** August 29, 2018  
**For Action:** September 5, 2018

## **1. TITLE**

BTA III: Final Acceptance of Public Works Contract K5083 with Kassel & Associates, Inc. for the BF Day and Gatewood Elementary School's Seismic Improvements Project

## **2. PURPOSE**

This action approves the final acceptance of Public Works Contract K5083 with Kassel & Associates, Inc. for the BF Day and Gatewood Elementary School's Seismic Improvements Project. Board approval allows the district to submit required documents to State of Washington's: Department of Labor & Industries, Department of Revenue, and the Employment Security Department in order to proceed with the closeout of the project.

## **3. RECOMMENDED MOTION**

I move that the School Board accept the work performed under the BTA III funded Public Works Contract K5083 with Kassel & Associates, Inc. for the BF Day and Gatewood Elementary Seismic Improvements Project, as final.

## **4. BACKGROUND INFORMATION**

### **a. Background**

This renovation project's work included various selective seismic upgrades to B.F. Day and Gatewood schools which included but was not limited to strong back walls, steel supports and minor upgrades to framing diaphragm and veneer support.

The project budget for this work was \$2,219,167. As of May 31, 2018, the Capital Department Staff anticipates \$89,991 underspend for this project. The underspend will be transferred to the BTA III program contingency.

### **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**

- Meng Analysis Facility Assessment Reports dated May 2009 and August 2014
- Seattle Public Schools Technical Building Standards dated December 2012
- 2015 Seattle Building Code, including amendments

**5. FISCAL IMPACT/REVENUE SOURCE**

The revenue source for this motion is Buildings, Technology and Academics/Athletics (BTA) III Capital Levy funds.

There is no fiscal impact to this action. No outstanding invoices remain.

During the project two (2) Change Orders were issued which totaled \$147,417.82 plus Washington State Sales Tax (WSST). Change order expenditures were 10.8% of the original construction contract amount. Change orders were reasonable for a project of this size and scope.

Contractor:	Kassel & Associates, Inc.
Contract Amount	\$ 1,357,000.00
Change Orders	\$ 147,417.82
Sales Tax	\$ 151,946.01
Total Contract including Sales Tax	\$ 1,656,363.83
Project Retention	Bonded

\_\_\_\_\_ Date: \_\_\_\_\_  
Amy Fleming, Director of Accounting Services

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 BTA III projects list underwent extensive community engagement.

**7. EQUITY ANALYSIS**

This motion was not put through the process of a full racial equity analysis. The selection of projects in the BTA III program was designed to provide equitable access to schools across the district.

**8. STUDENT BENEFIT**

This action closes out a construction project that provides improved facilities for students.

**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 August 22, 2018. The Committee reviewed the motion and moved this item forward to the full board with a recommendation for approval.

**12. TIMELINE FOR IMPLEMENTATION**

Contractor's One-Year Warranty Period Ends	August 18, 2018
Acceptance of Completed Project by School Board	September 5, 2018
Release of Retainage	Approx. November 2018

**13. ATTACHMENTS**

- Architect's Letter of Recommendation

July 23, 2018

Mike Skutack  
Seattle School District No. 1  
2445 3<sup>rd</sup> Ave S  
Mail Stop 22-331  
PO Box 34165  
Seattle, WA 98134

**RE: Certificate of Final Completion**

B.F. Day and Gatewood Seismic Improvement – SPS Contract K5083

Dear Mr. Skutack:

In accordance with the provisions of WAC 180-29-155 and pursuant to Section 9.10.1.3 of the General Conditions, this letter constitutes our certification that the Seismic Improvements to B.F. Day and Gatewood Elementary Schools project are now complete. We and our consultants have reviewed the project and all design drawings and specifications and to the best of our knowledge and observance we find that the project has been completed by the General Contractor, Kassel & Associates, in accordance with all contract documents.

It has been a pleasure working with Seattle Public Schools on both of these historic schools.

Sincerely,



Lucas Branham  
Project Manager