



SCHOOL BOARD ACTION REPORT

DATE: August 30, 2019
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer
206-252-0636, fhpodesta@seattleschools.org

For Introduction: October 16, 2019
For Action: November 6, 2019

1. TITLE

BTA IV: Resolution 2019/20-8, Final Acceptance of Contract K5093 with KCDA – Williams Scotsman, Inc. for the Relocation and Setup of Portable Classrooms at Multiple School Sites for the 2017-18 school year

2. PURPOSE

The purpose of this action is to approve final acceptance of Contract K5093 with KCDA – Williams Scotsman, Inc., for the Relocation and Setup of Portable Classrooms 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 adopt Resolution 2019/20-8 and accept the work performed under Contract K5093 with KCDA – Williams Scotsman, Inc., for the Relocation and Setup of Portable Classrooms at Multiple School Sites project as final.

4. BACKGROUND INFORMATION

a. Background

- The project was funded by BTA 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 for school year 2017-18.
- The district publicly advertised Bid No. B04779, Relocation and Setup of Portable Classrooms at Multiple School Sites project in May 2017 with a total number of zero received. Subsequently, the district contracted with the King County Directors Association (KCDA) to request pricing for the Relocation and Setup of Portable Classrooms at Multiple School Sites project and prepare a 3-party contract agreement between KCDA, Williams Scotsman, Inc., and Seattle School District No. 1.
- At the June 7, 2017 School Board Meeting, the Board authorized the Superintendent to execute contract No. K5093 with KCDA – Williams Scotsman, Inc. The Board action

approved \$391,932 plus Washington State sales tax for the relocation and setup of fifteen (15) Portable Classrooms at seven (7) school sites.

- For school year 2017-18 enrollment growth and program needs, KCDA – Williams Scotsman, Inc. satisfactorily completed the base contract work and changes to relocate and install a total of twenty (20) classrooms/portables at eight (8) school sites (4-classrooms at Ballard HS, 1-C. Blaine K-8, 4-Garfield HS, 4-Ingraham HS, 1-Mercer MS, 1-North Beach ES, 4-Roosevelt HS, and 1-classroom at West Woodland ES). The overall contract increase of 114% is based on the increase in portable classroom relocation and in part for site specific grade elevation and layout constraints requiring layout revisions to provide an access ramp to comply with the Americans with Disabilities Act (ADA), a landing, and stairs at all eight (8) school sites and based in part for the need to use special equipment to set the portables at four (4) school sites.

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 BTA IV Capital Levy funds. No outstanding invoices remain.

During the course of the project three (3) Change Orders were issued. Cumulative Change Orders totaled a Net Add of \$447,908 plus WSST. Change order increases totaled an overall 114% of the awarded construction contract amount for changes associated with the addition of five (5) relocated classrooms/portables, use of special equipment to set portables at four (4) school sites, and ADA access ramps, landings, and stairs required for site specific grade elevations and layout constraints at all eight (8) school sites.

Contractor:	KCDA-Williams Scotsman, Inc.
Awarded Contract K5093 Amount	\$ 391,932
Change Orders No. 01 - 03	\$ 447,908
WSST	\$ 84,824
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Total Revised Contract Amount	\$ 924,664 (including WSST)
Contract Retainage Held	\$ 41,992

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

This motion was not put through the process of an equity analysis. The selection of projects in the BTA IV program was designed 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 October 3, 2019. 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	November 6, 2019
Release of Retainage Bond	Approx. December 2019
Contractor's One-Year Warranty period ends	November 1, 2018

13. ATTACHMENTS

- District Project Manager's Letter of Recommendation (in accordance with [WAC 392-344-155](#)) (for reference)
- Resolution 2019/20-8 for Approval



Memorandum

Date: August 22, 2019
To: Contract K5093 Closeout File
From: Mike Barrett, Project Manager, Capital Projects
Re: Certificate of Final Completion
Contract No. K5093 Relocation and Setup of Portable Classrooms at
Multiple School Sites
Contractor: KCDA – Williams Scotsman, Inc. (3-party contract with SPS)

DEFINITION OF FINAL COMPLETION:

On the basis of district Project Manager's on-site visits, inspections, and to the best of my knowledge, information and belief, Work of the Contract has been completed satisfactorily and recommendation is made for Final Acceptance.

DATE OF FINAL COMPLETION: November 1, 2017

STATEMENT OF WORK COMPLETED AND GROSS SQUARE FOOTAGE:

The Work for Relocation and Setup of Portable Classrooms at Multiple School Sites included a total of twenty (20) classrooms/portables at eight (8) school sites based on four (4) single classroom/portables at Ballard High School, one (1) single classroom/portable at C. Blaine K-8, one (1) double and two (2) single classrooms/portables at Ingraham High School, one (1) single classroom/portable at Mercer Middle School, one (1) single classroom/portable at North Beach Elementary School, four (4) single classroom/portables at Roosevelt High School, and one (1) single classroom/portable at West Woodland Elementary School. A total of 17,920 sf of classroom space was provided in a total of twenty (20) classrooms however, per the definition of "Instructional Space" per WAC 392-343-019 the additional 17,920 sf of classroom space shall not be considered as added "Instructional Space" as defined; reference the Definition of Instructional Space in WAC 392-343-019(8).

Cc: K5093 KCDA – Williams Scotsman, Inc. contract file

**Seattle School District #1
Board Resolution**

Resolution No. 2019/20-8



A RESOLUTION of the Board of Directors of Seattle School District No. 1, King County, Seattle, Washington certifying Contract K5093 with KCDA-Williams Scotsman, Inc. for the Relocation and Setup of Portable Classrooms at Multiple School Sites Project as complete.

WHEREAS, the Seattle School District No. 1 Board of Directors has received notification from the District’s project manager that the Relocation and Setup of Portable Classrooms at Multiple School Sites Project is complete in accordance with contract specifications and documents; and

WHEREAS, the Superintendent concurs that the contractor has satisfactorily completed the project;

NOW THEREFORE, BE IT

RESOLVED, by the Seattle School Board of Directors that the work of the contractor, KCDA – Williams Scotsman, Inc. is now complete; and therefore, be it further

RESOLVED, that duly certified copies of this resolution shall be presented to OSPI.

ADOPTED this _____ day of _____, 2019

Leslie Harris, President

Rick Burke, Vice-President

Zachary DeWolf, Member

Jill Geary, Member

Eden Mack, Member

Brandon K. Hersey, Member

Scott Pinkham, Member

ATTEST: _____
Ms. Denise Juneau, Superintendent
Secretary, Board of Directors
Seattle School District No. 1
King County, WA