



SCHOOL BOARD ACTION REPORT

DATE: December 15, 2017
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Dr. Lestor Herndon, Associate Superintendent, Facilities and Operations
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For Introduction: January 3, 2018
For Action: January 17, 2018

1. TITLE

BTA III & BTA IV: Award Contract K1303 for Purchase and Installation of Portable Classroom Modules

2. PURPOSE

This Board Action Report provides authorization for the Superintendent to enter into a contract for the Purchase and Installation of Portable Classroom Modules to support the district's 2018-2019 Annual Short term Capacity Management Action Plan and provide portable classrooms to identified schools to meet the projected district homeroom and program capacity needs for the 2018-19 school year.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to (1) execute contract No. K1303 with _____, in the amount of (\$_____), plus Washington State sales tax, for the purchase, move-in and setup of eleven modular classrooms; with any deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract, and (2) execute a change order to this agreement up to an additional amount of \$500,000, plus Washington State sales tax, for purchase, move-in and set up of up to eight additional modules, if needed.

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.

Because enrollment growth and program needs occur across the district, Annual Capacity Management actions are needed in concert with the 2018-2019 school openings to support the district's projected 2018-2019 space needs. At the Board Meeting on January 31, 2018, the Board authorized the Board Action Report titled Approval of Capacity Management Actions for the 2018-2019 School Year, with the allocation of up to ___ million dollars to meet the short-term facility demands of projected increased enrollment for the 2018-19 school year through the relocation of existing portables as well as the acquisition of new modular portable classrooms. Currently, there are 271 portables at 54 school sites. Of those

271 portables, 82 portables are older era portables.

This year’s growth forecast translates into a projected need for a minimum twenty-six (26) new homerooms in portables, and possibly as many as thirty-four (34) across the district. Eleven (11), and possibly as many as nineteen (19), portable classrooms will be purchased and provided as new classroom modules under this contract. These will be installed at four (4) or more different sites. In order to accommodate this uncertainty, we anticipate awarding the contract for a minimum number, with the right to add up to eight (8) additional modules no later than April 5, 2018 on a unit price basis.

Relocation of fifteen (15) existing portable classrooms will be provided under the separate contract K1304.

The district publicly advertised Bid No. B11716, Purchase and Installation of Portable Classroom Modules project on December 1, 2017; with a total number of _____ bids were received on January 9, 2018. _____, was deemed to be the low bid contractor, and the consulting firm Rolluda Architects recommends acceptance of the Total Bid amount, including unit prices. Upon acceptance of Alternate Bids _____, the recommendation is to enter into an agreement with _____, to complete necessary portable classroom moves for the 2018-19 school year.

b. Alternatives

When looking for new capacity, the following were considered in the order of preference/recommendation: Available vacant classroom space, conversion of childcare classrooms, repurposed/reconfigured non-homeroom spaces, repurposed PCP spaces, school-to-school portable relocation, and the 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 capacity management recommendations are 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

Fiscal impact to this action will be (\$_____).

The revenue source for this motion is Buildings, Technology and Academics (BTA) III & 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 2018-19 school year includes Tier 1 Community Engagement. The capacity management recommendations 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.

7. EQUITY ANALYSIS

This action and other Annual Capacity Management Actions for the 2018-19 school year were not put through the process of an 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

Per 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 December 7, 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 _____.

13. ATTACHMENTS

- None