



# **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 K1304 to Relocate and Setup Portable Classrooms at Multiple School Sites project

## **2. PURPOSE**

This Board Action Report provides authorization for the Superintendent to enter into a contract to Relocate and Setup Portable Classroom at Multiple Sites to support the district's 2018-2019 Annual Short Term Capacity Management Action Plan. The selected contractor would relocate existing-inventory portable classrooms to identified schools to meet 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 execute contract No. K1304 with \_\_\_\_\_ in the amount of (\$\_\_\_\_\_), plus Washington State sales tax, for the relocation and setup of fifteen (15) Portable Classrooms at multiple school sites, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

## **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.

Under this contract, fifteen (15) existing portable classrooms will be relocated to school sites with capacity needs. These will be installed at five (5) or more different sites.

The remaining eleven (11) and possibly as many as nineteen (19) portable classrooms will be purchased and provided under separate contract K1303.

The district publicly advertised Bid No. B11717, Relocate and Setup Portable Classrooms at Multiple School Sites project on December 1, 2017, with a total number of \_\_\_\_\_ bids were received on January 10, 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 order of preference/recommendation: Available vacant classroom space, conversion of child care classrooms, repurposed/reconfigured non-homeroom spaces, repurposed Preparation-Conference-Planning (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, 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 (\$\_\_\_\_\_).

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 both 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