



Mid-Valley Special Education Cooperative

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MEMO TO: Executive Advisory Board

FROM: Sue Caddy
Director of Business and Human Resources

DATE: January 4, 2013

RE: ARCHITECT PROPOSAL FOR 5-YEAR CAP PLAN

Attached for your review and consideration is a proposal from Armstrong, Torseth, Skold & Rydeen, Inc. (ATS&R) for developing a 5-Year Capital Improvement Plan for Mid Valley's facility (MJC and the administration office).

As you may know, Mid Valley does not have a plan for capital projects for the building. It was discussed at the Finance Committee that a plan is needed for prioritization and budget planning for major capital improvements. The architect firm, ATS&R, is the architect for D303 and through their work with them is familiar with Mid Valley's facility, having performed some life safety surveys and other similar work.

The proposal submitted is an hourly proposal, not to exceed 50 hours or \$7,500. Included in the proposal is data compilation, development of the plan which will include deferred maintenance projects, meeting with administration regarding project priorities, and developing schedules and cost estimates for the plan.

It is the recommendation that the Board approve the proposal for the development of the 5-Year Capital Improvement Plan.