

**Manor Independent School District**  
**Board of Trustee Regular Meeting Agenda Item**  
*June 17, 2024*

**CONSENT ITEM SHEET**

**RE:** Consider and possible action to approve proposed contract amendment to Owner’s Third-Party Representative/ Program-Project Management Services Agreement with Hoar Program Management, LLC (“HPM”) related to the project scope and staffing plan.

**Supporting Documents:**

1. *Draft of HPM Contract Amendment*
2. *Copy of Original Agreement with HPM*

**District Goals\*: Goal 5**

Goal 5: FACILITIES & MAINTENANCE- By 2026, Manor ISD will proactively provide facilities to ensure 100% of scholars will have safe, well-maintained, environmentally sustainable, and community-accessible facilities.

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**Background Information:**

The Board approved HPM as the Owner’s Third-Party Representative/Program-Project Manager for several construction projects. HPM’s contract ended on March 31, 2024, for Program-Project services. Administration has negotiated a contract amendment to extend and expand Program-Project services for a total of \$64,070.

In short, the amendment will include the following changes to HPM’s agreement:

- Change in duration end date: from March 31, 2024 to December 31, 2024.
- Change in project responsibility: In addition to HPM current projects, HPM would provide program management and financial control services on the remaining 2019 Bond projects as listed on the HPM contract Amendment.

**Fiscal Implications:**

The amendment incurs an additional cost of \$64,070. HPM's contract ended on March 31, 2024, and extending their program management services to complete the remaining projects would cost \$52,164. HPM is willing to take on MISD Internal projects nearing completion for an additional \$11,906, bringing the total to \$64,070 in continuing to service HPM projects and adding MISD Internal 2019 Bond projects.

**Administrative Recommendation:**

Administration recommends that the Board approve the proposed Contract Amendment with Hoar Program Management (HPM).

**Proposed Motion Language:**

“I move that the Board approve the proposed Contract Amendment with Hoar Program Management (HPM) and authorize the Superintendent to finalize and execute the Amendment.”

Mr. Joe Mendez

**Contact Person**

Dr. Robert Sormani

**Approved by Superintendent**

# HPM Proposal for Additional Services

Program: Manor ISD  
For: Extension of PM Support for 2019 Bond  
COR: 5  
Date: 29-May-24

## SCOPE OVERVIEW

**Item 1** - PM support for the months of April 2024, May 2024, and the first half of June 2024. Service was equivalent to (3/4) FTE for the duration of this service during these months to maintain the program beyond our Contract end date of March 31, 2024.

**Item 2** - Extension of PM Support to finish remaining bond project scope, as outline in the attached document, with anticipated hours for each project, starting mid-June 2024. This includes PM services for active projects, and the bond budget reconciliation. These servies can be billed as lump sum or as incurred (Reimbursable hours).

**\*If item 2 is selected, Item 1 will be withdrawn and omitted.**

### Item 1 - HPM Extension (April, May, & June 2024)

April 2024 - Extension of Services (April 1 - 30, 2024)	\$ 20,866
May 2024 - Extension of Services (May 1 - 31, 2024)	\$ 20,866
June 2024 - 1/2 Month Extension of Services (June 1 - 17, 2024)	\$ 10,433
<b>TOTAL</b>	<b>\$ 52,164</b>

### Item 2 - Extension for Remainder of 2019 Bond (June 17 - December 21, 2024)

Estimated Hours for Completion of 2019 Bond	64,070
<b>TOTAL</b>	<b>\$ 64,070</b>

## CLARIFICATIONS

1) Proposal is based on attached project listing (Attachment A), with status & project target dates

## Approvals

Name:

Signature













Name:

Signature



Name:






Signature

Attachment A - Remaining Bond Project listing  
As of: May 30, 2024

Project Management	Department Lead(s)	Project	Architect/Engineer	Contractor	Start Date	Stage of Project	date of Substantial	Next Steps
	B&C	NTHMS Renovation - <i>Bond Interest</i>	Stantec: Tanya Berry	Balfour Beatty: Zane Drummond	6/5/2024	BB ordering materials	8/10/2024	- Finalizing contract - Establish OAC
	B&C, TECH	NTHS Fencing - <i>Safety Grant</i>	Stantec: Bartek Kniec	TBD	7/1/2024	Awaiting final drawings to go out for contractor bid	10/30/2024	-Construction drawings by May 17th - Bid for contractor
	B&C	ShadowGlen parking lot/ driveway -Bond : ES #10	Gil: Victor Gil	HCS: Terri Haskell	ongoing	Finishing curb and gutter	8/1/2024	- Under construction
	HPM, B&C	Wildhorse ES - <i>Bond: ES #10</i>	Stantec: Tanya Berry	Lee Lewis: Michaela Watts HPM	ongoing	Wrapping up punch list and final inspections. Still need landscape and paving	6/30/2024	- Substantial completion - Furniture - move in
	B&C	Transportation -Bond: Transportation	Claycomb: Christine Walker	S&P: Mary Shuckman	ongoing	Installing fuel depot and bus wash. Need	7/30/2024	- Water connection needed
	B&C	3 sidewalks - <i>Bond: P&amp;D</i>	Pfluger: Cliff Trankus	TBD	7/1/2024	Awaiting drawing from Pfluger. CSP out on Bonfire. May Board approval. Construction over	9/1/2024	- CSP bid for contractor needs to go out
	B&C, FACILITIES	BME HVAC - <i>Bond: Mechanical</i>	Honeywell: Luis Montes	Honeywell	ongoing		8/1/2024	- under construction
	B&C, FACILITIES	MHS courtyard turf - <i>Bond Interest</i>	MISD	Steam Team	5/1/2024	Construction to begin this summer.	8/1/2024	- Awaiting start of construction
	HPM, B&C	SHS Multipurpose - <i>Bond: Multipurpose</i>	Pfluger: Cliff Trankus	B&B: Kyle Pearson HPM	ongoing	TCO received	5/30/2024	Financial Closeout
	B&C	BB/SF Complex + Tennis Court		Hellas Construction		Closeout Phase	15-Aug	Closeout Documents Financial Closeout
	B&C	MHS driveway	MISD	TBD, bids needed	8/1/2024	Quote approval for June Board mtg.	24-Oct	
	FACILITIES	PA System PME, OME, DES, BME, DMS, MMS, NTHS	Honeywell	Honeywell Luis Montes	6/1/2024	Materials have been ordered	8/1/2024	- Awaiting start of construction
	B&C, Police	Film and Fencing - <i>Safety Grant</i>	TBD	TBD	ASAP	COO and CPD need plan moving forward	Dec-24	- Need evaluation from operations and PD

Attachment A - Remaining Bond Project listing  
As of: May 30, 2024

	B&C	Bond Budget Reconciliation	MISD			Ongoing		Ongoing - Final Reconciliation Needed
	B&C, TECH	MHS security cameras (Fencing) - <i>Safety Grant</i>	MISD	GTS	5/1/2024	Approval in April Board meeting	8/1/2024	- Awaiting start of construction

Project Management	Department Lead(s)	Project	Architect/Engineer	Contractor	Start Date	Stage of Project	date of Substantial	Next Steps
	TECH	SHS Security cameras -Bond: Camera	MISD	GTS	5/1/2024	Approval in April Board meeting	8/1/2024	- Awaiting start of construction
	B&C, TECH	MNTMS Security Cameras - <i>Bond Interest</i>	MISD	TBD	5/1/2024		TBD	-Waiting walkthrough
	TECH	MNTHS Security Cameras - <i>Bond Interest</i>	MISD	TBD	6/1/2024		TBD	-Waiting walkthrough
	TECH	Staff Device Replacement	MISD			Quotes	Aug-24	
	TECH, TECH,	Student Device Replacement	MISD			Quotes	Aug-24	
	TECH	CTE Lab Refresh	MISD			Quotes	Aug-24	