

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: May 15, 2024

NUMBER: 24-157

FM: Office of the Superintendent

SUBJECT: Approval FY25 Contract;
DD Strait Consulting, LLC

ABSTRACT

Contracts over \$50,000 require the approval of the Board.

ISSUE

Renewal of the time and materials contract for DD Strait Consulting, LLC, in an amount not to exceed \$115,000 to cover the cost of project management services for FY 2025.

BACKGROUND AND/OR PERTINENT INFORMATION:

Capital projects and their management are part of the capital budget, they are not part of the operating budget. Costs are reimbursed to the district when grants are awarded for capital improvements.

Starting in May 2022 Dena Strait, through DD Strait Consulting, LLC, (DDSC) has supported the District's capital projects under the mentorship of long-time Capital Projects Manager Kathy Christy as she phased into retirement. At this time, DDSC is responsible for any new projects or efforts as they arise, and Ms. Christy is closing out projects she has managed.

Funding for DDSC FY24 project management efforts was approved through two board actions and funding for the position for that fiscal year is complete.

In early 2024 DD Strait Consulting, LLC was selected as the replacement capital projects manager following a competitive request for proposal process. That contract may be renewed up to four additional years and the position must be advertised every five years.

Scope of Work for the position includes grant applications to various entities, management of any funded projects, and additional duties as requested.

The total contract is not to exceed \$115,000 and will cover all services in FY25. The amount includes both direct costs and reimbursable costs, such as travel and printing of grant applications. As a contractor instead of a district employee, DDSC does not receive District benefits.

Budgets for anticipated FY25 expenditures include:

Budgets for anticipated Project Management efforts		Reimbursed by Grant if awarded?	
Selawik & Noorvik Fire Alarm Project Management	\$15,000	yes	
Davis-Ramoth K-12 School Renovation	\$20,000		
Buckland Phase II Project management	\$15,000	yes	
Buckland Boiler Replacement grant applications	\$5,000	yes	
Districtwide DDC Project Management	\$20,000	yes	
Districtwide Fire Alarm grant applications & Design team management	\$15,000	yes	
Deering – Managing design team, DEED FY26 grant application and early FY27 grant work	\$15,000	yes	
General Assistance as requested by the District, attendance at Board meetings, etc.	\$10,000	No, but from capital budget	
	\$115,000		

ALTERNATIVES:

1. Approve renewal of FY25 contract to DD Strait Consulting, LLC for capital project management services not to exceed \$115,000 as presented.
2. Do not approve renewal of FY25 contract to DD Strait Consulting, LLC for capital project management services not to exceed \$115,000 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve renewal of capital projects management contract for FY25 to DD Strait Consulting, LLC in an amount not to exceed \$115,000 as presented.