



memo

To: The Board of Education and Dr. Patrick Broncato, Superintendent
From: Curt Saindon, Assistant Superintendent/CSBO
Date: September 19, 2025
Subject: Recommendation to Approve Professional Service Contracts

In order to begin developing design drawings, scope of work documents, and bid specs for next summer's Capital Improvement Projects, as well as soliciting bids from various contractors and subcontractors, we first need to approve professional service agreements with our Architect (Wight & Co.) and our Construction Manager (International Contractors). I have attached two proposals for your review, and I am summarizing each one below as follows:

Wight & Company => Wight's proposal is based on our existing fee schedule with them (in place since 2018), which charges a fee not to exceed 9.0% for construction projects under \$2M. Our estimated cost for these projects is about \$1.0M to \$1.5M. Their actual rate proposal is for not less than \$90,000, which, based on a minimum bid cost of \$1M, equates to a fee of 9% and is competitive for this level of capital projects work in our marketplace. Final fees will be based on actual bid results/costs and will probably be in the range of \$100,000 - \$150,000, depending on final, approved pricing from the recommended contractors as a result of the bid process.

International Contractors => ICI proposes charging a fee of 3% (\$45,000), as has been requested for all prior construction work, for construction management services (for a total services cost of 12% for both A&E and CM services), in addition to providing for a site superintendent/project manager during the bid development, bidding, construction planning, construction work and close out phases of the approved projects (October 2025 through August 2026) and various Principal, Administrative, Accounting and Safety support services during the construction cycle (at a total cost of \$179,109). This does not include estimated insurance costs (\$17,241) and estimated reimbursable expenses (\$11,800).

As always, if you have any questions, please don't hesitate to let me know. Thank you.



WOODRIDGE
SCHOOL DISTRICT 68

memo

RECOMMENDATION

It is the recommendation of the Administration that the Board approve the professional service contracts, as presented above, for Wight & Company (architectural and engineering services) and International Contractors (construction management services). Wight's fee would not exceed 9% and ICI's fee would not exceed 3%, plus reimbursable expenses, and the actual cost would be based on final, approved contracts resulting from the bid and board approval process. This does not include costs for insurance, contingency allowances and other miscellaneous reimbursable expenses. With Board approval, the Administration would sign the necessary contracts and service agreements, and prepare purchase orders, to begin working with these professional service firms to develop bids specs and design drawings, bid out the work this fall, and bring recommendations to the Board this winter, in order to schedule the work next spring and complete the work next summer.