

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: January 24, 2024

NUMBER: 24-084

FR: Office of the Superintendent

SUBJECT: Approval of Contract for
Capital Project
Management Services

STRATEGIC PLAN/BOARD GOAL:

Ensure budget integrity and transparency.

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting LLC for Capital Project Management Services starting February 1, 2024 and ending June 30, 2024.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District has contracted with Project Resources (Kathy Christy) for many years and received notice from Kathy that she was getting ready to retire, which prompted the District to advertise a request for proposals in November of 2023 to request capital project management services. The District received one proposal from DD Strait Consulting, LLC (Dena Strait). Dena has been working with Kathy Christy and the District on projects since the summer of 2022 and is familiar with the District's capital project needs.

DD Strait Consulting's proposal (attached) outlines her billable hourly rate as well as the billable hourly rates for her two employees. The current contract that the District has with DD Strait Consulting, LLC. is for \$49,800. Dena nor I see a need to increase that contract dollar amount at this time, and with the approval of the board, the services outlined in the original contract will be amended to include all Capital Project Management Services for the District for the remainder of FY24.

Funding Source: Capital Project Budget(s)

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services;
2. Disapprove the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and DD Strait Consulting, LLC to award a contract for capital project management services.