

Manor Independent School District
Board of Trustee Workshop Agenda Item
May 2, 2022

INFORMATION ITEM SHEET

RE: Review and consider proposed contract amendment to Owner’s Third-Party Representative/ Program-Project Management Services Agreement with Hoar Program Management, LLC (“HPM”) related to 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 1: ACADEMIC ACHIEVEMENT GAPS- By 2026, 100% of Manor ISD scholars will graduate prepared for college, career, trade, and/or military services based upon their individual goals.

Goal 2: COMMUNICATION- By 2026, 100% of Manor ISD communication to all scholars, family, staff, & community members will be interactive, accurate, timely, & accessible to ensure the Manor ISD community is routinely informed.

Goal 3: COMMUNITY & FAMILY ENGAGEMENT- By 2026, Manor ISD will collaboratively engage in opportunities with 100% of families, as well as new and existing community partners.

Goal 4: EQUITY & INNOVATION- By 2026, 100% of Manor ISD scholars, staff, campuses, and school communities will have equitable access to innovative academic, human, financial, capital, technological, and all other necessary resources and supports.

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.

Goal 6: STAFF DEVELOPMENT- By 2026, Manor ISD will attract, develop, and retain highly-effective staff through an environment of equitable opportunity, growth, & innovation.

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Background Information:

The Board approved HPM as the Owner’s Third-Party Representative/Program-Project Manager for several construction projects last year. Since that time, there has been changes in the projects, including postponing the Performing Arts Center. There has also been a change in the HPM Staffing Plan as one team member moved out of state. Administration has negotiated a contract amendment to address these issues that will also save the District \$450,000.

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

- Change in duration: from August 2024 to March 2024.
- Change in project responsibility: with the PAC canceled HPM will be assuming a full Program Manager role for the 2 multipurpose facilities and the practice gym.
- Addition of a Program Manager at no cost to the owner to manage the elementary school.
- Deletion of requirement for Manor ISD to add staff role or increase cost of agreement by \$409,639.

Fiscal Implications:

The amendment comes at no additional cost, but Manor ISD will no longer have to choose between adding a program manager staff position or pay an additional \$409, 639. So, there is a potential savings up to \$409,639.

Administrative Recommendation:

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

Mr. Joe Mendez

Contact Person

Dr. Andre Spencer

Approved by Superintendent