



December 14, 2020

To: Dr. Josh Swanson
From: Business Office
Re: Seek Bids for Lower Campus Updates

The authorization to seek bids is requested by management and begins the process to make deferred maintenance upgrades and space usage updates. This project will be to renovate classrooms and office space at Lower Campus.

The district's 45,000 square foot lease of the Education Center from the City of Eden Prairie will end in 2021. Community Education programs and staff will return to district-owned property at Lower Campus, reducing liability and expenses currently incurred by leasing. Renovations will include a secure entrance with welcome desk, offices for Community Education staff, and increased utilization of existing classrooms. Approval to seek bids will allow timely development of project specifications and plans to solicit bids from contractors.

Funding for this project will come from a variety of sources including long-term facilities maintenance revenue, along with budgeted general and capital funds. This project has been planned and is on the list for updates in summer 2021.