

Board Agenda Item — Action

Meeting Date: October 23, 2025

Topic: Approval of Professional Services Contract with ZCS Engineering & Architecture for Mulino Elementary School Seismic Rehabilitation Grant Project

Presenter: Andy Campbell, Chief Financial Officer

Department: Business & Operations / Facilities

Background

Molalla River School District (MRSD) has been awarded a Seismic Rehabilitation Grant Program (SRGP) grant for improvements at **Mulino Elementary School totalling \$2,499,900.00**. The SRGP (administered by Business Oregon) funds structural and related life-safety upgrades to improve building performance during seismic events. The District issued a qualifications-based selection (QBS) process in accordance with **ORS 279C.110** for architectural/engineering services and identified **ZCS Engineering & Architecture (ZCS)** as the most qualified firm based on experience with K-12 SRGP projects, structural engineering expertise, and successful delivery of similar work statewide.

Scope of Services

ZCS will provide full A/E and related professional services for the SRGP project at Mulino Elementary, including:

- Project management, code review, and coordination with SRGP requirements
- Structural engineering design for seismic strengthening
- Architectural support, drawings/specifications, cost estimating, and value engineering
- Bidding and procurement support, construction administration, and close-out
- Grant compliance documentation, schedule/reporting, and coordination with Business Oregon

Fiscal Impact & Funding Source

- **Contract Amount (NTE): \$321,200** (not-to-exceed), inclusive of reimbursables.

- **Funding:** SRGP grant funds. Costs are **grant-eligible and reimbursable** consistent with the awarded budget.
- **General Fund Impact:** None anticipated beyond routine administrative oversight.
- **Contingency/Authority:** Authorization includes change orders up to a cumulative **10%** of the original contract value, within the SRGP budget.

Procurement/Compliance

- Selection conducted under **Qualifications-Based Selection (QBS)** per **ORS 279C.110** for professional services.
- Standard MRSD contract terms and insurance requirements will apply.
- The contract has been reviewed for consistency with SRGP grant conditions.

Recommendation

Staff recommends the Board **approve** the professional services contract with ZCS Engineering & Architecture for the Mulino Elementary SRGP project in the **not-to-exceed amount of \$321,200**, and authorize the Superintendent or CFO to execute the agreement and subsequent change orders up to **10%** of the original contract value, provided all costs remain within the SRGP budget.