

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: November 7, 2022

Subject: **CONSIDER AND TAKE POSSIBLE ACTION REGARDING THE AGREEMENT FOR
ENGINEERING SERVICES WITH WHEATON ENGINEERING FOR THE HVAC UPGRADES
PROJECT, INCLUDING POSSIBLE DELEGATION OF AUTHORITY TO THE
SUPERINTENDENT TO NEGOTIATE AND EXECUTE THE FINAL CONTRACT**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

☐

Information Only

☒

Action Needed

B. Authority for this Action:

☐

Local Policy _____

☒

Law or Rule

CH LOCAL, TEC 44.031

C. Strategic Objective, Goal, or Need Addressed:

The objective is to give authority to the Superintendent of Schools to execute a contract with Wheaton Engineering for the HVAC project.

D. Summary:

In November 2021, the Board of Trustees qualified three (3) firms under the RFQ for Design and Construction Administration Services to provide architect / engineering services to the District. Wheaton Engineering was one of the firms qualified. Wheaton Engineering has successfully assisted other districts with HVAC upgrades and as a result the district feels the firm is best qualified to complete the HVAC upgrades project.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

It is administrations recommendation that the Board of Trustees delegate the Superintendent of Schools authority to negotiate and execute the final contract with Wheaton Engineering for the HVAC Upgrades project.

H. Fiscal Impact and Cost: 50,000+ (ESSER III Funds)

I. Monitoring and Reporting Time-Line: FY 2023 and possibly FY 2024