



BOARD MEETING MEMORANDUM

Board Meeting Date: August 12, 2025

From: Dr. Maria Treto-French, Assistant Superintendent/CSBO

Re: Request for Proposal to engage an Owner's Representative

Attachments: Request for Proposals (RFP) to engage a qualified Owner's Representative

Agenda Location: Consideration to Approve: Action Items

Rationale:

The District is moving forward with the construction of a new Early Learning Center that will house our Parents as Teachers program, early learning classes, kindergarten, before- and after-school care, preschool, and special student services. This is a major, multi-faceted project with significant financial investment, a tight construction schedule, and complex regulatory requirements. To protect the District's interests and ensure the project's success, we recommend engaging a qualified Owner's Representative.

The Owner's Representative will serve as the District's dedicated advocate, overseeing all phases of the project from planning and design through bidding, construction, and occupancy. Responsibilities will include reviewing plans and bid specifications, evaluating contractor proposals, monitoring budget and schedule, coordinating communication among stakeholders, ensuring quality control, managing contingencies, and providing regular progress reports.

By bringing specialized expertise in project management, construction oversight, and regulatory compliance, the Owner's Representative will help ensure this facility is delivered on time, within budget, and to the quality standards our community expects.

Recommendation/Motion:

The administration recommends that the Board approve authorization for the administration to issue a Request for Proposals to engage a qualified Owner's Representative to oversee planning, design, bidding, construction, and occupancy of the new Early Learning Center, ensuring the project is delivered on time, within budget, and to District standards.