

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** November 25, 2025

**NUMBER:** 26-056

**FR:** Office of the Superintendent

**SUBJECT:** Approval of  
Design Contract for  
Childcare Center

### **ABSTRACT:**

Board approval is required to expend \$50,000.00 and higher.

### **ISSUE:**

At issue is board approval of the award of contract for design services to Burkhart Croft Architects for design of the Childcare Center Renovation in the 6<sup>th</sup> Grade Pod of KMHS not to exceed \$150,000, and to be reimbursed by Maniilaq.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

Maniilaq, as part of the Iliigaat Munaqsriaviat Childcare Working Group, is working with the District to establish a Memorandum of Understanding to renovate part of KMHS into a childcare center. The center will renovate a 4 classroom pod and adjacent spaces to serve 42 children ages 6 months through Pre-School. Under the MOU, the District will utilize our design term contractor and CIP Manager contractor for the project. All funding is from Maniilaq through reimbursement to the District.

Design work is needed for the renovation and Burkhart Croft is the District's current design term contractor, thus procurement is complete, and the work can begin immediately. Burkhart Croft completed a code and feasibility study for the work in early November. While the project budget is not yet established, \$150,000 in design should cover the vast majority, if not all, of the needed design phase of work. Because the contract is through the District, but funded from another source, Board approval of the contract is required.

Administration requests Board approval to contract with Burkhart Croft Architects for the design and approval of the delegation of contract and budget authority to the Superintendent.

### **ALTERNATIVES:**

1. Approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and to approve the delegation of contract and budget authority to the Superintendent, as presented.
2. Do not approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and do not approve the delegation of contract and budget authority to the Superintendent, as presented.

3. Take no final action.

**RECOMMENDATION:**

The administration recommends the Board approve the award of the contract for design to Burkhart Croft Architects for an amount not to exceed \$150,000, to be reimbursed by Maniilaq, for the Childcare Center Renovation and approve the delegation of contract and budget authority to the Superintendent, as presented.