

Livonia Public Schools

Director of Operations

To: Andrea L. Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: June 5, 2018

Re: Recommendation for Roofing Consultant – Johnson Elementary

I would like to request adding an agenda item to the Monday, June 11, 2018 Committee of the Whole meeting to discuss re-engaging Roofing Technology Associates (RTA) for the design work and construction administration services on the proposed roofing replacement at Johnson Upper Elementary (summer 2019 project) through the sinking fund.

The attached recommendation letter from the District's owner's representative, Plante Moran CRESA, gives detail of the agreement between the District and RTA. To summarize, the District has been satisfied with the design and consultation work provided by RTA thus far with the summer 2018 roofing projects, and has requested a formal proposal from RTA to re-engage them for the summer 2019 roofing project at Johnson. Their proposal keeps their fee consistent with their current rate (2.8% of project budget) and totals \$48,000 for the work on Johnson. This total is under the amount where I, as the Director of Operations, am allowed to approve a change request. However, I prefer to update the Board and ask them for direction on whether they wish to re-engage with RTA.

Please let me know if there are any questions. Thank you.

PF/ko

c: Board of Education