


# Memorandum

**To:** Cathy Erickson, CFO / Director of Business Services  
School Board Members

**From:** Dave Spooner   
Manger of Facilities

**Date:** August 13, 2019

**Re:** MRJ Consultants, LLC - Proposal for Design, Bid, and Associated Construction  
Observation and Administration Services – FY-21 Congdon Park Tuck Pointing &  
FY-22 Congdon Park Exterior Window Replacement.

Attached are two copies of an agreement with **MRJ Consultants, LLC**, to provide professional design services as indicated and defined in the attached proposal dated August 8<sup>th</sup>, 2019. This agreement is to provide professional exterior building enclosure consulting services for both the planned tuck pointing and window replacement projects at Congdon Park Elementary School as defined in the Districts 10 Year Capital Plan.

This is a multi-year agreement, with the tuck pointing scheduled for the summer of FY-21, and the window replacement scheduled for the summer of FY-22. The fee for this combined work is based on a two year total not to exceed fee of \$60,400

## **Recommendation:**

It is recommended that the Duluth School Board approve entering into an agreement with **MRJ Consultants, LLC**, to perform the work scope as defined in the attached proposal dated August 8<sup>th</sup>, 2019, with total estimated not to exceed fees of \$60,400.00.

Enclosures