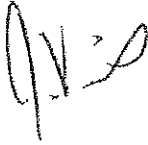




MEMORANDUM

Date: November 15, 2017

To: Members of the Board of Education

From: Jerry Vincent, Chief Operating Officer 

Subject: Amendment to DayCPM Health & Safety Project Management/Construction Management Contract
Request for Contract Amendment to Exceed 125%

This Memorandum provides background for our request to exceed 125% on an amendment to the DayCPM Health & Safety Project Management/Construction Management Contract.

As background, the original contract for DayCPM in the amount of \$100,000 was executed in July, 2017 as part of a pilot water quality and lead paint project in order to come up processes and procedures that would address these critical health and safety issues. Specifically, between July and October, 2017, the DayCPM team worked with District health and safety staff to develop standard operating procedures for replacement and testing of water fixtures at the first 15 school sites. Because of their recent success in bringing the water back online at the first several schools, we would like to continue their management of this work for the next group of schools so that we can ensure that a replicable system is in place for the balance of sites in the District. As they have reached the current limit on this contract, we would like to amend it to include an additional \$100,000 of project management and construction management fee to lay the foundation for future health and safety work.

At the same time, we are working with Purchasing & Contracting to develop a longer-term Request for Proposal (RFP) approach that would allow the District to solicit for general health and safety project management and construction management services over a period of a year or more.

We are requesting approval of this request to increase DayCPM's contract by \$100,000 to allow the RFP process to be completed and a new project management/construction management firm to be selected. If we can't amend DayCPM's contract, it would cause unreasonable additional cost and delay in critical health and safety work currently underway.