



Hillsboro School District 1J

August 6, 2018
Board Meeting

Board of Directors

Lisa Allen • Martin Granum • Erika Lopez • Yadira Martinez • Jaci Spross • Kim Strelchun • Mark Watson

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
The River House, 4000 SE Rood Bridge Road, Hillsboro, OR 97123

Board Meeting Agenda
August 6, 2018
8:00 AM

Please note that the estimated times listed below for specific agenda items are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. 8:00 AM - Board Work Session - Retreat
 - A. Breakfast and Team-Building Activity 1
Time: 8:00 AM, 20 minutes
 - B. Recess Board Meeting; Convene Meeting of the Local Contract Review Board
Time: 8:20 AM, 5 minutes
 1. Public Hearing Regarding Exemptions from Competitive Bidding Requirements
 - a. Public Testimony
Presenter: Lisa Allen
 - b. ACTION: Review and Approve Findings of Fact for Use of a Request for Proposal with Competitive Bid Process for the Security Systems in Buildings in 2018-2022 6
Presenter: Don Wolff
 - c. ACTION: Review and Approve Findings of Fact for Special Procurements and Exception from Competitive Bidding, and Authorize a Specific Professional Services Provider 9
Presenter: Don Wolff
 - C. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting
Time: 8:25 AM
 - D. ACTION: Approve Revised Agreement Regarding Easement for Turn Lane at NE 12 Brookwood Parkway and NE 49th Place, Hillsboro
Presenter: Michelle Morrison
Time: 8:25 AM, 5 minutes
 - E. Board Professional Development – Equity Report and Discussion
 1. Leading with Race Report – Presentation of Findings
Presenter: Shweta Moorthy, Edna Nyamu, Olga Acuña
Time: 8:30 AM, 45 minutes
 2. Equity Discussion
Presenter: Mike Scott
Time: 9:15 AM, 45 minutes
 - F. Recess Meeting
 - G. Break
Time: 10:00 AM, 10 minutes
 - H. Reconvene Meeting
Time: 10:10 AM
 - I. Team-Building Activity 2

Time: 10:10 AM, 10 minutes

J. Planning Ahead

1. 2016-2021 Strategic Plan

Presenter: Mike Scott / Beth Graser / Dayle Spitzer / Travis Reiman

Time: 10:20 AM, 40 minutes

a. Year 2 Highlights (2017-18)

b. Year 3 Planning / Goals (2018-19)

2. OSBA Advocacy / HSD Local Option Levy Discussion

a. OSBA's Plans for the Upcoming Biennium

Presenter: Lori Sattenspiel

Time: 11:00, 30 minutes

b. Local Option Levy Discussion

Presenter: Mike Scott / Beth Graser

Time: 11:30 AM, 60 minutes

1. Review Data Regarding Community Perception and Appetite for Local Option Levy

2. Strategy / Timing Discussion

K. Recess Meeting

Time: 12:30 PM

L. Lunch Break

Time: 12:30 PM, 30 minutes

M. Reconvene Meeting

Time: 1:00 PM

N. Team-Building Activity 3

Time: 1:00 PM, 10 minutes

O. Planning Ahead

Presenter: Mike Scott

Time: 1:10 PM, 55 minutes

1. Board Meeting Planning Document Review

In addition to the topics listed, what else would Board members like to learn about? (Brainstorm topics and format - Board meetings, field trips, book study, other ideas....)

2. Board Discussion – Goals and Priorities

3. 2019-20 Board Meeting Dates

P. Board Professional Development Discussion

1. Committee Opportunities

Presenter: Mike Scott

Time: 2:05 PM, 10 minutes

2. OSBA Summer Conference Reports

Presenter: Erika Lopez, Yadira Martinez

Time: 2:15 PM, 20 minutes

3. NSBA Conference Planning

- March 30 - April 1, 2019: Philadelphia, PA

- April 4 - 6, 2020: Chicago, IL

Presenter: Mike Scott

Time: 2:35, 5 minutes

- Q. Review of Board Budget
Presenter: Mike Scott / Michelle Morrison
Time: 2:40 PM, 10 minutes
 - 1. Review of Expenditures
 - 2. Planning
- R. Bond Update
Presenter: Adam Stewart
Time: 2:50 PM, 15 minutes
- S. ACTION: Authorize Leasing of Warehouse Space for Bond Projects 19
Presenter: Adam Stewart
Time: 3:05 PM, 5 minutes
- T. Recess Meeting
Time: 3:10 PM
- U. Break
Time: 3:10 PM, 10 minutes
- V. Reconvene Meeting
Time: 3:20 PM
- W. Team-Building Activity 4
Time: 3:20 PM, 10 minutes
- X. Teamwork / Communication / Evaluations
 - 1. Superintendent / Board / District Evaluation Timelines
Presenter: Mike Scott
Time: 3:30 PM, 10 minutes
 - 2. Board Evaluation Orientation
Presenter: Greg McKenzie
Time: 3:40 PM, 15 minutes
 - 3. Review Working Agreements
Presenter: Mike Scott
Time: 3:55 PM, 20 minutes
 - 4. Communication
 - Board / Superintendent
 - Board / Cabinet
 - Board EmailsPresenter: Mike Scott
Time: 4:15 PM, 15 minutes
- Y. Information / Updates
 - 1. Dual Credit Report
Presenter: Travis Reiman
Time: 4:30 PM, 30 minutes
 - 2. Security Advisory Committee
Presenter: Mike Scott / Casey Waletich
Time: 5:00 PM, 45 minutes
- Z. Board Discussion Time
Time: 5:45 PM, 15 minutes

AA. Final Team Builder / Adjourn
Time: 6:00 PM

2. Next Meetings of the Board of Directors:
- September 11, 2018 - Work Session
 - September 25, 2018 - Regular Session

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

**HILLSBORO SCHOOL DISTRICT
LOCAL CONTRACT REVIEW BOARD HEARING
August 6, 2018
REVIEW AND APPROVE FINDINGS OF FACT FOR USE OF A REQUEST FOR
PROPOSAL WITH COMPETITIVE BID PROCESS FOR
THE SECURITY SYSTEMS IN BUILDINGS IN 2018-2022**

SITUATION

The pre-design work on the security system projects is proceeding. At this time, the management team working on the projects has evaluated a method to design security systems utilizing a Request for Proposal with Competitive Bid (RFP/CB) process.

Historically, public construction projects are competitively bid and awarded to the responsible low bidder. During recent project coordination meetings, the RFP/CB contracting method has been discussed. This process involves the selection of a Contractor and a Security System Manufacturer, or Manufacturers, utilizing criteria established by the District, with competitive bids. The RFP/CB method has been successfully implemented by the following public agencies:

- Gresham-Barlow School District
- Salem-Keizer School District
- Hillsboro School District
- Forest Grove School District
- Multnomah County
- Port of Portland

ORS 279C.335 permits the Local Contract Review Board, which for the Hillsboro School District is the Board of Directors, to exempt specific projects from the requirements of ORS 279C. In doing so, the statute specifically says that the Local Contract Review Board shall, “where appropriate, direct the use of alternative contracting and purchasing practices that take account of market realities and modern or innovative contracting and purchasing methods, which are also consistent with the public policy of encouraging competition.”

Oregon law and a duly adopted resolution of the Hillsboro School District permits the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that lead to the exemption of certain projects and contracts from traditional competitive public bidding. Selection of the Contractor and Security System Manufacturer, or Manufacturers, for these projects will utilize a Request for Proposals that will require pricing and/or bids. The Request for Proposals will include specific criteria to be utilized for the selection. Proposals from the firms will include competitive bids from contractors for the installation and manufacturers for the components and software.

ORS 279C.335(4) requires the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments on the Hillsboro School District draft

findings. Notice of this public hearing must be advertised 14 days prior to the hearing. Notice of public hearing was advertised in the Daily Journal of Commerce on July 24, 2018.

FINDINGS OF FACT

1. Project Descriptions

- a. Contractor will prepare and install appropriate components for video surveillance, building access controls, and security and safety notification systems in all schools and the administration building.
- b. Manufacturer, or Manufacturers, will provide the needed hardware and software, along with the appropriate support and training to manage the systems for each of the security components being installed in the schools and administration building.

2. Rationale to Utilize RFP/CB Method

a. Competition

It is unlikely that such an exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts. The Hillsboro School District will receive written proposals for contractors and manufacturers with the experience required to complete the projects. The process will utilize a Request for Proposals that will be publicly advertised, and the Hillsboro School District may interview the firms before recommending a firm to the Board.

b. Procurement of Long Lead Items

The RFP/CB method will allow the early procurement of long lead materials and equipment. Examples include automated door locking/unlocking components, security cameras, video storage devices, and public address systems. Early procurement should result in cost savings.

c. Schedule Complexity

The project will face tight construction schedules to achieve timely use by schools and the District. This is a large undertaking over a large number of buildings and by phasing the completion of the installation and turn-up of the systems, the schedule efficiency required can be achieved. The RFP/CB process allows the phasing that will be required.

d. Change Order Cost Control

By proposing a fixed cost for overhead and profit for additional scope, the contractor's fixed fee is added to the actual cost of the change. It is expected that this will be less than the standard costs added to change orders on projects awarded to a bondable, low bidder. Reduction of overhead and profit on changes should result in cost savings.

e. Market Conditions

Many contractors, subcontractors, and manufacturers are being impacted by the quantity of work to be bid in the next three years. Currently, the cost of materials and labor is adjusting to the market. Ordering materials and equipment may take longer now, as manufacturers and distributors are not keeping large amounts of

inventory in stock. The approved firms will order materials and equipment in a timely manner from manufactures and distributors who can deliver the material and equipment on time to avoid delays caused by late shipments.

f. Qualified Management

The project management team working on these projects is well equipped to manage the complexities of an RFP/CB construction process.

3. Operational, Budget, and Financial Data

The RFP/CB should result in efficient installation, thus minimizing acceleration costs to get the improvements ready for use by the schools.

4. Public Benefits

The primary public benefit is an expeditious completion of the projects. The sooner these systems can be installed and operational, managed by trained personnel, the sooner the District can deliver an enhanced and safer environment for students and staff. The RFP/CB process will allow these projects to be completed more quickly and effectively.

5. Technical Complexity

Completing a project of this size and scope, which includes all schools, is a complex project. The RFP/CB process will assist the District in addressing this technical complexity and should save time and reduce expenditures in the projects.

6. Value Engineering

The value engineering process allows the project team to evaluate quality products and life cycle costs, thereby helping to reduce operating costs.

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the Hillsboro School District draft Findings of Fact supporting a specific exemption from competitive bidding requirements for the use of the Request for Proposals with Competitive Bid process for the security systems installation at all schools and the administration center during the span of the current bond, 2018-22, and take action on the following motion:

I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for the use of the Request for Proposals with Competitive Bid process for the security systems installation at all schools and the administration center.

**HILLSBORO SCHOOL DISTRICT
LOCAL CONTRACT REVIEW BOARD HEARING
August 6, 2018**

**REVIEW AND APPROVE FINDINGS OF FACT FOR SPECIAL PROCUREMENTS
AND EXCEPTION FROM COMPETITIVE BIDDING, AND AUTHORIZE A SPECIFIC
PROFESSIONAL SERVICES PROVIDER**

SITUATION

The design work on many projects approved by voters in November 2017 is well underway. The management team has approved a number of projects throughout the Hillsboro School District (District) that will require Division 27 and 28 design.

Historically, public improvement contracts are competitively bid and awarded to the responsible low bidder, and such solicitation may not always specify particular products, equipment, or vendors. During project coordination meetings, the financial and operational benefits to purchase consultation and design services, as they relate to Division 27 and 28, have been discussed. This process involves the selection of a specific vendor/contractor to provide these services to the District. Utilizing a process allowed in the State of Oregon to exempt this service from the standard bid process will be beneficial to the District. Awarding an exemption from the competitive bidding process to work directly with one Division 27 and 28 design consultant will make design, upgrades, installation of new systems, maintenance, replacement, training, and operation much more efficient, and will ensure the integrity of the complicated communications systems already in place.

Division 27 and 28 are two of the fifty divisions of construction information defined by the Construction Specifications Institute. Division 27 deals specifically with communications and the construction specifications that guide the installation and work on communication systems in a building. This includes phone and public address (PA) systems, and can be as varied as the local area networks that connect to the Internet. Division 28 targets specifications for electronic safety and security. These specifications cover systems that govern access controls to buildings, video and camera systems, and other aspects that provide electronic safety and security in a building.

Public agencies that have used this process include:

- Beaverton School District
- Salem-Keizer School District
- Oregon State University

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to award an exemption to following the competitive bidding process upon making certain findings. In doing so, the statute specifically says

that the public improvement contract awarded under the exemption “will likely result in substantial cost savings and other substantial benefits to the contracting agency.”

Oregon law and the duly adopted resolution of the Hillsboro School District permits the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that allow Special Procurements and Exemptions from Competitive Bidding.

The Oregon Public Contracting Rules require the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments and make a final decision on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing. Notice of public hearing was advertised in the Daily Journal of Commerce on July 18, 2018.

FINDINGS OF FACT

Project Descriptions

Provide consultation, design, specifications, standards development, ensure adherence to standards, support procurement, and develop documentation for projects that have Division 27 and Division 28 components in the scope of work; assist with oversight, and installation where needed, in buildings owned by the District.

Rationale

Based upon the above analysis, selection of a specific consultant that the District is familiar with, and that is also familiar with the District, its buildings, and the standards already in place across the District, qualifies for an exemption from competitive bidding, based upon the following findings under ORS 279C.345(2):

- The cost and availability of specialized expertise that is necessary for improvements to the District.
- The value engineering techniques available may decrease the cost of improvements to the District.
- Granting the exemption will improve the District’s ability to address the size and technical complexity of improvements.
- It is unlikely that the exemption will encourage favoritism in awarding public improvement contracts.

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the

Hillsboro School District draft Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding, review these Findings of Fact, and take action on the following motion:

I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding, and authorize the use of a specific professional services provider, NIS Consulting, when the administrative project management team believes this is in the best interest of the Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
August 6, 2018
APPROVE REVISED AGREEMENT REGARDING EASEMENT FOR TURN LANE
AT NE BROOKWOOD PARKWAY AND NE 49TH PLACE, HILLSBORO

SITUATION

On June 26, 2018, the Board authorized an agreement for an easement on District property for a turn lane onto NE 49th Place. The project would provide entry access for Administrative Center staff as well as the personnel of the new credit union headquarters building.

Since the June meeting, the “right-of-way agent” has notified the District on behalf of the City of Hillsboro regarding necessary modifications to the NE Brookwood Parkway Improvement Project. The modifications are related to the grade and plane required per survey to accommodate the turn. The attached project overview provides specifications for the modification.

District staff will consult with a local realtor to confirm the revised compensatory amount to be of fair market value. The city representative has confirmed that the design of the project will not reduce the amount of parking available at the Administrative Center. In order for the project to proceed as described, the Board must authorize the granting of the easement on District property.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the revised easement documents and act on the following motion:

I move that the Board of Directors approve an easement to the City of Hillsboro for a traffic turn lane from NE Brookwood Parkway onto NE 49th Place, Hillsboro, for consideration of fair market value.

After recording, please return to:
Washington County, Grantee
LUT, Right-of-Way Section
1400 SW Walnut St. Mail Stop #18
Hillsboro, OR 97123-5625

Until a change is requested all
tax statements shall be sent to:
No Change

DEDICATION DEED

Hillsboro School District 1J, a public school district of the State of Oregon, Grantor, in consideration of the granting of a **Land Use Development Review Approval, City of Hillsboro Case File DR-056-16**, which is the whole consideration, does hereby grant to WASHINGTON COUNTY, a political subdivision of the State of Oregon, Grantee, on behalf of the public, for the use of the public forever, the following easements in that certain real property situated in the County of Washington and State of Oregon, described on the attached Exhibit "A," and shown on the attached Exhibit "B."

PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

Including the right to construct, operate, and maintain a public road, all customary associated uses, and appurtenant facilities forever;

PARCEL 2 – PUBLIC SLOPE EASEMENT

Including the right to construct and maintain slopes necessitated by the construction, operation, and maintenance of the public road, all public facilities, and improvements in the adjacent right-of-way. Grantee shall never be required to remove the slope materials placed by it on said property, nor shall Grantee be subject to any damages to Grantors by reasons of any change of grade of the roadway abutting on said property.

This document is intended to grant easements on the property described, not to convey fee title or any interest in the underlying property except as expressly stated herein. The easements granted shall not prevent Grantors from the use of said property; provided, however, that such use shall not be permitted to interfere with the rights herein granted. Grantor shall not be permitted to endanger the lateral support of any facilities constructed within the easements granted herein.

Grantor hereby covenants to and with Grantee that it is the owner of said property, which is free from all encumbrances, except for easements, conditions and restrictions of record, and will warrant and defend the easement rights herein granted from all lawful claims whatsoever, except as stated herein.

IN WITNESS WHEREOF, the Grantor above named, has caused this instrument to be duly signed hereto.

DATED this _____ day of _____, 2018.

Hillsboro School District 1J,
a public school district of the State of Oregon

By: _____
Name: _____
Title: _____

STATE OF OREGON)
) ss.
County of Washington)

This instrument was acknowledged before me on this ____ day of _____, 2018,
by _____ as _____ on behalf of Hillsboro School District 1J, a public school district of the State
of Oregon.

Notary Public for Oregon
My Commission Expires: _____

Accepted on behalf of Washington County, Oregon.

Dated this ____ day of _____, 2018

By: _____
Scott M. Young, County Surveyor

Approved as to form:

Cortney D. Duke-Driessen
Assistant County Counsel
Date: November 3, 2014



**DAVID EVANS
AND ASSOCIATES INC.**

WHPX0000-0025
Revised 7/23/2018
RRJ

**EXHIBIT A
LEGAL DESCRIPTION
ROADWAY DEDICATION
PARCEL 1**

A portion of Parcel 1 of Partition Plat 1999-103, a duly recorded partition plat in Washington County, situated in the northeast one-quarter of Section 28, Township 1 North and Range 2 West of the Willamette Meridian, in the City of Hillsboro, County of Washington, and State of Oregon, being more particularly described as follows:

Beginning at a point on the southerly right-of-way line of N.E. Brookwood Parkway at the northwesterly corner of said Parcel 1 of Partition Plat 1999-103, said point being South 64° 39' 48" West 866.89 feet from a 5/8" iron rod with yellow plastic cap stamped "Cooper Consultants" at the centerline intersection of N.E. Brookwood Parkway and N.E. Dawson Creek Drive; thence tracing said southerly right-of-way line along the arc of 1282.93 foot radius curve to the right, through a central angle of 7° 43' 17", an arc distance of 172.89 (the long chord of which bears North 54° 42' 59" East 172.76 feet) to a point of compound curvature on the southwesterly right-of-way line of N.E. 49th Place; thence tracing said right-of-way line along the arc of a 45.00 foot radius curve to the right, through a central angle of 97° 29' 07", an arc distance of 76.56 feet (the long chord of which bears South 72° 40' 50" East 67.66 feet); thence continuing along said right-of-way line South 23° 56' 16" East 6.41 feet; thence leaving said right-of-way line along the arc of a non-tangent 40.00 foot radius curve to the left, the radial bearing being South 66° 03' 44" West, through a central angle of 97° 17' 36", an arc distance of 67.92 feet (the long chord of which bears North 72° 35' 04" West 60.05 feet) to a point of compound curvature; thence along the arc of 1270.93 foot radius curve to the left, through a central angle of 3° 40' 38", an arc distance of 81.57 feet (the long chord of which bears South 56° 55' 49" West 81.55 feet); thence South 56° 00' 31" West 94.80 feet; thence North 34° 42' 03" West 6.98 feet to the point of beginning.

Containing an area of 2,376 square feet, more or less.

Bearings are based on Partition Plat 1999-103.

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

OREGON
JANUARY 10, 2006
ROBERT R. JACKSON
47721

RENEWS: 6/30/2019



**DAVID EVANS
AND ASSOCIATES INC.**

WHPX0000-0025
Revised 7/23/2018
RRJ

**EXHIBIT "A"
LEGAL DESCRIPTION
PUBLIC SLOPE EASEMENT
PARCEL 2**

A portion of Parcel 1 of Partition Plat 1999-103, , a duly recorded Partition Plat in Washington County, situated in the northeast one-quarter of Section 28, Township 1 North and Range 2 West of the Willamette Meridian, in the City of Hillsboro, County of Washington and State of Oregon, being more particularly described as follows:

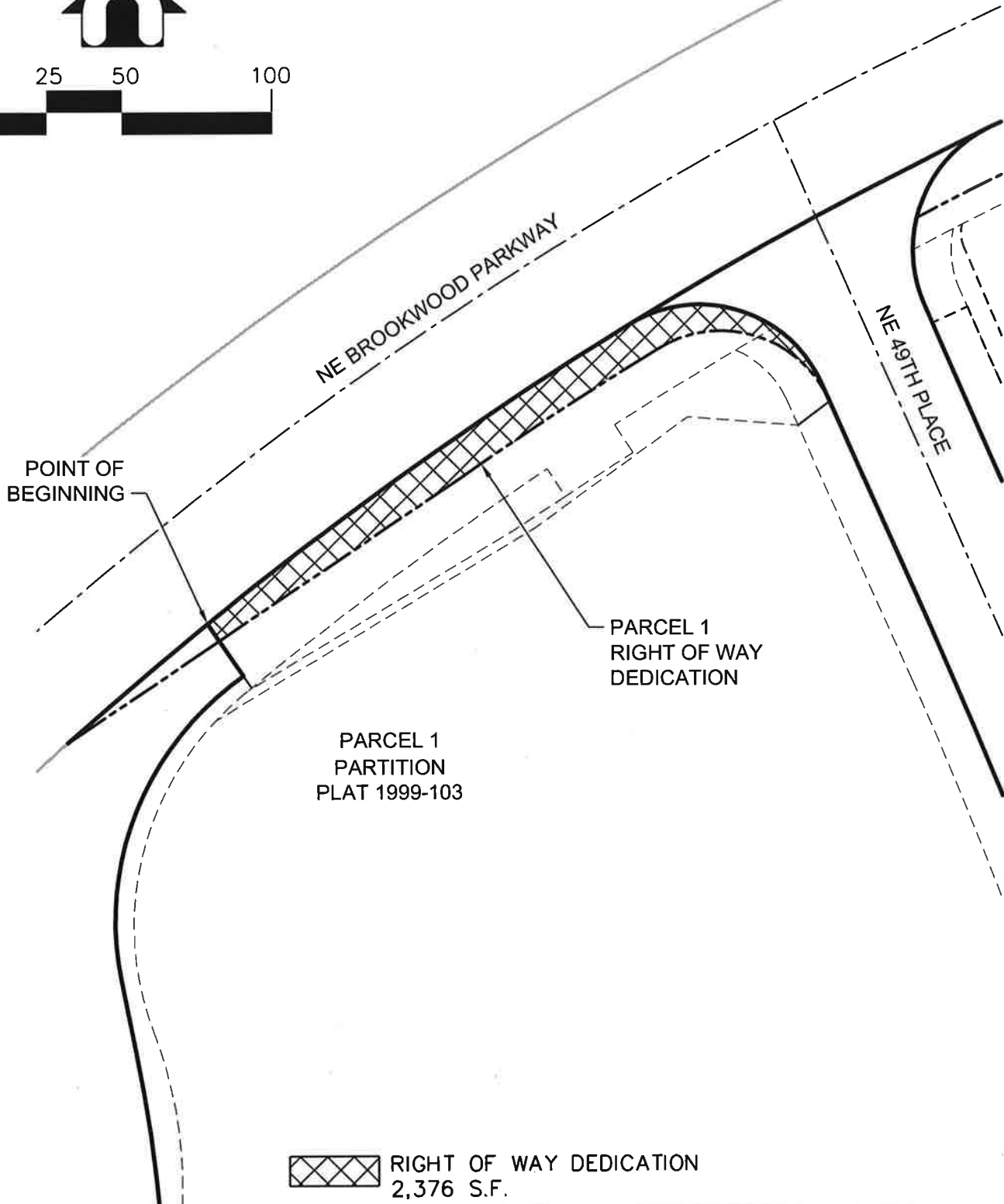
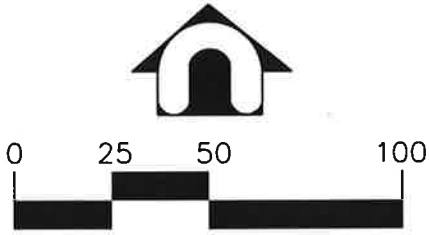
Beginning at a point on the westerly right-of-way line of NE 49th Place, a dedicated public right-of-way created in Partition Plat No. 1999-103, said point being South 62° 40' 48" West, a distance of 647.52 feet from a 5/8" iron rod with a yellow plastic cap stamped "Cooper Consultants" at the centerline intersection of N.E. Brookwood Parkway and NE Dawson Creek Drive AS SHOWN IN SAID Partition Plat 1999-103; thence leaving said right-of-way South 53° 02' 27" West, a distance of 13.34 feet; thence North 85° 20' 42" West, a distance of 37.26 feet; thence South 56° 54' 52" West, a distance of 69.46 feet; thence South 58° 57' 43" West, a distance of 101.83 feet; thence North 34° 42' 03" West, a distance of 19.33 feet; thence North 56° 00' 31" East, a distance of 94.80 feet; thence along the arc of a non-tangent 1270.93 radius curve to the right, the radial bearing being South 34° 54' 31" East, through a central angle of 03° 40' 39", an arc distance of 81.57 feet (the long chord of which bears North 56° 55' 48" East, a distance of 81.57 feet) to a point of compound curvature; thence along the arc of an 40.00 feet radius curve to the right, through a central angle of 97° 17' 36", an arc distance of 67.92 feet, (the long chord of which bears South 72° 35' 04" East), a distance of 60.05 feet to the point of beginning.

Containing an area of 5331 square feet, more or less.

Bearing are based on Partition Plat 1999-103, a duly recorded Partition Plat in Washington County



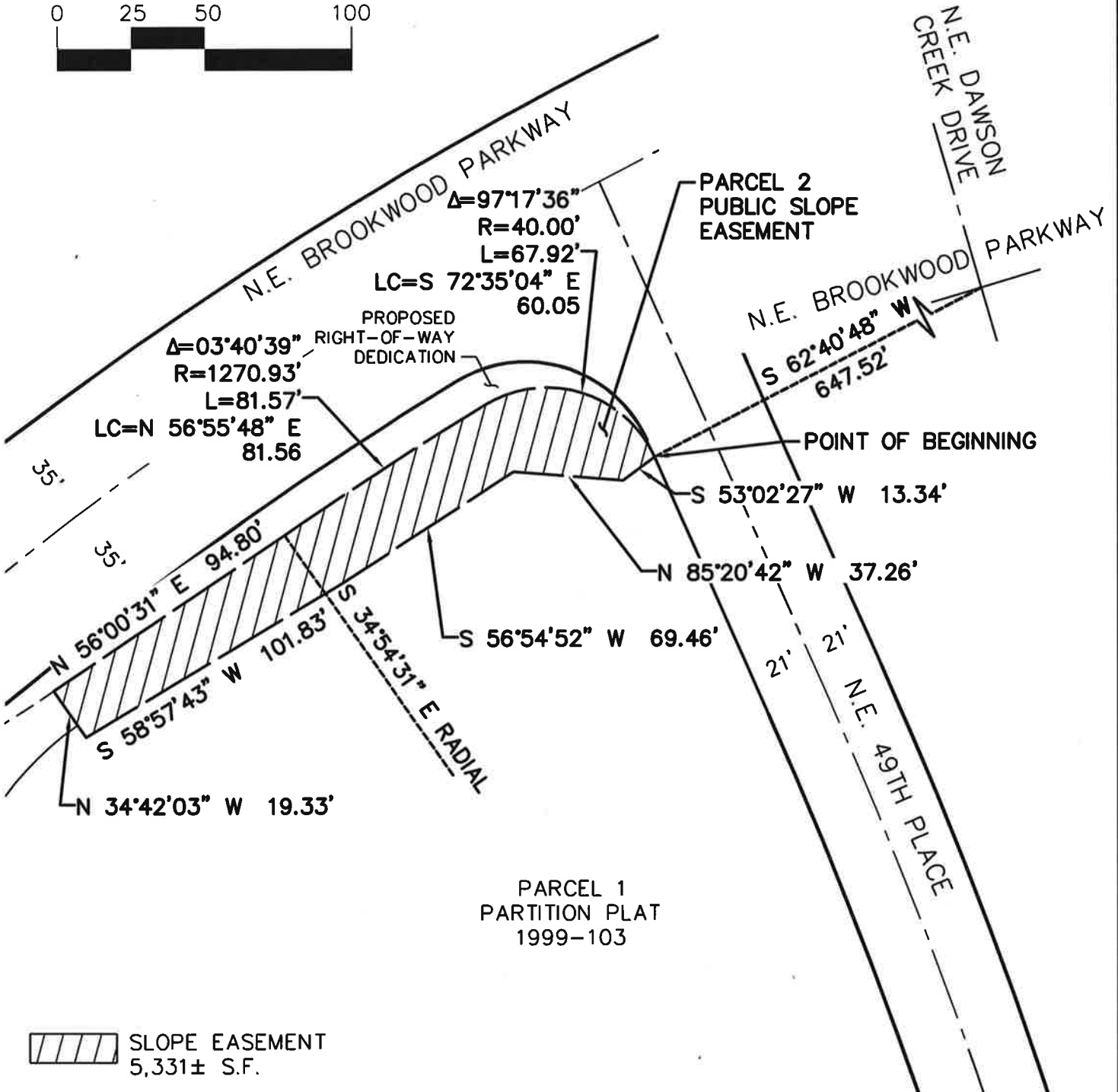
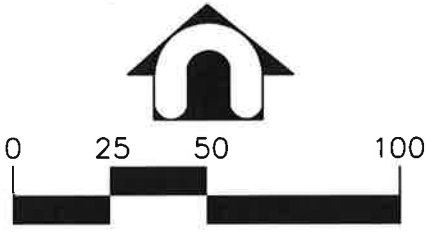
RENEWS: 6/30/2019



**DAVID EVANS
AND ASSOCIATES INC.**

2100 SW River Parkway
Portland Oregon 97201
Phone: 503.223.6663

PROJECT	EXHIBIT "B"		SHEET
TITLE	FIRST TECH FEDERAL CREDIT UNION RIGHT OF WAY DEDICATION		1 OF 2
DWG. REF.	PROJECT	SCALE	AMENDMENT NO.
SV-ED-001-WHPX0025	WHPX0025	1" = 50"	0
DRAWN BY	DESIGN BY	APPROVED BY	DATE
BLB	BLB		02/23/18



**DAVID EVANS
AND ASSOCIATES INC.**

2100 SW River Parkway
Portland Oregon 97201
Phone: 503.223.6663

PROJECT

EXHIBIT "B"

SHEET

TITLE

PUBLIC SLOPE EASEMENT

2
OF
2

DWG. REF.

SV-EM-01-WHPX0025

PROJECT

WHPX0025

SCALE

1" = 50'

AMENDMENT NO.

0

DRAWN BY

TAS

DESIGN BY

RRJ

APPROVED BY

NST

DATE

07/19/2018

HILLSBORO SCHOOL DISTRICT 1J
August 6, 2018
AUTHORIZE LEASING OF WAREHOUSE SPACE FOR BOND PROJECTS

SITUATION

One of ways the District plans to control budgets and schedules during the bond process is to order and store long-lead items (those items that will require several weeks or even months to receive on-site) and other materials that will be needed for multiple projects. The District has successfully used this approach in ordering technology, classroom furniture, and electric switch gear. Unfortunately, the warehouse space at the Maintenance Facility is now overflowing. For the past several weeks, the District's Capital Projects Officer, Adam Stewart, has been working with the District's realtor to secure additional warehouse space that can be leased for the remaining four years of bond projects. An 8,500 square-foot space has been located near the airport, which will be perfect for the District's needs. The base rent cost for the first year will be approximately \$5,000 per month plus the associated operating expenses, increasing gradually to approximately \$5463 per month (plus operating expenses) in the fourth year, and the total base rent cost of a 48-month lease will be approximately \$251,000 plus operating expenses. Although expensive, this space will more than pay for itself by allowing the District to better manage its aggressive building budgets and schedules. The Lease Agreement is currently being reviewed by the District's legal counsel, and the Board is requested to authorize Capital Projects Officer Stewart to finalize the Lease Agreement as soon it has been approved by the District's legal counsel.

RECOMMENDATION

The Superintendent recommends that the Board of Directors act on the following motion:

I move that the Board of Directors authorize the administration to sign a 48-month lease with Griffin Oaks Flex, LLC for 8,789 square feet of warehouse space, at an approximate base rent cost of \$251,000 plus operating expenses, with terms approved by the District's legal counsel.