



North Kitsap School District

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Meeting:	February 16, 2018
Category:	Management report
Subject:	Facility Condition Assessment Proposal
Goal(s):	Effective and Efficient Operations
Budget Implication:	\$202,670
Summary:	Recommendation for using Sazan Environmental Services for Facility Condition and Learning Environment Assessment.

Strategic Goals

- I. Success for All Students
 - A. Deliver instruction aligned to standards
 - B. Use instructional strategies to maximize student engagement and learning
 - C. Create safe and nurturing learning environments
 - D. Provide a variety of opportunities to meet the diverse needs of all students
- II. Stakeholder Support and Satisfaction
 - A. Optimize communication strategies which enhance transparency
 - B. Continuous district improvement based on stakeholder input
 - C. Increase stakeholder engagement
- III. Effective and Efficient Operations
 - A. Responsible allocation and expenditure of funds to meet district goals
 - B. Responsible stewardship of district assets
 - C. Clear and effective management systems

In December we issued a Request for Proposal for an Enhanced Facility Condition Assessment to include equipment inventory and preventative maintenance schedule assistance with a proposal due date of January 26, 2018. Five companies submitted proposals on time. Those companies included EMG, McKinstry, Meng Analysis, OAC-EDU, and Săzăn Environmental Services. In addition to pricing the proposal required submission of the company and team member experience, approach and methodology to the assessment, example reports of previous work. Since this is a service, lowest price is not mandated by procurement laws.

The proposals were shared electronically with the Facilities Advisory Committee, and with their input McKinstry, Meng Analysis, OAC-EDU, and Săzăn Environmental Services were chosen to be interviewed. The advisory committee members were invited to attend the interviews and Doug Newell was able to attend 2 of the 4 interviews. Interviews were conducted on February 1 and 2 with the Director of Facilities, Maintenance & Capital Programs and the Executive Director of Business, Finance & Operations.

After the interviews, the Director of Facilities, Maintenance & Capital Programs and the Executive Director of Business, Finance & Operations conducted reference checks by phone. After the proposals, interviews, and reference checks were completed, Meng Analysis and Săzăn Environmental Services clearly emerged as understanding the needs of the district and better able to provide the Facility Condition Assessment needed for immediate and long-term capital planning. However, neither firm's core services would be the best choice for equipment inventory and preventative maintenance schedule assistance. Both Meng and Săzăn (the principal consultant) are well known as K-12 providers of Facility Condition Assessments as well as Learning Environment Assessments. Conducting a Learning Environment Assessment in conjunction with the Facilities Condition Assessment will not only give the district insight into its facility needs but also establish the learning effectiveness of those facilities that will guide future capital decisions. Meng and Săzăn were asked to provide an additional proposal to include the Learning Environment Assessments and exclude the equipment inventory and preventative maintenance schedule assistance. Equipment inventory and preventative maintenance assistance for the relatively new and remodeled buildings will be addressed with a separate facilities maintenance contract.

Members of the Facility Advisory Committee met and discussed the proposals on February 15, 2018. Discussions included why Meng and Săzăn were the two firms to choose from as well as the details of their perspective proposals. Both firms offer very similar services and end products. Therefore, the deciding factors came to more qualitative factors such as locality of the firm, slight advantages in experience, presentation at the interview, and references from previous customers. After all this was considered, the Facilities Advisory Committee recommends moving forward with Săzăn Environmental Services as our Facility Condition and Learning Environment Assessment provider.