



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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September 18, 2007

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**SUBJECT:** RFP 06-056-AZ, Construction Management Services, Work Group #4  
Third Year of a Three-Year Agreement  
Cutler Associates

On October 3, 2006 official action (attached) was taken to award the above-referenced RFP to Cutler Associates for construction management services, capital facilities work plan, work group #4. This RFP is a three-year contract, renewable annually by mutual consent of the parties. The second year of the contract is due to expire on October 17, 2007.

Considering the services of the firm have been satisfactory, the vendor was contacted to verify their willingness to enter into the third year of the agreement. They have agreed in writing (attached) to do so. The estimated construction cost for this contract period is \$9.67 million (1/3 of the total amount originally estimated for the three-year contract as previously approved). We are requesting permission to issue purchase orders to the firm on an as-needed basis, based on funding as approved in the capital facilities work plan approved by the Board.

It is my recommendation at this time to enter into the third year of the agreement with the vendor noted above. The contract period will be October 18, 2007 – October 17, 2008. Should you have any questions concerning this matter, or if I can be of further assistance, please feel free to contact Mr. John Petrashek, Director of New Construction, Energy and Code Compliance, or me at your earliest convenience.

KDG/az

Attachments