

**CONFIDENTIAL MEMO**

Date: FEBRUARY 7, 2019  
For: ACTION   X    
For: INFORMATION         
Board Agenda: Yes   X    
                  No       

**FROM:** David F. Banks, Director of Procurement & General Services

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools  
Mignon Anthony, Chief Operating Officer

**TO:** The Honorable Cindy Anderson, Chair, and Members of the Alexandria City School Board

**TOPIC:** Increase to George Washington Middle School Kitchen and Cafeteria Renovation Project

**BACKGROUND:** The GW kitchen and cafeteria renovation project is a School Nutrition Services (“SNS”) funded cafeteria renovation project that received approval from the Board and commenced construction during the summer break of the 2018 school year. Board involvement was included due to this being a hybrid contract, as Capital Improvement Project (“CIP”) funding was included on the project to support necessary infrastructural improvements to the facility. SNS’ state-provided funding is prohibited, by regulation, from use on construction. The original contract was awarded to The Bennett Group, and was valued at \$1,585,769.84. Of that, SNS funding contributed \$1,200,000.00 and CIP funding contributed the balance (\$385,769.84).

**IMPACT:** Over winter break, as the work was near completion, unforeseen building conditions that were not included on any previous drawings were discovered, and now require the need for a series of activities, including the removal and relocation of structural supports, gas lines, and the provision of power to meet Code and other requirements. The value necessary to complete the additional work is \$236,879.00, which is anticipated to be funded by the overall GW Renovation project. As such, the additional funding required exceeds *Policy FEG’s* CIP project change order requirement of no more than 10% or \$50,000.00 without Board approval. Once approved for action, the anticipated project completion date will be on or before March 1, 2019.

**RECOMMENDATION:** The Superintendent recommends the School Board review the aforementioned request and consent to the increase to this contract. This matter has been placed on the consent agenda for February 7, 2019.

**ATTACHMENTS:** DRAFT Bennett Group Change Order

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