

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 11, 2003

TO: **BOARD OF EDUCATION**

FROM: Dr. J. Hairston, Superintendent

SUBJECT: **Request for Fee Acceptance – Construction Administration Services for Systemic Renovations at Dundalk Middle School**

ORIGINATOR: J. Robert Haines, Deputy Superintendent of Business Services

RESOURCE PERSON(S): Donald F. Krempel, Ph.D., Executive Director, Department of Physical Facilities
Richard H. Cassell, Administrator, Office of Engineering and Construction

RECOMMENDATION

That the Board of Education approves a request for fee acceptance.

Request for Fee Acceptance – Construction Administration Services for Systemic Renovations at Dundalk Middle School.

**Request for Fee Acceptance
Construction Administration Services for Systemic Renovations
at Dundalk Middle School
March 11, 2003**

On February 12, 2002, the Board of Education approved Kovacs, Whitney and Associates, Inc. to provide consultant services for the systemic renovations planned for Dundalk Middle School. At this time, the Department of Physical Facilities requests approval to utilize the services of this consultant to provide construction administration services in conjunction with the project. These services will include attending preconstruction and progress meetings, reviewing and approving submittals including shop drawings and schedules, reviewing requests for information, issuing proposal requests, reviewing and recommending change orders, reviewing and approving contractor's requests for payment, reviewing contractor's close-out documentation, and providing final completion documentation including as-built drawings.

The Department of Physical Facilities has negotiated a fee of \$78,000.00 with Kovacs, Whitney and Associates, Inc. to provide construction administration services at Dundalk Middle School. At this time, the Board's approval of the negotiated fee is requested. Funding for these services is available in Capital Budget Project #665 – Major Maintenance.

APPROVED:



Donald F. Kremmel, Ph.D.
Executive Director