

CHRONOLOGY OF THE AGENDA ITEM
Facility Space Inventory – Floor Plan Update Project
Croft & Associates, Inc.

Scope:

Approval of **Croft & Associates, Inc.** as design professional, providing **Professional Services** of facility space inventory, updated floor plans, and a room usage database districtwide. Services will be performed under RFQu 24-752-017 Continuing Contract for Professional Services as specified in the bid documents and Owner’s Criteria and Narrative Scope of Work.

Contract/Renewal Term:

The DeKalb County Board of Education (“the Board”) approved RFQu 24-752-017 Continuing Contract for Professional Services to **Croft & Associates, Inc.** as one of multiple design professional awardees

This request for the approval to use **Croft & Associates, Inc.** (pursuant to RFQu 24-752-017) for the **Facility Space Inventory – Floor Plan Update Project** is **not to exceed \$527,898.**

Pursuant to Board Policy, this request is being presented for approval as it exceeds the \$100,000 threshold.

Per Board Policy III. Competitive Selection

D). Exceptions to Competitive Selection:

h. The purchase is a continuation of an existing purchase agreement, bid, request for proposal, time and material contract, rental, lease, or purchase order duly authorized by the Board or its agent.

Purpose:

A Facility space inventory has not been performed in over 10 years. An update and verification of DCSD facility space is necessary to update our records and floor plans. The District seeks to provide an accurate account of facility space and to update all floor plans with appropriate architectural layout, room count, square footage of building(s), and age of building(s). The new floor plans for all schools and centers will help update the facility space inventory. Without updated floor plans, operations staff will not have the most accurate information to review facility layouts and plan building designs.

This request is necessary to support the District's goals to support staff effectiveness and to improve productivity and efficiency. This request also supports the District’s desire to maintain an accurate inventory of facility information and capital assets. The financial impact of the Facility Space Inventory Project will be at a cost of \$527,898. It is requested that the Board of Education approve the Facility Space Inventory Project with the BOE approved architectural firm Croft & Associates.