



Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044
(650) 738-6600 ★ (650) 557-9672 (fax)

Preparing Students for an Evolving World

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MEMORANDUM

Administrative Services

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Josephine Peterson, Chief Business Official

SUBJECT: **Approval of Contract with Brookwood Advisors – Preparation of the Developer Request for Proposal (RFP) for the Oddstad Site**

Recommendation

It is recommended that the Board of Trustees approve the contract with Brookwood Advisors for the preparation of the Developer Request for Proposal (RFP) for the Oddstad site.

Background

The Board of Trustees has been discussing options for the Oddstad Property site since 2010. At that time, the Board appointed a 7-11 Advisory Committee comprised of parents, district staff, and community members to discuss the status of the site. The Committee held several public hearings to receive community input. The final report was presented to the Board in November 2011 advising the Board to either sell or lease the property. In 2012, the Board completed the steps necessary to surplus the Oddstad Property, issued requests for proposals, and did not receive any proposals.

In 2015, the Board resumed discussions regarding the Oddstad Property. Discussions led to a proposal to build workforce housing and the Board appointed a subcommittee to gather information and public input on the possibility of building workforce housing. The Board hired Education Housing Partners (EHP) to work with the subcommittee on the project. EHP presented some options to the Board on June 22, 2016 and the Board gave further direction to conduct community outreach meetings to gather community input.

The subcommittee held two community outreach meetings on Sunday September 18th and Monday September 26th.

During the October 5, 2016 Board meeting, the Board held further discussions of the Oddstad property, taking into consideration feedback from the community outreach meetings. The Board gave direction to move forward with the workforce housing project.

During the October 26, 2016 the Board of Trustees authorized staff to issue a request for proposal (RFP) for a Design/Build Contractor (DBC). The subcommittee has determined that having a consultant knowledgeable about the requirements for a fair and comprehensive proposal prepare the RFP to solicit proposals from developer/contractors that would be able to fulfill the RFP requirements.

Contact was initiated with Brookwood Advisors, a national building developer familiar with RFP development, and, through a series of meetings with the subcommittee, gained familiarity with the Oddstad project and has provided a proposal to work with the District to develop the RFP to solicit proposals to develop and construct the project.

Attached is the Brookwood proposal defining the scope of the work for a fixed fee of \$20,000 plus reimbursable expenses.