



## Memorandum

Date: October 12, 2026

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: Long-Range Facility Planning Consultant Contract

**Background:** On August 10, 2026, the District issued a Request for Proposals (RFP) for Long-Range Facility Planning Services to include district-wide facilities assessments. The district received three responses to the request for proposals. Consertus + HMK Company was the successful proposer recommended by the RFP evaluation committee. The evaluation of the proposals was conducted and scored in accordance with the terms and conditions outlined in the solicitation document. The contract period for these services is October 1, 2026 through September 30, 2027.

**Proposal:** Following the approval of Consertus as the consultant to provide long-range facility planning services, we are presenting the professional services contract for execution. The contract establishes a fixed professional services fee of \$40,480, alongside a not-to-excess reimbursable expense budget of \$19,700 to cover travel, mileage, meals, lodging (when necessary) and project printing and materials.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the approval of the professional services contract with Consertus to provide Long-Range Facility Planning Services for the Pendleton School District.

**Motion:** I move that the professional services contract with Consertus be approved to provide Long-Range Facility Planning Services for the Pendleton School District as presented.

Motion for Approval:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_