



# UNITED TOWNSHIP

## HIGH SCHOOL DISTRICT 30

To: Board of Education

From: Kai Killam

CC: Dr. Jay Morrow, Janice Roome

Date: April 13, 2026

Re: Technology Facility Project

Board permission is requested to engage Design Engineers, Inc. of Cedar Rapids, Iowa as the project development coordinator for the United Township High School Technology Facility Project. This memo provides a high-level overview of the project, the due diligence conducted to date, and the recommended path forward.

### **PROJECT OVERVIEW**

The Technology Facility Project is a comprehensive modernization of the building's technology infrastructure that addresses safety, building operations, and the learning environment. The project encompasses six interconnected workstreams organized into the following phases:

#### ***Phase 0: Network Audit***

A complete physical network audit of the building is being conducted by Factor Technology Solutions of Davenport, Iowa. This audit will document all cable run distances, cable types, port locations, switch inventory, and IDF/MDF closet conditions across the building's 15+ intermediate distribution frame (IDF) locations. This audit provides the baseline data necessary for accurate design and RFP development in subsequent phases. The audit is scheduled to begin June 1, 2026.



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### ***Phase 1: Design, RFP Development, and Vendor Selection***

Using the audit data and District requirements, the project development coordinator will produce technology plans and specifications suitable for competitive bidding across the following workstreams:

- Structured Cabling: Replacing aging cable plant with Cat6A throughout the building
- VoIP Phone System: Replacing analog classroom phones and the aging Mitel system
- PA/Intercom Modernization: Upgrading the existing paging and intercom system to a full IP-based solution with building-wide coverage
- Security Camera Expansion: Increasing the number and coverage of cameras and unifying UTHS and UTEC onto a single platform
- Panic Alert System: Implementing a mobile panic alert badge system to enhance building-wide emergency response capabilities
- Exterior Door Security: Upgrading access control to enable remote lock/unlock capabilities, increased badge access locations, and enhanced access monitoring.

This phase also includes developing RFPs, managing vendor Q&A and bid collection, evaluating bids with scored recommendation matrices, and supporting board presentations for vendor approval. The target timeline for this phase is Summer through Fall 2026, with vendor selection and board approval anticipated in January–February 2027.

### ***Phase 2: Construction and Implementation***

Construction and installation are targeted to begin in Summer 2027. Cabling work must precede device installation, and a multi-phase rollout across more than one summer may be required depending on scheduling and system dependencies. This phase includes vendor coordination, on-site oversight during installation, dependency tracking between systems, issue and risk management, stakeholder reporting, staff training, and project closeout documentation.



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## **DUE DILIGENCE — PROJECT DEVELOPMENT COORDINATOR SELECTION**

Given the scale and complexity of this project, an independent project development coordinator is necessary to manage design, RFP development, vendor evaluation, and construction oversight across all workstreams.

Two firms were evaluated for this role:

Factor Technology Solutions (Davenport, Iowa) — Factor submitted a proposal for project management services covering planning, vendor selection, and implementation oversight. Their proposed fee was \$53,248 for project management labor. Factor's scope did not include design services or construction document development. Factor Technology Solutions has been separately engaged to conduct the Phase 0 network audit.

Design Engineers, Inc. (Cedar Rapids, Iowa) — Design Engineers submitted a comprehensive proposal covering full design services and construction oversight across all workstreams, including technology plans and specifications suitable for competitive bidding, contractor submittal review, and on-site observations. Design Engineers has prior experience working in our building and on projects of this size. Aaron Springer, RCDD (Registered Communications Distribution Designer) and Associate Principal at the firm, conducted an on-site visit and meeting with our administrative team on March 12, 2026.

## **RECOMMENDATION**

I recommend the Board approve the engagement of Design Engineers, Inc. as the project development coordinator for the Technology Facility Project. Their comprehensive scope of services, which includes full design documentation, competitive bidding specifications, and construction oversight, provides the District with an independent, qualified partner to manage this project from planning through completion. Future phases will return to the Board for separate approval as costs are finalized through the competitive bidding process.



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### **COST SUMMARY**

Estimated Project Costs:

- Construction Hard Costs: \$1,880,000
- Design Engineers Scope of Services Fee: \$135,000
- Construction Contingency (10%): \$188,000
- Active Electronics (Owner-Furnished): \$1,600,000
- Printing & Reimbursables: \$5,000

**Estimated Total Project Cost: \$4,379,200**

The estimated total project cost includes a 15% planning buffer above the base project estimate of \$3,808,000 to account for market conditions, scope refinements, and unforeseen requirements. Final costs will be determined through the competitive bidding process.