

AZUSA UNIFIED SCHOOL DISTRICT
Human Resources

PRELIMINARY CONSULTANT AGREEMENT

This is a preliminary agreement between the Azusa Unified School District and

Consultant's Name: Joe Dixon of Dixon Smart School House	
Consultant's Title: CEO of Dixon Smart School House	
<input checked="" type="checkbox"/> New Employment of this Consultant	<input type="checkbox"/> Repeat of Previous Employment of this Consultant
Date(s) of Service/Workshop: March 16th through June 30th	
Title of Service/Workshop: Project Manager – Modernization/Construction	
<u>What service will be provided?</u>	
<ol style="list-style-type: none">1. Develop a plan to implement the district's projects.2. Recommend appropriate project sequence methods that provide the best value for the district.3. Leverage available funding sources including Measure K, developer fees, redevelopment pass-through funds, federal funds, routine restricted maintenance funds, and grant funds.4. Assist with selection of professional services necessary for successful public projects including development of RFQ/P, scoring matrix, interviews, and determination.5. Documentation and interfacing required to undertake a capital facility project – CEQA, CDE, DSA, OPSC, and local agencies.6. Interacting when necessary with project approval delays typically experienced with DSA and occasionally CDE.7. Meeting with school site personnel and community members as necessary – usually a school site council.8. Assist with Citizen Bond Oversight Committee reports and meetings.9. Prepare correspondence for Cabinet and Board of Education.10. Set up accountability and transparency systems for all processes and expenditures.11. Recommend procurement strategies to achieve the best value – including providing the necessary oversight to accomplish the same.12. Project oversight including appropriate documentation such as schedules, meetings, milestones, and accountability – as the owner's representative.13. Scrutinize all pay applications from facility professionals and contractors.14. Overall management of the program.	
<u>How will this service improve District/student outcomes?</u>	
During the 2020-2021 school year the District decided to pause all bond projects until the completion of the school reorganization process. Dixon Smart School House will be tasked with ensuring transparency, accountability, and effective facilities management with our plan projects. Additionally, they will assist with the prioritization of facilities projects, attend Facilities, Maintenance & Operations, and construction meetings as needed, evaluate and recommend procurement strategies, and interact on behalf of the district with State Agencies, including the Office of Public-School Construction, DSA, and CDE. Dixon Smart School House will ensure that the construction team and architect remain on task and act in accordance with the plans outlined by the Board of Education.	

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How will we know when the consultant's objective/s are met?			
The District will know that the objectives have been through the conclusion of the Board-approved modernization plan.			
FEES: The cost, not to exceed \$25,000, will be paid from the Measure K funds.			
Personnel:		Materials:	
Travel:		Meals:	
Charged to (list the budget account):			
LCFF Base:		LCFF Supplemental/Concentration:	
Other:			

I understand that this is a tentative agreement subject to the approval of the Azusa Unified School District Board of Education.

Joe Dixon

Consultant's Agreement

Administrator's Approval

47-0963551 (Taxpayer ID Number)

Approved by Assistant Superintendent, HR

Social Security Number

Approval Date

Approval Date

District Use Only:

Board Date: March 15, 2022	Resolution Number:
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