

## Conceptual Design Services – Approval of Negotiated Fees

**Policy Reference:** OE-13: The superintendent shall assure that physical facilities support the accomplishment of the board's **Results** policies, are safe and properly maintained.

**Background Information:** The Long-term Plan was submitted to the Board on February 16, 2013, which included a conceptual design process in the newly developed Educational Specifications. A short-term capital plan was approved on September 30, 2013, which included several new facilities, thus starting the process for design selection. The Educational Specifications have been modified to incorporate Board comments and were approved on October 21, 2013.

A solicitation for conceptual design services was created, and eleven architectural firms responded. The eleven firms were short-listed to five firms on November 26, 2013 by the Superintendent's appointed evaluation committee. On December 12<sup>th</sup>, the following firms were interviewed: Stevens & Wilkinson SC, Inc., McMillan Pazdan Smith, SGA Architecture, LLC, SHW Group, LLP, and LS3P.

Harvey Eisner and Janice Morreale attended the interviews in an advisory role. The evaluation committee, with input from the advisory members, evaluated and ranked each firm independently. The evaluation committee's rankings were as follows:

1. SHW Group, LLP
2. LS3P
3. McMillan Pazdan Smith
4. Stevens & Wilkinson SC, Inc.
5. SGA Architecture, LLC

The evaluation committee recommended the highest ranked firm – SHW Group, LLP to start the next phase of the award process - Notice of Selection of Contract Negotiations.

On December 16, 2013, the Board approved issuing a Notice of Selection for Contract Negotiations with the highest ranked firm – SHW Group, LLC. On December 17, 2013, the Notice of Selection for Contract Negotiations was issued to SHW Group, LLC.

Since that time, district staff has negotiated a fee within the budgeted professional fees for capital projects in the Short-term Capital Plan. The negotiated fee is 0.75% (plus reimbursables) of the budgeted project cost. No protests have been received related to this solicitation, and once this fee is approved by the Board, a contract can be executed with SHW Group, LLC to begin the conceptual design process.

**For Additional Information:** Please contact Matt Dean at 488-6575 or Dr. Rick Maxey at 488-6774.

**Recommended Action:** Move to approve the negotiated fee 0.75% (plus reimbursables) of the budgeted project cost for Conceptual Design Services and execute an agreement with SHW Group, LLC.