

## Conceptual Design Services – Notice of Selection for Contract Negotiations

**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. Please see the attached procurement document.

On December 12<sup>th</sup>, the following firms were interviewed:

- Stevens & Wilkinson SC, Inc.
- McMillan Pazdan Smith
- SGA Architecture, LLC
- SHW Group, LLP
- 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 are as follows:

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

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

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

**Recommended Action:** Move to approve issuing a Notice of Selection for Contract Negotiations with the highest ranked firm – SHW Group, LLC.