

MEMO TO: BOARD MEMBERS

FROM: ROBERT J. STEUBER

DATE: April 8th, 2019

**RE: SELECTION OF ARCHITECTURE FIRM/s
Proposition "E"**

**Design Package #1 Hixson Additions and Alterations Project
Design Package #2 District Safety/Security and Accessibility Project**

Upon receiving Board approval to place the Prop E bond issue on the April 2nd ballot, the school district conducted a search to recommend an architectural firm for Design Package #1 Hixson Additions/Alterations Project and Design Package #2 District Safety/Security and Accessibility Project. A "Request for Qualifications" Statement was issued by advertising in several area newspapers and also posted on our District website. Numerous phone calls were made to local firms letting them know that an RFQ was going to be issues by the School District.

On February 25th 2019 The Webster Groves School District received:

14 Qualification Statements for Design Package #1
and

11 Qualification Statements for Design Package #2

(Attached is a spreadsheet listing the firms and which Design Packages they were to participate in).

The next step in the process was the review of the RFQ statements. A review team was assembled which included members of the WGSD Facilities Administration along with several members of the Districts Building Advisory Committee. Each member was responsible for reviewing and scoring each Qualifications Statement of both Design Packages #1 and #2.

Once the reviews were completed, 3 firms for each Design Package were selected to continue to the next phase in the process which was to offer each of the 3 firms the opportunity to conduct a formal presentation to the District's RFQ evaluation committee. Listed below are the 3 firms for each Design Package:

Design Package #1 Hixson Additions and Alterations

Dickinson Hussman Architects
TR_I Architects
Bond Architects

Design Package #2 District Safety Security and Accessibility

Bond Architects
Hoener Architects
TR_I Architects

Reference checks were performed on all firms as part of the process. All 3 firms for each Design Package received favorable comments from references checked.

Upon completing of the review of the RFQ Statements, participating in the formal interview process and conducting reference checks on each firm, a finalist was selected for each Design Package. The District then negotiated appropriate compensation with this finalist. At the conclusion of this process, the committee decided to make the following recommendation to the Board:

Design Package #1 Hixson Additions and Alterations:

***Dickinson Hussman Architects \$995,000.00**

Design Package #2 District Safety/Security/and Accessibility

***Hoener Architects \$588,000.00**

These amounts are well within normal industry standards for design costs relative to estimated project construction costs. Rob Stueber, District Construction Manager, along with representatives from both design firms will be available at the meeting to answer any questions the Board have regarding the process or recommendation. If you have any questions, please feel free to contact me.

Recommended motion....that the Board of Education approve the proposal from Dickinson Hussman Architects in the amount of \$995,000 for architectural and design services related to the Hixson addition project and the proposal from Hoener Architects in the amount of \$588,000 for architectural and design services related to district accessibility/safety projects under the Prop E bond issue.