

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS
DR. DIANE MOORE**

FROM: ROBERT J. STEUBER

DATE: FEBRUARY 3, 2016

RE: SELECTION OF ARCHITECTURE FIRM

During the months of December and January the school district conducted a search to recommend an architectural firm for the Steger ADA upgrades and Moss Field assessment project. A "Request For Qualifications" (RFQ) was advertised in three area newspapers and posted on the district's website.

On January 4th, as part of the RFQ process, a mandatory project walk through for both project locations was conducted so each firm would have the same information necessary to better understand design needs. Seven A/E firms were present at the walk through.

The RFQ statements were received later that week on Thursday, January 7. Of the seven original firms, five firms chose to provide the required qualification statements. Of the five firms that submitted RFQ statements, three firms were chosen by the district to take part in the "Request for Fee Proposal" (RFP) for the projects. These three firms were:

TR,I Architects - Archimages - Dickenson Hussman Associates

These three firms were chosen based upon the number of K-12 educational projects successfully completed within the past five years.

Reference checks were performed on all three firms. Upon completion of the reference checks and review of the fee proposals, **Dickenson Hussman Architects (DHA)** provided the best low bid for services. The attached spread sheet outlines the fee comparison. All firms submitted their bid on a fixed fee basis and had to include descriptive back up information that indicated how their fixed fee was developed.

I will be available to answer any questions the Board may have regarding the process or recommendation. If you have any questions, please feel free to contact me.

PROJECT: Steger ADA Upgrades/Mossfield Assessment
DATE: 2/8/2016

BID TABULATION SHEET

<u>Architect</u>	Time	RFO walk thru	Addendum/ Add'l info	Submitted Architect Qualifications	Steger Base Bid	Mossfield Base Bid	TOTAL
DHA		Y	Y	Y	\$17,900.00	\$ 9500.00	\$27,400.00
TR,I		Y	Y	Y	\$23,700.00	\$11,587.00	\$35,287.00
Archimages		Y	Y	Y	\$21,806.00	\$14,200.00	\$36,006.00
Chiodini		Y	Y	Y			
Langton		Y	Y	Y			
Iftner		Y	Y	N			
Riddle		Y	Y	N			