



Information and Action: Master Facility Plan: Ranking of Architects for Negotiation of Service

To: School Board

From: **Dr.** Trisha Kocanda, Superintendent
Greg Kurr, CFO

June 7, 2017

Background

At the March 7, 2017, Special Board meeting, there was agreement that Phase II should be expanded to address enrollment imbalance and facility needs. A master facility plan will be conducted by architects to inform the Phase II planning. The Requests for Qualified (RFQ) Architects was released on March 17, 2017. The District received twelve responses from area architectural firms by the April 19, 2017, deadline.

Master Plan Outcomes

The District will work with a firm to achieve the following:

1. Determine the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the School Board on a range of possible alternatives and make recommendations relative to the current use of facilities, configuration, infrastructure, practices, and procedures, taking into consideration their relevant implications, including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

Update

The Facility Subcommittee of the Board met on April 26, 2017, to review the responses to the RFQ. After discussing the various firms and qualifications, the determination was made to move forward with four firms:

1. Perkins + Will
2. DLR Group
3. Wight & Co.
4. Nagle Hartray

The four firms still under consideration presented to the Facilities Committee and a panel of additional board members, administrators, and WEA leadership on May 19, 2017.

The firms were given the following guidelines to prepare for the panel presentation:

1. Using a similar project to District 36, including composition of the buildings (those with historic sensitivities), describe the process before you became involved with developing a Facility Master Plan for the District and the results once the plan was implemented. Also describe how the changes were accomplished.
2. Provide a preliminary view of what the needs of the District are to improve the educational environment and operational efficiencies, and any other suggestions you might have.
3. Provide an explanation of the process you would use to prepare a Facilities Master Plan to address these needs, building off of the District's Enrollment Balancing Phase I work.

All four firms also participated in school tours the week of May 1 facilitated by Director of Buildings and Grounds Adam Rappaport.

Based on qualifications, ability of professional personnel, past record and experience, performance data, willingness to meet time requirements, location, workload of the firm, etc., and subsequent performance of reference checks by Administration, the following three preferred firms emerged for further negotiation of service and fees. They are ranked in order of initial preference

1. DLR Group
2. Perkins + Will
3. Wight & Co

Administration recommended to the Board that the above listed firms be approved, in the stated order, to meet with Administration to negotiate fees for the project.

Administration further recommended that the Board define the project scope of services for negotiation purposes in the following terms.

1. Determine the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing schools and other relevant variables;

2. Propose to the School Board on a range of possible alternatives and make recommendations relative to the current use of facilities, configuration, infrastructure, practices, and procedures, taking into consideration their relevant implications, including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates; and
3. Identify a work plan, including a timeline, to accomplish and price the above.

The Board convened on Monday, June 5 at a special meeting to approve the rank order of firms and the project scope of services for negotiation purposes.

Recommendation

If administration is able to successfully negotiate appropriate financial terms, it is recommended that the School Board approve the selected firm to conduct the Master Facility Plan to be initiated in June 2017.