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**Scott K. Ney**  
Director, Facility Operations

**Community Unit  
School District 304**

TO: Dr. Andrew Barrett

FROM: Scott Ney

RE: Request for Qualifications- Architectural Services

DATE: May 7, 2024

On November 29, 2023, Geneva CUSD #304 advertised in the Daily Herald soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services to assist in performing construction projects within the School District.

Fourteen architectural firms electronically requested Geneva's RFQ. Eight firms submitted Statements of Interest and Qualification packages. Three firms were invited to interviews based upon the evaluation process.

**Larson & Darby Group, Studio GC Architecture & Design, and Legat Architectures** presented their firm's credentials during the week of March 18, 2024.

Larson & Darby Group, as well as Studio GC Architecture & Design were chosen by the RFQ selection process, based upon their references, exemplified design capabilities, and school experience.