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

**Community Unit  
School District 304**

TO: Dr. Andrew Barrett

FROM: Scott Ney

RE: Authorization to Solicit Request for Qualifications (RFQ) for  
Architectural and Civil Engineering Services

DATE: October 3, 2023

Request approval to authorize administration to solicit Statements of Interest from qualified Architectural and Civil Engineering firms to assist with the parking lot expansion at Keslinger Transportation Facility and other Capital Improvement projects within the School District.