

# BOARD of EDUCATION Fort Smith Public Schools



## **ACTION**

**TITLE:** Award of RFQ for Districtwide Facility Master Planning

**DATE:** August 28, 2017

**ADMINISTRATOR RESPONSIBLE:** Terry Morawski, Chief Operations Officer

### **BACKGROUND/CONSIDERATIONS:**

On August 4, 2017, RFQ documents for Districtwide Facility Master Planning were received by the Purchasing Department. The district received five responses from qualified firms. These RFQ submissions were reviewed by a committee on August 11, 2017. This committee consisted of Barry Owen, Chief Academic Officer, Charles Warren, Chief Financial Officer, and Terry Morawski, Chief Operations Officer. Through this evaluation process, all firms were found to meet basic qualifications for the service. Firms were scored and a ranking list was developed.

If the ranking is approved, the administration will negotiate a contract with the highest ranked firm. If the administration is unable to agree to terms with the highest ranked firm, the district will enter into negotiations with the next highest ranked firm.

RFQ 17-04-2 Timeline:

Date	Event
July 21, 2017	RFQ 17-04-2 Issued
August 4, 2017	RFQ Submissions Received
August 8, 2017	RFQ Evaluation Committee Met
August 28, 2017	Board Action on RFQ Approval

### **RECOMMENDATION:**

The Administration recommends that the Board of Education authorize the administration to negotiate and award a contract with the highest ranked firm for Districtwide Facility Master Planning.

If the Board agrees, the motion (1<sup>st</sup> and 2<sup>nd</sup>) would be as follows:

***I move that the Board authorize the administration to negotiate and award a contract with the highest ranked firm for Districtwide Facility Master Planning.***