

**Board of Education**

**ACTION**

**TITLE:** Consider Approval of Short List of Architects for Millage 2018 Projects

**DATE:** October 22, 2018

**RESPONSIBLE ADMINISTRATOR:** Dr. Terry Morawski  
Deputy Superintendent

**BACKGROUND/CONSIDERATIONS:**

In Fall 2017, a Strategic Planning committee met and recommended District improvements, including facility needs, security and technology upgrades. On March 12, 2018, the Board called for a referendum on a 5.558 millage rate increase. This referendum was approved May 22, 2018, by voters in the Fort Smith Public Schools District. Following an RFQ process, the District hired HPM as the project manager/owner’s representative August 20, 2018.

On October 10, 2018, RFQ documents for Architectural Design Services for Millage 2018 projects were received by the Purchasing Department. The District received 12 responses from qualified firms. These RFQ submissions were reviewed by a committee between October 10 and October 19, 2018. The committee consisted of FSPS Representatives and representatives of HPM, the District’s project management firm. The committee included: Barry Owen (Chief Academic Officer), Charles Warren (Chief Financial Officer), Terry Morawski (Deputy Superintendent), Jay Kirkpatrick (HPM), Anna Sullivan (HPM) ,Kurt Favinger(HPM) and Jim Robertson (HPM).

Through this evaluation process, all firms were found to meet basic qualifications for the service. Firms were scored and a short list was developed. If the short list is approved, the Administration will move forward with assigning specific Millage 2018 projects to short-listed firms, providing letters of intent and negotiate contracts with those firms.

Date	RFQ Event
September 13, 2018	RFQ Issued
September 20, 2018	Pre-proposal Meeting Held @ FSPS Service Center
October 10, 2018	Submissions Received
Oct. 10 - 19, 2018	Evaluation Committee Reviewed
October 22, 2018	<i>Short List Presented to School Board</i>

**RECOMMENDATION:**

The Administration recommends that the Board of Education authorize the Administration to negotiate and execute letters of intent for immediate work with the short-listed architecture firms pending execution of final contracts with these firms, with an aggregate total of such work to be performed under the letters of intent not to exceed \$20,000; and, to negotiate and execute comprehensive contracts with each of the short-listed architecture firms on terms consistent with the plans for the Millage 2018 projects.

If the Board agrees, the motion would read: ***move to authorize the Administration to negotiate and execute letters of intent with the short-listed architecture firms for a total aggregate of work to be performed not to exceed \$20,000 and to negotiate and execute comprehensive contracts with the short-listed architecture firms on terms consistent with the plans for the Millage 2018 projects.***