

# **Cedar Hill Independent School District**

## **BOARD OF TRUSTEES**

Meeting Date: February 4, 2013

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Approve agreement for Architect Services with VLK Architects

### **Action Items**

**BOARD GOAL:** Align the budget process to achieve district goals.  
This is the legal requirement that will keep the District in compliance with State Purchasing requirements and will allow the District to avoid an audit violation.

**BACKGROUND INFORMATION:**

On February 11, 2008 the district engaged VLK Architects to perform a facility assessment after a Request for Qualifications was issued. During the past four years VLK has assisted with the various bond planning activities. This is considered a professional service that is not subject to typical procurement processes. District administration sees no reason to request any additional firm's assistance. The approval of this contract will allow district projects to move forward without delay. The net fee proposal is slightly over 6% after previous payments are credited against the proposed fee. Per investigation of typical fee percentages with other school districts this does not appear to be an unreasonable fee for the districts types of projects. The attached contract has been reviewed and approved by district attorney's.

**RECOMMENDATION:**

Staff recommends approval of Architect Services Agreement with VLK Architects.

**BOARD ACTION REQUIRED:**

Approve of Architect Services Agreement with ALK Architects.

**POLICY AUTHORIZATION:**

CH (Legal)  
CV (Legal)  
CV (Local)

**CONTACT PERSON(S):**

Mike McSwain, CFO  
Regi Brackin, Director of Maintenance

**FUNDING SOURCE:**

2013 Series Bond Funds

**ENCLOSURES:**

Attached