

COMMUNITY UNIT SCHOOL DISTRICT #304

OFFICE OF FACILITY OPERATIONS

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TO: Donna Oberg

FROM: Scott Ney

RE: Request for Qualifications (RFQ) – DLA Ltd. Architects

DATE: June 18, 2014

On May 12th 2014, Geneva CUSD #304 advertised in the Kane County Chronicle soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive architectural services to assist in performing a Ten-Year Health/Life/Safety Survey of the district's facilities.

Twenty-four architect firms electronically requested Geneva's RFQ. Fifteen firms submitted Statements of Interest and Qualification packages. Ten of those firms submitted qualification packages within the stipulated guidelines. Three firms were invited for first round interviews on Friday June 6th based upon the evaluation process. These interviews were attended by the RFQ selection committee.

The RFQ selection committee consisted of:

- Kent Mutchler, Superintendent
- Mark Grosso, School Board President - Geneva CUSD #304
- Donna Oberg, Assistant Superintendent – Business Services
- Scott Ney, Director of Facility Operations
- Todd Latham, Coordinator of Business Services
- Tim Jones, Building Services Coordinator

FGM Architects, Wight & Company and **DLA Ltd. Architects** presented their firm's credentials. Second round interviews for all three firms were conducted by the RFQ selection committee on June 13th.

DLA Ltd. Architects was chosen by the RFQ selection committee, based upon their approach to the required 10 year Health/Life/Safety survey, references, grant writing experience and their extensive relationship with Illinois State Board of Education.