



BOARD MEETING MEMORANDUM

Board Meeting Date: February 18, 2025

From: Dr. Maria Treto-French, Assistant Superintendent/CFO/CSBO

Re: Request for Qualifications for Architectural Services

Attachment: RFQ for Architectural Services

Agenda Location: Consideration to Approve: Action Items

Rationale:

The purpose of this report is to seek approval from the Board to release a Request for Qualifications (RFQ) for architectural services in connection with the development of the Early Learning Center (ELC).

Antioch CCSd #34 has identified the need to develop an Early Learning Center to support early childhood education initiatives and provide high-quality learning environments for young children. To ensure a successful and well-designed facility, the engagement of a qualified architectural firm is essential.

Scope of Services: The selected architectural firm will be responsible for the following services:

- Conceptual and schematic design
- Design development
- Preparation of construction documents
- Assistance with bidding and procurement
- Construction administration and oversight
- Compliance with applicable building codes and regulations

Procurement Process:

To ensure a transparent and competitive selection process, an RFQ will be issued to invite interested and qualified architectural firms to submit their qualifications. The RFQ process will include:

- Public advertisement and distribution of the RFQ
- Submission of qualifications by interested firms
- Evaluation and scoring based on pre-established criteria
- Selection of a shortlist for interviews, if necessary



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- Final selection and contract negotiations
- Evaluation Criteria: Responses to the RFQ will be evaluated based on the following criteria:
- Experience with early childhood education facilities
- Demonstrated design excellence and innovation
- Knowledge of local and state building regulations
- Project management capabilities and capacity
- References and past performance

Financial Implications: The cost of architectural services will be determined through subsequent negotiations.

Recommendation/Motion:

The administration recommends that the Board approve the Request for Qualifications (RFQ) for Architectural Services for the Early Learning Center and authorize staff to proceed with the selection process.