

### RECOMMENDATION OF ARCHITECT OF RECORD

The *Illinois School Code* outlines the process a school district must go through if they wish to select an architect of record. When a district needs architectural, engineering or land surveying services, the contract must be awarded on the basis of demonstrated competence and qualifications. The district must advertise for (a) statements of interest and (b) statements of qualifications and performance data. The district must evaluate firms submitting these statements and select the top firms based on qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload and other applicable factors. The top firms must be ranked in order of preference.

The school board must attempt to negotiate a satisfactory contract first with the top ranked firm and, if that fails, negotiate with other firms, in the order ranked. 50 ILCS 510/1 et seq; 105 ILCS 5/10-20.21.

At the November 15, 2010, Board of Education meeting, the administration presented the Board with a copy of the Request for Statement of Interest and Request for Statement of Qualifications and Performance Data for Architectural Services (RFP). The review of this document started the process to select a new architect to represent District 64.

The following outlines the process and timelines associated with the selection of a district architect:

- November 16, 2010 RFP's distributed to interested firms;
- Optional pre-bid meeting to clarify the RFP's. Nineteen architectural firms attended;
- Fourteen architectural firms submitted proposals on December 17, 2010;
- Proposals reviewed by Scott Mackall, Phil Bender and Becky Allard. Six firms were selected to be interviewed by district committee;
- Committee members: Phil Bender, Scott Mackall, Becky Allard, Joel Martin, Kent Bergren, Genie Taddeo, Scott Zimmerman and Sharon Lawson. Architectural firms interviewed: OWP/P Cannon Design; FGM; Fanning Howey; Studio GC; ARCON; and Green Associates;
- Interviews of the six firms were held on Wednesday, January 26 and Thursday, January 27. Fanning Howey and FGM were selected to move forward to the next round of interviews;

- Wednesday, February 9, Fanning Howey and FGM were taken on a district facility tour;
- Second interviews were held on Tuesday, February 22. The firms presented a remodel of Jefferson School.
- Third interviews were held on Monday, March 7. In attendance were Board members, district staff & administrators, PTO representatives, and CFC members.

A ranking system was used throughout the process. Simple as it was, it worked. The points accumulated from each interview were combined and Fanning Howey received the distinction of being the architectural firm that best met District 64's needs.

#### ACTION ITEM 11-04-4

Authorize the Superintendent, District Business Manager and Paul Millichap, Franczek Radelet, District legal counsel to enter into contract negotiations with Fanning Howey. Two contracts will be negotiated with Fanning Howey, one that covers conditions and fees associated with project work and a separate contract to complete the facility master plan. Once contract negotiations are complete a contract will be presented to the Board of Education for approval.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

ABSENT:

4/25/11