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WEBSTER GROVES SCHOOL DISTRICT
BOARD OF EDUCATION ITEM OF CONSIDERATION

DATE: February 8, 2016

TOPIC/PROPOSAL:

Approval Dickenson Hussman Architects to complete work for Steger ADA projects and Moss Field Assessment.

BACKGROUND INFORMATION:

See attached document for detailed information.

INSTRUCTIONAL IMPACT/RATIONALE:

See attached document for detailed information.

FISCAL NOTE: \$27,400

ADMINISTRATIVE RECOMMENDATION:

- Action Requested: X
- Information:
- Proposed Motion for Approval (if applicable):

I move that the Board of Education approve Dickenson Hussman Architects to complete work for Steger ADA projects and Moss Field Assessment.

PREPARED BY: Sarah Booth Riss and Diane Moore

Motion: _____ Second: _____

Board Vote: ____ (yes) ____ (no) ____ (abstain) ____ (Consent Agenda)

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS**

FROM: DR. DIANE MOORE

DATE: FEBRUARY 3, 2016

RE: APPROVAL OF A/E FIRM FOR BOND ISSUE WORK

In November Board members directed district administration to move forward with bids for final 2010 bond issue work. Two of the projects will require the services of an architect. The Steger ADA work will require architectural plans and the Moss Field assessment will be facilitated through an architectural firm.

Webster Groves School District policy requires a specific bid process when issuing a "Request for Qualifications" as opposed to a "Request for Proposals". Fees are not requested in the initial RFQ. Board policy requires the district to initially consider:

- Specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board;
- The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project;
- The firm's past record of performance with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules;
- The firm's proximity to and familiarity with the geographical area in which the project shall be located.

Once the RFQ's are evaluated board policy requires the district to list the top three qualified firms. The district is then allowed to negotiate a contract with the top firm. For our purpose, the district selected the top three firms. Because all three firms have very positive references and strong backgrounds in K-12 facility work, we asked each firm to provide a fixed fee for services. The bid tabulation sheet attached outlines the fees. Dickenson Hussman Architects provided the best lowest bid. Mr. Rob Steuber, Construction Project Manager, will be at the board meeting Monday night to answer any questions regarding this recommendation.

BID TABULATION SHEET

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