



Building Services Department
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MEMO

Date: May 23, 2013

To: Josh Davis, Chief Operating Officer

From: Joe Letteri, Director of Building Services

Re: A/E Selection for Agnor-Hurt Addition

We have received 10 responses to the Request for Proposal (RFP) for the A/E Selection for the Agnor-Hurt Addition. We must now begin the process of reviewing these proposals, selecting which firms to interview and then ultimately selecting a firm. School Board Policy FEA & the Virginia Public Procurement Act govern the selection process. I have attached the policy, but would like to highlight some key aspects:

1. A Staff Steering Committee (Building Services Staff and representative from General Government) will evaluate all RFP responses.
2. The Staff Steering committee will select no less than two firms that would be requested to make a presentation to the Selection Committee.
3. The Selection Committee will be appointed jointly by the School Board and the Superintendent, but the policy does not explicitly state who should be on the Selection Committee.
4. The Selection Committee will hear and discuss the presentations of the short-listed firms.
5. The Selection Committee will rank the firms in numerical order.
6. The School Board will be notified of the top ranked firms, and authorization to begin negotiations with the top ranked firm will be requested.
7. Staff will negotiate with the top ranked firm until a contract is concluded.

We recommend the following individuals for the Staff Steering Committee:

- Joe Letteri, Director of Building Services
- Rosalyn Schmitt, Building Services Project Manager
- Trevor Henry, Director of Office of Facilities Development

We recommend the following individuals for the Selection Committee:

- Joe Letteri, Director of Building Services
- Rosalyn Schmitt, Building Services Project Manager
- Trevor Henry, Director of Office of Facilities Development
- Josh Davis, Chief Operating Officer
- School Board Member(s) TBD
- Representative from Agnor-Hurt Elementary (Michele Castner or Doug Granger)

Here is the proposed schedule:

May 23	School Board Work Session <i>School Board will Appoint Selection Committee</i>
May 30	RFP Evaluation Meeting <i>Staff Steering Committee to meet and come to consensus on short-listed firms</i>
May 30	Selection Committee Meeting <i>The Selection Committee will be informed of the overall process. Staff Steering Committee will then present their recommended list of firms to interview. The Selection Committee will prepare and finalize a list of questions for the firms to address in their presentations.</i>
May 31	Request for Interviews <i>Purchasing Department will notify the short-listed firms.</i>
June 4	Building Services Staff will host an optional site visit for short-listed firms
June 10	Interviews <i>Selection Committee will hear presentations from all short-listed firms. The committee will then numerically rank firms.</i>
June 13	School Board Meeting <i>Staff will notify the board of the top-ranked firms and request authorization to negotiate</i>
June 14-21	Contract Negotiations <i>Building Services staff will work with the top-ranked firm until a contract is concluded that is "fair and reasonable"</i>
June 30	Goal for Contract to be Signed
Early July	Design Kick-Off Meeting

Please let me know if this plan is acceptable and/or if you have any questions.

RCS

Attachments: School Board Policy FEA (5 pages)