




College Station Independent School District

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MEMORANDUM

To: Dr. Clark Ealy

From: Jon Hall, Executive Director of Facilities 

Date: February 11, 2015

Subject: Consider selection of architect firm to serve as a resource for the Planning for Growth Committee and to provide architectural services associated with new educational facilities that may result from that planning process.

Agenda Item: K-3

Board Priority/
District Goal: Priority A, B and C: Goals 1,2,4 and 5

BACKGROUND

A Request for Qualifications (RFQ) for Architectural Services was circularized to the public requesting interested firms to submit their qualifications to the district. Fourteen firms responded to the RFQ.

The submitted qualifications were evaluated by a committee consisting of the Superintendent, the Vice President of the School Board, the Deputy Superintendent of Business and Operations, the Executive Director of Facilities, the Director of Purchasing, and the Coordinator of Maintenance. The original fourteen firms were then shortlisted to four firms who were invited for interviews on Monday, February 9, 2015.

For the interviews, the original committee was increased by the addition of one School Board trustee, the Deputy Superintendent of Curriculum and Instruction, and the Coordinator of Construction. This committee interviewed the representatives of the firms and evaluated them based on the criteria listed in the RFQ. The evaluation matrix and the overall score for each firm in each of the areas is attached.

The firm of VLK Architects has a long history of providing excellent service to the District in the design of new schools as well as the design of renovations of various facilities. The elementary school prototype that has been refined through the last five elementary school projects is the result of input from district stakeholders and VLK's responsiveness to the district's emerging needs. The selection committee concluded that VLK Architects would be the appropriate firm to serve as a resource to the Planning for Growth Committee and to provide architectural services associated with a bond program that evolves from that planning process.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District authorize the Superintendent or his designee to negotiate and execute a contract with VLK Architects to serve as a resource to the Planning for Growth Committee and to provide architectural services associated with facilities included in a bond program that evolves from the work of that committee.

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Superintendent of Schools