




# College Station Independent School District

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## MEMORANDUM

To: Dr. Eddie Coulson, Superintendent

From: Dr. Clark Ealy, Deputy Superintendent for Administrative Services 

Date: March 6, 2013

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

Agenda Item: K-2

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

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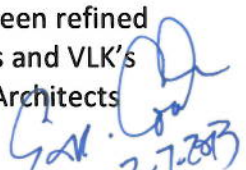
## BACKGROUND

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

The submitted qualifications were evaluated by the Superintendent, Deputy Superintendent for Administrative Services, Director for Facilities, Director for Purchasing, and one Board member. The evaluation criteria were stated in the RFQ. That evaluation resulted in the selection of two firms that were invited to interview with the selection committee.

The selection committee was comprised of an additional member of the Board of Trustees, the Superintendent, three deputy superintendents, the Director for Facilities and the Director for Purchasing. The two firms that were invited for interviews were Huckabee and VLK Architects. Both firms were reputable and well qualified.

The selection committee interviewed the representatives of the firms and evaluated them based on the criteria listed in the RFQ. The evaluation matrix and the average score for each firm in each of the areas is linked below.

The firm of VLK architects has a long history of providing excellent service to the District both in elementary school design and renovations of various facilities. The elementary school prototype that has been refined through the last four 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 



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would be the appropriate firm to serve as a resource to the Long Range Educational Planning 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 Long Range Educational Planning Committee and to provide architectural services associated with facilities included in a bond program that evolves from the work of that committee.

CLARK C. EALY, Ph.D.  
*Deputy Superintendent for  
Administrative Services*

1812 Welsh Avenue  
College Station, TX 77840  
*Phone 979-764-5476 Fax 979-694-5825*

EDDIE COULSON, Ed.D.  
*Superintendent of Schools*