



**Poudre School District**

*Construction Services*

2445 LaPorte Avenue  
Fort Collins, CO 80521

## **MEMORANDUM**

**To:** Skyler Thimens, Purchasing Manager  
**From:** Ed Holder, Interim Construction Manager  
**Date:** December 14, 2018  
**Subject:** RFP 19-1E1-001 Southeast Elementary Architectural Services

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On December 13, 2018, Brian Schlichting and I reviewed the four proposals that were submitted under RFP 19-1E1-001 for the Southeast Elementary Architectural Services. After reviewing the electronic submittal in accordance with the evaluation guidelines, it appears that each firm meets the minimum requirements established in the RFP and have included the required documents. At this time, we do not feel any additional information is required to make a recommendation.

Based on our evaluation and further discussion, we recommend the District issue an Intent to Award letter to Hord Coplan Macht (HCM), and that the District begin negotiations of an agreement to be approved by the Board of Education.

In reviewing the proposals, it appears that each of the four firms would be capable of providing the design services requested in this RFP. Fees provided in the response ranged from 4.9% - 6.9%. The proposal from BWG appears to include a typographical error indicating 62%, rather than what we assume to be 6.2%. We do not feel this error has any effect on the outcome of this solicitation.

As stated in their submission,

*"The Denver office of Hord Coplan Macht has been involved in the design of facilities for PK-12 education for over 30 years. We are pleased to have collaborated with PSD on several projects over the last ten years. Our focus is to design schools that meet the future needs of learners with beautiful and durable buildings. The timing of this project allows us to assemble a talented project team, with members that are experts in the design and documentation of educational facilities, specifically new elementary schools."*

Construction Services staff have successfully worked with various members of this Firm on projects throughout Northern Colorado and have no reservation in moving forward with HCM on this project.

Please let me know if you have any questions or concerns.