



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:**        **September 10, 2019**

**TITLE:**    **Award of Contract for Roofing Assessment Services Based on a Response to Request for Qualifications (RFQ) 08-07-2019Q**

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**BACKGROUND:**

The Arizona Administrative Code R7-2-1117 covers the procurement of specified professional services.

Request for Qualifications (RFQ) 08-07-2019Q was e-mailed to 45 architectural/engineering firms, published in The Daily Territorial, and published on the District's website. One firm submitted a responsive statement of qualifications. The opening date was then extended for another three weeks to 08/28/2019. No other statement of qualifications were received. The evaluation team scored the statement of qualifications based on the criteria in the solicitation and the result was 98 points out of 100 for Scott Rumel Architect.

The District reached out to firms on the District's bidders' list and found that due to some of the firms' current workload, these firms could not commit to providing these services to the District as this time, and therefore, did not submit a statement of qualifications. Since this project may be funded by the School Facilities Board (SFB), the SFB funding process does not allow a firm who does the roof assessment to write the specifications for the procurement, and therefore, firms would rather submit a bid for the actual project.

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**RECOMMENDATION:**

It is the recommendation of the Administration that the Governing Board determine that Scott Rumel Architect is a qualified firm for these services and award a contract, that the District provided adequate opportunity for other firms to submit statement of qualifications, and authorize the Administration to negotiate compensation and any other contract terms that the Administration determines to be fair and reasonable for these services.

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**INITIATED BY:**

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Scott Little, Chief Financial Officer

Date: September 3, 2019

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Todd A. Jaeger, J.D., Superintendent