



**Acton-Boxborough Regional School District  
Facilities Department**

16 Charter Road Acton, MA 01720  
978-264-4700 fax: 978-264-3340  
[www.abschools.org](http://www.abschools.org)

**JD Head**

*Director of Facilities and Transportation*

TO: Acton-Boxborough Regional School Committee  
FROM: JD Head, Director of Facilities and Transportation  
RE: Recommendation to Award Phase I of the ABRSD Existing Conditions Study  
DATE: June 23, 2015

The purpose of this memo is to respectfully request the ABRSC vote to authorize the Superintendent to enter into contract negotiations with Dore and Whittier for the purpose of retaining them to perform the ABRSD Existing Conditions Study.

On 5/20/2015 the District advertised in the Central Register a Request for Qualifications (RFQ) under designer services for qualified architectural firms to submit proposals to perform a comprehensive existing conditions analysis and associated capital plan. Proposals were due 6/10/2015 and site tours were given to interested parties 6/2/2015 and 6/3/2015. Seven complete sealed proposals from qualified firms were received.

On 6/11/2015, the selection committee of Kristina Rychlik, Maria Neyland, Glenn Brand, Clare Jeannotte, and myself met for the first time. All proposals were disseminated to the group, the process and expectations were explained, and next steps were established. On 6/15/2015, the selection committee narrowed the group to four finalists who were contacted and asked to come back for a thirty-minute presentation to elaborate on their firms' proposals. The interviews were conducted on 6/22/2015 and the selection committee identified Dore and Whittier as the preferred firm to recommend to the ABRSC.

Dore and Whittier is a sixty plus person architectural firm, with twenty plus years of experience specializing in public work in New England with expertise in educational facilities. More information about Dore and Whittier can be found at <http://doreandwhittier.com/index.html>.

Thank you for your consideration of this request,

JD Head

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