

**Looten, Kathy**

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**Subject:** FW: 4/23 Request for Information  
**Attachments:** Butler - SSRRequest - Architects - 04.26.13.pdf

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**From:** Geoffrey Butler [<mailto:butler@brpae.com>]  
**Sent:** Tuesday, April 23, 2013 11:08 AM  
**To:** Looten, Kathy  
**Subject:** RE: Acknowledgement of your letter

Thank you, Now, since there was supposed to be evaluations based on that criteria, please provide us copies of the evaluation sheets for the short list evaluations showing how each firm was scored in order to create the shortlist.



**Geoffrey H. Butler AIA | Architect & President**

**Butler, Rosenbury & Partners**

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**Norman F. Ridder, Ed.D.**  
**Superintendent**

April 26, 2013

Mr. Geoffrey H. Butler  
President  
Butler, Rosenbury & Partners  
319 N. Main, Suite 200  
Springfield, Missouri 65806

*Sent by Electronic and Regular United States Mail*

Dear Mr. Butler:

This letter will respond to your email dated Tuesday, April 23, 2013, which was received by me that day. Your request asks for the following:

“Now, since there was supposed to be evaluations based on that criteria, please provide us copies of the evaluation sheets for the short list evaluations showing how each firm was scored in order to create the shortlist.”

As you know, the District follows Section 8.285 *et. seq.*, RSMo and Board Policy FEB, *Selection of Architectural/Engineering and/or Land Surveying Services* when it selects an architect for a project. Section 8.289 sets forth four criteria to be considered:

- “(1) The specialized experience and technical competence of the firm with respect to the type of services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- (4) The firm's proximity to and familiarity with the area in which the project is located.”

Board of Education Policy FEB contains those four (4) criteria and others as follows:

“Proximity to and familiarity with the geographical area in which the project shall be located.

Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance and utility and the ability to meet time schedules.

Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.

Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.

Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the Board.

The District will encourage submissions by minority, and disadvantaged businesses.”

The information provided by the architectural firms is set out in a statement of qualifications and performance data which is reviewed by the administrative staff and the Superintendent. That process is on-going at this time.

There were seventeen (17) architectural firms which submitted qualifications and performance data to the District for the current projects. The administrative staff reviewed the qualifications and performance data for each of those firms, in light of the nature of the existing projects, and reduced the number of firms to a “short list” of ten firms. The review process currently continues which will ultimately reduce the list of ten to a list of five firms. The ten firms on the short list, in alphabetical order, are as follows:

Bates and Associates  
BCDM Architects  
Buddy Webb and Co, Inc.  
Buxton Kubik Dodd Creative  
ESA, Hollis & Miller

GHN Architects and Engineers  
H Design  
Ittner Architects  
Paragon Architecture  
Sapp Design Associates

Your firm finished twelfth (12<sup>th</sup>) in the review process. We do not feel it is appropriate to name the other firms who were not selected for the short list. The District does not have "evaluation sheets" which you have requested.

Thank you for your letter.

Sincerely,

Handwritten signature of Kathy Looten in cursive script.

Kathy Looten  
Executive Office Liaison/District Records Custodian

cc: Ransom A Ellis, III