

# REVISED

## BOARD OF TRUSTEES McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, August 28, 2014  
Special Board Meeting  
Immediately following the Budget Hearing

Board Room  
8900 U.S. Highway 14  
Crystal Lake, IL 60012

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS  
*Three (3) minutes per person or less.*
5. ARCHITECTURAL SERVICES/SPACE UTILIZATION INTERVIEWS
  - A. Holabird & Root
  - B. Wight & Company
  - C. Demonica Kemper Architects
6. SELECTION OF ARCHITECTURAL SERVICES/SPACE UTILIZATION FIRM
7. PROFESSIONAL SERVICES FIRM SELECTION FOR ARCHITECTURAL/SPACE UTILIZATION SERVICES, Board Report #14-144
8. ADJOURNMENT



Chair

Professional Services Firm Selection  
For Architectural/Space Utilization Services

Information

At the request of the Board of Trustees, McHenry County College solicited Request for Qualification proposals (RFQ) for professional services to provide space utilization, analysis, and possible design services at the College. The impetus for the RFQ was to have the existing space use and needs of the College analyzed in order to determine how best to use existing space based on current and future demands. The space utilization is to provide solutions as to whether existing space can be repurposed to meet the current and future demands or if new space will be required and how best to provide that new space.

There were seventeen proposals received. A Screening Committee of nine reviewed the proposals and narrowed the seventeen proposals down to a short list of six proposals. The six firms, which made up the final short list, were asked to make a one-hour presentation to the Committee about their firm and proposed solution to the College's needs. When those presentations were completed the Committee discussed all the candidates' proposals and agreed on sending three (3) finalists to the Board of Trustees for further consideration and selection of the final firm to provide the services requested.

Recommendation

It is recommended that the Board of Trustees approves the firm \_\_\_\_\_ to be employed as the College's firm to provide architectural/space utilization services. The College Administration will work with the College attorney to develop a contract for architectural/space utilization and analysis services as described in the request for qualification. If an agreement cannot be reached with \_\_\_\_\_, then a contract shall be developed and extended to \_\_\_\_\_.



Vicky Smith  
President