

Memorandum

To: Interested Architectural Consultants

From: Julie Brewer, COO

Date: February 26, 2010

Re: Adaptive Re-use of Existing Facilities for Elementary Learning Centers

The Learning Community of Douglas and Sarpy Counties is requesting proposals from interested Architectural firms regarding design/renovation services of existing facilities for use as Elementary Learning Centers which are “to serve as visionary resource centers for enhancing the academic success of elementary students, particularly those students who face challenges in the educational environment due to factors such as poverty, limited English skills, and mobility.”

The Learning Community comprises six Achievement Subcouncils which are the geographic election districts that comprise our multiple county, eleven school district territory. By statute, Elementary Learning Centers are developed by Achievement Subcouncils in geographic areas that meet the socioeconomic need criteria. To-date, two Achievement Subcouncils, Achievement Subcouncil #2 in Northeast Omaha and Achievement Subcouncil #5 in Southeast Omaha and the Bellevue area have been identified to develop the first two Elementary Learning Centers.

Both Achievement Subcouncils 2 and 5 are considering use of existing buildings as a component of their Elementary Learning Centers. At this time, no agreements on building sites have been finalized.

We are looking for Architectural Consultants to lead us through a “Scope of Work” process as well as actual design/renovation services. To maximize outlays not directly related to educational programs, the Learning Community is particularly interested in the efficient delivery of architectural and engineering services relating to projects under consideration.

Development of these projects may require a range of architectural and engineering services from design to development through construction administration. Service may include architectural, mechanical engineering, electrical engineering and structural engineering.

If interested, the following information should be submitted with your proposal which, at this point, should be specific to “Scope of Work” services:

1. Firm name, address, telephone number and e-mail address;
2. Years established and former names;
3. Types of services particularly qualified to perform;
4. Names of principals and states in which they are registered;
5. Names of key personnel to be utilized, experience of each, and length of service with the firm;
6. Maximum number of staff at any one time;
7. Outside consultants and associates that might be employed;
8. List of similar completed projects for which the firm was the principal professional;
9. Similar current projects of the firm and estimated design/renovation/construction costs of each;
10. History of professional negligence claims made against the firm during the past five years.

Council members involved in the Elementary Learning Center Task Force and members of Subcouncils 2 and 5 of the Learning Community will be responsible for reviewing and evaluating the responses on the said requested services. Final selection of the firm to perform such services will be determined by the following timetable:

Date	Description
February	Advertise RFP in <i>Omaha World-Herald</i>
February	Mail out RFP to Architectural Consultants
March	Identified Council members meet on the initial screening of proposals received and select three (3) to five (5) firms for interview
March	Send letter to selected firms notifying them of the interview time and date
March/April	Identified Council members meet to interview selected firms and rank each firm by preference
March/April	Identified Council members review and approve negotiated "Scope of Work" contract with first choice
April	Learning Community Coordinating Council adopts recommendation to enter into contract with selected firm

Interested firms should submit nine (9) copies of its proposal to the Learning Community of Douglas and Sarpy Counties' office, 6949 South 110th Street, Omaha, NE 68128-5721, no later than 4:30 p.m. CST on March 15, 2010, if they are to be considered.

Inquiries regarding this matter may be addressed to Julie Brewer, COO, at jbrewer@learningcommunityds.org or 964-2405.

cc: Rick Kolowski Justin T. Wayne Lorraine Chang Freddie Gray
Ernie Chambers John Synowiecki John Hansen Paul Hartnett
Nancy Jacobson Penny Sophir Richard Takechi Jim Thompson
Tom Grimm Kathi Krzycki