

# MEMORANDUM

TO: Sarasota School Board Members

FROM: George W. McGonagill

DATE: 2/8/2008

RE: Recommendations of the **Ad Hoc Review Committee**  
for School Board Policy #7.71 –  
“Selection Policy for Professional Construction Related Services”

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The following summary of the work of the referenced committee includes a description of the participants, the review process, and the final recommendations of the committee for changes to the existing school board policy. The cited policy governs the Professional Services Selection Committee (PSSC).

## **Participants:**

### Committee:

Dan DeLeo, Marilyn Highland, Steve Korcheck, Gene Matthews,  
George McGonagill, Chair

### Staff:

Pat Black, Cinda Cassity, Chuck Collins, Dennis Costa, Ellery Girard, Scott Lempe,  
Paul Pitcher, Ron Schwied, Mark Smith

## **Review Process:**

1. 11/28/07, Initial Meeting – All committee members met with the staff and current PSSC members. The committee received feedback from all participants regarding past experiences and concerns with the existing selection process. The committee held extensive discussions regarding the pros and cons of the issues expressed.
2. 12/11/07 – All committee members except Highland met with the School Board during a regularly scheduled workshop. The committee received feedback from the Board members regarding past experiences and concerns with the existing selection process.
3. All current certified applicants were emailed a request to submit, through the committee’s secretary, feedback regarding their past experiences and concerns regarding the existing selection process. Five responses were received. Two of those responses included suggested changes to the policy.

4. 12/14/07 - The committee chair met with SCSB staff members Collins, Smith, and Cassity and reviewed proposed changes preferred by the staff, the preferences of the committee members, and the feedback received from all participants. The chair worked with staff to develop a proposed revised policy for review by the committee. The final draft was sent to committee members for review.
5. 1/30/08 – All committee members except Matthews met with SCSB members Collins, Smith, and Cassity and reviewed the proposed final draft. The committee approved the final draft to be submitted to the School Board attorney and then to the Superintendent for consideration by the School Board.

### **Recommended Changes:**

1. Amend the membership of the PSSC to delete the public representatives and provide for alternate representatives for all remaining staff seats. This change will streamline the scheduling process and eliminate the varying quorum issues. The revised membership should provide more consistency in the review and scoring process for all participants.
2. A Professional Qualification Supplement (PQS) form was created specifically for Construction Manager applicants. The existing PQS has been revised and streamlined for use by Architects/Consultants/Engineers. This proposed new format should allow for an easier completion of the form.
3. All other minor changes are intended to provide consistency in the instructions from one section to another or address technical changes in the statutes.
4. There is no recommended change to the current scoring process or weighting of review factors, including location. The committee believes the current scoring system has been effective.

### **Summary:**

It is the unanimous opinion of the committee that the existing selection process has been highly successful and has resulted in the selection of Architects/Consultants/Engineers and Construction Managers that have consistently completed projects in an efficient and timely manner. The School Board has made use of the quality design and construction resources available to them, particularly in the local area. By utilizing multiple sources they have minimized the risks inherent in “putting all your eggs in one basket.” The changes recommended by the committee are intended to make the process more efficient and cost-effective without negatively impacting the success of the process.