

Pasadena Unified School District
Office of Planning, Research and Evaluation

To: Mayor William Bogard
From: David Lutkemeier, Assistant Superintendent
Re: Selection of consultants for school site selection
Date: September 19, 2002

The Pasadena Unified School District Business Office released a Request for Proposals on July 31, 2002 that included fourteen identified tasks deemed necessary for the evaluation of four potential sites under consideration by staff for a new elementary school in the Northwest area of Pasadena. Four firms were identified or requested the RFP specifications document and of those, two provided responses. In addition to the response documents and a summary spreadsheet, both firms were contacted directly to obtain an explanation of their estimation assumptions and to gauge their understanding of the identified scope of work. Of particular interest was their expressed willingness to use and/or update existing documents and studies to reduce the overall consultant cost to the District. Also of concern was their overall method of approach.

District staff has completed its analysis and will be making a consultant recommendation to the Governing Board at the September 24, 2002 regular meeting.

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