

**WEST SPRINGFIELD PUBLIC SCHOOLS
WEST SPRINGFIELD, MASSACHUSETTS**

DATE: November 22, 2017

TO: Members of the School Committee
Michael J. Richard, Superintendent of Schools

FROM: Kevin McQuillan, Acting Assistant Superintendent

RE: Coburn School Project: Feasibility Study/Schematic Design Phase
Designer Selection Update and Next Steps

On **Friday, October 27, 2017** we received and opened the responses to the **Request for Services (RFS)** for a Designer for the Coburn School Project. Four responses were received from the following architecture firms:

- Jones Whitsett Associates (Greenfield, MA)
- Tecton Associates (Hartford, CT)
- TSKP Studio (Hartford, CT)
- Steffian Bradley Associates (Enfield, CT)

On Tuesday, **November 21, 2017** a meeting of the MSBA's Designer Selection Panel (DSP) was held in Boston to consider the proposals and to select a shortlist for further interview. The DSP consists of sixteen (16) members - thirteen of whom are permanent members and three of whom are local representatives from the community in which the project is located. The three local representatives are Superintendent Michael Richard, Doug Mattoon (who is the designee of the School Committee) and Kevin McQuillan (who is the designee of the Mayor who was unable to accommodate the DSP meetings in his schedule).

At the November 21 meeting the DSP read and reviewed the proposals of each of the four applicants. The proposals were then scored and the aggregate result was that two of the applicants scored very high, one scored very low and one received no scores. It was decided to select the top two applicants for further interview at the DSP's meeting on **December 12, 2017**. The final selection will be made at that time. The two finalists are **Jones Whitsett Associates** and **TSKP Studio**.

