

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #3 (2000-2001)

July 17, 2000

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: PROFESSIONAL SERVICES SELECTION FOR DIMOND HIGH  
SCHOOL COMMISSIONING SERVICES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the selection of Coffman Engineers, Inc. to perform Commissioning Services for the Dimond High School Replacement project and authorize the Superintendent to negotiate and enter into a contract with Coffman Engineers, Inc. for the Commissioning Services as addressed in the Request for Proposals dated April 25, 2000.

PERTINENT FACTS:

The Anchorage School District is obtaining professional expertise to perform the Commissioning Services for the Dimond High School Replacement project. This approach is a proactive measure to ensure that the building-wide systems are coordinated and operate successfully before the building is turned over to the School District. The commissioning process verifies that the operation of each component or a sample of components of each system point by point is tested and documented to be in conformance with the requirements. The systems to be commissioned include HVAC, security, fire protection, data, intercom, telecommunications, and power distribution.

A Request for Proposal (RFP) was issued on April 25, 2000. Three firms submitted proposals on May 16, 2000. An evaluation committee comprised of Facilities, Purchasing and Maintenance Department staff evaluated the proposals. The short list of firms in rank order are shown in Attachment A. The committee recommends Coffman Engineers, Inc.

Another proposer filed an appeal on June 12, 2000. One appeal issue was that the RFP was a breach of the existing contract for Dimond High School Replacement Professional Services with USKH, Inc. A legal opinion was

provided by the District's counsel verifying the District did not breach the contract with USKH, Inc. by soliciting Commissioning Services.

Pursuant to School Board Policy Section 725.368, an independent review of the appeal issues was obtained. MacTec, Inc. was requested to determine whether the District's evaluation process conformed to the selection procedure in the RFP and whether the District has a reasonable basis for scoring Coffman Engineers, Inc. as the highest ranked proposer. MacTec, Inc. found that to the best of their information the District complied with the selection process in the RFP. In addition, MacTec, Inc. found that Coffman Engineers, Inc. had the superior proposal and that there was reasonable basis for the District to score Coffman Engineers, Inc. as the highest ranked proposal. MacTec, Inc. provides project management, construction claims consulting and construction consulting services to owner companies and agencies. In addition, the District's legal counsel has reviewed the findings and concurs with the recommendation to select Coffman Engineers, Inc.

Should the District and Coffman Engineers, Inc. not successfully finalize fee negotiations, the District reserves the right to negotiate with the next highest ranked proposer or to cancel the proposal.

BC/PC/RA/KV/SN/sl

**Attachment**

Prepared by: Kathy Vermaat, Project Manager  
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Approved by: Ray Amsden, Acting Director, Facilities  
Pamela K. Chenier, Acting Director, Purchasing/Warehouse

Short List

1. Coffman Engineers, Inc.
2. AMC Engineers
3. RSA Engineering, Inc.