

**State College Area School District
Office of Physical Plant
Ed Poprik, Director**

IV-B

To: Board of School Directors

From: Ed Poprik

RE: **Appointment of Architect for Routine Projects**

Date: December 2, 2013

Recommend that the Board of School Directors appoint the firm of Hoffman Architecture, as the district Architect for Routine Projects for the period December 1, 2013 through November 30, 2014.

Background: The Board of School Directors awards this appointment on a yearly basis.

The firm or individual who holds this appointment acts in two roles. Primarily, they design and prepare bid documents for projects included in the Physical Plant operating budget. These projects have ranged from around \$10,000.00 to \$1,000,000.00 and vary widely in terms of scope. In the past they have included replacement of aged equipment, remediation of site problems, renovation of existing spaces, and small additions to buildings. Projects for the coming year are expected to total around \$2 million (total project cost). In addition to this type of work, the appointee also acts as an advisor to the Physical Plant Department. This may involve answering specific questions that require professional expertise or generating letters in response to various problems that may arise. Due to the nature of this appointment, it is critical that the firm have a solid base of operations in the Centre Region. Maintaining this appointment avails the necessary expertise to the Physical Plant Department on a timely basis. Fees are negotiated and agreed upon in advance of each project and are included as part of the Physical Plant budget. Larger, capital projects, such as those detailed in the District Wide Facilities Master Plan, are awarded to design professionals on a project-by-project basis.

Architect for Routine Projects, continued

In 2003, the CAC for Facilities recommended that, assuming satisfactory performance of the incumbent firm, the appointment should be open to reconsideration on a 3-5 year cycle. However, this remains as a yearly action item for Board consideration.

Hoffman Architecture has held this appointment since December 2007. In August of 2011, the district issued a Request for Qualifications to local architects and interviewed 3 firms. After completion of the interviews and evaluating all factors, the committee recommended that Hoffman retain this appointment for another 3-4 year cycle. This year will be the 3rd year in that cycle. While the appointment is specific to this firm, Bob Hoffman has identified a team of other firms that he will use as consultants to his firm. The identified team includes; Reese Engineering (Mechanical, Electrical and Plumbing), Sweetland Engineering (Site and Civil), and Robert Davis Engineering (Structural).

During the past year, the Hoffman team completed the following large-scale projects successfully:

Project:	Construction Cost:
Fairmount Avenue door replacement	\$33,500
Easterly Parkway water heater	\$28,500
Panorama Village Windows	\$19,500
Radio Park Asbestos	\$29,800
Panorama Village feasibility study	NA
Mount Nittany Middle envelope evaluation	NA