Concord School District  
Board of Education  
Joint Capital Facilities and Instructional Committee

School Board Committee: Joint Capital Facilities and Instructional Committees  
Date: December 5, 2016  
Capital Facilities members present: Rusty Cofrin, chair, Jim Richards, Tom Croteau  
Instructional members present: Jennifer Patterson, acting chair, Maureen Redmond-Scura  
Other Board member present: Clint Cogswell  
Administration: Terri Forsten, Matt Cashman, Donna Palley

Agenda: review of the selection process for the RMS architectural process  
Rusty Cofrin called the meeting to order.  
Matt Cashman laid out the process of the architectural selection for Rundlett Middle School, including review of the RFP, RMS selection committee membership, review of the two architectural finalist firms, and the recommendation to the Capital Facilities committee on which firm is recommended.  
Mr. Cashman explained that the RFP was crafted around two primary focuses: educational programming and a visioning process, and a structural analysis. An overview of the proposal timelines was reviewed, indicating the milestones and dates for each process. The RFP contained 10 points that the committee used to grade the firms. The committee received submissions from five firms and one consultant, and although all firms had nice packages, two of them were ultimately selected as finalists, HMFH and SLAM. HMFH was praised for many aspects of their presentation, including teamwork, knowledge of middle school design, energy saving design and their educational consultant, David Stephen of New Vista Design, a partner for this work. HMFH had a highly personalized approach, showed videos of their own tour of RMS, and demonstrated positive relationship building with committee members. RFS Engineering was an active participant during the presentation, highlighting how it would evaluate energy usage and structure of the existing school.  
The Capital Facilities Committees voted 3-0 to recommend to the full Board approval of a contract with the architectural firm HMFH (motioned by Mr. Cofrin, seconded by Ms. Patterson).  
The meeting adjourned at 5:57 p.m.  
Respectfully submitted,  
Rusty Cofrin, Chair, and Jennifer Patterson, Acting Chair  
Matt Cashman, Recorder