

SFS Design Team Selection Process and Timeline

This is the second in a series of feature articles on the subject of The SFS Campus Master Plan. The first article, published on December 11, 2007, addressed the importance of a Master Plan. This article is to update you on where we are in the process and where we are going.

Proposals Submitted: Yesterday, SFS received proposals from three candidate design teams to perform master planning services. An Architect Selection Team, chaired by parent architect Carl Scheidenhelm, has been formed to review the proposals and rank the relative strengths of the submissions based on a set of selection criteria. Finalists firms will be selected for interviews and local project site visits.

Community Input: As promised, community input is being solicited. By the end of this week portions of the design team submittals will be posted on the parent section of the SFS website, together with a feedback form which will also be available at the front desk. The Committee is especially interested in knowing of anyone who has had direct experience working with individuals within any of the firms. Similarly, after the finalists are selected on February 11, samples of their work and links to firm websites will be posted on the SFS website for a two-week period. Again, you are encouraged to fill out feedback forms. These forms will be gathered and reviewed by The Search Committee prior to the interviews and be used to inform but not dictate the selection process.

An after school meeting on Wednesday, February 20th, 4:30 to 6:00 pm is open to all faculty, students and parents. At this open forum there will be information about each of the finalist firms along with a review of the campus planning process. The finalists will be asked to submit large format examples of their work that will be posted at this meeting.

Finalist Interviews: Formal interviews will be conducted by The Committee on February 21st. A list of evaluation criteria will be sent to the candidates prior to the interviews. They will be asked to address these criteria during their presentations using whatever method they prefer. The Selection Committee will then have the opportunity to seek more information about any topic that is not covered adequately in the presentation via a Q/A period at the close of each presentation. The Committee will ask each finalist firm to assist in arranging site visits to example projects from their local portfolio.

Finalist Selection: Following the interviews, the Selection Committee will meet to evaluate the candidates through a ranked scoring of their responses to the various criteria. Feedback from the community may 'weigh in' on the evaluation process as common desires are made clear by many individuals in the community. Through this objective process The Committee will narrow the field to a single design firm to be recommended to the Board for engagement at the March 17th Board meeting. This decision will be announced in the 3/18/08 TNH and posted on the SFS website.

Process Overview: As a reminder, this entire process started back in the Fall of 2004 with the formation of the Site Development Committee. The process included a faculty staff survey and five follow-up "department" interviews; completion of a Boundary and Topographic Survey; a full-day Design Charrette with 26 faculty, staff, parents, students and architects; the Board approval of a Green Building Policy; and the 2007 Strategic Plan which includes a campus master plan in the vision.

Following is the schedule for the "Master Plan" conversations with the architect for the balance of the school year.

- All School Potluck 4/16/07
- Teacher Workshop Day 4/21/08
- Teacher Advisory Team 4/28/08
- Board Retreat 5/16/08

○ Year End Teacher Workshop Day

6/16 and 6/17/08