



Watertown Public Schools

School Business Office
30 Common Street
Watertown, Massachusetts 02472-3492
Phone: 617-926-7700
Fax: 617-923-1234

John Brackett, Ed.D., Interim Superintendent
john.brackett@watertown.k12.ma.us

Mary C. DeLai, Interim Director of Business Services
mary.delai@watertown.k12.ma.us

MEMORANDUM

TO: Watertown School Committee
FROM: Mary C. DeLai, Interim Director of Business Services
CC: John Brackett, Interim Superintendent
DATE: March 9, 2017
RE: Award of Design Consulting Services Contract

On February 8, 2017, Watertown Public Schools issued Requests for Qualifications from Design Consulting Firms to assist us with the next phase of our Building for the Future initiative. The RFQ was sent to thirty six firms with a due date of February 24th at 2:00 p.m. We received submissions from four different firms including: Ai3 Architects, Arrowstreet Architecture & Design, Symmes Maini & McKee Associates (SMMA), and TBA Architects.

The submittals were reviewed by a selection committee comprised of Dr. John Brackett, Elizabeth Yusem, Steven Magoon, Vincent Piccirilli, and myself. Each member of the committee ranked each firm using an evaluation matrix and Ai3 was unanimously ranked as the most highly qualified to perform the requested services. An interview with Ai3 was conducted on Friday, March 3, 2017. The interview confirmed the committees' evaluation of Ai3 as the best firm for this project. Therefore, we recommend that the Committee vote to award the contract for Design Consulting Services to Ai3 Architects of Wayland, Massachusetts and to authorize the Superintendent to enter into a contract with Ai3.

If you have any questions prior to the meeting, please do not hesitate to contact us.