



## MEMORANDUM

DATE: November 4, 2019

TO: Dr. Mary Ann Ranells, Superintendent  
Board of Trustees

FROM: Catherine Thomson, Purchasing Assistant

RE: RFQ 930401: Mechanical Engineering – Design the Replacement of  
Heating/Cooling Systems at Ustick Elementary

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A Request for Qualifications for Mechanical Engineering Services to design replacement of the heating and cooling systems at Ustick Elementary was made available to the public. In response to the request, qualifications were received from the following company:

CSHQA

The respondent's proposal was reviewed and scored by a committee of five (5) District employees based on the following criteria:

Company Profile	15 pts
Project Approach	40 pts
Past Performance	30 pts
Reviewer's Discretionary Rating	15 pts

Despite the lack of competition, and due to the time sensitive nature of this project, we recommend that the Board awards the designing of the replacement of the heating and cooling systems at Ustick Elementary to CSHQA.

Thank you.