



April 9, 2008

MEMORANDUM

TO: District Board of Trustees

FROM: William D. Law, Jr., President

RE: Professional Services Contract Renewals

The Board of Trustees maintains the decision to employ professional services of architects and the college attorney. These contracts are awarded based on interviews conducted by the Board, and are generally multi-year commitments. These have not been done on a set schedule in years past, leading to uncertainty or confusion about the timing of such renewals.

It is the recommendation that the College bring forward all information concerning the existing contracts, then adopt a schedule to renew them at a determined time in the year and that the Board be provided advanced knowledge of when the basic contract needs to be rebid.

Toward this end, the following information has been assembled:

Provider	Initial contract date	Terms of contract	Last renewal	Next bid cycle date
Johnson, Farrell & Mabile, LLC	August 2002		August 2002	
CRA Architects, Inc.	July 1, 2007	Annual renewal up to three years	July 1, 2007	July 1, 2010
DAG Architects, Inc.	July 1, 2007	Annual renewal up to three years	July 1, 2007	July 1, 2010
Emo Architects, Inc.	July 1, 2004	Annual renewal up to ten years	July 1, 2004	July 1, 2014

Staff Resource: Teresa Smith.

RECOMMENDED ACTION: Propose that the Board renew these contracts at the May meeting for a term of one year and that this type of professional service contract become a standing item on the May agenda in subsequent years.