

Enrollment Sub-Committee Recommendation for PreBond Civil Design Services

Enrollment Sub-Committee:

Anne Wake-DePasquale, HSB Committee Chair

Gina Berksaug, Superintendent

Lance Finamore, SAU 41 Facilities Director

Brad Prescott, Banwell Architects

August 13, 2025

On June 16, 2025, the SAU Administrative Team sent out a [Request for Proposals](#) for the prebond civil design consulting services approved by the Town of Hollis in Warrant Article 6 at the 2025 Hollis School District Town Meeting. The RFP was posted on the Hollis Enrollment Committee website and was sent directly to four firms. We received formal proposals from:

[Fuss and O'Neil](#)

[TFMoran](#)

[Tighe and Bond](#)

All three firms submitted professional, detailed proposals (linked above) and arrived prepared for a 30-minute interview. The sub-committee agreed that any of these firms would be qualified to produce a good result for our town. The firms were evaluated and ranked based upon the following selection criteria from the RFP:

- A. **Project History**—prior design experience at educational institutions similar to the anticipated size and scope of our project.
- B. **Understanding of Elementary Schools**— specifically the functional and operational aspects of primary school sites.
- C. **Project Team Qualifications**
- D. **Methods for Engaging Stakeholders**
- E. **Proximity of Key Staff to the Project Site**
- F. **Familiarity with the Hollis School District and/or Town of Hollis**
- G. **Fees**— The associated fees ranged in cost from \$19,450-\$28,525. We examined the services that would be provided by each to determine which offered the greatest value for the Hollis taxpayer and the Hollis Primary School.

The interview team utilized a rating scale for each of these criteria and then deliberated their findings in a one-hour discussion. After careful consideration, we came to the conclusion that Fuss and O'Neil will be the best fit for our project at Hollis Primary School. This firm was openly enthusiastic about the HPS project, knowledgeable about the scope of the project and the school's unique needs, familiar with the town of Hollis, and came in at the most economical cost for the Hollis taxpayer. Finally, Banwell has had a positive working history with this firm, which we all agreed was a substantial benefit.

This recommendation comes to the full Enrollment Committee and to the Hollis School Board with unanimous support. All members of the sub-committee ranked Fuss and O'Neil's proposal number one of the three proposals available.