



Downers Grove Grade School District 58
We Envision. We Seek. We Believe.

Todd Drafall
Assistant Superintendent for Business/CSBO

Date: August 7, 2019

To: Board of Education

From: Dr. Kevin Russell, Superintendent
Todd Drafall, Assistant Superintendent for Business

Re: Community Engagement Consultant

Executive summary

The administration, at the request of the Board at its July Board meeting, submitted an RFQ to six (6) different community engagement firms across the country. The District received responses from five of those firms. After review of the submission using the rubric attached, the administration has a recommendation to the Board of Education to contract with Paul Hanley. This is the same consultant that District 99 hired after it went through its own RFP process.

Background

At the July Board meeting the Board was presented with the presentation of the draft master facility plan. At the August meeting the Board will receive the background detail information of that preliminary draft plan. That plan was developed as part of the strategic plan approved by the Board of Education May 2018. The Facility Planning Council (FPC) for the last year worked with staff from every building and through community engagement sessions to develop the criteria and priorities based on that strategic plan, which has resulted in the draft document submitted to the Board for review.

As mentioned at the July Board meeting, it is the administration's recommendation that the District engage the services of a third-party consultant to continue the work of the FPC with a more in-depth community engagement and prioritization of the draft facility plan to determine the next steps for the District in updating its capital facilities to meet current and future needs. The Board asked the administration to move forward with this process and bring back a recommendation for the Board's consideration.

Process

The District developed an abbreviated RFQ process based on a similar process used by the high school district. District 99 shared their RFQ with the district, and that format was adjusted to fit both the timeline and where we were in our process. The RFQ is included in the packet. The responses were received by July 29. The administration then reviewed the submissions based on the developed rubric and determined the firm that best fit the criteria. Though we believe all the firms are high quality, this process was about which firm best fit the needs of Downers Grove Elementary District 58 at this time.

The Request for Qualifications (RFQ) process the District engaged in is specific to the District's need to hire a consultant to assist in determining the community's support for facility updates based on the priorities established so far. The engagement of a firm is specific to that process and need by the District. The review is based on those needs. In the event the Board of Education chooses to place a question on the ballot, firms do offer additional services to community-based groups that organize to support the referendum. These groups are separate from the District. Some firms may provide *pro bono* support for such groups. Given the fact that these firms' reputations rest on successful passage of referendum questions that their process leads to, it is often in their best interest to either assist and or to offer such services. This review does not evaluate or take into account the potential of a future committee of citizens who would organize in favor of a referendum question; rather, it is based solely on the services the District currently sees as the next step in the master facility plan.

Budgetary Considerations

The District has continued over the last three to four fiscal years to include a consultant line item in the budget, which it used for Hazard, Young, Attea and Associates for the work on the strategic plan, and Wight and Company for the master facility plan. Those funds continued in the current budget, understanding that there may be a need for such services as the District continues to evaluate its facility needs. It is likely that services of this consultant will extend into next fiscal year.

Recommendation

After reviewing the rubric, the recommendation to the Board of Education is to direct the administration to engage in the development of a contract with Paul Hanley as the community engagement consultant. Once the contract is written and approved by legal counsel, it will be brought before the Board for final approval at the first available meeting.