

MILLBURN C.C. SCHOOL DISTRICT #24  
Architect Selection Process  
Fall 2017

**DRAFT**

September 11	Discussion regarding architect selection process and members of the committee
September 25	Board action to proceed with architect selection process and appointment of 2 board representatives to the committee. Other committee members recommended are: Stephen Johns, Jason Lind, and Terry Miller.
September 29	Legal advertisement in newspaper & mail RFQ's
October 12	Tour of Millburn facilities
October 20	Last date for respondents to send clarifications/questions
October 25	RFQs due to Millburn
November 1-3	Review of RFQs, Reference Checks
November 6	Successful short-listed (3 firms) and unsuccessful firms notified
November 13-21	Tour projects designed by 3 finalists
November 27	Committee (or board) interviews architects on short-list
November 27 – December 15	Ranking of top 3 firms and contract negotiations
December 18	Board Action on Recommendation for Architect of Record