

SCHOOL FACILITIES

Selection of Architect or Engineers

When architectural and engineering services are required by the district, the following procedures shall be followed and shall be reviewed with the board of directors prior to commencement:

- A. Announcement for professional services will be sent to professional and community publications as well as to publications specifically oriented toward minority and women owned firms. The announcement shall specify:
 - 1. The general nature and scope of the project(s);
 - 2. The district representative to contact for further details; and
 - 3. The deadline for submission of letter of interest.
- B. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
 - 1. Description of professional staff and respective roles for each;
 - 2. List of projects completed during the past two years and contact person;
 - 3. Status of current contracts;
 - 4. Description of typical site supervision;
 - 5. References – bank, bonding company, three clients; and
 - 6. Exhibits of cost estimates for two most recent projects.
- C. Applicants shall be screened and interviewed by selected staff.
- D. The superintendent shall insure that no single administrator has primary selection responsibility.
- E. The superintendent or designee shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted.
- F. The tentative contract will be referred to the board as a recommendation.

Adoption Date: August 24, 1999