

SCHOOL FACILITIES

Selection of the Architect

When architectural and engineering services are required by the district, the following procedures shall be in effect:

A. Announcement for professional services will be sent to community publications. 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. Lists of projects completed during the past two years and contact person;
3. Status of current contract;
4. Description of typical site supervision;
5. References – bank, bonding company, three clients; and
6. Exhibits of cost estimates for two most recent projects, including comparisons to actual completed project costs.

C. Application shall be screened by selected staff to identify firms to be interviewed, or to identify the most qualified firm(s).

D. The superintendent or designee shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent or designee, is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted.

E. The tentative contract will be referred to the board as a recommendation.

Revised: November 22, 1993

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