

Subject:	SELECTION OF ARCHITECT OR ENGINEER
Section:	PPG# 7231
Chapter:	Facilities
Effective Date:	7/1/98

POLICY

Selection of Architects or Engineers

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

1. 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:
 - a. The general nature and scope of the project (s);
 - b. The district representative to contact for further details; and
 - c. The deadline for submission of letter of interest.
2. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
 - a. Description of professional staff and respective roles for each;
 - b. List of projects completed during the past two years and the name of a contact person;
 - c. Status of current contract;
 - d. Description of typical site supervision;
 - e. References—bank, bonding company, three clients; and
 - f. Exhibits of cost estimates for two most recent projects.
3. Applicants shall be screened by selected staff to identify firms to be interviewed.
4. The commissioners shall interview applicants.

5. The commissioners shall enter into negotiations with the firm (s) to establish a professional services fee, which is fair and reasonable. If the board is unable to negotiate a satisfactory contract, the commissioners, after giving public notice, will select another firm.

6. The board shall enter into a written contract with the firm.