

**ARCHITECTURAL AND ENGINEERING SERVICES**

In order to ensure safe construction, protect the investment of public funds, and where required by law, the Governing Board may require that a licensed and certified architect or structural engineer be employed to design and observe the construction of district schools and other facilities. Selections of a firm's services are to be engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the District.

**Selection of Architect**

Architects for specific construction projects shall be recommended by an architect selection committee to the Board of Trustees through the superintendent or designee.

Completion of the architect selection process shall be attained as early as possible so that the architect's services may be used in all aspects of the program.

The Board favors selection through general qualifications procedures such as interview, job visitation, credential check, and so forth.

**Architectural Fees**

The payment of architectural fees shall be made in accordance with the schedule by the State Board of Education but may be negotiated depending upon the project.

**Contract with Architect**

A separate contract shall be signed for each project (the original contract may be extended to cover additions to a relatively new building by the same architect); or a master agreement may be entered into in which case a separate project authorization shall be signed for each project with the architect selected by the Board. The contract shall be supplemented by statements outlining specific district requirements and procedures that must be followed by the architect. These may be in the following forms:

1. Educational Specifications and Requirements issued for each project by the district;
2. Project Check List, issued by the State Department of Education.

The superintendent or designee shall be authorized to proceed with boundary and topographic surveys of sites as well as aerial photographs when needed for preparation of plans for site development and buildings. The superintendent or designee may also

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proceed with soil bearing value tests, ground current tests, and other professional services which may be required and are recommended by the assigned architect. The superintendent or designee may proceed with these commitments without separate board

approvals as long as the cost of these commitments is within the funds reserved for the project in the building fund accounts.

**Legal Reference:**

EDUCATION CODE:

17280-17316 Approvals, especially:  
17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

GOVERNMENT CODE:

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

**Adopted: 11/10/98**