

**Administrative Procedures for Policy #7009 (Construction) Regarding
Selection of Architects and Engineering**

I. Purpose

- A. The following procedures will be used by the Calvert County Public Schools (CCPS) for the procurement and award of contracts, consultant agreements, or other obligations in excess of \$25,000.00 for architectural and/or engineering fees for school facilities. This limitation is interpreted as applying to the architect/engineer fees for a complete project including indefinite quantity services, feasibility studies, preliminaries (schematic and design development), construction documents, bidding, and construction.

II. Definitions

- A. Interagency Committee on Public School Construction (IAC) – The Maryland State Department of Education committee overseeing public school construction
- B. Public School Construction Program (PSCP) – The clearing house and review agency under the IAC overseeing public school construction.

III. Procedure

A. Prequalification

1. An Architect/Engineer (A/E) eligible to perform services for the Board of Education of Calvert County shall be registered and/or licensed in the State of Maryland.
2. He/she shall have submitted to CCPS a completed copy of the Calvert County Public Schools Standard Contractors Pre-Qualification Questionnaire and/or American Institute of Architects (AIA) forms.
3. Forms shall be updated or resubmitted indicating any significant change in the owners, officers, or qualifications of the A/E firm prior to July 1st of each year following initial submission. Failure to update or resubmit the forms by July 1st of each year shall indicate that the A/E firm is no longer interested in CCPS work and previously submitted forms will be removed from the files.

B. Project Notification

1. The Director of School Construction or designee will make notice of proposed projects by sending a listing of proposed projects to those A/E firms whose forms are current and on file, who shall in turn inform CCPS of their interest in any or all projects, as outlined in section C, item 3.
2. Notice of CCPS intention to procure design services shall include information regarding the following:

- a. The general architectural scope of the project in question, setting forth all information necessary to determine the scope of A/E services required
- b. A budget cost estimate
- c. A statement of all funds to be available for the implementation of the selection request
- d. The proposed date of occupancy
- e. At the time of request for proposal, a land survey for the proposed project which shall indicate location, size, boundary, utilities, health, and environmental stipulations and other pertinent information relative to the site

C. Submission of Proposals

1. A/E's shall apply to be considered for selection to provide Architectural and/or Engineering services by:
 - a. Following announcement of proposed projects as outlined in item B, interested A/E's may submit requests to the Board of Education for consideration on specific projects. A separate request must be submitted for each project and shall include a brief summary of the A/E's special competence and/or qualifications for the project in question.
 - b. The Director of School Construction or designee shall furnish each applying A/E with a copy of the general architectural program and requirements for the project, as indicated in section B, item 2.
 - c. A/E's must confirm their interest in any project by submitting a request for selection together with any additional information relative to the A/E's qualifications which the A/E may wish to offer for further consideration. Included therein shall be:
 - 1) Make-up of complete team which they propose to use for each project. (i.e., Architect, Mechanical, Electrical, Structural, Site, Audio-Visual, Estimating, etc.);
 - 2) Current total workload of firm;
 - 3) Capacity of firm to accomplish proposed work in required time;
 - 4) How the firm would provide for cost control, quality control of design, drafting and construction, energy conservation and life cycle costing;
 - 5) Proposals must include time and commitment for required state and local reviews.

IV. Action

A. Selection

1. From the available and interested A/E's applying, a list of not more than five A/E's shall be developed who are considered to be qualified for each project.
 - a. Such recommendations shall be developed by the CCPS Director of Construction and presented to the Board of Education for their approval subject to local laws and regulations.
 - b. The placing of each A/E on the list shall be adequately documented to show the basis for recommendation.
2. An evaluation of applications by the Director of Construction or designee of all interested A/E's (section C, paragraph 3) shall be made based upon the following parameters for each A/E firm:
 - a. General competence (including technical consultants).
 - b. Past performance (when applicable) on previous work in terms of work quality (errors, omissions, overruns, etc.) and in terms of ability to adhere to budget, and schedule limitations; and in coordinating and working with the participatory planning process with local representatives.
 - c. Geographical location shall be a major consideration.
 - d. Number and value of recent county projects assigned to firm.
 - e. Size of firm compatibility with size of proposed project.
 - f. Current total workload of firm and capacity of firm to accomplish proposed work in required time.
 - g. Special familiarity with project or project site.
 - h. Special qualifications, experience, design approach, etc. (Section C, item 3)
 - i. Originality and design quality.
3. The approved A/E firms shall be invited by the Director of Construction or designee to develop, submit and present a complete proposal for the respective projects as outlined below:
 - a. Each firm selected for a presentation shall prepare a complete proposal based on scope of work, including special and unique management approaches. A detailed breakdown of proposed fees for all A/E services shall be provided upon being selected to enter into negotiations.
 - b. The proposal shall be in a format prescribed by the local Board of Education.
 - c. In preparing proposals, A/E's shall carefully review and be guided by the requirements of the standard A/E Agreement (AIA B141 Agreement between the Owner and Architect) and those standards outlined by the Public School Construction Program.
4. The Director of School Construction and/or representatives designated by the Superintendent shall preside over the A/E presentations.

5. Recommendations to enter into negotiations shall be a performance based selection. The selected firm shall be asked to provide a detailed proposal for consideration.
6. The list of A/E's and all pertinent back-up information will be presented to the Board of Education and will be available for review by all interested parties, pursuant to Public Information Statute Article 76A, Annotated Code of Maryland.

B. Negotiation

1. Negotiations will be conducted by the Director of School Construction with the firms designated by the Board of Education to arrive at the best available contract terms.
2. Negotiations will center along the proposed scope of services and the project schedule.
3. Should negotiations with the first selected A/E firm not produce an agreement, the next A/E firm in line shall be engaged in negotiations.
4. The complete package of selection, recommendation, and negotiation shall be documented and submitted to the Superintendent with the recommended A/E award and the negotiated fee.
5. The Superintendent shall present the recommendation to the Board of Education for consideration.

C. Board Approval

1. The Board of Education shall receive, review, approve, or reject the recommended A/E award and negotiated fee.
2. In the event the Board of Education rejects the recommendation, the selection shall be returned for further action as shall be directed by the Board.
3. The Interagency Committee on Public School Construction shall be informed by the Director of School Construction of the final selection of the A/E firm and shall be so notified by remittance of the negotiated contract.