

FACILITIES CONSTRUCTION  
COMPETITIVE SEALED PROPOSALS

CVB  
(REGULATION)

PROCEDURES FOR  
REQUEST FOR  
QUALIFIED  
STATEMENTS

In selecting an architect, the District will:

1. Check with other districts of similar size and need to determine the names of architectural firms that may be used in the District's selection process.
2. Consider all firms that have expressed an interest in providing services to the District the past three years.
3. Send a Request for Qualification Statements by Architectural/ Engineering firms for the need of professional services. Firms will submit Qualified Statements to the District.
4. Require Qualification Statements to be submitted to the District by the specified time line and include all of the information requested in Request for Qualification Statements.

SELECTION  
COMMITTEE

A panel of District staff members will serve as the selection committee. The committee will review the qualification of all firms who have returned a completed Qualification Statement.

SHORT LISTING

The selection committee will review the completed Qualification Statement and compile a list of architects/engineers to interview. The selection committee will reduce the total of architects or engineers to 12 firms to interview.

INTERVIEW

The 12 short-listed firms will have 30 minutes to do a presentation addressing their qualifications and experience. The 30 minutes will include the presentation and question/answer session.

SELECTION

After the firms have been interviewed, the committee will reduce the number of architects to a total of five. The committee will check references prior to ranking the five firms. The committee may visit sites reflecting the applicants' work. A recommendation will be made to the Board at a meeting that meets the requirements of the Open Meetings Act.